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

**October 26, 2023 – 6:00 p.m.**

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

(Present) Doug Perrow, Treasurer

 Bonnie Swanson

 Charles Smith

 Bruce Jones

Brandon Payne

 Karen Angulo

 Jennifer Elliott

**Directors:** Jeff Floyd, Chairman

(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

 Dustin Woodall, RELSWCD Conservation Technician

**Staff Absent:**

**Others:**

**Call to order:** Theregular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to orderOctober 26, 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 8/0).**

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

**Reading and Approving of theSeptember 28, 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,Jonespassed 8/0).**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report–September 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. Attachment E for 1st quarter Balanced. All financial reports are on file.Signed Attachment E was provided to DCR.

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

From last October, but still relevant especially considering recent budget amendments: From James Martin, DSWC director:

 It is critical that everyone maintains our focus on the Program’s mission, manual, and procedures to ensure we are implementing properly designed and installed practices that produce the greatest water quality benefits for the taxpayers of the Commonwealth.

Quarterly reports are due in my office no later than Monday, October 16. This includes attachment E, plus Quickbooks cash balance sheet and P&L for the quarter. VACS:

CY23 Random Verifications – enter into the verification module by COB 10/31/23

Change to piggy-backing for PY24 – From page II-31 of the VACS manual: “Districts and federal agencies may choose to combine resources to fund mutually high priority practices up to the approved estimated cost or eligible actual cost. VACS funding may not exceed the cost-share rate listed in the VACS BMP specifications. NRCS payment and VACS payment may combine to cover 100% of the lesser of a bmp’s estimated or actual cost so long as the district’s VACS payment does not exceed the cost-share rate established in the bmp’s specification. It used to be that combined district and federal payments could not exceed the VACS cost-share rate.

With Mark Hollberg retiring as of Jan 1, 2024 ,Angela Ball may cover some duties and Blair Gordon will be contact person for Attachment E. Mark stated he will share contact information with us as he receives it.

Meetings are on file at the District.

**3-USDA Natural Resources Conservation Service Report –** Kelly Burke, NRCS District ConservationistProvided the Octobery2023 report. (Copy filed with minutes)

* October 27th: CSP Renewal Assessment and Ranking Deadline
* November 1st: ACEP-ALE/WRE Application Deadline
* November 3rd: CSP Renewal Preapprovals Selections
* December 15th: CSP Renewals/CSP-GCI Obligation Deadline
* March 8th: EQIP/CSP/CIC Ranking Deadline
* March 18th: EQIP/CSP/CIC Preapproval Start
* April 26th: CPS FY25 Renewals Application Deadline
* September 13th: EQIP, EQIP-CIC, CSP Classic Obligation Deadline
* September 20th: CPS-Renewal Assessments Deadline

Environmental Quality Incentives Program (EQIP)

* 29 EQIP Contracts: 4 Amherst, 7 Appomattox, 18 Campbell Co
* 48 Eqip Applications: 15 Amherst, 12 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
* 2 CSP-GCI Applications: 2 Campbell Co
* 12 CSP Applications: 6 Campbell Co, 2 Appomattox, 3 Amherst, 1 Pittsylvania

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

* 0 Potential Participants

Local Working Group/ Public Meetings

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

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

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

1. Spotted Lanternfly adults have been obtained from the western part of Appomattox.
2. Private Pesticide Applicator Liceanse Recertificaion classes
	1. Amherst- December 5-Amherst Co Administration Building 6 to 9 pm
	2. Campbell- December 12-Campbell Co Ext Office 6 to 9 pm
	3. Appomattox- January 18, 2024- Appomattox Community Center- 1 to 4 pm
3. Extension office situation analysis assistance requested.
4. Meet and Greet with Ext Director Dr. Mike Gutter- Lynchburg Library- Dec 13 3 to 4:30 pm

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

**Projects:**

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 working on Nutrient Management Plans for producers.

6:15 pm Jennifer Elliott stepped out.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract**  | **Instance**  | **Co.**  | **Est. Cost**  | **CS amt.**  | **Comp/Date**  | **Fund**  | **Practice**  |
| 10-24-0035  | 579427  | AP/CB  | $6,018.00  | $6,018.00   | 6/30/24  | PY24 CB VACS  | SL-8B /98  |
| 10-24-0036  | 579428  | CAM/OCB  | $53,370.00  | $53,370.00   | 6/30/24  | PY24 OCB VACS  | SL-8B / 98  |
| 10-24-0037  | 579429  | CAM/OCB  | $800.00  | $800.00  | 6/30/24  | PY24 OCB VACS  | SL-8H / 92  |
| 10-24-0038  | 579430  | CAM/OCB  | $3,000.00  | $3,000.00  | 6/30/24  | PY24 OCB VACS  | SL-8B / 98  |
| 10-24-0039  | 579431  | CAM/OCB  | $1,620.00  | $1,620.00  | 6/30/24  | PY24 OCB VACS  | SL-8B / 98  |
| 10-24-0040  | 579432  | CAM/OCB  | $5,250.00  | $5,250.00  | 6/30/24  | PY24 OCB VACS  | SL-8B / 98  |
| 10-24-0041  | 579433  | CAM/CB  | $9,000.00  | $9,000.00  | 6/30/24  | PY24 CB VACS  | SL-8H / 98  |
| 10-24-0042  | 579436  | AM/CB  | $67,915.46  | $67,915.46  | 6/30/24  | PY24 CB VACS  | SL-1 / 110  |

**Motion was made to approve all pratices as list 10-24-0035 thru 10-24-0042. Approved (Perrow, Payne passed 7/0).**

**6:17 pm Jennifer Elliott returned**

**Watershed Dams:**

Watershed dams are doing well and in good shape. Caldwell lake is still drained. As of the time of this writing there is a plan For Bandersmith to come evaluate the gate on 10-26-23 in the afternoon.   Bandersmith was able to evaluate the gate and it was agreed to lower the gate until the replacement is ready to install. When the replacement gate is ready to install the gate will be reopened and replaced per Charles Wilson's recommendation.

Would like to ask for a motion to put in a request of $70,000.00 for DCR’s small dam repair fund. That request amount would cover the inspection/engineering/construction.

**Motion was made to request $70,000.00 for DCR’s small dam repair fund. Approved (Smith, Swanson approved 8/0).**

All Six watershed dams have now had there second mowing and contractor has been paid.

Watershed Dam Inspections, DCR Charles Wilson Oct 31,2023

**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)

Meeting information is on file.

Hours/Mileage:

160hrs worked

1503 miles traveled

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

I. Introduction: This report summarizes my work for October 2023 as a Conservation Technician. It covers my regular duties, field visits, and my involvement in education and outreach.

II. 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.

III. Field Visits: I conducted field visits to assess the progress of current projects, as well as evaluate and discuss potential future projects.

IV. Education Outreach: I participated in the Appomattox Railroad Festival to facilitate the promotion and discussion of our programs while also assisting with educational outreach efforts.

V. 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.

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

October Activities and Meetings:

· October 5th: State Education Committee Meeting

· October 11th: Appomattox Library (30 kids)

· October 14th: Railroad Festival (~100 people reached)

· October 18th: Enviroscape at Yellow branch Elementary (78 students)

· October 19th: STEM day at Yellow branch Elementary (84 students)

· October 20th-22nd: Table at Amherst Fair

· October 24th: Education Committee Meeting

· October 25th: Envirothon Kickoff Zoom

Upcoming Activities:

· October 28th: Rustburg Library Halloween Event

· November 1st: Holiday Lake Field Trip

Notes: I am officially registered as Project Wild Facilitator and will be planning on co-hosting a workshop for educators next year. I have also been working on editing and updating the website as well. The Underground classroom page is now live on the website and the application link will be added pending board approval.

Work on the Holstrom VCAP project has started and we will continue to monitor the progress and completion

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

Monthly duties are kept up to date.

* Reconciled and prepared Attachment E and submitted to DCR with attachments.
* Submitted Quarterly Tax reports for 941, VEC and State payroll taxes paid.
* Prepared mileage reimbursement.
* Reopened online Truist account.
* **Continued working on Refresher training for VRS and QuickBooks.**
* **Continued preauditing files for our December 12, 2023 audit.**
* **Our option is to have an 35 ft outdoor lot space and purchase a cover with storage fee of $69 per month.**
* **Submitted lease agreement to landlord. I will have an update on the Horizon Building in November.**

**Motion request to hold November BOD meeting on November 16, 2023. Motion was made and approved (Perrow, Swanson passed 8/0).**

**Please let me know 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. Noone stated they plan to attend.**

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

Water levels are currently down. There is still concern with run off and run in from the road and creeks. No additional information from VDOT.

**REPORT OF COMMITTEES: Education Committee- Reviewed and made adjustments to the Underground Classroom Reservation Application. Motion was to approve the form as updated. Approved (Smith, Perrow passed 8/0). Form to be reviewed annually.**

**UNFINISHED BUSINESS- None**

**NEW BUSINESS- None**

**PUBLIC COMMENT –None**

**ANNOUNCEMENTS –None**

**ADJOURNMENT -** The Chairman adjourned the meetingat 6:42 p.m.**Approved(Angulo/ Smithpassed 8/0)**

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Brandon Schmitt, Co-Chairman Cindy Miller, Office Administrator