

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
February 12, 2013**

MINUTES

With a quorum being present, Chairman Foster called the February Board of Supervisors meeting to order on Tuesday, February 12, 2013 at 9:00 a.m. at the USDA Service Center, Mt. Clare, WV. The meeting for February 5, 2013 had been cancelled due to weather conditions. The Pledge of Allegiance followed the call to order.

Supervisors Present: **Tim Butler** **Jane Collins**
 William Coffindaffer **James Foster**
 Mary Lee Hines **Bernadette Law**
 William McClain **Randy Plaughner**

Others Present: **Herb Andrick, Natural Resources Conservation Service**
 Chuck Copeland, WV Division of Forestry
 Kim Fisher, WV Conservation Agency
 Jeff Griffith, Natural Resources Conservation Service
 Dinah Hannah, WV Conservation Agency
 Belva Junkins, West Fork Conservation District
 Jeff Most, WV Conservation Agency
 Don Peterson, West Fork Conservation District
 Robert Samples, City of Salem Mayor
 Gene Saurborn, WV Conservation Agency
 Andy Sentz, Natural Resources Conservation Service
 Robin Ward, West Fork Conservation District

Introductions: No guests were present today to be introduced.

Agenda Approval: Coffindaffer/Hines motion carried to approve the agenda for today's meeting, February 12, 2013.

Public Comments: No one present for public comments.

Minutes: Coffindaffer/Hines motion carried to approve the January 3, 2013 minutes as submitted.

Financial Report: The financial reports are in the Supervisors folders for their review for the District Bookkeeper General and CDO Funds report. The General and CDO funds report will be filed for audit. The accountant has also attached the Income

Statement compared with the budget for both the General and CDO accounts. The account number has been changed on the Investment listing to reflect the correct CD account number at Cornerstone Bank. The WVCA Year-to-Date Revenue and Expenditure Balance Report is also included in Supervisors packets for the WFCD through January FY2013.

Approval of Invoices & Payments: An invoice has been received from the Little Kanawha CD for the co-sponsorship of the cost of the Forestry Contest that was held in September 2012. The amount is \$299.74. This includes expenses for the plaques, pizza, soda and ice. **Butler/Coffindaffer motion carried to pay the invoice to Little Kanawha CD for \$299.74. Butler/Plaugher motion carried to reimburse Bill Coffindaffer for \$24.91 for the wording done by Batman Trophies on the picture of the first cooperator.**

Unfinished Business

Committee Reports: The WVACD meeting was held in Flatwoods last month. It was there where the District picked up their award for Conservation Education District of the Year for 2012. There is a move to have sixth graders take the Samara exam instead of seventh graders. Questions were raised on the poster contest and the Century Farm program and where we were with those two programs. Tim reported the WV Envirothon will meet this Friday at Gassaway. The fifth topic has been written. The Site and Education Committee will meet at the Wood County 4-H Camp on March 5.

Letters of Request: Dinah reported there are three letters of request to be submitted. These include \$636.24 for internet service from July 1 – December 31, 2012, \$2,400.00 for the accountant service from July 1 – December 31, 2012 and \$4,000.00 for the audit for the year ending June 30, 2012. **Coffindaffer made a motion to send LOR's for internet service for \$636.24, accountant service for \$2,400.00 and the audit for \$4,000.00 and it was seconded by Hines. Motion carried.**

Ag Enhancement Program: Amy Sine is attending the Little Kanawha CD board meeting today and has given her report to Dinah. The remaining balance is \$26,847.74 and after approvals it would/will be \$15,981.74. Amy will be sending out reminder letters this month to all those that must complete their practices by May 31, 2013. This does not include the lime because cooperators have one year from the time of approval to complete their lime. She would like to set up an AgEP committee meeting for next week. We will need to discuss and decide BMP's and rates for this coming year. The stapled sheet for hand out is the data base report. It shows approvals, cancellations, payments and totals for each practice. The single sheet is Jennifer Skagg's report as of 1/23/13. The AgEP committee meeting will be held on February 21 at 9:00 a.m.

Field Day: The Field Day committee which is made up of the AgEP committee members, met on January 22. Coffindaffer reported they discussed bringing Kit Pharo in from Colorado who would discuss extended grazing. The committee recommends to the board spending two years of the Field day funds. Bruce Loyd has contacted Pharo on

what it would cost. His cost is \$750.00 for everyday he is away from the ranch, which would be 3 days plus expenses. It looks like the total cost with air fare, car rental; hotel, etc. would be around \$4,000.00. Mr. Pharo is a rancher in eastern Colorado and he tries to graze without making hay. His calving is in May or early June with a smaller cow size. He is pushing not making hay and using extended grazing. Pharo says it is possible that he could come in July. We will need approval from this board to commit two years of field day funding. **Coffindaffer makes a motion to proceed to bring in a speaker for a field day in July and spend two years of field day funds. It was seconded by Hines. Motion carried.**

Audit – Year ended June 30, 2012: Supervisors have a bound copy of the Agreed-Upon Procedures report for the year ended June 30, 2012. At the last meeting, they were given the draft copy for discussion. **Coffindaffer made a motion to approve the audit report from Suttle & Stalnaker for the year ended June 30, 2012 and approve request for payment and it was seconded by Hines. Motion carried.**

FY14 WVSCC, WVCA Appropriation Request: At the last meeting, Kim distributed copies of the budget for this next fiscal year and went over it with supervisors. The WVCA would like to request our District to adopt and support the FY14 budget with a formal motion. The base budget for FY14 is \$9,581,848, which reflects a seven and half percent cut from FY13. It is also requesting an additional \$2 million identified in the OM&R budget section. **Coffindaffer made a motion to approve and support the FY14 WVSCC, WVCA Appropriation Request and it was seconded by Hines. Ayes have it over one nay. Motion carried.**

New Business

CREP transfer of funds to Greenbrier Valley CD for \$1,333.00: Brian Farkas has requested the transfer of \$1,333.00 co-administered state funds from West Fork CD Conservation Reserve Enhancement Program (CREP) account to the Greenbrier Valley CD. These funds will be utilized in the GVCD for CREP needs in that area. This transfer will result in a balance of approximately \$5,930.00 co-administered state funds in the WFCD for CREP based on account balances as of November 30, 2012. **Plaugher/Butler motion carried to transfer the \$1,333.00 in CREP as requested by Farkas to Greenbrier Valley CD.**

Conservation District Official Training Program Assessment: A copy of this training program assessment is in supervisors folders. This was a handout at the last Strategic Planning Committee meeting and Chairman Foster wanted the others to have a copy of it. He would like for Supervisors to fill this out and bring back for training purposes.

WV Beef Expo: The 23rd Annual WV Beef Expo is being held April 11, 12 & 13, 2013 at Jackson's Mill and the committee would like for the District to be a part of this event. We have had an exhibit set up in years past and have distributed handouts. Also, the Grassland Contest committee is meeting tomorrow in Weston to begin work for the contest to be held in conjunction with the Beef Expo. **Law moved to have the display at the Beef Expo and it was seconded by McClain. Motion carried. Coffindaffer made**

a motion to spend up to \$500.00 for handouts at the Beef Expo & Ag Day and it was seconded by Hines. Motion carried.

WV Conservation District Personnel Form: This form is to be completed and signed by March 1 of each year to comply with West Virginia Code Chapter 19-21A-1(d) regarding the hiring of district employees. Listed on the form are the District office assistant and the 32 dam monitors that are uncompensated. **Butler moved that we send the updated Personnel Plan to the WVCA and it was seconded by Law. Motion carried.**

Correspondence:

Appalachian Grazing Conference Draft Minutes for January 17, 2013. Jim reported there are 202 that are registered. The next meeting is February 22. Gilmer County FFA will be sending seven students to this conference. It was decided to keep the registration at \$100.00 until March 1. There are 22-23 vendors who will be coming.

WV Envirothon Draft Minutes for January 11, 2013.

Highland Towers, David McClure, President: The purpose of this letter is to determine the weight limit on the Polk Creek #13 watershed dam. They have entered into an option and lease agreement with Sam Garrett to construct and operate a telecommunication tower on his property. To utilize the proposed access easement they will need to traverse the watershed dam. They anticipate starting the tower around June 1, 2013. Mike Worley, WVCA, notified Dinah that there is no action to be taken from the board since the easement is in the name of WVSCC and they will decide what to do with this issue at their April meeting. Mike Ketterman will be contacting Mr. McClure on a letter to be sent to WVSCC.

AFO & Small CAFO Regulations Training Schedule.

State Fair Meeting on March 15 in Lewisburg.

WVU Extension Gas Well Drilling & Your Private Water Supply on March 18 in New Martinsville at the 4-H Campgrounds.

Funding Requests: Doddridge/Ritchie County WVU Extension Dinner meeting on February 25 at the request of \$300.00. **Coffindaffer/McClain motion carried to sponsor the dinner meeting request at \$300.00.**

Doddridge County Watershed Association – Wayne Woods for \$808.44 for the purchase of salt tracers The district has been serving as their fiscal agent for their grant monies and they now have a balance of \$2,880.83 left in the account. With this request of \$808.44, there will be a balance of \$2,072.39. Also, Mr. Woods has called and they are getting a donation of \$100-\$200.00 and he wondered if we could administer this money as well. **Plaugher made a motion to pay the \$808.44 to Wayne Woods and it was seconded by Coffindaffer. Motion carried. Butler/Hines motion carried to act as agent for the other money that is being donated.**

James Thompson, WVU Soils Team Professor: Requesting \$300.00 for the 2013 National Collegiate Soils Contest in Platteville, WI on April 25 & 26, 2013. In the past, the District has contributed \$300.00 for their travel expenses. **Butler/Law motion carried to send \$300.00 to the WVU Soils Team for the contest in Wisconsin.**

Board Member Reports: This was done in another agenda item.

Report of Cooperating Agencies: Herb Andrick, NRCS Assistant State Conservationist-Field Operations, East Area reported today. Kevin Wickey is still on detail to National Headquarters leading the Conservation Delivery Initiative. Louis Aspey has met the 120 day limit for an individual in an acting position, so Greg Kist is now serving as Acting State Conservationist for 120 days or until Kevin returns, whichever happens sooner. As a result of Greg serving in this acting role; he has asked Greg Stone and Herb to test the two area concept which they had announced last year. Herb will serve as supervisor for NRCS staff in the West Fork, Upper Ohio and Northern Panhandle Conservation Districts. While Greg Stone will supervisor NRCS staff in the Little Kanawha and Western Conservation Districts along with supervising the West area staff. They will follow this plan until July 1 or when Greg returns. He mentioned dates to remember that included the WV Small Farm Conference February 28 – March 2 in Morgantown and the deadline for Hispanic and Women farmers and ranchers to submit a claim of discrimination is March 25.

Jeff distributed his Harrison and Doddridge County report. Under Farm Bill Rankings, NRCS in Morgantown informed them that only high tunnel applications will be ranked for the second signup period which ended 1/18/13. Under GRP, the enrollment options are permanent easements 10-20 year rental contracts. Eleven EQIP contracts have been approved for funding in these two counties. He attended a meeting with the Salem Farmers Market Club where he gave a presentation on high tunnels, irrigation systems and farm bill programs that are available to assist vegetable crop farmers. Andy's report for Lewis and Gilmer counties was also distributed. Most of their time over the last month has been spent working on Farm Bill Program Contracts for 2013. Ranking was completed in December and applications were selected for funding. There are a total of 18 new contracts in both Lewis and Gilmer counties. They have completed all previous year payments for the CSP program.

Forestry: Chuck Copeland reported on the one EQIP contract in Gilmer County where he is helping Andy out. The Forestry Contest looks like it will be the week of June 10-14 in Harrison County at Watters Smith State Park. They have changed the state contest to June instead of September.

WVU Extension Service: Bruce reported on Small Farms Conference and grazing conference. The dinner meeting in Harrison County is on March 6 at the 4-H Center and the speaker will discuss natural beef.

WFCD: Dinah reports that we have received the \$5,000.00 for the Polk Creek O & M cost-share from the WVCA. It is being transferred from the receiving account today into the interest bearing account. The 1099's and W2's have been mailed to cooperators, contractors and others along with staff. An email was received from Angi Tackett noting the LOR for FY13 CD Operating Grant for \$6,650.00 has been processed for payment. It has now been deposited into the receiving account and will be transferred to the Grant Funds account this week. She has filled out a credit application for HD Supply Waterworks in Stonewood. She worked with NRCS to see where we were with our inventory on hand and supplies needed for this spring. The application has been approved

and she and Jeff visited there last Friday where they ordered supplies needed. The company will also deliver to our office. She has attended four Strategic planning committee meetings in Morgantown where they are still working on a draft plan. The next meeting is February 22 in Morgantown. We had an honorable mention poster winner at the NACD meeting last month. The winner is Ashley Melton, Lewis County High School, who graduated last year.

WVCA: Kim Fisher, Area Director: Copies of the February 2013 WVCA Report have been distributed for today's meeting. Kim reported on some of the items included in the report which are the following:

- Area Directors will be conducting AgEP spot checks now that the AgEP data base is up and running.
- No date has been set for the second meeting of the Watershed Task force. Mike Worley will be sending information out to the members of the task force soon and a date will be set.
- Districts will be receiving legislative briefings from the O&M section tailored to their districts.
- WVCA stream section is planning on having a EWP training session for all district chairs. No date has been set for this yet, but the training will cover all steps involved with the EWP process.
- WV Conservation Partnership Annual Conference winners were given.
- WVSCC meeting was held on January 22, 2013 and the next meeting is April 16 at Guthrie.
- Supervisors are reminded to submit their travel and per diem monthly. Brian is monitoring the costs and has noted that several supervisors have not submitted a travel or per diem for several months.
- WVCA staff will have a mandatory training session at Camp Dawson on April 29 & 30. Dinah will be out of the office at that time.

SPRP Program: Gene Saurborn, WVCA, reported on a potential blockage site on Bingamon Creek outside of Wyatt in Harrison County. He introduced Jeff Most, WVCA Watershed Technician, who has worked on this. Pictures were distributed to the group. The cost is estimated at \$1,790.00. Land rights are also secured and it is more than 80% blocked. **Coffindaffer made a motion to approve the SPRP program request for \$1,790.00 and it was seconded by Plaucher. Motion carried.** There will be no job showing for this project.

WV Ag Enhancement Program: Committee Chairman, Bill Coffindaffer, reported on applications for approval today which include the following:

- Michael Murray – Well and well development, encumber \$3,000.00
- Michael Murray – Fertilizer, encumber \$800.00
- Rick Nutter – Fertilizer, encumber \$800.00
- Rick Nutter – Lime, encumber \$1,728.00
- Ed Garrett – Lime, encumber \$400.00

- Reginald Suan – Fertilizer, encumber \$560.00
- Greg Moore – Lime (2), encumber \$954.00
- Jerry Hull – Lime, encumber \$2,000.00
- Jerry Hull – Fertilizer, encumber \$800.00
- David Hill – Fertilizer, encumber \$400.00

Coffindaffer moves that these practices submitted be approved. No second needed. Motion carried.

New Applications to be approved: As submitted above.

Cancellations: There are none at this time to be cancelled.

Conservation Agreements: The following Conservation Agreements have been received for new cooperators;

- Brian Ladanye, 5.25 acres, Harrison County
- Peggy D. Burgess, 104 acres, Doddridge County
- Loyd McCaulley, 150 acres, Lewis County
- Reginald Suan, 18.25 acres, Harrison County
- Michael Murray, 200 acres, Lewis County

Coffindaffer/Butler motion carried to approve the Conservation Agreements for Ladanye, Burgess, McCaulley, Suan and Murray.

The meeting adjourned at 12:10 p.m.

Set Date of Next Meeting: The next meeting is to be held on March 5, 2013, at the USDA Service Center, Mt. Clare, WV to begin at 9:00 a.m. There is a conflict with that date as that is Farm Bureau Day at the capitol. There are three Farm Bureau Presidents that are a part of this board. **Coffindaffer moved the meeting be held the following week on March 12. Hines seconded. Motion carried.**

Agenda for next meeting; Conservation Teacher of the Year, Grassland Contest, and Conservation Farmer Program.

Respectfully submitted,

Bernadette Law, Secretary

Minutes Recorded by Dinah Hannah, Administrative Officer