

WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
December 6, 2016

MINUTES

With a quorum being present, Chairman Coffindaffer called the December Board of Supervisors meeting to order on Tuesday, December 6, 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**
 Phil Osborne **Larry Sponaugle**
 Randy Plaughter **Bill McClain**

Others Present: **Belva Junkins, WFCD**
 Brian Farkas, WVCA
 Caleb Smith, WVCA
 Jeff Griffith, NRCS
 Chuck Copeland, WVFS
 Cheryl Carlin, WFCD

Welcome and Introductions: None at this time

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 November 1, 2016 minutes will stand approved as mailed. Foster/McClain. Chairman declared the minutes approved.

Financial Report: The financial reports for November are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for October 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. The final FY 16 CDO Funds Report was approved by the Board and signed by Chairman Coffindaffer and will be forwarded to Charleston. **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 October:

Randy Plaughter	\$397.08
Rebecca Jane Collins	\$722.74

William Coffindaffer	\$478.82	
William McClain	\$0	
Philip Osborne	\$46.32	
Larry Sponaugle	\$307.92	
James Foster	\$1,010.32	
Richard Steve Hannah	\$0	<i>Totaling \$2,963.20</i>

Total gross spent to date: \$13,502.57

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

Approval of Invoices and Payments: Eight invoices from TVCD are here today for approval. They include O&M work done on Polk Creek #13 for \$7,164.36, #6 for \$1,142.50, #5 for \$514.50, #4 for \$1,315.00, and #1 for \$1,940.00; SPRP work done on Alum Creek for \$2,752.35; and Jane Lew EWP I for \$1,450.00 and Jane Lew EWP II for \$2,180.25; totaling \$18,458.96. **Plaughter/Foster motion to approve and pay the invoices. Motion carried.**

The Gilmer County Elementary School has submitted an invoice for the \$5,000 payment for their school community garden project. NRCS will update the Board when it is complete. **Foster motioned to pay the Gilmer County Elementary School the \$5,000 agreed upon amount, upon notification of completion from NRCS. Sponaugle seconded. Motion carried.**

Unfinished Business:

Lewis County Commission Proposal: Chairman Coffindaffer introduced Brian Farkas, who was not present during introductions. Coffindaffer asked Farkas how the Lewis County Commission proposal came about and why the district was not involved in writing the agreement. Farkas stated that this is a template of an agreement that was signed and already in use in Kanawha County. The purpose of the agreement is to put in place a mechanism that uses the County Commission and municipal authorities under state law to deal with flood situations. The conservation districts or Agency have no authority when it comes to flooding. Therefore, this proposal is to get the county commissions and municipalities to use their authority under law, (713U), which states that the authority rests with them on flooding issues. The District and Agency will only be there to provide technical assistance for projects. Coffindaffer asked if SPRP funds will disappear from our district. Farkas stated that the old SPRP procedures will be going away. They are proposing for it to become a cost share program. If a landowner wants a problem fixed, then they will have to share the cost. They are also proposing cost share for bank stabilization. Farkas said that this is where this agreement comes in. If the county has an issue, the agreement states that we are willing to provide technical assistance and cost sharing for the project. The county will hold the contract and the permit, so the district will no longer be responsible for permits or contracts, other than

providing assistance in getting the permits. The added benefit to the agreement is that during flooding it allows us entrance to help with technical assistance for debris removal during flood recovery. We don't have a debris management plan in WV so the Agency is coming up with a plan with FEMA. This will be beneficial in that we will get a 2% reimbursement from FEMA. Coffindaffer asked if the Agency will be signing agreements with Doddridge, Harrison & Gilmer Counties. Farkas said that Vivian Parsons, Executive Director of the County Commission Association, will be working on getting agreements in all 55 counties. Hannah wanted to know why the Agency went to the Lewis Co. Commission before the District was approached. Farkas stated that the Lewis County OES approached the Agency, because they felt that there was a lack of Agency participation during the recent flooding. Several supervisors felt that there should have been better communication in including the District in this decision. The original agreement was drawn up by Farkas and approved by the WVCA and Kanawha County attorneys. There is nothing in the Lewis County proposal that relates to Polk Creek. It is only for issues that the county wants to be involved in. The Board will approach the other three county commissions to see if there is interest in these agreements. **Steve motioned to delay the decision on the Lewis County Commission Proposal until the January meeting so that the Supervisors can review a paper copy of the agreement. Phil seconded. Motion carried.**

CD Employee Manual: The Board reviewed the recommended amendments to the CD Employee Manual from the November 1st, 2016 Executive Committee Meeting. Section 2.1 doesn't need amended according to Joel Barnosky, FSA. Section 4.1: Change wording from "This position is an hourly paid rate of 6 hours/day at \$10.00/hour." to "This position is an hourly paid rate established by the Board of Supervisors." Section 4.2: Change wording from "Part time employees are not eligible for employee benefits" to "Part time employees are eligible for employee benefits as determined by the Board of Supervisors." Section 6.1: Change wording from "This position does not offer vacation time." to "This position may offer vacation time as approved by the Board of Supervisors." **Plaughter motioned to adopt the changes to the 2016 CD Employee Manual as set by the Executive Committee. McClain seconded. Motion carried.**

Ag Enhancement Program:

Foster moved to approve the following AgEP Payments:

I Maxwell III, NM, 20 acres, \$600.00
I Maxwell III, Lime, 100.51 tons, \$2,000.00
I Maxwell III, WS, 1 SD & 2 P/T, \$2,933.63
D. Ball Jr., Lime, 42 tons, \$840.00
D. Ball Jr., WS, 1 P&T, \$621.67
P. Osborne, Lime, 47.44 tons, \$968.02
B. Ted Stout, Lime, 58.28 tons, \$1,168.80
B. Ted Stout, NM, 20 acres, \$600.00
J. Kirk, NM, 20 acres, \$600.00

J. Roush, Lime, 58.61 tons, \$1,213.20
J. Henderson, Lime, 117.25 tons, \$2,333.40
J. Henderson, NM, 20 acres, \$600.00
Q. Ward, Lime, 150.51 tons, \$1,876.00
Q. Ward, NM, 20 acres, \$600.00
C. Ward, Lime, 100.28 tons, \$2,043.23
C. Ward, NM, 20 acres, \$600.00
R. Wentz, WOE, 2,150', \$3,440.00
R. Wentz, WS, 2 SD, \$1,405.85
A. Bolyard, PDF, 2,500', \$4,000.00
A. Bolyard, NM, 20 acres, \$600.00
B. Lowther, Lime, 67.08 tons, \$1,341.00
B. Lowther, NM, 20 acres, \$600.00
B. Stout, NM, 20 acres, \$600.00
M. Benedum, NM, 20 acres, \$600.00
M. Benedum, WS, 1 SD, \$1,200.00
S. Mason, Lime, 74.35 tons, \$1,487.00
V. Woodford, Lime, 132.50 tons, \$2,650.00
M. Zinn, Lime, 137.64 tons, \$2,752.80 **Totaling \$40,274.60**

Cancellations totaling \$4,119.60

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

OM&R Salem Fork & Polk Creek: Coffindaffer read aloud a letter sent to Ted Ridley concerning unresolved Polk Creek Dam fence violations. After the letter was sent, NRCS fencing recommendations were received on Polk Creek 1 and 9. No recommendations were received on specs and engineering for the fencing on Polk Creek 4. Coffindaffer and Roy would like to contact our Engineer, Greg Linder, to draw up plans to correct the problem. Brian suggested, instead, to send a letter to Louis Aspey to inquire about recommendations, since he is the State Con. It was decided to let Jeff Griffith contact Andy Diechert, state engineer, to see if he can get the recommendation for Polk Creek 4.

Coffindaffer stated that Jim Roy is providing Cheryl with the names and addresses to mail W-9's to landowners that perform dam mowing so they can be paid.

District Christmas Luncheon: Cheryl reminded the Board that the Christmas Luncheon is this Friday the 9th at Noon. She passed around a paper to notate who is attending and what food they will be bringing.

Field Day: Osborne has been working to get another speaker for the field day. The person that he had in mind is unavailable so he will try to find someone else. He is considering Matt Poore, to show how to set up grazing on a challenging property. Foster will book the Doddridge County Park for Friday evening, July 21st, 2017.

FY 16 Audit: Cheryl reported on the changes that Dave Snowden has made to the final audit report. **Foster made a motion to accept the final audit report. Motion seconded by Sponaugle. Motion carried.**

Board Recess: 10:26 a.m.

Board Back to Session: 10:42 a.m.

New Business

Lime Spreader Agreement: The Board would like to make the following changes to the lime spreader agreement: #7 This deposit may be applied to rental fee or any damages incurred; #8 The Lessee is charged for every day in use. Delete the wording, “except Sunday”.

Winter Newsletter: Cheryl said that the projected mailing for the Winter newsletter will be the first week of January. The second AgEP sign up of January 9-February 3 will be announced in the newsletter. NRCS has promised to submit an article. Hannah asked that Caleb compose an article pertaining to the lime facts that he presented at the last AgEP meeting, as he felt they were very informative. Collins will send Cheryl a picture of the Gilmer County Community Garden Project to be included.

Correspondence:

MVB CD Maturity Notice – The Board would like to roll over CD.

2016 WV Annual Bulletin

NRCS Local Work Group Project

WVU Extension Service – Small Farm Center

WVU Extension Service WV 4-H Program

Funding Requests: none at this time

Letters of Request: One LOR is here today. A request for \$2,800.00 for reimbursement of the FY 16 Audit. **Plaughter/McClain motion to approve and submit the LOR. Motion carried.**

SPRP/EWP Project: none at this time

Board Member & Associate Supervisor Reports:

Plaughter mentioned the upcoming Appalachian Grazing Conference on March 10-11 and asked that the Supervisors be thinking of farmers that they want to sponsor. The District will sponsor 3 farmers per county with a registration fee of \$150 per person. He suggested going to the website www.wvagc.com for more information.

NRCS: Jeff Griffith submitted a paper report for Supervisor's review. NRCS chose stockpiling forages for winter grazing and hay distribution for the Focused Conservation Approach with signups ending on 12/30/16. He also reported that Rex Gardner has finished up for the year and what an asset he is to the District and NRCS.

WVU Extension: Jeff Griffith reported for Bruce Loyd, who was unable to attend. The dates for the upcoming WVU Extension meetings are: January 11 (grazing management) & February 8 (woods & wildlife), both at Jackson's Mill; March 8 (beef cattle outlook) at West Milford Community Center; and February 22 (Log Cabin Fencing) at Snowbird Park in Doddridge County.

Forestry: Chuck Copeland supplied a paper report. He stated that fire season has been mild so far.

WVCA Report: Jeremy sent a paper report for Supervisor's review. Farkas reported on the budget cut of \$158,000 to the Agency. To accommodate the 2% budget cut and keep it from affecting operations, the Agency has eliminated some vacant positions. He would like to have each district have a public meeting to talk to Cooperators to see what is important to them and see what we should be focusing on statewide. He is attending a meeting concerning the Ohio River Basin. He feels that it will not be a pollution abatement program as much as it will help the Corp of Engineers get money to rebuild the locks and dam system. As he is looking at the Strategic Plan, he is considering whether it is the right time to talk about a resource management program in the state of WV as it relates to agriculture and the EPA. The AgEP meeting will be next week to talk about 2017 and there will be discussion on how to fairly fund to the districts. Ag Day at the Capitol will be February 22. In future years they are considering having the Awards Dinner on Ag Day and inviting the Legislators to attend a luncheon. There are now memorandum of agreements between the RC&D and the State Committee that spell out how money can be spent. There is discussion that the districts no longer need to be involved in channeling the money.

Caleb worked with Northern Pan CD helping with supervisor AgEP applications. He also has been helping Tygart's Valley CD with 2 forage tests and some soil testing. He has been in contact with lime vendors in Pocahontas County, Bruceton Mills Ag Service, Chad Litton of the Dept. of Ag. and J.F. Allen. He is trying to figure out a solution on how to run the next Ag program. He reported that the state Conservation Specialists will be receiving training on the new ARC mapping system that they will be getting.

WFCD Report: Cheryl reported on the cost of ID tags that the auditor recommended to label the District assets. She found .75"x1.5" numbered metal ID tags that would include the District's name. One company has 50 for \$299 & one company has 100 for \$289. Coffindaffer asked that this be added to the January agenda to be voted on. Cheryl will work on finding alternative choices.

Conservation Agreements: There is one agreements for approval:
Connie Yatulchik, 98.2 acres, Harrison County

Foster/Plaugher. Motion carried to approve Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on January 3, 2017 at the Mount Clare USDA Service Center at 9:00 a.m.

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

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

The Board Adjourned at 11:5p.m.