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SEP 30 2016
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Robert E. Lee Soil & Water Conservation District
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Minutes – Monthly Board of Directors Meeting
August 25, 2016 – 6:00 p.m. – The Spring House Restaurant

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

Directors: Paul Spiggle
(Absent) 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
Don Yancey – NRCS District Conservationist
Craig Brewer – Timberlake WID Trustee
Tom Stratton

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 August 25, 2016. The meeting convened at 6:00 p.m., Chairman Barry Lobb presiding.

Welcome and Introduction of Guests: None

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

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

Treasurer's/Budget reports: Julius Sigler, Jr., treasurer - copies filed in the District office.

- The July treasurer's and budget reports were reviewed with the Board. All bank statements were reconciled to the respective ledgers and QuickBooks program. The Office Administrator noted the difference of \$1,571.62 between Treasurer's Report expenditures and Profit and Loss statement total expenses which is the July VRS payment. The July 2016 Budget Report reflects revisions to the DCR VNRCF-TA funding, updated Reserve Funds balances as of 6-30-16 and to the Year End Reserve Fund Estimates 6-30-17.
- The Treasurer presented a check signing policy for Board review.
- **Motion was made to approve the RELSWCD Check Signing Policy. (Sigler, Hawkins, unanimous)**
- **Motion was made to approve Julius Sigler, Jr., Bruce Jones, Carolyn Hutcherson and Julie Stratton as RELSWCD authorized check signers. (Sigler, Hawkins, unanimous)**
- **Motion was made to approve Julie Stratton, Office Administrator, as RELSWCD authorized credit card user. (Sigler, Jones, unanimous)**
- The Treasurer presented a FOIA request fee schedule for Board review. **Motion was made to approve the RELSWCD FOIA Request Fee Schedule. (Sigler, Jones, unanimous)**
- The Treasurer informed the Board that he received a list of missing checks with the District's monthly reconciled checking account bank statement. A copy will be included with the monthly Treasurer's/Budget report.

STAFF/PARTNER REPORTS

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

- Operations and Administration – The district's FY2017 budget should indicate the amount of reserve fund balances carried forward from FY2016. Amounts in excess of six months routine operating expenses must be dedicated to specific purposes "...by an action of the board and recorded in the official minutes...".
- VACS Administration – Initial allocation letter including cost share and technical assistance will be sent to districts on August 31.
- District Engineering Services Updates were addressed in a letter from Darryl Glover to district chairmen. The concept of "super techs" to encourage districts with experienced staff to help train nearby districts with less experienced staff is being considered by DCR and the Ag Engineering Work Group.
- Miscellaneous –
 - Upcoming trainings and meetings
 - A handout for use in field days was mailed from DCR on August 4
 - A letter was mailed to districts on the Clean Water Farm Awards
 - New hires –
 - Carl Thiel-Goin from Tidewater SWCD has been hired as the Conservation Planning and Certification Trainer position
 - Tad Williams will work out of the Verona office as the Small Farms Nutrient Management Specialist
 - Darryl Glover sent correspondence to district offices on RMP

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

- Programs –
 - EQIP – Working on 3 late pre-approvals to get them contracted by September 1
 - CSP – Working on evaluating 4 contracts for possible renewal to be completed by the end of September.
 - Conservation Plans for Approval – Some existing CRP contracts with FSA have had changes in names. The conservation plans for these projects have been revised and need to be approved by the District Board. The plans are all located in Campbell County and designated as:
 - ID#715
 - ID#839
 - ID#87
 - ID#840
- Motion was made to approve the above conservation plans with name changes. (Sigler, Hawkins, unanimous)**
- Outreach, Training and Upcoming Events – Attended RUSLE 2 training in Rustburg on August 11; attended Cultural Diversity Day at Natural Bridge on August 24; JED meeting is scheduled for September 20 in Farmville.

3-Virginia Department of Forestry report: None

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

- Watershed Initiatives -
 - Co-presented with J. Wooldridge and L. Cummings (Natural Bridge SWCD) on conservation practice design, installation and maintenance at the NFWF Grant Conservation Practice Outreach and Training Program hosted by James River Association and the Chesapeake Conservancy. The training aim was to educate conservation partners on District work and help them understand goals and program specifications.
 - Town/County/District and ACSA/District MOUs were reviewed and a renewal protocol was established. **Motion was made to approve proposed review process. (Sigler, Hawkins, unanimous)**
 - Working on October watershed newsletter.
- Education –
 - Updated District website.
 - Replenished educational materials at Lynchburg Community Market.
- Other –
 - Area V Envirothon update: Peaks of Otter SWCD will not be co-hosting with RELSWCD due to cost share program workload. Beth Sokolik will schedule a meeting for Area V districts to work on plans to co-host.
 - Attended Save Our Streams monitoring training at Graves Mountain.

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

- Work on Contract #10-15-0051 in Campbell County is underway. Completing design packages for all OCB SL-6 backlog projects approved in July.
- Working on needs assessments and cost estimates for two more producers in the OCB backlog list.

Bob Martin left the meeting prior to the discussion of cost share applications presented for Board approval and did not participate in any discussion or decision/recommendation making associated with contract #10-15-0013/206281.

- Cost share applications presented for Board approval:

<u>Contract/ Instance#</u>	<u>Co.</u>	<u>Prac.</u>	<u>Orig.Appd. CS amt.</u>	<u>New CSamt.</u>	<u>Net Increase</u>	<u>Fund</u>	<u>Comp.Date</u>
10-15-0013/ 206281	Appo	SL-6	\$55,335.00	\$70,335.00	\$15,000.00	2017 OCB SL-6 Earmark	6-30-17

Request an additional \$15,000.00 for a total cost share amount of \$70,335.00 for Contract #10-15-0013, instance #206281, due to an increase in the scope of the project to include ~5,000 feet of additional stream exclusion fencing. **Motion was made to approve the above 2017 OCB SL-6 Earmark cost share application contract/instance #10-15-0013/206281 with a new cost share amount of \$70,335.00 for with a completion date of 6-30-17. (Petchul, Hawkins, unanimous)** Bob Martin rejoined the meeting.

- Attended Meetings/Activities -
 - Attended the RULSE 2 training in Rustburg on August 11
 - Attended JED training on engineering in Farmville on August 16
 - Participated in Budget/Personnel joint committee meeting with staff at the District office on August 17
 - Participated in the August TRC/RMP conference call at the District office on August 22
 - Attended two engineering sessions at the VACDE training at Graves Mountain on August 24
- Future Meetings --

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

- Projects - Working with PY16 projects producers and following project progress, working on plans and designs for SL-6 backlog projects, meeting new producers, reviewing some projects in the backlog that might fit for CREP. Working with NRCS on the 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>
10-17-0008/ 247358	Camp	WP-4	\$227,478.00	\$46,553.50		CBVACS PY17	6-30-17

Motion was made to approve the above CBVACS 2017 cost share application contract/instance #10-17-0008/247358 for \$46,553.50 with a completion date of 6-30-17. (Hawkins, Hutcherson, unanimous)

Contract/ Instance#	Co.	Prac.	Est.Cost	CSamt.	TC	Fund	Comp.Date
10-17-0010/ 251078	Camp	CRSL-6	\$22,197.00	\$11,098.50		OCBCREP PY17	6-30-17
10-17-0010/ 251080	Camp	CRFR-3	\$3,080.00	\$1,540.00		OCBCREP PY17	6-30-17
10-17-0010/ 251087	Camp	CP-22	\$117.75	\$117.75		OCBCREP PY17	6-30-19

Motion was made to approve the above OCBCREP 2017 cost share applications contract/instance #10-17-0010/251078 for \$11,098.50 with a completion date of 6-30-17, #10-17-0010/251080 for \$1,540.00 with a completion date of 6-30-17, and #10-17-0010/251087 for \$117.75 with a completion date of 6-30-19. (Jones, Sigler, unanimous)

- Watershed Dams –
 - Dams are checked as rainfall events happen.
 - Working with Rebecca Evans/NRCS Verona office on the bid packet for the graded filter drain project at Watts Dam.
 - Still in counsel with Charles Wilson/DCR on using the District’s dam maintenance funds instead of small dam repair funds.
 - Dates for the September Dam safety meeting TBA.
- In the planning stages for the Farm Field Day to be held at the Appomattox County High School FFA Alumni Farm in October. Waiting on approval from the FFA alumni.
- Attended meetings -
 - NFWF meeting at District office on August 3
 - NFWF training in Charlottesville on August 11
 - COIA/FOIA training in Charlottesville on August 15
 - Engineering sessions at Graves Mountain on August 24
- Future meetings –
- Attended the ACSA MOU meeting in Amherst on August 22. Dan French opened the meeting with negative comments about Julie Stratton, RELSWCD Office Administrator. The purpose of the meeting was to review the MOUs and I do not feel this was accomplished.
 - Barry Lobb and John Petchul, Amherst District Directors present at the meeting, responded they did not hear Mr. French’s comments.
 - Julie Stratton, Office Administrator, read a statement clarifying how the meeting came to be; Mr. French’s response via telephone conversation and my point to him being the District needed a record of the reviews; Mr. French’s statements made towards the Office Administrator were unprofessional and the Amherst District Directors lack of support was disappointing.

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

- Prepared the July treasurer’s and budget reports with supporting documentation and forwarded to the treasurer for review.
- Received and deposited the quarterly local funding from ACSA and Town of Amherst for AWSC position and cost share incentive for Amherst protected watersheds.

- Prepared and sent statements (copies to directors) for 2016-17 local funding to Amherst, Appomattox, Campbell and the City of Lynchburg. Received and deposited funding from Amherst and Campbell.
- Read the *Desktop Procedures for District Fiscal Operations*.
- Attended meetings –
 - Staff meeting at District office on August 3
 - COIA-FOIA training in Charlottesville on August 15
 - Budget-Personnel joint committee meeting at District office on August 17
- Future meetings –

COMMITTEE REPORT(s)

8-Budget/Personnel joint committees report: Copy filed with the minutes. Julius Sigler, Jr., Budget committee chair, reviewed the joint committees meeting minutes with the Board. The Personnel committee will schedule a meeting to review staff job descriptions and the Budget committee will schedule a meeting to review staff and FT Education Specialist salaries. The FLSA new salary threshold becomes effective December 1.

OLD BUSINESS

9-2015-2016 Annual Report: Anne Marie Clarke, AWSC, presented the final draft of the Annual Report for Board approval. **Motion was made to approve the 2015-2016 Annual Report. (Sigler, Hawkins, unanimous)**

NEW BUSINESS

10-FOIA request-American Transparency – Virginia@openthebooks.com: Frank Goodwin, District FOIA POC, informed the Board of the request by Virginia@openthebooks.com for an electronic copy of any and all employees for years 2015 containing the employer name; zip code; year of compensation; first name, middle initial, last name; hire date; gross annual wages; position to be broken down by employer, employee and year. QuickBooks payroll summaries and a statement were prepared and emailed.

PUBLIC COMMENT

OTHER BUSINESS

ADJOURNMENT

The next regular Board of Directors meeting is scheduled for **Thursday, September 22, 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 7:10 p.m.


 Julie M. Stratton, Office Administrator


 Barry Lobb, Chairman