

## **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**

### **Minutes – Board of Directors Regular Meeting**

**April 25, 2019 – 6:00 p.m.**

**USDA Rustburg Service Center**

**163 Kabler Lane**

**Rustburg, VA 24588**

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

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

**Staff/Partners:** Jonathan Wooldridge, RELSWCD Ag BMP Conservation Specialist  
**(Present)** David Sandman, RELSWCD Ag BMP Conservation Specialist  
Julie Stratton, RELSWCD Office Administrator  
Don Yancey, NRCS District Conservationist  
Rick Butler, VDOF  
B. J. Butler, VDOF  
Mark Hollberg, DCR Conservation District Coordinator

**Others** Tom Stratton  
Denise Gillett, Timberlake  
Mary Barrett Timberlake  
A. C. Whitehead, Timberlake  
Everett Chadbourne, Timberlake  
George Schrader, Timberlake  
Sam Vance, Attorney for Timberlake  
Tripp Isenhour, Campbell County Attorney  
Laura Grape, Executive Director - Northern Virginia SWCD  
Davis Grant, Director – Lake Barcroft WID

**Call to order:** The Robert E. Lee Soil and Water Conservation District Board of Directors regular meeting was held at the USDA Rustburg Service Center, 163 Kabler Lane, Rustburg, Virginia, on April 25, 2019. The meeting convened at 6:00 p.m., Barry Lobb, Chairman, presiding.

**Welcome and Introduction of Guests:** Barry Lobb, Chairman, welcomed Denise Gillett, Mary Barrett, A. C. Whitehead, Everett Chadbourne, George Schrader from Timberlake; Sam Vance, attorney for Timberlake; Tripp Isenhour, Campbell County Attorney; Laura Grape, Executive Director-Northern Virginia SWCD; and Davis Grant, General Manager – Lake Barcroft WID.

**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 3-0)**

**Reading and Approving the Minutes:** Barry Lobb, Chairman, asked if there were any corrections to the March minutes (copy filed with the minutes). There being none, the minutes are approved as read.

**Relationships, Responsibilities and Liabilities of Directors to a WID presentation / Q&A:** Laura Grape, Northern Virginia SWCD Executive Director, and Davis Grant, Lake Barcroft WID General Manager.

- Laura Grape –
  - Northern Virginia SWCD provides governance and oversight to the WID.
  - The WID requires less than 10 hours of district staff time a year.
  - The only cost to the district is staff time.
  - The WID attends 1 district meeting per year to present their budget.
- Davis Grant –
  - Lake Barcroft WID has a staff of 8, manages a 135 acre lake and 600 surrounding acres, and is managed by 3 trustees who serve three 5 years terms.
  - The district and the Virginia Soil and Water Conservation Board provide a level of oversight.
  - Lake Barcroft WID receives zero funding from the district and state.
  - Timberlake WID will have its own tax identification number so any lending or borrowing is tied to that tax ID number and will also have its own insurance policy. The District does not have to sign any formal documents, contracts or bonding.
- Denise Gillett –
  - A landowners referendum and a registered voter referendum passed and the results were sent to the Campbell County Circuit Court Clerk's office.
  - Timberlake provided a letter to be sent by RELSWCD to Richard Street, Chair of the Virginia Soil and Water Conservation Board, certifying the Timberlake WID.
  - Two resumes for Timberlake WID trustees were submitted to the RELSWCD BOD for review.
  - In order to be placed on the May agenda of the Virginia Soil and Water Conservation Board meeting Timberlake requests the RELSWCD BOD call a special meeting for the purpose of approving the minutes of the April 25 RELSWCD BOD meeting certifying the WID and nominating Timberlake WID trustees.

**Based upon the recommendation of the RELSWCD Watershed Dam committee and the 2 referendum votes and further supported by questions and comments following the presentation by Laura Grape,**

Northern Virginia SWCD Executive Director, and Davis Grant, Lake Barcroft WID General Manager, motion was made to certify the formation of the Timberlake WID. (Perrow, Sigler, passed 3-0)

Motion was made to hold a special meeting of the RELSWCD BOD on May 9 at 6:00 p.m. at the District office (7631-A Richmond Hwy, Appomattox, VA) for the purpose of approving the minutes of the April 25 RELSWCD BOD meeting and nominating Timberlake WID trustees. (Perrow, Sigler, passed 3-0)

## REPORT OF OFFICERS/PARTNERS/STAFF

### 4-Virginia Department of Forestry –

- B. J. Butler, Campbell County Forester, presented an oral report to the Board.
  - Attended a meeting between the James River Association and Virginia Department of Forestry on the James River Buffer Program which will work with landowners in the Middle James watershed to restore or create forest buffers to improve the quality of local waterways. The program will provide 100% cost share to the landowner and requires an area along a creek or river where a forested buffer of 35' or more can be established and a 15 year agreement from landowner to keep the buffer as forest.
- Rick Butler, Appomattox County Forester, presented an oral report to the Board.
  - Finished processing the billings for the RT cost share for this year.
  - Brush fires have been down.
  - Participated in the Appomattox Primary School Little Farmers Day with over 200 children.

**1-Treasurer's Report** – Julius Sigler, Jr., presented the March 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 April report to the Board (copy filed with minutes).

- Administration and Cost Share –
  - Anticipate a third “verification grant” to assist DCR with field inspection of structural BMPs in the Chesapeake Bay basin nearing their end of lifespan.
  - There will be supplemental grants for districts with unfunded 2015 SL-6s once the Governor signs the FY20 budget. These will be FY19 funds that will need approval at June meetings.
  - The draft Phase III Watershed Implementation Plan has been released to the public and the public comment period ends June 7. There will be 2 WIP III webinars hosted by DEQ on May 13.
- Miscellaneous –
  - April 24 and May 22 – VA Soil and Water Conservation board meetings
  - The Peaks of Otter SWCD has approximately \$108,000.00 in FY19 OCB funds with TA funding they cannot use and is available for transfer to RELSWCD. **Motion was made to approve the transfer of approximately \$108,000.00 in FY19 OCB funds with TA funding from Peaks of Otter SWCD to RELSWCD. (Perrow, Sigler, passed 3-0)**

**3-USDA Natural Resources Conservation Service - Don Yancey, District Conservationist, presented his April report to the Board (copy filed with minutes).**

- EQIP – Currently have 14 applications that have been pre-approved for funding and are working to develop contracts. There may be additional funds available.
- CSP – Working to extend one contract renewal for an additional year of payment. Have announced a sign-up batching period that will run until May 10, 2019. After that date there will be completion of estimating and ranking of all eligible applications and consideration for funding.
- Outreach, Training and Upcoming Events –
  - Local Work Group meeting was held on April 22. Results will be reported to the Richmond state office by April 30.
  - Jim Jarvis participated in the Economics of Conservation training in Richmond.
  - Ann Evans attended the JED training in Blackstone on April 23.
  - JED meeting planned for May 21 at the Farmville office.

**5-Virginia Cooperative Extension – Bruce Jones, Appomattox VCE Agent – absent – no report.**

**6-RELSWCD Ag BMP Senior Conservation Specialist: Jonathan Wooldridge presented his April 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. Working on ACSA projects. Two large animal waste structure inquiries still under planning.
- Practices and Conservation Plans for Board approval –

<u>Contract/ Instance#</u>	<u>Prac</u>	<u>Co</u>	<u>Est. Cost</u>	<u>CS amt</u>	<u>Fund</u>	<u>TC</u>	<u>Comp Date</u>
10-19-0009 334717	SL-6	Appo	\$79,371.00	\$63,624.00	PY19 CBVACS	\$3,976.50	6-30-2019

**Motion was made to approve the conservation plan and application for contract #10-19-0009, instance #334717, SL-6, for PY19 CBVACS cost share in the amount of \$63,624.00 and tax credit in the amount of \$3,976.50 with a completion date of 6-30-2019. (Sigler, Perrow, passed 3-0)**

- Watershed Dams –
  - Checking on dams 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.
- Spot checks -
  - Contract #10-15-0053 / Campbell County – Verified on 4-17-19 both water troughs have had gravel maintenance issues addressed and pictures sent to Mark Hollberg, CDC.
- Meetings attended:
  - DCR Engineering Training – Farmville – 4-4-19
  - Appomattox Board of Supervisors meeting – Appomattox – 4-15-19
  - VCE Ag Producers Supper – South Hill – 4-18-19
  - Local Working Group meeting – Rustburg – 4-22-19
  - Envirothon – Ringgold – 4-25-19

- Future meetings:
  - DCR Engineering Training – Petersburg – 5-2-19
  - VACS training – Farmville – 6-4-19
  - Soil Erosion training – Richmond – 6-5-19

**7-RELSWCD Ag BMP Conservation Specialist 2** - Dave Sandman presented his April report to the Board (copy filed with minutes).

- Projects –
  - Working on final checkout for contracts #10-15-0016 and #10-15-0032 SL-6 backlog projects in Appomattox County.
  - Have completed the cost estimate updates on the remaining OCB SL-6 backlog applicants as requested.
- Practices and Conservation Plans for Board approval -

<u>Contract#</u>	<u>Est.</u>	<u>CS</u>	<u>Comp</u>
<u>Instance#</u>	<u>Prac Co</u>	<u>Cost</u>	<u>Date</u>

- Meetings attended:
  - DCR Livestock Watering System training – Farmville - 4-4-19
  - Local Working Group meeting – Rustburg – 4-22-19
- Future meetings:

**8-RELSWCD Office Administrator** - Julie Stratton presented her April report to the Board (copy filed with minutes).

- Prepared draft minutes of the March BOD meeting and distributed for review.
- Prepared March Employee time report and distributed to directors.
- Prepared March Treasurer’s and Budget report and forwarded to Julius Sigler, Jr., for review.
- Prepared draft agenda for the April BOD meeting and forwarded to Barry Lobb for review.
- Distributed quarterly reimbursement checks for directors.
- Prepared and submitted 3<sup>rd</sup> quarter Attachment E and supporting documents.
- Prepared and filed 1<sup>st</sup> quarter Federal 941, VEC and State tax reports.
- Reminder of District Director election filing deadline.
- Request the Board consider giving a donation to the Campbell County 4-H as a thank you for the use of the meeting room for the April RELSWCD BOD meeting. **Motion was made to make a donation to the Campbell County 4-H in the amount of \$50.00 as a thank you for the use of the meeting room for the April RELSWCD BOD meeting. (Perrow, Sigler, passed 3-0)**
- The Personnel Committee commented they had no timeline for developing a position advertisement and advertising the position in follow-up to the announcement of the Office Administrator’s retirement.
- Meetings attended:
- Future meetings:

**9-RELSWCD Conservation Education Specialist** – Vacant – no report.

**REPORT OF COMMITTEES**

**10-Budget Committee report** – Julius Sigler, Jr., committee chair – The draft 2019-2020 Operational Budget was presented to the Board. **Motion was made to approve the 2019-2020 Operational Budget as presented. (Sigler, Perrow, passed 3-0)**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**ANNOUNCEMENTS**

**ADJOURNMENT** - The Chair adjourned the meeting at 7:30 p.m.

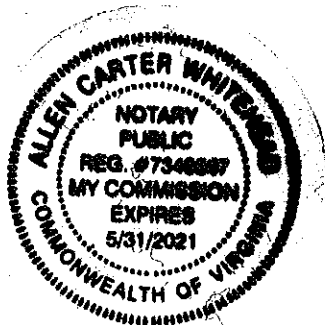
A special meeting of the Board of Directors is scheduled for Thursday, May 9, 2019, at the District Office (7631-A Richmond Hwy, Appomattox, VA) at 6:00 p.m. for the purpose of approving the minutes of the April 25 RELSWCD BOD meeting and voting on the Timberlake WID Trustees. The next regular Board of Directors meeting is scheduled for Thursday, May 23, 2019, at The Spring House Restaurant (9789 Richmond Hwy, Lynchburg, VA) at 6:00 p.m.

*Barry L. Lobb*

Barry Lobb, Chairman

*Julie M. Stratton*

Julie M. Stratton, Office Administrator



*Allen Carter Whithead, Campbell County, VA  
Commission Expires 5/31/2021*

*5/9/2019*