

Robert E. Lee Soil & Water Conservation District
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Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
October 22, 2020 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Karen Angulo
Brandon Schmitt
Bruce Jones
Charles Smith
Joetricia Humbles
Nancy Jo Billings

Directors:
(Absent) Brandon Payne

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

Others:

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order October 22, 2020, at 6:05 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: None

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, Barrett, passed 9/0)**

Reading and Approving the September 24, 2020 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. (Barrett, Perrow, passed 9/0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – September 2020 –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 September Treasurer's report will be filed in the District Office.

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

Quarterly reports are due October 15. Attachment E, plus Quickbooks cash balance sheet and P&L for the quarter.

VACS reminders: *Thoroughly review Part I of the VACS contract with each applicant.* Make sure applicants understand that cost-share is considered income. Applicants may benefit from getting professional tax advice prior to submitting a W-9 and signing contract Part I. Also make clear to prospective VACS applicants that if they accept cost-share and/or Tax Credit they are responsible for maintaining the practice through its lifespan even if they lose control of the property due to the "sale, lease, or changed use of the property." This conversation provides an opening to also mention how a participant can transfer maintenance responsibility to a new party after their BMP is completed (see "Transfer of Responsibility Form" on page II-50). A form is available in the VACS manual (page II-49) to document the transfer of a contract to a new participant PRIOR to bmp completion. In this case a new Part I and W-9 will be needed.

SL-7 (Extension of Watering Systems) requires that all acres in the grazing system must have streams excluded. Districts are to monitor for compliance with a written grazing plan (NRCS Standard 528 Prescribed Grazing).

Miscellaneous:

Stuart Blankenship has joined the Division of Soil & Water as the new Nonpoint Source Data Manager. He had Sign up for approximately 22,000 tons of poultry litter for transport to eligible localities was submitted to the DCR Poultry Litter Transport Program in FY2020. The December 2021 interim Chesapeake Bay Watershed Implementation Plan target is a rate of 30,000 tons/year

November 4, 2020 TAC Public Meeting 1pm to 4pm

Director training will continue prior to the BOD meeting on November 19, 2020 at 4:30 pm.

December 15, 2020 FOIA Training via zoom 3 to 4 pm

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

EQIP

New applications for FY21 are being accepted and field visits are being set up with landowners. We have not received any revised EQIP program details or deadlines for FY21.

With the recent improvement in the weather we are seeing installation of practices in existing EQIP contracts increasing.

CRP/GRP/WRP

No changes since the last meeting.

CSP – Conservation Stewardship Program

48 CSP-GCI and regular CSP contracts are currently being worked on to complete the annual payment process and to be completed between Nov and Jan 2021.

2 new applications for the CSP-GCI program.

1 regular CSP program renewal application to be evaluate and estimated.

No revised regular CSP program details or deadlines for FY 21 have been received yet.

Outreach, Training and Upcoming Events

We are continuing to have our training and other meetings by webinar and/or teleconference due to the COVID-19 outbreak.

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

Renewed CPR and First Aid classes
 Attended chain saw refresher class
 No more funds for RT so at present over \$3000 over allotment with more applicants
 Preparing for Fall fire season as weather predictions are saying dryer than normal

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

Public schools will begin to let 4-H programs back in school soon.
 Pesticide recertification program scheduled for Nov 10/2020 outside Farm Supply in Brookneal Va.
 Program will be available online thru VA Tech and can be set up thru the Extension office.
 Water testing continues until November 18th, with charges around \$60.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the October report (copy filed with minutes).

Projects:

Plans and designs for new projects are being worked on. Monitoring progress on projects under construction. Meeting new producers that are interested in our programs. Three large livestock exclusion practices are getting their project packets worked on.
 Working on materials and information needed for DCR Engineering for Three Ag Waste Structures.
 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
10-21-0004	393897	CB/AP	\$211,275.04	\$158,456.26 Tax Credit \$13,204.70	June 30, 2021	PY21 CB VACS	Motion approved (Schmitt/Barrett, 9/0)
10-21-0015	421027	OCB/AP	\$7550.00	Tax Credit \$1,887.50	June 30, 2021	Tax Credit	SL-8B

10-21-0016	421028	OCB/Cam	\$25,530.00	Tax Credit \$6,382.50	June 30, 2021	Tax Credit	SL-8B
10-21-0017	421029	OCB/AP	\$49,230.00	Tax Credit \$12,307.50	June 30, 2021	Tax Credit	SL-8B
10-21-0018	421030	OCB/AP	\$17,280.00	Tax Credit \$4,320.00	June 30, 2021	Tax Credit	SL-8B All SL-8B Motion approved (Smith, Jones 9/0)
10-21-0019	421031	OCB/Cam	\$122,119.63	Tax Credit \$6,448.41	June 30, 2021	Tax Credit	SL-6N Motion approved (Schmitt, Perrow, 9/0)
10-21-0020	421032	OCB/Cam	\$185,825.33	Tax Credit \$9,936.58	June 30, 2021	Tax Credit	SL-6W Motion approved (Schmitt, Perrow, 9/0)

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Second maintenance mowing has been completed by Hall's Landscaping. Check has been sent to contractor.

BMP Spot Checks:

Both gravel maintenance issues have been fixed for the two contracts in AP/Cam. Seven DCR verification spot checks were performed on 10/14,10/15 2020. No issues found.

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

- Practices Completed Not-Paid–

<u>Contract#</u>	<u>Prac</u>	<u>C/S</u>	<u>C/S</u>	<u>Fund</u>	<u>Date</u>
10-20-0005	SL-6W	Camp.	N/A	2020 OCB VACS	10/20

Project Totals- 14,430' stream exclusion fence, 3,650' cross fence, 5,505' of pipeline completed; the drilled well components (pumping plant) and 3 water troughs to be installed.

- PY21 OCB Cost Share Practice Applications-
 - Three applications (1 FR-1, 2 SL-6W) conservation plans and cost estimates currently.
- C/S Projects Contracted-

- Currently twelve SL-6/SL-6W contracts (15 instances) approved.
- Ongoing farm visits, conservation plans, construction designs, measuring and inspecting completed practices, practice as-built updates.

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

- Monthly Office duties completed.
- First Quarter Attachment E prepared and submitted.
- First Quarter 941, VEC and State reports submitted
- Shentel billing set up corrected for auto pay.

Motion Request: Motion to accept Hannah Tillotson’s resignation approved. **(Barrett, Schmitt 9/0).**

Motion Request: Motion to have our November Board of Directors Meeting on November 19, 2020. Motion approved **(Perrow, Barrett 9/0)**

Motion Request: Motion to not have a Board of Directors meeting in December 2020. Motion approved **(Perrow, Schmitt, 9/0)**

Directors Meet & Greet zoom meeting will be on November 11, 2020 from 7pm to 8pm. Reference email from Oct 5th.

District office closed Nov 3rd, Nov 11th, at noon Nov 25th and all-day Nov 26th and 27th.

The next regular meeting of the RELSWCD Board of Directors is scheduled for the Third Thursday – October 19, 2020.

Training will be held with the Directors at 4:30pm.

9-RELSWCD Conservation Education Specialist Report – Hannah Tillotson’s resignation is on file. No report provided.

10. Timberlake WID – George Schrader, Trustee Treasurer report provided and on file.

The Timberlake Watershed Improvement District’s Trustee candidate, as well as the FY2021 budget and type of indebtedness were approved by the VASWCB at their September meeting. Please extend our thanks to the board for their continued support as this was a significant and historical milestone in many ways.

The trustees submitted the dredge project Joint Permit Application and the Solid Waste Management Permit Application. The Joint Permit Application Number 20-1840 has been assigned to the project and the is WID preparing to address any request for additional information from the VA DEQ.

The loan documentation for the project is processing with Frontier Community Bank and we expect an update on the loan status within the next couple of weeks.

REPORT OF COMMITTEES

11. Strategic Planning Committee- Committee updated the Annual Plan of Work for 2020-2021 and the Strategic Plan for 2020-2024 FY.

Motion Request: Approve the updated Annual Plan of Work for FY 2020-2021 Motion approved (Angulo, Jones 9/0).

Motion Request: Approve the updated Strategic Plan for FY 2020-2024. Motion approved (Schmitt, Barrett 9/0).

UNFINISHED BUSINESS - None

NEW BUSINESS- Review of the Education Specialist position requested.

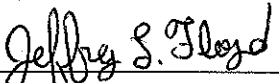
Motion request: For the Personnel and Education Committee’s meet to review the position of Education Specialist, inventory of items at the District to produce videos and possible advertising position opening. Motion approved (Barrett, Schmitt 9/0).

Meeting schedule for Monday November 2, 2020 at 5pm.

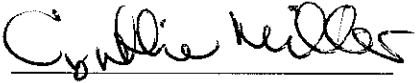
PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:12 p.m. (Schmitt, Barrett passed 9/0)



Jeff Floyd, Chairman



Cindy Miller, Office Administrator