

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
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Board of Directors Regular Meeting Minutes
Robert E Lee Soil & Water Conservation District Office
7631-A Richmond Hwy.
March 25, 2021 – 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
Charles Smith

Directors:
(Absent) None

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 (via phone)

Others:

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order March 25, 2021, at 5:59 p.m., by Jeff Floyd, Chairman, at the Robert E Lee Soil & Water Conservation District Office 7631- A Richmond Hwy, Appomattox, 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, Barrett, passed 10/0)**

Reading and Approving the November 19, 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. (Perrow, Barrett passed 10/0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – February 2021 –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 February Treasurer's report will be filed in the District Office. **Motion was made to approve the Treasurer's report as presented. (Schmitt/Angulo 10/0)**

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

Administration:

Third quarter reports are due in my office April 15 – Attachment E, cash balance and P&L.

District finance committees needs to draft the FY22 annual budgets and review of the Desktop Procedures for board approval in June. The District Budget Template (Att D) goes to the Virginia Soil and Water Conservation Board for approval March 16.

The tillage/residue survey has been **postponed until 2022**

Ag Cost Share:

BMP participants need to complete their projects in time for payment prior to the close of the fiscal year so that carry over into FY22 can be minimized. Practices approved in FY21 that are listed as “two-year completion date eligible” do not need formal board approval prior to the end of this year. Other practices eligible for carryover will need approval by district boards prior to COB 6/30/21. **Notify David Bryan by May 14** of any projects needing DCR approval prior to district action to carry over a third time into a 4th program year. See the *FY22 Carryover* report in Logi at “Shared Reports>District Year End Reports>Fiscal Year Closeout Reports.

BMP Verifications: 12/31/21 “End of Lifespan” verifications are required to be field verified **by 9/1/21**.

CY2021 ‘Random Selection’ verifications are required to be field verified **by 11/1/21**.

SL-6N/W applies only to fields receiving exclusion fencing. To further distribute grazing to fields without a live stream accessible to livestock, use SL-7 (streams in other fields must be excluded). Seasonally grazed, upland hayfields are typically not eligible for SL-6N/W because no live stream is present. SL-7 requires a Prescribed Grazing Plan to be implemented. Training attended is on file.

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

EQUIP

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)

Tree planting in process. Will probably plant over 1000 acres again this year.

Still trying to obtain cost share for 3 projects that came in late.

Fire season in. this last dry spell allowed for a few escaped fires but nothing serious.

Working with Appomattox FFA for their upcoming Forestry contest in April.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent - oral report.
Face to face meetings is starting back up.

Cattleman Conference will be April 17, 2021. Bruce requested that the Board be a sponsor to help with purchase of meals for the Cattleman Conference. **Motion was approved to sponsor the Cattleman Conference with \$500 donation. (Smith, Schmitt 10/0)**

Cindy and Doug will be present at the Conference with a Display table.

6:22 pm Brandon Schmitt stepped out

Bareroot trees are available at the Extension Office.

Buy Fresh/ Buy Local Guide is in the works. It will be available online and in hardcopy.

Publication cost can be sponsored and the sponsoring organization will be advertised.

Motion was approved to contribute \$150 toward the cost of the Buy Fresh/ Buy Local Guide Cost. (Angulo, Payne 9/0)

6:28 Brandon Schmitt came back in

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

Projects:

Working on three large livestock exclusion practices packets. Working on materials and information for DCR Engineering for Three Ag Waste Structures and 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
10-21- 0008	405738	OCB/CAM	\$131,200.22	\$98,400.17 Tax Credit \$8,200.01	June 30, 2021	PY21 OCB VACS	WP-4LC

Motion approved. (Barrett, Schmitt 10/0)

Watershed Dams:

Watershed dams are in good shape. Checking on the dams as the rainfall events happen. Have been working on updating the Watershed Dam general maintenance bid packet for 2021-2022. Will bring before board next month for approval.

Agriculture Stewardship Program:

On February 2, 2021 an Appomattox Co. land owner called in a complaint about their pond being muddy and that the cause was from a neighbor' land. Darrell Marshall VDACS, and I went out to investigate and Darrell Marshall could not find direct evidence that the adjoining property was the cause of the muddy pond. The Ag Stewardship complaint was found to be unfounded and closed.

Attended Meetings: "Virtual" at Office: list is on file.

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

Ag BMP Conservation Technician Report –

- Recent Practice Cost Share Payments–

<u>Contract#</u>	<u>Instance#</u>	<u>Area</u>	<u>C/S</u>	<u>Fund</u>	<u>Practice</u>
10-15-0017	202678	OB/CAM	\$20,704.91	2019 SL-6 Supplemental	SL-6
10-15-0043	205999	OB/CAM	\$52,435.00	2019 SL-6 Supplemental	SL-6

- Cost Share Practices Completed Not Paid-
 - 10-15-0092- #208473- 9,450' of stream fencing, 3,075' of pipeline, 5 water troughs and 1 pumping plant. \$53,165 estimated cost share payment (SL-6).
 - 10-19-0014- #337071- 225' of stream fencing, 285' of pipeline, 1 water trough, and 1 well installed. \$7,857.60 estimated cost share payment (SL-6).
 - 10-20-0005- #374210- 14,430 stream exclusion fence, 3,650' cross fence, 5,505' of pipeline, 3 water troughs and 1 well installed. \$97,300 estimated cost share payment (SL-6W).
 - 10-21-0002- #390196- FR-1, six acres reforested with pines.
- C/S Projects Contracted-
 - Currently six SL-6/SL-6W contracts (9 instances) approved.
 - Ongoing farm visits, conservation plans, construction designs, measuring and inspecting completed practices, practice as-built updates.
- PY22 OCB Cost Share Practice Sign Ups/Applications-
 - One new farm visited this month. WP-4, SL6W sign ups.
 - Currently two applications (SL-6W) with conservation plans and cost estimates on waiting list.
- One Practice Cancellation-
 - 10-15-0047- #206003- (SL-6) 2015 OCB VACS, \$105,765.
- Upcoming Trainings-
 - April 13- DCR Conservation Planner Recertification Update.
 - June 2 & 8- PY2022 VACS BMP Program Update.

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

Monthly duties are kept up to date.

- Distributed the approved minutes from the October 2020 Board of Directors meeting.
- Draft minutes for the November 19, 2020 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the November 2020 thru February 2021 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 monthly.
- 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, each month.
- Processed the Monthly payroll, taxes, and retirement.
- Prepared the draft agenda for the March 25, 2021 regular Board of Directors meeting and forwarded to Jonathan Wooldridge, District Manager/Sr. Conservation Specialist, Mark Hollberg and Jeffrey Floyd, Chairman, for review.

Outreach:

- Working with contacts from Appomattox and Campbell Libraries on projects
- Scholarships, Poster Contest and Photo Contest flyers circulated thru Libraries and Schools in the District.
- Facebook post made twice daily.

- Website updated.
- Volunteer hours are scheduled with Gleaning for the World on April 6, 2021 from 9 am to 12 pm. Nancy Jo Billings requested to join us.

Meetings attended: on file

Our next Board of Directors meeting will be on April 22, 2021.

9. Timberlake WID – George Schrader, Trustee Treasurer report provided and on file. Updated for progress of the project was provided to the Board of Directors by Doug Perrow. Copies of all reports are on file with pictures showing progress.

Campbell County Land Disturbance Permitting	Approved February 23,2021
WID Joint (Environmental) Permit	Permit Approved March 3, 2021
Timberlake WID FY 2021 Budget	Approved March 16, 2021
WID Land book	Pending (attorney request)
Dredge Project	In-Process
Timberlake- Cove 1 Excavation	Target Completion March 20,21
Timberlake- Cove 2 Excavation	April 3, 2021
Timberlake- Cove 3 Excavation	May 1, 2021
Timberlake- Cove 4 Excavation	May 3, 2021
Timberlake- Cove 1 Excavation	May 5, 2021

REPORT OF COMMITTEES

Nominating Committee- Committee stated the only changes made were to add Nancy Jo Billings to the Personnel and Legislative Committees and Joetricia Humbles to the Education Committee. **Motion was approved for these changes. (Perrow, Barrett 10,0)**

Budget Committee- Committee discussed the Draft Budget for FY 2021-2022 Draft Budget presented to the Board of Directors. **Motion approved to accept the Draft Budget for FY 2021-2022 as is. (Perrow, Smith 10/0)**

UNFINISHED BUSINESS – Board of Directors discussed opening of Education Specialist and will follow up on how to proceed with this position in September 2021. At that time, we will have a better idea of how the schools will be operation for FY 2021-2022. Board also asked that the Virtual experience and Media knowledge be specified when we revisit advertising. Board asked that the Office Administrator call and touch base with the current applicants.

NEW BUSINESS- Election of Officers, Motion approved to keep the current set of Officers the same for FY 21-22. (Perrow, Jones 10/0)

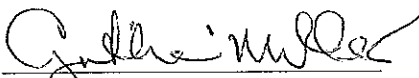
PUBLIC COMMENT – None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:25 p.m. **(Schmitt, Barrett passed 10/0)**



 Jeff Floyd, Chairman



 Cindy Miller, Office Administrator

