## 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**

**January 26, 2023 6:00pm**

**Directors**: Jeff Floyd, Chairman

(Present) Brandon Schmitt, Assistant Chairman

Doug Perrow, Treasurer

 Chad Barrett, Assistant Treasurer

 Joetricia Humbles

Charles Smith

Brandon Payne

 Bruce Jones

 Bonnie Swanson

Jennifer Elliott

**Directors:** Karen Angulo

(Absent)

**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

 Katelin Savage, RELSWCD Education Specialist

 Kelly Burke, NRCS District Conservationist

**Staff Absent:** None

**Others:** None

**Call to order:** Theregular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order January 26, 2023 at 6:00 p.m., byJeff Floyd, Chairman atThe Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgementof Guests:** Dalton Bennett, Knoll Crest Farms 2022 Clean Water Award Winner.

**Adopting the Agenda:** Jeff Floyd, Chairman, asked if there were any changes to the agenda. M**otion was made to approve the agenda as presented. Approved (Perrow, Paynepassed8/0)**

Presentation of the 2022 Clean Water Award was presented to Dalton Bennett, Knoll Crest Farms.

**Reading and Approving of theNovember 17, 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 minutesas written.****Approved(Perrow, Paynepassed 8/0).**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report–November and December 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.Attachment E for second quarter was balanced and submitted to DCR.

**2-DCR Conservation District Coordinator Report -** Mark Hollberg, CDCgave theJanuary2023report. December 2022 and January 2023 reports attached. (Copy filed with minutes).

**Administration:**

Second quarter reports (Attachment E, cash balance and P&L) are due Tuesday, January 17.

**VACS:**

*Be sure to thoroughly review Part I of the VACS contract with each applicant.* Make sure applicants understand that cost-share is considered income. Applicants may benefit from getting professional tax advice prior to submitting a W-9 and signing contract Part I. VACS applicants that are accepting cost-share and/or Tax Credit they are responsible for maintaining the practice through its lifespan. mention how a participant can transfer maintenance responsibility to a new party after their BMP is completed (see “Transfer of Responsibility Form” on page II-53). A form is available in the VACS manual (page II-52) to document the transfer of a contract to a new participant PRIOR to bmp completion. In this case a new Part I and W-9 will be needed.

Deep Dive: SL-6N/W policy B.12 lists installations **not authorized** for cost share or tax credit. Policy B.12. *iv* is “*For interior fencing and watering facilities to distribute grazing in fields not receiving exclusion fence (Applicant may apply for SL-7).*” SL-6 troughs are appropriate only in fields receiving stream exclusion. If a hayfield has no livestream/live water in it then it is not eligible for an SL-6 trough but may be eligible for an SL-7 trough IF the hayfield is included as a grazing unit in a Prescribed Grazing Plan. **By January 15**, please see that data in tracking as good as it can be. DCR has an end of January deadline to report bmp data to DEQ. At the same time DCR also reports 2022 ag bmp tax credits to the State Department of Taxation. Logi reports are available to quickly check the quality of data in tracking.

**By January 31** mail 1099’s to cost share participants and tax credit certificates and supporting documents to those tax credit participants.

**Miscellaneous:**

The **Governor’s budget proposal** was released in December and is very generous to districts. Governor Younkin has proposed that an additional $87 million be deposited in the Water Quality Improvement Fund. Of this amount $74 million goes into the Virginia Natural Resources Commitment Fund (VNRCF) for cost share ($65.3) and technical assistance ($8.5 million). A separate $50 million of general funds is also proposed to be deposited in VNRCF for the Secretary of Natural & Historic Resources to allocate no later than September 1, 2023.

Attachment D (budget template) is due July 15 per the Admin & Ops grant.

2023 IRS mileage rate is 65.5 cents (up 3 cents).

**3-USDA Natural Resources Conservation Service Report –** Kelly Burke, NRCS District Conservationistgave the January 2023 report. (Copy filed with minutes)

Program Updates/ Deadlines:

Environmental Quality Incentives Program (EQIP)

* EQIP Ranking Deadline: 2/03/2023
* EQIP Application Approval for CPAs/DIAs/CEMs, High Tunnels, Golden Winged Warbler applications: 2/13/2023
* EQIP Ranking Deadline: 3/3/2023
* EQIP Preapprocals: 3/13/2023
* EQIP-CIC Ranking Deadline: 3/31/2023
* CSP Classic Ranking Deadline: 5/26/2023
* Final EQIP Obligations: 8/15/2023

Enviromental Quality Incentives Program (EQIP):

14 EQIP Contracts:

* 3-Amherst Co
* 4-Appomattox, Co
* 14-Campbell Co

1 EQIP CIC Contract:

* 1-Campbell Co

45 EQIP Applications

* 13-Amherst Co
* 11-Appomattox, Co
* 21-Campbell Co

3 EQIP CIC Applications

* 1-Appomattox Co
* 2-Campbell Co

Conservation Stewardship Program (CSP)-

30 CSP-GCI (Grassland Conservation Initiative) Contracts:

* 10- Appomattox Co
* 20-Campbell Co

24 CSP Contracts:

* 5-Amherst Co
* 5-Appomattox Co
* 14-Campbell Co

Agricultural Conservation Easement Program (ACEP)

* None at this time.

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

All trainings are on file.

VA NRCE Operational/Personnel Changes

* Covid operation Status: Mask Required- Campbell Co

**4-Virginia Department of Forestry Report–** BJ Butler, Area Forester– January 2023 report was not provided.

**5-Virginia Cooperative Extension Report–**Bruce Jones, Appomattox VCE Agentgave the Janaurary2023 report. (Copy filed with minutes).

1. Virginia Grain Conference- February 9th-Mechanicville, VA
2. Farm to School Producer Training- February 16-17-Lynchburg
3. Soybean Dicamba Training-February 22-Rustburg
4. Private Pesticide Applicator Recertification Sessions February 16;6-9 p.m.- Amherst Co Administrative Building

Currently planning the Central Virginia Cattle Conference for March 24 tentatively and the Crops Expo for Aug 18th.

All Flyers are on file at the office.

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan Wooldridge gavetheJanuary2023report (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. 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** |
| 10-23-00038 | 519092 | AM/CB | $70,094.25 | $75,158.25Includes:$5,064.00 Buffer Payment | June 30, 2024 | PY23CBVACS | SL-6W/110 |
| 10-23-0039 | 519093 | AM/CB | $28,287.50 | $29,967.50Includes:$1,680.00 | June 30,2024 | PY23 CB VACS | SL-6W/ 117 |
| 10-23-0041 | 522137 | AM/CB | $117,950.00 | $126,926Includes:$8,976.00Buffer Payment | June 30, 2024 | PY23 CB VACS | SL-6W/ 117 |
| 10-23-0042 | 522152 | CAM/OCB | $2,906.40 | $2,906.40 | June 30, 2023 | PY23 OCB VACS | NM-1A/80 |

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

Watershed Dams:

Checking on the dams as the rainfall events happen.

Spot Checks: 9-21-2022: 7 spot checks in Appomattox and Campbell. Had two contracts that needed gravel tending around water troughs (complete), 1 needing fence tending to get cows out of the buffer and stream crossing rebuilt. Have been in contact with the landowner of the steam crossing and the rebuilding is still working with NRCS addressing that stream crossing issue

**Hardship:**

**DCR Approved hardship pardon for contract # 10-14-0023. 12-15-2022: Documentation is on file.**

Meeting information is on file.

Hours/Mileage:100hrs worked – Dec , 96 hours worked – Jan1014 miles traveled – Dec , 966 miles traveled – Jan

**7-RELSWCD Education Specialist Report-**Katelin Savage provided the January 2023 report(copy filed with minutes).

December activities:

● December 1st: Enviroscape lesson at Holiday lake 4-H center with Robert S. Payne Elementary school. (50 students, 10 adults)

● December 20th: Cattle Pasture Walk with Campbell County Extension

● December-January: Melting Gingerbread men science kits for Campbell County Library (60 kits)

● December-January: Seed bomb drop off at Appomattox and Amherst libraries (50 total)

January activities:

● January 11th: Appomattox Library story and craft (22 participants)

● January 17th: Soil Tunnel Table at Cornerstone Christian Academy (25 students)

● January 19th: School Gardens Seminar with KidsGardening.org

● January 19th: Implicit Bias in program planning, diversity training with NOAA

Upcoming activities:

● January 27th: Soil erosion lesson at Yellowbranch Elementary School

Updates: VASWCD has opened the 2023 Poster Contest and I forwarded this information to art teachers in our district and will be getting in touch with scout troops. We have also begun accepting applications for the scholarships. An application information packet was sent to senior guidance counselors in the district and advertised on Facebook, library bulletins, and local businesses. Additionally, I began organizing our education storeroom and developing a comprehensive summary of all activities/equipment and their corresponding SOL standards to post on our website for educators. We have also been planning the Envirothon workshop in February and the Farmer’s Breakfast event in March. I have set up dates to assist with the Appomattox 4-H camp this summer as well.

Proposals:

● Outdoor classroom teacher grants- Four $500 grants per year, see attached proposal

● Underground Classroom Trailer- see attached proposal.

**7-RELSWCD Office Administrator Report–**Cindy Miller gave the January 2023 report(copy filed with minutes).

Monthly duties are kept up to date.

* 1099 tax forms have been created and mailed to producers.
* End of year accounting has been completed.
* Second Quarter Attachment E reconciled and has been submitted to DCR.
* Working with Nathan Simpson on Email conversion to be completed by the end of Jan 2023.
* 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, worked on t-shirt design with Southside District. Katelin is tracking the google forms so we tracking who is attending the workshop. Workshop is Friday Feb 24, 2023 8 to 3 at Longwood.
* Scheduled Area V meeting at the Spring House Restaurant and lined up speakers. Area V Meeting is scheduled for March 1, 2023 10-3 at the Spring House Restaurant. Please RSVP with me if you would like to attend.
* Worked on Farmer’s Breakfast event scheduled for March 9, 2023 at 9:00 am at the Spring House Restaurant. Speakers have been secured, Invites emailed and mailed. Ads have been submitted to local papers and flyers have been posted. Please take a flyer and post it in your location.
* Please send me confirmation of your FOIA training for your records. I emailed the Link out on 11/3/2023.
* Quotes obtained for enclosed trailer and graphics for Underground Classroom.
* Prepared for Personnel, Education and Budget & Finance Committee meetings.

Meeting information is on file.

Our next Board of Directors meeting will be on Thursday, February 23, 2023 at 6 pm.

**8. Timberlake WID –**January 2023, Doug Perrow provided a verbal report.

Currently the water levels are still down at the Timberlake, but the lake is starting to fill up. VDOT has not done a survey at this point, but the Campbell Co Board of Supervisors is aware of the concerns.

**REPORT OF COMMITTEES:**

**Personnel Committee** minutes reviewed to hire new Conservation Technician – Dustin Woodall were reviewed.

**Motion was made to hire Dustin Woodall as a parttime Conservation Technician at the hourly rate of $22 per hour. Approved (Barrett, Perrow passed 8/0).**

**Education Committee** minutes reviewed and Underground Classroom purchase with video presented.

**Motion was made to purchase the trailer and have Gropen design the trailer with the changes made to our area for the last display sign in the trailer for Central VA and Storage as presented. Approved (Schmitt, Smith passed 7/0).** Barrett obstained from voting pending the 3rd Trailer estimate. Once Third trailer estimate is received we will present them to the board for the February 23, 2023 meeting for a new motion.

Committee minutes reviewedfor the request for approval of Local Teacher grants of $500 per project for outdoor education spaces.

**Motion was made to approve four $500 grants to be give with preferable one per locality and Education Committee to review and approve applications. Approved (Payne, Smith passed 8/0).**

**Budget & Finance Committee** minutes reviewed with adjustment for Rent, Copier, Website, Email (IT Support) and cost for Underground Classroom expenses and Outdoor Education Grants.

Motion was made to approve all needed adjustments to the budget as listed and any excess to be placed into the performance enhancement fund. Approved (Schmitt, Smith passed 8/0).

**UNFINISHED BUSINESS- None**

**NEW BUSINESS- Motion was made to keep the current set of Officers for 2023. Approved (Schmitt/ Smith passed 8/0).** Discussion of Committees was completed**. Motion to Add Jennifer Elliott to the Agriculture Committee/ remove Bonnie Swanson and to Add Bonnie Swanson to the Education Committee and remove resigned Director Joestricia Humbles was Approved (Perrow, Schmitt passed 8/0).**

**PUBLIC COMMENT –**None

**ANNOUNCEMENTS –**Brandon Payne thanked Katelin for her excellent presentation of the Underground classroom and Outdoor Grants for Teachers.

**ADJOURNMENT -** The Chairman adjourned the meetingat 7:30 p.m.**Approved(Payne, Barrettpassed 8/0)**

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Jeff Floyd, Chairman Cindy Miller, Office Administrator