## 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**

**May 25, 2023 – 6:00 p.m.**

**Directors**: Jeff Floyd, Chairman

(Present) Brandon Schmitt, Assistant Chairman

Doug Perrow, Treasurer

 Chad Barrett, Assistant Treasurer

 Bonnie Swanson

Charles Smith

Brandon Payne

 Karen Angulo

**Directors:** Bruce Jones

(Absent) Jennifer Elliott

**Staff/Partners**: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.

(Present) Cindy Miller, RELSWCD Office Administrator

 Katelin Savage, RELSWCD Conservation Education Specialist

 Kelly Burke, NRCS District Conservationist

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

**Others:** Angela W. Ball, PhD DCR Western Area Manager

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order May 25, 2023 at 6:00 p.m., by Jeff Floyd, Chairman at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:**  Angela W. Ball, PhD DCR Western Area Manager was in attendance.

**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, Barrett passed 8/0)**

**Reading and Approving of the April 27, 2023 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 (Perrow, Schmitt passed 8/0).**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report –April 2023 – 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. All financial reports are on file.

**2-DCR Conservation District Coordinator Report -** Mark Hollberg, CDC provided the May 2023 report. Angela W. Ball, PhD DCR Western Area Manager presented the report along with her background and history of her time with SWCD.(Copy filed with minutes).

**Administration:**

Fourth quarter disbursement letters will be sent to SWCDs on May 16. Due on July 17 will be the 4th quarter Attachment E.

Every SWCD must have a **FOIA Officer** and a **Record Retention Officer**. The FOIA Officer must take required FOIA training once every two years, and the FOIA Officer’s name must be posted to the SWCDs’ website, social media pages and on the FOIA website. **Record Retention Officers** are required totake Library of Virginia training once every three years.

**Va Ag Cost Share (VACS)**

Notify Sara Bottenfield **by May 15** of any structural bmps needing DCR approval prior to district action to carry over a third time into a 4th program year. Review the *FY24* Carryover report in Logi at “Shared Reports>District Year End Reports>Fiscal Year Closeout Reports.

Under the current VACS Program, districts can only grant increased cost share for practices due to "*site conditions unforeseen during the design of the practice*" such as dry well or hitting rock during construction where "*additional material expenses must be directly related to the unforeseen site condition*" (VACS Guidelines Pages II-31 and II-32). Inflation is not an “unforeseen site condition.”

Ninety percent of a district’s FY23 VACS allocations must be obligated by June 30 to receive a “Fully Satisfied” rating on its FY23 grant assessment. Any unobligated VACS cash remaining with the District after June 30 must be returned to DCR.

When completing **Transfers of Responsibility** forms, the W-9 for the new participant should be attached to the contract or instance in Tracking and then send an email sent to DCR Data Services (Jen Edwards) and/or SWCD Liaison (Blair Gordon) with the contract or instance number to request the participant change. See pages II-50 and 51. The forms contain PII and this method is more secure than sending them by email. Remember that the Transfer form must be used for all Transfers of Responsibility, whether the practice is complete or under construction and even if the transfer is between an individual and their farm/business. **Tracking/CAS accounts cannot be shared.** Security is closely monitored.

Virginia State SWCD Board meet today but there was no Quorum.

**DATES: Meeting attended are on file.**

**June 7 (1p.m.) & June 15 (9a.m.):** PY24 VACS Update virtual. (All Ag Tech staff must attend one session)  **June 20:** General Election Filing Deadline w/ local registrar (SWCD to post notice at least 30 days prior).

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

➢ May 26th: CSP Classic & IRA Ranking Deadline

➢ May 26th : CRP-Grassland Application Deadline

➢ June 15: Virginia’s OTI (Organic Transition Initiative) EQIP Offering Application Deadline

➢ June 16: CSP-IRA Ranking Deadline

 ➢ July 28: Virginia’s OTI (Organic Transition Initiative) EQIP Offering Ranking Deadline

➢ July 31: FSA – CRP-Clear 30 Signup

➢ August 7th: FSA Continuous-CRP Application Deadline

➢ August 15th: Final EQIP Obligations Deadline

➢ September 8th: Continuous-CRP Conservation Plan Deadline

➢ September 15th: EQIP-IRA Obligations Deadline

➢ September 29th: FY24 EQIP/CSP Application Ranking Deadline

Environmental Quality Incentives Program (EQIP)

* 48 Applications
* 16 Contracts

Conservation Stewardship Program (CSP)

* 2 CSP Clasic Application
* 25 CSP Contracts

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

* Contracts: 30

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

Conservation Technical Assistance

* 12 Potential Participants
	+ 3 Wildlife/ Forestry
	+ 2 Wildlife
	+ 6 Pasture
	+ 1 Forest

Local Working Group/ Public Meetings

* 9AM June 13th Meeting, Rustburg Meeting Room
* July 28th LWG Meeting Minutes Submission

**Training Opportunites are on file.**

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

**5-Virginia Cooperative Extension Report –** Bruce Jones, Appomattox VCE Agent- May 2023 report was not provided.

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan Wooldridge gave the May 2023 report (copy filed with minutes).

**Projects:**

Been a busy month here at Robert E. Lee SWCD. The supply issues have slowed down field work Working on plans and designs for new projects. Monitoring progress on projects under construction, meeting new producers, working on estimates and maps for new projects and helping out with soil testing questions. Working on Nutrient Management Plans for producer, flagging waterways not to be sprayed and helping with questions on erosion issues.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract** | **Instance** | **Co.** | **Est. Cost** | **CS amt.** | **Comp/Date** | **Fund** | **Practice** |
| 10-23-0054 | 526594 | CAM/OCB | $55,900.00 | $62,380.00Includes:$6,480.00 Buffer Payment | June 30, 2024 | PY23OCBVACS | SL-6W/110 |
| 10-23-0055 | 527643 | CAM/CB | $106,592.00 | $118,580.00Includes:$11,988.00Buffer Payment | June 30, 2024 | PY23 CBVACS | SL-6W/120 |
| 10-23-0056 | 527646 | CAM/CB | $98,375.00 | $109,535.00Includes:$11,160.00Buffer Payment | June 30, 2024 | PY23CBVACS | SL-6W/120 |
| 10-23-0057 | 527647 | AM/CB | $44,900.00 | $44,274.00Includes:$4,490.00Buffer Payment$1,22.50 TC | June 30,2024 | PY23CBVACS | SL-6W/110 |
| 10-23-0058 | 527720 | AP/CB | $20,269.00 | $20,269.00 | June 30, 2023 | PY23CBVACS | CCI-CNT/90 |
| 10-23-0059 | 527893 | AP/CB | $119,418.50 | $137,418.50Includes:$18,000.00Buffer Payment | June 30, 2024 | PY23OCBVACS | SL-6W/120 |

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

**PY23 Cost Share Funding:**

DCR Allocation: CB: $1,706,895.00, OCB: $916,967.00 = $2,623,862.00

District Obligated: CB: $1,635,890, OCB: $913,589.00 = $2,549,479.00

90% = $2,361,475.80 to receive A on Hollberg’s assessment.

Motion: *The Board authorizes staff to return what unobligated 2023 VACS is necessary to hit at least the 90% obligation goal.  The Board recognizes that a proportional amount of Technical Assistance must be returned as well if any allocation is surrendered.*

***Motion was Approved (Barrett, Schmitt passed 8/0).***

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Put out bidding for the two year maintenance of the 6 watershed dams. Closed on May 24, 2023 at 3:30pm. Four packets were picked up. Two were returned.

B&B Services LLC = $26,000.00

Hall’s Landscaping = $28,000.00

**Motion was made to accept lower of two bids and to request mowing to be done by B&B Services LLC. Approved (Schmitt, Barrett passed 8/0).**

**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

Meetings attended are on file.

Hours/Mileage:

168hrs worked

1647 miles traveled

Discussed the RMP audit conducted by DCR. Copy of audit is on file with minutes. No findings were noted.

**7-RELSWCD Conservation Technician-**Dustin Wooldall provided the May 2023 report (copy filed with minutes).

· Performed monthly duties

· Conducted field visits

· Conducted check-ups on cover crop termination

· Met with VCAP coordinators and Peter Francisco SWCD staff to discuss VCAP program

· Participated in VASWCD Educational Foundation Golf Tournament

· Attended Perennial Stream Determination Workshop

· Plan to attend Soil Science, Soil Fertility and Crop Production School June 6-7, Requesting approval for overnight lodging.

**Motion was made to approve overnight lodging for June 6-7 training. Approved (Schmitt, Smith passed 8/0).**

**8-RELSWCD Education Specialist Report-**Katelin Savage gave the May 2023 report(copy filed with minutes).

May Activities:

* April 29th: Enviroscape at Camp Sacajawea (Campbell County Girl Scouts; 82 students)
* May 3rd: Education Fund Golf Tournament
* May 10th: Amherst Scholarship Ceremony
* May 16th: Soil tunnel table and Enviroscape at Appomattox Christian Academy (50 students)
* May 18th and 19th: Holiday Lake 4-H Center water testing (Appomattox Elementary school 184 students)
* May 21st and 22nd: State Envirothon

Upcoming Activities:

* June 5th and 6th: Project Wild Facilitator Training
* June 7th: Appomattox Summer Library Program

Upcoming Meetings:

* June 8th: Education Committee meeting and Camp Woods and Wildlife counselor training

Notes: The trailer is scheduled to be complete by 4th quarter and the design will take place in the fall. We are expecting to have the finished trailer by January 2024.

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

**Monthly duties are kept up to date.**

* **Monthly duties are on file with the minutes.**
* **Assisted Katelin with activities as needed.**
* **VCAP inquiry researched and training attended with Buckingham on May 19, 2023, additional training will be attended online.**
* **Assisted with the State Envirothon as a volunteer May 21-22, 2023 at VSU.**

**Tax Credit Certificate Issued**

**Instance 457105 Contract # 10-22-0012 2022 OCB VACS Tax Credit amount $829.60**

**As a Board we will need to review the Strategic Plan and Annual Plan of work noting to add for February 2024 to start on a new Strategic Plan for June 2024-July 2028.**

**Note in Minutes review.**

**Motion was made to document in minutes that the Board of Directors has reviewed the Strategic Plan and Annual Plan of work. Approved (Perrow, Schmitt passed 8/0).**

**Our next Board of Directors meeting will be on Thursday, June 22, 2023 at 6 p.m.**

 **10. Timberlake WID – May 2023** Doug Perrow provided a verbal report.

Biannual tax bills have been sent out. Timberlake WID is still hoping that VDOT will correct issues with runoff.

**REPORT OF COMMITTEES –None**

**UNFINISHED BUSINESS- None**

**NEW BUSINESS- None**

**PUBLIC COMMENT – None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT -** The Chairman adjourned the meeting at 6:42 p.m. **Approved (Schmitt/ Barrett passed 8/0)**

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Jeff Floyd, Chairman Cindy Miller, Office Administrator