

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  
March 24, 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:** None  
(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  
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 March 24, 2022, at 6:01 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 move unfinished business to agenda item one. Approved (Perrow, Payne passed 10/0)

**Reading and Approving of the February 24, 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. Approved (Perrow, Smith passed 10/0).

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Unfinished Business-** Reviewed vehicles available currently at Magic City Ford, Roanoke Va. Vehicles 2022 Bronco and 2022 Ford F150 are currently available with a \$1000 gas card, if warranty work is needed Magic City will come pick up vehicle and return it to us once repaired. Motion was made to go ahead and pay down payment of \$500 each to hold vehicles to purchase next week with Magic City Ford. Approved (Perrow, Schmitt passed 10/0).

Motion was made to pay for new vehicles with Operation funds. Approved (Barrett, Perrow passed 10/0)

Motion was made to get vehicle insurance thru current Insurance Co Farm Bureau and get quotes from other insurance companies at a later date. Approved (Barrett, Angulo passed 10/0).

6:18 pm Jonathan and Cindy stepped out.

**2-Treasurer's Report – February 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 February 2022 Treasurer's report will be filed in the District Office. Directors requested that BB&T be changed to Truist in QuickBooks.

6:22 pm Jonathan and Cindy returned.

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

**Administration:** Third quarter reports are due in my office April 15 – Attachment E, cash balance and P&L.

District finance committees should be thinking about drafting **FY23 annual budgets** for board approval in June.

State Budget figures for SWCDs include an additional \$3.6 million for district operations, additional dam maintenance funding, \$31 million of Technical Assistance, \$230 million of cost share. General Assembly adjourns March 12. The General Assembly reconvenes on April 27 (veto session).

Terms of At Large Directors expire at the end of this year 12/31/2022, recommendation to decide by August BOD meeting.

**Ag Cost Share:** Please encourage BMP participants to complete their projects in time for payment prior to the close of the fiscal year such that carry over into FY23 can be minimized. Please review **Pages II 41 - 44** in the VACS manual. Practices approved in FY22 that are listed as "two-year completion date eligible" do not need formal board approval prior to the end of this year. Other practices substantially under construction and eligible for carryover will need approval by district boards prior to COB 6/30/22. **Notify Blair Gordon by May 13** (cc me please) of any projects needing DCR approval prior to district consideration to carry over a third time into a 4<sup>th</sup> program year. See the *FY23 Carryover* report in Logi at "Shared Reports>District Year End Reports>Fiscal Year Closeout Reports. Districts unable to obligate 90% of their FY22 cost share allocation can either transfer allocation to other districts or return allocation with proportional TA to DCR before the end of June.

*Reminder:* SL-6N/W applies only to fields receiving exclusion fencing. To further distribute grazing to fields without a live stream accessible to livestock, use SL-7 (streams in other fields must be excluded). Seasonally grazed, upland hayfields are typically not eligible for SL-6N/W because no live stream is present. SL-7 requires a Prescribed Grazing Plan to be implemented.

New DCR Director is Mathew Wells

**4-USDA Natural Resources Conservation Service Report – Kelly Burke, NRCS District Conservationist** gave the March 2022 report. (Copy filed with minutes)

**Program Updates/Deadlines:**

EQIP-CIC Application Deadline: 04/1/2022

CSP Renewal Application Deadline: 04/15/2022

CRP Grasslands Application Deadline: 05/13/2022

• **Environmental Quality Incentives Program (EQIP)** o 28 EQIP active contracts

o 35 EQIP Applications

o 2 EQIP-CIC Applications

o 4 EQIP Preapproved applications

• **Conservation Stewardship Program (CSP)** o 29 CPS-GCI Contracts

o 7 CSP Renewal Contracts

o 16 CSP Classic Contracts

o 3 CSP Renewal Applications

o 2 CSP Classic Applications

**Local Working Group/Public Meetings**

- LWG Meeting 9:00 am on 4/28/2022 • Location: TBD

#### BMP Projects/District Collaborations

- One

#### Outreach/Agency Activities/ JED (agendas)

- Virginal Tribal Summit – 3/16 & 3/17
- Urban Agriculture and Innovation Production Advisory Committee Meeting 3/23 & 3/24

#### 5-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester –March report (copy filed with minutes).

Several fires have occurred during some of the dry days this Spring but the quick response time kept them less than 10 acres. Most caused by downed power lines.

Tree Planting is almost completed for this Spring. Still have open fields to complete

Seedling survival looks really good from last year's planting.

Cost share paperwork taking a lot of time.

Have some upcoming events at the schools.

#### 6-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent – gave the March 2022 report (Copy filed with minutes).

1. Well Water (drinking water) testing Program – Collection on June 15 at Extension offices
  - a. Appomattox, Campbell, Amherst, Lynchburg and Bedford \$60 fee
  - b. Testing for bacteria, lead, copper, arsenic, iron, manganese, pH, hardness, sodium, sulfate, fluoride, and nitrate will be measured.
2. Pond program  
Looking to hold one or two this year – planning for May or Fall.
3. Website development – May 23 or 24? – Appomattox campus of CVCC – led by Virginia State University and hosted by me with focus for farmers doing direct marketing
4. Looking at bringing back a Horse educational program.
5. Central Virginia Cattle Conference is this Friday, March 25 in Red House. Over 100 individuals registered with primary speakers coming from Virginia Tech campus. Thank you again for the support of this program.
6. Central Virginia Farm Tour – June 26 – 1-6pm
7. Southern Virginia Precision Agriculture and Farm Efficiency Grant – funded by the Virginia Tobacco Commission – Appomattox and Campbell counties included
  - a. Kick off meeting – Monday, March 28 at Research station in Blackstone – 6 pm.
  - b. Items covered include precision agriculture equipment, hay barns, vegetable focused equipment, etc.
  - c. 1/3 cost share program up to \$5,000 reimbursement

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

Projects: Busy month. Weather and supply issues have slowed down field work. Monitoring projects under construction and meeting with new producers. Working on estimates and maps for new projects. Working on Nutrient Management plans and soil testing questions. Got 2 large SL-6W's in Amherst and getting DCR Engineering for assistance.

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

Contract 10-22-0027 Instance 474160 Co. AM/CB Est Cost \$16625.00 CS amt \$20345.00 includes: \$3720.00 Buffer Payment Comp/ Date June 30, 2023 Funding Source PY22 CB VACS

Practice/ Ranking SL-6W/98/165

**Motion made to approve practice. Approved (Schmitt, Payne passed 10/0).**

#### Watershed Dams:

Watershed dams are going well. Checking on dams as rainfall events happen.

#### Spot Checks:

September 21-23, 2021. On March 15, 2022 the last spot check BMP finished their gravel maintenance.

Meetings attended are on file.

Hours/ Mileage

156 hrs. worked; 919 miles traveled.

**Motion to have Chairman sign DCR MOU. Approved (Smith, Schmitt passed 10/0).  
MOU is on file**

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

**Meetings:**

3/1: Envirothon, zoom

3/2: CAST Training, zoom

3/2: Area V meeting, zoom

3/24: BOD Meeting

**Education Programs:**

<b>Date/Location</b>	<b>Program</b>	<b># of People Reached</b>
3/9 Appomattox	Thunderstorm in a cup Snowstorm in a bag	23
3/10 Appomattox	Thunderstorm in a cup Snowstorm in a bag	40
3/11 Appomattox	Science Fair Judge	85
3/16 Campbell County (Appomattox Schools)	Water Quality with JRA	21
3/17 Tabling	Tabling at CVCC	10
3/22 Yellow Branch Elem. School, Zoom	Enviroscape	60
3/24 Longwood	Envirothon Workshop	80

Motion request: Approve Health and Permission form & Liability Waiver.

After a lengthy discussion the board wanted us to research the waiver further due to a disagreement about whether the information about health information should be included. Friday the waiver was reviewed with the Area V Envirothon Coordinator and Blair with VASWCD. A VASWCD waiver is already in use by other Districts and approved for use by the VASWCD and can be used for all Districts. This will be the waiver form used. A lengthy discussion about Liability insurance was done as well and Friday the Office Administrator confirmed with Farm Bureau that Liability insurance is covered along with the Workers Compensation Insurance policy. Liability Coverage thru DCR would be secondary to Farm Bureau Insurance.

Lauran has been referred to a mentor, seasoned Education Specialist to reach for future education questions and a sounding board, Tim Miller with Mountain Castle SWCD.

**Future Programs:**

3/29 Appomattox Elementary- Enviroscape

3/30 James River Association- Campbell County Education

3/31 Appomattox Elementary- Enviroscape

4/1 Appomattox Elementary- Enviroscape

4/13 James River Association- Appomattox School Education

4/14 JRA- Appomattox School Education

4/16 Recycle Field Day

4/21-4/22 Trout in the Classroom, Amherst School Education

4/23 James River State Park, Girl Scouts

4/26 Area V Envirothon, 4-H Center

4/30 Wrap Up Event- Riverfront Park

Education Committee meeting will April 6<sup>th</sup> at 6:30 pm to review Scholarship applications.

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

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

- Distributed the approved minutes from the January 27, 2021 Board of Directors meeting.
- Draft minutes for the February 24, 2022 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the February 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 March 24, 2022 regular Board of Directors meeting and forwarded for review.
- Organized Committee meetings due in April 2022.
- Assisted with Budget & Finance Committee Meeting
- Assisted Lauran with activities
- Help Host the Area V Envirothon at Longwood.

Meetings attended on file

Our next Board of Directors meeting will be on Thursday April 28, 2022.

Personnel Committee meeting April 7<sup>th</sup> 4:00 pm Employee evaluations.

Budget & Finance Committee meeting April 7<sup>th</sup> 5:00 pm, review policies and draft budget.

**10. Timberlake WID** –Letter received form the Trustees stating resignation of Mr. George Schrader as Treasurer of Timberlake WID and a recommendation to appoint J. Kim Steinhorst as the replacement Treasurer. Resume of J. Kim Steinhorst was presented and he was in attendance and introduced to the REL SWCD Board of Directors'

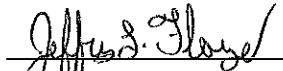
**REPORT OF COMMITTEES** – Budget & Finance Committee minutes. Reviewed. Board would like the custom wrap for the vehicles, light bar and tool box for the truck priced with three quotes and presented to the BOD for discussion.

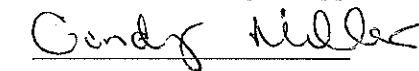
**NEW BUSINESS**- None

**PUBLIC COMMENT** - None

**ANNOUNCEMENTS** – None

**ADJOURNMENT** - The Chairman adjourned the meeting at 7:37 p.m. Approved (Barrett, Angulo passed 10/0)

  
Jeff Poyd, Chairman

  
Cindy Miller, Office Administrator