

## **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**

**September 26, 2019 – 6:00 p.m.**

**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) Julie Stratton, RELSWCD Office Administrator  
Hannah Tillotson, RELSWCD Conservation Education Specialist  
Mark Hollberg, DCR Conservation District Coordinator  
Don Yancey, NRCS District Conservationist

**Others:** Everett Chadbourne - TWID  
Denise Gillett - TWID  
Stacy Link  
Tom Stratton

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order September 26, 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, Stacy Link-Lynchburg, Tom Stratton

**Adopting the Agenda:** Barry Lobb, Chairman, asked if there were any changes to the agenda. There being none, **motion was made to approve the agenda as presented. (Perrow, Sigler, passed 4-0)**

**Reading and Approving the 8/22/2019 Minutes:** Barry Lobb, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). There being none, the August 22, 2019, minutes were approved as read.

## REPORT OF OFFICERS/PARTNERS/STAFF

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

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

- Administration –
  - Quarterly reports are due October 15.
- Programmatic Review –
  - Due to the record amount of cost share and technical assistance funding and to help implement WIP III by the year 2025 a programmatic review of existing VACS policies, procedures, and processes will be conducted from September to October to determine if they provide adequate guidance and oversight. Robert E. Lee SWCD is one of ten districts selected for review.
- COIA Training –
  - Reminder on new mandatory COIA training that affects all elected SWCD directors.
- Audits –
  - Robert E. Lee SWCD is slated for audit this fall.
- VACS –
  - Reminder – “Neither the local SWCD nor DCR provides tax advice . . . .” VACS contract Part 1: “Recipients of [VACS] are responsible for compliance with . . . requirements of the IRS.”
  - Virginia's WIP III was submitted to the EPA and released to the public on 8-23-19. Chapter 7 deals with ag sector goals.
- Miscellaneous –
  - Darrell Marshall, VDACS Ag Stewardship Program Manager distributed the Annual Ag Stewardship Report.

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

- CRP/GRP/WRP –Conservation plans and supporting documents for three CREP re-enrollments have been completed. Request Board approval for conservation plan AM11317. **Motion was made to approve CREP re-enrollment conservation plan AM11317. (Sigler, Jones, passed 4-0)**
- CSP – Two regular pre-approved FY2019 CSP applications have been contracted. A total of 17 FY2019 CSP GCI applications were contracted. FSA has sent letters to farmers about another CSP GCI sign-up period.
- Outreach, Training and Upcoming Events –
  - Attended a roundtable discussion on the future of agriculture in Virginia at Sweet Briar College on September 20.

**4-Virginia Department of Forestry Report** – Rick Butler – absent. No report.

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

- Dan Goerlich, VCE Agriculture Program Director on campus, will attend an upcoming State SWCB meeting to put forth some suggestions for statewide adoption clarifying extension agent appointments. It has been understood in the past they don't want agents serving on personnel committees or as treasurer or assistant treasurer. They are going to provide guidance on agents serving as chairman or vice-chairman under extenuating circumstances. They are working to get things in writing for continuity across the state.
- Participated in the hemp harvest of a local grower.
- Sonya Furgurson is the new VCE Central District Director.
- Jonathan Wooldridge assisted with Farm Bureau awards and attended the Farm Bureau Banquet and made the presentation.

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

- Projects – Work continues on plans and designs for new projects; continue monitoring progress on projects under construction; meeting new producers interested in programs. The final co-cost shared ACSA project has been checked out and paid. There are three large animal waste structures in the planning stages. Working on Nutrient Management Plans for producers.
- Practices and Conservation Plans presented for Board approval –

<b>Contract/ Instance#</b>	<b>Prac</b>	<b>Co</b>	<b>Est. Cost</b>	<b>CS amt</b>	<b>TC</b>	<b>Fund</b>	<b>Comp Date</b>
10-20-0003 365396	SL-6W	Amh	\$27,765.00	\$29,765.00 (+2000 buffer payment)	NA	PY20 CBVACS	6-30-2020

**Motion was made to approve the PY20 CBVACS contract 10-20-0003, instance 365396, practice SL-6W, for \$29,765.00.00 cost share and the conservation plan with a completion date of 6-30-2020. (Perrow, Jones, passed 4-0)**

The minutes reflect Doug Perrow left the meeting at 6:27 p.m.

10-20-0007 375659	SL-8B	Appo	\$31,228.00	\$31,228.00	NA	PY20 CBVACS	6-30-2020
10-20-0006 375664	SL-15A	Appo	\$56,301.00	\$56,301.00	NA	PY20 OCBVACS	6-30-2020
10-20-0008 375660	SL-8B	Appo/ Camp	\$10,060.00	\$10,060.00	NA	PY20 OCBVACS	6-30-2020
10-20-0009 375662	SL-15A	Appo/ Camp	\$17,605.00	\$17,605.00	NA	PY20 OCBVACS	6-30-2020
10-20-0012 375763	SL-8B	Appo	\$7,803.00	\$7,803.00	NA	PY20 OCBVACS	6-30-2020

**Motion was made to approve PY20 CBVACS contract 10-20-0007, instance 375659, practice SL-8B, cost share \$31,228.00, PY20 OCBVACS contract 10-20-0006, instance 375664, practice SL-15A, cost share \$56,301.00, contract 10-20-0008, instance 375660, practice SL-8B, cost share \$10,060.00, contract 10-20-0009, instance 375662, practice SL-15A, cost share \$17,605.00, contract 10-20-0012, instance 375763, practice SL-8B, cost share \$7,803.00, all with a completion date of 6-30-2020. (Sigler, Jones, passed 3-0)**

The minutes reflect Doug Perrow re-joined the meeting and Jonathan Wooldridge left the meeting at 6:35 p.m.

10-20-0010 375664	SL-10	Camp	\$12,427.50	\$12,427.50	NA	PY20 OCBVACS	6-30-2020
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**Motion was made to approve the PY20 OCBVACS contract 10-20-0010, instance 375664, practice SL-10, for \$12,427.50 cost share with a completion date of 6-30-2020. (Perrow, Hutcherson, passed 4-0)**

The minutes reflect Jonathan Wooldridge re-joined the meeting at 6:37 p.m.

- Request Board approval for a Variance Request for PY20 CBVACS contract 10-20-0011, instance 375683 located in Campbell County to exceed the 100K cap and be sent to David Bryan. **Motion was made to approve the variance request for PY20 CBVACS contract 10-20-0011, instance 375683 to exceed the 100K cap. (Perrow, Sigler, 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.
  - Watershed Dam Safety Training was held September 19 in Farmville. Received 10 engineering firm applicants for the Term Contract for Engineering Services and will be reviewed in the coming weeks.
  - Remote monitoring equipment for dams has been found and is to be purchased by DCR.
  - The 2<sup>nd</sup> mowing of the dams will start October 1.
- Conservation easements – Virginia Outdoors Foundation (VOF) is contacting SWCDs to encourage them to consider relinquishing their duties in co-held agreements for conservation easements. RELSWCD co-holds five easements. Landowners have been contacted and are in agreement with the District relinquishing its duties. **Motion was made to approve Robert E. Lee SWCD relinquishing its duties in the five co-held conservation easements. (Sigler, Jones, passed 4-0)**
- A total of 8 spot checks were conducted on September 25. Amherst – 1, Appomattox – 4, and Campbell – 3 for a total of 6 exclusion practices, 1 FR-1 and 1 WP-4.
- Responded to Darrell Marshall’s email regarding the Ag Stewardship point of contact for the District.
- Meetings attended:
  - September 19 – DCR Dam Safety - Farmville
- Future meetings:
  - October 8 – Amherst County Admin Building – Buffalo River TMDL
  - October 23 – James River Buffer meeting - Buckingham

**7-RELSWCD Ag BMP Conservation Specialist 2 Report** – Dave Sandman – absent. Jonathan Wooldridge gave the September report (copy filed with minutes).

- The following 2015 OCB SL-6 backlogged projects have canceled –
  - Contract 10-15-0038, instance 205595, cost share \$101,359.00, Campbell Co.
  - Contract 10-15-0027, instance 204311, cost share \$53,000.00, Appomattox Co.
  - Contract 10-15-0101, instance 208562, cost share \$33,165.00, Campbell Co.
- Practices and Conservation Plans presented for Board approval -

<b>Contract# Instance#</b>	<b>Prac</b>	<b>Co</b>	<b>CS amt</b>	<b>TC</b>	<b>Fund</b>	<b>Comp Date</b>
10-15-0060 207041	SL-6	Camp	\$100,000.00	NA	2019 OCBVACS SL-6 Supp	6-30-2020
10-15-0071 207061	SL-6	Camp	\$65,000.00	NA	2019 OCBVACS SL-6 Supp	6-30-2020
10-15-0044 206000	SL-6	Appo	\$59,000.00	NA	2019 OCBVACS SL-6 Supp	6-30-2020

**Motion was made to approve 2019 OCBVACS SL-6 Supplemental contract 10-15-0060, instance 207041, practice SL-6, for \$100,000.00 cost share; contract 10-15-0071, instance 207061, practice SL-6, for \$65,000.00 cost share; and contract 10-15-0044, instance 206000, practice SL-6, for \$59,000.00 cost share all with a completion date of 6-30-2020 (Perrow, Jones passed 4-0)**

<b>Contract # Instance#</b>	<b>Prac</b>	<b>Co</b>	<b>Est Cost amt</b>	<b>CS amt</b>	<b>TC</b>	<b>Fund</b>	<b>Comp</b>
10-18-0001 278627	FR-1	Camp	\$11,985.00	\$8,988.75	\$749.07	PY20 OCBVACS Transfer	6-30-20

**Due to practice failure, motion was made to approve PY20 OCBVACS Transfer contract 10-18-0001, instance 278627, practice FR-1, for \$8,988.75 with a tax credit of \$749.07 and a completion date of 6-30-2020. (Perrow, Sigler, passed 4-0)**

10-20-0005 374210	SL-6WAppo		\$85,300.00	\$97,300.00	NA	PY20 OCBVACS	6-30-2020
				(+ buffer payment)			

**Motion was made to approve the PY20 OCBVACS contract 10-20-0005, instance 374210, practice SL-6W, for \$97,300.00 cost share and a conservation plan with a completion date of 6-30-2020. (Perrow, Sigler, passed 4-0)**

- Meetings attended:
- Future meetings:
  - October 1 – Kyle Bolt/review ongoing cost share projects and workload – District office

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

- Distributed the approved July minutes and mailed meeting packets to absentee directors.
- Prepared the August Employee time report and distributed to directors.
- Prepared the draft minutes of the August 22 regular BOD meeting and distributed for review.
- Updated the Cost Share ledger with approved practices.
- Prepared the August Treasurer's and Budget report and forwarded to the treasurer for review.
- Processed the September payroll, taxes, and retirement.
- Prepared the draft agenda for the September 26 regular BOD meeting and forwarded to the Chairman for review.
- Monitored the monthly internet usage.

- Prior to submitting the FY21 funding request in December 2019 the Budget Committee/Board of Directors will need to make a decision in regards to increasing the request from Amherst County to \$10,000.
- A review of the Annual Plan of Work will be on the October agenda.
- All information and forms for the 2019 VASWCD Annual Meeting to be held December 8-10 at The Norfolk Sheraton are available on the VASWCD website.
- Funding sources for a new Office Administrator and Part Time Conservation Technician need to be discussed.
- Tax credit certificate to be signed by a director -

<b>Contract #</b>	<b>Instance #</b>	<b>Practice</b>	<b>Tax Credit Amount</b>
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None this month

- Meetings attended:
  - September 16 – Appomattox County Board of Supervisors meeting
- Future meetings:

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

- Meetings –
  - September 3 – Yellow Branch Elementary School and Science Coordinator for Campbell - Campbell County
  - September 12 – Appomattox Middle School and James River Association – Appomattox County
- Programs –
  - James River Adventures - JRA-Lynchburg Middle Schools-Amherst Middle Schools-University of Lynchburg Environmental Science
  - Appomattox Elementary After School Club
- Upcoming –
  - October
    - James River Association
      - Oct 3 – Campbell County
      - Oct 28-29 – Appomattox County
    - School programs
      - Yellow Branch Elementary School – 5<sup>th</sup> graders
      - Campbell County High Schools
    - Appomattox Elementary After School Club
    - Young Farmer’s Day Oct 18
- Obtained a VDGIF permit to collect from Holiday Lake and James River

**REPORT OF COMMITTEES**

**10-Personnel Committee Meeting Minutes Report**– Carolyn Hutcherson, chair, reported on the September 4 meeting (copy filed with the minutes).

- The committee has had a scheduling problem and is working on scheduling an interview for the Office Administrator position.
- A meeting is scheduled for October 1 with Kyle Bolt to review the ongoing cost share projects and work load. **Motion was made to approve offering the Part Time Conservation**

**Technician position to Kyle Bolt at \$20.00 per hour for 24 hours per week. (Perrow, Sigler, passed 4-0)**

**11-Appomattox Co. Board of Supervisors 9/16 meeting – Health Insurance Inquiry – Paul Spiggle absent. No report.**

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

- Doug Perrow and Barry Lobb attended the September 25 Virginia Soil and Water Conservation Board meeting.
- Chuck Arnason, Chairman-VSWCB was satisfied with the answers provided addressing:
  - 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
- George Schrader, Everett Chadbourne and Charles Falwell were approved as TWID trustees.
- On November 5 there will be a voter referendum supervised and administered by Campbell County.
- On November 19 there will be a referendum to take the sense of owners of land in the Timberlake Watershed Improvement District on the questions of whether to levy a tax and incur indebtedness supervised and administered by Doug Perrow and Julius Sigler.
- The TWID will be on the December 11 SWCB state meeting agenda and wants District support.
- Everett Chadbourne distributed a memo dated 9-25-19 from the TWID Trustees to the RELSWCD naming Charles Falwell as chairman, George Schrader as Treasurer and Everett Chadbourne as secretary, and outlining financial accounting information.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ANNOUNCEMENTS**

**ADJOURNMENT** - The Chairman adjourned the meeting at 7:35 p.m.

*/s/ Barry Lobb*  
Barry Lobb, Chairman

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