

Robert E. Lee Soil & Water Conservation District

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www.releeconservation.com

Minutes – Monthly Board of Directors Meeting

July 28, 2016 – 6:00 p.m. – The Spring House Restaurant

Directors:
(Present) Barry Lobb, Chairman
John Petchul, Vice Chairman
Julius Sigler, Jr., Treasurer
Bruce Jones, Asst. Treasurer
Carolyn Hutcherson, Asst. Treasurer
Erin Hawkins
Paul Spiggle
Frank Goodwin

Directors:
(Absent) Bob Martin
Doug Perrow

Others Present: Jonathan Wooldridge, SWCD Ag BMP Conservation Specialist
Dave Sandman, SWCD Ag BMP Conservation Specialist
Julie Stratton, SWCD Office Administrator
Anne Marie Clarke, SWCD Amherst Watershed Coordinator
Mark Hollberg, DCR Conservation District Coordinator
Jim Echols, DCR Western Area Manager/DSWC
Rick Butler, VDOF Appomattox Forester
B. J. Butler, VDOF Campbell Forester
Craig Brewer – Timberlake WID Trustee
George Schrader, Jr., - Timberlake WID Trustee
John Warren – RELSWCD 2016 Scholarship Recipient
Cheryl Warren – Scholarship Recipient Parent
Mark Warren – Scholarship Recipient Parent

Call to order: The Robert E. Lee Soil and Water Conservation District Board of Directors meeting was held at The Spring House Restaurant, Lynchburg, VA, on July 28, 2016. The meeting convened at 6:00 p.m., Chairman Barry Lobb presiding.

Welcome and Introduction of Guests: Jim Echols, DCR Western Area Manager/DSWC, John Warren, RELSWCD 2016 Scholarship Recipient and parents, Cheryl and Mark Warren.



RELSWCD 2016 Scholarship Recipient recognition: John Alexander Warren was awarded the District's 2016 scholarship in the amount of \$1,000.00. He graduated from E. C. Glass High School in June 2016 and will attend Randolph College in Lynchburg, VA, this fall.

Motion to Adopt Agenda: The Chair asked if there were any changes to the agenda. There being none, **motion was made to approve the agenda as presented. (Hawkins, Goodwin, unanimous)**

Motion to Approve Minutes: The Chair asked if there were any changes to the June minutes (copy filed in the District office). There being none, **motion was made to approve the minutes as read. (Sigler, Hawkins, unanimous)**

Treasurer's/Budget report: Julius Sigler, Jr., treasurer - copies filed in the District office. The June treasurer's and budget reports were reviewed with the Board. All bank statements were reconciled to the respective ledgers and QuickBooks program.

STAFF/PARTNER REPORTS

1-DCR Conservation District Coordinator report: Mark Hollberg - copy filed with the minutes.

- VACS Administration – Fourth quarter Attachment E, QBs profit and loss and cash balance reports and cost share end of year reports were due July 15.
- Fair Labor Standards Act (FLSA) – changes become effective December 1, 2016. All position descriptions and current salaries need to be reviewed to determine exempt or non-exempt status.
- RMPs and TRCs – The Office of the Attorney General stated that perennial stream determinations for RMPs can be contested only during the RMP review process. Revision of a RMP, after initial approval, cannot be required by a SWCD Board or TRC on the basis of evidence discovered after initial RMP approval that the earlier stream determination was incorrect.
- Miscellaneous –
 - Begin consideration for local nominations for Clean Water Farm Awards.
 - FY18 Budget Template was due electronically to Stephanie Martin August 11 with a signed hardcopy to CDC.
 - COIA/FOIA training (four sessions) scheduled with Kelci Block.
 - AgBMP TAC meeting scheduled for August 18 in Charlottesville.
 - RCPP partners' meeting scheduled for October 20 in Charlottesville.
 - Tillage survey for Amherst, Appomattox and Campbell Counties done and turned in by Jonathan Wooldridge.
 - Emily Nelson (formerly with Thomas Jefferson SWCD) is a new hire with DCR as a part-time Ag BMP Technician.
 - District spot checks will be conducted the week of the September Board of Directors meeting.
 - Copies of the *Soil and Water Conservation Districts Desktop Procedures for District Fiscal Operations* were distributed to the Chairman, Treasurer and Office Administrator.

- Technical Assistance funding will be for two years (PY2017 and PY2018) like the Cost Share grant agreement.
- Certificates of Recognition for Jonathan Wooldridge/Conservation Computer Planning Module and Paul Spiggle and Frank Goodwin/Director Orientation Phase 1 and 2.
- Reviewed the Assessment of SWCD Compliance with the FY16 Administrative and Operational Support Grant Agreement and the Assessment of SWCD Compliance with the FY16 Cost-Share and Technical Assistance Grant Agreement with the Board. The District received *Fully Satisfied* in all areas. Signed copies entered and attached to the July 2016 meeting minutes.
- Email from Mark Hollberg, CDC, dated July 7, 2016, with the subject line “July 1, 2016 FOIA updates” advised Districts to “. . . be aware of these additions and take action to bring your SWCD into compliance as soon as possible.” The updates are:
 - §2.2-3704.01. **Records containing both excluded and nonexcluded information; duty to redact.**
 - §2.2-3704.2. **Public bodies to designate FOIA officer.**
 - §2.2-3714. **Violations and penalties.**
 Frank Goodwin stated he would assume the duties of the FOIA Officer for Robert E. Lee SWCD.

Jim Echols, DCR Western Area Manager, DSWC – oral report.

- DCR staffing –
 - In process of hiring a Conservation Planning Trainer
 - Advertising for a Business Manager to work in the Division of Soil and Water Conservation and Division of Dam Safety and Floodplain Management
 - Emily Nelson will work as a part-time Ag BMP Technician
 - Will soon fill the “Small Dairies Nutrient Management Specialist” position to help with outreach to small (not permitted) dairies.
- DCR is posting drawings of engineering practices at: <http://www.dcr.virginia.gov/soil-and-water/district-engineering-services>
- COIA training attendance strongly encouraged
- Nutrient Management –
 - Funding available to resume poultry litter transport out of the Chesapeake Bay watershed
 - Starting a project to update the Chesapeake Bay model estimates on turkey litter
- Shared information about progress in the Chesapeake Bay clean up from articles titled *Nitrogen pollution reductions lagging, EPA warns Pennsylvania, New York leave Baywide cleanup effort short of interim goals* by Karl Blankenship dated June 17, 2016, and *EPA: Virginia making good progress in curbing bay pollutants* by Tamara Dietrich dated June 18, 2016

2-USDA Natural Resources Conservation Service report: Don Yancey - copy filed with the minutes.

3-Virginia Department of Forestry report:

- Rick Butler, Appomattox Forester – oral report.

- Working on tree farm certificates, stewardship plans and century farm recognition program.
- B. J. Butler, Campbell Forester – oral report.
 - Met with landowners to look at different tracts for planting, release and site prep.
 - Working on century forest recognition program.

4-District Amherst Watershed Coordinator report: Anne Marie Clarke - copy filed with the minutes.

- Watershed Initiatives -
 - July watershed newsletter sent to priority watershed landowners and distributed to all watershed displays
 - Distributed copies of Amherst County/Town/District and ACSA/District MOUs to parties involved for review.
- Education –
 - Updated District website.
- Other –
 - Area V Envirothon update: waiting on response from other districts to switch or co-lead the competition.
 - James River Association/Chesapeake Conservancy NFWF grant – **Motion was made to approve the revised James River Association/Chesapeake Conservancy NFWF grant sub-agreement with revisions. (Goodwin, Sigler, unanimous)** Will participate in the NFWF conservation practices and outreach training in Charlottesville on August 11.
 - Annual report draft review

5-District Ag BMP Conservation Specialist 2 report: Dave Sandman - copy filed with the minutes.

- Cost share applications presented for Board approval:

<u>Contract/ Instance#</u>	<u>Co.</u>	<u>Prac.</u>	<u>Est.Cost</u>	<u>CSamt.</u>	<u>TC</u>	<u>Fund</u>	<u>Comp.Date</u>
10-15-0013/ 206281	Appo	SL-6	\$55,335.00	\$55,335.00	NA	OCBbacklog	6-30-17
10-15-0013/ 206282	Appo	SL-6	\$69,000.00	\$69,000.00	NA	OCBbacklog	6-30-17
10-15-0051/ 206275	Camp	SL-6	\$40,785.00	\$40,785.00	NA	OCBbacklog	6-30-17
10-15-0062/ 207043	Appo	SL-6	\$94,035.00	\$94,035.00	NA	OCBbacklog	6-30-17
10-15-0065/ 207046	Appo	SL-6	\$44,885.00	\$44,885.00	NA	OCBbacklog	6-30-17
10-15-0053/ 206279	Camp	SL-6	\$29,100.00	\$29,100.00	NA	OCBbacklog	6-30-17

2015 SL-6 pending backlog projects must be under construction within 90 days following approval or have a signed letter from the contractor stating the practice will be started as soon as possible. **Motion was made to approve the above 2015 OCB SL-6 pending backlog cost share applications with a completion date of 6-30-17. (Jones, Hutcherson, unanimous)**

<u>Contract/ Instance#</u>	<u>Co.</u>	<u>Prac.</u>	<u>Est.Cost</u>	<u>CSamt.</u>	<u>TC</u>	<u>Fund</u>	<u>Comp.Date</u>
10-17-0001/ 237531	Appo	SL-6	\$13,875.00	\$11,100.00	\$693.75	OCBVACS	6-30-17

Motion was made to approve OCBVACS 2017 cost share application contract/instance #10-17-0001/237531 with a completion date of 6-30-17. (Sigler, Hawkins, unanimous)

Conservation plans presented for board approval:

- 2015 SL-6 pending backlog cost share applications contract/instance #10-15-0013/206281, 10-15-0013/206282, 10-15-0051/206275, 10-15-0062/207043, 10-15-0065/207046, 10-15-0053/206279
- OCBVACS cost share application contract/instance #10-17-0001/237531.

Motion was made to approve the conservation plans presented. (Jones, Hutcherson, unanimous)

- Attended Meetings/Activities -
 - Participated in district staff meeting on July 13
 - Participated in Ag Committee meeting at District office on July 18
 - TRC/RMP webinar/conference call at District office on July 25
- Future Meetings –

6-District Ag BMP Conservation Specialist report: Jonathan Wooldridge – copy filed with the minutes.

- Projects -
 - Work continues with PY16 projects, plans and designs for 2015 SL-6 backlog projects, meeting new producers, reviewing projects in the backlog that might fit for CREP and working with NRCS on RCPP project in Amherst County.
- Cost share application requests presented for Board approval:

<u>Contract/ Instance#</u>	<u>Co.</u>	<u>Prac.</u>	<u>Est.Cost</u>	<u>CSamt.</u>	<u>TC</u>	<u>Fund</u>	<u>Comp.Date</u>
10-15-0108/ 208912	Appo	SL-6	\$111,665.00	\$111,665.00	NA	CBbacklog	6-30-17
10-15-0028/ 204314	Appo	SL-6	\$137,665.00	\$137,665.00	NA	CBbacklog	6-30-17
10-15-0088/ 208459	Appo	SL-6	\$119,345.00	\$119,345.00	NA	CBbacklog	6-30-17
10-15-0077/ 208082	Appo	SL-6	\$110,000.00	\$110,000.00	NA	CBbacklog	6-30-17
10-15-0107/ 208911	Appo	SL-6	\$103,650.00	\$103,650.00	NA	CBbacklog	6-30-17
10-15-0068/ 207057	Appo	SL-6	\$88,930.00	\$88,930.00	NA	CBbacklog	6-30-17
10-15-0076/ 208081	Appo	SL-6	\$68,170.00	\$68,170.00	NA	CBbacklog	6-30-17

Motion was made to approve the above 2015 CB SL-6 pending backlog cost share applications with a completion date of 6-30-17 and conservation plans. (Sigler, Jones, unanimous)

<u>Contract/ Instance#</u>	<u>Co.</u>	<u>Prac.</u>	<u>Est.Cost</u>	<u>CSamt.</u>	<u>TC</u>	<u>Fund</u>	<u>Comp.Date</u>
10-17-0003/ 239191	Amh	SL-6	\$53,810.00	\$43,048.00 \$10,762.00	NA	CBVACS ACSA	6-30-17
10-17-0004/ 239192	Appo	SL-8B	\$10,650.00	\$10,650.00	NA	CBVACS	3-30-17
10-17-0005/ 239193	Appo	CCI- CNT	\$17,750.00	\$17,750.00	NA	CBVACS	6-30-17
10-17-0002 239074	Appo	SL-6	\$11,575.00	\$9,260.00	\$578.75	CBVACS	6-30-17

Motion was made to approve the above CBVACS 2017 cost share applications contract/instance#s 10-17-0003/239191 (with additional ACSA funding in the amount of \$10,762.00), 10-17-0005/239193, 10-17-0002/239074 with a completion date of 6-30-17 and contract/instance# 10-17-0004/239192 with a completion date of 3-30-17 and conservation plans. (Hawkins, Petchul, unanimous)

- Watershed Dams –
 - Dams are checked as rainfall events happen.
 - Billy Hall completed mowing and all dams were inspected.
 - Received the engineer packet for the graded filter drain for Watts Dam and will work with Rebecca Evans/NRCS Verona office, on project.
 - Received notice from Charles Wilson/DCR that the Watts Dam graded filter drain and concrete repair to the Moses Lake Dam (previously requested by former Conservation Specialist Jim Jarvis) had been approved for DCR Small Dam Repair. I am in discussion with Charles Wilson on using the District's dam maintenance fund to fund these projects.
- Tentative date for the Farm Field Day to be held at the Appomattox County High School FFA Alumni Farm is October 13 pending approval by the FFA alumni board. The ACHS principal has given his approval. Main topics will be soil health and pasture management.
- Attended meetings -
 - Ag Committee meeting at the District office on July 18
- Future meetings –
 - NFWF meeting at the District office on August 3
 - NFWF training in Charlottesville on August 11
 - COIA/FOIA training in Charlottesville on August 15
 - Graves Mt. annual training in Syria, VA, on August 24

7-District Office Administrator report: Julie Stratton - copy filed with the minutes.

- Reminder to Budget/Finance and Personnel Committees to schedule a joint meeting to discuss and review the Fair Labor Standard Act (FLSA) and its impact on exempt/non-

exempt employee classifications and overtime and follow-up individual committee meetings to address any revisions to the budget, employee job descriptions and personnel policy. Staff requested to meet with committees prior to their meeting.

- Reminder to directors regarding feedback from legislative outreach efforts due by August 15.
- Area V Directors meeting with Darryl Glover, Director, Division of Soil and Water Conservation re-scheduled for August 12 at the USDA Service Center in Farmville.
- Quarterly billing to ACSA and Town of Amherst for AWSC position and 25% cost share funding submitted.
- Quarterly tax and VEC reports prepared, reconciled and submitted.
- Attachment E 4th quarter report with beginning and ending balance sheets, profit and loss statement, cost share end of year reports prepared, reconciled and submitted.
- Attended meetings –
- Future meetings –
 - Will attend the COIA-FOIA meeting in Charlottesville on August 15

COMMITTEE REPORT(s)

OLD BUSINESS

8-FOIA – anonymous tip letter examination: Barry Lobb, Chairman, informed the Board of the examination of the anonymous tip letter by Mr. Ingram at the District office on July 11, 2016. Julie Stratton, Office Administrator, informed the Board Mr. Ingram sent an email dated July 20, 2016, with follow up questions. An email response dated July 20, 2016, was sent to Mr. Ingram/ copied to the directors stating FOIA applies to requests for public records, not requests that ask public bodies to answer questions or provide explanations. Mr. Ingram sent another email dated July 21, 2016, and copied to the directors, re-addressing his requests. An email response dated July 28, 2016, was sent to him/copied to the directors citing the Code of Virginia §2.2-3704-I with a copy of the unpaid statement dated May 3, 2016.

NEW BUSINESS

PUBLIC COMMENT

OTHER BUSINESS

ADJOURNMENT

The next regular Board of Directors meeting is scheduled for **Thursday, August 25, 2016** at **The Spring House Restaurant**. The meal will begin at 5:30 p.m. and the meeting will convene at 6:00 p.m.

The meeting adjourned at 7:40 p.m.


Julie M. Stratton, Office Administrator


Barry Lobb, Chairman