

**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  
July 22, 2021 – 6:00 p.m.

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

**Directors:** None  
(Absent)

**Staff/Partners:** Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.  
(Present) Cindy Miller, RELSWCD Office Administrator

**Others:**

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order July 22, 2021, at 6:01 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, Schmitt, passed 8/0)**

**Reading and Approving the June 24, 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, Humbles, passed 8/0)**

**Karen Angulo entered 6:04 pm**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer's Report – June 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 June 2021 Treasurer's report will be filed in the District Office.

**2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC,** July report provided. Directors reviewed (copy filed with minutes).

**Administration/VACS:**

The fourth quarter Attachment E and the year-end "roll up" E are due in my office no later than July 15 along with Quick Books P&L for the quarter, carryover reports and cash balance reports. Except for a signed original 4<sup>th</sup> quarter E, electronic submissions are acceptable (the earlier the better!). Be sure cash balances reported on the year-end cash balance report match tracking and the district's 4<sup>th</sup> quarter attachment E. For carryover reports to be accurate all bmps in tracking must have the proper practice status – Complete, Carryover or Cancelled. District staff should run the numerous Logi reports available to help them QA/QC bmp data in tracking.

On page 14 of the 2020 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation." **Board action is necessary** to dedicate for specific purposes any amount above six months of routine operating funds (undesignated reserve funds). Once the books are closed for FY21, this action should be placed on SWCD board meeting agendas.

From page II-16 in the PY2022 VACS manual, "BMPs initiated prior to submitting a cost share or tax credit application are not eligible." Producers interested in cover crop BMPs need to sign an FY22 Contract Part 1 prior to planting. Producers seeking an AgBMP Tax Credit on their NRCS project(s) need to do the same prior to "implementation." Said NRCS bmp must be VACS eligible and once completed must be certified as meeting VACS specifications.

**Miscellaneous:**

Conflict of Interest Act (COIA) Training: The Code of VA requires that once every two years locally elected officials must take COIA training. Many directors last took this in 2019 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov/>. Each module is specific to the role in which you serve so select the proper role (select "Local elected officials or EDAs/IDAs") in order to activate the correct training to fulfill your training requirement.

Training dates listed on attached report.

**3-USDA Natural Resources Conservation Service Report – Jonathan Lipinski, NRCS Dist.** Cons-written report provided (copy filed with minutes)

**July 2021 Monthly NRCS Report**

Staffing

Lauren Cheatem has joined the NRCS team in June as a Soil Conservationist.

Lyle Shelton (part-time) passed away in early July, he will be missed.

Jon Lipinski – District Conservationist (till Sept 2021)

Programs

Environmental Quality Incentives Program (EQIP)

We are continuing to work on a few applications that were pre-approved for funding this spring.

Practice installation continues on several existing contracts from previous years.

CRP/GRP/WRP

No changes or updates, however we are working with DOF and FSA to check the status of the FY 2022 renewals.

Conservation Stewardship Program (CSP)

We are working a few CSP application that got picked up. VA had over \$23 Million dollars in applications!

Outreach, Training and Upcoming Events

Nothing significant to report at this time.

Submitted by Jon Lipinski– District Conservationist, Rustburg Service Center

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

Was able to do 1<sup>st</sup> Smokey program in over 11/2 years at Bible Baptist Daycare.

Had 25 I attendance.

Investigated 2 3-year-old open field planting operations where voles had damaged trees. Thankfully there is enough stocking to maintain an adequate stand of trees on one tract. The other consisting of 145 acres will have to be site prepped and planted again.

Investigated herbicide damage to trees from an application on an agricultural field adjacent to homeowner's property.

Have done several logging inspections

Finally got R.T. cost share allocation of \$53,000 and only have \$10,000 left after processing this year's applications. Hopefully there will be enough to cover future practices.

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

The Spotted Lanternfly insect has been spotted near Lynchburg. This insect can cause an economic issue with Harvest. Eggs will look like puddy. **Spotted Lanternfly**. The **spotted lanternfly (SLF)**, *Lycorma delicatula*, is a non-native pest and a sapsucker that impacts a variety of plant species. A potentially very serious pest of grapes, peaches, hops, and a variety of other crops, There is a Bird issue in Northern VA causing concern- currently they are unsure of the disease causing the issue. The **Northern** Region area of Virginia began receiving an increase in the number of calls regarding sick/injured young **birds**, specifically Grackles and Blue Jays. Eye **issues** were reported in what otherwise looked like healthy young **birds**, causing blindness causing the **birds** to land and stay on the ground.

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

**Projects:**

Been a busy month here at Robert E. Lee SWCD. 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 new projects for the new program year. Helping out with soil testing. Advising on erosion issues. Working on Nutrient Management Plans for producers.

**Practices and Conservation Plans for Board Approval:**

Current BMP interest for PY22

(10) SL-6W, (2) SL-6N (6)SL-8B, (1) SL-1 , (1) SL-7

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Billy Hall has started on the mowing and maintenance of the dams and hopefully will finish up next week

Meetings attended are on file.

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

**Regular Monthly duties are kept up to date.**

- Attachment E for the 4<sup>th</sup> Quarterly and Annual were completed and submitted to Mark Hollberg.
- Attachment D completed and submitted to Mark Hollberg.
- Carry over and Cash on hand reports for the FY 21 completed and submitted.
- Files were updated with new folders and retention pulled and put into storage.
- Submitted Local allocation bills to Counties and Lynchburg City.
- Prepared quarterly director reimbursements.
- Began Annual Report – Hoping for a new Director Photo.
- Set up meeting for the Personnel and Committee. Applicants for the Education position were interviewed. See minutes attached. References were called and verified.
- Supply Order completed.

**Outreach:**

- Library outreach project: Table set up at Appomattox Co Library with Dairy game on July 2<sup>nd</sup> and 9<sup>th</sup>. The Times Virginian recognized us in an article with the library in the 7.14.2021 addition.
- Poster contest and Photo contest promoted on Facebook, thru Schools and Libraries
- Future tabling events are scheduled for July 31<sup>st</sup> Campbell Co End of Summer Event and October 9<sup>th</sup> Railroad Festival in Appomattox.

**Training virtually as provided.**

**9. Timberlake WID** – written report provided by George Shrader. Verbal update given by Doug Perrow. (copy filed with minutes).

TWID Trustee Report for July 2021 RELSWCD Meeting, George Schrader  
7/20/2021

**2021 Sediment Collection Conservation Project**

The preliminary review of the post dredge bathymetric analysis of the 2021 dredge project estimates the actual amount of sediment collected to be approximately 13,000 cubic yards. The sediment capture project was completed on time and on budget. The Trustees plan to present a formal project update to the RELSWCD BOD's once all post dredge surveys of the impacted areas are final (Tentatively at the August or September meeting). The sediment disposal site will require a couple of months to "dry out" before site grading and restoration can be completed in the fall of this year.

Moving Forward, As the Phase 1 sediment collection conservation project is nearing completion the TWID Trustees would like to advise and seek approval from the BOD's on the Timberlake Watershed Improvement District's Phase 2 conservation efforts. Phase 2 involves three (3) strategies and is envisioned to involve efforts to mitigate the external point sources of sediment pollution and storm water runoff from entering the Timberlake Watershed Improvement District's from its approximately 5.0 square mile surrounding watershed. The Trustee plan to pursue the following Phase 2 conservation strategies;

1 - The Trustee are seeking a partnership opportunity with our adjacent Peaks of Otter SWCD to mitigate sediment and stormwater runoff which is currently entering the Timberlake WID from the North including both Bedford and Campbell County via the Browns Creek tributary. The Trustees believe there are opportunities to partner and mitigate sediment and stormwater runoff by pursuing stream bank stabilization and storm water management strategies upstream and common to both the RELSWCD and the Peaks of Otter SWCD. The Trustees seek a motion or consensus delegation from the board per VA Code 10.1-623 which states, "The Trustees shall exercise the administrative duties and powers delegated to them by the directors of the soil and water conservation district", to initiate contact and pursue potential opportunities with Otter Creek SWCD. The

TWID Trustees will report back to the board after discussions with the Peaks Otter District and seeking guidance and approval of any potential partnership opportunities.

2 - The VDOT Impact Study on sedimentation and storm water entering the Timberlake Watershed Improvement District from the 460 Timberlake bypass interchange. As presented and discussed at the June 2021 meeting, and for which the RELSWCD BOD's issued a related motion, the Trustees continue to seek the, as-promised to the Campbell County Board of Supervisors in 2019 by the VDOT resident engineer, this important impact study. The impact study and data are critically necessary to develop a mitigation strategy to manage the enormous amounts of sedimentation and storm water runoff/velocities resulting from this interchange, and which significantly degrade the Timberlake Watershed Improvement District via Buffalo Creek tributary. The Trustees will continue to advise the BOD's on the progress of this important conservation strategy and wish to advise the BOD's the next meeting for the Campbell County Board of Supervisors is August 1, 2021.

3 - The Trustees continue to seek Campbell County Board of Supervisors support for improvements in environmental policies, practices, regulations and enforcement for land disturbance erosion, sediment controls, and stormwater runoff in the Timberlake District of Campbell County. Failure to implement more robust and effective soil and water conservation policies will continue to negatively impact the Timberlake Watershed Improvement District and the water quality of the Timberlake reservoir. As RELSWCD Directors Doug Perrow and Brandon Schmitt agreed to assist with being present at the next meeting for Campbell County Board of Supervisors meeting, please be advised the Campbell County Supervisors next meeting is August 1, 2021.

August 3, 2021 Brandon Schmitt and Doug Perrow will attend the Campbell Co Board of Directors meeting as to show support to Timberlake WID in reference to VDOT study request. Doug Perrow stated he would like to meet with Peaks of Otter Soil & Water Conservation District in reference to Timberlake WID request.

**REPORT OF COMMITTEES- Personnel Committee** meet on July 7, 2021 and performed interviews for the opening of Education Specialist. Motion was made by Perrow to hire Stephanie Baber with a salary of \$41,000 and with a start date allowing her to give a 2-week notice. Discussion was requested. After Discussion was complete.

**Motion made to hire Stephanie Baber with a salary of \$41,000 as the full time Education Specialist and with a start date allowing her to give a 2-week notice. (Schmitt, Humbles approved 9/0).** Board requested that the Office Administrator call her with the job offer on Friday July 23, 2021.

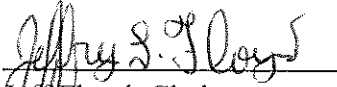
**UNFINISHED BUSINESS –Motion made to Advertise for the open Directors position for Appomattox Co for 2 weeks in order to replace the resigned position of Nancy Jo Billings. (Angulo, Schmitt approved 9/0).**

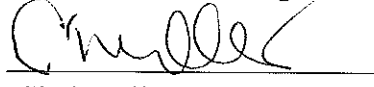
**NEW BUSINESS- None**

**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT - The Chairman adjourned the meeting at 6:55 p.m. (Schmitt, Payne passed 9/0)**

  
Jeff Floyd, Chairman

  
Cindy Miller, Office Administrator