

Robert E. Lee Soil & Water Conservation District
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Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
April 28,2022 – 6:00 p.m.

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

Directors: Brandon Payne
(Absent) Karen Angulo

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
Charles Falwell, Timberlake WID

Others: Kelly Hitchcock, CVPDC

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order April 28, 2022, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Kelly Hitchcock, CVPDC

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

Reading and Approving of the March 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 8/0).**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – March 2022 –Doug Perrow, Treasurer, gave the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. The Operations Checkbook had a variance of \$3700.07 due to fraudulent activity by someone in CT. Advised Board that Truist Bank has filed a fraud report and is hoping to reimburse us for the loss. Appomattox County Sherriff's Department was also called. The March 2022 Treasurer's report will be filed in the District Office. If any updates are received, they will be reported promptly to the Board of Directors.

Kelly Hitchcock, CVPDC was reintroduced to the Board and discussed the Buffer & Boats Field Day event being held on May 26, 2022 from 8:45 am to 3 pm at River edge Park in Lynchburg Va. Kelly asked that the Board of Directors share the information for the event and share her flyers. Lauran will post flyer on our Facebook page and at the office.

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

Administration:

Third quarter reports are due in my office Friday, April 15.

Reminders of deliverables in the operational grant with DCR:

Review strategic plan (at least once/year) and annual plan (at least twice/year) - document in minutes

Conduct timely employee evaluations and review personnel policy
 Review employee position descriptions and performance expectations
 Prepare FY23 annual plan of work (board approval in June)
 Prepare an FY22 annual report (expected completion in August or September)
 Review *Desktop Procedures for District Fiscal Operations* - document in minutes
Helpful to also do an annually review all district policies (purchasing policy, credit card policy, etc.)

VACS:

Before SL-8B and SL-8H practices receive payment or tax credit: Producers must be fully implementing a current nutrient management plan prepared and signed by a certified nutrient management planner. The plan must address all agricultural production acres contained within the field that contain the cover crop acreage. **Cost-Share payments or Tax Credits cannot be issued until a current nutrient management plan is on file with the SWCD.**

Review carry-over procedures on pages II-41 to 44 in the VACS manual. Board action carrying over this year’s eligible bmps is needed before the end of this fiscal year. Notify Blair Gordon by **May 13** of any bmps needing DCR approval prior to district approval.

Secondary considerations should be in development soon for submission no later than June 30 to the Ag Incentives Program Manager for review. Secondary considerations (vetted by DCR) and average BMP component cost lists need to be approved by district boards before any 2023 VACS contracts are approved.

As of the March 23 meeting, the **State Board approved** a recommendation from the Audit Subcommittee to require reimbursement to DCR for any paid practice (after July 1, 2022) found during CDC reviews, audits or verification checks to have been issued without all necessary signatures in place on parts 1, 2, and 3 of the contracts. This reimbursement will include both the cost-share and technical assistance funds associated with the contract.

Miscellaneous:

Matt Wells started March 21 as DCR director. **Travis Voyles** has been appointed as Acting Secretary of Natural and Historic Resources.
Temporary OAG contact: Michael A. Jagels, 804/225-4878, MJagels@oag.state.va.us

General Assembly veto session April 27

Meeting attended and future meeting are on file.

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

Program Updates/ Deadlines:

May 13	Ending of the CRP Grassland sign-up
May 27	CSP Classic Ranking Deadline
May 27	Local Work Group Meeting Minutes due
June 3	EQIP-CIC Ranking Deadline
June 3	CSP Classic Preapproval Selections
July 8	2022 FSA Compliance Review Due
Aug 30	EQIP – CI Obligation Deadline
Sept 16	Classic Obligations
Sept 30	CRP contacts expiring Status Reviews Deadline

Environmental Quality Incentives Program (EQIP)

- EQIP Contracts: 23
- EQIP Applications: 28
- EQIP-CIC Applications: 3

Conservation Stewardship Program (CSP)

- Classic Contracts: 6
- Classic Applications: 7
- Renewals Contracts: 7
- Renewals Applications: 9
- GCI Contracts: 28

Agricultural Conservation Easement Program (ACEP)

- None at this time

Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)

- FY2022
 - Expiring Continuous CRP: 1
 - Expiring General CRP: 6
 - Expiring CREP: 15

- FY2023
 - Expiring Continuous CRP: 0
 - Expiring General CRP: 6
 - Expiring CREP: 12
 - FY2022 General Applications: 0
 - Conservation Technical Assistance
 - None at this time
- BMP Projects/ Partnership Activities
- None at this time
- Other Collaborations/ Key Interactions Benefitting Districts
- None at this time
- Local Working Group/ Public Meetings
- LWG Meeting held on 4/28/2022
 - LWG Meeting Minutes Due: 5/27/2022
- Outreach/ Agency Activities/ Events (dates)
- April 27- Brookville High School Reality Store
- Trainings are on file
- VA NRCS Operational/ Personnel Changes
- Rustburg FSA CED: Dallas Vermillion

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

Planted 22 tracts for 853 acres
 Planted 4 tracts for 22.5 acres under The James River watershed project
 All tracts were eligible and received cost share
 Delivered 31 talks to Appomattox Primary School for Little Farmer’s Day which was fantastic due to the absence of Smokey over the past two years due to Covid. The students learned about Tree Farming and Fire prevention and finished with promising to be a helper and were allowed to shake Smokey’s paw.
 Conducted the Forestry event for the Envirothon at Holiday Lake 4-H center
 In process of evaluating tracts in need of release from Hardwood competition and those needing Site preparation before being planted

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

Upcoming events:

1. Central Virginia Livestock Show and Sale – Friday May 6 for Swine and Saturday May 7 for cattle, sheep and goats. Swine show starts at 5:30 pm and runs till around 8 pm on Friday. Saturday starts with cattle at 9 am and the market animal sale is at 7 pm. Event held at the Lynchburg Livestock Market located at 243 Livestock Rd, Lynchburg, VA 24501.
2. Learn how to Build a Custom Website program – focused on farmer direct marketers and farmers market sellers – Appomattox campus of Central Virginia Community College – May 24, 2022 10 till 3. See attached brochure
3. Well Water (drinking water) testing Program – Collection on June 15 at Extension offices
 - a. Appomattox, Campbell, Amherst, Lynchburg and Bedford participating
 - b. \$60 fee
 - c. bacteria, lead, copper, arsenic, iron, manganese, pH, hardness, sodium, sulfate, fluoride, and nitrate will be measured
4. Central Virginia Farm Tour – June 26 – 1-6pm
5. Southern Virginia Precision Agriculture and Farm Efficiency Grant – funded by the Virginia Tobacco Commission – Appomattox and Campbell counties included
 - a. Items covered include precision agriculture equipment, hay barns, vegetable focused equipment, etc.
 - b. 1/3 cost share program up to \$5,000 reimbursement

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

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>Funding Source</u>	<u>Practice/ Ranking</u>

10-22-0028	474359	AM/CB	\$110,475.00	\$118,743.00 Includes Buffer Payment: \$8,268.00	June 30, 2023	PY22 CB VACS	SL-6W/115
10-22-0029	475045	AP/CB	\$108,925.00	\$119,953.00 Includes Buffer Payment: \$11,028.00	June 30, 2023	PY22 CB VACS	SL-6W/105
10-22-0031	475560	AP/CB	\$80,654.50	\$85,478.50 Includes Buffer Payment: \$4,824.00	June 30, 2023	PY22 CB VACS	SL-6W/105
10-22-0032	475988	AM/CB	\$80,402.25	\$92,114.25 Includes Buffer Payment: \$11,712.00	June 30, 2023	PY22 CB VACS	SL-6W/115
10-22-0033	475989	AM/CB	\$120,647.10	\$98,360.33 Tax Credit: \$5,571.70	June 30, 2022	PY22 CB VACS	SL-1/108
10-22-0034	476082	AP/CB	\$53,150.00	\$58,670.00 Includes Buffer Payment: \$5,520.00	June 30, 2023	PY22 CB VACS	SL-6W/105
10-22-0035	476091	AP/CB	\$123,089.00	\$135,089.00 Includes Buffer Payment: \$12,000.00	June 30, 2023	PY22 CB VACS	SL-6W/103
10-22-0036	476100	AP/CB	\$114,825.00	\$125,089.00 Includes Buffer Payment: \$10,680.00	June 30, 2023	PY22 CB VACS	SL-6W/103
10-22-0037	476147	CAM/OCB	\$41,960.80	\$33,470.60 Tax Credit: \$2,122.55	June 30, 2022	PY22 OCB VACS	SL-1/98

Motion requested to approve Practice 10-22-0028 thru 10-22-0035 approved (Perrow/Schmitt) 8/0.

6:56 Schmitt and Barrett stepped out.

Motion requested to approve Practice 10-22-0036 and 10-22-0037 approved (Perrow/ Jones) 6/0.

6:58 Schmitt and Barrett stepped out.

PY22 CB request for April: \$833,913.08

PY22 OCB request for April: \$33,470.60

Total PY22 CB Cost Share approved pending April approval: \$1,334,243.00/ Allocated: \$1,338,379.00. \$4,136 remaining.

Total PY22 OCB Cost Share approved pending April approval: \$531,489.00/ Allocated: \$532,611.00 \$1,122.00 remaining

Meetings are on file.

Watershed Dams:

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

Hours/Mileage:

158hrs worked
1312 miles traveled

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

Education Programs:

Meetings are on file.

Date/Location	Program	# of people reached
3/29 Appomattox Schools	Enviroscape	43
3/30 Appomattox Schools	Enviroscape	41
3/31 Appomattox Schools	Enviroscape	41
4/1 Appomattox Schools	Enviroscape	18
4/6 Appomattox Library	Read & Craft	15
4/11 Boy Scouts	Erosion	11
4/12 Campbell County	Water Quality	19
4/13 Campbell County	Water Quality	22
4/14 Campbell County	Water Quality	25
4/16 Appomattox	Recycle Field Day	26
4/20 Appomattox	Kindergarten Day @ ACHS	173
4/21 Amherst Trout In Classroom	Enviroscape	50
4/22 Amherst Trout in Classroom	Enviroscape	48
4/26 Holiday Lake	Area V Envirothon	80
4/27 Campbell County	Reality Store	100

Future Programs:

4/30 City of Lynchburg Wrap up Event @ Riverfront Park
5/2 Amherst- Water Quality
5/4 Appomattox Homeschool- Enviroscape
5/11 Training for Camp Wild Life
5/12 Class Day @ Amherst High School 6pm (if needed)
5/14 JRSP – Pollinator mask
5/19 Class Day @ Appomattox High School 9am (if needed)
5/20 Appomattox Christian Academy @ JRSP Macroinvertebrates
5/21 Herbal Day @ Evergreen Lavender Farm, Rain Garden
5/26 ACA Soil Babies

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

Monthly duties are kept up to date.

- Distributed the approved minutes from the February 24, 2022 Board of Directors meeting.
- Draft minutes for the March 24, 2022 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the March 2022 Treasurer’s and Budget reports and forwarded them to Doug Perrow Treasurer. Fraud on account of \$3700.07. Truist Bank is investing and a reimbursement is expected. Report off stolen funds reported to the Appomattox Sheriff’s Department.
- Opened new checking account and currently no online account is open.
- Updated new checking account with payroll, IRS, VA Retirement, Virginia Department of Taxation and Virginia Employment Commission.
- 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 April 28, 2022 regular Board of Directors meeting and forwarded for review.
- Ran Quarterly reports & submitted Completed Attachment E to CDC
- Assisted with Budget & Finance and Personnel Committee Meetings.
- Assisted Lauran with Recycle Field Day April 16th and other activities as needed.
- Assisted with Area V Envirothon on April 26th at Holliday Lake State Park.
- Meet with Nathan Simpson about questions on our website. Quote to be provided for his company to take over as our email server.

Motion request: To approve the updated Robert E Lee SWCD Travel Expense Policy with updates provided by Blair Gordon with DCR and per the Audit Subcommittee with VASWCD. Approved (Schmitt/ Barrett) 8/0.

Meetings are on file.

Our next Board of Directors meeting will be on Thursday May 26, 2022.

9. Timberlake WID –Charles Falwell stated that the Timberlake WID project is now complete. Mr. Lockridge to work with VDOT to fix run off issue.

REPORT OF COMMITTEES –

Education Committee- Notes reviewed with Board of Directors. Motion made to approve Ella Lewis and Andrew Gallier to receive the Robert E Lee SWCD \$2000 each Scholarships, Approved (Schmitt, Swanson) 8/0. Motion made to approve Ella Lewis to be submitted to the VASWCD for consideration of the State level Scholarship. Approved (Schmitt, Jones) 8/0.

Personnel Committee- Motion to approve all. Copy on file. Approved (Perrow, Schmitt) 8/0.

Budget & Finance Committee- Motion to approve all as presented. All policies and desk top procedures. Copy on file. Approved (Schmitt, Smith) 8/0.

UNFINISHED BUSINESS- Joetricia Humbles stated she will not be extending her At-Large position. Board Action will need to be taken by the July 2022 meeting. Motion made to advertise the At-Large position on social media. Approved (Perrow, Schmitt) 8/0.

Discussion of the letter received by Blair Gordon in reference to Audit Subcommittee. Jeff Floyd left copy for the Directors to read.

NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:37 p.m. Approved (Barrett, Schmitt passed 8/0)

Jeff Floyd, Chairman

Cindy Miller, Office Administrator