

Robert E. Lee Soil & Water Conservation District

7631-A Richmond Hwy.

Appomattox, VA 24522

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Board of Directors Regular Meeting Minutes

The Spring House Restaurant

9789 Richmond Hwy

Lynchburg, VA 24504

February 27, 2020 – 6:00 p.m.

Directors: Bruce Jones, Acting Chairman
(Present) Doug Perrow, Asst. Treasurer
Jeff Floyd
Mary Lund
Karen Angulo
Brandon Schmitt
Chad Barrett
Charles Smith

Directors: Brandon Payne
(Absent)

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, NRCS District Conservationist
Rick Butler, VDOF – Appomattox Forester

Others: Jim Echols DCR Conservation Area Manager

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order February 27, 2020, at 6:06 p.m., by Bruce Jones, Acting Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Jim Echols DCR Conservation Area Manager

Adopting the Agenda: Bruce Jones, Acting Chairman, asked if there were any changes to the agenda. There being none, **motion was made to approve the agenda as presented. (Perrow, Barrett, passed 7-0)**

Reading and Approving the January 23, 2020 Minutes: Bruce Jones, Acting Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). There being none, the January 23, 2020 minutes were approved as read.

REPORT OF OFFICERS/PARTNERS/STAFF

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

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

- The new Director Orientation Phase I & Phase II: I have set up Phase I sessions for newly elected directors. Phase II is offered regionally. Phase II sessions are in Farnville (April 6) and Charlottesville (April 20). Newly elected directors and directors who never received Phase II orientation are expected to attend.
- BMPs initiated prior to submitting cost share or tax credit application are not eligible, without having signed an application in advance of "initiating", the practice.
- BMP- there is a number of BMPs that require nutrient management plans, ref pages 1-3 of the VACS manual for a complete listing.
- Ops/ Admin grant deliverables: Guidelines reviewed for annual plan of work, Desktop Procedures for District Fiscal Operations- annually reviewed and annually review personnel documents.
- Upcoming Conservation Planner Certification Courses; March 18- VA Cultural & Historic Resources and VA Rare Threatened and Endangered Species Protection, March 19- VA Ag BMP and Cost Share Program, May 5&6 DCR Conservation Planning Program
- General Assembly: Your Association provides weekly reports of legislative changes.
- DCR staff changes and Dates for meetings noted on attached report.
- FOIA Officer needs to be assigned.

Jim Echols- DCR Conservation Area Manager - Provided an Oral Report of an overview of the Districts different Programs.

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

- EQIP – information has been received on the FY2020 program- 35 applications received to date with deadline of February 28, 2020. Deadline of April 3, 2020 to have applications evaluated and ranked for funding consideration
- CRP/GRP/WRP –The deadline for sign-up for regular CRP is February 28, 2020, and the deadline for sign-up for continuous CRP is ongoing.
- CSP –Our 10 CSP GCI applications for 2020 have now been planned and are now active contracts. A second batching period for the program has a deadline of March 6, 2020.

- All new directors need to sign a Form 1619 which relates to keeping farm producers USDA projects and similar personal information confidential and to be used only for District business purposes.
- Outreach, Training and Upcoming Events –
 - Staff attended the Winter Forage Conference on January 22 at the Chatham Service Center.
 - A JED meeting is scheduled for March 17 at the Farmville Area Office.

4-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester – oral report.

- 4 pm burning law went into effect Feb 15, 2020.
- Spring planting season started, almost all of the Cost Share funds allocations for 2020 has been used. Cost of \$25 per acre to replant.
- Attended Reality Workshop at Rustburg High School.
- One 17 acre tract in the James River Watershed qualifies for replanting.

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

- Virginia Household Water Quality Program- September 9, 2020 Collection all counties. April 29th collection for Appomattox with a \$60 per sample fee to test for 14 parameters. Possible partnership possibilities with RELSWCD.
- Hemp- new testing protocol- 2 weeks prior to harvest
- Farm Stress support from specially trained agents is available.

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

- Projects –
 - Work continues on plans and designs for new projects
 - Continue to monitor progress on projects under construction and meet new producers interested in programs
 - Three large animal waste structures are in the planning stages
 - Working on Nutrient Management Plans for producers
 - Re-working variance packet for Contract #10-20-0011
- Watershed Dams –
 - Dams are checked as rain events happen.
 - Working with Charles Wilson, DCR Dam Safety, getting EAPs on the dams updated in the new DCR Dam Safety online data base. Also uploading past watershed dam inspections on the data base.
- **Board Action- As part of that MOU, There is a requirement that the participating districts will agree to the contract with the consultant by a recorded vote at your district board meeting.**

“The Lead District will develop, advertise and administer a RFP for engineering services for District-owned dams. The Participating Districts will provide information and input as needed to the Lead District to assist with the RFP process including, but not limited to, the evaluation of proposals received in response to the RFP. The Lead District will ensure the list of Participating

Districts, as well as the list of individual dams eligible to participate, will be included in the RFP. The Lead District will select at least one suitable engineering firm (“Consultant”) for a term contract through the RFP process, negotiate terms, and develop a final contact document for execution by the parties. Any contract extensions or modifications will be at the discretion of the Lead District's Board of Directors, with input from Participating Districts, as necessary.

The participating Districts will be subject to the terms and conditions of the contract agreed upon by the Lead District's Board of Directors and the Consultant, and must formally agree to the contract by a recorded vote during a District Board meeting. The Participating District will work directly with the Consultant, independently of the Lead District. The Participating District will submit a scope of work for the project directly to the Consultant and will be responsible for providing project oversight, negotiating project costs and making payments directly to the Consultant. The participating Districts are not required to use the Consultant for projects and reserve the right to issue RFPs or purchase orders to other engineering firms under term contracts at its sole discretion, based on its evaluation of the qualifications, expertise, current workload, capabilities, performance record, location or distance to the projects, and other factors as may be pertinent to the particular project.”

Motion made to for District to agree to contract with Consultants (Perrrow, Barrett, passed 7-0)

- Meetings attended:
 - DEQ Buffalo River TMDL meeting- Amherst 2-20-2020
- Future meetings:
 - District Audit, Office 3-3-2020
 - Area V Meeting, Buckingham 3-4-2020
 - Upper and Middle James Riparian Consortium, Scottsville. 3-9-2020

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

- Applications for the PY2020- Two new SL-6W application in Campbell Co need farm visit
- Completing conservation designs and updating conservation plans as needed on 2015 backlog projects.
- Ongoing BMP Contracts –
 - PY2015 – 20 SL-6 practices
 - PY2019 – 3 SL-6 practices
 - PY2020 – 1 SL-6W practice
- Practices and Conservation Plans presented for Board approval -

<u>Contract#</u>	<u>CS</u>					<u>Comp</u>
<u>Instance#</u>	<u>Prac</u>	<u>Co</u>	<u>amt</u>	<u>TC</u>	<u>Fund</u>	<u>Date</u>

None this month

- Meetings attended:
 - 2/20/20 - Sediment Management
 - 2/12/20 - Stream Crossing Presentation
- Future meetings:
 - 3/4/20- Conservation Planning Module Training, Staunton

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

- Distributed the approved December minutes.
- Prepared the January Employee time report and distributed to directors.
- Prepared the draft minutes of the January 23rd RELSWCD BOD meeting and distributed for review.
- Updated the Cost Share ledger with approved practices.
- Prepared the January Treasurer’s and Budget report and forwarded to Jonathan Wooldridge, District Manager/Sr. Ag BMP Conservation Specialist, for review.
- Processed the February payroll, taxes, and retirement.
- Prepared the draft agenda for the February 27 regular BOD meeting and forwarded to Jonathan Wooldridge, District Manager/Sr. Ag BMP Conservation Specialist, and Bruce Jones, acting chairman, for review.
- Monitored the monthly internet usage.
- Registered Staff and Directors for the 2020 Area V Spring Meeting is scheduled for March 4 at the Buckingham Agriculture Resource Network (B.A.R.N.) facility
- Prepared Draft Budget for the FY 2021/2022
- Tax credit certificate to be signed by a director -

<u>Contract #</u>	<u>Instance #</u>	<u>Practice</u>	<u>Tax Credit Amount</u>
10-19-0009	334717	SL-6	\$3565.65

Motion request: Consider Cynthia Miller to be added as an Assistant Treasurer with check signing privileges due to Julie Stratton’s retirement. (Perrow, Barrett, passed 7-0)

- Meetings attended: Feb 6, 2020 Webinar Audit and Feb 27, 2020 Webinar VRS
- Future meetings: Area V Meeting March 4, 2020 Buckingham Va

9-RELSWCD Conservation Education Specialist Report – Hannah Tillotson

- Meetings – Rebecca Duncan, Girl Scouts January 28
 - April 4th and 25th (Pre K – 3)
 - Thomas Shahady and Lani Patrick, February 20- Finalizing terms for Environmental Problem Panel
- Networking/ Conferences/ Ceremony
 - Virginia Mathematics & Science Coalition Award Ceremony
 - Bonnie Tillotson: Embryology
 - Longwood BioBlitz in April
- Programs
 - Wildlife 2/6/2020 Yellow Branch
 - Environmental Problem Panel 2/24/2020 University of Lynchburg
- Current Professional Development
 - VAEE 2020 Conference: Feb 26-28 at Sweet Briar College

Upcoming

- Area V Meeting, Buckingham, March 4th
- 4-H Brookville High School Reality Store, March 10th

- Meeting at Camp Sacagawea, March 13th
- 4-H Appomattox Science Fair, March 17th
- 4-H Appomattox Public Speaking County Contest, March 23rd
- Water ecology/Enviroscape lesson, City of Lynchburg, Lynchburg 4-H, Multiple March dates
- **Motion– Board to vote to allow Education Committee to review applications and select recipient of Scholarship for RELSWCD. (Perrow, Smith, passed 7-0)**

REPORT OF COMMITTEES

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Plan to revise Strategic Plan for July 2020-July 2024- Mark, Hollberg, CDC

Discussed and process reviewed.

Election of New Officers and for Committees- Bruce Jones

New Officers

Chairman	Jeff Floyd
Vice Chairman	Brandon Schmitt
Treasurer	Doug Perrow
Assistant Treasurer	Mary Lund

Committees attached

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:42 p.m.



 Jeff Floyd, Chairman



 Cindy Miller, Office Administrator