

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
March 1st , 2016**

MINUTES

With a quorum being present, Chairman Coffindaffer called the March Board of Supervisors meeting to order on Tuesday March 1, 2016 at 8:58 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
Cheryl Carlin, WFCD
Robin Ward, WV Conservation Agency
Jeremy Salyer, WV Conservation Agency
Jim Roy, WV Conservation Agency
Caleb Smith, WV Conservation Agency
Chuck Copeland, WV Forestry
Jesse King, WV Forestry
Jeff Griffith, NRCS
Joel Barnosky, FSA
Belva Junkins, WFCD
Bruce Loyd, WVU Extension

Introductions: None present today.

Agenda Approval: Supervisors reviewed the agenda for today's meeting. **Plaughter/ Foster moved to approve agenda. Motion carried.**

Minutes: Supervisors reviewed the minutes. **Plaughter/ McClain moved to approve the February 2nd, 2016 minutes.**

Financial Report: The financial reports for February are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for January 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. **Financial reports will be filed for audit.**

Approval of Invoices and Payments: None at this time.

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

Richard Steve Hannah	\$584.58
James Foster	\$1381.96
William Coffindaffer	\$456.75
Rebecca Jane Collins	\$563.64
Philip Osborne	\$117.63
William McClain	\$89.58
Larry Sponaugle	\$532.05
Randy Plaucher	\$ 717.98 <i>totaling \$4,444.17</i>

Total gross amount spent to date: \$26,360.35

Plaucher move to approve January Per Diem and Travel. Motion seconded by McClain. Motion carried.

Unfinished Business

Ag Enhancement Program: Copies of the new AgEP applications are in the Supervisors books for review today. Jeremy reported on important upcoming AgEP dates and Supervisors can review these applications and give their comments to Caleb or Jennifer to take to the SCC meeting. Caleb had made a report of the items that have changed on the applications and offered to review the changes. The Board decided to take the applications home for review, and bring them back when the AgEP committee meets after IT's meeting on March 11, 2016.

OM&R Salem Fork & Polk Creek: Jim Roy reported on having a meeting with Mr. Dolly, The Power Company, and the Deputy Sheriff about the location above the dam where the power company will be unrolling the wire. Jim is there to make sure that nothing is done in the flood pool. The Power Company, Sheriff, and the Dolly's are going to make a plan of action, and have Jim back out to review the plan. This is affecting site 11a on the Salem Fork Dams.

Field Day 2016: Randy reported on having a committee meeting on February 1st, and reviewed the agenda of the Field Day. Today, the committee will meet after the Board meeting to review bus pricing, catering pricing and create an idea of a budget. **Plaucher moved to give the Field Day Committee the authority to select and book a caterer for the Field Day. Motion seconded by McClain. Motion carried.** The committee will report at the next Board meeting.

Conservation Farmer: Coffindaffer reported that the District needs to select County and District winners by May 31, 2016. He encouraged the Board to think of eligible Cooperator's in their counties, and have a Cooperator to present at the next Board meeting.

New Business

Lewis County Board Meeting: Hannah reported on not having a place planned for the meeting, and felt that in the recent past we haven't had participation from Cooperators of Lewis County to the Board meeting, and felt that the Board could just meet normally at the office. The Board will meet on April 12th, 2016 at 9 a.m. at the USDA Service Center in Mt. Clare, WV. The Polk Creek Dam inspection is scheduled for that day, but Jim Roy feels that the inspection should be completed by then and the meeting could still be on April 12th, 2016. Steve Hannah will bring refreshments for the meeting.

FY17 Budget Committee Meeting: Robin had spoken to Melinda and got the days that she would be available to meet for a budget meeting. The proposed Budget needs to be submitted to the Agency by March 31, 2016. That date is before the whole Board will meet again, and the Budget and Finance Committee is who sets up the budget. **McClain moved to give the Budget and Finance Committee the authority to approve the FY17 Budget. Motion not seconded. Discussion on the Motion. Hannah felt that the Budget needed to be reviewed and approved by the whole Board, and not just the committee. McClain rescinded his Motion.** The Board will have a special meeting on March 17th, 2016 at 9 a.m. at the USDA Service Center in Mt. Clare, WV. Robin will advertise the meeting.

TVCD Contractor Agreement: Foster reported that there is already a standing MOU that allows contract work and crossing of District lines. As there is already a standing MOU agreement, the Board agreed that there no need to create a separate contract with the TVCD. Jeremy will look into getting a copy of that MOU for Robin.

Plan of Work Review: The Board reviewed the plan of work. Cheryl made notes of the changes in comments and progress section, and will keep an up to date file at the office. A new Plan of Work for the next Fiscal year will need to be submitted to the Agency by June 15th, 2016. The next date for the Plan of Work review will be June 7th, 2016.

Correspondence:

Letter Harrison County Commission
Minutes Field Day Committee
Region III Landowner Assistance Program

Funding Requests: A request from Appalachian Grazing Conference is here. Foster reported that this is still in the works and needs more detail. The Board will budget for this funding request during the Budget Meeting. A request from Little Kanawha CD, Southern CD, and Upper Ohio CD for AgEP funds is here as well. The Board has no available funding at the time, and Robin will send a letter to the corresponding Districts informing them of their regrets.

Letters of Request: Two LOR's are present today. Both are for State Match of O&M funds received. \$5,000.00 Lewis County Commission, and \$7,000.00 Harrison County Commission. **Plaughter moved to accept the LOR's as presented. Motion seconded by Sponaule. Motion carried.**

SPRP/EWP Project: Jim Roy reported on looking at a bridge in West Union, and he would give an estimated cost to remove the debris from the bridge, but the District and State will not be involved in funding the project.

Board Member & Associate Supervisor Reports:

Foster reported on an Industrial Permit issue with a water processing plant in Doddridge County. The Solid Waste Authority has nothing to do with it. The plant will be taking salt and sand from the water, and the salt will be used for the roads.

Jane reported on the Envirothon Committee. The committee needs volunteers for April 21st, and 22nd, 2016. If anyone is interested in volunteering the committee needs to know ASAP to get T-Shirt sizing and registration complete.

Belva reported on being asked by a Board member to get pricing on portfolios for the Board. She reported that for the minimum order of 25 portfolios it would be \$625.00. **McClain moved to buy 25 portfolio's for \$625.00. Motion failed.** Jane suggested possibly using funds to get District apparel instead. Belva would look into this and report later.

Report of Cooperating Agencies:

NRCS: Jeff reported on his program applications. Some of his staff will be attending trainings in the upcoming weeks/months. He reported on the Local Work Group Meeting from February 17th, 2016. Jeff has to have the 5 year proposal completed by April 22, 2016. He reported on having two proposals sent in for the Community Garden program. One from Glenville Elementary for \$5,000.00 to build a high tunnel, and one from Jane Lew Elementary for \$1,200.00 to build raised garden beds. Jeff said he had spoken to the teacher from Roanoke Elementary and she was supposed to send in her proposal by last evening and the office has not heard anything from her. Jeff would like to make a site visit to the location at Glenville Elementary. He would like the Board to decide how they want to handle these proposals. Chairman set a committee to review the proposals. Members will be; Larry Sponaule, Jane Collins, Steve Hannah, Randy Plaughter, Bill McClain and Jeff Griffith. The committee will meet on March 14th, 2016 at 10 a.m. at the USDA Service Center in Mt. Clare, WV.

FSA: Joel reported on the LIP program. He thanked Jim Foster for sending new faces to the office to apply for this program. He has had less applications this year as the weather has not been all that bad this year. However, keep in mind that the LIP program covers all weather events not just winter storms. Joel asked for help in keeping the farm records up to date and if anyone knew of a farm being sold off or someone passing to let Joel know so they can keep their records up to date. FSA has loans available. The interest rate for an operating loan is 3.2%, and real estate loans are 4.5%. He will be in training from March 16th-17th, 2016 in Morgantown.

Forestry: Chuck reported that fire season starts today, and runs until the end of May. Materials can only be burned from 5pm and must be out by 7am.

WVU Extension: Bruce reported on the bee keeping workshop that has come to a close. He felt that the workshop was successful, they had 40-50 people in overall attendance. They look forward to having another program next year. On March 14, 2016 extension will be having a breeding soundness exam. The price per bull will be \$25.00. On March 16th, 2016 there will be a dinner meeting on pasture management. Interested folks will have until next week to call and make reservations. March 22, 2016 the company that does the helicopter spraying will meet with people at 7pm at the Lewis County EMS Building. March 24th, 2016 is the Wardensville Bull Sale, and March 26th, 2016 is the Southern Bull Test. The Beef Expo is April 7th-9th, 2016.

WVCA Report: Caleb reported that he is finishing up with his site visits for Invasive Species at Tygarts. He offered supervisors a copy of the differences in the AgEP applications if they wanted them, and to see him after the meeting.

Jeremy reported that the last day of the legislative session is coming up and our budget is still in play for the Agency. Jeremy encouraged supervisors to get out there and talk to their local legislators about the importance of funding for the dams and AgEP.

Robin reported that Cooperators have come in to the office and rented the seeder. The seeder lease agreement asks for Cooperators to put down a \$25.00 deposit and then rent the equipment for \$10.00/day. Without having a petty cash drawer it is hard to take \$25.00 and then refund them \$15.00 if they only used the seeder for one day. **Foster moved to adjust the lease agreement to read that the deposit be \$10.00. Motion seconded by Plaughter. Motion carried.**

WFCB Report: Cheryl reported on receiving 2 association scholarships in the mail, and she will be sending them to Steve May. Also, a Century Farm application was received in the office yesterday from Karen and Barry Lay of Gilmer County. Cheryl met with Jane this morning and talked about ribbons for the Samara Contest. They felt that they would order a small amount of ribbons as they weren't sure of the longevity of the contest in years to come. Cheryl commented on the handouts for the Beef Expo and met with Belva briefly to get an idea of some items and the cost of the items. **Foster moved to spend up to \$400.00 for novelty items. Motion seconded by Hannah. Motion carried.**

Conservation Agreements: There are four agreements here today for approval:

- Dan Elliott, Harrison County, 22 acres
- Isaac H. Maxwell III, Harrison County, 716 acres
- Philip J. Fetty, Harrison County, 48 acres
- Rebecca Flannagan, Harrison County, 17 acres
- Jeanette Paugh, Harrison County, 68 acres

Foster/ Plaughter. Motion carried to approve Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on April 12th, 2016 at the USDA Service Center at 9 a.m.

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

**Minutes Recorded by Robin Ward; District Manager, West Fork CD
Meeting Adjourned at 11:04 a.m.**