

Robert E. Lee Soil & Water Conservation District  
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DRAFT

**Board of Directors Regular Meeting Minutes**  
**The Spring House Restaurant**  
**9789 Richmond Hwy**  
**Lynchburg, VA 24504**  
**January 27, 2022 – 6:00 p.m.**

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

**Directors:**  
(Absent)

**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  
George Shrader, Timberlake WID Treasurer

**Others:** Jim Echols, DCR Western Area Manager  
Kinkle Robinson, Clean Water Award Recipient

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order January 27, 2022, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** Jim Echols, DCR Western Area Manager  
Kinkle Robinson, Clean Water Award Recipient

**Adopting the Agenda:** Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. (Barrett, Payne passed 10/0)**

**Reading and Approving of the November 18, 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, Barrett passed 10/0).**

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

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

**2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC** gave the January 2022 report. (copy filed with minutes).

**Administration:**

Second quarter reports (Attachment E, cash balance and P&L) are due Tuesday, January 18.

**VACS:**

Tracking program module users are to complete **IT Security training** by January 28. Please send a copy of training completion certificate to me.

Recent changes to the AgBMP Tax Credit program require SWCDs to send participants their tax credit certificates by **January 31**, Virginia Form ABM and the applicable letters documenting an approved Soil Conservation Plan and/or Resource Management Plan. The producer is responsibility to work with their tax preparer to submit all required documentation to the Virginia Department of Taxation (TAX) by the firm deadline of April 1. not the District The producer must send these documents to TAX at least **90 days prior to the producer's state income tax filing deadline**.

Feel free to share this informational video with producers: [https://www.youtube.com/watch?v=Uv5\\_XqYCNj0](https://www.youtube.com/watch?v=Uv5_XqYCNj0)

**By January 15**, please be sure tax credit data in tracking is accurate such that DCR’s report to the State Department of Taxation regarding ag bmp Tax Credits is accurate. Logi reports are available to quickly check the quality of tax credit data.

**Miscellaneous:**

The **Governor’s budget proposal** released on December 15 requested full funding for AgBMPs per the Ag Needs Assessment. The deposit from the budget surplus into WQIF is roughly \$313 million, yielding roughly \$208 million for cost-share in the upcoming FY.

**Risk Management Coverage Reminder:** As per the memo distributed in August 2021, the Division of Risk Management provides tort liability and fidelity bonding. SWCDs are eligible to participate in the auto liability insurance for a cost to the SWCD. However, **DRM DOES NOT PROVIDE PROPERTY INSURANCE OR WORKER’S COMP.**

IRS 2022 mileage rate is 58.5 cents per mile

Each year the Board needs to review the Strategic plan once and the Plan of work twice a year.

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

**Staffing**

District Conservationist: Kelly Burke has accepted the DC position and will start teleworking on 18 Jan 2022

**Programs**

Environmental Quality Incentives Program (EQIP)

FY 2022 EQIP application deadline was 19 Nov 2021

FY 2022 EQIP ranking deadline is 18 Feb 2022, Rustburg has many applications consisting of High tunnels, Livestock, Cropland, Irrigation management, Wildlife habitat, and Forestry plans. Lauren is working with Kelly and other NRCS staff to meet this deadline

CRP/GRP/WRP

Nothing significant to report

Conservation Stewardship Program (CSP)

CSP sign up has a proposed signup date of 25 March 2022

**Outreach, Training and Upcoming Events**

VAFGC will have their winter meetings in Jan.

**4-Virginia Department of Forestry Report** – Rick Butler, Appomattox Forester –no report provided for January 2022. No updates to report.

**5-Virginia Cooperative Extension Report** – Bruce Jones, Appomattox VCE Agent – gave the January 2022

Virginia Cooperative Extension Update – January 27 meeting

1. A Commercial Pesticide Applicator Recertification Class is scheduled for March 9 at Sweet Briar. This course is aimed at home pest, lawncare and right-of-way license holders. Cost is \$50 and runs from 8 till 3:30 by June 30<sup>th</sup>.
2. Private Pesticide Applicator Recertifications have been going well. Still focusing on individuals with a December 2021 expiration as there is a 60-day grace window.

Need to be completed by the end of February.

3. Dark, Cigar and Burley Tobacco production meeting scheduled for February 15 in Charlotte County.
4. Dicamba specific pesticide training for soybean producers on February 24 at Campbell County Extension Office. This will be a breakfast type meeting and usually draws a good attendance since mandatory for the herbicide purchase.

**Motion request: Motion was made to approve for the District to donate \$100 to pay for Breakfast Biscuits for the Pesticide training on February 24<sup>th</sup>. (Perrow/ Smith 9/0). Jones obtained from voting.**

5. Southern Farm Show is February 2, 3, and 4<sup>th</sup> in Raleigh, NC
6. Extension worked with Campbell County Economic Development and was awarded a \$500,000 producer grant for precision agriculture and farm efficiency. This grant will cover Appomattox and Campbell Counties in the SWCD. Producers have a varied list of potential practices with cost share being 1/3. Maximum reimbursement is \$5,000. No date set yet for applications. Hay Barns included.
7. The Virginia Cooperative Extension Annual Conference is Jan 31 – February 1. This was recently changed to virtual.
8. The Virginia Forage and Grassland Council producer meetings were held the week of January 17. Our closest meeting was in Chatham on the 19<sup>th</sup>. Very diverse and interesting program.
9. Training with the Lynchburg Master Gardeners is upcoming on the control of the infestation of the Spotted Lantern Fly. Bruce will let us know when it is scheduled.

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

**Projects:**

Been a busy month here at Robert E. Lee SWCD. The winter weather has slowed down field work. 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 questions. Working on Nutrient Management Plans for producers.

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

Please see attached sheet for BMP's for approval.

**Motion was made to approve all BMP's listed 10-22-0020 thru 10-22-0025.**

**Motion was made by Barrett for an open discussion on the BMP's.**

**Discussion was done and it was decided for BMP approval request to include Ranking Score on the request.**

**Discussion was closed.**

**Motion to approve all BMP's listed 10-22-0020 thru 10-22-0025 (Perrow, Barrett 10/0)**

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Billy Hall completed the second maintenance event at the watershed dams and has been paid.

**Spot Checks:**

September 21-23 2021. 2 BMP's are still working on correcting maintenance issues. One the landowner has called in to tell is complete, will be going out soon with landowner to certify. Other has 2 water troughs left that need gravel maintenance.

**Attended Meetings: at Office**

Listed in packet.

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Funding Source</u>	<u>Practice</u>
10-22-0020	469370	CAM/OCB	\$35,100.00	\$37,308.00 Includes: \$2,208.00 Buffer Payment	June 30, 2023	PY22 OCB  VACS	SL-6W

10-22-0021	469738	CAM/OCB	\$4,851.00	\$4,851.00	June 30, 2022	PY22 OCB VACS	FR-1
10-22-0022	469798	CAM/OCB	\$36,787.50	\$42,307.50 Includes: \$5,520.00 Buffer Payment	June 30, 2023	PY22 OCB VACS	SL-6W
10-22-0023	469984	AP/CB	\$63,600.00	\$70,068.00 Includes: \$6,468.00 Buffer Payment	June 30, 2023	PY22 CB VACS	SL-6W
10-22-0024	469986	AP/CB	\$40,204.25	\$45,204.25 Includes: \$5,484.00 Buffer Payment	June 30, 2023	PY22 CB VACS	SL-6W
10-22-0025	469987	AP/CB	\$72,325.00	\$79,081.00 Includes: \$6,756.00 Buffer Payment	June 30, 2023	PY22 CB VACS	SL-6W

**Upcoming Meetings: “Virtual” at Office**

2-2-2022. VACS Training. Office

2-15-2022. Campbell County Cattleman’s meeting. Rustburg.

**Hours/Mileage:**

125hrs/829 miles. Due to winter weather and Office/delay/closing.

7-RELSWCD Conservation Education Specialist- Lauran Campbell gave her report for January 2022 (copy filed with minutes).

**Meetings:**

11/30 Envirothon Workshop Zoom Meeting, buying food due to not having a team this year, emailed local schools to see if they wanted to stop by workshop to see what Envirothon is about for potential teams for next time

12/1-12/2 Native Grasses, Zoom

12/6-12/7 VASWCD Annual Meeting, Zoom

12/7 Retirement Meeting, discuss options of retirement

12/10 Lynchburg Water Resource Face to Face, toured facility and meet and greet

12/14 Lynchburg Parks & Rec, meet and greet discuss programs

12/15 Envirothon Advisor’s Meeting, Zoom

1/3 Amherst County Agricultural Committee, Meet and Greet, discuss programs

1/5, 1/12, 1/19/2022 Revised Universal Soil Loss Equation

1/28 Lynchburg Regional Environmental Education Roundtable

**Education Program Log:**

Date/Location	Program	# of People Reached
12/13 Grace Hill Baptist Church, Boy Scouts	Rain Garden in a Cup	13
12/15 Appomattox Library	Read/Craft	8

12/17 Timbrook Library (Campbell County)	Snow Project "Melting Snowman"	45
1/1 James River State Park	"Wetland" First Day Hike	7
1/5 First Presbyterian Church (Campbell County), Boy Scouts	Enviroscape	13
1/12 Appomattox Library	Read/Craft	7

**Future Programs**

- Recycled Valentines (virtual accompanied with kits)
- Tabling at Appomattox Schools (2/3/2022)
- Road Clean-Up (2/5/2022)
- Soil Sampling and Testing with Lynchburg Parks and Rec (2/10)
- Appomattox Library Story/Craft (2/16/2022) \*\*Canceled due to COVID as of now\*\*
- Envirothon Subcommittee Meeting (Date TBD)

**Future Ideas:**

- Farmer's Breakfast
- Recycling Field Day.
- VDOT Adopt-A-Highway

REL Received a financial support grant of \$500 from VASWCDEF in order to support the local Envirothon program.

**OPPORTUNITIES TO SUPPORT THE VIRGINIA ASSOCIATION OF SOIL & WATER CONSERVATION DISTRICTS EDUCATIONAL FOUNDATION:**

Fundraising is the sole reason environmental programs such as Envirothon, Youth Conservation Camp, teacher workshops, and classroom outreach activities across the Commonwealth are possible.

Please take the time and support the VASWCDEF to offer support through these programs listed below. Kroger donates 3%-5% of total amount spent. Amazon will donate .5% of the purchase prices to the charitable organization.

<https://smile.amazon.com/gp/chpf/homepage?orig=%2F>

<https://www.kroger.com/i/community/community-rewards>

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

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

- Monthly duties completed and all accounts balanced to QuickBooks and Bank accounts.
- Processed and distributed Attachment E for 2<sup>nd</sup> Quarter.
- Submitted 2022 allocation request to each county.
- Updated current mileage reimbursement rate to 58.5 cents per mile.
- **Participated in the December 8, 2021 audit, observations attached.**
- **Forwarded file requested and letter of response to DCR for audit letter received.**
- **Worked on record retention for financial files.**
- **Worked with Lauran on outreach and building contacts.**
- **Assisted Lauran with her activities and preparations.**
- **Assisted with W2 processing**
- **Prepared 1099 tax forms and mailed them out on 1/12/22.**

**Motion request: Request motion to approve attached mileage log for use for all District employees effective Jan 27, 2022. (Approved Barrett, Schmitt 10/0)**

**Meetings attended: Virtually: on file.**

**Jan Envirothon workshop postponed until March.**

**Future Meetings: Virtually**

**None at this time**

Our next Board of Directors meeting will be on Thursday February 24, 2022.

**8. Timberlake WID** – Doug Perrow reviewed attachments provided by George Shrader from the Timberlake WID showing that the funding process will be transferred as planned.

**REPORT OF COMMITTEES –**

**UNFINISHED BUSINESS – None**

**7:35 pm George Schrader stepped in.**

**NEW BUSINESS-** Audit letter and response letter were reviewed by the Board of Directors. Open discussion was held on purchasing a District Vehicle or two. **Motion was made about checking into purchasing two vehicles and all that in tells and for the Finance Budget Committee to meet for further discussion. (Schmitt, Smith 10/0)**

**7:41 pm Luran Campbell stepped out.**

**7:43 pm Luran Campbell Stepped back in.**

**8. Timberlake WID-** George Schrader spoke on topics reviewed by Doug Perrow in reference to tax and funding of the Timberlake WID project.

**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT -** The Chairman adjourned the meeting at 7:49 p.m. **Approved (Angulo, Smith 10/0)**

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Jeff Floyd, Chairman

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Cindy Miller, Office Administrator