

**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**  
**The Spring House Restaurant**  
9789 Richmond Hwy  
Lynchburg, VA 24504  
November 19, 2020 – 6:00 p.m.

**Directors:** Jeff Floyd, Chairman  
(Present) Doug Perrow, Treasurer  
Chad Barrett, Assistant Treasurer  
Karen Angulo  
Brandon Schmitt  
Bruce Jones  
Brandon Payne  
Joetricia Humbles  
Nancy Jo Billings

**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  
Mark Hollberg, DCR Conservation District Coordinator

**Others:**

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order November 19, 2020, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** None

**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, Schmitt, passed 9/0)**

**Reading and Approving the October 22, 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. (Barrett, Schmitt, passed 9/0)**

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

**1-Treasurer's Report – October 2020 –Doug Perrow, Treasurer,** gave the treasurer's 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 electronically to district offices November 9.

Tax Credit administration review: §58.1-339.3 B of the Code of Virginia requires that: “Any practice approved by the local Soil and Water Conservation District Board shall be **completed within the taxable year in which the credit is claimed**. After the practice installation is complete, the local SWCD Board shall certify the practice as approved and completed, and eligible for credit.” Work closely with participants nearing completion this month or early December to get their bills and to resolve any cost overruns so that 2020 Tax Credit certificates can be mailed no later than January 31, 2021. Second quarter data entry in the Tracking Program should be completed by January 15. Officer elections to be scheduled at the January 2021 BOD meeting.

COIA training is offered online. FOIA training provided live on 11/23/2020.

Email Directors trainings for December 2020.

All training listed on CDC report (copy on file).

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

**EQIP**

New applications for FY21 are being accepted and farm visits to work with applicants on developing a conservation plan and proposed EQUIP projects.

**CRP/GRP/WRP**

Sign up for general CRP will be open from Jan 4 to Feb 12, 2021 and sign up for CRP Grasslands from March 15 to April 23, 2021.

**CSP – Conservation Stewardship Program**

All annual CSP and CSP-GCI are complete and payments for 2020 have been completed except for one. Some additional payment to be completed in January of 2021.

Two applications for 2021 on file and One CSP program renewal application to be planned and evaluated by Dec 4, 2020.

**Outreach, Training and Upcoming Events**

We are continuing to have our training and other meetings by webinar and/or teleconference due to the COVID-19 outbreak.

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

We were able to perform an understory burn at Altamont for research and wildlife enhancement  
Completing planting applications

Worked at Appomattox High School FFA land lab in burning a large brush pile. Students were allowed to come out and learn about our methods and operation of equipment and discussed opportunities for careers in Forestry.

Have picked up 2 applications which may qualify for James River watershed program.

We have been challenged by the Governor’s office in establishing 150 acres under watershed buffers and 400 urban tree establishments in our Heartland work area

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

Recertification Pesticide program was held at in Brookneal. COVID-19 guidelines followed. Event went well.

4-H Cooking Class was held in person on Nov 19, 2020 in Appomattox

Due to Governors COVID-19 restrictions Winter in person meeting are now on hold.

A Soy Bean and Wheat class to be held at the Appomattox Community Center on December 3, 2020 from 9:30-12pm. A Vegetable meeting to be held in Charlotte County on Dec 9, 2020.

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

**Projects:**

Working on plans and designs for new projects. Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Have three large livestock exclusion practices that are getting their projects packets worked on. Working on materials and information needed for DCR Engineering for Three Ag Waste Structures. Working on Nutrient Management Plans for producers

**Practices and Conservation Plans for Board Approval:**

<b>Contract #</b>	<b>Instance#</b>	<b>Watershed/ County</b>	<b>Est Cost</b>	<b>C/S AMT</b>	<b>Comp Date</b>	<b>Fund</b>	<b>Practice</b>
10-21-0021	421737	OCB/AP	\$6,340.00	\$4,735.00 Tax Credit \$396.25	June 30, 2021	PY21 OCB VACS	SL-7 <b>(Schmitt, Payne passed 9/0)</b>
10-21-0022	421739	OCB/AP	\$3,017.50	3,017.50	June 30, 2021	PY21 OCB VACS	CCI-SL-6W <b>(Payne, Barrett passed 9/0)</b>

**Board Approval:**

Would like to ask for board approval that will give the AG BMP committee the authorization in the month of December 2020 to meet if needed to review and approve BMP tax credit increases.

**Motion approved (Schmitt, Jones 9/0)**

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Well a big rain event did happen 11/11-12! 7-10 inches depending on location. Had two watershed dams (Caldwell, Joy) that the emergency spillways activated the rest were close but had 4-5 ft of freeboard before the spillway. EAP's were followed and on 11/17 Charles Wilson DCR Dam Safety did a after storm evaluation and did not find any damage needing repair Second maintenance mowing had been completed by Hall's Landscaping. Check had been sent to contractor. However, the check seems to have been lost in the mail. Cindy checked the bank account to certify the check had not been cashed. Canceled the original check and wrote a second check that Cindy personally placed in his hand.

**Trainings listed on report.**

**Jonathan Wooldridge stepped out 6:52 pm**

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

- Practices for approval–

Contract #	Instance#	Watershed/ County	Est Cost	C/S AMT & Tax Credit	Comp Date	Fund	Practice
10-21-0002	390196	OCB/APP	\$1,500	\$2,437.50 \$78.12 T/C	June 30, 2021	PY21 OCB VACS	FR-1 <b>(Schmitt, Barrett passe</b>
10-21-0012*	413605	OCB/CAM	\$145,156.70	\$100,000.00 Tax Credit \$11,289.18	June 30, 2021	PY21 OCB VACS	WP-4SF <b>(Schmitt, Perrow passe</b>

\*DCR Engineering approval by Amanda Pennington/Jason Wilfong. Jason Wilfong DCR did the risk assessment and the in-field assessment.

- PY21 OCB Cost Share Practice Applications-
  - #390196- FR-1, 10 acres of reforestation.
  - Two applications (SL-6W) with conservation plans and cost estimates on waiting list. No new farm visits this month.
- C/S Projects Contracted-
  - Currently twelve SL-6/SL-6W contracts (15 instances) approved. No practices completed or paid this month.
  - #374210- 14,430 stream exclusion fence, 3,650' cross fence, 5,505' of pipeline completed; the drilled well components (pumping plant) and 3 water troughs to be installed. #208473- 9,450' of stream fencing completed, well and pipeline installed and working on water troughs. #205999- Pipeline installed and working on fence.
  - #236745- Conservation plans and livestock water system designs. #208624, #236755- Conservation plans.
  - Ongoing farm visits, conservation plans, construction designs, measuring and inspecting completed practices, practice as-built updates.

Training provided on report.

**Jonathan Wooldridge returned 6:59 pm**

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

**Monthly duties are kept up to date.**

- Distributed the approved minutes from the September 2020 Board of Directors meeting.
- Draft minutes for the October 22, 2020 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the October Treasurer's and Budget reports and forwarded them to Doug Perrow Treasurer.
- Reconciled the bank statements (3), checkbook, QBs, ledgers and multi-funded account balances were updated.
- Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
- Payroll summary (monthly) and general ledger for the month reviewed for accuracy.
- Processed the Monthly payroll, taxes, and retirement.
- Prepared the draft agenda for the November 19, 2020 regular Board of Directors meeting and forwarded to Jonathan Wooldridge, District Manager/Sr. Conservation Specialist, Mark Hollberg, Brandon Schmitt Vice Chairman and Jeffrey Floyd, Chairman, for review.

**Outreach:**

- Soil Sunday project: 40 kits including education sheet, delivered to Appomattox County Library and 20 kits provided to Cornerstone Christian Academy.
- Library outreach project: Stop, Look & Learn – Learn about Water Conservation books ordered to be delivered to each Library in the District, Tractor Supply in Appomattox and Coleman’s Farm Supply.
- Contact list completed for future Scholarship Application.
- Contact list for education completed from Hannah’s information.
- Facebook post made twice daily.
- Website updated.

**Motion Request:** Request a new Directors group photo and staff photo. Directors stated no motion needed. Picture however not taken, still needed for website.

**District Office Closed Dates: Thanksgiving November 25<sup>th</sup> at noon, November 26<sup>th</sup> and 27<sup>th</sup>, Christmas December 24<sup>th</sup> and 25<sup>th</sup>.**

**New Year’s Day Jan 1<sup>st</sup> and Martin Luther King Day Jan 20<sup>th</sup>.**

**Our next Board of Directors meeting will be on Thursday January 28, 2021.**

**9. Timberlake WID – George Schrader, Trustee Treasurer** report provided and on file.

Timberlake Watershed Improvement District is positioned to execute the upcoming project in Feb-Mar 2021.

The Trustees would like to update the directors as follows:

- On October 14, 2020 the Trustees submitted the required environmental Joint Permit Application to the Virginia Marine Resources Commission (VMRC), and VMRC assigned the project JPA No. 20-1840.
- On October 27, 2020 the Trustees we notified the VA DEQ had received an application for a Virginia Water Protection (VWP) individual permit for the proposed project JPA No. 20-1840.
- On October 15 and 29 the Trustee received inquiries from VA DEQ for additional information. Responses were provided to VA DEQ on November 11, 2020. The Trustees anticipate a VWP will be drafted after DEQ project review. The draft permit will be posted in the local newspaper for a 30-day public comment period. If a public hearing is necessary, there is an additional 45-days comment period during which the public hearing will be held.
- On November 16, 2020 the Trustees received a 4.25% interest rate loan funding commitment from Frontier Bank, a local community bank.
- On November 19, 2020 the trustees anticipate signing the dredging contract with the selected (lowest cost) vendor, C&M Dredging. Leesburg, FL. Please see [www.cmdredging.com](http://www.cmdredging.com) for additional information

**REPORT OF COMMITTEES**

**Education/ Budget Committee- Committee discussed the Educational Specialist job description**

Motion was made to add, “11 Multimedia knowledge and creation of Digital content” to the current job description and to post only to Facebook, All District email and the website for the District at this time.

**(Perrow, Barrett approved 9/0).**

**UNFINISHED BUSINESS - None**

**NEW BUSINESS-** Board suggested that we offer the land lord \$50 but no more than \$75 for additional storage room space. **(Schmitt, Barrett 9/0)**

**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT -** The Chairman adjourned the meeting at 7:06 p.m. **(Payne, Schmitt passed 9/0)**

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Jeff Floyd, Chairman

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Cindy Miller, Office Administrator