

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
November 1, 2016**

MINUTES

With a quorum being present, Chairman Coffindaffer called the November Board of Supervisors meeting to order on Tuesday, November 1, 2016, at 9:00 a.m. at the USDA Service Center, Mount Clare, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: **William Coffindaffer** **Jane Collins**
 James Foster **Steve Hannah, via phone**
 Phil Osborne **Larry Sponaugle**
 Randy Plaughter **Bill McClain**

Others Present: **Dinah Hannah, WFCD, via phone**
 Jeremy Salyer, WVCA, via video
 Caleb Smith, WVCA
 Cheryl Carlin, WFCD
 Jeff Griffith, NRCS
 Chuck Copeland, WVDOF
 Bruce Loyd, WVU Extension
 Dave Snowden, Auditor

Chairman Coffindaffer read two excerpts from the **Progressive Farmer** about voting. Abe Lincoln said, “Elections belong to the people. It's their decision. If they decide to turn their back on the fire and burn their behinds, then they will just have to sit on their blisters.” Franklin Roosevelt said, “Nobody will ever deprive the American people of the right to vote except the American people themselves and the only way they could do this is by not voting.”

Introductions:

Dave Snowden, FY 16 Draft Audit Report: Dave passed out the draft report of the current audit being performed for FY 16. The audit firm will mail the Board 3 copies of the report no later than Monday, otherwise it will stand. His findings are about the same as last year. He recommends getting images of the backs of checks if the bank will provide this. He feels that we may need to change the employee theft protection as the bylaws require one million dollars and we only have \$100,000. He feels that the receipting process is extraordinary. He found a stack of checks from the 2013 audit period that need to be spoiled by voiding. He would like for the use of purchase orders to be more consistent. Phil wanted to know what we should do, for example, if we are out on a field day and we need to purchase something. Dave said that the purchase order can be done after the fact. The solar pump needs to be removed from the accountant's asset list. He feels that using metal tags with I.D. numbers on all assets would improve the asset list for the auditor. MVB hasn't returned their account balance form. Cheryl

dropped another form off at MVB to be mailed back to the auditing firm. Dave will fix the capital asset list since Foster told him what is stored on his property.

Agenda Approval: With no additions or corrections to today's agenda, Plaughter/Foster. Motion carried to approve agenda.

Minutes: With no corrections or additions, the October 11, 2016 minutes will stand approved as mailed. Foster/McClain. Chairman declared the minutes approved.

Financial Report: The financial reports for October are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for September is here today and Supervisors have a copy of it in their files. The report will be filed for audit. In addition to today's report is an extra balance sheet and income statement provided by John Law CPA for supervisor's review on the General and CDO accounts. **Financial reports will be filed for audit.**

Supervisor Per Diem and Travel: Treasurer Randy Plaughter reported on the following Supervisors Per Diem and Travel expenses for the month of September:

Randy Plaughter	\$506.46	
Rebecca Jane Collins	\$440.76	
William Coffindaffer	\$338.52	
William McClain	\$0	
Philip Osborne	August \$215.88	September \$124.26
Larry Sponaugle	\$365.55	
James Foster	\$490.40	
Richard Steve Hannah	\$0	<i>totaling \$2,481.83</i>

Total gross amount spent to date: \$10,539.37

Plaughter moved to approve Supervisor's September Per Diem and Travel as presented. Motion seconded by Collins. Motion carried.

Approval of Invoices and Payments: One invoice for \$2,800.00, made payable to Lisa Thornburg CPA, for the completion of the FY 16 Audit is here today. **Foster moved to approve the FY 16 audit invoice. Motion seconded by McClain. Motion carried.**

Unfinished Business

Ag Enhancement Program:

Foster moved to approve the following AgEP Payments:

- R. Chickerell, Lime, 150 tons, \$3,000.00
- PSP Farm P. Hinterer, Lime, 81.26 tons, \$1,625.20
- PSP Farm P. Hinterer, NM, 10.75 acres, \$322.50
- L. White, Woodland EF, 2,315', \$3,648.00
- E. Bennett, Lime, 47.67 tons, \$1,010.61
- N. Blake, Lime, 25.31 tons, \$508.00
- R. Flanagan, Lime, 45.46 tons, \$934.40 *totaling \$11,048.71*

**The report comes out of the AgEP Committee and does not require a second.
Motion carried.**

Caleb Smith reported at the October 11, 2016 Board Meeting on one AgEP practice that needs modified. The Cooperator signed a well development agreement but recently got hooked up to city water; therefore, they will only need the pipeline and trough. This needs to be in the form of a motion and seconded. **Plaugher moved to amend R. Flanagan's application, originally approved as a well development, totaling \$1,500.00, to be approved as a Pipeline and Trough, totaling \$1,000.00. Motion seconded by Osborne. Motion Carried.**

Caleb met with Tom Bond, who applied for a well development site on a strip bench. His well driller doesn't want to drill there, so they want to move the location about 1,000'. Caleb will go check out the new location. The state geologist has already approved the location. The Board has no objections to the change. Caleb got an email from Jennifer stating that they are working on the annual report for the agency. They want to do a write up on Ag Enhancement and would like the Board to submit the name of a cooperator from FY 16 that they can do a write up on. Coffindaffer said they will review the list today as the meeting continues and will give a recommendation to Jennifer.

Foster wants to send out a letter in the next sign up period that will give the cooperator a date that Caleb will be in their county for them to come in to sign their contracts. Osborne thinks we could have the contracts available at their county without Caleb being there. The Board agrees that the contract will be sent out with the approval letter for the Cooperator to sign and return to the office but there will still be a deadline.

Caleb wondered if we are having a second sign up period. An AgEP Committee Meeting will be held on December 5 at 10:00 a.m. to determine if there will be a second sign up period.

OM&R Salem Fork & Polk Creek: Jim Roy was not present to report. Coffindaffer reported that Roy continues to do work on the Polk Creek channel in Weston.

Field Day: Nothing to report at this time.

Board Recess: 10:09 a.m.

Board Back to Session: 10:20 a.m.

New Business

CD Employee Manual: It was in Jeremy's October report stating that Charleston has requested that the Conservation Districts review their CD employee manuals. The Executive Board will review after the board meeting and make a recommendation at the next board meeting.

District Christmas Party: The Christmas party will be held on Friday, December 9 at 12:00 Noon at the Mount Clare USDA Service Center. Everyone will bring a covered dish and Coffindaffer will supply the ham.

Correspondence:

WV DEP Notification of Pending Mine Permit Application

Funding Requests: National Association of Conservation Districts Membership Payment - Foster reported to take no action on this.

Letters of Request: none at this time

SPRP/EWP Project: none at this time

Board Member & Associate Supervisor Reports: Plaughter stated that the Grazing Conference is coming up in March and he says the Board needs to think of 3 Cooperators from each county to send.

Collins said that the Gilmer Co. ground breaking ceremony for their high tunnel was held on October 18th. The high tunnel has been ordered and Ike & Sue Morris' employees will build it. The Annual meeting was held at Flatwoods on October 3rd & 4th.

Coffindaffer reported that WesMonTy RC&D appointed a committee to look at planning and where they might be in the future.

NRCS: Jeff Griffith reported on the Gilmer Co. high tunnel. Last week he was contacted that the Morris employees delivered top soil for the high tunnel. Gary Bush says that the soil is stripped off the baseball field and NRCS's concern is what is in the soil, such as herbicides. Jeff will call Toni Bishop and let her know. He feels that the ceremony went very well. Concerning EQIP, there is nothing official from the state office yet regarding the Focus Conservation Approach. They are proposing a program for stockpiling, hay distribution and management practices to improve winter feeding. They are taking applications now with a cutoff date of Nov. 30. He would like to have an Outreach Meeting in November possibly at Jackson's Mill. He will try to set up a meeting the week of the 14th and he will let Cheryl know the date.

WVU Extension: Bruce announced that the Women in Ag Conference will start this Friday at Glades Springs with Friday having tours and Saturday being the main conference. The Mountaineer Cattleman's College will be December 2-3 at Stonewall Resort. He also reported on the invasive species demonstration given at our field day at Bill Suan's farm, where plots of Joint Head Grass were treated. He passed out pictures that show the success of the Prowel-H20 herbicide that was used. It has to be applied before the plants come up, around April 10-15. Japanese Stilt Grass can also be treated with this herbicide; the timing to apply would be different though. He feels that this herbicide will be an asset.

Forestry: Chuck Copeland reported that out of 37 foresters, 10-12 have been brought back, with nothing else being done until the new legislative session begins. They are still doing firefighting and land owner assistance but haven't been checking log job.

WVCA Report: Jeremy Salyer announced that the State Ag Committee will be meeting soon for planning of the funding allocation formula, so the Board needs to let them know of any recommendations or ideas on how to move forward. The Agency budget is on a holding pattern until after the election, and there will probably be a cut. He will keep us posted. Brian got notification from the Lewis County Commission that they are interested in a partnership agreement between the Lewis County Commission, the Agency and the District to do stream work. He requested that it be placed on the December Agenda and he will present more information at that time. Jeremy has emailed a copy of his monthly report to Cheryl and the Board can get a copy from her if they so wish.

Caleb reported on attending a rainfall simulator demonstration. He feels it might be of interest at one of our field days.

WFCD Report: Cheryl reported that all lime spreaders have been fixed and have been in constant use. A bill was sent to C.D. Cole in the amount of \$858.02. We have sold over \$1,700 in water supplies in the month of October. Robin has stopped by a couple of times and they are doing well.

Conservation Agreements: There are three agreements for approval:
Lowell T. Stout, Harrison County, 219 acres
Lowell T. Stout II, Harrison County, 12.37 acres
Bill Lowther, Lewis County, 350 acres

Foster/Plaughter. Motion carried to approve Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on December 6, 2016 at the Mount Clare USDA Service Center at 9 a.m.

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

Minutes Recorded by Cheryl Carlin; Office Assistant, West Fork CD

The Board Adjourned at 11:23 p.m.