

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
November 18, 2021 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Chad Barrett, Assistant Treasurer
Charles Smith
Joetricia Humbles
Karen Angulo
Bonnie Swanson
Brandon Payne
Brandon Schmitt

Directors: Bruce Jones
(Absent) Doug Perrow, Treasurer

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

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 18, 2021, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: No Guest noted.

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. (Schmitt, Payne passed 8/0)**

Reading and Approving of the October 28, 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. (Angulo, Smith passed 8/0).**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – October 2021 –Cindy Miller, Office Administrator, gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the checkbook and QuickBooks program. The October 2021 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:

Second quarter disbursement letters will be sent electronically to district offices November 8. Remember to submit an invoice on SWCD letterhead to DCR no later than 12/31/21 in order to receive reimbursement for **end-of-lifespan verifications** completed this past summer. Track this deposit in QuickBooks and on the upcoming second quarter Attachment E as 2022 VNRCF TA funds because these funds originated from TA funds returned to DCR in earlier years.

Grant reminders: twice annual review of the District's Annual Plan of Work and one review of the District's Long-Term Plan. Document these reviews in the minutes.

VACS:

Tax Credit administration review: §58.1-339.3 B of the Code of Virginia requires that: "Any eligible 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 has been completed, the local SWCD Board shall certify the practice as approved and completed, and eligible for credit."

Be sure to work closely with participants nearing completion this month or early December to get their bills and to resolve any cost overruns in a timely fashion such that 2021 Tax Credit certificates can be mailed to participants no later than the end of January 2022. Second quarter data entry in the Tracking Program should be completed by January 15. Information regarding data entry for tax credits can be found in Section IV, pages 10 & 11, of the VACS manual. "Note that the Technical Certification Date and the Tax Credit Certification Signature Date must be in the same calendar year." The signature date cannot be before the certification date or the Tax Credit approval date!!

Districts with early December meetings, may benefit from authorizing the Chair or the BMP committee to handle late December approvals of eligible cost increases, particularly those relating to ag BMP Tax Credits.

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. She will be recognized at an award presentation during lunch at the VSU Small Farm Conference on November 20

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

1. Trying to finish up cost share invoices for release projects
2. Conducted our annual Pumpkin Chunkin and Fire training at ACHS. Every year we assist the students in burning of brush that they build during the year as they clean up the Land Lab. They receive instruction on firefighting techniques, Forest management and career opportunities while DOF is able to exercise equipment and train also. Students end day by smashing old pumpkins donated by a local farmer and throwing pumpkin mush on each other. They also enjoy smores during the day.
3. Heartland team sponsored the Area FFA Forestry contest at the Appomattox-Buckingham state forest. Appomattox members of team placed 2nd with 2 team members placing 1st and 3rd as high scorers in the event.
4. Unusual wildfire occurred on Monday where a vehicle caught fire and spread fire along Rt. 460 bypass for at least a ½ mile. Fire was contained and extinguished thanks to Appomattox Volunteer fire department along with assistance from Concord Volunteer Fire Department

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent – Bruce was absent and no report was provided.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the November 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:

Would like to ask for board approval that will give the AG BMP committee the authorization in the month of December 2021 to meet if needed to review and approve BMP tax credit increases.

Motion was made and approved (Payne, Smith 8/0).

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, deadline is Dec 1st.

Spot Checks:

September 21-23 2021. 2 BMPs are still working on correcting maintenance issues.

7-RELSWCD Conservation Education Specialist- Lauran Campbell gave her report for November 2021 (copy filed with minutes).

Upcoming:

Meetings:

12/3/21 Nancy Lily, Lynchburg Water Works and Facility Tour

12/6/21-12/7/21 VASWCD Annual Meeting

12/14/21 Katherine Clement (Chief Naturalist), Rachel Smith (Community Recreation Programmer), planning for the 2022 partnership with Lynchburg Parks and Recreation

Been in contact with Holliday Lake and James River State Park to talk about partnering with them with homeschool groups and their programming.

Programs:

12/13/21 Cub Scouts @ Grace Hill, Rain Garden

12/15/21 Appomattox Library read/craft event

12/17/21 Timbrook Library, snow project

Lynchburg Water Works provided Grease kits for our office to hand out.

Motion Request to donate \$100 to the VASWCD Education Foundation in return for 20 raffle tickets that will be drawn at our annual meeting on December 7th. Motion was approved (Smith, Payne 8/0). Suggestion was made that if the district won a prize that we would draw names from the Directors and Staff to distribute prize.

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

Monthly duties are kept up to date.

- Reviewed continued on files for upcoming audits, no audit date set for December 8, 2021.
- Submit 2022 allocation request to counties and let Jeff Floyd know by email when the request to Amherst has been submitted.

Office rent discussion is in progress. I requested our rent be reduced to \$1500. Per month.

I will update the Board of Directors as I receive information from our landlord. I stated I would update the Board of Directors at the January 2022 meeting. Board of Directors requested the expiration date on our lease. Advised BOD I would email this information to them.

Outreach:

- Appomattox Library Set up display in case for the month of November.
- November 8, Girl Scouts at Grace Hill Baptist Church- Rain Garden in a Cup activity/ 12 Kids.
- November 10, Appomattox Library: read the book Rain, Activity Rain Garden in a cup and provided snacks/ 7 kids.
- Facebook post made twice daily.
- Website updated.

Meetings attended are on file.

Our next Board of Directors meeting will be on Thursday January 27, 2022.

8. Timberlake WID – No updates provided.

REPORT OF COMMITTEES – Nominating Committee- Detailed review of Officers and Committees completed. Copy is on file. Officers to remain the same. Changes to Committees were to add Bonnie Swanson to the Personnel, Agriculture and Legislative Committees. Motion to approve Agenda items 1-10 approved (Payne, Smith 8/0)

UNFINISHED BUSINESS – None

NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 6:43 p.m. Approved (Humbles, Angulo 8/0)

Jeff Floyd, Chairman

Cindy Miller, Office Administrator