

## **Robert E. Lee Soil & Water Conservation District**

7631-A Richmond Hwy.

Appomattox, VA 24522

Phone 434-352-2819 FAX 434-352-9405

www.releconservation.com

### **Board of Directors Regular Meeting Minutes**

**The Spring House Restaurant**

**9789 Richmond Hwy**

**Lynchburg, VA 24504**

**November 21, 2019 – 6:00 p.m.**

**Directors:** Carolyn Hutcherson, Vice Chair  
(Present) Doug Perrow, Asst. Treasurer  
Bruce Jones

**Directors:** Barry Lobb, Chairman  
(Absent) Julius Sigler, Jr., Treasurer  
Paul Spiggle, Asst. Treasurer  
Bob Martin

**Staff/Partners:** Jonathan Wooldridge, RELSWCD District Manager/Senior Conservation Specialist  
(Present) Dave Sandman, RELSWCD Ag BMP Conservation Specialist  
Julie Stratton, RELSWCD Office Administrator  
Hannah Tillotson, RELSWCD Conservation Education Specialist  
Kyle Bolt, RELSWCD PT Conservation Technician  
Mark Hollberg, DCR Conservation District Coordinator  
Don Yancey, NRCS District Conservationist  
Rick Butler, VDOF Appomattox Forester

**Others:** Jeffrey Floyd, Amherst County District Director-elect  
Brandon Payne, Amherst County District Director-elect  
Mary Lund, Appomattox County District Director-elect  
Karen Angulo-Appomattox County District Director-elect  
Brandon Schmitt-Campbell County District Director-elect  
Chad Barrett-City of Lynchburg District Director-elect  
Charles Smith-City of Lynchburg District Director-elect  
A. C. Whitehead - TWID

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order November 21, 2019, at 6:05 p.m., by Carolyn Hutcherson, Vice-Chair, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia. A quorum was not present.

**Acknowledgement of Guests:** Jeffrey Floyd, Amherst County District Director-elect, Brandon Payne, Amherst County District Director-elect, Mary Lund, Appomattox County District Director-elect, Karen Angulo-Appomattox County District Director-elect, Brandon Schmitt-Campbell County District Director-elect, Chad Barrett-City of Lynchburg District Director-elect, Charles Smith-City of Lynchburg District Director-elect, A. C. Whitehead - TWID

**Adopting the Agenda:** Carolyn Hutcherson, Vice-Chair – No motion as a quorum was not present.

**Reading and Approving the 10/24/2019 Minutes:** Carolyn Hutcherson, Vice-Chair – No motion as a quorum was not present.

## **REPORT OF OFFICERS/PARTNERS/STAFF**

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

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

- Administration and VACS:
  - Second quarter disbursement letters will be sent by November 13.
  - Tax credit administration review.
  - DCR has contracted with Clifton, Larson & Allen, LLP (CLA) to conduct SWCD audits for the next two years.
  - Mandatory COIA training – Section 2.23132 of the Code of Virginia requires every local elected official to complete COIA training within two months of assuming office and at least once every two years after the initial training is completed.
  - DCR IT Security Awareness on-line training – All AgBMP tracking program users must complete within 2 months.
- Miscellaneous:
  - Newly elected directors must take the oath of office by 12/31/19. Phase I training will be done locally in January. Phase II training will be done regionally in March.

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

- CRP/GRP/WRP – a training for CRP was held in Norfolk, VA, on November 20 in preparation for a planned CRP sign-up period expected to be announced in December.
- CSP – The 10 CSP GCI FY2020 applications need to be estimated by November 29 and contracts obligated by January 24, 2020.
- Outreach, Training and Upcoming Events –
  - Staff assisted with an outreach event in Amherst County the first week of November and assisted with VCE Reality Store at Brookville High School on November 13. JED meeting scheduled for December 17.

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

- Public Relations –
  - Smokey Bear program at Appomattox Primary School
  - Forestry program at Appomattox Middle School
  - Appomattox High School FFA Forestry Team placed 3<sup>rd</sup> in area competition held in Appomattox
- Finishing up seedling re-inspections. Had survival issues and some replanting will be needed.

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

- Upcoming trainings –

- Area vegetable production meeting – Charlotte County – December 5
- Soybean and wheat meeting – Charlotte County – December 11
- Certified Pesticide Applicator training – Campbell County Extension Office – December 3, Nelson County Extension Office – December 10, Appomattox County Extension Office – January 23
- Industrial hemp production update – This season’s crops have been harvested and prepared for market. There are still a lot of unknowns about industrial hemp production.
- Will be requesting financial donation to attend the National County Agents Meeting to be held in Virginia Beach, VA.

**6-RELSWCD District Manager/Senior Conservation Specialist Report:** Jonathan Wooldridge gave the November 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. Working on variance packet for contract #10-20-0011.
- 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>
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None this month

- Watershed Dams – Three in Appomattox County and three in Campbell County.
  - 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. Also uploading past watershed dam inspections on the data base.
- Conservation easements – Contacted Ruth Babylon/VOF – she has sent notification letters to the landowners that RELSWCD has given the co-holding easement authority to VOF.
- District CB Clean Water Award - Ray Phelps / beef cattle producer / Appomattox County and District OCB Clean Water Award - Ben Cole / grain and timber producer / Appomattox County
- Met with Darrell Marshall/VDACS on 11/21/19 involving an anonymous complaint involving land clearing for pasture in Amherst County. The land has already been seeded and the complaint is non-founded.
- Meetings attended:
  - November 12 and 21 - Mid-year VACS update webinars – District office
- Future meetings:
  - December 9-10 - Soil Science, Soil Fertility, Crop Production School - Richmond

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

- All OCB backlog SL-6 applications have been Board approved as of the end of October.
- Current OCB cost share amounts obligated to date:
  - 2015 backlog SL-6 (2019 SL-6 Supplemental) - \$1,468,860.00
  - 2019 OCBVACS - \$99,308.00
  - 2020 OCBVACS - \$201,497.00 / balance remaining - \$32,954.00
- 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>
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None this month

- Meetings attended:
  - November 12 – Mid-year VACS update webinar – District office
  - November 13 – meeting with Kyle Bolt, PT Conservation Technician – District office
- Kyle Bolt, PT Conservation Technician – introduction to District Board.

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

- Distributed the approved September minutes.
- Prepared the October Employee time report and distributed to directors.
- Prepared the draft minutes of the October 24 regular BOD meeting and distributed for review.
- Updated the Cost Share ledger with approved practices.
- Prepared the October Treasurer’s and Budget report and forwarded to the treasurer for review.
- Processed the November payroll, taxes, and retirement.
- Prepared the draft agenda for the November 21 regular BOD meeting and forwarded to the Chairman for review.
- Monitored the monthly internet usage.
- Reminder – All newly elected directors need to take the oath of office before 1/1/20 and bring a copy of the certificate of oath to the January meeting.
- Tax credit certificate to be signed by a director -

<u>Contract #</u>	<u>Instance #</u>	<u>Practice</u>	<u>Tax Credit Amount</u>
10-19-0006	332197	LE-2	\$1,940.34

NRCS EQIP project

- Meetings attended:
  - November 10 – orientation-employee paperwork for Kyle Bolt – District office
- Future meetings:
  - December 10 – employee paperwork for Cindy Miller – District office
- Reminders:
  - The next regular meeting of the RELSWCD Board of Directors is scheduled for the fourth Thursday – January 23, 2020

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

- Meetings attended:
  - November 18 – meeting with Lani Patrick (Campbell County) and Nat Draper (James River Association) – partnering on EPA grant for the District
- Future meetings:
  - December 2 – follow-up meeting with Dr. Thomas Shahady and Lani Patrick – mock panel logistics for Campbell County High Schools
  - February 26-28 – VAEE 2020 Conference – Sweet Briar College
- Programs –
  - 11/5 – Weathering/Erosion – Appomattox Elementary School
  - 11/6 – Aquatic Ecology – Desmond T. Doss at Holiday Lake 4-H
  - 11/7 – Food Chain/Food Web – Yellow Branch Elementary School
  - 11/13 – Reality Store – Brookville High School
  - 11/15 – Reality Store – E. C. Glass High School

## **REPORT OF COMMITTEES**

**10-Personnel Committee Report**– Carolyn Hutcherson, Personnel committee chair, reported an interview was conducted with Cindy Miller for the Office Administrator position on October 28. The position was offered and accepted at an annual salary of \$45,500.00, participation in VRS, FLSA exempt and annual leave and SMF benefits as outlined in the personnel policy. The Executive Committee (Barry Lobb, Carolyn Hutcherson and Julius Sigler, Jr.) approved hiring Cindy Miller as Office Administrator with a hire date of January 1, 2020.

## **UNFINISHED BUSINESS**

**11-Timberlake WID Update** – Doug Perrow informed the Board a Tax Referendum was held at Timberlake United Methodist Church on November 19 and passed.

## **NEW BUSINESS**

## **PUBLIC COMMENT**

**ANNOUNCEMENTS** – A special RELSWCD Board of Directors meeting will be held December 12 at 5:00 p.m. at the District Office.

**ADJOURNMENT** - The Vice-Chair adjourned the meeting at 8:00 p.m.

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Carolyn Hutcherson, Vice-Chair

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Julie M. Stratton, Office Administrator