## 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**

**November 16, 2023 – 6:00 p.m.**

**Directors**: Jeff Floyd, Chairman

(Present) Brandon Schmitt, Co-Chairman

Doug Perrow, Treasurer

Charles Smith

Brandon Payne

Jennifer Elliott

**Directors:** Bonnie Swanson

(Absent) Karen Angulo

Bruce Jones

**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:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order November 16, 2023 at 6:00 p.m., by Jeff Floyd, Chairman, at The 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 (Perrow, Schmitt passed 6/0).**

**Acknowledgement of Guests:**  No Guest were present.

**Reading and Approving of the October 26, 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, Smith passed 6/0).**

**REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer’s Report –October 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. 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 – Angela W. Ball** , PhD Western Area Manager DCR provided the November 2023 report. (Copy filed with minutes).

Administrative and Operational Items

§ Status of FY24 2nd Qtr. Disbursements: Disbursements for the 2nd qtr. will include operational, technical assistance, and cost-share funds (VACS, CREP, WFA). One disbursement letter per SWCD is scheduled to be sent out 11/13/23. Note: Disbursement letters will be addressed to the attention of the SWCD Chair, using the SWCD’s mailing address.

§ Certificate of Liability: SWCDs no longer need to request a certificate of liability through DCR when seeking liability coverage for a SWCD-sponsored event. SWCDs can now print a certificate of liability from the VA Department of Treasury’s Division of Risk Management (DRM) website: https://trs.virginia.gov/Risk-Management/Plans-Programs/State-Government.

§ IRS 1099 E-File Mandate & Related DCR Webinar : For the coming tax season, the IRS is now requiring anyone filing 10 or more 1099s to file electronically. DCR is updating the AgBMP Tracking Module to address this change. DCR will be hosting a short webinar to review this information on 11/16/23, 10:00-11:00 AM via MS Teams. Click here to join the meeting Meeting ID: 213 501 195 334 Passcode: Z9SPiC Or call in (audio only) +1 434-230-0065, 621546930# Conference ID: 621 546 930#

§ End of Calendar Year Delegated Authority: SWCDs with early December meetings (or those that don’t plan to meet in December) may want to consider delegating authority to the Chair or the Ag/Technical Committee to address late December approvals of eligible cost increases, particularly those relating to VA Ag BMP Tax Credits.

§ Planning Items – SWCD Election of Officers, Setting 2024 Calendar Year Meeting Date & Time, Committee Appointments: These tasks typically occur annually in December or January. Given this is an election year, these tasks will most likely need to wait until the January 2024 meeting when elected directors officially take office) Ag and Cost-Share Items

§ Random BMP Verifications Requiring Maintenance: For those SWCDs with contracts that required maintenance, please continue to work with those participants to ensure maintenance is achieved per established timelines. § Continuing Conservation Initiative (CCI) Enrollment or Re-Enrollment: It is the time of year to start preparing and signing up any BMPs or existing CCI practices coming out of lifespan on 12/31/23 that are eligible for CCI. Taking the signup and certifying the new CCI practice before the end of Calendar Year 2023 will allow the new lifespan to start immediately on 01/01/24 as soon as the current lifespan ends. In the Conservation Application Suite (CAS) it is critical that the 'Technical Certification Date' on the General tab reflect certification by the end of this calendar year to avoid a break in lifespan. A

§ VA Tax Credit Reminder: The Technical Certification Date (General tab), the Tax Credit Certification Signature Date (Programs tab), and the Tax Credit Board Approval Date (Programs tab) must all be dated on or before 12/31/23 (the same calendar year). If not, the tax credit will not be issued in the year the BMP is completed.

3) Annual IT Security Awareness Training – Deadline to Complete 12/15/23: All users of the Conservation Application Suite must complete this training. There is a new training provider. Reference the detailed instructions provided in an email dated 10/23/23 from Carl Thiel-Goin, DCR-DSWC Conservation Planning & Training Coordinator. 4) DCR Related News

§ Status of CDC-Staunton: Mark Hollberg will be retiring, effective 01/01/24. The process to fill the anticipated vacancy has commenced. The week of 11/13/23, many of the CDC-Staunton duties and responsibilities will be divided among DCR-DSWC staff. Blair Gordon, District Liaison will be the primary point of contact. Angela Ball, Western Area Manager will be providing the monthly CDC reports and serve as a secondary contact.Training Reminders and Important Dates

§ Reminder-COIA Training for Directors: The Code of VA requires once every two years locally elected officials take Conflict of Interest Act (COIA) training. Most directors took this in 2021 between July and December. The training can be accessed at https://ethicswebinar.dls.virginia.gov Each module is specific to your role so select “Local elected officials or EDAs/IDAs” to complete the correct training. A List of Meetings and Activities are on file.

**3-USDA Natural Resources Conservation Service Report –** Kelly Burke, NRCS District Conservationist – November 2023 report was not provided.

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

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

1. Private Pesticide Applicator License Recertification classes
   1. Amherst- December 5-Amherst Co Administration Building- 6 to 9pm
   2. Campbell- December 12-Campbell Co Extension Office- 6 to 9pm
   3. Appomattox- January 18, 2024-Appomattox Community Center -1 to 4 pm
2. Meet and Greet with Extension Director Dr. Mike Gutter=Lynchburg Library-December 13-3 to 4:30 pm
3. Vegetable Production Meeting-Charlotte Court House-December 14-8:30 to 12:30
   1. Also provides private pesticide applicator license credit
4. Virginia Forage and Grassland Council Winter Forage Conference Series Jan 24- Chatham

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

**Projects:**

The supply issues have slowed down field work some. Working on plans and designs for new projects. Monitoring progress on projects under construction. Working on estimates and maps for new projects for the new program year. 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** |
| 10-24-0033 | 577967 | CAM/OCB | $98,238.00 | $115,122.00  Includes:  $16,884.00  Buffer Payment | 6/30/25 | PY24 OCB VACS | SL-6W  /107 |

**Motion to approve project 10-24-0033 was Approved. (Schmitt, Smith passed 6/0).**

**Would like to ask for a motion to grant power to the Ag Committee to approve adjustments to tax credits for previously approved practices. Approved(Smith, Payne passed 6/0).**

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Caldwell lake is filling up.

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

Watershed Dam Inspections, DCR Charles Wilson Oct 31,2023. Few erosion issues were found but not directly effecting the dam its self.

Monitor systems will be partially installed 11/17-11/19/2023.

**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 2023. Spot Checks (8). 5 need gravel maintenance Amherst (1) Campbell (3) Appomattox (1)

Meeting information is on file.

Hours/Mileage:

160hrs worked

1,191 miles traveled

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

1. **Introduction:** This report summarizes my work for November 2023 as a Conservation Technician. It covers my regular duties, field visits, and my involvement in education and outreach.
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. **Education Outreach:** I assisted with an educational program at Holiday Lake 4-H center.
3. **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 Savage gave the November 2023 report(copy filed with minutes).

November Activities and Meetings:

* November 1st: Rustburg Middle School 4-H field trip (104 students)
* November 8th: VCAP Water Cooler Zoom
* November 9th: Brookville Middle School 4-H field trip (98 students)
* November 14th: Assisted with seminar at Sweet Briar College

Upcoming Activities:

* November 17th: VCAP Steering Committee

Notes: I submitted the final payment request for the Holstrom VCAP project last week and the committee will review the request at the committee meeting on the 17th. Additions to her project increased her initial cost estimate and her possible cost share, an adjustment request was also made. I have been emailing with a handful of teachers interested in applying for the Outdoor Classroom grant. I am requesting a motion to extend the deadline for the applications to February 1st due to teacher feedback on their schedules.

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

Monthly duties are kept up to date.

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

* Distributed the approved minutes from the September 28, 2023 Board of Directors meeting.
* Draft minutes for the October 26 RELSWCD Board of Directors meeting were prepared and distributed for review.
* Prepared the October 2023 Treasurer’s and Budget reports and forwarded them to Jeff Floyd, Chairman.
* Reconciled the bank statements (3), checkbook, QBs and multi-funded account balances.
* Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
* Payroll summary (monthly) and general ledger for the month reviewed for accuracy, each month.
* Processed the Monthly payroll, taxes, and retirement.
* Prepared the draft agenda for the November 16, 2023 regular Board of Directors meeting and forwarded for review.
* **Continued working on Refresher training for VRS and QuickBooks.**
* **Finished auditing files for our December 12, 2023 audit.**
* **Assisted with program at Holliday lake 4H Center.**
* **Called Exterminator for Bee infestation.**

Our next Board of Directors meeting will be Thursday January 25th.

**10- Timberlake WID –November 2023** Doug Perrow provided a verbal report. TWID is still perusing VDOT to make correction to water traveling into Timberlake. TWID is researching grants, checking into putting monitors into incoming water flow to monitor.

**REPORT OF COMMITTEES-None**

**UNFINISHED BUSINESS- None**

**NEW BUSINESS- Motion was made to provide $250 Christmas bonus for each employee. Approved (Perrow, Smith passed 6/0).**

**PUBLIC COMMENT – None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT -** The Chairman adjourned the meeting at 6:26 p.m. **Approved (Schmitt, Payne passed 6/0)**

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Jeff Floyd, Chairman Cindy Miller, Office Administrator