

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

7631-A Richmond Hwy.  
Appomattox, VA 24522  
January 23<sup>rd</sup>, 2025

Directors:

(Present) Joetricia Humbles, Chairperson  
Doug Perrow, Treasurer  
Bonnie Swanson, Vice Chairperson  
Zachary Campbell  
Andrew Rousseau  
Bruce Jones  
Shepard Landrum  
Leslie Whealton

Directors (Absent): None

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 January 23<sup>rd</sup>, 2025, at 6:01 pm by Joetricia Humbles, Chairperson, at the district office, 7631-A Richmond Hwy. Appomattox, VA.

**Adopting the Agenda:** Joetricia Humbles, Chairperson, requested the board review the proposed agenda. **Motion was made to adopt the agenda (Perrow, Swanson passed 7/0).**

**Acknowledgement of Guests:** Kia Scott, prospective director candidate, was present at the meeting.

**Reading and Approval of November 21st, 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 November 21st, 2024, meeting minutes (Jones, Campbell passed 7/0).**

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

**I-Treasurer's Report** – November and December 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. Quarterly reports for FY25 Q2 were reviewed as well. No discrepancies noted.

**II-DCR Conservation District Coordinator Report-** Tad Williams, CDC, provided the January 2025 report. (Copy filed with minutes). Upcoming training dates, federal mileage rate changes, and new eVA requirements 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 January 2025 Cooperative Extension report including upcoming training and events (copy filed with minutes).

\*Andrew Rousseau entered the meeting- 6:16pm

**VI- RELSWCD Conservation Technician Report-** Dustin Woodall provided the January 2025 Conservation Technician report (copy filed with minutes). **Motion was made to agree to the contract for engineering services between the Shenandoah Valley SWCD and Schnable Engineering LLC (Perrow, Whealton passed 8/0).**

**VII- RELSWCD Conservation Technician Report-** Myra Parr provided the January 2025 Conservation Technician report (copy filed with minutes). **Motion was made to approve contracts 10-25-0027 and 10-25-0028 (Perrow, Campbell passed 8/0).**

**VIII- RELSWCD Office Administrator/Education & VCAP Coordinator Report-** Katelin Savage provided the January 2025 administrator and education report (copy filed with minutes).

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

#### **REPORT OF COMMITTEES:**

**Budget and Finance Committee:** Updates to the FY25 budget were reviewed by the board. Quotes for a heavy-duty truck were reviewed and discussed. **Motion was made to authorize the budget committee to make final purchasing decision for the truck (Perrow, Jones passed 7/1). Motion was made to approve the purchase of employee cell phones and monthly contract (Perrow, Whealton passed 8/0).**

**UNFINISHED BUSINESS:** Kia Scott introduced herself, discussed her community involvement as a member of various other boards, her career as deputy commonwealth's attorney, and her educational background. **Motion was made to appoint Kia Scott as the At-Large director (Swanson, Whealton passed 8/0).**

**NEW BUSINESS:** Bruce Jones was presented with his 15-year service pin.

\*Joetricia Humbles, Chairperson, asked staff members to step out of the meeting- 7:45pm

\*Staff members reentered meeting- 7:55pm. The following summary was provided by Joetrica Humbles, chairperson, to be included in official minutes: "I expressed concerns that we need to be mindful of our discussions regarding Board members and staff in the community especially when talking to others that aren't part of the board or staff. I stated that we are all adults and have different views but we need to work together in order to provide the support the producers need and be effective. I praised the staff for the hard work they have done. Both Doug and Bruce voiced concerns about being approached by producers about staff not being in the office. Doug stated that staff has been using excuses of not knowing items and continuing to blame previous staff. After 18 months, the focus is now on the current staff not previous staff and their abilities to complete their job duties effectively. Les stated his understanding is the chairperson was saying "we need to have each other's backs and not place blame on others." Tad discussed the process of when closed sessions should occur."

Doug Perrow informed the board on several upcoming local issues from the Campbell County planning commission including the possible landfill expansion.

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS:** Bruce Jones shared the job opening for Appomattox 4-H agent.

**ADJOURNMENT:** Motion was made to adjourn (Perrow, Campbell passed 8/0). The meeting adjourned at 7:59pm.

Quinn Humble  
2/27/25

SWCD: Robert E Lee

Name of Committee: Budget and Finance Committee

Date: 2/04/2025

Time: 3:10 pm

Location: Robert E Lee District Office

Designated Note taker: Katelin Savage

Voting Members in Attendance: Doug Perrow and Bonnie Swanson

Voting Members Not Attendance:

Others in Attendance: Dustin Woodall and Myra Parr

Agenda/Discussion Item #1 Truck Purchase

Recommendations: Purchase 2024 Dodge Ram 2500

Motion Made By: Perrow Seconded By: Swanson Vote: 2/0

Comments:

Follow Up Actions: Contact dealership to hold vehicle until purchase can be made.

Set next Committee Meeting Date, time, and location:

Motion to Adjourn By: Perrow

Seconded By: Swanson

Time of Adjournment: 3:23pm

Treasurer/ Director

*Opelri Hunsper*  
2/27/28