

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

District Office

7631-A Richmond Hwy

Appomattox, VA 24522

December 12, 2019 – 5:00 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

Others: None

Call to order: The special meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order December 12, 2019, at 5:03 p.m., by Barry Lobb, Chairman, at the District office, 7631-A Richmond Hwy, Appomattox, Virginia.

Acknowledgement of Guests: None

Adopting the Agenda: Barry Lobb, Chairman, added appointing a new chairman under New Business and asked if there were any other changes to the agenda. There being none, **motion was made to approve the agenda as amended. (Perrow, Sigler, passed 4-0)**

Reading and Approving the 10/24/2019 and 11/21/19 Minutes: Barry Lobb, Chairman, asked if there were any corrections to the minutes (copies filed with the minutes). There being none, the October 24, 2019, and November 21, 2019, minutes were approved as read.

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report-November: Julius Sigler, Jr., Treasurer gave the report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The November treasurer's report will be filed in the District Office. The Budget Report was revised to reflect adjustments for the District Manager/Sr. Conservation Specialist and Office Administrator and

add the PT Conservation Technician and new Office Administrator positions. **Motion was made to approve the revisions to the Budget Report. (Sigler, Perrow, passed 4-0)**

2-DCR Conservation District Coordinator December Report - Mark Hollberg, CDC – absent. The report (copy filed with minutes) was included in the meeting packet for information.

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

- 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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Bruce Jones exited the meeting at 5:06 p.m.

Request was made to approve a Nutrient Management Plan for a Precision Agricultural Equipment Tax Credit for Dark Leaf Farm - C/O Joanne Jones, Appomattox County – OCB, and approve a Nutrient Management Plan for a Precision Agricultural Equipment Tax Credit for Ben Cole, Appomattox County –OCB. **Motion was made to approve the Nutrient Managements Plans for Precision Agricultural Equipment Tax Credits for Dark Leaf Farm – C/O Joanne Jones and Ben Cole. (Sigler, Perrow, passed 3-0)**

Bruce Jones rejoined the meeting at 5:08 p.m.

- Request Transfer of Cost Share Practice for the remainder of the practice lifetime for CB PY2015 SL-6 contract #10-15-0048, instance #206269, located in Appomattox County, cost share in the amount of \$153,819.00, due to sale of property. **Motion was made to approve the transfer of cost share practice for CB PY2015 SL-6 contract #10-15-0048, instance #206269. (Perrow, Jones, passed 4-0)**

4-RELSWCD Ag BMP Conservation Specialist 2 December Report – Dave Sandman – oral report.

- Practices and Conservation Plans presented for Board approval – Request approval for the conservation plan for the following contract:

<u>Contract# Instance#</u>	<u>Prac</u>	<u>Co</u>	<u>CS amt</u>	<u>TC</u>	<u>Fund</u>	<u>Comp Date</u>
10-15-0071 207061	SL-6	Camp	\$65,000.00	NA	2019 OCBVACS SL-6 SUPP	6-30-20

Motion was made to approve the conservation plan for 2019 OCBVACS SL-6 Supplemental contract 10-15-0071, instance 207061, practice SL-6, for \$65,000.00 cost share with a completion date of 6-30-2020. (Perrow, Jones, passed 4-0)

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

- Tax credit certificates to be signed by a director -

<u>Contract #</u>	<u>Instance #</u>	<u>Practice</u>	<u>Tax Credit Amount</u>
10-20-0002	363352	SL-6N(EQIP)	\$3,520.41
10-19-0008	333322	SL-6	\$2,358.20

6-RELSWCD Conservation Education Specialist December Report – Hannah Tillotson – oral report.

- Request approval for a letter of support on behalf of the James River Association’s grant proposal for funding to the Environmental Protection Agency from the District. **Motion was made to approve a letter of support from the District to the Environmental Protection Agency on behalf of the James River Association’s grant proposal for funding. (Perrow, Sigler, passed 4-0)**

REPORT OF COMMITTEES

7-Personnel Committee – Carolyn Hutcherson, Personnel committee chair.

- **Motion was made to extend the current Office Administrator’s employment until March 1, 2020. (Hutcherson, Jones, passed 4-0)**
- The Personnel Committee met December 12, 2019, at the District Office to review Kyle Bolt’s background check report because it was received after his hire date. The committee passed a motion to approve the report and Kyle Bolt’s continued employment. (copy filed with the minutes)

UNFINISHED BUSINESS

NEW BUSINESS

Motion was made to appoint Bruce Jones as acting Chairman of the Board of Directors effective January 1, 2020, until a new Nominating Committee submits a slate of officers for Board consideration. (Perrow, Sigler, passed 4-0)

PUBLIC COMMENT

ANNOUNCEMENTS – Doug Perrow attended the Annual Meeting held in Norfolk, VA.

ADJOURNMENT - The Chairman adjourned the meeting at 5:30 p.m.

/s/ Bruce Jones
Bruce Jones, Acting Chairman

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