

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
May 7, 2013**

MINUTES

With a quorum being present, Chairman Foster called the May Board of Supervisors meeting to order on Tuesday, May 7, 2013 at 9:00 a.m. at the USDA Service Center, Mt. Clare, WV. The Pledge of Allegiance followed the call to order.

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

Others Present: **Herb Andrick, Natural Resources Conservation Service**
Kim Fisher, WV Conservation Agency
Jeff Griffith, Natural Resources Conservation Service
Dinah Hannah, WV Conservation Agency
Belva Junkins, West Fork Conservation District
Bruce Loyd, WVU Extension Service
Mike Ketterman, WV Conservation Agency
Don Peterson, West Fork Conservation District
Andy Sentz, Natural Resources Conservation Service
Amy Sine, WV Conservation Agency
Karen Stickley, WV Conservation Agency
Robin Ward, West Fork Conservation District

Introductions: No one needed to be introduced.

Agenda Approval: Plaughter/Coffindaffer motion carried to approve the agenda for today's meeting, May 7, 2013.

Public Comments: No one present to comment.

Minutes: Coffindaffer/McClain motion carried to approve the April 2, 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 April FY2013.

Approval of Invoices & Payments: There is an invoice for Swisher Feed for fertilizer for \$170.40 for Salem Fork Watershed Dams #11, #12 & #13. **Coffindaffer/Hines motion carried to pay Swisher Feed \$170.40 for fertilizer.**

Unfinished Business

Committee Reports: The Education Committee met last week and a copy of the minutes of that meeting were distributed. Tim Butler, Education Chairman, gave the report. There a few things they want to change. The date to have all the photos submitted for the Photo Contest will be June 10. Supervisors will judge them at the July meeting. Poster contestants do not have to present to win. If there is a tie, the poster would be out if the contestant is not there. Poster board will be available by request from the schools.

Butler/Hines motion carried that we eliminate the in state requirement for scholarship winners. Tim also reported on the Envirothon team who won first place this year. This is the Doddridge County HS Gold Team. It will be on the agenda next month to help them with their expenses. The Conservation Education Council decided to move the Samara exam to the 6th graders instead of 7th graders. The Envirothon Committee will meet on June 14 at Cedar Creek State Park. This will be a covered dish luncheon where officers will be elected.

Bill reported on the WVACD meeting held last month. The Education Committee had 8 scholarship winners and our District had one winner. The By-laws committee was appointed and Jim is a member of it. Jim reported that Brian Farkas gave a good report on the Strategic Plan and you have until May 15 to make comments to him. The \$1,000 limitation was brought up for the District Supervisors. Under the present law, you can request relief from the \$1,000. A committee was chosen to look into this issue.

Ag Enhancement Program:

Bill Coffindaffer, AgEP Committee Chairman, reported they had met today where they have approved the following practices in the form of a motion;

- Larry Jones, Lime Program, 10 acres, encumber \$600.00
- David Ball, Jr., Lime Program, 23 acres, encumber \$920.00
- Larry Jones, Fertilizer Program, 8.5 acres, encumber \$340.00
- William Coffindaffer, Fertilizer Program, 20 acres, encumber \$800.00
- William Suan, Fertilizer Program, 20 acres, encumber \$800.00
- Wayne Hinter, Fertilizer Program, 20 acres, encumber \$800.00

These approvals for AgEP total \$4,260.00

The AgEP Committee has approved the following payments in the form of a motion;

- David Hill, Fertilizer - \$400.00
- A. M. Ward, Fertilizer - \$800.00
- Rickey L. Rice, Fertilizer - \$800.00
- David Ball Jr., Fertilizer - \$480.00
- Isaac Maxwell III, Fertilizer - \$800.00

- William Suan, Fertilizer - \$800.00
- Jerry Hull, Fertilizer - \$800.00
- Virgil McNemar, Fertilizer - \$420.00
- Greg Moore, Fertilizer - \$708.00
- David Ball, Jr., Lime - \$266.09
- Traci & Gary Stroupe – Lime - \$582.75
- Joyce Stevens, Lime – \$320.00
- Bobbi & Kevin Hern, Fertilizer - \$800.00
- Richard Bonnett, Fertilizer - \$800.00
- Matthew Gould, Lime - \$328.00
- Cason Jones, Fertilizer - \$800.00

This is for a total of \$9,904.84 in payments.

The AgEP committee reported on the following cancellations for the AgEP program in the form of a motion:

- ✓ Tim Kellerman, 2 spring developments, encumbered \$2,400.00
- ✓ Robert Tyler, 1 well & 1 well development, encumbered \$3,000.00
- ✓ Steve Stout, fertilizer, encumbered \$800.00, encumbered \$800.00
- ✓ Michael Ford, 1 pipeline & trough, encumbered \$800.00
- ✓ Rick Johnson, fence, encumbered \$4,000.00
- ✓ Michael Murray, 1 well 1 well development, encumbered \$3,000.00
- ✓ Robert Freshour III, fertilizer, encumbered \$360.00

This is for a total of \$14,360.00 in cancellations.

Amy reported on a call from Dawn Ross, who is requesting an extension on her spring and water trough. She is about 65% complete. She will need to complete it by the next meeting. Jeff will also follow up with her. Another AgEP meeting will need to held soon to assist our cooperators with payments and approvals. The meeting will be held at the office on May 16 beginning at 9:00 a.m.

Field Day Update & Report: The Field Day committee updated the group on a meeting held earlier. Phil Osborne, WVU Extension Service, had called to ask if we could have another speaker for the Field Day. Bruce reported this is another opportunity to add to the field day. The speaker would be Curt Pate, who does cattle handling and stockmen shows around the country. His cost will be paid by WVU Extension or Beef Quality Assurance. The committee is requesting a charge of \$5.00 per person for the dinner meeting.

Coffindaffer moved we add Curt Pate to the field day agenda and charge \$5.00 for the evening dinner. It was seconded by Hines. Motion carried. The newsletter will be sent out this week with these additions. The next field day meeting will be at 9:00 a.m. at the Spiker farm on June 7.

2013 Conservation Farm Nominees/Set District Tour: Supervisors have a copy of the conservation farm tour, which is being held on May 23. There are three farms that will be looked at, beginning in Lewis County and ending in Doddridge County.

EOI – Expression of Interest for Engineering Services: Chairman Foster reported that the Water Resource Committee interviewed four engineering firms on April 25. Each of the firms had power point demonstrations and each was given one hour. The firm chosen by the Water Resource Committee is Civil & Environmental Consultants, from

Bridgeport. **Plaucher/Hines motion carried to approve Civil & Environmental Consultants for the engineering services for the next two years.** We can look at extending this company after two years, if we desire.

WFCD Scholarship Awards: At the last meeting, it was reported that several applications had been received for the District scholarships. Supervisors have chosen their recipient from their counties and they are the following;

- ✚ Andrea Heater – Harrison County
- ✚ Alexis Cayton – Doddridge County
- ✚ Garrett Lamb – Lewis County
- ✚ Courtney Frame – Gilmer County

Supervisors will be attending the awards programs for the high schools, where they will present their scholarship awards.

Butler moved we pay these \$1,000 scholarships to the students and it was seconded by Plaucher. Motion carried.

WFCD Century Farms 2013: The Education Committee has reviewed the Century Farm applications for 2013 and they all meet the requirements needed. They include the following;

- ❖ Nelson Blake, Harrison County
- ❖ William Randolph, Harrison County
- ❖ Albert, Carolyn and David Romine – Harrison County

Plaucher /Law motion carried to approve these farms as Century Farms. These farms will be recognized at the fall banquet, where they will receive their signs.

New Business

OM&R Inspections Report: Mike Ketterman, WVCA, reported on the inspections that were held in April on the watershed dams. He thanked board members for attending and distributed paperwork on them. The City of Salem still has not sent their in kind service work to the District. The out slope of emergency spillway on Site 11-A needs repaired due to cattle traffic. A lot of the sites on Polk Creek are grazed. There is an issue on Site #13, where we need to look at cleaning out the sediment and outlet channel. The estimated costs were given for these sites. Sites 4, 8 &9 on Polk Creek will need spraying. **Coffindaffer/Butler made a motion to get spraying done on Polk Creek #4, #8, #9.** This will not be bid out since it is under \$2,500.00. There are a few dams that the landowners continue to mow. Do we continue with this? **Plaucher/McClain motion carried to continue paying landowners for the mowing on the Salem Fork Dams and Polk Creek #4.**

MOU – WVCA & WFCD – APE Services: This document was approved at the April 2013 WVSCC meeting. It establishes and defines agreed upon procedures (APE) responsibilities and requirements for the WVCA and WFCD. The term is effective upon final signature and continues until either party elects to terminate by providing a 30 day written notice to the other party. **Coffindaffer moved we approve the MOU for APE services and it was seconded by Hines. Motion carried.**

Online view only access to WFCD Accounts – Interest Bearing & Receiving: WVCA is trying to identify any possible efficiency related to the account reconciliation process. Because our District has their board meeting so early in the month, we don't get the paper statements from the bank before the board meeting takes place. It would be more efficient if they have either online view access to WFCD's bank accounts, which are the Interest Bearing account and the Receiving account, or receive electronic statements from the bank. I have checked with Huntington Bank to see if they provide this service, which they do. Under the WVCA Bank Account Policies and Procedures, it indicates that WVCA employees, including administrative officers, may be granted online **view only** access to district account balances and transactions. **Butler/Hines motion carried to approve view only access for account balances to WVCA district fiscal services.**

Partnership Plan of Work FY13-14: After the April board meeting, Supervisors had stayed to update the Partnership Plan of Work for FY13-14. One copy has been printed and is being distributed, so that it can be reviewed. At the June meeting, the review of the Plan of Work for the last quarter will be on the agenda. Supervisors will need to bring their copy of the Plan of Work for that review. **Coffindaffer/Hines motion carried to approve the Plan of Work for FY13-14 pending the final distribution.**

Correspondence:

Greenbrier Valley CD: A thank you letter received for the CREP dollars sent to them.
WVDEP Dam Safety Workshop – Pipestem Resort – May 11, 2013. Karen reported this was a very good workshop and essential to dam monitors. She also will recommend a letter be sent to Sam Garrett on the spillway of Polk Creek #13. This dam is listed as a high priority for dam deficiency. Mr. Garrett needs to stop feeding on the dam spillway due to the dam's integrity being affected. **Butler made a motion to send Garrett a letter on spillway violations on Polk Creek #13 and it was seconded by Plaughter. Motion carried.**

WesMonTY RC&D: Soil Health Proposal; this is a grant proposal for \$50,000 to monitor soil health and it will need matching funds. This would be to improve organic matter and nutrients. **Coffindaffer made a motion to table this and it was seconded by Hines. Motion carried.**

Liberty High School FFA Banquet on May 2, 2013.

WVU Extension Service: Enhancing Public Understanding of Natural Gas Issues Conference on May 22, 2013 at the Bridgeport Conference Center.

WVCA Audit Policy & Procedures: It was approved at the WVSCC meeting in April.

James Thompson, WVU Soils Judging Team Coach: Thank you for donation to team.

Jim Moore, WVACD: Deadline for suggestions for topics for supervisor training and for WVACD office space/location is this Friday, May 10, 2013. Should we send him the availability of this site? Dinah will correspond with him regarding office space.

Funding Requests:

Doddridge County High School FFA: They are requesting a banquet sponsor award or making a donation towards their banquet on May 20, 2013 with dinner starting at 7:00 p.m. at the high school. **Butler/Plaughter motion carried to contribute \$100.00 for sponsorship to the Doddridge County HS FFA banquet.**

Doddridge County Watershed Association: Requesting payment of \$259.94 for the purpose of a camera. After this payment is made, there will be a balance of \$1,579.30. **Coffindaffer/Plaugher motion carried to approve the payment of \$259.94 to the Doddridge County Watershed Association.**

Board Member Reports: None

Report of Cooperating Agencies: Herb Andrick, NRCS, distributed his report for today. Agricultural Secretary Tom Vilsack announced an end of ranking period for the Conservation Stewardship Program for May 31. NRCS-WV has asked for an additional \$100,000 in WHIP for the Gold Wing Warbler and an additional \$750,000 for general WHIP activities this year. No word on if our request will be approved. The Boy Scout Jamboree will be held in Fayette County July 15-24, 2013. Volunteers are encouraged to apply to assist with the event.

Jeff Griffith, NRCS, reported they had two additional AMA applications for funding in Harrison County. During the past month, NRCS has provided a large amount of technical assistance towards the AEP program in Harrison and Doddridge Counties.

Andy Sentz, NRCS, distributed his Lewis and Upshur county report. He thanked supervisors for their help with the Grassland Land Evaluation Contest on April 12. They are currently taking signups for the CSP program until May 31.

Joel Barnosky, FSA, reported on programs that continue with 11% across the board cut. CPP general signup coming soon but should not have much interest. The loan staff has micro loans available up to \$40,000. The lease is handled for this building space through the state office. We have been operating here for sometime without a lease, along with the District. They are working on the lease now and he anticipates we will be required to spend more money on space. He will get with the state office this afternoon about the leased space for WVACD.

WVU Extension Service: Bruce Loyd was here earlier for the field day committee but had to leave.

WFCD: Robin is still working on the newsletter and will try to get it out this week.

WVCA: Dinah reports that we have received the \$4,750.00 for FY13 CD Operating Grant and \$9,000.00 reimbursement for the CD Employee allocation for FY13, 2nd, 3rd & 4th Quarter. They have been placed in the CDO Account and a check was written for \$9,000.00 from the CDO account to the WFCD General Checking account for wages. She had attended the staff meeting at Camp Dawson last week. There will be an AO meeting in Morgantown the day before the next board meeting.

Kim Fisher reported on the WVCA Conservation District Report for May. Issues discussed were the following;

- Area II Conservation Farm Tour – July 22, 23 & 24, 2013
- Agricultural Enhancement Program (AgEP) – FY14 funding allocation formula factors. The committee supports allocation formula using dollars approved and dollars paid (dollars paid weighted x 2) in determining CD allocations for FY14. As of March 2013, the total AgEP budget is estimated to be \$880,000. Activity from July 1, 2012 – June 28, 2013 will be included in formula for allocations.

- Strategic Plan for WV Conservation – District Supervisors are encouraged to submit your comments to Brian Farkas by May 15th.
- CDO Grant Funds – report needs to be submitted on or before September 1.
- \$5,000 one-time grant – report needs to be received by June 30.
- Conservation Plan of Work – Submit Plan of Work before June 15.
- WV WVACD State Fair Booth signup – Available on webpage. Contact AO to sign up for the time period you want to work.
- Conservation District Supervisor Travel and Per Diem – Deadline for submission of FY2013 forms to Guthrie will be **July 12, 2013**.
- Personnel updates were also given.

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

- Carl Fisher, 48 acres, Harrison County
- Linda Coleman, 20 acres, Harrison County
- Ronnie Johnson, 21 acres, Harrison County
- Donna Vavek, 28 acres, Gilmer County
- James Martin, 3 acres, Harrison County

Coffindaffer/Hines motion carried to approve the Conservation Agreements for Fisher, Coleman, Johnson, Vavek and Martin.

The meeting adjourned at 12:15 p.m.

Set Date of Next Meeting: The next meeting is to be held on June 4, 2013 at the Sr. Citizens Center, Glenville, WV to begin at 9:00 a.m.

Respectfully submitted,

Bernadette Law, Secretary

Minutes Recorded by Dinah Hannah, Administrative Officer