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](http://www.releeconservation.com)

Board of Directors Regular Meeting Minutes

The Spring House Restaurant

9789 Richmond Hwy., Lynchburg, VA 24504

September 26th, 2024, p.m.

Directors:

(Present) Joetricia Humbles, Chairperson

Doug Perrow, Treasurer

Bonnie Swanson, Vice Chairperson

Zachary Campbell

Andrew Rousseau

Shepard Landrum

Leslie Whealton

Directors (Absent): Bruce Jones

Jennifer Elliott

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:

**CALL TO ORDER**: The regular meeting of the Robert E Lee Soil and Water Conservation District Board of Directors was called to order on September 26th, 2024, at 6:06 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 with amendment to add purchase of new printer under unfinished business (Perrow, Campbell passed 7/0).**

**Acknowledgement of Guests**: None

**Reading and Approval of August 22nd, 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 August 22nd, 2024, meeting minutes (Perrow, Whealton passed 7/0)**

**REPORTS OF OFFICERS/PARTNERS/STAFF**

I-**Treasurer's Report** - August 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**- Tad Williams, CDC, provided the September 2024 report. (Copy filed with minutes). First quarter reports and deadlines 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 written report included in meeting packet (Copy filed with minutes)

VI- **RELSWCD Conservation Technician Report-** Dustin Woodall gave the September 2024 Conservation Technician report (copy filed with minutes). **Motion was made to approve verbiage change in PY25 Cost List (Swanson, Campbell passed 7/0). Motion was made to approve contracts 10-25-0001 through 10-25-0023 as listed in report (Perrow, Campbell passed 7/0).**

VII- **RELSWCD Conservation Technician Report-** Myra Parr gave the September 2024 Conservation Technician report and reviewed the statuses of CY 2024 Field Verifications (copy filed with minutes).**Motion was made to adopt a 6-month grace period expiring April 1st 2025 for listed instances to repair noted issues (Campbell, Swanson passed 7/0). Motion was made to adopt a 3-month grace period expiring December 15th, 2024, for end of lifespan verification on contract 10-14-0001 to repair noted issues (Perrow, Whealton passed 7/0)**.

VIII- **RELSWCD Office Administrator/Education & VCAP Coordinator Report-** Katelin Savage provided the September 2024 administrator and education report (copy filed with minutes). **Motion was made to approve proposed medical insurance enrollment for all employees (Perrow, Campbell passed 7/0). Motion was made to accept proposed lease for a 6-month term at $2232.41 per month (Perrow, Campbell passed 7/0). Motion was made to approve Annual Report draft for FY24 (Perrow, Whealton passed 7/0).** Action items from DCR Audit Subcommittee were reviewed (copy filed with minutes). **Motion was made to impose a deadline of November 15th, 2024, for completion of Phase 1 training by directors who failed to complete training by prior deadline (Swanson, Campbell passed 7/0).**

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 Personnel Committee were reviewed (copy filed with minutes). **Motion was made to approve proposed Training Plans for all employees (Perrow, Whealton passed 7/0).**

**UNFINISHED BUSINESS:** **Motion was made to authorize the Budget and Finance Committee to purchase a new printer if needed prior to next board meeting (Swanson, Perrow passed 7/0).**

**NEW BUSINESS:** **Motion was made to submit Paul Lisa as the District’s 2025 Clean Water Farm Award nominee (Perrow, Campbell passed 7/0).**

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS**: None

**ADJOURNMENT**: **Motion was made to adjourn (Perrow, Swanson passed 7/0). The meeting adjourned at 7:37pm.**