## Robert E. Lee Soil & Water Conservation District DRAFT 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**

**November17,2022 – 6:00 p.m.**

**Directors**: Jeff Floyd, Chairman

(Present) Brandon Schmitt, Assistant Chairman

Doug Perrow, Treasurer

Chad Barrett, Assistant Treasurer

Joetricia Humbles

Charles Smith

Brandon Payne

Bruce Jones

**Directors:** Karen Angulo

(Absent) Bonnie Swanson

**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:** Katelin Savage, RELSWCD Conservation Education Specialist

**Others:** None

**Call to order:** Theregular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order November 17, 2022, at 6:00 p.m., byJeff Floyd, Chairman atThe Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgementof Guests:** None.

**Adopting the Agenda:** Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Barrett requested a motion to Amendthe agenda to allowfor a moment of silence for the tragedies this past week. Approved( Barrett/ Payne passed 8/0).** M**otion was made to approve the agenda with amendment. Approved (Perrow, Paynepassed8/0)**

**Reading and Approving of theOctober 27, 2022Minutes:**Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes).**Motion was made to approve the minutesas written.****Approved(Perrow, Jonespassed 8/0).**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report–October 2022–Doug Perrow, Treasurer**, gave theTreasurer’s report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program.No discrepancies noted. All financial reports are on file.

**2-DCR Conservation District Coordinator Report -** Mark Hollberg, CDCgave the November2022 report. (Copy filed with minutes).

**Administration:**

Second quarter disbursement letters will be sent electronically to district offices November 9.

**VACS:**

*Reminder:* District employees with DCR Engineering Job Approval Authority are working directly under the Professional Engineering licenses of Amanda Pennington and Ben Chester and it is very important that VACS program and NRCS standards and specifications be followed at all times.  A letter from James Martin, DSWC director will be sent to all district board chairs detailing the importance of EJAA along with a few changes to the process.

**Continuing Conservation Initiatives sign-up:** This is a good time of year to contact producers with CCI eligible BMPs that are coming out of lifespan on 12/31/22. If a current BMP or CCI contract's lifespan ends on December 31, 2022, DCR recommends having participants apply now and get their CCI bmp technically certified this fall before the Calendar Year ends. In tracking, it is critical that the Technical Certification Date on the General Tab reflect certification on or before 12/31/22.

**Tax Credit administration review:**§58.1-339.3 B of the Code of Virginia requires that: “Any eligible practice approved by the local Soil and Water Conservation District Board shall be completed within the taxable year in which the credit is claimed. 2022 Tax Credit certificates can be mailed to participants no later than the end of January 2023. Districts may not make tax credit approvals in January 2023 retroactive to December 2022. Please review the VACS Tax Credit Guidelines Section, particularly Pages IV-10 & 11.

DCR has developed an online training, available on YouTube, in order to help producers interested in claiming ag equipment and agBMP tax credits:<https://www.youtube.com/watch?v=Uv5_XqYCNj0>

Districts with early December meetings, may benefit from authorizing the Chair or the BMP committee to handle late December approvals of eligible cost increases, particularly those relating to agBMP Tax Credits.

**Miscellaneous:**

>Welcome to Abby Pierson as the new nutrient management specialist out of the Radford office.

> Kate Kulbok is the new attorney in the Office of the Attorney General assigned to SWCDs. [kkulbok@aog.state.va.us](mailto:kkulbok@aog.state.va.us) – 804/225-3643

>Nov 17, Dam Owners Work Group (virtual), hold the date

>Nov 30: IT Security Awareness Training MUST be completed by staff

>Nov 30: 2022 End of Lifespan Verification entries due in Conservation Application Suite (CAS)

>Dec 4-6:VASWCD annual meeting Hotel Roanoke in person!!!

>Dec 7: VSWCB meeting 9 a.m., Hotel Roanoke

>Dec/Jan: **district officer elections**

**3-USDA Natural Resources Conservation Service Report –** Kelly Burke, NRCS District Conservationistgave the November2022 report. (Copy filed with minutes)

Environmental Quality Incentives Program (EQIP)

* EQIP Ranking Deadline: 2/03/2023
* EQIP Obligation Deadline: 8/15/2022
* 48 Applications
* 12 Contracts

Environmental Quality Incentives Program-Conservation Incentive Contracts (EQUI\_CIC

* EQIP-CIC Ranking Deadline: 3/31/2023
* 3 Applications
* 1 Contract

Conservation Stewardship Program (CSP)

* CSP-Renewal Obligation Deadline: 12/30/2022
* CSP-Classic Ranking Deadline: 5/26/2023
* 8 CSP Renewal Applications
* 1 CSP Clasic Application
* 22 CSP Contracts

CSP-Grassland Conservation Initiative ( CSP-GCI)::

* CSP-GCI Obligation Deadline: 12/30/2022
* Contracts: 27

Applications: 3

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

* 36 Crep contracts
* 7 General CRP contracts
* 0 Continuous CRP contracts
* 12 CREP expiring 2023
* 6 General CRP expiring 2023

**ATCH**

* **Virginia NRCS Programs Report FY22**
* **FY22 CSP Contracts**
  + **8133A7221AE**
  + **8133A7221D3**
  + **8133A7221HY**

**Motion was made to approve the three contracts listed above. Approved (Smith, Jones passed 8/0)**

**Director signature was obtained for contracts.**

**4-Virginia Department of Forestry Report–** BJ Butler, Area Forester– November 2022 report was not provided.

**5-Virginia Cooperative Extension Report–**Bruce Jones, Appomattox VCE Agentgave the November 2022 report. (Copy filed with minutes).

1. Soybean Production Meeting- December 7th-Lynchburg Livestock Market.
2. Vegetable Production Meeting- December 6th-Midway Baptist Church; Phenix, VA.
3. Agritourism Meeting-December 13th-Hunting Creek Vineyard, Clover, VA
4. Private Pesticide Applicator Recertification Sessions
   1. November 29; 6-9 p.m. -Bedford Extension Office
   2. December 13; 9am-12pm- Campbell Extension Office
   3. January 19; 1-4 pm- Appomattox Community Center
   4. February 16; 6-9 pm-Amherst County Administration Building

There has been one sample of the spotted lanternfly submitted form Appomattox County.

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan Wooldridge gave theNovember2022 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:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract** | **Instance** | **Co.** | **Est. Cost** | **CS amt.** | **Comp/Date** | **Fund** | **Practice** |
| 10-23-00036 | 519090 | CAM/OCB | $16,488.75 | $16,488.75 | June 30, 2023 | PY23  OCB  VACS | FR-1/  82 |
| 10-23-0037 | 519091 | CAM/OCB | $10,440.00 | $10,440.00 | June 30,  2023 | PY23 OCB VACS | FR-1/  82 |
| 10-23-0040 | 519094 | CAM/OCB | $117,825.00 | $130,917.00  Includes:  $13,092.00  Buffer Payment | June 30, 2024 | PY23 OCB VACS | SL-6W/ 110 |

**Motion made to approve all of the above practices as listed. Approved (Payne, Schmitt passed 8/0).**

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Billy Hall the mowing contractor has completed the second mowing event for the year and has been paid.

**Spot Checks:**

9-21-2022: 7 spot checks in Appomattox and Campbell. Had two contracts that needed gravel tending around water troughs, 1 needing fence tending to get cows out of the buffer and stream crossing rebuilt and have a practice that have been partially destroyed. I have met with the landowners that corrective issues and progress is being made by those landowners.

**Hardship:**

Please see attached hardship letter for contract # 10-14-0023. Hardship letter is on file.

**Motion made to hold producer harmless. Approved ( Schmitt, Smith passed 8/0).**

**Jonathan emailed information for the Hardship request to Sara Bottenfield and Mark Hollberg with DCR, on November 17, 2022.**

**DCR Verifications:**

12 out the 12 contracts that need to be end of lifespan verified have been completed. Due date Nov 30th 2022

**Board Approval:**

Would like to ask for board approval that will give the AG BMP committee the authorization in the month of December 2022 to meet if needed to review and approve BMP tax credit increases.

**Motion made to allow AG BMP committee to authorize review and approval of BMP tax credits for the month of December 2022, Approved (Perrow, Barrett passed 8/0).**

**Attended Meetings:**

VDACS Vet Lab meeting: Lynchburg. 11-15-22

DCR Watershed Dam Meeting: Office. 11-17-2022

**Upcoming Meetings:**

Will attend as the meetings are posted

Hours/Mileage:

100hrs worked

1182 miles traveled

**7-RELSWCD Education Specialist Report-**Katelin Savage provided the November 2022 report(copy filed with minutes).

**Programs:**

* 11/9 & 11/10: Grace Hills Underground Soil Table
* 11/16: Cornerstone Christian Academy Underground Soil Table
* 11/18: Enviorscape at Yellowbranch Elementary

**Meetings:**

* 11/16: Annual Meeting overview
* 11/21: Chesapeake Education Grant webinar

**Updates:**I have been in contact with Holiday Lake center setting up dates in December. I have also been completing enviorscape training as well as updating our social media. Cindy and I have also begin coordinating the Enviorthon competition for the Spring.

**8-RELSWCD Office Administrator Report–**Cindy Miller gave the November2022 report(copy filed with minutes).

Monthly duties are kept up to date.

* Assisted Katelin with activities as needed. Please follow our facebook page to see the great work Katelin is doing.
* Worked on Area V Envirothon, lining up judges with help of last years hosting Districts.
* Submitted registration and fees for Annual meeting.
* Worked on Farmer’s Breakfast event scheduled for March 9, 2023 at 9:00 am at the Spring House Restaurant. Currently lining up speakers. We plan to have flyers ready for our January 2023 meeting.
* Please send me confirmation of your FOIA training for your records. I emailed the Link out on 11/3/2023.

Meetings information is on file.

Our next monthly meeting will be held on January 26, 2022.

**8. Timberlake WID –**November 2022 Doug Perrow provided a verbal report.

Currently the water levels are still down at the Timberlake. More rainfall needed to bring levels up.

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**REPORT OF COMMITTEES–None**

**UNFINISHED BUSINESS- None**

**NEW BUSINESS- Motion was made to give employees a $500 bonus for all of our hard work. Approved (Barrett, Humbles passed 8/0).**

**PUBLIC COMMENT –**Brandon Schmitt requested that the Board follow the link for the closing of the Lynchburg Animal testing facility to do the survey. Link was emailed out to the Board on

[www.surveymonkey.com/r/livestock\_poultry](http://www.surveymonkey.com/r/livestock_poultry)

**ANNOUNCEMENTS –**The staff and Board thanked Joetricia for all her hard work and help during her term.

**ADJOURNMENT -** The Chairman adjourned the meetingat 6:59 p.m.**Approved(Humbles, Paynepassed 8/0)**

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Jeff Floyd, Chairman Cindy Miller, Office Administrator