## 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**

**September 28, 2023 – 6:00 p.m.**

**Directors**: Jeff Floyd,Chairman

(Present) Brandon Schmitt, Co-Chairman

Bonnie Swanson

Charles Smith

Bruce Jones

Brandon Payne

Karen Angulo

Jennifer Elliott

**Directors:** Doug Perrow, Treasurer

(Absent)

**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:** Dustin Woodall, RELSWCD Conservation Technician

**Others:**

**Call to order:** Theregular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to orderSeptember 28, 2023 at 6:00 p.m., byJeff Floyd, Chairman,atThe Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**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 (Schmitt, Angulo passed 8/0).**

**Resignation of Chad Barrett: Motion was made to accept the resignation of Chad Barrett. Approved (Schmitt, Smith passed 8/0).**

**Acknowledgementof Guests:** Bill Stratton

**Reading and Approving of theJuly 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 minutesas written.****Approved(Schmitt, Smithpassed 6/0). Abstained Payne & Angulo.**

**Reading and Approving of the August 24, 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 (Angulo, Floyd passed 7/0). Abstained Payne**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report–July and August 2023–Cindy Miller, Assistant Treasurer**, gave theTreasurer’s reports (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program.No discrepancies noted.

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

**Administration:**

Quarterly reports are due to me by Monday, October 16.

The Code of VA requires locally elected officials take COIA training within two months after assuming local office and thereafter once every “period of two calendar years. Find training at <https://ethicswebinar.dls.virginia.gov> Select “Local elected officials or EDAs/IDAs” to complete the correct training. Take a screenshot of your completion message for your records and provide a copy to your district administrator.

**VACS:**

The Small Herd Initiative can provide up to $50K for stream exclusion bmps for producers owning 20-49 bovines. SHI funds are managed out of Richmond akin to CREP and don’t affect VACS allocations nor do they affect participant caps. No piggybacking with other funding.

The Engineering Assistance Request formis located under Forms in Tracking. Animal waste engineering requests will still be handled by Amanda Pennington; however, all other engineering requests must be sent to Raleigh Coleman who will assign staff to assist your District.

*Reminder:* “Neither the local SWCD nor DCR provides tax advice…”

**Miscellaneous:**

District board-approved Clean Water Farm Award application forms for both local winners and for Grand Basin nominees are due to the appropriate CDC no later than October 2. Review Director Wells’ 7/28/23 memo to districts. Additional material is to be submitted with basin nominations.

Mark advised the Board of Directors and staff that he plans to retire as of January 1, 2024 and his last meeting with us will be October 26, 2023. We wish Mark all the best in his retirement and are grateful for the many years he has worked with our District.

**3-USDA Natural Resources Conservation Service Report –** Kelly Burke, NRCS District Conservationistgave the September2023 report. (Copy filed with minutes)

* October 13th:  CSP Renewal Assessment and Ranking Deadline
* October 13th: EQIP/CSP/RCPP Application Deadline
* October 27th: CSP Renewal Preapprovals Selections
* November 1st: ACEP-ALE/WRE Application Deadline
* December 15th: CSP-Renewal Preapprovals Selections
* Marth 8th: EQIP/CSP/CIC Preapprovals Start
* April 26th: CPS FY25 Renewals Applications Deadline
* Sept 13th: EQIP-CIC, CSP Classic Obligation Deadline
* Sept 20th: CPS- Renewal Assessments Deadline

Environmental Quality Incentives Program (EQIP)

* 31 EQIP Contracts: 6 Amherst, 7 Appomattox, 18 Campbell Co
* 42 Eqip Applications: 12 Amherst, 9 Appomattox, 21 Campbell Co

Conservation Stewardship Program (CSP)

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

* 31CSP-GCI:ontracts: 10 Appomattox, 21 Campbell
* 26 CSP Contracts: 4 Amherst, 5 Appomattox, 15 Campbell, 2 Pittsylvania Co.
* 1 CSP Applications: 1 Campbell CoConservation Reserve Programs/ Conservation Reserve Enhancement Program (CRP/CREP)

Conservation Reserve Program /Conservation Reserve Enhancement Program

* 36 CREP contracts
* 7 General CRP contracts
* 12 CREP expiring 2023
* 6General CRP expiring 2023

Conservation Technical Assistance

* 20 Potential Participants: 5 Campbell Co, 7 Amherst Co, 8 Appomattox Co

Local Working Group/ Public Meetings

* April 30th: LWG Informational Kickoff
* May 6th: Meeting Deadline
* June 14th: Meeting Minutes Deadline

Trainings are on file.

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

**5-Virginia Cooperative Extension Report–**Bruce Jones, Appomattox VCE Agent- Gaver the September 2023 report.

(Copy filed with minutes)

1. Spotted Lanternfly adults still showing up heavy in Lynchburg. Many sightings in surrounding counties.
2. Virginia State Fair- September 22-October 1.
3. Five County Fair-Farmville- September 26-September 30
4. Amherst Co Fair- October 19-22

Starting to plan the winter educational meetings and the Private/ Commercial Pesticide Applicator Recertification sessions.

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

Projects:

Been a busy month here at Robert E. Lee SWCD. The supply issues have slowed down field work some but is 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 for the new program year. Working on Nutrient Management Plans for producers. Helping with soil testing questions. Helping with questions on erosion issues.

**Bruce Jones exited 6:27 pm**

Practices and Conservation Plans for Board Approval:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract/**  **Instance#** | **Prac** | **Co.** | **Est. Cost** | **CS amt.** | **Comp/Date** | **TC** | **Fund** |
| **10-24-0007/**  **574922** | **SL-8B** | **AP/OCB** | **$46,170.00** | **$46,170.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0008/ 574923** | **SL-8B** | **AP/OCB** | **$73,818.00** | **$73,818.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0009/**  **574924** | **SL-8B** | **CAM/OCB** | **$31,500.00** | **$31,500.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0010/**  **574925** | **SL-8B** | **AP/OCB** | **$21,951.90** | **$21,951.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0011/**  **574926** | **SL-8H** | **AP/OCB** | **$1,500.00** | **$1,500.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0012/ 574927** | **SL-8B** | **AP/CB** | **$72,968.40** | **$72,968.40** | **6/30/24** | **0** | **PY24 CB/**  **89** |
| **10-24-0013/ 574928** | **SL-8B** | **Cam/OCB** | **$49,563.00** | **$49,563.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0014/ 574929** | **SL-8B** | **CAM/OCB** | **$54,220.50** | **$54,220.50** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0015/ 574930** | **SL-8B** | **AP/CB** | **$27,054.00** | **$27,054.00** | **6/30/24** | **0** | **PY24 CB/**  **89** |
| **10-24-0016/ 575356** | **SL-8B** | **Cam/OCB** | **$4,500.00** | **$4,500.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0017/ 574932** | **SL-8B** | **Ap/OCB** | **$13,536.00** | **$13,536.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10/24/0018/**  **574933** | **SL-8B** | **AP/OCB** | **$15,804.00** | **$18,804.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0019/**  **574934** | **SL-8B** | **CAM/OCB** | **$5,085.00** | **$5,085.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0020/**  **574935** | **SL-8B** | **Cam/OCB** | **$56,250.00** | **$56,250.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0021/**  **574936** | **SL-8H** | **CAM/OCB** | **$6,000.00** | **$6,000.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0022/**  **574937** | **SL-8B** | **AP/OCB** | **$45,000.00** | **$45,000.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10/24/0023/**  **574938** | **SL-8B** | **AM/CB** | **$15,750.00** | **$15,750.00** | **6/30/24** | **0** | **PY24 CB/**  **98** |
| **10/24/0024/**  **574940** | **SL-1** | **AM/CB** | **$26,139.71** | **$26,139.71** | **6/30/24** | **0** | **PY24 CB/**  **115** |
| **10-24-0025/**  **574940** | **SL-8B** | **AP/OCB** | **$13,500.00** | **$13,500.00** | **6/30/24** | **0** | **PY24 OCB/**  **103** |
| **10/24/0026/**  **57941** | **SL-1** | **CAM/OCB** | **$17,066.25** | **$17,066.25** | **6/30/24** | **0** | **PY24 OCB/**  **110** |
| **10-24-0027/**  **574942** | **SL-1** | **CAM/OCB** | **$28,829.20** | **$28,829.20** | **6/30/24** | **0** | **PY24 OCB/**  **110** |
| **10-24-0028/**  **574943** | **NM-1A** | **CAM/OCB** | **$1,460.00** | **$1,460.00** | **6/30/24** | **0** | **PY24 OCB/**  **94** |
| **10-24-0029/**  **574944** | **CCI-SL-6W** | **AP/ OCB** | **$4,902.50** | **$4,902.50** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0030/**  **574945** | **SL-8B** | **Cam/OCB** | **$22,500.00** | **$22,500.00** | **6/30/24** | **0** | **PY24 OCB/**  **98** |
| **10-24-0031/**  **574946** | **SL-8H** | **CAM/OCB** | **$4,500.00** | **$4,500.00** | **6/30/24** | **0** | **PY24 OCB/**  **89** |
| **10-24-0032/**  **575324** | **FR-1** | **Cam/OCB** | **$2,751.00** | **$2751.00** | **6/30/24** | **0** | **PY24 OCB/**  **93** |

**Motion was made to approve all practices as presented 10-24-0007 thru 10-24-0032. Approved (Schmitt, Smith passed 7/0).**

**Bruce Jones reentered 6:30 pm**

Watershed Dams:

Watershed dams are doing well and in good shape except for Caldwell. Checking on the dams as the rainfall events happen. Please find information on Caldwell Dam issue on attached sheet. Oct 1 2023 is the Opening date when the contractor can start second mowing event. ( Information is on file).

**Motion was made to pursue a cost estimate & recommendation from BanderSmith to correct the issues with the Caldwell Dam. Approved ( Schmitt, Angulo 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.

September 27 Spot Checks (8). 5 need gravel maintenance Amherst (1) Campbell (3) Appomattox (1)

**Clean Water Farm Award:**

Promiseland Farms: Glenn Dye, Appomattox, OCB. Cover crop, Nutrient Management, Precision Ag.

**Motion was nominate Glenn Dye for our Clean Water Award for the OCB. Approved (Jones, Schmitt passed 8/0).**

**Virginia Department Agriculture Stewardship program notice regarding how the District handles complaints.**

**Motion was made to recommend the District to do a joint investigation as we have done in the past. Approved (Schmitt, Smith passed 8/0).**

Meeting information is on file.

Hours/Mileage:

160hrs worked 1702 miles traveled

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

1. **Introduction:** This report summarizes my work for September 2023 as a Conservation Technician. It covers my regular duties, field visits, my involvement in the VCAP project evaluation, and a request for contract approval.
2. **Monthly Duties:** This month some of my regular duties included:

* Interacting with agricultural professionals to convey the details and advantages of programs we offer.
* Pursuing further education and training to boost my proficiency in the role.
* Supporting daily office activities to promote a positive work environment.

1. **Field Visits:** I conducted field visits to assess the progress of current projects, as well as evaluate and discuss potential future projects.
2. **VCAP Project Assistance:** I contributed to the assessment of a prospective VCAP project by assisting in a field evaluation and ranking of the potential resource concern.
3. **Project approval requests:** I would like to request approval for a future contract as described in the attached chart.
4. **Conclusion:** I'm dedicated to our conservation mission and will continue to work diligently. Please reach out if you have any questions or need more information.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract** | **Instance** | **Co.** | **Est. Cost** | **CS amt** | **Comp/Date** | **Fund** | **Practice** |
| 10-24-0001 | 536094 | AM/CB | $27,205.00 | $28,927.00  Includes:  $1,722.00 Buffer Payment | June 30, 2025 | PY24  CB  VACS | SL-6W/  110 |

**Motion was made to approve contract 10-24-0001. Approved ( Angulo, Schmitt passed 8/0).**

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

August Activities and Meetings:

* August 9th: VCAP Q&A Zoom
* August 11th: Crops Expo
* August 22-23rd: Graves Mountain Training Session
* August 25th: VCAP Steering Committee Meeting
* August 30th: VAEE Orientation Meeting

Upcoming Activities:

* September 12th: Appomattox’s Sherriff’s Night

Notes: The final VCAP application was sent to the state board this month and will be reviewed later this week. I completed the redesign of the underground classroom exhibit and we expect the trailer to be ready in January. The outdoor classroom grant applications will open on September 1st and I have a google form set up to collect the applications. I have had meetings with three teachers who are interested in applying this month. I also created and distributed advertisement flyers for the program. I registered to complete the Virginia Environmental Educator certification program and those classes will begin next month.

September Activities and Meetings:

* September 12th: VAEE Professional Development Workshop
* September 15th: VAEE Professional Development Workshop
* September 18th: Program Overview meeting with Appomattox’s CTE coaches
* September 20th: Appomattox Library Story and Craft Day (24 kids)
* September 21st: VCAP screening site visit
* September 25th: Budget committee meeting
* September 26th: Holiday Lake field trip with Rustburg High School (31 students)
* September 27th: Holiday Lake field trip with William Campbell High School (33 students)

Upcoming Activities:

* September 29th: Meeting with Underground Classroom design team

Notes: I have started the Environmental Educator Certification program and completed the first required workshop and module. I am still communicating with teachers on the grant opportunity and Underground Classroom scheduling. We screened one VCAP project this month and determined it did not meet the criteria for an application. We received the proof for the redesigned panel in the Underground Classroom. No motion needed. But full Board liked the back panel!

Proposals:

* Underground Classroom Contract : **After Open discussion suggestion contract was to be tabled until the Education Committee reviewed the contract prior to our October 26, 2023 BOD meeting.**
* Additional page on website for the Underground Classroom: **Motion was made to add page on our website for coming in Jan, less the contract which will be reviewed. Approved (Floyd, Jones passed 8/0).**

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

Monthly duties are kept up to date.

* Continued working on Refresher training for VRS and QuickBooks.
* Worked on record retention items.
* Worked on QuickBooks Audit Prep review and began preauditing files for our December 12, 2023 audit.
* Submitted Slideshow of District to VASWCD for Annual Meeting.
* Requested and received information from Insurance Co and RSG for quotes if Horizon Building were purchased.
* Coordinated Budget & Finance committee meeting and tour of Horizon Building for September 25, 2023.
* Toured Storage unit at Thomasville for Underground Classroom trailer, in case we are not moving. Indoor unit doors are not high enough. Our option is to have an 35 ft outdoor lot space and purchase a cover with storage fee of $69 per month.

**Motion request to reopen our online Truist account in order for me to have access to bank account**

**information. Approved (Angulo, Swanson passed 8/0).**

**Motion request to approve Six month lease for current location at $2167.39 per month and term date of March 31, 2024. Approved (Smith, Angulo passed 8/0).**

Please let me know at our October 26, 2023 BOD meeting if you plan to attend the Annual Meeting which will be held in Norfolk, VA December 3rd-6th. I will need to register you, so please get with me so we can get the details for classes and meals registered correctly.

Meeting information is on file.

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

**10- Timberlake WID –**No report was provided.

**REPORT OF COMMITTEES: Budget & Finance Committee: Reviewed committee meeting notes which are attached and on file in the office. Motion was made to offer $400,000 for the Horizon Building in Campbell Co and to give Jeff Floyd and Karen Angulo jointly rights to counter offer on the property up to $470,000 pending inspections of the facility. Approved (Schmitt, Smith passed 8/0).**

**UNFINISHED BUSINESS- None**

**NEW BUSINESS- None**

**PUBLIC COMMENT –None**

**ANNOUNCEMENTS –None**

**ADJOURNMENT -** The Chairman adjourned the meetingat 7:41 p.m.**Approved(Angulo, Elliott passed 8/0)**

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Jeff Floyd, Chairman Cindy Miller, Office Administrator