

Robert E. Lee Soil & Water Conservation District
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DRAFT

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
August 27, 2020 – 6:00 p.m.

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

Directors:
(Absent) Charles Smith

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Kyle Bolt, RELSWCD Ag BMP Conservation Technician
Cindy Miller, RELSWCD Office Administrator
Hannah Tillotson, Conservation Education Specialist
Mark Hollberg, DCR Conservation District Coordinator
Don Yancey, NRCS District Conservationist

Others: Joetricia Humbles
George Schrader, Trustee Treasurer TWID
Charles Falwell, Trustee Chair TWID
Robert Lockridge
Allen Carter Whitehead

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order August 27, 2020, at 6:09 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Joetricia Humbles and Allen Carter Whitehead

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **motion was made to approve the agenda as presented. (Perrow, Barrett, passed 7-0)**

Reading and Approving the July 23, 2020 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Angulo/ Barrett, passed 7-0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – July 2020 –Doug Perrow, Treasurer, gave the report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The July treasurer's report will be filed in the District Office.

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

- **NEW FOIA Training for Elected Directors**- As of July 1, 2020, each district elected director is required to complete the new FOIA Training. An online training is provided by the Virginia Freedom of Information Advisory Council (<http://foiacouncil.dls.virginia.gov/foiaconcil.htm>). Training must be completed by December 31, 2020 for all sitting elected directors. Blair Gordan is also working on scheduling a FOIA webinar. FOIA training will now only be required every two years.
- **Summer To-Do List:**
 - > FY21 Annual Plan of Work (board approval required), include partnership statement
 - > Dedicate unobligated reserves greater than six months routine operating expense (board approval required) - see page 14 of the Desktop Procedures
 - > Review/update Fixed Assets Inventory – see page 28 of the Desktop Procedures
 - > FY20 Annual Report include “partnership acknowledgement” statement (due to CDC 9/30)
- **Clean Water Farm Awards**- DCR will either provide the CWFA signs to districts or make them available for purchase. The deadline for Grand Basin nominations in October 1.
- **Virginia Final Chesapeake Bay Interim Milestones** – On July 29, the Environmental Protection Agency (EPA) released its final evaluation of each jurisdiction's 2018-2019 progress and 2020-2021 milestones. See <https://www.epa.gov/chesapeake-bay-tmdl>
- **Proposed DEQ Poultry Waste Regulations** - VPA Regulation and General Permit for Poultry Waste Management will be published on August 3, 2020 in the Virginia Register of Regulations. The comment period will begin on August 3, 2020 and end on October 2, 2020.
- **Extension Agent Directors'** terms expire 12/31/20. SWCD board action will be required.
- Eight Spot Checks with DCR will be scheduled for the week of September 23, 2020
- Assessments for FY20 Administrative and Operational Support Grant Agreement and Cost Share and Technical Assistance Grant Agreements reviewed. Noted District does well and received an A (copy filed with the minutes).

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

- EQIP –FY20 has two applications left to be submitted for review and obligation by early next week.
- CRP/GRP/WRP –No changes since the July report.
- CSP – Letters have been sent to producers and they have until October 18, 2020 to respond.
- Compliance Reviews- Dyllan Taylor Soil Conservationist, Bedford has completed reviews. No notable issues noted. Letters have been sent to producers.
- Jim Jarvis has been promoted to the District Conservation position in Bedford County as of August 17.
- Outreach, Training and Upcoming Events –Continuing thru webinar and/ or teleconference.

Motion request: To extend practice AT1663 by 10 more years. **(Perrow, Schmitt, passed 7-0)**

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

- Spraying for site prep and release beginning.
- All cost share applications processed and waiting for approval.
- Appomattox is in a deficit, Hoping General Assembly to grant more funds.
- Prescribed burns completed.

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

- Amherst County has hired a Part-time Extension Agent, Bruce to serve a mentor.

- VT Water Testing Clinic is being offered at a cost of \$60 thru September 4, 2020. Appomattox has partnered with Extension Offices East of to us in case someone misses the cut off. More information is on the Appomattox Extension website.
- Face to Face meetings may not be until next year.

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

- Working on plans and designs for new projects.
- Meeting new producers and Monitoring progress on projects under construction.
- Have three large livestock exclusion practices that are in the planning stages.
- Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

| Contract # | Instance# | Watershed/ County | Est Cost | C/S AMT | Comp Date | Fund | Practice/ Motions approved |
|------------|-----------|-------------------|--------------|--|---------------|-----------------|---|
| 10-21-0009 | 411269 | CB/AP | \$111,250.00 | \$100,000.00 Tax Credit \$2,812.50 | June 30, 2021 | PY21 VACS CB | SL-6W (Schmitt, Barrett, passed 7-0) |
| 10-21-0010 | 411270 | CB/AP | \$103,750.00 | \$100,000.00 Tax Credit \$937.50 | June 30, 2021 | PY21 VACS CB | SL-6W (Schmitt, Barrett, passed 7-0) |
| 10-21-0011 | 411271 | CB/AP | \$106,012.00 | \$100,000.00 Tax Credit \$1,503.00 | June 30, 2021 | PY21 VACS CB | SL-6W (Barrett, Schmitt, passed 7-0) |

Variance Request:

| Contract # | Instance# | Watershed/ County | Est Cost | C/S AMT | Comp Date | Fund | Practice |
|------------|-----------|-------------------|--------------|---|---------------|-----------------|----------|
| 10-21-0004 | 393897 | CB/AP | \$207,364.49 | \$155,523.37 Tax Credit \$17,500.00 | June 30, 2021 | PY21 VACS CB | WP-4LC |

Asking for permission from the board to ask for a variance from DCR to go over the 100K producer cap. 10-21-0004 needs \$55,523.37 over the 100K cap to bring the cost share rate to the 75% max. Amanda Pennington Head of DCR Engineering has made an onsite field visit and has deemed it a worthy practice. Motion was made to approve variance from DCR to go over the 100K producer cap. (Payne, Schmitt, passed 7-0)

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams with rainfall events.

BMP Spot Checks:

September 23-24, 2020. Amherst (1), Appomattox (5), Campbell (2)

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

- Practices Paid–

| <u>Contract#</u> | <u>Prac</u> | <u>C/S</u> | <u>C/S</u> | <u>Fund</u> | <u>Date</u> |
|------------------|-------------|------------|------------|---------------|-------------|
| 10-15-0102 | SL-6 | Camp. | \$49,228 | 2015 OCB VACS | 8/17/20 |

- Practices Completed Not-Paid–

| <u>Contract#</u> | <u>Prac</u> | <u>C/S</u> | <u>C/S</u> | <u>Fund</u> | <u>Date</u> |
|------------------|-------------|------------|------------|---------------|-------------|
| 10-15-0071 | SL-6 | Camp. | N/A | 2015 OCB VACS | 8/20 |

Project Totals- 7,530' Stream exclusion fence, 3 water troughs, 2,480' of pipeline and 1 well installed.

- PY21 OCB Cost Share Practice Applications-
 - Five recent farm visits and three applications (1 FR-1, 2 SL-6W) with conservation plans and cost estimates completed.
- C/S Projects Contracted-
 - Currently thirteen SL-6/SL-6W contracts (16 instances) approved.
 - Ongoing farm visits, conservation plans, construction designs, measuring and inspecting completed practices, practice as-built updates.
- Upcoming Trainings/Events:
 - September 23 & 24- DCR Spot Checks.

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

- Monthly Office duties completed.
- Prepared Inventory for Office Equipment.
- Prepared information required for Budget/ Finance Committee Meeting for August 20, 2020.

Motion Request: Upgrade phone service from Verizon to Shentel. (Perrow, Barrett passed 7-0)

- The next regular meeting of the RELSWCD Board of Directors is scheduled for the fourth Thursday – September 24, 2020.

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

Office Work Helped VCE with organizing books, Received donations of “Bug Zoo” to give away

- Continuing to work on photographs

Programs

| | | | |
|-------------------------|--|-----------------------------------|-----------|
| July 30 th | Water Wonders Video | Soil | 162 views |
| August 19 th | Appomattox/Charlotte Master Gardeners | Appomattox River Water Quality | 9 |
| | | | |

Updates

- Girl Scouts fully canceled the 2020 Jamboree (previously rescheduled for October), Rescheduled for April 2021

- Homeschool group to contact Hannah once school starts to come do a program.

Upcoming

- September 23, Blue Ridge Montessori
- September 31, Safety PD, Office of STEM and Innovation Science and Computer Science

Request

Annual Report- **Motion requested to approve annual report for printing. (Perrow, Barrett passed 7-0)**

10. TWID – George Schrader, Trustee Treasurer TWID presented the Timberlake Watershed Improvement District’s attachment from July 23, 2020: including Resignation letter for Everett Chadbourne, Resume for Robert Spottswood Lockridge, Jr. MD, the Timberlake WID Forecast Statement of Reserve Funds FY2021-2027 (copy filed with minutes)

The following Motions were made:

Motion 1

Motion made to accept the resignation of Timberlake WID Trustee Everett Chadbourne and approve the nomination of Robert Spottswood Lockridge, Jr, MD. as a Timberlake Trustee per Section 10.1-623 Code of Virginia. Motion Approved (Schmitt, Perrow 7-0).

Motion 2

Motion made to approve the Timberlake WID FY2021 Budget estimate and the type of Timberlake WID indebtedness per Section 10.1-626 and Section 10.1-630 Code of Virginia. Motion Approved (Perrow/Schmitt 6/1).

REPORT OF COMMITTEES

11. Budget & Finance Committee: Reviewed the following Policies and Approved for FY21 with no changes made. Inventory dated August 2020, Desktop Procedures adopted by VASWCD 6/30/2020 effective 7/1/2020-6/30/2021, Check Signing Policy, Employee/ Director Expense Reimbursement, Purchasing and Credit Card Policy. Timberlake WID annual Budget estimate reviewed. (copy filed with minutes). **Motion to approve minutes: (Perrow, Barrett passed 7-0)**

UNFINISHED BUSINESS - None

NEW BUSINESS- Chad Barrett made a motion to give the District Office Staff authority to trash any office items that are broken and have little to no value without having a motion approved at a committee or Board of Directors. (Barrett, Perrow passed 7-0)

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:31 p.m. (Perrow, Barrett passed 7/0)

Brandon Schmitt, Vice Chairman

Cindy Miller, Office Administrator