

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
June 23, 2022 – 6:00 p.m.

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

Directors: Bonnie Swanson
(Absent) Jeff Floyd, Chairman

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
Kelly Burke, NRCS District Conservationist

Staff Absent: Lauran Campbell, Conservation Education Specialist
Others: None

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order June 23, 2022, at 6:03 p.m., by Brandon Schmitt, Assistant Chairman at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: None.

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

Reading and Approving of the May 26, 2022 Minutes: Brandon Schmitt, Assistant 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, Payne passed 8/0).**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – May 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. No discrepancies noted.

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

Administration:

Quarterly Reports are due in my office by **July 15**. Balance sheet and P&L; fourth quarter reports are to include year-end cash balance and carry over reports and the FY21 Attachment E “roll up.”. The signed hardcopy Attachment E can be mailed to me after I have reviewed the electronic submission.

All FY22 deliverables for both the *Administrative & Operational Grant* and *Cost-Share and Technical Assistance Grant* must be satisfied by **June 30**. The FY22 Self-Assessment Questionnaire has a **July 15** due date.

Please make every effort to see that all data in the tracking program is complete and accurate **by July 15**. Please use the canned Logi reports at *Shared Reports>District Year End Reports>QA/QC Reports* to check your data. FY23 Administrative & Operational and Cost-Share & Technical Assistance Policies & Grant Agreements should be finalized by the State Board at its June 24 meeting if the state budget is approved before then. See pages II 41 - 44 in the VACS manual for practices eligible to be carried over from one program year to the next. Letters should be sent to participants informing them of their contract extensions. Remember that no 2023 VACS contracts can be approved for funding before PY23 secondary considerations are approved by both the District BOD and DCR and the District-approved PY23 average cost list has been submitted to DCR.

Non-Point Source Loading Estimates - The non-point source loading estimates of nitrogen, phosphorus, and sediment by various geographic extents for 2022 are now available online from our updated NPS Assessment web page - <https://www.dcr.virginia.gov/soil-and-water/npsassmt>. Along with Land use acres and farm animal counts as are the agricultural priority hydrologic units used by the Virginia Agricultural Cost-Share Program.

Miscellaneous:

Nutrient Management Training Schools at the Frontier Culture Museum, Staunton:

June 29–30: Soil Science, Soil Fertility and Crop Production School (required for conservation planner certification);

July 12-14: Agriculture Nutrient Management Plan Writing School,

Fee \$130 each (\$150 after 6/20/22); Contact Susan Jones, 804-443-3803 susan.jones@dcr.virginia.gov

Reminder At Large Director position should be sent to State Board after our September meeting.

Motion was made to allow Doug Perrow to sign our FY23 Administrative & Operational and Cost-Share & Technical Assistance Policies & Grant Agreements for DCR prior to our next Board of Directors Meeting (Smith, Barrett approved 8/0).

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

Program Updates/ Deadlines:

- August 15, 2022- EQIP Obligation deadline
- August 30 2022- EQIP- CIC Obligation Deadline
- September 16, 2022-CSP Classic Obligations

Environmental Quality Incentives Program (EQIP)

- EQIP Contracts: 35
- EQIP Applications: 32
 - Preapproved: 4
- EQIP-CIC Applications: 3
 - Preapproved 1

Conservation Stewardship Program (CSP)

- Classic Contracts: 15
- Classic Applications: 7
 - Preapproved: 3
- Renewals Contracts: 7
- Renewals Applications: 9
- GCI Contracts: 27

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
- Conservation Technical Assistance
 - None at this time

Local Working Groups/ Public Meetings- Looking for other members
 Outreach/ Agency Activities/ Evens- Amherst Co Agricultural Board Meeting
 Training are on file.

4-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester –No June report was provided.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent – June 2022 report was provided (Copy filed with minutes).

Upcoming events:

1. Central Virginia Farm Tour- June 26 1-6 PM
2. Planning a late summer field day focusing on precision agriculture and including a tour of grain variety trails.
3. Upcoming Filed Days
 - a. Southern Piedmont AREC (Agricultural Research and Extension Center), Blackstone. Jul 28, 2022 5 pm.
 - b. Shenandoah Valley AREC, Raphine August 3, 2022 1pm
4. Pesticide applicator license issues- letter is on file.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the June 2022 report (copy filed with minutes).

Projects:

The weather and supply issues has slowed down field work. Working on plans and designs for new projects. Monitoring progress on projects under construction. Meeting with 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. Completed Tillage Survey for DCR in Amherst and Appomattox CB was certified complete by Stu Blankenship.

Practices and Conservation Plans for Board Approval: Carryover Request

Motion made to approve Carryover for Contract 10-21-0004. Approved(Angulo, Smith passed 8/0).

Contract #	Instance#	Watershed/ County	Est Cost	C/S AMT	Comp Date	Fund	Practice
10-21-0004	393897	CB/AP	\$211,275.04	\$158,456.26 Tax Credit \$13,204.70	June 30, 2023	PY21 CB VACS	WP-4LC

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

Total PY22 OCB Cost Share approved: \$531,489.00/ Allocated: \$532,611.00.

\$1,122.00 remaining

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. First Watershed mowing can start after June 1st .

Hours/Mileage:

161hrs worked
 1988 miles traveled

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

Education Programs:

Date/Location	Program	# of People Reached
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6/6/22 Amherst	Enviroscape	40
6/8 Appomattox	Craft Day	150
6/20- 6/25	Camps Woods and Wildlife	62

Future Programs:

7/4-7/7 Appomattox 4H Camp??? Have offered to help during afternoons. Still haven't gotten a response.

7/12 Soil Babies- Grace Hill

7/13 Craft/Game at Appomattox Library

7/14 Soil Babies – Grace Hill

7/19-7/21 Campbell County 4H (afternoons)

7/30 End of Summer Event @ Rustburg Library

8-RELSWCD Office Administrator Report – Cindy Miller gave the June 2022 report (copy filed with minutes).

Monthly duties are kept up to date.

- Assisted Lauran with activities
- Continued to work thru checkbook issues, all should be resolved now.
- DCR Assessment prepared.
- Assisted with DCR Cash on hand balance report.
- Researched pricing for insurance coverage for employees, life insurance, dental and vision for further reference if the Board wanted to approve a Benefit package.

Action needed: Note review of Annual Plan of Work dated July 2021-June 2022. Emailed to all Directors on 6/16/2022. Review completed by Directors 6/23/2022.

Motion request: To update the Personnel Policy to match State and Local Policy with reference to Hourly Parttime and Hourly Fulltime guidelines of 30-40 hours as fulltime status and 29.9 to 0 as parttime status for hourly employees. Approved (Smith/ Angulo passed 8/0).

Motion request: To hold our July 2022 Board of Directors meeting on July 21st due to staffing issues on July 28, 2022. Approved (Perrow/ Humbles passed 8/0).

9. Timberlake WID – Timberlake WID is progressing with the study of run off to Timberlake lake and Thanks Robert E Lee SWCD, staff and Directors for their support.

REPORT OF COMMITTEES – Agriculture Committee Meeting- See Attached meeting minutes.

Average Cost List Review FY2023 was approved (Payne, Smith passed 8/0). Secondary Consideration for VA Ag Best Management Practice Cost-Share Program (VACS) Program Year 2023 Approved (Perrow, Jones passed 8/0).

Log of Labor and Equipment Time for Conservation Projects updated amounts approved (Payne, Perrow passed 8/0). Cost Share Evaluation Worksheet Program Yr 2023 approved with the addition of Reed Creek & Goose Creek.

Approved (Payne, Smith passed 8/0). Sarah Bottenfield with DCR approved new Pricing.

UNFINISHED BUSINESS- Education Specialist position- Lauran will be attending WVU and her last day will be July 22, 2022. Directors asked that staff run the job opening for Conservation Education Specialist for two weeks in the Times Virginian, Amherst New Era Progress and the News & Advance papers, then hold a Personnel Committee meeting on Wednesday June 20, 2022 at 5pm to review applications. Allow Lauran Campbell to be fulltime as long as she can maintain 30 or more hours during the week starting July 1, 2022 while taking summer classes.

NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:10 p.m. **Approved (Angulo, Payne passed 8/0)**

Brandon Schmitt, Assistant Chairman

Cindy Miller, Office Administrator