

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
April 22, 2021 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Bruce Jones
Brandon Payne
Charles Smith
Nancy Jo Billings

Directors:
(Absent) Joetricia Humbles
Karen Angulo
Brandon Schmitt

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Kyle Bolt, RELSWCD Ag BMP Conservation Technician
Cindy Miller, RELSWCD Office Administrator
Mark Hollberg, DCR Conservation District Coordinator
Don Yancey, USDA Natural Resources Conservatist
Rick Butler, Virginia Department of Forester

Others: Timberlake WID, Charles Falwell and Robert Lockridge
Ben Coates, DVM

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order March 22, 2021, at 6:01 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Ben Coates, DVM- Who introduced himself to the Board of Directors and let them know the area he serves and his experience with his Veterinary Services.

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. (Perrow, Payne, passed 7/0)**

Reading and Approving the March 25, 2021 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Perrow, Barrett, passed 7/0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – March 2021 –Doug Perrow, Treasurer, gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The March 2021 Treasurer's report will be filed in the District Office.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC, gave the April report (copy filed with minutes).

Administration and Cost-share:

Third quarter reports were due in my office Wednesday, April 15.

Before SL-8B and SL-8H practices receive payment or tax credit: Producers must be implementing a current nutrient management plan prepared and signed by a certified nutrient management planner. The plan must address all agricultural production acres contained within the field that contain the cover crop acreage. **Cost-Share payments cannot be made until a current nutrient management plan is on file with the SWCD.**

Review carry-over procedures, new this year, on pages II-31 to 34 in the VACS manual. Board action carrying over this year's eligible bmps is needed before the end of this fiscal year. Instructions for End-of-Year carryover and cash balance reports due July 15 will be sent to districts in early May.

Secondary considerations should be in development soon for submission by June 30 to David Bryan for his review. Both secondary considerations (vetted by DCR) and average BMP component cost lists need to be approved by district boards before any 2022 VACS contracts are approved.

Reminders of deliverables in the operational grant with DCR:

- Review strategic plan (at least once/year) and annual plan (at least twice/year) - document in minutes
- Conduct timely employee evaluations and review personnel policy
- Review employee position descriptions and performance expectations
- Prepare FY22 annual plan of work (board approval in June)
- Prepare an FY21 annual report (expected completion in August or September)
- Review *Desktop Procedures for District Fiscal Operations* - document in minutes

The VA Soil & Water Conservation Board has approved moving ahead with a **review of Nutrient Management Regulations**.

Training done virtually; list is on file.

3-USDA Natural Resources Conservation Service Report - Don Yancey, District Conservationist, (copy filed with minutes)

EQIP

29 EQIP applications for 2021 are being processed and preapprovals will be need to be completed by Friday, April 23rd.

CRP/GRP/WRP

There are 3 CRP/CREP participants whose contracts expire in 2021 who have applied for a re-enrollment of their contracts. Reviews for 22 CRP and CREP contracts that will expire in September of 2022 are in the process. These status reviews will be completed prior to the end of September 2021.

CSP – Conservation Stewardship Program

Sign-up period for new CSP applications in FY21 ends on April 30, 2021. 1 new application is on file and 9 applications from FY20 that can be carried over into FY21, if interested. The CSP applications for FY21 need to be planned, assessed and ranked by June 4, 2021.

Conservation Compliance

8 tracts to be evaluated for conservation compliance and reported by August 20, 2021.

Review of MOU and Board Diversity

Outreach, Training and Upcoming Events -Training completed by webinar and/or teleconference due to the COVID-19 outbreak.

All training listed on CDC report (copy on file).

Don Yancey is scheduled to retire the end of May.

4-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester – (copy filed with minutes)

Planted 1000 acres in Appomattox this year. All requests eligible for cost share were filled.

The James River program received right at 100 acres of open field planting which was 100% cost shared.

Not many fires this year because of another wet Spring

Conducted the FFA Area forestry contest in which Buckingham county won 1st place and will go to the State competition at Dabney Lancaster College

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent - oral report.

Cattleman Conference went well. Extension Thanks the Board of Directors for their sponsorship.

Tree donation is still underway- Trees are still on hand at the Extension office.

Pesticide recertification is wrapping up. Next year’s program is scheduled to be online.

4H Camp is being planned with Covid restrictions, 2 weeks prior to camp camper must quarantine or they must have a negative Covid test prior to camp date.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan

Wooldridge gave the April report (copy filed with minutes).

Projects:

Working on plans and designs for new projects. Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for possible new projects for next program year. Helping out with soil testing and flagging out waterways not to be sprayed. Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

Contract #	Instance#	Watershed/ County	Est Cost	C/S AMT	Comp Date	Fund	Practice
10-21-0023 Approved (Barrett, Payne 7/0)	428361	CB/AP	\$28,342.00	\$30,498.00 Includes: \$2,156.00 Buffer Pay	June 30,2021	PY21 CB VACS	SL-6W
10-21-0018 Approved (Payne, Smith 7/0)	42360	OCB/CAM	\$10,990.00	\$10,990.00	June 30, 2021	PY21 OCB VACS	SL-15A

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Have been working on updating the Watershed Dam general maintenance bid packet for 2021-2022.

Would like to ask the board to go forward with putting out for the Watershed Maintenance of the district's 6 dams. **Approved (Perrow, Barrett 7/0)**

Training done virtually. Details are on file.

7-RELSWCD Ag BMP Conservation Technician Report – Kyle Bolt gave the April report (copy filed with minutes).

- Recent Practice Cost Share Payments–

<u>Contract#</u>	<u>Instance#</u>	<u>Area</u>	<u>C/S</u>	<u>Fund</u>	<u>Practice</u>
10-19-0014	337071	OB/APP	\$7,857.60	2019 OCB VACS	SL-6
10-15-0092	208473	OB/CAM	\$53,165.00	2019 SL-6 Supplemental	SL-6
10-21-0002	390196	OB/APP	\$2,310.00	2021 OCB VACS	FR-1

- Cost Share Practices Completed Not Paid-
 - 10-20-0005- #374210- 14,430' stream exclusion fence, 3,650' cross fence, 5,505' of pipeline, 3 water troughs and 1 well installed. \$97,300 estimated cost share payment (SL-6W).
 - 10-15-0052- #206277- 2,860' stream exclusion fencing, 2,880' of pipeline, 1 water trough, and 1 well installed (SL-6). \$22,238.90 estimated cost share payment.
- C/S Projects Contracted-
 - Currently five SL-6 contracts approved.
 - Project Completion Deadline Reminders- Letters, emails, phone calls and visits.
 - Ongoing farm visits, conservation plans, construction designs, measuring and inspecting completed practices, practice as-built updates.
- PY22 OCB Cost Share Practice Sign Ups/Applications-
 - One new farm visited this month, SL6W interest.
 - Currently two applications (SL-6W) with conservation plans and cost estimates on waiting list.
- Trainings-Virtual and on file.

8-RELSWCD Office Administrator Report – Cindy Miller gave the April report (copy filed with minutes).

Monthly duties are kept up to date.

- Distributed the approved minutes from the November 19, 2020 Board of Directors meeting.
- Draft minutes for the March 25, 2021 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the March 2021 Treasurer's and Budget reports and forwarded them to Doug Perrow Treasurer.
- Reconciled the bank statements (3), checkbook, QBs, ledgers and multi-funded account balances were updated monthly.
- Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
- Payroll summary (monthly) and general ledger for the month reviewed for accuracy, each month.
- Processed the Monthly payroll, taxes, and retirement.

- Prepared the draft agenda for the April 22, 2021 regular Board of Directors meeting and forwarded to Jonathan Wooldridge, District Manager/Sr. Conservation Specialist, Mark Hollberg and Jeffrey Floyd, Chairman, for review.
- Paid Quarterly Director Mileage.
- Prepared Attachment E for 3rd Quarter and submitted to Mark Hollberg and Directors.
- April 6th Jonathan and I volunteered at Gleaning for the world. Helped pack school backpacks.

Outreach:

- Library outreach project: Pollinator handout with seed packet and book marks / Health Forest/ Healthy Communities and participating in the Appomattox plant swap in May.
- Campbell Co Libraries - provided a gift basket for Raffle/ in turn they will provide our logo with their summer reading program. Provided book marks.
- Poster contest and Photo contest promoted on Facebook.
- Facebook post made twice daily.
- Website updated.

Training done virtually and is on file.

9. Timberlake WID – Charles Falwell

Update given on the Timberlake WID project. DEQ inspection went well. Contractors are doing great! Brown Creek cove has been completed. Buffalo Cove is half way completed. Project is running 1 week behind schedule. *WATERMICK dr*

REPORT OF COMMITTEES

Education Committee- Committee selected Scholarship applications for our two \$2000 Scholarships and selected candidate to be submitted to the state level.

Turner Neblett- Amherst Co- Virginia Tech

Sabrina Melton- Appomattox Co- Liberty University- also selected for State level

Approved (Perrow, Smith) 7/0

UNFINISHED BUSINESS - None

NEW BUSINESS- Doug requested that we hold a Personnel Committee meeting possibly on May 3, 2021 at 2pm.

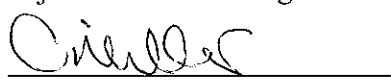
PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:12 p.m. **(Barrett, Payne passed 7/0)**



 Jeff Floyd, Chairman



 Cindy Miller, Office Administrator

