

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

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
July 21, 2022 – 6:00 p.m.

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

Directors: Brandon Payne
(Absent) Jeff Floyd, Chairman
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
Kelly Burke, NRCS District Conservationist
Lauran Campbell, Conservation Education Specialist

Staff Absent: None

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 July 21, 2022, at 6:00 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, Barrett passed 7/0)**

Reading and Approving of the June 23, 2022 Minutes: Brandon Schmitt, Assistant Chairman , asked if there were any corrections to the minutes (copy filed with the minutes). Mark Hollberg corrected spelling on page four from Bottoms to Bottenfield. **Motion was made to approve the minutes with correction. Approved (Perrow, Jones passed 6/0). Swanson abstained due to her absence from the June 23, 2022 meeting.**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – June 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. Attachment E balanced and signed copies with attached reports were provided to Mark Hollberg with DCR.

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

Administration:

The fourth quarter Attachment E and the year-end “roll up” E are due no later than July 15 along with Quick Books P&L for the quarter, carryover reports and cash balance reports. Be sure cash balances reported on the year-end cash balance

report match tracking and the District's 4th quarter attachment E. For carryover reports to be accurate all bmps in tracking must have the proper practice status – Complete, Carryover or Cancelled – NLT July 15.

FY23 Grant Agreements are to be board approved, signed and **returned to DCR before July 15**. Email signed grant agreements to me (electronic signatures accepted). If the grant agreement does not arrive before your July meeting date, then please delegate authority to the board Chair to sign the agreements as soon as they arrive.

FY23 SWCD budgets should be finalized & approved by district boards this month for the new funding received.

The district's **FY23 Annual Plan of Work** should be approved in July.

Reminder: On page 14 of the 2022 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation."

Board action is necessary to dedicate for specific purposes any amount above twelve months of routine operating funds (undesignated reserve funds). Once the books are closed for FY22, this action should be placed on SWCD board meeting agendas.

At-Large Appointed Director terms expire 12/31/2022. Directors, currently holding At-Large appointments, need to let your Board know your intentions about seeking re-appointment. SWCD boards must take action on At-Large Director appointment recommendations no later than your August board meeting as reappointment packets are due by September 2nd for consideration by the State Board later in September.

The **IRS has increased their mileage** reimbursement rate to 62.5 cents, be sure to update your reimbursement forms/policies.

VACS:

No 2023 bmp contracts can be approved for funding until secondary considerations have been approved by DCR and the District board and board-approved average cost lists has been submitted to DCR.

From page II-16 in the PY2023 VACS manual, "BMPs initiated prior to submitting a cost share or tax credit application are not eligible." Producers interested in cover crop BMPs need to sign an FY23 Contract Part 1 prior to planting. Producers seeking an AgBMP Tax Credit on their NRCS project(s) need to do the same. As of last year, the **State Board has authorized** districts to provide FY2023 cost-share funding to a subset of structural bmps in carryover status going into FY2023 (not yet paid) to offset the increased cost of materials. Eligible bmps are SL-6N/W, WP-2N/W, WP-4, WP-4B, WP-4C, WP-4F, WP-4FP, WP-4LC, WP-4LL, WP-4SF and SL-7. More details on the process will be forthcoming.

The State Board also increased rates on most cover crop practices and increased the PY2023 participant cap to \$300,000.

Review of Ag Field Day was done and details and expectations referenced.0

All Trainings are on file.

3-USDA Natural Resources Conservation Service Report – Kelly Burke, NRCS District Conservationist gave the July 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 – BJ Butler, Appomattox Forester –No July report was provided.

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

Upcoming events:

1. Central Virginia Farm Tour was held on June 26 1-6 pm with 12 participating farms. Next year’s tentative plan is to hold the event on Labor Day.
2. Central Virginia Crops Expo- Friday, August 26-refer to flier on file.
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. Looking at many pond weeds, garden and field crop issues.

6:15 pm Luran stepped out

6:18 pm Luran stepped in

6:20 pm Joetricia stepped out

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

Projects:

Been a busy month here at Robert E. Lee SWCD. The weather and supply issues 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. Completed year end reports to send to Mark Hollberg DCR

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. First Watershed mowing has been completed as of 7-19-22. A stolen truck was found on the backside of the Watts Dam. No damage was found from the truck and with the help of the Campbell County the truck was removed.

Hours/Mileage:

156hrs worked

1106 miles traveled

6:25 pm Joetricia stepped in

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

Education Programs:

Date/Location	Program	# of people reached
6/30 Appomattox	Craft for Dairy Month at Library	100

7/12 Appomattox	Soil Babies	37
7/13 Appomattox	Craft at Library	10
7/14 Appomattox	Soil Babies	27

Future Programs:

10/8 Underground Classroom at Rail Road Festival

10/11 Ecology Class with Campbell County Extension

10/13 Ecology class with Campbell County Extension

10/18 Ecology class with Campbell County Extension

10/20 Ecology Class with Campbell County Extension

Suggestion to consider participating in the Amherst Fair in October.

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

Monthly duties are kept up to date.

- Processed the Monthly payroll, taxes, and retirement. **Updated salaries for pay increases.**
- **Updated VRS with new income and Lauran’s end date of 7/31/2022- must run thru VRS thru last day of the month.**
- Prepared the draft agenda for the July 21, 2022 regular Board of Directors meeting and forwarded for review.
- **Completed the Attachment E for 4th quarter and year to date.**
- **Ran the quarterly tax reports for 941, VEC and State.**
- **Ran Director Mileage Checks.**
- **Local allocation bills submitted to each locality.**
- **Placed Order for marketing materials.**
- Assisted Lauran with activities
- **DCR Assessment submitted to Mark.**
- **Assisted with DCR Cash on hand balance report.**
- **Researched pricing for insurance coverage for dental and vision for further reference if the Board wanted to approve a Benefit package to be presented for discussion with the personnel committee meeting on July 20, 2022.**
- **Ran ads for opening of Education Specialist position.**
- **Collected and submitted applications and resumes to personnel committee.**
- **Participated and prepared information for the personnel committee meeting.**
- **Lauran was able to get vehicle tags changed to local tags thru DMV.**

Note in minutes Tax Credit Certificate Letter issued:

Tax Credit \$13204.70 10-21-0004 WP-4LC

Motion requested to approve the Annual Plan of Work for FY 2022 thru FY 2023. Approved (Smith, Barrett passed 7/0).

Motion requested to approve the DCR Grant Agreement for Cost-Share and Technical Assistance from the Commonwealth of Virginia FY 22/23. Approved (Perrow, Smith passed 7/0).

Motion requested to approve the DCR Grant Agreement for Administrative and Operational Support from the Commonwealth of Virginia FY 22/23. Approved (Barrett, Perrow passed 7/0).

Motion requested to approve the updated budget showing an increase of DCR Technical Assistance funds of \$106019 to be received from DCR per the Grant Agreement FY22/23. Approved (Barrett, Humbles passed 7/0).

Meetings attended are on file.

We need to Schedule a Budget Committee meeting to discuss undedicated reserve Operating funds.

August BOD meeting will be at p.m. on August 25, 2022 at 6 pm.

9. Timberlake WID – Doug Perrow stated that VASWCD has accepted the resignation of George Shrader and the appointment of Mr. Kim Steinhorst as of June 24, 2022. Some seeding will need to be done and the water quality of the lake is good.

REPORT OF COMMITTEES – Personnel Committee minutes reviewed and the four applicants will be scheduled for interviews on August 1st and 3rd, 2022. The Personnel Committee will present the applicant selected for the position of Conservation Education Specialist at the August BOD meeting. Open discussion about a possible insurance package reviewed and board asked for more detailed information at our next BOD meeting.

UNFINISHED BUSINESS- None

NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:20 p.m. **Approved (Perrow, Barrett passed 7/0)**

Brandon Schmitt, Assistant Chairman

Cindy Miller, Office Administrator