

Robert E. Lee Soil & Water Conservation District
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Minutes – Monthly Board of Directors Meeting
September 22, 2016 – 6:00 p.m. – The Spring House Restaurant

BY:

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

Directors: Bob Martin
(Absent) Doug Perrow
Paul Spiggle
John Petchul

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
Rick Butler, VDOF Appomattox Forester
B. J. Butler, VDOF Campbell Forester
Craig Brewer – Timberlake WID Trustee
George Schrader, Jr., - Timberlake WID Trustee

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 September 22, 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 added John Petchul's letter of resignation as agenda item 11 under New Business. He asked if there were any further changes to the agenda. There being none, **motion was made to approve the agenda as amended. (Jones, Hawkins, unanimous)**

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

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

- The August budget report reflects additional revisions to the DCR VNRCF-TA FY2013 base and FY2017 additional funding, account balances for 6-30-16 and 6-30-17 and a new balanced budget of \$835,992.00.
- The difference in the Treasurer's report expenses and Profit and Loss total expenses reflects the July VRS payment.
- The checking account reconciled bank statement uncleared transactions is included with the Treasurer's report.

STAFF/PARTNER REPORTS

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

- VACS Administration –
 - Quarterly reports due October 14.
 - Reminder for directors to review the FY17 grant agreements. Distributed copies of the Cost Share and Operation/Administrative grant agreements Attachment C (Evaluation Guidance for Department/District Fiscal Year 2017 Grant Agreement Performance Deliverables).
 - Reminder to provide the CDC minutes of all committee meetings.
- VACS and CREP co-payee checks – Checks made payable to both the participant and a loan holder are prohibited except in the case of the DEQ Ag BMP Loan program (currently suspended).
- Public funds – Reminder from Desktop Procedures. Confirm your funds are recognized by your bank as public funds and properly insured.
- Miscellaneous – local nominations for Clean Water Farm Awards.
- Meeting date reminders.
- VASWCD annual meeting reminder.
- VDACS has published its annual report and is available online.

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

- Programs –
 - EQIP – All but one pre-approval has been contracted. Many new livestock exclusion contracts.
 - CSP – Currently evaluating 3 contracts for possible renewal and must be completed by the end of September.
 - ECP and EFRP – Funds for the ECP program have finally come through. Funding will help landowners who were affected by the February tornado in Appomattox County.

- Conservation Plans for Board Review and Approval – Presented conservation plans ID#233/294, ID#746, ID#276, ID#297 for review. **Motion was made to approve conservation plans ID#233/294, ID#746, ID#276, and ID #297. (Hawkins, Sigler, unanimous)**
- Outreach, Training and Upcoming Events – Attended Cultural Diversity Day at Natural Bridge on August 3; attended JED meeting in Farmville on September 20.

3-Virginia Department of Forestry report:

- Rick Butler, Appomattox Forester – oral report.
 - Attended a recognition dinner and the Department of Forestry received a plaque for service during the February tornado and Appomattox County also had a recognition service. The Emergency Forest Restoration Program (EFRP) funding will be dependent upon landowners qualifying under the guidelines.
 - Attended a mass casualty training.
 - Conducted Woodsman Safety class for landowners at Holiday Lake.
 - Working with the FFA Forestry team.
 - Will participate in the Railroad Festival.
 - Completed area spraying and site prep work.
- B. J. Butler, Campbell Forester – oral report.
 - Area spraying completed.
 - Attended a regional meeting on upcoming programs.
 - Presented programs in school systems.
 - Had a fire in Altavista for 3 days. The recent rain helped.
 - Fire season runs from October 15 through December 1.

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

- Watershed Initiatives –
 - Assisted a landowner with submitting additional information and maps for an ACOE Joint Permit application for a stream bank stabilization project in the Puppy Creek watershed.
 - Presented an Amherst Watershed Protection Program update to Amherst Town Council.
 - Sent 25 watershed booklets to new landowners. Will re-survey 2 tracts of priority watershed land that changed ownership for land use changes and any source water impacts.
 - Preparing October watershed newsletter and will send postcards on October field day.
 - Will attend the Alliance for the Chesapeake Bay’s Chesapeake Watershed Forum in Shepherdstown, WV, on September 30 to accept the Chesapeake Forest Champion award in the category of most effective at engaging the public.
- Education –
 - Updated District website.
- Other –
 - Area V Envirothon – will attend a planning meeting in Charlotte County.

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

- Conducted spot checks this week and will have a full report at the next Board meeting.
- Design packages for SL-6 projects approved in July have been completed and delivered to producers.
- Will forward call-in information for the TRC/RMP conference call/webinar scheduled for Monday, September 26.
- The Ag Committee is scheduled to meet at the District office at 9:00 a.m. on October 18. The meeting will be re-scheduled due to a conflict.
- Amanda Pennington, DCR District Engineering Services Manager, will meet with Jonathan and I next week to review current levels of Engineering Job Approval Authority (EJAA) and re-issue EJAA if all is satisfactory. Levels will not be increased at this time.
- Cost share applications presented for Board approval:

Contract/

Instance#	Co.	Prac.	Est.Cost	CSamt.	TC	Fund	Comp.Date
None							

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

- Projects -
 - Work continues to complete PY16 projects; working on plans and designs for SL-6 backlog projects; laying projects for approved PY17 projects; meeting new producers; reviewing projects in the backlog that might fit for CREP and working with NRCS on RCPP project in Amherst County.
- Clean Water Farm Awards –
 - Chesapeake Bay – recommend Rick Lewis, Jr., Appomattox County. Rick has participated in the Ag BMP cost share and CREP programs for a total of 6 projects and recommended the programs to others.
 - Outside Chesapeake Bay – recommend Roger Keesee, Campbell County. Roger has installed numerous projects under the Ag BMP cost share program.

Motion was made to approve Rick Lewis, Jr., as the Chesapeake Bay Clean Water Farm winner and Roger Keesee as the Outside Chesapeake Bay Clean Water Farm Award winner. (Hutcherson, Jones, unanimous)

- Watershed Dams –
 - Dams are checked as rainfall events happen.
 - Billy Hall completed mowing and all dams were inspected.
 - Working with Rebecca Evans/NRCS Verona office on the bid packet for the graded filter drain project for Watts Dam. After discussion with Charles Wilson, DCR Dam Safety, we will utilize the District’s dam maintenance funds to pay for the project.
 - Attended the Dam Safety training on utilizing small dam repair funds and keeping EAP’s current on September 15.
 - Met with Billy Hall on September 22 to remind him of 2nd mowing dates.
- Farm Field Day – Received approval to use the Appomattox County High School FFA Alumni Farm for the District Farm Field Day on October 13 from 9 a.m. to 3 p.m. with registration beginning at 8:30 a.m. Working on finalizing presenters and agenda.

- Spot Checks were performed on September 20 on 6 farms. A farm in Appomattox was found to have fence maintenance issues, the landowner was contacted, called the next day to say the issue had been corrected and was checked out. There are 3 spot checks to be done on October 6.
- Cost share application requests presented for Board approval:

Contract/

<u>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>
None							

- Attended meetings -
 - Dam Safety Training, Buckingham CH, September 15
- Future meetings –
 - Livestock Pipeline Engineering Training, Abington, October 5

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

- Prepared the August treasurer's and budget reports and forwarded with supporting documentation to Julius Sigler, Jr., treasurer, for review.
- Prepared individual draft budgets for staff (FLSA new salary threshold) and forwarded to Julius Sigler, Jr., treasurer, for review for Budget Committee meeting.
- Prepared Personnel Committee meeting minutes, revised Personnel Policy and staff job descriptions.
- 2016 Annual Report is at the printers.
- The Timberlake Homeowners Association (THA) submitted resumes for the vacant Timberlake WID Trustee and the information was forwarded to the District's Dams and Timberlake Watershed Improvement District (TWID) committee for discussion and review.

COMMITTEE REPORT(s)

8-Personnel Committee report – Carolyn Hutcherson, chair – copy filed with the minutes.

- Job descriptions were revised to be in line with FLSA criteria
- FLSA Exemption Questionnaires were completed for Conservationist Specialist, Office Administrator and Amherst Watershed Coordinator positions.
- Revisions were made to the Personnel Policy in accordance with the FLSA. Language was added to Overtime and Compensatory Leave to read "Overtime shall be provided to all non-exempt employees *and will be paid* at a rate of one and a half hours per one hour worked in excess of the normal 40 hours per week.
- Discussed possible salary adjustments and recommended option 3 to the Budget committee. Decision on Education Specialist position will be made after Budget committee considers salary recommendation.

Motion was made to approve changes as documented to all job descriptions, revisions to the Personnel Policy and language change in Overtime and Compensatory Leave. (Sigler, Hawkins, unanimous)

OLD BUSINESS

NEW BUSINESS

9-VASWCD Annual Meeting information – Agenda and registration information for the 2016 VASWCD Annual Meeting to be held December 4-6 at The Hotel Roanoke and Conference Center is available at <http://vaswcd.org/annual-meeting>. Registration forms are due to the Office Administrator no later than October 31. Reservation deadline is November 11. Receipts and travel reimbursement due to Office Administrator by December 16.

10-FOIA request-SmartProcure – Frank Goodwin reported the District had answered a request from SmartProcure for a Transaction by Vendor report.

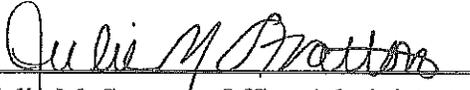
11-John Petchul/letter of resignation – By letter dated September 21, 2016, John Petchul submitted a letter of resignation as Amherst County Director (elected) for the Robert E. Lee SWCD effective immediately. **Motion was made to approve the resignation of John Petchul effective September 21, 2016. (Sigler, Hawkins, unanimous)**

PUBLIC COMMENT

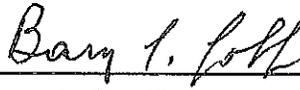
OTHER BUSINESS

ADJOURNMENT

The next regular Board of Directors meeting is scheduled for Thursday, October 27, 2016, at The Spring House Restaurant at 6:00 p.m. The meeting adjourned at 7:10 p.m.



Julie M. Stratton, Office Administrator



Barry Lobb, Chairman