Robert E. Lee Soil & Water Conservation District 7631-A Richmond Hwy.

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Board of Directors Regular Meeting Minutes

The Spring House Restaurant

9789 Richmond Hwy., Lynchburg, VA 24504

June 27th, 2024- 6:00pm

Directors:

(Present) Joetricia Humbles, Chairperson

 Doug Perrow, Treasurer

 Bonnie Swanson, Vice Chairman

 Jennifer Elliott

 Zachary Campbell

 Shepard Landrum

Directors (Absent): Bruce Jones

 Leslie Whealton

 Andrew Rousseau

Staff (Present): Cindy Miller, RELSWCD Office Administrator

 Katelin Savage, RELSWCD Conservation Education Specialist

 Dustin Woodall, RELSWCD Conservation Technician

 Myra Parr, RELSWCD Conservation Technician

 Stacy Horton, CDC DCR

 Tad Williams, CDC DCR

Staff (Absent): None

Others: None

**CALL TO ORDER**: The regular meeting of the Robert E Lee Soil and Water Conservation District Board of Directors was called to order on June 27, 2024 at 6:02 pm by Joetricia Humbles, Chairperson, at The Spring House Restaurant, 9789 Richmond Hwy., Lynchburg, VA.

Adopting the Agenda: Joetricia Humbles, Chairperson, requested the board review the proposed agenda. **Motion was made to adopt the agenda (Perrow, Campbell passed 5/0)**

Acknowledgement of Guests: None Present

Reading and Approval of the May 23, 2024 and June 13, 2024 Minutes: Joetricia Humbles, Chairperson, asked if there were any questions, concerns or corrections to the meeting minutes as presented. **Motion was made to approve the May 23, 2024 and June 13, 2024 meeting minutes (Perrow, Campbell passed 5/0)**

**REPORTS OF OFFICERS/PARTNERS/STAFF**

I-**Treasurer's Report** -May 2024-- 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.

II-**DCR Conservation District Coordinator Report**- Stacy Horton, CDC provided the June 2024 report. (Copy filed with minutes). Grant agreements for Program Year 2025 will be released soon and need to be addressed at the July Board Meeting. She introduced Tad Williams as the new CDC for the Staunton Regional Office and noted that Tad will be assuming the role of CDC for Robert E. Lee SWCD in the coming months. Stacy reviewed the deliverables for Robert E. Lee SWCD from the June 26, 2024 Virginia Soil and Water Board meeting.

 **\*6:08pm Jennifer Elliott entered the meeting**

III-**USDA Natural Resources Cons. Service**- Joetricia Humbles, Chairperson, directed the board to review the report provided by Lauren Cheatham, NRCS District Conservationist. (Copy filed with minutes).

IV-**Virginia Department of Forestry-** No report provided.

V-**Virginia Cooperative Extension**- Joetricia Humbles, Chairperson, requested the board review the report provided by Bruce Jones, Appomattox County Ag Extension Agent. (Copy filed with minutes).

VI- **RELSWCD Conservation Technician Report-** Dustin Woodall gave the June 2024 Conservation Technician Report (copy filed with minutes).

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract** | **Instance** | **CS Amt.** | **Practice** |
|  |  |  |  |
| 10-24-0007 | 574922 | $43,550.00 | SL-8B |
| 10-24-0008 | 574923 | $65,217.00 | SL-8B |
| 10-24-0009 | 574924 | $24,500.00 | SL-8B |
| 10-24-0010 | 574925 | $18,125.10 | SL-8B |
| 10-24-0014 | 574929 | $42,171.50 | SL-8B |
| 10-24-0015 | 574930 | $5,715.30 | SL-8B |
| 10-24-0017 | 574932 | $12,055.00 | SL-8B |
| 10-24-0018 | 574933 | $13,050.60 | SL-8B |
| 10-24-0020 | 574935 | $25,261.60 | SL-8B |
| 10-24-0021 | 574936 | $3,600.00 | SL-8H |
| 10-24-0022 | 574937 | $20,821.50 | SL-8B  |
| 10-24-0022 | 586156 | $4,271.10 | SL-8H |
| 10-24-0025 | 574940 | $11,700.00 | SL-8B |
| 10-24-0030 | 574945 | $5,291.70 | SL-8B |
| 10-24-0031 | 574946 | $2,250.00 | SL-8H |
| 10-24-0036 | 579428 | $49,393.50 | SL-8B |
| 10-24-0039 | 579431 | $849.80 | SL-8B |
| 10-24-0040 | 586142 | $1,954.30 | SL-8H |
| 10-24-0044 | 585355 | $532.14 | NM-1A |
| 10-24-0026 | 574941 | $9,705.83 | SL-1 |
| 10-24-0027 | 574942 | $13,302.48 | SL-1 |

**Motion was made to approve payments for the contracts as listed above (Perrow, Swanson passed 6/0)**

**Motion was made to approve cancellation of contract 10-24-0023 (Swanson, Perrow passed 6/0)**

The Cost Share Program Carryover Report was reviewed (Copy filed with minutes). **Motion was made to approve the contracts listed on the report for Carryover (Perrow, Landrum passed 6/0).**

 VII- **RELSWCD Education Specialist Report**- Katelin Savage provided the June 2024 Education/VCAP report. **Motion was made to approve VCAP Contracts 10-25-0001, 10-25-0002, 10-25-0003, and 10-25-0004 (Perrow, Swanson, passed 6/0).**

**Motion was made to approve the finalized version of the Strategic Plan for 2024-2028 (Perrow, Landrum passed 6/0).**

VIII- **RELSWCD Office Administrator Report-** Cindy Miller provided the June 2024 report (copy filed with minutes).

IX- **Timberlake Watershed Improvement District-** Doug Perrow provided an update on the progress with the VDOT project. A presentation will be provided at the July board meeting.

**REPORT OF COMMITTEES:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** **Motion was made to appoint Katelin Savage as the SWCD’s FOIA Officer and the SWCD’s Records Officer (Perrow, Campbell passed 6/0).**

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS**: None

**ADJOURNMENT**: **Motion was made to adjourn (Perrow, Campbell passed 6/0). Meeting was adjourned at 7:13pm.**