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

9789 Richmond Hwy.

Lynchburg, VA 24504

November 21st, 2024

Directors:

(Present) Joetricia Humbles, Chairperson

Doug Perrow, Treasurer

Bonnie Swanson, Vice Chairperson

Zachary Campbell

Andrew Rousseau

Bruce Jones

Shepard Landrum

Directors (Absent): Leslie Whealton

Staff (Present): Myra Parr, RELSWCD Conservation Technician

Katelin Savage, RELSWCD Conservation Education Specialist/OA

Dustin Woodall, RELSWCD Conservation Technician

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 November 21st, 2024, at 6:05 pm by Joetricia Humbles, Chairperson, at The Spring House Restaurant, 9789 Richmond Hwy. Lynchburg, VA 24504.

**Adopting the Agenda**: Joetricia Humbles, Chairperson, requested the board review the proposed agenda. **Motion was made to adopt the agenda (Swanson, Perrow passed 6/0).**

**Acknowledgement of Guests**: None

**Reading and Approval of October 17th, 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 October 17th, 2024, meeting minutes (Perrow, Campbell passed 5/0. Jones abstained).**

**REPORTS OF OFFICERS/PARTNERS/STAFF**

I-**Treasurer's Report** – October 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 November 2024 report. (Copy filed with minutes). Upcoming training dates and deadlines were reviewed. **Motion was made to authorize Bruce Jones and Doug Perrow to approve any necessary tax credits prior to the January 2025 board meeting (Campbell, Swanson passed 6/0).**

III-**USDA Natural Resources Cons. Service**- Lauren Cheatham, NRCS Conservationist, provided a written report with an overview of current programs and applications (copy filed with minutes).

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

V-**Virginia Cooperative Extension**- Bruce Jones provided the November 2024 Cooperative Extension report including upcoming training and events (copy filed with minutes).

\*Shepard Landrum entered the meeting

VI- **RELSWCD Conservation Technician Report-** Dustin Woodall provided the November 2024 Conservation Technician report (copy filed with minutes). **Motion was made to approve a 14-day extension on standard planting and coverage dates for all agronomic practices following the EAN process (Jones, Perrow passed 7/0).**

VII- **RELSWCD Conservation Technician Report-** Myra Parr provided the November 2024 Conservation Technician report (copy filed with minutes). **Motion was made to approve contract 10-25-0026 (Perrow, Jones passed 7/0).**

VIII- **RELSWCD Office Administrator/Education & VCAP Coordinator Report-** Katelin Savage provided the November 2024 administrator and education report (copy filed with minutes). **Motion was made to approve the updated district ASA complaint policy (Perrow, Swanson passed 7/0).**

IX- **TIMBERLAKE WID-** Doug Perrow, Treasurer, provided an update on upcoming meeting between the TWID and VDOT to assess concerns of sediment buildup around the TWID.

**REPORT OF COMMITTEES:**

Personnel Committee: Recommendations from the personnel committee were reviewed and discussed. **Motion was made to approve a 5% salary increase for all full-time employees effective January 1st, 2025 (Perrow, Campbell 7/0). Motion was made to approve holiday bonuses in the amount of $750 for all full-time employees and $500 for one hourly employee (Perrow, Campbell passed 7/0).**

**UNFINISHED BUSINESS:** Joetricia Humbles, Chairperson, opened discussion on future board meeting locations. The matter will be addressed at a budget committee meeting in the upcoming months.

**NEW BUSINESS:** Joetricia Humbles, Chairperson, gave an introduction on behalf of a potential at-large director candidate. Discussion tabled for January 2025 board meeting.

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS**: None

**ADJOURNMENT**: **Motion was made to adjourn (Perrow, Campbell passed 7/0). The meeting adjourned at 7:24pm.**