

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

MINUTES

With a quorum being present, Chairman Foster called the March Board of Supervisors meeting to order on Tuesday, March 12, 2013 at 9:00 a.m. at the USDA Service Center, Mt. Clare, WV. The meeting for March 5, 2013 had been rescheduled to today's date due to scheduling conflicts. The Pledge of Allegiance followed the call to order.

Supervisors Present: Jane Collins
James Foster
Bill McClain
William Coffindaffer
Bernadette Law
Randy Plaughter

Supervisors Absent: Tim Butler
Mary Lee Hines

Others Present: Chuck Copeland, WV Division of Forestry
Dinah Hannah, WV Conservation Agency
Belva Junkins, West Fork Conservation District
Jim Moore, Eastern Panhandle CD
Gene Saurborn, WV Conservation Agency
Robin Ward, West Fork Conservation District

Introductions: No guests were present today to be introduced.

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

Public Comments: No one present to comment.

Minutes: Coffindaffer/Plaughter motion carried to approve the February 12, 2013 minutes as mailed.

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 WVCA Year-to-Date Revenue and Expenditure Balance Report is also included in Supervisors packets for the WFCD through February FY2013.

Approval of Invoices & Payments: An invoice has been received from the Doddridge County Watershed Association for \$303.15 for mapping from Clarksburg Blue Print. **Plaughter/McClain made a motion to approve payment for \$303.15 to the Doddridge County Watershed Association.** A donation of \$100.00 has been received for their Association. With the payment of this invoice and the donation, there is a balance in the account of the Doddridge County Watershed Association of \$1,839.24.

Unfinished Business

Committee Reports: None at this time.

Letters of Request: Dinah reported there are no letters of request to be sent.

Ag Enhancement Program: Amy distributed the most recent data base report. If those for approval today are approved, along with Mr. Balis's payment, it will affect the data base. The paid will go up to \$12,000+ this would mean we would not be over by very much. As of now, the total approved is \$146,916.00. The total paid is \$12,215.91. The initial balance was \$162,497.74

Field Day Committee Report: The Field Day committee reported they had a good meeting last week. A flyer was prepared for both the WVU Extension Dinner meeting last week and the Appalachian Grazing Conference for the field day. The event will be held on July 19 & 20. The Friday evening will consist of a dinner and the speaker. The Saturday Field Day will be held at the John Spiker farm. The speaker will be Kit Pharo, from Colorado. He will discuss grazing management and year round grazing. There will be lunch served on Saturday. We are looking at a budget of \$7,000-7,500.00.

Coffindaffer moved for the District to approve holding the Field Day this coming summer. It was seconded by Law. Motion carried.

New Business

Conservation Farm Program: Supervisors are encouraged to be thinking of county winners and also setting up a District tour. **Coffindaffer/Plaughter motion carried to sponsor the Conservation Farm program.**

Grassland Contest: The Grassland Contest is held in conjunction with the Beef Expo. Bill Coffindaffer serves on the committee for this program and they are requesting the District pay for lunch for the team members and agency personnel who will be assisting with the contest. The District has done this in the past. **Plaughter moved that we purchase up to \$200.00 for pizzas for lunch and it was seconded by Coffindaffer. Motion carried.**

Conservation Teacher of the Year: At the last meeting, this was briefly discussed. Supervisors would like to send in the name of James Carr, Liberty High School Vo-Ag teacher. **Coffindaffer moved that we sponsor James Carr as the Conservation Teacher of the Year and it was seconded by Plaughter. Motion carried.**

Plan of Work Meeting: Dinah has talked with Jeff about this meeting since he is not here today. He would like to have it after the next board meeting after lunch. Other agency personnel will also be invited.

EOI – Expression of Interest for Engineering Services: This was advertised in each of the four county newspapers twice. It is also on the District website. The closing will be March 20. The District will interview 3-5 applicants.

“Hands on AG” Day Program: Amy Sine discussed the “Hands on AG” program that she had assisted with in the Monongahela Conservation District. She and Bernadette had visited the Robert L. Bland Middle School in Lewis County. They will need to go to the Board of Education and she would need to look at what it would cost for school buses. Amy will continue to work with the two supervisors from Lewis County on this program and report back at the next meeting.

Audit Policy and Procedures: This is a draft Audit Policy and Procedures from the WVCA. Please review the policy and provide any suggestions or comments to Chris Casto, WVCA by the end of the month. The policy will be considered by the WSCC at the April meeting.

Farmland Preservation & WVACD Business: Jim Moore, Eastern Panhandle CD Supervisor, also serves as the first Vice-President of the WVACD. He and Bill Coffindaffer serve on the Farmland Preservation Board and part of the authority board they are on is to help farmers where there is not a Farmland Authority set up in their counties. He has information to be distributed in our office and would like to have this placed in our newsletter. Discussion was held on two bills moving through the legislature now regarding Farmland Protection. **Coffindaffer made a motion that we display the Farmland Protection material and distribute it in our office. It was seconded by McClain. Motion carried.** Jim asked what our opinion was on the need for office space for the WVACD. One of the central factors is having a good location for the WVACD. The decision will be made at the WVACD meeting in July at Blackwater Falls. Moore will present his proposal at that time without any money coming from the Districts. He would also have secretarial assistance to be provided at no cost. Also, WVACD is looking at holding Supervisor training. He asks what type and topics do we need? They will discuss this at the April meeting. This would be an Association sponsorship and they would be in charge of setting up the program.

Correspondence:

Grassland Evaluation Contest Meeting Minutes – February 13, 2013.

WV Envirothon Committee Minutes – February 15, 2013

Brian Farkas, WVCA – SCC/WVCA’s FY14 Budget Request

Brian Farkas, WVCA – Transfer of AgEP funds to Capitol Conservation District. We are operating within our budget and have no funds available at this time. **Plaugher made a motion to send a letter stating that funds are not available at this time. McClain seconded. Motion carried.**

Doddridge Co. HS FFA – Ham, Bacon & Egg Sale on March 14 at 6:00 a.m.

Funding Requests: There were no requests at this time.

Board Member Reports: Bernadette reported on the County Speech and Poster Contest this Friday night and the following Friday night is the District contest. Jim reported on the Appalachian Grazing Conference where they had around 350 people who attended. Comments were good and overall the conference was considered a success.

Report of Cooperating Agencies:

NRCS: Jeff Griffith & Andy Sentz could not be here today due to a staff meeting in Morgantown. A report was distributed from Jeff.

Forestry: Chuck Copeland reported on fire season that started on March 1 and will end the end of May. The Forestry Contest will be held on June 12 at the Oakridge Shelter at Watters Smith State Park. The Contest will have roughly the same amount of teams represented as last year. It will begin at 9:00-9:30 a.m.

WFCD: Robin reported she has several participants coming to the county contests on Friday. She is working on the next newsletter and will be bringing in a rough draft at the next meeting. Several scholarship applications have been received. Supervisors will be looking at these in April.

WVCA: Dinah reports that we have received the \$3,036.24 for the accountant and internet costs from the WVCA. It is being transferred from the receiving account today into the interest bearing account. Norma Barbier, WVCA, called last week regarding the audit from Suttle & Stalnaker. In the audit, there was nothing mentioned about measures that we had taken in the segregation of office duties. They also did not separate funds of the CDO account and the Co-Administered fund account. She has sent out a memo regarding this and asked that we write a letter to Suttle & Stalnaker in regards to this issue. Jeannie Gerber, WVCA, has sent an email advising they have received travel expense and per diem forms signed in black ink. The State Auditor's office requires original blue ink signatures and those received signed in black ink will be returned to the supervisor. The draft for Strategic Planning will be sent out next week for comments from staff, District Supervisors, etc.

Copies of the March 2013 WVCA Report have been distributed for today's meeting. In Kim's absence, Dinah reported on some of the items included in the report which are the following:

- AG Day at the Capitol – March 20, 2013. Attendance by all Districts is encouraged. Supervisors are encouraged to make appointments to see your representatives.
- WVACD Quarterly Meeting – It will be held April 8 & 9 at Pipestem State Park.
- AgEP Program – Districts are encouraged to review your program for FY2014.

- Conservation Farm Contest – Districts are encouraged to select your county winners and start thinking of your district tour.
- CDO Grant Funds – Districts are asked to prepare your CDO budget report for FY14. The report needs to be received on or before March 30th so it can be presented to the WVSCC in April.
- \$5,000.00 One-time Grant – The report will need to be submitted before June 30.
- Conservation District Plan of Work – Districts are encouraged to prepare a District Plan of Work. It will need to be submitted before June 15.
- District Supervisor ID Cards – New Supervisor identification cards are being prepared. When you receive the new cards you will need to turn in the old one.
- WVSCC Meeting – The next meeting is scheduled for April 16, 2013 at Guthrie.

SPRP Program: At the last meeting, Gene Saurborn, WVCA, reported on a potential blockage site on Bingamon Creek outside of Wyatt in Harrison County. It was approved by the board with a cost estimate of \$1,790.00. The job has been completed by Jennings Excavation for a cost of \$2,000.00. An invoice has been received for \$2,000.00 along with the signed Release of Claims form. The invoice has been approved by Saurborn for payment. **Coffindaffer made a motion to pay the invoice for \$2,000.00 for the blockage site in Harrison County to Jennings Excavation and it was seconded by McClain. Motion carried.**

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

- Vada Woodford, Lime program, encumber \$2,960.00
- Shelly Mason, Lime program, encumber \$1,400.00
- Manley Zinn, Lime program, encumber \$3,000.00

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

AgEP application for payment: George E. Balis, lime program for \$465.65. **Plaugher moved to pay Balis \$465.65 for AgEP lime.** No second needed.

An amendment for lime for Edison Law would need to be approved for 25 acres. When Amy was going through his file, he had more soil tests and another map in the folder. He was initially approved for 25 acres. Mr. Law has asked for another 25 acres. We do have the documentation for it. **Coffindaffer/Plaugher motion carried to approve the amendment of 25 acres for lime for Edison Law in the AgEP program.** An AgEP committee meeting was held February 21 where the practices have been approved for the next fiscal year. The rate for the lime program is being raised to \$25.00.

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;

- Michael Davis – Harrison County – 257 acres
- Daniel Kinney – Harrison County – 198 acres
- Michael Murray – Lewis County – 143 acres

Plaugher/McClain motion carried to approve the Conservation Agreements for Davis, Kinney & Murray.

The meeting adjourned at 11:30 a.m.

Set Date of Next Meeting: The next meeting is to be held on April 2, 2013, in Lewis County at the Hickory House Restaurant to begin at 9:00 a.m. The Plan of Work meeting will be held there also after lunch.

Respectfully submitted,

Bernadette Law, Secretary

Minutes Recorded by Dinah Hannah, Administrative Officer