

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
December 1st, 2015**

MINUTES

With a quorum being present, Chairman Coffindaffer called the November Board of Supervisors meeting to order on Tuesday December 1st, 2015 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 Bill McClain
Randy Plaughter Larry Sponaugle

Others Present: Dinah Hannah, WFCD
Belva Junkins, WFCD
Cheryl Carlin, WFCD
Robin Ward, WV Conservation Agency
JB, WVCA
Jim Roy, WV Conservation Agency

Introductions: JB is here today from WVCA IT.

Tom McConnel is here this morning to talk about the small farm business. Tom reported on the small farms conference and offered sponsorship opportunities for the Board to participate in. He talked about the history of the small farm conference and hopes to have another successful event this year. Supervisors have until mid-January to submit sponsorship. The funding request would be on January's agenda.

Agenda Approval: Chairman declared approval of today's agenda.

Minutes: Hannah had notated that a correction needs to be made in the wording of the report from Jim Foster on AgEP payments. Instead of "Foster reported" the wording should say "Foster moved". **With that correction to the Minutes. Foster/McClain motion to approve the November 3rd, 2015 minutes.**

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 supervisors review on the General and CDO accounts. **Hannah/ McClain approve and file financial reports for audit. Motion carried.**

Coffindaffer reported on meeting with Melinda Law, the accountant for the District about concerns with the financial statement and Per Diem and Travel. Melinda is going to try to break down the income and expenses of the equipment into the financial statements. Also, Melinda broke down the reasoning behind taxes on meals, and that supervisors could not double dip; meaning that if the District bought the meal supervisors could not claim it. She had cleared up the confusion on the need for receipts with meals as well. Over all it was a good meeting with Melinda, and it cleared up a lot of confusion.

Plaughter reported that Cheryl has been employed at the District for over 6 months. In appreciation and acknowledgement of Cheryl's great work the Board has decided to award Cheryl paid Holidays. The paid holidays would be retroactive back to the close of her 6 month probationary period. **The finance committee moved to pay Cheryl for Holiday's retroactive from October 1st, 2015. Her paid Holiday schedule would follow the WVCA's schedule. Motion came out of committee and does not require a second. Motion carried.**

Approval of Invoices and Payments: An invoice from TVCD for SPRP work done on Jim Stutler's farm for \$2,300.40 is here today for approval. **Sponaugle/Foster motion to approve and pay the invoice pending verification from WVCA. Motion carried.**

A CREP transfer of \$500.00 is here today to transfer to the Upper Ohio CD. **Foster/Plaughter motion to approve and transfer funds. Motion carried.**

Supervisor Per Diem and Travel: Treasurer, Randy Plaughter, moved the following Supervisors Per Diem and Travel expenses for the month of October:

Richard Steve Hannah	\$454.34
James Foster	\$942.12
William Coffindaffer	\$579.11
Rebecca Jane Collins	\$1,210.90
Philip Osborne	\$next month
William McClain	\$ 89.58
Larry Sponaugle	\$512.00
Randy Plaughter	\$292.86 totaling \$4,080.99

Total gross amount spent to date: \$17,092.75

Report came out of committee and does not require a second. Motion carried.

Unfinished Business

Ag Enhancement Program: Foster reported on having an AgEP meeting on Monday November 30th, 2015. The meeting was about concerns the Board had about the current AgEP program, and changes they would like to see implemented in the upcoming year. The committee had met with Jennifer Skaggs and Jeremy Salyer and put together a list of comments to be taken to the SCC. The committee hopes to have a spring sign up period.

Sponaugle reported on being upset with how the changes in the rules and code affected Supervisors ability to perform their “duties”. He is upset that when a cooperators asks him why his application did not get approved, Sponaugle cannot provide an answer for the cooperators as he did not rank the application. Sponaugle feels that a huge power has been taken away from the Supervisors, and the system is getting too top heavy.

James Foster moved the following AgEP Payments:

- A.Stickel, Lime, 118.3 tons, \$2,602.60
- J.Brake, Pasture Div. Fence, 1,599 Ft, \$2,558.40
- J. Brake, Lime, 95.6 T, \$2,103.20
- R. Hardman, Nutrient Management, 18 Acres, \$720.00
- R. Hardman, Lime, 76 tons, \$1,672.00
- J. Richards, 1 Spring Development & 1 Pipe/Trough, \$2,200.00
- L. Chapman, Lime, 92.33 tons, \$2,031.26
- T. Loudin, Lime, 138.42 tons, \$3,045.24,
- T. Bond, 1 Spring Development, \$1,200.00 *totalling \$18,132.70*

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

OM&R Salem Fork & Polk Creek: Jim Roy reported on the hand out he gave to the Supervisors outlining the expenses of all O&M work completed this summer on the Polk Creek and Salem Fork Dams. He also reported that the City of Weston has done a lot of work on the channel.

Field Day 2016: Chairman appointed Randy Plaughter as chairman of the Field Day 2016 committee. The committee will meet on January 7th, 2016 at 10 am, at the USDA Service Center in Mt. Clare.

Huntington Bank: Robin reported on researching different banks that offered images of the cancelled checks. Harrison County Bank seemed to have the best options available and their locations are key for where the District does business. Foster mentioned looking into MVB bank as that is where he is looking into moving the District’s certificate of deposit. The Board likes Harrison County Bank if they could provide insurance for our accounts above the FDIC amount. **Sponaugle made a motion to move the District accounts from Huntington Bank to Harrison County Bank pending that The Harrison County Bank could provide the proper documentation needed for insurance on the District’s accounts. Motion seconded by Hannah. Motion carried.**

District Christmas Party: The District Christmas party will be on December 15th, 2015 at the Quiet Dell United Methodist Church from 12pm- 2pm. Cheryl has a list that everyone needs to add their name to, and what they plan to bring to the party for food. Also, bring a gift for the Chinese gift exchange if you plan to participate.

New Business

Salem Dam Meeting: Jim Roy reported that the Agency has set the date of January 6th, 2016 for the Salem Fork Dam Meeting. The meeting will be held at City Hall in Salem and it will be from 6-8 p.m. The meeting will stress the importance and operation of the dams, as well as the work that has been completed on the dams. Dam Safety, WVCA, County Commissions, Legislatures, and NRCS will be invited and have the opportunity to speak. Coffindaffer expressed that he would like to see the Supervisors be able to speak at the meeting.

Coffindaffer reported on being concerned about the possibility of rehab money coming to the District to repair the dams, that a few of our dams located on Polk Creek sites 4,9, and 1 would not be in compliance. There is fence built in the auxiliary spillway that needs to be removed. Coffindaffer felt that in the future the District should work with the WVCA, NRCS, and Dam owners to address this situation in 2016.

Board recess at 10:20 am

Board back to session at 10:29am

P.O.W. Review: Foster moved to have this item at the end of the meeting.

Correspondence:

Cornerstone Maturity Notice- The maturity date of the Cornerstone Bank CD is coming up on December 6th, 2015. Foster reported on finding a better interest rate at MVB Bank. They are paying an interest rate of 1.15% on a 12 month CD. **Sponaugle made a motion for Jim Foster to look into the best interest rate possible, and move the CD according to the highest rate. Motion seconded by Collins. Motion carried.**

Funding Requests: none at this time

Letters of Request: One LOR is here today. A request for \$2,800.00 for reimbursement of the FY15 Audit. **Foster/Plaugher motion to approve and submit the LOR. Motion carried.**

SPRP/EWP Project: noting new

Board Member & Associate Supervisor Reports:

Plaugher reported on the current terms coming up, and reminded Supervisors about filing to run again if they planned to do so and call their local county clerk to find out the dates to file.

Cheryl passed out the Newsletter for the Board to look at. Foster commented on wanting to have a write up inserted about the quality of lime in the Newsletter. Dinah

recommended putting a blurb about the 2016 field day coming up. Phil would like to see a write up about Basil Bark stump treatment. Cheryl will work to put these items on the Newsletter.

Report of Cooperating Agencies:

NRCS: NRCS at a training today.

FSA: no one present to report

Forestry: no one present to report

WVU Extension: no one present to report

WVCA Report: JB reported on the teleconference capabilities coming to the Districts. He expressed that today is an information day. The process that the Agency is going through is big, and JB is working to get the Districts to start off by taking baby steps. The first step is to get faster internet. Currently the District has Time Warner for high speed internet. The Agency IT can get the District faster internet by switching them to Frontier, and the service is cheaper. For this system to work at its all-time best, faster internet is a necessity. The Board agreed to allow the Agency IT to begin switching the internet service from Time Warner to Frontier. Over all when this project is complete it will be a 50/50 cost share between the Districts and the Agency. IT is estimating the cost for the whole system to be \$1,800.00. The amount the District would be responsible for would be \$900.00. This system will also allow Robin and Cheryl to work more efficiently on their documents by using the SharePoint system. With the Boards request JB can begin working on this for the District and have them at the top of his list. Hannah suggested that the WFCD be one of the Districts at the top of his list. JB expressed that this isn't an overnight task, and it will take some time to get this system up and running. Jeremy will have more to report on about this system in January, and JB plans to be back in February with a detailed plan for the Board to look over.

Robin reported on Jeremy being absent, and his paper report is in the supervisor's packet. Also, Robin reported that the new AgEP technician has been hired, and his official start date is to be December 14th. The new technician will be housed at the West Fork office.

WFCD Report: Cheryl reported on working on the newsletter, and hopes to have that out this month. She also has a list started for Supervisors to add their name to for food to bring to the Christmas party. Bill McClain will bring refreshments for the next meeting.

Conservation Agreements: There are none present today.

Set Date of Next Meeting: The next meeting will be held on January 12th, 2016 at the USDA Service Center Mount Clare, WV.

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

**Minutes Recorded by Robin Ward; District Manager, West Fork CD
Meeting Adjourned at 11:32 a.m.**