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

**July 27, 2023 – 6:00 p.m.**

**Directors**: Brandon Schmitt, Co-Chairman

(Present) Doug Perrow, Treasurer

Chad Barrett, Assistant Treasurer

Bonnie Swanson

Charles Smith

Bruce Jones

**Directors:** Jeff Floyd, Chairman

(Absent) Brandon Payne

Karen Angulo

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

Dustin Woodall, RELSWCD Conservation Technician

Kelly Burke, NRCS District Conservationist

**Staff Absent:**

**Others:**

**Call to order:** Theregular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order July 27, 2023 at 6:00 p.m., by Brandon Schmitt, Co-Chairman,atThe Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Adopting the Agenda:**Brandon Schmitt, Co-Chairman, asked if there were any changes to the agenda. M**otion was made to approve the agenda as presented. Approved (Perrow, Jones passed 6/0).**

**Acknowledgementof Guests:** No Guest were present.

**Reading and Approving of theJune 22, 2023 Minutes:**Brandon Schmitt, Co-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,Barrettpassed 6/0).**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report–June 2023–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. Year end reports filed with DCR. Attachment E for 4th quarter and Year End Balanced. All financial reports are on file.

Note Negative checking account balance for June 30, 2023 due to checks written for cost share prior to year end without transfer of funds from Cost Share Savings Account to Checking. Checks were not being mailed out until transfer was completed. Cindy was on vacation and could not complete transfer prior to June 30, 2023.

**2-DCR Conservation District Coordinator Report -** Mark Hollberg, CDCprovided theJuly 2023report. (Copy filed with minutes).

**Administration:**

The fourth quarter Attachment E and the year-end are due in my office no later than July 17 along with Quick Books P&L for the quarter, carryover reports and cash balance reports.

Carryover reports to be accurate all bmps in tracking must have the proper practice status – Complete, Carryover or Cancelled – NLT July 17 with Logi reports. Please provide me with your district’s board-approved, director-signed **Attachment D** (Budget Template) to me and email the excel version to Blair Gordon with a cc to me NLT than July 17.

**FY24 Grant Agreements** areto be board-approved, signed and returned to DCR NLT July 17.

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). Make this calculation once the books are closed for FY23.

**FY23 SWCD annual report** is to be sent to me by September 30.

Robinson, Farmer and Cox **auditors** will soon contact SWCDs to schedule August & September visits.

**VACS:**

No 2024 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.

CONTRACT: Sara Bottenfield sent an email to CAS users letting them know that “All three parts of the [2024] contract have been updated to more clearly spell out the participant’s responsibilities.Note Part # now requires a Directors signature.

**2023 End of Lifespan verifications** (expire 12/31/23) are to be inspected and their status entered in CAS by **Sept. 30, 2023,** to receive compensation of $200/verification. 2024 and 2025 EOL verifications (expire in 2024 and 2025) also completed by this deadline will receive an early completion bonus of $50 for each verification.

**Dates – Miscellaneous**

New DCR Staff: Tracy Culbertson, Agricultural BMP Engineering Specialist, DCR District Engineering Services

New **SWCD Rep. in the Office of the Attorney General:** Darrell Kuntz, [dkuntz@oag.state.va.us](mailto:dkuntz@oag.state.va.us), 804.371.5207

Tracking Program and additional VACS Updates: two identical virtual sessions; **July 19**, 9:30-11:30 am; **July 26**, 1–3pm

Introduction to Agriculture and BMP Use, four regional, 2-day sessions provided by DCR staff – **Aug/Sept**

VACDE Annual Training,Graves Mountain Lodge, **August 22 – 24**

Clean Water Farm local winner and Grand Basin nominations forms are due to me **October 2**.

**3-USDA Natural Resources Conservation Service Report –** Kelly Burke, NRCS District Conservationistgave the July2023 report. (Copy filed with minutes)

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

➢ July 31: FSA – CRP-Clear 30 Signup/ LWG Meeting Minutes Deadline

➢ August 7th: FSA Continuous-CRP Application Deadline

August 11th- CRP General Sign up 60-Deadline for NRCS to have completed and returned to FSA.

➢ August 15th: Final EQIP Obligations Deadline

➢ September 8th: Continuous-CRP Conservation Plan Deadline

September 9th: CLEAR-CRP Conservation Plan Deadline

➢ September 15th: EQIP-IRA Obligations Deadline

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

September 30th- FY24 CSP Renewal Assessment Deadline

Environmental Quality Incentives Program (EQIP)

* 26 EQIP Contracts: 4 Amherst, 6 Appomattox, 16 Campbell Co
* 42 Eqip Applications: 12 Amherst, 11 Appomattox, 19 Campbell Co

Conservation Stewardship Program (CSP)

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

* 30CSP-GCI:ontracts: 10 Appomattox, 20 Campbell
* 24 CSP Contracts: 4 Amherst, 5 Appomattox, 15 Campbell
* 2 CSP-GCI Applications: 2 Campbell Co
* 3 CSP Applications: 2 Campbell Co, 1 Appomattox

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

* 27 Potential Participants: 16 Campbell Co, 6 Amherst Co, 5 Appomattox Co

USDA Office will be closed due to construction for the month of August.

Trainings are on file.

Minutes from the FY2023 USDA-NRCS Rustburg VA Local Working Group Meeting were provided and reviewed.

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

**5-Virginia Cooperative Extension Report–**Bruce Jones, Appomattox VCE Agent- July 2023 report was provided.

Meeting approved for va private pesticide license credit, va nutrient management and certified crop advisor credit.

Central Virginia Crops Expo August 11, 2023 8:30-1:30

See attached Flyer

**Motion was made to sponsor the Central Virginia Crop Expo with a donation of $100. Approved (Smith, Swanson passed 6/0).**

The district is more than welcome to set up a table and I was wondering if I might be able to get some sponsorship assistance .

An Electronic Survey will be posted on Facebook, please share.

The Spotted Lantern Fly are still in Lynchburg and the spotting’s in Appomattox may have been transporting there from Lynchburg on vehicles.

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

**Projects:**

The supply issues have slowed down field work, but work is picking up from where it had been.  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. Helping out with soil testing questions and erosion issues.  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** |
| 10-24-0003 | 540628 | CAM/OCB | $35,280.00 | $36,528.00  Includes:  $1,248.00 Buffer Payment | June 30, 2025 | PY24  OCB  VACS | SL-6W/  110 |
| 10-24-0004 | 540629 | CAM/OCB | $714.20 | $714.20 | June 30, 2024 | PY24 OCB  VACS | NM-1A/  90 |
| 10-24-0005 | 540630 | CAM/OCB | $733.80 | $733.80 | June 30, 2024 | PY24  OCB  VACS | NM-1A/  90 |
| 10-24-0006 | 540631 | CAM/OCB | $711.60 | $711.60 | June 30,  2024 | PY24  OCB  VACS | NM-1A/  90 |

 Schmitt stepped out 6:32.

**Motion was made to approve all practices as listed. Approved (Perrow, Smith passed 5/0.**

Schmitt stepped back in 6:33.

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. First mowing has been completed and contractor paid.

**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 and they are still working with NRCS.

Meeting information is on file.

Hours/Mileage:

160hrs worked

1678 miles traveled

**7-RELSWCD Conservation Technician-**Dustin Woodall gave the July 2023 report (copy filed with minutes).

* Performed monthly duties
* Conducted field visits
* Attended PY24 Tracking Program Updates virtual meeting
* Created new contract (10-24-0001)

**8-RELSWCD Education Specialist Report-**Katelin Savagegave the July 2023 report(copy filed with minutes).

July  Activities:

* July 4th-6th: Appomattox 4-H Camp
* July 8th: Water testing with Campbell County homeschool group

June Meetings:

* July 11th: VCAP program update
* July 18th: VCAP Q&A

Upcoming Activities:

* July 29th: Summer reading event at Rustburg Library

Notes:  It has been a busy month with camp and continuing training on the VCAP program. We had a meeting with the design team for the Underground classroom to discuss the changes we are making to the back wall exhibit. I have began working on the redesign to incorporate the James River to be specific to our region. I ran the ranking sheets, maps, and paperwork for the proposed Altavista VCAP project. I finished up the Annual Report and have copies for approval. Annual report reviewed and Mark stated to include the State Board as a partner and Bonnie questioned if Dams were listed by locations. Board member present agreed to use previous group photo of Directors and list those not pictured.

**Motion was made to approve the Annual report with recommendations. Approved (Perrow, Barrett passed 6/0).**

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

Monthly duties are kept up to date.

* Prepared end of year reports.
* Submitted Signed Attachment E for fourth quarter and year end to DCR.
* Processed Quarterly Tax reports.
* Billed Localities for allocated funds.
* Reserved rooms and paid fees for Graves Mountain Annual training scheduled for August 22nd thru 24th.
* Updated VRS with new rates and confirmed security officers.
* Organized files for FY24 and file room.
* Spoke with VCAP applicant on project information.
* Refresher training worked on for VRS and QuickBooks.

Meeting information is on file.

Our next Board of Directors meeting will be on Thursday, August 24, 2023 at 6 p.m.

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

June cycle billing issue has been resolved with Campbell Co. Lake wide flooding due to heavy rains. TWID will be discussing future alternatives to prevent flooding.

**REPORT OF COMMITTEES: None**

**UNFINISHED BUSINESS- None**

**NEW BUSINESS-** VCAP project 10-24-001 for excess runoff in the town of Altavista was presented to the Board of Directors for review. After an open discussion of the project in detail a **Motion was made to Approve VCAP project 10-24-001 to be submitted to the VASWCD VCAP steering committee to be considered for approval. Approved(Perrow, Smith passed 5/1).**

**PUBLIC COMMENT –None**

**ANNOUNCEMENTS –None**

**ADJOURNMENT -** The Chairman adjourned the meetingat 7:10 p.m.**Approved(Perrow/ Smithpassed 6/0)**

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Brandon Schmitt, Co-Chairman Cindy Miller, Office Administrator