

Robert E. Lee Soil & Water Conservation District
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Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
June 24, 2021 – 6:00 p.m.

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

Directors: Brandon Payne
(Absent) Charles Smith

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

Others: Timberlake WID, George Schrader and Robert Lockridge

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order June 24, 2021, 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, Barrett, passed 7/0)**

Reading and Approving the May 27, 2021 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, Schmitt, passed 7/0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – May 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 May 2021 Treasurer's report will be filed in the District Office.

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

Administration:

Quarterly Reports are due in my office **July 15** along with balance sheet and P&L; fourth quarter reports are to include year-end cash balance and carry over reports and the FY21 Attachment E "roll up". The signed hardcopy Attachment E can be mailed to me after I have reviewed the electronic submission.

All FY21 deliverables for both the *Administrative & Operational Grant* and *Cost-Share and Technical Assistance Grant* must be satisfied by June 30. Any outstanding items should be addressed at June board meetings.

The FY21 Self-Assessment Questionnaire was emailed to district administrators on 5/20 with a **July 15** due date.

Please make every effort to see that all data in the tracking program is complete and accurate **by July 15**. Please use the canned Logi reports at *Shared Reports>District Year End Reports>QA/QC Reports* to check your data. FY22 Administrative & Operational and Cost-Share & Technical Assistance Policies & Grant Agreements were emailed to SWCDs on May 20. Please review the documents carefully and sign each agreement (electronic signatures are acceptable). Then scan a copy of both signed grant agreements, in their entirety, and email those documents to me with cc to Blair Gordon no later than **July 15**. Keep a signed copy of each agreement on file at the district office. **Motion made to have Treasurer or Chairman sign the policies and grant agreements. Approved (Perrow, Schmitt 7/0).**

Ag Cost Share:

If at June board meetings all FY21 VACS work cannot be completed, consider delegating the authority to do so to the Ag/Tech Committee or the Board Chair. This is often convenient for districts that meet early in the month.

See pages II 40 - 43 in the VACS manual for practices eligible to be carried over from one program year to the next. Letters should be sent to participants informing them of their contract extensions.

Remember that no 2022 VACS contracts can be approved for funding before FY22 secondary considerations are approved by both the District BOD and DCR and the District approved FY22 average cost list has been submitted to DCR.

Miscellaneous:

Chesapeake Bay (WIP) 2022-2023 Milestones – state agencies that have Chesapeake Bay Watershed Implementation Plan (WIP) commitments must develop and submit FY2023 interim WIP milestones to Virginia DEQ by September 1. These will then undergo a public comment period before submission to the EPA Chesapeake Bay Program. Detailed progress reports on FY2021 milestones are due to DEQ by October 1. Attachment D FY 23 Budget Template; due to DCR and Blair Gordon no later than July 15.

Motion made to have Treasurer or Chairman sign form. Approved (Perrow, Schmitt 7/0).

Meetings attended are on file.

3-USDA Natural Resources Conservation Service Report – No report provided

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

Found some Mouse damage on some 3-year-old pines that is pretty severe, but think we can save most of stand.

Investigated some herbicide damage from spray on adjoining crops

Still working on cost share plans for upcoming planting season.

Working on end of year reports that are due.

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

Bruce reported that 4-H camp will be operating at 50% this year.

Zoom meeting are still available and some Hybrid mix for presentations.

July 8 Wool Pull scheduled for Farmville.

Sharp Logger certification is set for Appomattox Community Center in three sessions scheduled for Aug 17th, 24th and 31st, contact Extension office for more information.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan

Wooldridge gave the June report (copy filed with minutes).

Projects:

Been a busy month here at Robert E. Lee SWCD. Working on plans and designs for new projects.

Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for possible new projects for next program year.

Helping out with soil testing and flagging out waterways not to be sprayed. Advising on erosion issues.

Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

Please see attached sheet for carryover requests

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Met with Billy Hall to finish signing the watershed maintenance contract and went to each watershed dam to go over needs for first mowing.

Agriculture Stewardship Program:

On May 20, 2021 a Campbell 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 the complaint. Darrell Marshall VDACS has declared that the case is dismissed and no further action will be taken.

Attended Meetings: at Office, list is on file.

<u>Contract/ Instance#</u>	<u>Prac</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>TC</u>	<u>Fund</u>
10-20-0011 / 375683	WP-4 B	CB/CAM	\$395,867.31	\$219,891.48	6-30-2022	\$17,500	CB VACS PY2020

10-20-0016 / 386769	SL-6W	CB/AP	\$98,782.00	\$100,000.00 Includes: \$1,218.00 Buffer payment	6-30-22		6-30-2021 CB VACS PY2020
10-21-0004	393897	CB/AP	\$211,275.04	\$158,456.26 Tax Credit \$13,204.70	June 30, 2022	PY21 CB VACS	WP-4LC
10-21-0005	402438	OCB/CAM	\$12,800.00	\$9,600.00 Tax Credit \$800.00	June 30, 2022	PY21 VACS OCB	SL-7
10-21-0008	405738	OCB/CAM	\$131,200.22	\$98,400.17 Tax Credit \$8,200.01	June 30, 2022	PY21 OCB VACS	WP-4LC
10-21-0009	411269	CB/AP	\$111,250.00	\$100,000.00 Tax Credit \$2,812.50	June 30, 2022	PY21 VACS CB	SL-6W
10-21-0010	411270	CB/AP	\$103,750.00	\$100,000.00 Tax Credit \$937.50	June 30, 2022	PY21 VACS CB	SL-6W
10-21-0011	411271	CB/AP	\$106,012.00	\$100,000.00 Tax Credit \$1,503.00	June 30,2022	PY21 VACS CB	SL-6W
10-21-0012	413605	OCB/CAM	\$145,156.70	\$100,000.00 Tax Credit \$11,289.18	June 30, 2022	PY21 OCB VACS	WP-4LC

Motion was made to approve all above carry over: approved (Schmitt, Perrow 7/0)

Karen brought to our attention that the Times Virginian had reported Paradise Lake receiving a Dam improvement grant from VA Soil & Water State Board and questioned why we were not informed. Discussion on multiple grant opportunities separate from the district are available.

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

Monthly duties are kept up to date.

Outreach:

- Library outreach project: June project delivered to Appomattox Library. Supplies replenished at the Appomattox Library.
- Poster contest and Photo contest promoted on Facebook, thru Schools and Libraries. We have had two residents from Appomattox Co submit pictures for our Photo Contest. Jubilee Center and Hannah will be submitting posters.
- Bulk mailing sent to all Daycare Centers in the District.
- Facebook post made twice daily.
- Website updated.

Tabling Events

- Request: I would like to host an Outreach Table at the Railroad Festival on October 9th in Appomattox. Cost to nonprofits is \$30.
- Rustburg Library – July 31, 2021 10 am to 2 pm has been scheduled.
- Robert E Lee is a Gi-Antelope Sponsor in the \$50-\$99 range for our material we have provided this year for Campbell Co Libraries Summer Reading Events. Our name and Logo are on the materials given out for the reading program this summer.
- Appomattox Library tabling event is scheduled for July 2nd and 9th from 11-1230. The Spot Bus will be at the library at this time.

Training done virtually and is on file.

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

9. Timberlake WID – George Shrader

Update given on the Timberlake WID project. Dredge project to be completed the week of July 8, 2021. Timberlake WID is hoping to get assistance with VDOT. Hoping VDOT will make improvements with Non-point Source Pollution going into Timberlake. Doug Perrow and Brandon Schmitt agreed to assist with being present at the next meeting for Campbell Co.

Motion made for Robert E Lee Soil & Water Conservation Board to give authority to Timberlake WID to ask Campbell Co Board of Supervisors to request VDOT to complete the study that they had promised to complete. (Barrett, Angulo 7/0)

REPORT OF COMMITTEES

Education Committee- Education committee presented that they would like to combine the position of Education Specialist with Conservation Technician. **Motion Made and denied (Barrett, Schmitt 4/2).** After a lengthy discussion, Motion was made to Hire a Full Time Education Specialist with addition to job description saying other duties as assigned by District Manager and Office Administrator as needed.

Approved (Angulo, Schmitt 7/0)

Second Motion was made: To Hire a Fulltime Education Specialist and see how work load is before filling a Conservation Technician Position. (Barrett, Perrow 7/0)

UNFINISHED BUSINESS - None

NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 8:13 p.m. **(Perrow, Schmitt passed 7/0)**

Jeff Floyd, Chairman

Cindy Miller, Office Administrator