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

Board of Directors Regular Meeting Minutes  
July 25, 2019 – 6:00 p.m.  
The Spring House Restaurant  
9789 Richmond Hwy  
Lynchburg, VA 24504

Directors:  
(Present) Barry Lobb, Chairman  
Carolyn Hutcherson, Vice Chair  
Julius Sigler, Jr., Treasurer  
Doug Perrow, Asst. Treasurer  
Bruce Jones

Directors:  
(Absent) Paul Spiggle, Asst. Treasurer  
Bob Martin

Staff/Partners:  
(Present) Jonathan Wooldridge, RELSWCD Ag BMP Conservation Specialist  
David Sandman, RELSWCD Ag BMP Conservation Specialist  
Julie Stratton, RELSWCD Office Administrator  
Hannah Tillotson, RELSWCD Conservation Education Specialist  
Mark Hollberg, DCR Conservation District Coordinator  
Don Yancey, NRCS District Conservationist  
Rick Butler, VDOF Appomattox County Forester

Others:  
Tom Stratton  
Everett Chadbourne  
Denise Gillett  
A. C. Whitehead

Call to order: The Robert E. Lee Soil and Water Conservation District Board of Directors regular meeting was held at The Spring House Restaurant, 9789 Richmond Hwy, Virginia, on July 25, 2019. The meeting convened at 6:00 p.m., Barry Lobb, Chairman, presiding.

Acknowledgement of Guests: Everett Chadbourne, Denise Gillett and A. C. Whitehead from Timberlake.

Adopting the Agenda: Barry Lobb, Chairman, asked if there were any changes to the agenda. There being none, motion was made to approve the agenda. (Perrow, Sigler, passed 4-0)

Reading and Approving the Minutes: Barry Lobb, Chairman, asked if there were any corrections to the June 27, 2019 minutes (copy filed with the minutes). There being none, the minutes are approved as read.
REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – Julius Sigler, Jr., presented the June report to the Board (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program.

2-DCR Conservation District Coordinator - Mark Hollberg, CDC, presented his July report to the Board (copy filed with minutes).
   - Administration/VACS –
     - The fourth quarter Attachment E was received.
     - The FY20 VACS manual is available on the DCR/DSWC website and includes the FY20 policies and Poultry Litter Transport section.
     - The 2019 Desktop Procedures for Fiscal Operations provides guidance on page 12 regarding reserve fund balances.
     - Any residual RMP-TRC training funds can be used for travel expenses related to attending Conservation Planning training including recertification contact hours.
     - PY2020 VACS manual, page II-14 “BMPs initiated prior to submitting a cost share or tax credit application are not eligible.” Producers interested in cover crop BMPs need to sign a FY20 contract part 1 prior to planting.
   - Miscellaneous –
     - 2019 Clean Water Farm Award – Grand Basin nominations are due October 1.
   - Dates to remember –
     - July 9 – AgBMP TAC meeting – VDOF/Charlottesville
     - August 6 & 7 – VACS update webinars
     - August 14 – AgBMP TAC meeting – VDOF/Charlottesville
     - September 25 – VSWCB meeting – subcommittee to study baseline TA formula

3-USDA Natural Resources Conservation Service - Don Yancey, District Conservationist, presented his July report to the Board (copy filed with minutes).
   - EQIP – 2 remaining approved applications waiting to become contracts.
   - CSP – received 11 regular CSP applications for FY19 – 2 have been pre-approved for funding. Received 24 applications for the 2019 CSP Grassland Conservation Initiative. Applications received after July 19 will be rolled into FY2020.
   - Conservation Plan for Board Approval – Motion was made to approve a conservation plan for ECP project ID number 2607 in Campbell County. (Sigler, Perrow, passed 4-0)
   - Food Security Act Compliance Reviews – Emily Baynard, Soil Conservationist in Rocky Mount, VA, conducted the 2019 Rustburg Service Center reviews for 5 farms. No significant issues were found.
   - Outreach, Training and Upcoming Events –
     - NRCS will hold the 2019 Cultural Diversity Day on August 6 at the Booker T. Washington National Monument in Franklin County.
     - JED meeting – August 26 at the Farmville office.

4-Virginia Department of Forestry – Rick Butler, Appomattox County Forester – oral report.
   - Responded to a landowner who planted 388 acres in seedlings and they died. Follow-up revealed the seedlings came from a nursery in Georgia.
   - 17 acres have been planted under the James River Buffer Program which provides 100% cost share to the landowner.
• Will be assisting with the Appomattox County High School Forestry Team this fall.

5-Virginia Cooperative Extension – Bruce Jones, Appomattox VCE Agent – oral report.
• Hearing from farmers who were told hemp was supposed to grow anywhere and it is not. The farmers are relying on consultants for information which carries a hefty price.
• Enjoyed a good summer camp season.

6-RELSWCD Ag BMP Senior Conservation Specialist: Jonathan Wooldridge presented his July report to the Board (copy filed with minutes).
• Projects – Work continues on plans and designs for new projects; monitoring progress on projects under construction; meeting new producers interested in programs. The final ACSA project is nearing completion and will finish up the district co-cost shared projects in the watershed. Three large animal waste structures are in the planning stages.
• Watershed Dams – Dams are checked as rain events happen. Work continues with Charles Wilson, DCR Dam Safety, getting EAPs on the dams updated in the new DCR Dam Safety online data base. Also, uploading past watershed dam inspections on the data base.
• Agriculture Stewardship Act – Accompanied Darryl Marshall on an ASA complaint in Amherst County on July 11 involving beef cattle manure close to a neighbor’s well. There were no visible signs of direct pollution between the distance of the manure stack and topography of the land. The case was determined to be unfounded.
• Drafted job description for District Manager/Conservation Specialist position, job description and ad for Part-time Conservation Technician (copies attached to joint committee meeting minutes), and inquired about getting District health insurance coverage through Appomattox County.
• Practices and Conservation Plans presented for Board approval –

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<th>Contract/Instance#</th>
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<th>Cost</th>
<th>CS amt</th>
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• Meetings attended:
  • July 15 – joint meeting of the Personnel and Budget committees – District office
• Future meetings:

7-RELSWCD Ag BMP Conservation Specialist 2 - Dave Sandman presented his July report to the Board (copy filed with minutes).
• Currently taking applications for FY2020 Outside Chesapeake Bay which has a cost share allocation of $243,440.00.
• Practices and Conservation Plans presented for Board approval -

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Motion was made to approve contract 10-15-0039, instance 205992, SL-6 practice for $60,295.00 in cost share as follows – 2019 OCBVACS Transfer $45,944.09, 2018 OCBVACS Transfer $6,056.25, 2019 OCBVACS SL-6 Supp $8,294.66; and to approve the remaining 17 2019 OCBVACS SL-6 Supp contracts listed above totaling $1,133,875.00 in cost share all with a completion date of 6-30-2020 and the conservation plans for each project. (Perrow, Sigler, passed 4-0)

- Meetings attended:
  - July 18 – Staff meeting – District office
- Future meetings:

8-RELSWCD Office Administrator - Julie Stratton presented her July report to the Board (ccpy filed with minutes).
- Distributed the approved May minutes and mailed meeting packets to absentee directors.
• Prepared the June Employee time report and distributed to directors.
• Prepared the draft minutes of the June 27 regular BOD meeting and distributed for review.
• Updated the Cost Share ledger with approved and carryover practices.
• Prepared the June Treasurer’s and Budget report and forwarded to the treasurer for review.
• Processed the July payroll, taxes, and retirement.
• Prepared the draft agenda for the July 25 regular BOD meeting and forwarded to the Chairman for review.
• Prepared and submitted the quarterly tax and VEC reports, reconciled with QBs.
• Prepared and submitted the 4th quarter Attachment E with supporting documents, reconciled with QBs and the BMP tracking program.
• The Neopost postage meter rental agreement was completed on 7-10-19.
• Two applications were received for the Office Administrator position and reviewed by the Personnel committee.
• Monitored the monthly internet usage.
• Revised the 2019-2020 Operational Budget to reflect the Technical Assistance funding, Education Specialist VRS Hybrid Voluntary/employee – Match/employer increase, updated the 6-30-2020 estimated year-end account balances, and 6-30-19 cost-share balances and forwarded to the Budget committee.
• Asked for clarification from the Personnel committee concerning staff taking comp time for travel time.
• Tax credit certificate –

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<th>Contract #</th>
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• Meetings attended:
  o July 18 – Staff meeting – District office
• Future meetings:

9-RELSWCD Conservation Education Specialist – Hannah Tillotson presented her July report to the Board (copy filed with minutes).
• Meetings –
  o July 17 – VASWCD Education Committee meeting – Mechanicsville, VA
  o July 24 – Regional Native Plant Campaign Networking and Planning meeting – Rocky Moun., VA
• Programs –

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<tr>
<th>Name</th>
<th>Date</th>
<th>Location</th>
<th>People Reached</th>
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<tr>
<td>4-H Camp – Creek Life</td>
<td>7-2/7-4</td>
<td>Holiday Lake 4-H Center</td>
<td>22</td>
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<tr>
<td>4-H Camp – Recreation</td>
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<tr>
<td>ACA Day Camp</td>
<td>7-22</td>
<td>Appomattox Christian Academy</td>
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• Upcoming –
  o August
    ▪ Meeting with Nat Draper/JRA – August 2
    ▪ Graves Mountain Lodge Training – August 20-21
• Requests –
  o Facebook page – draft Social Media Policy attached to report for review. Include on August agenda.
  o Newsletter for website attached for review. Include on August agenda.

REPORT OF COMMITTEES

10-Budget/Personnel Joint Committee meeting minutes – Julius Sigler, Jr., and Carolyn Hutcherson, chairs.
• Jonathan Wooldridge was tasked with developing a District Manager/Senior Conservation Specialist position job description for the Board to review. Jonathan would continue as Senior Conservation Specialist and expand position to include District Manager.
• Reviewed the 2 job applications for the Office Administrator position and will contact by telephone. Re-advertise the position on the VASWCD and District websites, in the News-Advance newspaper, and forward advertisement to Barry Lobb for posting.
• Will review the Part Time Conservation Technician position job description. Motion was made to move forward with hiring a Part Time Conservation Technician. (Perrow, Sigler, passed 4-0)

UNFINISHED BUSINESS

11-VA Soil and Water Conservation Board/TWID letter – Barry Lobb, Chairman.
• Letter dated June 17, 2019, addressed to Barry Lobb, RELSWCD Chairman, from Richard Street, Chair, VSWCB, stating the VSWCB has numerous questions about the WID and its administration and operation. The Board requests the presence of appropriate representatives from RELSWCD and at least one potential trustee of the WID at the September 25, 2019, meeting.
  o Barry Lobb and Doug Perrow will attend representing the RELSWCD.
  o Denise Gillett representing Timberlake presented answers to the questions asked in the June 17 letter (copy attached to the minutes).
• Motion was made to request of the Campbell County Court a referendum for the purpose of taxation, to approve the levy of a tax to be expended for the purposes of the Timberlake Watershed Improvement District. Furthermore, this referendum is to determine whether the governing body of the watershed improvement district shall incur indebtedness or issue bonds for one or more of the purposes for which the watershed improvement district was created. (Perrow, Sigler, 3 ayes – 1 abstention / Carolyn Hutcherson)

NEW BUSINESS

PUBLIC COMMENT

ANNOUNCEMENTS

ADJOURNMENT - The Chair adjourned the meeting at 7:20 p.m.

/s/ Barry Lobb
Barry Lobb, Chairman

/s/ Julie M. Stratton
Julie M. Stratton, Office Administrator
Robert E. Lee Soil and Water Conservation District
July 2018-June 2019 Annual Report

The mission of the Robert E. Lee Soil and Water Conservation District is to be a leader in natural resource conservation through partnerships, conservation education and technical assistance. The District covers an area of about 1385 square miles. Programs and initiatives are directed by a Board of Directors. Two Directors are elected to four-year terms from each of the counties and the City of Lynchburg in the regular general elections. Two additional Directors are appointed; one serves as a Director at-large and the other represent Virginia Cooperative Extension. Associate Directors are also appointed by the Board for their expertise, as they apply to the District’s mission. The long range responsibilities of Soil and Water Conservation Districts are to provide technical assistance, educational resource and cost-share funding to producers and landowners to install conservation practices that reduce soil erosion. These will prevent non-point source pollution from entering our water resources. The staff is responsible for the following: Administration of the Agricultural Cost-Share Program (VACS), operate and maintain six watershed dams for flood control in Appomattox and Campbell Counties, conservation education and outreach, grant oversight for special watershed initiatives, and coordination of District operations.

The Commonwealth of Virginia supports the Robert E. Lee Soil and Water Conservation District through financial and administrative assistance provided by the Department of Conservation and Recreation.

Board of Directors
Barry Lobb-Amherst
Julius Sigler-City of Lynchburg
Doug Perrow-Campbell
Paul Spiggle-Appomattox
Carolyn Hutcherson-Campbell
Robert Martin-Appomattox
Bruce Jones-Appomattox Ext. Agent
Frank Goodwin (Former)
Erin Hawkins (Former)
Amherst Director Position Open

Staff
Amherst Watershed Coordinator
Anne Marie Roberts
(Until Feb. 2019)

Office Administrator
Julie Stratton
julie.stratton@releeconservation.com

Conservation Education Specialist
Hannah Tillotson
hannah.tillotson@releeconservation.com
(Started June 2019)

Ag. BMP Conservation Specialists:
Chesapeake Bay Watershed
Jonathan Wooldridge
jonathan.wooldridge@releeconservation.com
Outside Chesapeake Bay Watershed
David Sandman
david.sandman@releeconservation.com

All programs and services of the Robert E. Lee Soil and Water Conservation District are offered on a non-discriminatory basis without regard to race, color, national origin, religion, sex, marital status, or handicap.
**Financial Report**
Robert E. Lee Soil and Water Conservation District
Financial Report for fiscal year
July 1, 2018—June 30, 2019

**ALLOCATIONS**
Department of Conservation/Recreation
- Administrative Operational: $197,675.00
- Agricultural Technical Assistance: $40,902.00
- Dam Maintenance: $256,577.00

Department of Conservation/Recreation
- Chesapeake Bay VACS: $298,560.00
- Outside Chesapeake Bay VACS: $132,912.00
- Outside Chesapeake Bay RMP: $8,413.00
- $349,885.00

Interest Income
- Administrative Operational: $1,942.00
- CB and OCB VACS: $2,887.00
- $4,829.00

Local Sources
- Amherst County: $8,500.00
- Appomattox County: $10,000.00
- Campbell County: $10,000.00
- City of Lynchburg: $10,000.00
- Town of Amherst: $16,602.00
- Amherst Co Service Authority: $17,857.00
- ACSA Cost Share Incentive: $17,250.00
- $90,209.00

Other Income
- $85.00
- $701,025.00

**EXPENSES**
Administrative Operational
- $351,942.00

Virginia Agricultural Best Management Practices cost share paid to agricultural producers in FY2019
- CBVACS: $1,044,552.00
- OCBVACS: $247,520.00
- OCBRMP: $8,413.00
- $1,300,485.00

ACSA Cost Share Incentive paid to agricultural producers in FY2019
- $167,997.00
- $1,820,423.00

**2019 Virginia Agricultural BMP Cost Shares**
The Robert E. Lee Soil and Water Conservation District obligated $366,335.00 in the Program Year 2019 to agriculture producers and non-industrial private forest landowners. District cost-share funding provided financial assistance for: livestock stream exclusion fencing, cover crop, nutrient management, livestock waste storage and afforestation of hay, crop and pastureland. The district had 3 contracts in the Outside Chesapeake Bay Basin and 6 in the Chesapeake Bay Basin. The District had a good mix of (6) livestock exclusion, (2) cover crop and (1) livestock waste structure practices.

**Watershed Dams**
The Robert E. Lee Soil and Water Conservation District oversees the operation and maintenance of six watershed dams. Three watershed dams are located along the East Fork Falling River in Appomattox County. In Campbell County the three watershed dams are located along the Little Falling River. These impoundments provide flood control for large rain events. The District keeps a routine schedule on checking the watershed dams and in case of major rainfall events extra visits are required. All six watershed dams are now mowed and brush cut twice a year and has helped with control of brush and weeds. Each watershed dam’s EAP has been updated and inspected.

**Conservation Education**
Hannah Tillotson’s first day with the district was June 3, 2019. She is excited to start working in the district to bring educational programs to the public.
If you are interested in our educational programs, please contact Hannah at Hannah.tillotson@reeeconservation.com

![VFGC Field day at Lund Farn in Appomattox County](image1)

**Amherst Watershed Landowners Recognized with Conservation Signs**
The Amherst County Service Authority partnered with the District, NRCS and FSA on installing conservation practices within the protected watersheds of Amherst County.

![Amherst Watershed Landowners Recognized with Conservation Signs](image2)
Natural Resources Conservation Service

We had 40 applications for our conservation programs in 2019. Of the 40 applications submitted, 11 were approved for funding in our EQIP program. We have 11 applications in our CSP program that are under consideration for funding. Conservation work continues to be installed in our 78 active contracts. A wide range of conservation practices are included in these contracts.

The ECP Program was activated in 2019 due to tornado damage in Amherst and Campbell Counties. The 3 projects in Amherst County have been completed. One project in Campbell County is underway. Our mission statement is “Helping People Help the Land”. It takes a cooperative effort with all of our conservation partners and other natural resource management agencies to pursue this mission.

NRCS can be contacted by calling 434-332-6640, Ext. 3 at our Rustburg office or 434-352-6745 at the Appomattox office. Currently, we do not have an employee working from the Appomattox office on a regular basis. Our employee staff is: Don Yancey (FT District Conservationist), Jim Jarvis (FT Soil Conservationist), Ann Evans (FT Soil Conservation Technician) and Lyle Shelton (FT ACES Soil Conservation Technician). We also have John Nicholson (FT ACES Soil Scientist) working from the Rustburg office.

Department of Forestry

Forestry is an important business in Appomattox County. One and a half individuals with the Virginia Department of Forestry (VDOF) in Appomattox County manage approximately 155,000 acres of private forestland. Seventy-five tracts for 3066 acres have been harvested this year in the County. Private Industry harvested 1065 acres and thinned 133 acres. Reforestation consisted of 24 tracts for 1093 acres of Loblolly Pine. This shows that approximately 235 acres was developed, cleared for agriculture, or allowed to regenerate naturally. Four tracts of Loblolly Pine were thinned for 351 acres. In order to reestablish Shortleaf pine in its natural habitat approximately 5 acres were planted this year. Longleaf pine is being promoted in the coastal areas while Shortleaf Pine is being reintroduced in the Piedmont area. Aerial release of Pine plantations from hardwood suppression totaled 12 tracts for 433 acres. Two conservation easements were established this year for 1230 acres.

Wildfire is always a threat to our forest resources and to homeowners. Fragmentation creates a new fire hazard as homeowners continue to build homes in the forest. Woodland home protection plans are highly recommended by the VDOF and are available upon request. Three fires totaling 6 acres have occurred so far this year. Quick response by the fire department and forestry keeps these fires to a minimum size. Smokey Bear is the main fire prevention tool used by the VDOF. The VDOF is responsible for promoting fire safety throughout the county and the school system. A Fire prevention program is presented at the Primary School in which each student gets to meet Smokey Bear in person. This totals 22 classes of 650 students. VDOF also participates in Little Farmer’s Day and conducts a Natural Resource Day. Programs at higher-grade levels are available upon request. VDOF works closely with the Forestry teams at the middle and high school. Training for teachers to use materials directly related to the Standards of Learning and Project Learning Tree to promote conservation and protection of our natural resources is available. Wildland Fire Training is available to anyone who is interested at our Fire Academy located at Longwood University each year.

Water Quality is a top priority in Appomattox County. The VDOF monitors all harvesting operations to assure there is an excellent voluntary program of Best Management Practices and no violations of the Water Quality Law. If a violation occurs, the VDOF is responsible for implementing procedures to see that the problem is corrected. There were no violations out of 75 inspections this year. Cost share practices are available to the loggers. Timber harvesters have taken advantage of incentive programs available for thinning small tracts. We should complement the loggers for their efforts in trying to do the best they can in keeping our water clean.

Finally, the Town of Appomattox is currently celebrating its seventh year of being a Tree City U.S.A. member. The greatest asset that the Department of Forestry has is the great teamwork provided by the County and Town when projects are accomplished within the area and I thank you for that.

Amherst Tree Buffer Program

Volunteers assisted the Amherst Watershed Coordinator completed maintenance on 17 buffer projects this year. Maintenance of the project contributes to their success! Riparian buffers serve many beneficial functions including protecting drinking water supplies at the source.

Invasive Plant Riparian Buffer Workshop

The District teamed up with the James River Association and the VA Forestry and Wildlife Group to provide the workshop.
Amherst Watershed Protection Program

Over the past 15 years, Roberts has worked with landowners within the protected watersheds of Amherst County to install conservation practices directly protecting the Town and Amherst County Service Authority’s drinking water supply at the source. Since 2003, 19.5 miles of live-stock exclusion fencing has been installed in the protected watersheds through partnerships with the District’s Virginia Agricultural Cost-share Program, ACSA local BMP funding grant, Natural Resources Conservation Services and the National Fish and Wildlife Foundation. Roberts also established the Amherst Tree Buffer Program in 2007. Volunteers assisted her with planting over 10,000 trees along 7 miles of waterways in Amherst County funded by forestry grants acquired totaling $47,253.00. In 2018, she developed the Amherst Pollinator Buffer Program which has helped two landowners install planted strips to help with source water protection and pollinator habitat. She will be leaving the Robert E Lee SWCD and joining the James River Association. In her new position she will be managing IRA’s tree buffer program within the Middle James River Watershed, which includes Amherst County. She looks forward to partnering with the Robert E Lee SWCD, Amherst County Service Authority and other local agencies on getting riparian buffers on the ground in Amherst County and keeping her relationship with the Amherst County Community which she has grown to adore.

Amherst County Fair
The District participated in and was a Friend of the Fair sponsor at the first Amherst County Fair held on Sweet Briar College Campus. The 2019 fair will be held on August 15-18th.

Amherst Welcome Center Pollinator Garden
The Hill City Master Gardeners along with partners such as the District are planning a pollinator garden at the Depot in Amherst. This will provide a learning opportunity for residents and visitors alike to learn about pollinators and their habitat.

ROBERT E. LEE SOIL & WATER
CONSERVATION DISTRICT
7631 A Richmond Highway,
Appomattox, VA 24522