

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

October 24, 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) Dave 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

Others: Charles Falwell - 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 October 24, 2019, at 6:05 p.m., by Barry Lobb, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Charles Falwell-TWID, 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 9/26/2019 Minutes: Barry Lobb, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). There being none, the September 26, 2019, minutes were approved as read.

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report - September – Julius Sigler, Jr., Treasurer, gave the 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).

- The District quarterly report was received.
- The Variance Process can potentially allow a district to approve and pay more than the \$100,000 participant cap on WP-4 and WP-4B projects. Key points:
 - District staff should first bring the required packet of information to the District Board for review
 - The Variance Request needs to come from the **District Board, not staff.**
 - Once DCR responds to the District Board, the District Board may then move to formally approve the project at their next Board meeting and notify the participant at that time.
- Reminder of the new deliverable in FY20 CS & TA grant regarding data entry in the AgBMP tracking module being entered to the satisfaction of DCR.
- Reminder to thoroughly review Part I of the VACS contract with each applicant.
- Dates to remember:
 - Nov. 12 and 21 – VACS mid-year update webinars
 - Nov. 20 – AgBMP TAC meeting – Verona
- Reminder that a letter of resignation from a current director is necessary if their position is not filled at the end of their term and they do not intend to remain in the position of District Director.

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

- EQIP – Information on the FY2020 program is forthcoming.
- CRP/GRP/WRP –There may be a regular CRP program sign-up period announced in December of this year.
- CSP – Can begin making annual payments on this program. There will be another sign-up period for the CSP GCI program. The deadline for the current sign-up period is November 8.
- ECP/EFRP – a meeting was held to discuss making a request for ECP due to the drought conditions throughout the area.
- Outreach, Training and Upcoming Events –
 - Jim Jarvis will be Acting DC in Chatham for the next 2 to 3 months. Staff participated in a conservation education program at Appomattox Elementary School in cooperation with Robert E. Lee SWCD on October 18; an active shooter training was held at the Rustburg Service Center on October 22; staff will assist with the Reality Store at Rustburg HS on October 28 and Brookville HS on November 13; staff will attend a training for CRP in Norfolk on November 20; JED meeting is scheduled at the Farmville office on November 19.

4-Virginia Department of Forestry Report – Absent. No report.

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

- Certified Pesticide Applicator trainings will be held over the winter months.
- Medicinal mushroom training at the Appomattox office on November 16.
- Distributed a Virginia Research and Extension Innovation Initiative for Agency 229 handout.

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

- Projects – Work continues on plans and designs for new projects; continue to monitor progress on projects under construction; continue to meet new producers interested in programs. Currently have three large animal waste structures in the planning stages. Working on Nutrient Management Plans for producers.
- Practices and Conservation Plans presented for Board approval –

| <u>Contract/ Instance#</u> | <u>Prac</u> | <u>Co</u> | <u>Est. Cost</u> | <u>CS amt</u> | <u>TC</u> | <u>Fund</u> | <u>Comp Date</u> |
|--------------------------------|-------------|-----------|----------------------|-------------------|-----------|-------------|----------------------|
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None this month

- 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.
 - The 2nd mowing on all six watershed dams has been completed and checked out.
- Conservation easements – Informed Ruth Babylon/VOF that RELSWCD will give up its co-holding status of conservation easements to VOF and sent her a copy of the draft September board meeting minutes. She is starting paperwork and will send notification letters to the affected landowners.
- Request approval of Ray Phelps / beef cattle producer / Appomattox County-CB and Ben Cole / grain and timber producer / Appomattox County-OCB as District Clean Water Farm Award winners. **Motion was made to approve Ray Phelps / beef cattle producer / Appomattox County-CB and Ben Cole / grain and timber producer / Appomattox County-OCB as the District’s Clean Water Farm Award winners. (Perrow, Sigler, passed 4-0)**
- The District’s 8 spot checks were completed on September 25. One livestock exclusion practice in Appomattox had a maintenance issue and has been repaired by the landowner, rechecked and pictures sent to Mark Hollberg for approval.
- Meetings attended:
 - October 8 – Buffalo River TMDL – Amherst County Admin Building
- Future meetings:
 - November 12 and 21 – Mid-year VACS update webinar – District office

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

- Plan to have the remaining designs drawn up and delivered to the approved participants by the end of November.
- Still taking applications for the 2020 OCBVACS program.
- Practices and Conservation Plans presented for Board approval -

| <u>Contract#</u> | <u>Prac</u> | <u>Co</u> | <u>CS amt</u> | <u>TC</u> | <u>Fund</u> | <u>Comp Date</u> |
|----------------------|-------------|-----------|-------------------|-----------|------------------------|----------------------|
| 10-15-0105 236751 | SL-6 | Camp | \$50,000.00 | NA | 2019 OCBVACS SL-6 Supp | 6-30-2020 |

Motion was made to approve 2019 OCBVACS SL-6 Supplemental contract 10-15-0105, instance 236751, practice SL-6, for \$50,000.00 cost share with a completion date of 6-30-2020 (Sigler, Jones, passed 4-0)

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

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

- Distributed the approved August minutes.
- Prepared the September Employee time report and distributed to directors.
- Prepared the draft minutes of the September 26 regular BOD meeting and distributed for review.
- Updated the Cost Share ledger with approved practices.
- Prepared the September Treasurer’s and Budget report and forwarded to the treasurer for review.
- Processed the October payroll, taxes, and retirement.
- Prepared the draft agenda for the October 24 regular BOD meeting and forwarded to the Chairman for review.
- Monitored the monthly internet usage.
- Reminder - the Budget Committee/Board of Directors will need to make a decision regarding increasing the request from Amherst County to \$10,000. **Motion was made to increase the FY21 local allocation request from Amherst County to \$10,000.00 (Hutcherson, Jones, passed 4-0)**
- Director quarterly reimbursement checks were included in the meeting packets.
- The 1st quarter Attachment E report with beginning and ending balance sheets, quarterly profit and loss standard statement and a reconciliation report of the Attachment E to the QBs profit and loss statement was prepared and submitted. The supporting documentation (quarterly profit and loss by class report, quarterly payroll summary, checking account bank reconciliation, quarterly general ledger report and Ag BMP cost share tracking program allocation ledger reports) are on file in the district office.
- Quarterly 941, VEC and State reports were prepared, reconciled and submitted.
- Tax credit certificate to be signed by a director -

| <u>Contract #</u> | <u>Instance #</u> | <u>Practice</u> | <u>Tax Credit Amount</u> |
|-------------------|-------------------|-----------------|--------------------------|
| None this month | | | |

- Meetings attended:
 - October 1 – participated in meeting with Kyle Bolt – District office
 - October 8 – Annual Plan of Work committee meeting – District office
 - October 8 – Personnel / Budget committees meeting – District office
 - October 16 – Participated in Office Administrator interview – District office
- Future meetings:
- Reminders:

- Due to the Thanksgiving holiday the next regular meeting of the RELSWCD Board of Directors is scheduled for the third Thursday – November 21, 2019.

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

- Meetings –
 - October 4 – meeting with Lani Patrick and Thomas Shahady to discuss Mock Panel logistics for Campbell County High Schools
- Programs –
 - Assisted with Holiday Lake 4-H and JRA-Campbell Environmental Science programs.
 - Presented District programs to Appomattox Elementary After School Club, Yellow Branch Elementary School, Appomattox Elementary Young Farmers Day and Campbell County High Schools.

REPORT OF COMMITTEES

10-Annual Plan of Work Committee meeting minutes – APW Review – Carolyn Hutcherson, committee member, reported the July 2019-June 2020 APW was reviewed at the District Office on October 8, 2019. The July 2019-June 2020 APW was reviewed by the Board of Directors at the October 24, 2019 meeting.

11-Personnel Committee Meeting Minutes Report– Carolyn Hutcherson, Personnel committee chair, and Julius Sigler, Jr., Budget committee chair, reported on the October 8 joint meeting (copy filed with the minutes).

- Kyle Bolt accepted the PT Conservation Specialist position offer. **Motion was made to approve hiring Kyle Bolt as the PT Conservation Specialist with a FLSA status of non-exempt at the hourly rate of \$20.00 per hour/24 hours per week, annual leave of 4 hours per month, sick, medical, family leave of 5 hours per month, and a start date of November 15. (Hutcherson, Sigler, passed 4-0)**
- **A motion was made to change Jonathan Wooldridge’s position title to District Manager/Senior Conservation Specialist. (Hutcherson, Sigler, passed 4-0)**
- **An interview for the Office Administrator position was held October 16. An offer was made and declined.**
- **Another Office Administrator position interview is scheduled for October 28.**
- **Motion was made to authorize an adjustment in salary beginning November 1, 2019, for Jonathan Wooldridge as District Manager/Senior Conservation Specialist and for Julie Stratton to continue as Office Administrator until January 31, 2020. (Sigler, Jones, passed 4-0)**
- **Motion was made to empower the executive committee to make an offer for the Office Administrator position if there is no quorum at the November RELSWCD Board of Directors meeting. (Sigler, Perrow, passed 4-0)**

UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

ANNOUNCEMENTS –

- Charles Falwell, TWID trustees chairman, advised the Board one of the TWID trustees would attend the monthly District Board of Directors meetings.
- Doug Perrow advised the Board the next election for the TWID is scheduled for November 5.

ADJOURNMENT - The Chairman adjourned the meeting at 7:10 p.m.

Barry Lobb, Chairman

Julie M. Stratton, Office Administrator