

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

April 4th, 2017

MINUTES

With a quorum being present, Chairman Coffindaffer called the April Board of Supervisors meeting to order on Tuesday, April 4th, 2017 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
James Foster
Phil Osborne
Randy Plaughter

Jane Collins
Steve Hannah
Larry Sponaugle
Bill McClain

Others Present: Belva Junkins, WFCD
Dinah Hannah, WFCD
Jeremy Salyer, WVCA
Robin Ward, WVCA
Caleb Smith, WVCA
Jeff Griffith, NRCS
Cheryl Carlin, WFCD

Welcome and Introductions: None at this time

Agenda Approval: With no additions or corrections to today's agenda, Foster/McClain. Motion carried to approve agenda.

Minutes: With no corrections or additions, the March 7th, 2017 minutes will stand approved as mailed. Foster/McClain. Motion carried to approve agenda.

Financial Report: The financial reports for March are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for February 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 supervisor's review on the General and CDO accounts. **Financial reports will be filed for audit. Foster/McClain**

Supervisor Per Diem and Travel: Treasurer Randy Plaughter reported on the following Supervisor's Per Diem and Travel expenses for the month of February:

Randy Plaughter	\$ 581.92
Rebecca Jane Collins	\$ 1027.33

William McClain	\$ 89.58	
Philip Osborne	\$ 193.44	
Larry Sponaugle	\$ 783.77	
James Foster	\$ 893.25	
Richard Steve Hannah	\$ 580.84	<i>Totaling \$4,680.23</i>

Total gross spent to date: \$25,920.61

Plaughter moved to approve Supervisor's February Per Diem and Travel as presented. Motion seconded by McClain. Motion carried.

Approval of Invoices and Payments: none at the time

Unfinished Business:

Ag Enhancement Program: Caleb reported that all approved cooperators came in to sign their contracts except one, and that amount of money will go back into the sum of funds available. He has sent that cooperator a letter informing them of their cancelation. Caleb would like the Board to set a date for the FY18 AgEP sign up period. **Plaughter moved to have an AgEP sign up to include winter grazing, lime, nutrient management, water development, exclusion fence and division fence starting May 15th, 2017- June 2nd, 2017. Motion seconded by Foster. Motion carried.**

Caleb passed out minutes from the AgEP meeting on March 14th, 2017.

Coffindaffer reported on his attendance to the AgEP meeting in Flatwoods. A lot of the discussion made was about how they were going to rank applications, and Coffindaffer felt that he did not get a lot of support of his opinion on stocking rates. Coffindaffer questioned Jeremy about receiving a copy of everything that will change on the ranking forms before they go into effect. Jeremy assured that once the forms are completed, that will be the forms used without review. Coffindaffer reported that it was hard to come by a final decision about stocking rates, as there were a lot of opinions and discussion.

Osborne suggested getting information from our producers on exactly what our District's stocking rates were.

Hannah moved to amend Plaughter's previous motion subject to approval of the State Committee, that the practices available for sign-up be listed for the FY18 sign up. Motion seconded by Sponaugle. Motion carried.

Jeremy reported on the 5 funding options for FY18 AgEP funding that came out of the State Committee. The committee would like for the District's to pick an option of the 5 and report back to the committee. Each option does not give the District figures of how much their District would receive. The committee wants the District to get away from picking the option that gives the highest dollar to the District, and rather pick one that helps level out the allocations. Jeremy explained the 5 options and allowed the District to

make their decision. **Plaughter moved to accept option 4 that would incorporate the number of farms, farmland acres, and average payments for FY13-17. Motion seconded by McClain. Motion carried.**

Hannah questioned Jeremy about the \$20,000.00 that was transferred from the General account to the AgEP account, to cover funding for the spring 2017 sign up. He asked if those funds were not used, could they return those funds back to their General account. Jeremy assured Hannah that yes, they could transfer those unused dollars back to their General account.

Plaughter questioned Jeremy about putting in place the allowance of using purchased fertilizer on hand for their fertilizer program, and treating the program like their fencing program. He wondered why producers were not allowed to use fertilizer on hand, but could use fencing materials on hand for the fencing program. He felt that with the price of fertilizer changing so much, that producers should be able to purchase the fertilizer when it is most cost efficient to them. He continued that the producer should not be penalized when wanting to use that purchased fertilizer for our program. Jeremy assured Plaughter that he would need to be in contact with Jennifer, as he did not have an answer for Plaughter.

Board recess at 10:25 a.m.

Board back to session at 10:39 a.m.

OM&R Salem Fork & Polk Creek: Jim Roy reported on the O&M inspection that took place on April 3rd, 2017 at Salem Fork. He commented that the dams look good except some high-water marks and debris that need to be addressed. Coffindaffer thought that they looked good as well. The City of Salem has done some work this year, and it has helped tremendously. Coffindaffer commented that we have a contract with the City that is out of date, and the City would like to bring that contract up to date. Inspections for Polk Creek are on the 17th, at 8 a.m. at the Pricetown Volunteer Fire Department.

Special Meeting 3-13-17: Minutes of the special meeting were passed out for the Board's review. **Foster/ McClain. Motion carried to approve minutes.**

Coffindaffer made the motion in the special meeting to move the CD funds into a 5-year CD at Harrison County Bank for 1.95%, not realizing that he could not make motions. **Hannah moved to recall the motion from the special meeting on 3-13-17 that was made by Coffindaffer. Motion seconded by Foster. Motion carried. Hannah moved to replace Coffindaffer's name with his name for that motion, and the motion would remain the same. Motion seconded by Foster. Motion carried.**

Coffindaffer apologized to the Board for acting out of their authority, and moving the MVB CD to Harrison County Bank for a higher percentage rate. The rate the \$100,000.00 CD was currently making at MVB was .05%, and Harrison County Bank could offer .75% for the same CD. He and Plaughter closed the CD at MVB and moved it to Harrison County Bank. He offered a resignation from chair for his improper actions.

Hannah moved to confirm the activity that was completed on March 14th, 2017 by Coffindaffer and Plaughner without any repercussions. Motion seconded by Foster. Motion carried.

Field Day 2017: Osborne reported that the committee had met, and discussed registration, meals, tents, transportation, advertisement, and an agenda. Minutes from the meeting were passed out for the Board's review. Plaughner reported on knowing of another tent they could use for food coverage in Doddridge County, he will follow up later with more information. Osborne thought that we should contact Mr. Snively and ask if he still wanted to be a part of planning the field day as he has been moved to another County. He reported that work needs to be done with coordinating the youth to help set up the tents, tables, and chairs. Osborne will be in contact with Mr. Snively. Brochures will be available and finalized for the Expo this coming weekend, and Osborne encouraged the Board to take some with them and pass them out. Plaughner questioned payment discrepancies between the District and Mr. Spiker to Osborne, and Osborne has not had time to address the situation. With that said, Osborne questioned needing a contract or invoice from the presenters for payment. Robin informed that in previous years, an invoice would suffice payment. The Board adjusted the brochure and felt the following needed to added:

- Directions to the Maxwell Farm, and Doddridge County Park
- Clarification that registration includes meals
- Pre-registration would be needed to reserve meals.

Cheryl would get in contact with Mr. Spiker for a GPS address for his farm in Doddridge County.

Conservation Farmer: May 31st is the deadline for Cooperator submission. The Board has no idea of potential farms to run this year, and will hopefully have someone to report at the next meeting.

FFA Teacher Luncheon: Osborne is still trying to get in contact with teachers.

New Business

Proposed FY18 Budget: Plaughner reported on the budget and finance committee meeting held on March 30th, 2017, and went over the minutes presented. Hannah would like for the budgets to reflect the losses taking place instead of labeling the loss as funds transferred in from the bank account. **Hannah moved to amend the District general funds budget report to reflect a loss of \$6,950.00, instead of a transfer of cash from the bank account, and show the proposed budget losing money. Motion seconded by Sponaule. Motion carried.** Robin would work with Melinda in adjusting the budget reports and have them for the next meeting. **Plaughner moved to adopt the proposed budgets for both the CDO and General accounts along with Hannah's motion as presented. Motion seconded by Foster. Motion carried.** Hannah would like to have an adjusted FY18 budget report that Melinda provided for the next meeting.

May Board Meeting Date: Robin and Caleb have staff training that will run concurrently with the May Board meeting. The Board has decided to move their May Board meeting to May 9th, 2017 at 9a.m. at Phil Osborne's house on 3759 Jones Run Rd. Lumberport, WV. Osborne suggested those interested should bring a covered dish.

Summer Soil Sampler: Robin reported on having a few applicants for the Soil Sampler position, and recommends that the Board conduct interviews. **Hannah moved to interview the applicants for the soil sampler position. Motion seconded by McClain. Motion carried.** Coffindaffer assembled Hannah, Osborne, Collins and Plaughter to serve on the hiring committee for that position. Robin would check with the students and have interviews set for the 10th or the 11th of April, and let the hiring committee know.

POW Review: The Board reviewed the plan of work and added the following comments:

- Objective 6-The DC presented the Board with the equal opportunity contract.
- Objective 5- The dam inspection dates should be added, and a letter should be sent to the fire departments informing them of the dry hydrant system.

Cheryl would make an updated copy, and have it available for the Board at the next meeting.

Century Farm Applicant: There is one Century Farm applicant from Glenville, WV. It is the Fitzwaters farm. Robin and Cheryl have looked over the applications and see that it fits the criteria needed for submission. The Board is in agreeance of acceptance of the application, and Robin or Cheryl should get in contact with John Sencindiver to inform him to order the sign. Cheryl would check with the Fitzwaters to see how they would want their sign to read.

AgEP Funding Allocation: covered in AgEP

Correspondence:

Alliance Consulting, INC
Minutes Envirothon Meeting
Budget Meeting Minutes

Funding Requests: none at this time

Letters of Request: There is one LOR present today for approval. The City of Weston O&M cost-share of \$4,000.00. **Foster/ Plaughter. Motion carried to approve and submit the LOR**

SPRP/EWP Project: none to report

Board Member & Associate Supervisor Reports: Dinah reported on the CEC meeting taking place April 5th, 2017 at the Mount Clare office.
Plaughter reported on the Envirothon training taking place at the Doddridge County Park on April 12th, 2017. Robin and Cheryl will coordinate the Pizza.

Hannah reported that the quarterly meeting is taking place the same time that the Polk Creek dam inspections are taking place. Hannah expresses that he feels it is more important for him to be at the inspections than at the quarterly meeting. Collin's is the replacement for the representatives that could not attend the quarterly meeting, and she reports she has plans for that day and cannot attend either. Foster will be the only representative for the Board that day.

Belva questioned the ability to go to the State Fair, and have her expenses paid. **Plaughter moved to pay all of Belva's expenses to the State Fair. Motion seconded by Foster. Motion carried.**

Plaughter commented that the grazing conference was a huge success.

Coffindaffer reported that the Grassland contest is this upcoming Friday, and he and Robin will plan to get the pizza.

NRCS: Jeff provided a paper report for review.

WVU Extension: no one to report

Forestry: none one to report

WVCA Report: Jeremy reported that most his report was covered by the Board meeting, and he supplied a paper report for review.

Caleb reported that they would like a secondary option for the AgEP allocations incase their first option got vetoed. **Foster moved to go with option #2 as their second request. Motion seconded by Sponaugle. Motion carried.** Caleb reported that he enjoyed the Grazing Conference, and learned a lot of new things during that conference. He attended the construction and design expo in Charleston, and learned a lot about water systems. He is working with a few schools on grass and soil identification, and helping Liberty FFA with their Envirothon team and land judging team.

Robin reported on the executive session reminder sent by Jeremy, the leave she will be taking around Easter, and the duties of taking care of the Mon District while Amy is away on maternity leave.

WFCD Report: Cheryl had nothing more to report.

Conservation Agreements: There are a few agreements for approval:

Steven & Sharon Frame, Harrison County, 200 acres

Susan White, Harrison County, 122 acres

Indy Farms, LLC, (James Cumberland), Harrison County, 130 acres

Eric Bragg, Lewis County, 68 acres


Foster/ Plaughter . Motion carried to approve Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on May 9th, 2017 at Phil Osborne's house. 3759 Jones Run Rd. Lumberport, WV, at 9 a.m.

Respectfully submitted,



Jane Collins, Secretary



William Coffindaffer, Chairman

Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 12:13 p.m.

4) 4) 17

MT. CLARE, WV 26408

[illegible]