

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

1 Minutes

9789 Richmond Hwy.

Lynchburg, VA 24504

February 27<sup>th</sup>, 2025

Directors:

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

Directors (Absent): Andrew Rousseau

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 February 27<sup>th</sup>, 2025, at 6:02 pm by Joetricia Humbles, Chairperson, at the Grinning Bear Tavern, 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:** TWID trustees Kim Steinhorst, Charles Falwell, and Robert Lockridge.

**Reading and Approval of January 23rd, 2025, Minutes:** Joetricia Humbles, Chairperson, asked if there were any questions, concerns or corrections to the meeting minutes as presented. **Motion was made to approve January 23rd, 2025, meeting minutes (Perrow, Swanson passed 6/0).**

*\*Bruce Jones entered the meeting- 6:05pm*

**TWID FY25/26 Budget Proposal:** Kim Steinhorst, TWID treasurer, presented the FY25/26 Timberlake WID budget for approval by the board and submission to Virginia Soil and Water Board. **Motion was made to approve the FY25/26 Timberlake WID budget (Perrow, Swanson passed 7/0).**

**REPORTS OF OFFICERS/PARTNERS/STAFF**

**I-Treasurer's Report** – January 2025- 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.

**II-DCR Conservation District Coordinator Report-** Tad Williams, CDC, provided the February 2025 report. (Copy filed with minutes). Upcoming training dates and VACS guidelines were reviewed.

**III-USDA Natural Resources Cons. Service-** Lauren Cheatham, NRCS District Conservationist, provided the written February 2025 report (Copy filed with minutes).

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

**V-Virginia Cooperative Extension-** Bruce Jones provided the February 2025 Cooperative Extension report including upcoming training and events (copy filed with minutes).

**VI- RELSWCD Conservation Technician Report-** Dustin Woodall provided the February 2025 Conservation Technician report (copy filed with minutes).

**VII- RELSWCD Conservation Technician Report-** Myra Parr provided the February 2025 Conservation Technician report (copy filed with minutes).

**VIII- RELSWCD Office Administrator/Education & VCAP Coordinator Report-** Katelin Savage provided the February 2025 administrator and education report (copy filed with minutes). Exit interview notes from the January 31<sup>st</sup> audit of FY24 were reviewed. **Motion was made to extend the office lease expiring March 31<sup>st</sup>, 2025, for 6 months (Perrow, Whealton passed 7/0). Motion was made to approve Associate Director job description (Perrow, Jones passed 7/0).**

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

Budget and Finance Committee: Review of truck purchase decision and updates on auto insurance changes.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** The closure of the Time's Virginian and new avenues to share district information was discussed. Doug Perrow, Treasurer, expressed concerns with the backlog of projects and the time frame of completion for those projects.

**PUBLIC COMMENT:** None

#### **ANNOUNCEMENTS:**

**ADJOURNMENT:** Motion was made to adjourn (Perrow, Landrum passed 7/0). The meeting adjourned at 7:45pm.

