

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

August 22, 2019 – 6:00 p.m.

The Spring House Restaurant

9789 Richmond Hwy

Lynchburg, VA 24504

Directors: Barry Lobb, Chairman
(Present) Carolyn Hutcherson, Vice Chair
Julius Sigler, Jr., Treasurer
Doug Perrow, Asst. Treasurer
Bruce Jones

Directors: Paul Spiggle, Asst. Treasurer
(Absent) Bob Martin

Staff/Partners: Jonathan Wooldridge, RELSWCD Ag BMP Conservation Specialist
(Present) David Sandman, RELSWCD Ag BMP Conservation Specialist
Julie Stratton, RELSWCD Office Administrator
Hannah Tillotson, RELSWCD Conservation Education Specialist
Mark Hollberg, DCR Conservation District Coordinator
Don Yancey, NRCS District Conservationist
Rick Butler, VDOF Appomattox County Forester

Others: Everett Chadbourne
Denise Gillett

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order August 22, 2019, at 6:00 p.m., by Barry Lobb, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Everett Chadbourne and Denise Gillett from Timberlake.

Adopting the Agenda: Barry Lobb, Chairman, asked if there were any changes to the agenda. A report from the Timberlake WID Advisory Committee was added after Agenda Item #11. There being no further changes to the agenda **motion was made to approve the agenda as amended. (Perrow, Sigler, passed 4-0)**

Reading and Approving the 7/25/2019 Minutes: Barry Lobb, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). There being none, the July 25, 2019, minutes were approved as read.

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report - July – Julius Sigler, Jr., Treasurer, gave the report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The July treasurer's report was filed in the District Office.

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

- Administration/VACS –
 - Initial allocation letters including disbursement of FY20 technical assistance will be emailed to district offices on August 26.
 - Reviewing End of Year reports – RELSWCD obligated 97% of FY19 cost share.
 - Districts with active 2015 SL-6 practices may retain unobligated cash balances already located in FY2015 of tracking to serve those contracts. Unobligated cost share funds to be returned.
 - Reminder to fully review Part 1 of the VACS contract with all PY20 sign-ups and be sure they are fully aware of the strings attached to the acceptance of cost share and tax credits and have the applicant check the box on Part 1 about any possible PY20 sign-up in other districts.
- Miscellaneous –
 - August 14 – State Ag BMP TAC met – VDOF/Charlottesville
 - September 6 – deadline for comments regarding RMP regulatory review
 - October 1 – CWFA Grand Basin nominations due to CDCs
 - Governor announced a budget surplus of \$797M – 10% to go to water quality efforts
 - Letter to SWCD Chairpersons from Darryl Glover, Director-DSWC, regarding new mandatory training on COIA for local elected officials
 - Reviewed FY19 Administrative and Operational Support Grant Assessment and FY19 Cost Share and Technical Assistance Grant Agreement Assessment.

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

- EQIP – All approved 2019 applications have been contracted and are active.
- CRP/GRP/WRP – Currently have 3 CREP re-enrollment applications. Conservation plans and supporting documents for re-enrollment applications need to be completed by September 13.
Motion was made to approve conservation plan APP3430 and APP2756 for the CREP re-enrollment applications. (Sigler, Jones, passed 4-0)
- CSP – Developing 2 regular CSP applications into contracts and 18 CSP GCI applications into contracts by September 15.
- Food Security Act Compliance Reviews – Emily Baynard, Soil Conservationist in Rocky Mount, VA, has completed entering the 2019 compliance review information in the computer system and letters have been sent to the producers involved.
- Outreach, Training and Upcoming Events –
 - Staff attended the 2019 Cultural Diversity Day on August 6 at the Booker T. Washington National Monument in Franklin County.
 - Staff attended the August 20 JED meeting in Farmville covering the conservation desktop program planned for deployment later this year.

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

- Working with cost share program
- Couple of fires reported
- Assisted with some CREP projects
- Started working with the Appomattox County High School Forestry Team

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

- The Amherst County Cooperative Extension Agent position is vacant
- Planning winter meetings – especially for soybean growers
- The Southside Virginia Vegetable and Fruit Growers Association (in Charlotte County) have seen their sales potential exceed their grower base. They are going to hold meetings during the winter months to encourage participation from vegetable growers in surrounding counties and within driving distance.
- Issues with hemp production are developing

6-RELSWCD Ag BMP Conservation Specialist Senior Report: Jonathan Wooldridge gave the August report (copy filed with minutes).

- Projects – Work continues on plans and designs for new projects; monitoring progress on projects under construction; meeting new producers interested in programs. One final ACSA project nearing completion and will finish up the district co-cost shared projects. Three large animal waste structures are in the planning stages.
- Practices and Conservation Plans presented for Board approval –

Contract/ Instance#	Prac	Co/WS	Est. Cost	CS amt	TC	Fund	Comp Date
10-20-0001 352003	SL-6W	AP/CB	\$28,510.00	\$29,830.00 (+1320 buffer payment)	NA	PY20 CBVACS	6-30-2020

Motion was made to approve contract 10-20-0001, instance 352003, practice SL-6W, for \$29,830.00 cost share from PY20 CBVACS and the conservation plan with a completion date of 6-30-2020. (Perrow, Jones, passed 4-0)

10-20-0002 363352	SL-6N	CA/OCB	\$67,720.00	NA/EQIP	\$4,601.14	NA	6-30-2020
----------------------	-------	--------	-------------	---------	------------	----	-----------

Motion was made to approve contract 10-20-0002, instance 363352, practice SL-6N for a \$4,601.14 tax credit with a completion date of 6-30-2020. (Jones, Perrow, passed 4-0)

- Watershed Dams –Dams are checked as rain events happen. Work continues with Charles Wilson, DCR Dam Safety, getting EAPs on the dams updated in the new DCR Dam Safety online data base.
- Spot Checks are scheduled for September 25 and 26. Amherst – 1, Appomattox – 4, and Campbell – 3 for a total of 6 exclusion practices, 1 FR-1 and 1 WP-4.
- Meetings attended:
 - July 31 – Personnel committee – District office
 - August 6-7 – Ag BMP webinar – District office

- Future meetings:
 - August 29 – Nutrient Management – Staunton
 - September 16 – Appomattox BOS meeting – Appomattox (to discuss health insurance with the County for the District – Paul Spiggle will speak on behalf of the District)

7-RELSWCD Ag BMP Conservation Specialist 2 Report - Dave Sandman gave the August report (copy filed with minutes).

- Working on completing design packages and visiting producers to update conservation plans.
- TRC conference call scheduled for August 26 at 10:00 a.m.
- Practices and Conservation Plans presented for Board approval -

Contract#			CS				Comp
Instance#	Prac	Co	amt	TC	Fund		Date
10-15-0057 207037	SL-6	Camp	\$40,000.00	NA	2019 OCBVACS SL-6 Supp		6-30-2020
10-15-0057 363678	SL-6	Camp	\$40,000.00	NA	2019 OCBVACS SL-6 Supp		6-30-2020
10-15-0017 202678	SL-6	Camp	\$26,910.00	NA	2019 OCBVACS SL-6 Supp		6-30-2020

Motion was made to approve contract 10-15-0057, instance 207037, practice SL-6, for \$40,000.00 cost share; contract 10-15-0057, instance 363678, practice SL-6, for \$40,000.00 cost share; and contract 10-15-0017, instance 202678, practice SL-6, for \$26,910.00 cost share all from 2019 OCBVACS SL-6 Supplemental and conservation plans for each with a completion date of 6-30-2020; and to approve the conservation plan for contract 10-15-0043, instance 205999 that was approved at the July BOD meeting. (Sigler, Perrow, passed 4-0)

- Meetings attended:
 - August 14 – Staff meeting – District office
- Future meetings:

8-RELSWCD Office Administrator Report - Julie Stratton gave the August report (copy filed with minutes).

- Distributed the approved June minutes and mailed meeting packets to absentee directors.
- Prepared the July Employee time report and distributed to directors.
- Prepared the draft minutes of the July 25 regular BOD meeting and distributed for review.
- Updated the Cost Share ledger with approved practices.
- Prepared the July Treasurer’s and Budget report and forwarded to the treasurer for review.
- Processed the August payroll, taxes, and retirement.
- Prepared the draft agenda for the August 22 regular BOD meeting and forwarded to the Chairman for review.
- Informed the Personnel Committee five applications were received for the Office Administrator position.
- Prepared and mailed statements for the FY20 local funding from Amherst (\$8,500), Appomattox (\$10,000), Campbell (10,000) and City of Lynchburg (\$10,000). Copies of statements included in the meeting packets of the respective elected directors. The Budget Committee/Board of Directors will need to discuss increasing the FY21 funding request from Amherst County to \$10,000 to match the support of the other localities.

- Reviewed and updated the District inventory list with Jonathan Wooldridge.
- Prepared a response to the Attachment D Budget Review email and reviewed with Jonathan Wooldridge. Forwarded to the Budget Committee for review. **Motion was made to send a note that the original submission of the Attachment D is the official submission along with a response to the worksheet items for review. (Perrow, Sigler, passed 4-0)**
- A handout noting some of the activities the VASWCD has done and continues to do with the financial support received from districts was included in the meeting packets.
- The Neopost postage meter was installed August 22.
- Monitored the monthly internet usage.
- Tax credit certificate to be signed by a director -

<u>Contract #</u>	<u>Instance #</u>	<u>Practice</u>	<u>Tax Credit Amount</u>
10-18-0013	301387	SL-6	\$1,763.75

- Meetings attended:
 - July 31 – Personnel Committee meeting/provided input – District office
 - August 14 – Staff meeting – District office
- Future meetings:

9-RELSWCD Conservation Education Specialist Report – Hannah Tillotson gave the August report (copy filed with minutes).

- Meetings –
 - 8-2-19 – James River Association (JRA) – Nat Draper – Madison Heights, VA
 - 8-7-19 – JRA – Middle School teachers in Lynchburg/Madison Heights, VA
 - 8-7-19 – Linkhorne Middle School 6th grade science teachers – Madison Heights, VA
 - 8-14-19 – Staff meeting – District office
 - 8-20/21-19 – Graves Mountain Lodge Training – Syria, VA
- Upcoming –
 - September
 - Out of office – 3 days a week – JRA partnership / Lynchburg and Amherst middle schools
 - Appomattox Elementary After School Club – 6 week environmental program
 - October
 - Young Farmer’s Day – October 18 – soil lesson
- Requests –
 - Annual Report 2018-2019 – **Motion was made to approve the 2018-2019 Annual Report. (Sigler, Perrow, passed 4-0)**
 - Website Newsletter – **Motion was made to approve the Fall Quarterly Website Newsletter. (Perrow, Jones, passed 4-0)**
 - Facebook page / Social Media Policy – **Motion was made to approve the Social Media Policy. (Perrow, Sigler, passed 4-0)**
- Programs-

<u>Name</u>	<u>Date</u>	<u>Location</u>	<u>People Reached</u>
-------------	-------------	-----------------	-----------------------

REPORT OF COMMITTEES

10-Budget Committee – Revised 2019-20 Budget - Julius Sigler, Jr., chair. **Motion was made to approve the revised RELSWCD 2019-2020 Operational Budget with revised figures highlighted in yellow - copy filed with the minutes. (Sigler, Jones, passed 4-0)**

11-Personnel Committee Meeting Minutes Report– Carolyn Hutcherson, chair, gave the July report (copy filed with the minutes).

- Follow-up call needed from Personnel Committee to prospective Part Time Conservation Technician. **Motion was made to approve the Part-Time Conservation Technician job description. (Sigler, Perrow, passed 4-0)** Hourly compensation to be determined.

Timberlake WID Advisory Committee Report – Doug Perrow, RELSWCD Dam Committee member, gave an oral report.

- Doug Perrow informed the District BOD the TWID Advisory Committee had drafted a letter dated August 22, 2019, to Chuck Arnason, Chairman-Virginia Soil and Water Conservation Board, to be signed by Barry Lobb, Chairman-Robert E. Lee Soil and Water Conservation District, addressing the following topics:
 - documents addressing the creation of the Timberlake WID
 - resumes for three proposed Trustees of the TWID
 - answers to questions asked by the VSWCB in a letter dated June 17, 2019, to the District
- Following the approval of the three TWID trustees another referendum to be overseen by the District is to be scheduled after September 16 or December 5 or 6.

UNFINISHED BUSINESS

12-Draft Social Media Policy – Barry Lobb, Chairman. Covered in the RELSWCD Education Specialist Repot.

13-Draft Newsletter for Website - Barry Lobb, Chairman. Covered in the RELSWCD Education Specialist Report.

NEW BUSINESS

PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT - The Chairman adjourned the meeting at 7:16 p.m.

/s/ Barry Lobb
Barry Lobb, Chairman

/s/ Julie M. Stratton
Julie M. Stratton, Office Administrator