

Robert E. Lee Soil & Water Conservation District DRAFT
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Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
October 28, 2021 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Bruce Jones
Charles Smith
Joetricia Humbles
Karen Angulo
Bonnie Swanson

Directors: Brandon Payne
(Absent) Mark Hollberg, DCR Conservation District Coordinator
Brandon Schmitt

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

Others: Lauran Campbell

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order October 28, 2021, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Lauran Campbell was introduced to the Board of Directors as the applicant for the opening of Education Specialist. The Board was advised she was in attendance so that she may answer any questions they may have for her.

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 8/0)**

Reading and Approving of the September 23, 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. (Barrett, Jones passed 7/0) Angulo reclused herself from the vote due to she was absent for the September meeting.**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – September 2021 –Doug Perrow, Treasurer, gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the checkbook and QuickBooks program. The September 2021 Treasurer's report will be filed in the District Office.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC was absent, October report, written report provided. (copy filed with minutes).

Quarterly reports are due in my office no later than Thursday, October 15. Including requesting any cost-share funds you need to cover anticipated BMP payments through February.

VACS:

DCR is recording the number of cover crop acres grazed versus non-grazed in the Conservation Application Suite. There is a **new measure called "Area of Cover Crop grazed (Acres)" that is now required for completion on the SL-8, SL-8A, SL-8B and SL-8H practices.** Since the WQ-4 Legume Based Cover Crop specifically forbids grazing, there has been no change in the required measures for this practice. Let Stu Blankenship, Jen Edwards or David Bryan know if you have any questions or concerns.

Be sure to thoroughly review Part I of the VACS contract with each applicant. Make sure applicants understand that cost-share is considered income. Applicants may benefit from getting professional tax advice prior to submitting a W-9 and signing contract Part I. Also make clear to prospective VACS applicants that if they accept cost-share and/or Tax Credit they are responsible for maintaining the practice through its lifespan even if they lose control of the property due to the "sale, lease, or changed use of the property." This conversation provides an opening to also mention how a participant can transfer maintenance responsibility to a new party after their BMP is completed (see "Transfer of Responsibility Form" on page II-51). A form is available in the VACS manual (page II-50) to document the transfer of a contract to a new participant PRIOR to bmp completion. In this case a new Part I and W-9 will be needed.

TAX CREDITS: Two webinars explaining changes in the administration of agBMP and Equipment Tax Credits are scheduled for November 4 (9 a.m.) and November 9 (2 p.m.). Each webinar will be an hour or so. Each will cover the same material.

End of Lifespan Verification Payments – Chesapeake Bay districts recently completed verifications for certain structural practices with lifespans ending in December 2020 and in December 2021. DCR will be compensating districts for their field work conducting these verifications. Details are forthcoming. Training and meetings were virtual-list is on file.

3-USDA Natural Resources Conservation Service Report – Jon Lipinski- DC, Rustburg Service Center- written report provided (copy filed with minutes)

Staffing

District Conservationist: A tentative job offer has been sent to an applicant

Programs

Environmental Quality Incentives Program (EQIP)

All 2021 EQIP contracts have been obligated and information is sent to our producers. We are always working with our EQIP contracts to bring to completion of all practices.

FY 2022 EQIP application deadline is 19 Nov 2022.

CRP/GRP/WRP

Conservation Stewardship Program (CSP)

CSP 2022 Renewals will be due on 12 Nov 2022.

CSP sign up deadline is TBD

Outreach, Training and Upcoming Events

Ora McCoy (M&M Farm LLC) has been chosen as the Minority Farmer of the Year for 2021 in VA

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

Helped with a prescribed burn in Campbell County

Campbell has had several wildfires. Hope rain will cool things down as we are getting into Fall fire season.

Had our annual physical training session and fire refresher

Working with FFA Forestry students for upcoming competition.

Completing RT forms for those who have completed their spraying.

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

Sighting of the Spotted Lantern Fly are still in the same are of Lynchburg near Liberty University and the Mall. Lynchburg Master Gardner’s are being trained to be able to educate the Lynchburg area on this insect.

November 17, 2021 Charlotte Co Extension will hold a vegetable production meeting.

Pesticide license meetings will be scheduled soon.

Extension hosted a booth at the Railroad festival.

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

Wooldridge gave the October 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 new projects for the new program year. Helping out with soil testing. Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Fund</u>	<u>Practice</u>
10-22-0017	464647	AP/CB	\$17,133.75	\$18,249.75 Includes \$1,116.00 Buffer Payment	6/30/2022	PY22 VACS CB	SL-6W Approved (Barrett, Smith 8/0)

10-22-0019	467037	AM/CB	\$8,410.00	\$8,410.00	6/30/2022	PY22 VACS CB	SL8-B Approved (Perrow, Jones 8/0)
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Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Met with Billy Hall about completing the second mowing/maintenance event for the year.

Spot Checks:

September 21-23 2021. 4 BMP's are still working on correcting maintenance issues.

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

Monthly duties are kept up to date.

- Distributed the approved minutes from the August 26, 2021 Board of Directors meeting.
- Draft minutes for the September 23, 2021 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the September 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.
- Attachment E report balanced and was submitted to DCR.
- Posted Lynchburg allocation payment.
- 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 October 28, 2021 regular Board of Directors meeting and forwarded for review.
- **Reviewed continued on files for upcoming audits, no audit date set for December 8, 2021.**

Motion request: Move November meeting to 3rd Thursday- 11/18/21 due to Thanksgiving and no meeting to be held in December 2021. Approved (Barrett, Humbles 8/0)

Discuss with board the office rent. Board requested that I may an offer of \$1500 to the Landlord and follow up before our next meeting.

Outreach:

- Sept 29 – Rustburg Library- raingarden in a cup
- Oct 9, 2021 Railroad Day- Tabling event, discussed programs and employment opportunities in surrounding district with several College students.
- October 21-24, 2021 Table set up at Amherst Fair.
- Facebook post made twice daily.
- Website updated.

Future Outreach:

- November- Our Tabling Display will be set up at the Appomattox Library along with fall activity.
- Nov 8th- Girl Scouts Grace Hill Baptist Church- Rain Garden in a cup program.
- Nov 9th- attend Water Lilly presentation by Lynchburg Water works.
- Nov 10th- Appomattox Library- Rain Garden in a cup 11-12.

Meetings attended and future are on file.

Our next Board of Directors meeting will be on Thursday November 18, 2021.

8. Timberlake WID – Doug Perrow

An update was given on behalf of the Timberlake WID by Doug Perrow. Doug stated that the Timberlake Trustees were able to meet with VDOT Representatives. An agreement was made to do a walk thru this winter to determine the issues with the runoff into Timberlake and make a plan of action for correcting this issue.

REPORT OF COMMITTEES – Personnel Committee notes were reviewed with Board of Directors. A motion was made to move to discussion so they could ask Lauran Campbell the applicant questions. Approved (Barrett, Smith 8/0).

Motion was made to end discussion. Approved (Smith, Angulo 8/0).

Motion was made to offer Education Specialist position to Lauran Campbell. Approved (Barrett, Smith 8/0).

Motion was made to offer Education Specialist pay rate of \$44,000. Approved (Perrow, Barrett 8/0).

UNFINISHED BUSINESS – None

NEW BUSINESS- Hold Nominating Committee meeting on November 16, 2021 4:30.

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 6:51 p.m. Approved (Angulo, Humbles 8/0)

Jeff Floyd, Chairman

Cindy Miller, Office Administrator