

Robert E. Lee Soil & Water Conservation  
District 7631-A Richmond Hwy.  
Appomattox, VA 24522  
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[www.releeconservation.com](http://www.releeconservation.com)

Board of Directors Regular Meeting  
Minutes

The Spring House Restaurant  
9789 Richmond Hwy., Lynchburg, VA 24504  
August 22<sup>nd</sup>, 2024- 6:00pm

Directors:

(Present) Doug Perrow, Treasurer  
Bonnie Swanson, Vice Chairperson  
Zachary Campbell  
Andrew Rousseau  
Bruce Jones

Directors (Absent): Joetricia Humbles, Chairperson  
Shepard Landrum  
Jennifer Elliott  
Leslie Whealton

Staff (Present): Katelin Savage, RELSWCD Conservation Education Specialist/OA  
Dustin Woodall, RELSWCD Conservation Technician  
Myra Parr, RELSWCD Conservation Technician  
Stacy Horton, CDC DCR  
Tad Williams, CDC DCR

Staff (Absent): None

Others: Stacy Polk, Nutrient Management Specialist,  
DCR

**CALL TO ORDER:** The regular meeting of the Robert E Lee Soil and Water Conservation District Board of Directors was called to order on August 22nd, 2024, at 6:10 pm by Bonnie Swanson, Vice Chairperson, at The Spring House Restaurant, 9789 Richmond Hwy., Lynchburg, VA.

**Adopting the Agenda:** Bonnie Swanson, Vice Chairperson, requested the board review the proposed agenda. **Motion was made to adopt the agenda (Perrow, Jones passed 5/0).**

**Acknowledgement of Guests:** Bonnie Swanson, Vice Chairperson, acknowledged Stacy Polk, newly hired Nutrient Management Plan write for the district's area.

**Reading and Approval of the July 25<sup>th</sup>, 2024, Minutes:** Bonnie Swanson, Vice Chairperson, asked if there were any questions, concerns or corrections to the meeting minutes as presented. **Motion was made to approve the July 25<sup>th</sup>, 2024, meeting minutes (Perrow, Campbell passed 5/0)**

#### **REPORTS OF OFFICERS/PARTNERS/STAFF**

**I-Treasurer's Report** -July 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. Attachment E for the fourth quarter and End of year balances was reviewed. Attachment E reports reconciled with QuickBooks, bank accounts, and CAS suite.

**II-DCR Conservation District Coordinator Report-** Stacy Horton, CDC provided the August 2024 report. (Copy filed with minutes). PY25 start-up items and policies as well as return of funds procedures were reviewed. End of year assessments (copy filed with minutes) for Admin/Ops and CS/TA were reviewed.

**III-USDA Natural Resources Cons. Service-** No report provided.

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

**V-Virginia Cooperative Extension-** Bruce Jones provided the August 2024 Virginia Cooperative Extension report, highlighting upcoming agricultural programs in the area (Copy filed with minutes)

**VI- RELSWCD Conservation Technician Report-** Dustin Woodall gave the August 2024 Conservation Technician report (copy filed with minutes). **Motion was made to approve contract 10-23-0010 for cost share payment of \$137,944.00 from CB VACS (Perrow, Jones passed 5/0).**

**VII- RELSWCD Conservation Technician Report-** Myra Parr gave the August 2024 Conservation Technician report (copy filed with minutes).

**VIII- RELSWCD Office Administrator/Education & VCAP Coordinator Report-** Katelin Savage provided the August 2024 administrator and education report (copy filed with minutes).

**IX- TIMBERLAKE WID-** Doug Perrow, Treasurer provided an update on upcoming meetings between the TWID and VDOT to discuss concerns of erosion around the TWID.

**REPORT OF COMMITTEES:** Recommendations from the Agriculture Committee were reviewed (copy filed with minutes). **Motion was made to approve Average Cost List for PY25 practices (Jones, Perrow passed 5/0). Motion was made to approve secondary considerations for PY25 practices (Perrow, Campbell passed 5/0).**

#### **UNFINISHED BUSINESS:**

**\*8:02pm Bruce Jones stepped out**

**Motion was made to nominate Bruce Jones to serve as the VCE agent on the district board (Perrow,**

Campbell passed 4/0 Jones abstained).


\*8:04pm Bruce Jone stepped back in

NEW BUSINESS: None

PUBLIC COMMENT: None

ANNOUNCEMENTS: Personnel Committee meeting scheduled for Wednesday, August 28<sup>th</sup>, 2024, at 9am in the district office to review employee training plans.

ADJOURNMENT: Motion was made to adjourn (Perrow, Campbell passed 5/0). The meeting adjourned at 8:10 pm.



9/26/24