## Robert E. Lee Soil & Water Conservation District 7631-A Richmond Hwy.

**Appomattox, VA 24522**

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**www.releeconservation.com**

## Board of Directors Regular Meeting Minutes

**Grinnin Bear Tavern**

**9789 Richmond Hwy**

**Lynchburg, VA 24504**

**July 24, 2025 – 6:00 p.m.**

**Directors**: Joetricia Humbles, Chairman

(Present) Doug Perrow, Treasurer

Bonnie Swanson, Vice Chairman

Kia Scott

Zachary Campbell

Shepard Landrum

Leslie Whealton

Xavier Storey

**Directors:** Bruce Jones

(Absent) Andrew Rousseau

**Staff/Partners**: (Present) Cindy Miller, RELSWCD District Operations Manager

Dustin Woodall, RELSWCD Conservation Technician

Myra Parr, RELSWCD Conservation Technician

Tad Williams, CDC DCR

**Staff Absent:** Katelin Savage, Education Specialist/ VCAP Coordinator

**Others:** James Harris

Benjamin Thoma**s**

**Call to Order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order July 24, 2025 at 6:00 p.m., by Joetricia Humbles, Chairman, at The Grinnin Bear Tavern, 9789 Richmond Hwy, Lynchburg, Virginia.

**Adopting the Agenda:** Joetricia Humbles, Chairman, asked if there were any changes to the agenda. M**otion was made to approve the agenda as presented. Approved (Perrow, Landrum passed 6/0).**

**Acknowledgement of Guests:** James Harris and Benjamin Thomas were our Scholarship winners and were in attendance and recognized for their outstanding Scholarship application and achievements.

**Reading and Approving of the June 26, 2025, Minutes:** Joetricia Humbles, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as written.** **Approved (Swanson, Perrow passed 6/0).**

**REPORT OF OFFICERS/PARTNERS/STAFF**

I**-Treasurer’s Report –June 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. Quarterly and year end reports were provided to DCR with no discrepancies were noted,

II**-DCR Conservation District Coordinator Report –** Tad Williams, CDC provided the July 2025 report. (Copy filed with minutes). ­ Upcoming training dates, and Year end reporting were reviewed. FY25 Self Assessment Questionnaire and Balances over the one-year reserve amount must be allocated for future purchases. Nominations for the Clean Water Farm Award are due by October 1, 2025.

III**-USDA Natural Resources Conservation Service Report –** Lauren Cheatham, NRCS District Conservationist provided the July 2025 report. (Copy filed with minutes).

IV**-Virginia Department of Forestry Report –** BJ Butler, Area Forester – July 2025- no report was provided.

V**-Virginia Cooperative Extension Report –** Bruce Jones, Appomattox VCE Agent-July 2025 report was provided.

Report included upcoming trainings and events.(Copy filed with minutes).

VI-**RELSWCD Conservation Technician Report**- Dustin Woodall provided the July 2025 Conservation Technician report (copy filed with minutes). **Motion was made to approve the FY26 Average Cost List as presented. (Perrow, Swanson passed 7/0).**

VII**-RELSWCD Conservation Technician Report-**Myra Parr provided the July 2025 Conservation Technician report (copy filed with minutes). Report noted DCR Engineering Staff would like to have a training with staff and all directors. Noted to Coordinate with office to schedule training in August 2025. Updates on current projects were provided.

VIII**-RELSWCD Education Specialist Report-**Katelin Savage provided the July 2025 report (copy filed with minutes). **Motion was made to approve the Annual report. Approved (Perrow, Whealton passed 7/0).**

IX**-RELSWCD District Operations Manager Report –** Cindy Miller gave a verbal July 2025 report. Reviewing

Directors’ reimbursement policy for mileage and giving an update on returning to the District.

X**- Timberlake WID –**Doug Perrow, Treasurer, provided an update on behalf of the TWID.

**REPORT OF COMMITTEES-**

**Personnel Committee:**

**Motion was made to enter into closed session in accordance with the VA Freedom of Information Act 2.2-3711 to discuss personnel matters (Landrum, seconded by Whealton. Roll call vote:**

**Landrum: Yes, Whealton: Yes, Swanson: Yes, Perrow: Yes, Campbell: Yes, Scott: Yes Passed 6/0).**

**Meeting resumed in Open Session at 8:00 pm with the following Motion:**

**The Robert E Lee SWCD Board of Directors herby certifies that to the best of each member’s knowledge, only matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such matters as identified in the motion convening the closed meeting were heard, discussed or considered by the Robert E Lee SWCD Board of Directors.**

**(Humbles, seconded by Perrow. Roll call vote:**

**Humbles: Yes, Landrum: Yes, Whealton: Yes, Swanson: Yes, Perrow: Yes, Campbell: Yes, Scott: Yes Passed 7/0).**

**Motion was made to implement a Performance Improvement Plan for Dustin Woodall for 90 days with step 3 being excluded. Approved (Perrow, Swanson Passed 5/2) Scott abstained.**

**UNFINISHED BUSINESS- None**

**NEW BUSINESS-**

**Office: Motion was made to sign a 6-month lease for 6969 Richmond Hwy Appomattox, VA 24522 new office location and to utilize a moving company. Approved (Perrow, Zack 3/2). Two abstained Scott and Landrum.**

**Committee Meeting procedure: Open discussion held. Staff can advise in all but personnel meetings. Staff cannot vote. Minutes need to be taken, and minutes are to be approved by the Board during an open meeting.**

**PUBLIC COMMENT –None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT -** The Acting Chairman adjourned the meeting at 8:10 p.m. **Approved (Perrow, Swanson, passed 6/0)**

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Joetricia Humbles, Chairman Cindy Miller, District Operations Manager