

**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**  
**January 23, 2020 – 6:00 p.m.**

**Directors:**  
(Present) Bruce Jones, Acting Chairman  
Doug Perrow, Asst. Treasurer  
Jeff Floyd  
Brandon Payne  
Mary Lund  
Karen Angulo  
Brandon Schmitt  
Chad Barrett  
Charles Smith

**Directors:**  
(Absent)

**Staff/Partners:**  
(Present) Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.  
Kyle Bolt, RELSWCD Ag BMP Conservation Technician  
Julie Stratton, RELSWCD Office Administrator  
Cindy Miller, RELSWCD Office Administrator  
Mark Hollberg, DCR Conservation District Coordinator  
Don Yancey, NRCS District Conservationist  
Rick Butler, VDOF – Appomattox Forester

**Others:**  
Ray Phelps – CB Clean Water Farm Award  
Linda Phelps  
Ben Cole – OCB Clean Water Farm Award  
Kelly Cole  
Charles Falwell – TWID  
George Schrader – TWID  
Everett Chadbourne – TWID  
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 January 23, 2020, at 6:06 p.m., by Bruce Jones, Acting Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** Ray and Linda Phelps – CB Clean Water Farm Award, Ben and Kelly Cole – OCB Clean Water Farm Award, Cindy Miller – new Office Administrator hire

**Clean Water Farm Award Presentation:** Jonathan Wooldridge, District Manager/Sr. Ag BMP Conservation Specialist congratulated and presented the District’s 2019 CB Clean Water Farm Award for the James River Basin to Ray Phelps for his conservation efforts. Mr. Phelps’ operation includes 150 brood cows on 400 acres in hay/pasture production and practices rotational grazing and nutrient management with correct levels of fertilizer and lime. He sets a good example for conservation by having current livestock excluded from live water sources (24,000’ of stream bank excluded and protected) and practicing rotational grazing.

Jonathan Wooldridge congratulated and presented the District’s 2019 OCB Clean Water Farm Award for the Roanoke River Basin to Ben Cole for his conservation efforts. Mr. Cole’s emphasis is on Crop Production BMPs and his operation includes 225 acres in cash grains along with managing timber and wildlife. He manages his cropland with cover crops, continuous long term no-till and precision nutrient management. He has invested heavily in equipment that enables him to plant no-till and precision applied nutrients and chemicals. Mr. Cole is a grant example of how using crop production BMPs can benefit both the environment and the farmer.

**Adopting the Agenda:** Bruce Jones, Acting Chairman, asked if there were any changes to the agenda. There being none, **motion was made to approve the agenda as presented. (Perrow, Barrett, passed 8-0)**

**Reading and Approving the 12/21/2019 Minutes:** Bruce Jones, Acting Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). There being none, the December 21, 2019, minutes were approved as read.

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

**1-Treasurer’s Report - December** – 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 December treasurer’s report will be filed in the District Office.

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

- The District second quarter Attachment E report was received.
- The Governor’s FY21 proposed biennial budget includes \$89 million for the state Ag BMP program. This proposal would yield \$35 million in cost share for each year of the biennium. The Virginia Soil and Water Conservation Board authorizes how the General Assembly appropriated funds are distributed to each district.
- The District will need to assign a new FOIA POC officer and post the name and contact information on the website and/or in a public place within the office and inform the Freedom of Information Advisory Council of the changes by July. Officers are to complete FOIA Officer

training annually with a copy of the completion certificate to the CDC. A handout was distributed to the directors and an electronic copy will be emailed to the District office.

- Area meetings – the state is divided into 6 areas with each area holding an annual spring meeting which should be attended by at least one district director.
- Distributed a Cooperative Extension handout on parliamentary procedure to the directors.
- Districts received correspondence from Russ Baxter, DCR Deputy Director of Dam Safety & Floodplain Management and Soil & Water Conservation on the subject of VSWCB Action Amends FY2020 TA Policy and Grant Agreement. SWCDs have raised concerns about the change in policy. This issue will be included on the agenda for the VSWCB meeting on March 26, 2020.
- A new director orientation is scheduled for February 27 prior to the regular Board of Directors meeting at The Spring House Restaurant.

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

- EQIP – Additional information on the FY2020 program is expected at the February JED meeting.
- CRP/GRP/WRP –The deadline for sign-up for regular CRP is February 28, 2020, and the deadline for sign-up for continuous CRP is ongoing.
- CSP – January 31, 2020, is the deadline to complete moving the 10 pre-approved CSP GCI applications to contracts and be obligated. Several new regular CSP applications have been received and several regular CSP applicants from last year wish to be reconsidered for funding.
- All new directors need to sign a Form 1619 which relates to keeping farm producers USDA projects and similar personal information confidential and to be used only for District business purposes.
- Outreach, Training and Upcoming Events –
  - Staff attended the Winter Forage Conference on January 22 at the Chatham Service Center.
  - A JED meeting is scheduled for February 18 at the Farmville Area Office.

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

- The forestry RT (/Reforestation of Timberlands) cost share program is picking up. It pays landowners incentive payments for putting their property back into trees. Appomattox received approximately \$50,000.00 and a balance of approximately \$5,000.00 remains.
- Also working on Riparian Buffer tax credits.
- Snow helps more than rain to prepare for spring fire season and we have not received any snow.

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

- We're seeing a reduction for the upcoming production season in tobacco acreage for all of southside Virginia – maybe up to 25%. One company is looking for new growers – Lancaster Leaf Tobacco Company from Lancaster, PA. They will hold a meeting January 28 at the Southern Piedmont Research Station in Blackstone.
- Upcoming meetings –
  - February 19 – Training session on the use of Dicamba for soybeans
  - February 25 – Industrial hemp production – Southern Piedmont Research Station - Blackstone

- June 6 – Cattle production meeting in Appomattox at Spring Grove Ranch

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan Wooldridge gave the January report (copy filed with minutes).

- Projects –
  - Work continues on plans and designs for new projects
  - Continue to monitor progress on projects under construction and meet new producers interested in programs
  - Three large animal waste structures are in the planning stages
  - Working on Nutrient Management Plans for producers
  - Re-working variance packet for Contract #10-20-0011
- Practices and Conservation Plans presented for Board approval –

| <u>Contract/<br/>Instance#</u> | <u>Prac</u>   | <u>Co</u> | <u>Est.<br/>Cost</u>        | <u>CS<br/>amt</u> | <u>TC</u> | <u>Fund</u>     | <u>Comp<br/>Date</u> |
|--------------------------------|---------------|-----------|-----------------------------|-------------------|-----------|-----------------|----------------------|
| 10-20-0015<br>383048           | CCI-<br>SL-6W | Camp      | \$15,607.50<br>9886 lin.ft. | \$15,607.50       | NA        | PY20<br>OCBVACS | 6-30-2020            |

**Motion was made to approve PY20 OCBVACS contract #10-20-0015, instance #383048, practice CCI-SL-6W, in Campbell County for \$15,607.50 with a completion date of 6-30-2020. (Perrow, Schmitt, passed 8-0)**

- Watershed Dams –
  - Dams are checked as rain events happen.
  - Working 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.
  - Attended a Watershed Dam Safety meeting on January 16. Discussed the group term engineering services, update on Small Dam Repairs and remote monitoring for high hazard dams.
- Conservation easements – Ruth Babylon/VOF sent notification letters to the landowners that Robert E. Lee SWCD has given co-holding easement authority to VOF as of 1-7-2020. She will begin the process of working on the deeds.
- Distributed FY2020 Standing Committee handouts for director information.
- Meetings attended:
  - January 16 – DCR Watershed Dam Safety – Charlottesville DOF
- Future meetings:
  - February 20 – DEQ Buffalo River TMDL meeting 6 – 8 p.m. – Amherst Administrative Bldg.

**7-RELSWCD Ag BMP Conservation Technician Report** – Kyle Bolt gave the January report (copy filed with minutes).

- Applications for the PY2020 OCBVACS program are still being received and farm visits scheduled.
- Completing conservation designs and updating conservation plans as needed on 2015 backlog projects.
- Ongoing BMP Contracts –
  - PY2015 – 20 SL-6 practices

- PY2019 – 3 SL-6 practices
- PY2020 – 1 SL-6W practice
- Practices and Conservation Plans presented for Board approval -

| <b>Contract#</b> |             |           | <b>CS</b>  |           |             | <b>Comp</b> |
|------------------|-------------|-----------|------------|-----------|-------------|-------------|
| <b>Instance#</b> | <b>Prac</b> | <b>Co</b> | <b>amt</b> | <b>TC</b> | <b>Fund</b> | <b>Date</b> |
| None this month  |             |           |            |           |             |             |

- Meetings attended:
  - 12-31-19 – Overview of Water Quality Resource Assessment
  - 1-3-20 - Overview of Water Quality Resource Assessment – exam
  - 1-10-20 – Nitrogen Management and Concerns and exam
  - 1-13-20 – Phosphorus Management and Concerns and exam
- Future meetings:

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

- Distributed the approved November minutes.
- Prepared the December Employee time report and distributed to directors.
- Prepared the draft minutes of the December 12 special BOD meeting and distributed for review.
- Updated the Cost Share ledger with approved practices.
- Prepared the December Treasurer’s and Budget report and forwarded to Jonathan Wooldridge, District Manager/Sr. Ag BMP Conservation Specialist, for review.
- Processed the December payroll, taxes, and retirement.
- Prepared the draft agenda for the January 23 regular BOD meeting and forwarded to Jonathan Wooldridge, District Manager/Sr. Ag BMP Conservation Specialist, and Bruce Jones, acting chairman, for review.
- Monitored the monthly internet usage.
- Contact information for Directors was included in the meeting packets for review.
- The FY2020-21 local allocation requests for Amherst, Appomattox, Campbell and the City of Lynchburg were prepared and submitted.
- Director quarterly reimbursement checks were included in the meeting packets.
- The 2nd quarter DCR 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.
- The 4<sup>th</sup> quarter 941, VEC and State reports were prepared, reconciled and submitted.
- The 2019 1099-Gs and 1099-M were prepared, filed and mailed.
- The 2019 W-2s were prepared, filed and mailed.
- Received an email from the auditors and the district audit should be scheduled for February.
- The 2020 Area V Spring Meeting is scheduled for March 4 at the Buckingham Agriculture Resource Network (B.A.R.N.) facility. Registration, coffee and refreshments will be from 9:30-10:00 a.m. The meeting is from 10:00 a.m. to 3:00 p.m. An agenda will be forthcoming.

Registration is due by February 24. Notify the District office by February 7 if you plan to attend. One registration form for all District staff/directors will be sent.

- 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:
- Future meetings:
- Reminders:
  - Directors need to subscribe to the alldistrict email list if they have not already done so.

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

- Meetings –
- Programs –
- Upcoming –
  - Environmental Problem Panel – February 24 – University of Lynchburg
- Requests –
  - Board of Directors photo for the website and newsletter
  - Request \$500 to help provide lunch for Campbell County Environmental students attending the Environmental Problem Panel at the University of Lynchburg on February 24. **Motion was made to approve \$500.00 to help provide lunch for Campbell County Environmental students attending the Environmental Problem Panel at the University of Lynchburg on February 24, from budget item Overhead – Education – Misc. projects. (Perrow, Payne, passed 8-0)**

## REPORT OF COMMITTEES

## UNFINISHED BUSINESS

**11.WID Trustees Request for RELSWCD Directors Action per §10.1-623 and §10.1-629** – TWID Trustees (copy filed with minutes)

- George Schrader, TWID Treasurer, reminded the Board the TWID Trustees would bring an annual budget and audit to the District Directors and the Soil and Water Conservation Board.
- The following motion was made: **The RELSWCD Directors hereby delegate all WID management, operational and financial administrative duties and powers to the trustees in accordance with VA Code Section 10.1-623. (Perrow, Payne, passed 8-0)**
- The following motion was made: **The RELSWCD Directors approve the trustees filing with Campbell County Circuit Court to enter an order authorizing the governing body of the watershed improvement district to incur indebtedness for one or more of the purposes for which the district was created in accordance with VA Code Section 10.1-629. (Perrow, Smith, passed aye-5, nay-3)**

## NEW BUSINESS

**Motion was made to add the TWID Trustees to the agenda, draft minutes and approved minutes mailing lists. (Perrow, Barrett, passed 8-0)**

**PUBLIC COMMENT**

**ANNOUNCEMENTS –**

**ADJOURNMENT** - The Chairman adjourned the meeting at 8:15 p.m.

*Bruce Jones, Acting Chairman*

Bruce Jones, Acting Chairman

*Julie M. Stratton*

Julie M. Stratton, Office Administrator