

Robert E. Lee Soil & Water Conservation District

DRAFT

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Board of Directors Regular Meeting Minutes

7631-A Richmond Hwy.
Appomattox, VA 24522

May 28, 2020 – 6:00 p.m.

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

Directors: Mary Lund
(Absent)

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Cindy Miller, RELSWCD Office Administrator

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order May 28, 2020, at 6:02 p.m., by Jeff Floyd, Chairman, at Robert E Lee Soil & Water Conservation District Office 7631-A Richmond Hwy Appomattox VA 24522.

Acknowledgement of Guests: None

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. There being none, motion was made to approve the agenda as presented. **(Perrow, Schmitt, passed 7-0)**

Reading and Approving the February 27, 2020 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). There being none, the February 27, 2020 minutes were approved as read.

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report - April- Doug Perrow, Treasurer, gave the report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The April treasurer's report will be filed in the District Office. Doug Perrow, presented information that was reviewed at the Budget Committee meeting for the Boards.

Motion - approve the budget for FY 2020/2021. **(Perrow, Smith, passed 7-0)**

Motion - approve the FY 2019/2020 budget to adjust Director Meal cost for March thru May to be applied to the Mileage budget for Jonathan for these months. **(Angulo, Barrett, passed 7-0)**

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC, Submitted a written copy of the May report (copy filed with minutes).

- Administration: EOY reporting due July 31, 2020.
- FY 20 Grant Assessment questionnaire will be emailed to SWCD in June. Measure changes for deliverables have been adjusted due to Covid.
- DCR is cutting expenditures where it can and must accommodate a 7% cut in Bay Grant funding for FY21.
- Audit results are looking well with no major issues. Final reports will be to the Districts soon.
- VACS- Carryovers need to be approved by SWCD boards by June 30, 2020.
- FY21 secondary Considerations need to be submitted to DCR by June 30.
- June in person VAVS update sessions are cancelled and are to be replaced by two identical webinars (8:30 to noon) June 11 and June 16.
- Dates for meetings noted on attached report.

3-USDA Natural Resources Conservation Service Report - Don Yancey, District Conservationist, submitted a written report for May 2020 (copy filed with minutes)

- EQIP –11 applications are preapproved for FY20 pending contracts with a deadline of July 17, 2020. Practices continue to be installed on existing EQUP contracts.
- CRP/GRP/WRP –Some projects are under review. FSA is offering additional programs in the CRP category including CRP grasslands and CRP Clear 30.
- CSP –New applications are under review with a deadline of May 29, 2020. DCR is working on estimating applications over the next couple of weeks.
- Outreach, Training and Upcoming Events – training and meetings continue thru webinar and/or teleconference due to Covid-19 outbreak.

4-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester – submitted a written report for May 2020 (copy filed with minutes).

- 5 fires for spring fire season totaling 10 acres, low amount due to wet spring.
- Planted over 1300 acres in county this year.
- Working on new cost share agreements for next season.
- No Public relation work due to Covid-19.

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

- Using Zoom meeting platform conduct educational webinars: Meet the Specialist
- Handling increase in calls on varies topics related to landscaping, gardening and pond weed control.
- Cold weather caused damage to species not normally damaged in the past
- Central VA Youth livestock sale was successfully done virtually and youth were very creative with videos of livestock submitted.

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

- **Projects: Needing Board approval**
 - Cost-Share transfer of \$250,000.00 in CB C/S and \$35,011.15 T/A to the Three Rivers SWCD. **(Perrow, Payne, passed 7-0)**

<u>Contract/ Instance#</u>	<u>Prac</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Fund</u>	<u>TC</u>
10-20-0011 / 375683 (Perrow, Schmitt, passed 7-0)	WP-4 B	CB/CAM	\$395,867.31	\$219,891.48	CB VACS PY2020	\$17,500
10-20-0016 / 386769 (Perrow, Schmitt, passed 7-0)	SL-6W	CB/AP	\$98,782.00	\$100,000.00 Includes: \$1,218.00 Buffer payment	CB VACS PY2020	
10-20-0017 / 389594 (Perrow, Schmitt, passed 7-0)	SL-6W	CB/AP	\$90,739.60	\$100,000.00 Includes: \$9,260.40	CB VACS PY2020	
10-20-0018 / 389595 (Schmitt, Payne passed 7-0)	CCI-SL- 6W	CB/AP	\$8,472.50	\$8472.50	CB VACS PY2020	
10-20-0019 / 389596 (Perrow, Schmitt, passed 7-0)	CCI-SL- 6N	CB/AP	\$3,383.25	\$3,383.25	CB VACS PY2020	
10-20-0020 / 389597 (Schmitt, Jones, Passed 7-0)	WP-4	CB/AP	\$135,000.00	\$100,000.00	CB VACS PY2020	\$8,750.00

10-20-0021 / 389600 (Schmitt, Perrow, passed 7-0)	SL-6W	CB/AP	\$88,000.00	\$82,480.00 Includes: \$3,280.00 Buffer Payment	CB VACS PY2020	\$1,380.00
10-20-0022 / 389601 (Perrow, Schmitt, passed 7-0)	CCI- SL-6W	CB/ AM	\$22,500.00	\$22,500.00	CB VACS PY2020	
10-20-0023 / 389627 (Schmitt, Payne, Passed 7-0)	SL-6N	CB/AM	\$81,860.00	\$53,209.00	CB VACS PY2020	\$7,142.50
10-20-0024 (Perrow, Jones, passed 7-0)	SL-15A	OCB/CAM	\$18,953.90	\$18,953.90	OCB VACS PY2020	

Year to date totals: CB = \$780,139.00 OCB = 236,057.90 Total cost-share allocated = \$1,016,196.90

Total VACS allocation for RE Lee = 784,711 (CB) plus 243,440 (OCB) = \$1,028,951.

This accounts for the \$250K CB transfer out to Three Rivers. So, 90% of \$1,028,951 is **\$925,336**. 75% = **\$771,713**.

- **Watershed Dams:**
 - Dams are checked as rain events happen.
 - DCR Engineering inspections with Charles Wilson DCR of all 6 watershed dams occurred on March, 18 2020. Updated all 6 watersheds EAP's and sent to Charles Wilson DCR on April, 30 2020.
- **Conservation Easements:**
 - Documents that give the co-holding ability back to VOF have been signed by Bruce Jones and notarized. Ruth Babylon of VOF has been notified of the of the completion of the documents and she picked those documents up on March 10th at the district office.
- **Attended Meetings:**
 - District Audit. Office. 3-3-2020
 - Area V Meeting. Buckingham. 3-4-2020
 - Upper and Middle James Riparian Consortium. Scottsville. 3-9-2020
 - Numerous webinars and updates from DCR, VCE, VASWCD,VRS. March-May 2020
- **Future meetings:**
 - VACS update webinar, June 11th or June 16th 2020. District Office.

7-RELSWCD Ag BMP Conservation Technician Report – Kyle Bolt submitted a written report for May (copy filed with minutes).

- Completed Practices –

Contract#	Prac	Co	C/S	Fund	Date
-10-15-0072	SL-6	Camp.	\$38,780	2019 SL-6 Supplemental	4/30/20
Project Totals- 5,520' Stream exclusion fence, 3 water troughs, 2,850' pipeline and 1 well.					
-10-15-0057	SL-6	Camp.	\$79,880.70	2019 SL-6 Supplemental	4/29/20
Project Totals- 14,140' Stream exclusion fence & cross fence, 3 water troughs, 2,615' pipeline and 1 well. Two SL-6 Instances- #207037, #363678.					

- Completed Not-Paid-

-10-15-0036	SL-6	Camp.	N/A	2019 SL-6 Supplemental	5/26/20
Project Totals- 10,737' Stream exclusion fence & cross fence, 4 water troughs, 4,065' pipeline and 1 well refurbished.					
-10-19-0012	SL-6	Appo.	N/A	2019 OCB VACS	N/A
- Contracts- 10-15-0102, 10-15-0071, 10-19-0013, 10-19-0014, 10-20-0005, 10-15-0079, 10-15-0092, 10-15-0086, 10-15-0099; Farm visits, construction designs, and conservation plans. 10-15-0072, 10-15-0057, 10-15-0036, 10-19-0012; measuring and inspecting completed practices.
- Ongoing BMP Contracts (Including complete not-Paid)
 - PY 2015- 16 SL-6 Practices.
 - PY 2019- 3 SL-6 Practices.

8-RELSWCD Office Administrator Report – Cindy Miller gave the May report (copy filed with minutes).

- Distributed the approved January minutes.
- Prepared the Employee time report and distributed to directors for Feb, March and April.
- Prepared the draft minutes of the February RELSWCD BOD meeting and distributed for review.
- Updated the Cost Share ledger with approved practices.
- Prepared the Feb thru April Treasurer's and Budget report and forwarded to Jonathan Wooldridge, District Manager/Sr. Ag BMP Conservation Specialist, for review.
- Processed payroll, taxes, and retirement.
- Updated QuickBooks to 2019 version and added budgets to system for FY 2019/2020 for computer generated budget report to replace current excel report starting FY 2020/2021.
- Prepared the draft agenda for the May 28th 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.
- Prepared Draft Budget for the FY 2021/2022 and presented to Budget Committee for approval.
- Meetings attended: Multiple webinars on VRS, DCR, QuickBooks and Agricultural topics.
- Audit results are still pending, but no exceptions expected. DCR to provide final report in June.

9-RELSWCD Conservation Education Specialist Report – Hannah Tillotson provided a written report (copy filed with minutes).

Meetings:

- 3/4/2020: Area V meeting in Buckingham
- 3/11/2020: Lynchburg Water Resources, Claytor Nature Center, Bedford Water Resources, postponed
- 3/12/2020: Education Committee Meeting, to decide on scholarship recipients. Both were awarded RELSWCD's \$2,000 scholarship and invited to June's board meeting (if everything opens back up)
- 3/13/2020: Walking Camp Sacagawea in Lynchburg, canceled.
- 4/9/2020: SWCD Educator Conference Call
- 5/13/2020: VAEE Educator Conference Call
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Education Program Log:

Date/Location	Program	# people reached
3/10/2020	Brookville Reality Store	

Other:

Teleworking started 3/24/2020, working on online assignments; i.e. Facebook, website, webinars. Whenever we had a program get cancelled, I called or emailed anyone involved (YCC for example). Researching VCAP, and to implement this in our district I will need to meet with Kevin from VASWCD to understand more of the technical parts. I have worked on our Strategic Plan and personnel policy.

10. Timberlake WID report- George Schrader provided a written report (copy filed with minutes).

Update provided by Doug Perrow that Bids for the dredging project are anticipated in June of 2020 with updated cost data available in July 2020.

Upcoming

Hannah is creating a video to send to Holiday Lake 4-H Center for their online camp. June 1st Amherst High School - video series with the Enviroscape.

REPORT OF COMMITTEES See above, under Treasurer's report .

UNFINISHED BUSINESS None to report

NEW BUSINESS None to report

ANNOUNCEMENTS None to report

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

Jeff Floyd, Chairman

Cindy Miller, Office Administrator