

**Robert E. Lee Soil & Water Conservation District**  
7631-A Richmond Hwy.  
Appomattox, VA 24522  
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**Board of Directors Regular Meeting Minutes**  
**The Spring House Restaurant**  
9789 Richmond Hwy  
Lynchburg, VA 24504  
February 24, 2022

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

**Directors:** Brandon Payne  
(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 (via phone)  
Lauran Campbell, RELSWCD Conservation Education Specialist  
Kelly Burke, NRCS District Conservationist  
George Shrader, Timberlake WID Treasurer

**Others:**

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order February 24, 2022, at 6:02 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. (Schmitt, Perrow passed 9/0)**

**Reading and Approving of the January 27, 2022 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, Humbles passed 9/0).**

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

**1-Treasurer's Report – January 2022 –Doug Perrow, Treasurer,** gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the checkbook and QuickBooks program. The January 2022 Treasurer's report will be filed in the District Office.

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

### **Administration and VACS:**

Third quarter disbursement letters will be emailed to districts February 9.

BMPs such as cover crop and animal waste require nutrient management plans (see pages 1-4 of the VACS manual). Current NMPs must be on file with the district before these practices can be issued cost share or tax credits (page II-18). Practices such as cover crops cannot be carried over. DCR Nutrient Management Specialists are available and willing to write plans

*Review Admin/Ops grant deliverables:*

- “Prepare and follow an **annual plan of work** with Board documented review at least twice annually.
- “Develop and maintain a **long-term plan** A documented review of the plan is expected at least annually during a scheduled meeting of the District Board.
- “**Desktop Procedures for District Fiscal Operations**” annually reviewed by the District Board or their Finance Committee and documented in official minutes”
- “**Annually review and maintain employee personnel documents** including position descriptions, performance expectations, and the district personnel policy; ... and conduct annual employee evaluations.”
- **Tillage Survey (Bay only):** District staff participated in informational webinars last month and have been briefed on the tillage survey process. This survey will update the data districts gathered in 2015/2016. Information gained feeds the Bay Model and influences SWCD cost share allocations. Districts have been provided the dollar amount they will receive once the data has been submitted (**NLT May 31**) and reviewed. MOUs will be sent to districts for board approval in February/March.
- **General Assembly:** Your Association provides weekly reports of legislative items of interest via “all district” email.
- Dam Management increased to \$4500.

**Clyde Cristman**, DCR Director retired January 14. Until Governor Youngkin appoints his replacement, **Frank Stovall**, Deputy Director for Administration, is the Acting Director.

**David Bryan**, Agricultural Incentives Program Manager, has accepted a promotion to serve as a Planner for the Division of State Parks effective on February 10. Until his replacement is hired and trained, his duties have been divided between folks in Richmond. Continue to send **VACS** questions to me. I will forward them to the appropriate people. **TAC** matters will be handled by Christine Watlington Jones. **CREP** matters will be handled by Barbara McGarry.

**Jim Echols**, Western Area Manager, retired January 31. Interviews have been scheduled.

**3-USDA Natural Resources Conservation Service Report** –Kelly Burke Cons Technician- written report is on file. Kelly introduced herself and provided her background.

Program review provided.

**4-Virginia Department of Forestry Report** – Rick Butler, Appomattox Forester –no written report provided.

**5-Virginia Cooperative Extension Report** – Bruce Jones, Appomattox VCE Agent – written report provided.

1. Thank you for the support of the meeting today (Thursday) for the mandatory Dicamba herbicide training for soybean producers.
2. The Central Virginia Cattle Conference is being held on Friday March 25 at Knoll Crest Farm in Red House. We have multiple speakers coming from campus and expect a good turnout. We also will offer Beef Quality Assurance (BQA) training at this meeting.

**Motion was made to provide a \$500 sponsorship to be paid toward the cost of expenses for the Central Virginia Cattle Conference on March 25, 2022. (Barrett, Smith passed 8/0), Bruce abstained from voting.**

3. We just finished a spray water testing clinic collection this week.
4. March 10, Scale certification by VDACS for direct marketers in Appomattox
5. Website design and direct marketing class being planned. Contact me for more details

6. The Central Virginia Farm Tour is planned for June 26. Thank you for the support last year and we look forward to an even larger event this year.
7. Spotted Lanternfly Train the Trainer workshop will be held in Bedford on March 29 from 9-3. There will be a registration for specific ½ hour time slots to limit attendance size. Current recommendation is for only two individuals from given groups attend since this is a train the trainer type event. Charles Smith requested staff to attend this training.

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

**Projects:**

Weather and supply issues has slowed down field work. Working on estimates and maps for new program year, Soil testing and Nutrient Management plans for producers.

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

Contract 10-22-0026 Instance 470665 Co AP/CB Est Cost \$52925.00  
 CS amt 56045.0 includes \$3120. Buffer payment Comp Date/ June 30/23  
 Funding Source PY22 CB VACS Practice Ranking SL-6W/107/165

**Motion request approved (Schmitt, Smith 9/0)**

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen.

**Spot Checks:**

September 21-23, 021. 1 BMPs are still working on correcting maintenance issues. The one left has 2 water troughs left that need gravel maintenance.

Jonathan Wooldridge District Manager/ Sr Ag BMP Conservation Specialist has joined the All-District Admins and Ops email list and he pledges to attend all meetings and trainings. Pledge has been accepted by the full board.

Meeting attended are on file.

**Hours/ Mileage:**

148 hrs./ 620 miles driven

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

**Meetings:** On File.

**Education Programs:**

<b>Date/ Location</b>	<b>Program</b>	<b># Of People Reached</b>
2/3 Appomattox	Tabling for Scholarship	20
2/5/2022 James River State Park	Road Clean Up	10
2/10/2022 Lynchburg	Dirt on Gardens	7
2/22 Virtual via Facebook Quiz	Trivia Tuesday	25
2/23 Appomattox CCA	Soil Studies	17
1/28-2/14	Recycled Valentines	80 kits were given out

**Future Programs:**

**JRA- will have 3 stations that kids will go through, 1. Abiotic water quality testing with food web lesson. 2. Biotic Water quality testing. 3. Kayaking lesson and Macro catching with Sein Net**

3/16 James River Association- Appomattox County Schools Education

3/17 James River Association- Appomattox County Schools Education

3/21 James River Association- Appomattox County School Education

3/24 Envirothon Workshop at Longwood

3/28 James River Association- Amherst School Education

**3/30 James River Association- Campbell County Education**

**Motions:**

I would like to ask the board for a donation of \$200 to support one camper to attend Camp Woods & Wildlife (formerly called Holiday Lake Forestry Camp). At camp, they teach young people about sustainable natural resource management, using the Appomattox-Buckingham State Forest at the classroom.

**Motion made to sponsor a camper for \$200 (approved Schmitt, Perrow 9/0)**

**Upcoming Events:**

Recycle Field Day- still in the works. Appomattox Abbitt Park, April 16<sup>th</sup>, two groups 1<sup>st</sup> 9:30-11:30, hour for lunch, 12:30-2:30. set-up 8am, Clean-up 3pm, Volunteers Needed. Will make post on Facebook with a flyer and google form.

**8-RELSWCD Office Administrator Report** – Cindy Miller provided her February report and attended by phone, currently out on medical leave (copy filed with minutes).

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

- Distributed the approved minutes from the November 18, 2021 Board of Directors meeting.
- Draft minutes for the January 27, 2022 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the January 2022 Treasurer's and Budget reports and forwarded them to Doug Perrow Treasurer.
- Reconciled the bank statements (3), checkbook, QBs and multi-funded account balances.
- 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 February 24, 2022 regular Board of Directors meeting and forwarded for review.
- Assisted with Budget & Finance Committee Meeting
- **Bi-Annual review needed on our Annual Plan of work, attached. Second review is scheduled for May 2022.**
- **Annual review needed on our Desktop Procedures for District Fiscal Operations. A copy was emailed to Directors on 2/2/2022 and one copy is available today.**
- **Annual review needed on our Strategic Plan, attached.**

Reviews noted in minutes for our Annual Plan of work, Desktop Procedures for District Fiscal Operations and Strategic Plan.

Meetings attended: Virtually: on file

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

**8. Timberlake WID – George Shrader provided the Timberlake WID FY2022 Proposed Budget. There was a discussion on a loan restructuring of the loan with details noted in the report.**

**A motion was made to approve the Timberlake WID FY2022 Proposed Budget and to be submitted to Richmond in a letter with the Approved Minutes to be submitted once approved at the March 2022 meeting. Approved (Schmitt, Smith 7/2).**

**REPORT OF COMMITTEES: Budget & Finance Committee meeting held on 2/3/2022: Topics were to purchase vehicles for the district one possibly two. Vehicle use policy is on file from Shenandoah Valley SWCD and Mark Hollberg confirmed that the Operations Account would be used for the purchase of vehicles and expenses.**

**Motion to approve minutes from meeting approved (Smith, Schmitt 9/0).**

**Motion to approve Vehicle Policy and Purchasing Policy approved (Schmitt, Smith 9/0).**

**Motion to use Operation Funds to Purchase two vehicles approved (Barrett, Humbles 9/0).**

**UNFINISHED BUSINESS – None**

**NEW BUSINESS- None**

**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**Charles Smith exited meeting at 8:10 pm.**

**ADJOURNMENT - The Chairman adjourned the meeting at 8:12 p.m. Approved (Humbles, Barrett 9/0)**

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Jeff Floyd, Chairman

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Cindy Miller, Office Administrator