## Robert E. Lee Soil & Water Conservation District 7631-A Richmond Hwy.

**Appomattox, VA 24522**

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**www.releeconservation.com**

## Board of Directors Regular Meeting Minutes

**The Spring House Restaurant**

**9789 Richmond Hwy**

**Lynchburg, VA 24504**

**August 25, 2022 – 6:00 p.m.**

**Directors**: Jeff Floyd, Chairman (Present) Brandon Schmitt, Assistant Chairman

Chad Barrett, Assistant Treasurer

Joetricia Humbles

Bonnie Swanson

Karen Angulo

Brandon Payne

**Directors:** Charles Smith

(Absent) Bruce Jones

Doug Perrow, Treasurer

**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:** 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 August 25, 2022, at 6:00 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.  M**otion was made to approve agenda as listed. Approved (Schmitt, Payne passed 7/0)**

**Reading and Approving of the July 21, 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 written.** **Approved (Barrett, Schmitt passed 4/0). Floyd, Angulo and Payne abstained due to being absent from the July 21, 2022 meeting.**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report – July 2022 – Cindy Miller, Office Administrator**, 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. Variance of $2.30 for payroll for Conservation Education Specialist issued.

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

**Administration:**

At Large director terms expire 12/31/22. Send nomination packets to me NLT September 2 so it can be submitted to the State Board’s September 26 meeting agenda.

*Summer To-Do List:*

> FY23 Annual Plan of Work (board approval required), include partnership statement

> Dedicate unobligated reserves greater than 12 months routine operating expense (board approval required) - see page 14 of the Desktop Procedures

> Review/update Fixed Assets Inventory – see page 28 of the Desktop Procedures

> FY22 Annual Report include “partnership acknowledgement” statement (due to CDC Sept. 30)

**Va Ag Cost Share:**

First quarter cost share & tech assistance disbursement letters will be sent to Districts on August 24.

A number of VACS bmps require nutrient management plans to be on file before payments or tax credits are issued (see pages 1 – 4 of the PY23 VACS manual). **It is the responsibility of the SWCD to make participants aware of this requirement and to provide the participant with contact information for a nutrient management planner that can write the plan**. End of Lifespan verifications memo coming; $200/completed field inspection with results in the verification module by November 30 for those with lifespans ending 12/31/22.

**Miscellaneous**

Don’t forget to recognize local **Clean Water Farm Award** winners. Local winners and Grand Basin nominations are due to the appropriate CDC by October 1.

DCR/DSWC staff updates:

**Suffolk CDC:** Olivia Leatherwood started 7/25/22.

**Abingdon CDC:** Amanda “Mandy” Fletcher starts 8/10/22.

**Radford Nutrient Management Specialist:** Open until filled. Posted on DCR’s website

**Annual Assessments for Grant Agreement reviewed and the District received all A’s Fully Satisfied for FY 22.**

Meetings are on file.

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

Program Updates/ Deadlines:

* August 30 2022- EQIP- CIC Obligation Deadline
* September 16, 2022-CSP Classic Obligations
* September 30, 2022 – 2023 CSP Renewal Assessments Deadline

Environmental Quality Incentives Program (EQIP)

* EQIP Contracts: 25
* EQIP Applications: 28
* EQIP-CIC Applications: 1

Conservation Stewardship Program (CSP)

* Classic Contracts: 15
* Classic Applications: 7
  + Preapproved: 3
* CSP-Renewals Contracts: 7
* CSP-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- None at this time.

Upcoming Training Opportunities in the Area ( JEDs, Webinars, Field Days)

* Oct 4-6, 2022 Soil Health and Sustainability Training web delivery
* Oct 18 & 27 Area III Soil Health Dig and Dem o Field Days

**4-Virginia Department of Forestry Report –** BJ Butler, Area Forester –No Aug report was provided.

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

1. Central Virginia Crops Expo. – Friday August 26, 2022 Flyer Attached
2. Poultry Liter Incentive Workshop- Working with DCR Seth Mullins Flyer Attached- Meeting held at Midway Baptist Church as a central Location to accommodate Appomattox, Charlotte and Halifax producers.
3. Vegetable Production meetings- 2 more in series Flyer attached
4. Working on an Agritourism meeting September 22nd Rustburg Extension office as well as afternoon farm tours. Flyer to come soon.

Flyers for these events are on file.

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan Wooldridge gave the Aug 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.

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

Have 21 contracts so far. Will rank the pool of applicants for September board meeting.

**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. Billy Hall has been paid for his completed watershed Dam Maintenance.

Hours/Mileage:

134hrs worked

1786 miles traveled

Meeting information is on file.

**7-RELSWCD Office Administrator Report –** Cindy Miller gave the Aug 2022 report (copy filed with minutes).

Monthly duties are kept up to date.

* Completed reference checks for applicants for the Conservation Education Specialist position.
* Placed Order for marketing materials.
* Researched pricing for insurance coverage and what qualifies for a group rate. F
* Discuss rental property with Scott & Wilson manager Denny Drinkard.
* Priced items to discuss at the Budget & Finance Committee meeting.
* Participated and prepared information for the personnel committee to hold interviews on August 1st and 3rd. Second review was held on August 16th.
* Assisted with Budget Committee Meeting on August 16, 2022 and prepared minutes.
* Provided outreach materials to Appomattox Co and Campbell Co Libraries.
* Provided inserts for Sign at Amherst Co School Board Office.
* Keyed deposits of funds from DCR and Appomattox Co.
* Posted to facebook and website.
* Assisted with applicant for At Large Director opening.
* Paid pay off amount for office copier.

**Motion request to approve Annual report for printing and distribution. Approved (Payne, Schmitt passed 7/0).**

**Motion request to approve one year renewal of office lease for $2104.26 per month ( 2% increase) from October 1, 2022 to September 30, 2023. Approved (Schmitt, Barrett passed 7/0).**

**Meetings information is on file.**

**Our next Board of Directors meeting will be on Thursday, September 22, 2022 at 6 p.m.**

**9. Timberlake WID –** No report provided for Aug 2022.

**REPORT OF COMMITTEES – Budget & Finance Committee**

**Meeting minutes were reviewed and minutes are on file.**

**Motion was made to allocate excess funds, Ops Admin funds - $50000 to purchase a truck if needed for additional Conservation Tech, $329074.86 for a building purchase, Cont Local Gov $100000 for an Underground Classroom fund. Approved (Schmitt, Payne passed 7/0).**

**Motion was made to offer Conservation Education Specialist $42000 as a starting salary with a possible increase after a 6 month probation. Approved (Humbles, Schmitt passed 7/0).**

**Motion was made to offer employees Anthem Health Insurance package including dental and vision to our employees. Approved (Schmitt, Barrett passed 7/0).**

**Motion was made to approved the updated Inventory list. Approved (Barrett, Schmitt passed 7/0).**

**Open Discussion make about renting the Westvaco basement as a new worksite. Offer on rent had increased and owner was not willing to make some changes requested at this time. Motion was made to table the discussion and to look for other possible location to purchase in the next 6 months. Approved (Schmitt, Barret passed 7/0).**

**UNFINISHED BUSINESS- Motion made to offer the Conservation Education Specialist position to Katelin Savage at a salary of $42000. Approved ( Schmitt, Payne passed 7/0).**

**NEW BUSINESS- At Large Directory application for Jennifer Elliott. This position would start January 1st if approved and this would fill Joetricia Humbles seat on the Board of Directors for Robert E Lee SWCD. Motion made to accept the application for Jennifer Elliott and to present nomination to the State Board. Approved (Payne, Schmitt passed 7/0).**

**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT -** The Chairman adjourned the meeting at 7:04 p.m. **Approved (Payne, Schmitt passed 7/0)**

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Jeff Floyd, Chairman Cindy Miller, Office Administrator