

Robert E. Lee Soil & Water Conservation District

Approved 7/23/20

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Board of Directors Regular Meeting Minutes

The Spring House Restaurant

9789 Richmond Hwy

Lynchburg, VA 24504

June 25, 2020 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Doug Perrow, Treasurer
Karen Angulo
Brandon Schmitt.
Chad Barrett
Charles Smith
Brandon Payne

Directors: Bruce Jones (Absent)

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag Blv1P Cons. Spec.
Cindy Miller, RELSWCD Office Administrator, Hannah Tillotson Conservation Education
Specialist, Kyle Bolt Conservation Technician

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order June 25, 2020, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant 9789 Richmond Hwy Lynchburg, VA 24504.

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. There being none, motion was made to approve the agenda as presented. (Perrow, Schmitt, passed 7-0)

Reading and Approving the May 28, 2020 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). There being none, the May 28, 2020 minutes were approved as read. (Angulo, Perrow 7-0).

REPORT OF OFFICERS/PARTNERS/STAFF

I-Treasurer's Report – May 2020— Doug Perrow, Treasurer, gave the report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The May treasurer's report will be filed in the District Office

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC

- Administration: EOY and Quarterly reporting due July 31, 2020.
- Carryover reports are due with quarterly reports by July 31.
- Tracking program is due to be complete and accurate by July 15th.
- Grant self-assessment questionnaires are due to Richmond prior to the September State Board meeting.
- The VA Soil & Water Conservation Board meets electronically on June 3 to finalize policy documents and provide figures to establish the FY21 budgets.

- VACS manual will be posted to the DCR website and one copy will be provided for each SWCD office.
- OAG has approved the use of electronic signatures/ scanned signatures on documents including cost share contracts. Exceptions: checks and Attachment E. A “stamp” is not an electronic signature and is not allowed.
- FY21 secondary consideration are due to DCR by June 30.
- Average cost list for FY21 need SWCD board approval.
- DCR is re-establishing a “direct pay” program for private Nutrient Management Plan writers registered as vendor with the Commonwealth of Virginia.

3-USDA Natural Resources Conservation Service Report - Don Yancey, District Conservationist, submitted a written report for June 2020 (copy filed with minutes)

- EQIP —1 applications is preapproved along with 11 for FY20 pending contracts with a deadline of July 17, 2020. Practices continue to be installed on existing EQUP contracts.
- CRP/GRP/WRP —Contracts that are expiring this fiscal year have been reviewed and one participant will reenroll for another contract period.
- CSP —One renewal application is now an active contract. The assessment of 11 new application are in process with a ranking deadline of July 30,2020. Those selected for funding will need to be finalized and obligated by July 31, 2020.
- Compliance Review – Dyllan Taylor, Soil Conservationist in Bedford is completing a compliance review of the Rustburg Service Center. Once complete letters will be submitted to the producers of the findings.
- Outreach, Training and Upcoming Events — training and meetings continue thru webinar and/or teleconference due to Covid-19 outbreak.

4-Virginia Department of Forestry Report — Rick Butler, Appomattox Forester — submitted a written report for June 2020 (copy filed with minutes).

- There are a few burns lined up and Cost Share to be processed.
- 3 employment openings with a lateral transfer from Spotsylvania county expected.

5-Virginia Cooperative Extension Report — Bruce Jones, Appomattox VCE Agent absent – No report.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the June report (copy filed with minutes).

Practices and Conservation Plans for Board Approval: Carryover request

<u>Contract/ Instance#</u>	<u>Prac</u>	<u>co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Fund</u>	<u>TC</u>
10-20-0011/ 375683	WP-4 B	CB/CAM	\$395,867.31	\$219,891.48	CB VACS PY2020	\$17,500 Comp Date 6/30/2021
10-20-0016 / 386769	SL-6W	CB/AP	\$98,782.00	\$100,000.00 Includes: \$1,218.00 Buffer payment	CB VACS PY2020	Comp Date 6/30/2021

10-20-0017 / 389594	SL-6W	CBIA p	\$90,739.60	\$100,000.00 Includes: \$9,260.40	CB VACS PY2020	Comp Date 6/30/2021
10-20-0001 352003	SL-6W	CB/AP	\$28510.00	\$29830.00 Includes: \$1320.00 Buffer Payment	CB VACS PY2020	Comp Date 6/30/2021
10-20-0020 / 389597	WP-4	CB/AP	\$135,000.00	\$100,000.00	CB VACS PY2020	\$8,750.00 Comp Date 6/30/2021
10-20-0021 / 389600	SL-6W	CB/AP	\$88,000.00	\$82,480.00 Includes: \$3,280.00 Buffer Payment	CB VACS PY2020	\$1,380.00 Comp 6/30/2021

Motion request made to Carry Over practices approved:(Perrow, Charles, passed 7-0)

- Watershed Dams:
 - o Dams are checked as rain events happen.
 - o Met with mowing contractor Billy Hall, mowing to start after July 1, 2020.

James River Association:

JRA is interested in setting a partnership with the District to help them recruit Landowners for buffer projects and to convert live-stock exclusion grass buffers to forest buffers.

Board of Directors decided to Table a Motion on this request. The Board of Directors would like James River Association to attend our next Board of Directors meeting to explain their projects (**Payne, Angulo 7/0**).

Attended Meetings:

- o VACS update webinar, June 11th 2020, District office.

Future meetings:

VASWCD Training Graves Mountain August 18-19, 2020. Syria, VA.

7-RELSWCD Ag BMP Conservation Technician Report — Kyle Bolt

- Practices Completed Not-Paid-

<u>Contract#</u>	<u>Prac</u>	<u>C/S</u>	<u>C/S</u>	<u>Fund</u>	
-10-19-0012	SL-6	Appo.	\$35,788	2019 OCB VACS	6/23/20
Project Totals- 6,590' Stream exclusion fence & cross fence, 4 water troughs, 2,940' of pipeline and 1 well installed.					

- C/S Projects- Farm visits, conservation plans, construction designs, measuring and inspecting completed practices. One contract #10-15-0044 cancelled SL-6 practice.
- Request the following OCB projects to be carried over to Program Year 2021 with new completion date of June 30, 2021-

<u>Contract#</u>	<u>Practice</u>	<u>C/S</u>	<u>Tax Credit</u>	<u>County</u>
10-15-0017	SL-6	\$26,910	None	Campbell
10-15-0043	SL-6	\$145,000	None	Campbell
10-15-0047	SL-6	\$105,765	None	Campbell
10-15-0052	SL-6	\$36,540	None	Campbell
10-15-0071	SL-6	\$65,000	None	Campbell
10-15-0079	SL-6	\$58,995	None	Campbell
10-15-0086	SL-6	\$16,075	None	Campbell
10-15-0092	SL-6	\$59,035	None	Campbell
10-15-0099	SL-6	\$11,215	None	Appomattox
10-15-0102	SL-6	\$60,805	None	Campbell
10-15-0105	SL-6	\$295,625	None	Campbell
10-19-0012	SL-6	\$35,788	\$2,236.75	Appomattox
10-19-0013	SL-6	\$52,884	\$3,305.25	Appomattox
10-19-0014	SL-6	\$10,636	\$664.75	Appomattox
10-20-0005	SL-6W	\$97,300	None	Appomattox

Single Motion for all made and approved. **(Schmitt/ Perrow 7/0)**.

- Trainings/Meetings:
 - 6/16/20- BMP Cost Share Training/VACS Update Webinar
 - 6/23/20- Personnel Committee- Probationary Progress Review
- Upcoming Events:
 - 7/9/20 or 7/14/20- Ag BMP Tracking Program and Conservation Planning Module Trainings
 -

8-RELSWCD Office Administrator Report — Cindy Miller gave the June report (copy filed with minutes).

- Distributed the approved February minutes.
- Prepared the Employee time report and distributed to directors for May. Prepared the draft minutes of the May RELSWCD BOD meeting and distributed for review.
- Prepared the May Treasurer's and Budget report and forwarded to Jonathan Wooldridge, District Manager/Sr. Ag BMP Conservation Specialist and Doug Perrow for review.
- Processed payroll, taxes, and retirement. Added FY20/21 Budget to QuickBooks. Prepared the draft agenda for the June 25th regular BOD meeting and forwarded to Jonathan Wooldridge, District Manager/Sr. Ag BMP Conservation Specialist, and Jeff Floyd for review. Coordinated upgrade of Microsoft Office 2019 and Adobe to 4 desktop computers and 2 laptops.
- Monitored the monthly internet usage, which went over due to extra data needed to load Microsoft Office 2019. Meetings attended: Multiple webinars on VRS, and Agricultural topics.
- Audit results received and no findings notes.
- Received estimates on switching internet to Shentel packages reviewed and best value is 25 Mbps download and 10 upload for \$144.95 with \$8 Modem rental (as long as modem is rented it has replacement coverage).

Motion requested: to upgrade Internet to above Shentel package. **(Perrow/ Schmitt 7/0)**.

Motion requested: Approve Cost-Share and Technical Assistance from the Commonwealth of Virginia for FY20/21 \$490114 for CB,\$260723 for OCB and \$125177 for TA equaling a Total of \$876014. **(Perrow/ Schmitt 7/0).**

Motion requested: Approve Administrative and Operational Support from the Commonwealth of Virginia for FY 20/21 \$197675 for Administration and Operations Core Funding and \$18000 for Dam Maintenance equaling a Total of \$215675. **(Smith/ Perrow 7/0).**

Motion requested: Nominate an Assistant Treasurer for the District in Mary Lund’s place. Motion was made to nominate Chad Barrett. **(Perrow/ Payne 7/0).**

Motion requested: Nominate an additional check signer. Nomination was made to request that Karen Angulo become check signer. **(Perrow/ Payne 7/0).**

Meetings attended: Webinars thru VRS, Marketing, VACS.

Future Meetings: VCAP, VRS- Processing Webinar series. June 30 VCE Strategic & Project Planning Virtual Program.

Acknowledgement of Guests: Christian Raymond and Jon Sonne.

9-RELSWCD Conservation Education Specialist Report — Hannah Tillotson

Meetings

- 6/11 Marketing Committee Tele-meeting

Programs

Name	Date	Location	People Reached
Enviroscape Video	6/1/2020	Amherst Educational Center	
Pollinator Live Video	6/16/2020	Appomattox Public Library	420 watched the video

Upcoming

- 6/26 Appomattox Middle School, Summer School Class, Math with Macroinvertebrates
- 6/29 Diversity, Equity, and Inclusion Committee Meeting
- 6/30 VCE Webinar, Strategic & Project Planning: Becoming Agents of Change

Discussion

- Personnel Policy Updates

Motion made to approve Personnel Policy as written: (Smith/ Schmitt 7/0)

10. Timberlake **WID** report- Doug Perrow Verbal report

TWID continuing to make progress with the samples retrieved form the lake. TWID is working with Hurt & Proffitt and WEL on bids for the dredge project.

REPORT OF COMMITTEES

Agriculture Committee – report attached.

Motion request: Secondary Considerations- PY20/21 #3 2020 Keep Test as same. **(Perrow/ Schmitt 7/0).**

Motion request: Cost-Share Evaluation Worksheet – Keep as same, Change PY year update. **(Perrow/ Smith 7/0).**

Motion request: Average Cost List Change PY, keep as same. **(Perrow/ Smith 7/0).**

Motion request: Log & Labor and Equipment Time for Conservation Projects –

Increase prices: Producer = \$20 per hour, Small Tractor = \$40 per hour, Large Tractor = \$60 per hour, Back Hoe = \$65 per hour, Small Loader = \$70 per hour, Large Loader = \$ 95 per hour, Small Bulldozer = \$70 per hour, Large Bulldozer = \$100 per hour

(Payne, Perrow 7/0).

Personnel Committee- Performance appraisal completed on ED Specialist and DM Sr Conservation Specialist. Probation review completed on Ag Tech and Office Administrator.

Motion request: Move ED Specialist to part-time for 90 days and then reassess. Motion was Tabled until next month once the budget from Local Allocations can be confirmed. **(Angulo/ Barrett 7/0).**

UNFINISHED BUSINESS None to report

NEW BUSINESS Discussion began on process to add board members for open positions.

Motion made: to have an add run for 2weeks advertising open Board position for Appomattox Co and Open at large Board Position and then to review applications received at the next board meeting. **(Angulo/ Smith 7/0).**

ANNOUNCEMENTS None to report

ADJOURNMENT - The Chairman adjourned the meeting at 7:56 p.m.

Jeff Floyd, Chairman

Cindy Miller, Office Administrator