

**Robert E. Lee Soil & Water Conservation District**  
**Board of Directors Meeting**  
**7631-A Richmond Hwy. Appomattox, VA 24522**  
**Phone 434-352-2819 FAX 434-352-9405**  
**www.releeswcd.com**  
**October 27, 2011 – 6:00 p.m. - The Spring House Restaurant**

**Directors:** Michael J. Russell, Chairman  
(Present) Bruce Jones  
James Puckett, Jr.  
Carolyn Hutcherson  
Erin Hawkins  
Dennis Torrence

**Directors:** Barry Lobb, Vice-Chairman  
(Absent) Julius Sigler, Jr.  
John Harrison  
Shannon Brennan

**Others Present:** Mark Hollberg, DCR Conservation District Coordinator  
James W. Jarvis, SWCD Conservation Specialist  
David Sandman, SWCD TMDL Technician  
Anne Marie Clarke, SWCD Watershed Coordinator  
Julie Stratton, SWCD Office Administrator  
Don Yancey, NRCS District Conservationist  
Sharonte Williams, Soil Conservationist  
Rick Butler, Appomattox Co. Forester  
Craig Brewer, Timberlake WID Trustee

**Call to order:** A regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was held at The Spring House Restaurant, Lynchburg, VA, on October 27, 2011. The meeting convened at 6:15 p.m., Chairman Mike Russell presiding.

**Welcome and Introduction of Guests:** None

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

**Approval of Minutes:** The Chairman asked if there were any corrections to the September minutes. There being none, **motion was made to approve the minutes as read. (Torrence, Jones, unanimous)**

**Treasurer's/Budget reports-September:** The September treasurer's and budget reports were reviewed by Julie Stratton, Office Administration, and will be on file in the District office. All bank statements for the month of September were reconciled to the respective ledgers and QuickBooks program.

## AGENCY/STAFF REPORTS

**Conservation District Coordinator report:** The October report (agenda item #1) included in the directors' packets was reviewed and will be filed with the minutes in the District office. Of note –

- Quarterly reports due October 14.
- BMP spot checks were completed.
- No additional state funds are available for CREP contracts that are renewed by FSA.
- Virginia Bay TMDL activity can be tracked on the following website:  
<http://www.dcr.virginia.gov/vabaytmdl/index.shtml>.
- State agBMP Technical Advisory Committee will meet October 25.
- Conservation Selling Skills classes will be held November 9-10 in Staunton.
- The Regulatory Advisory Committee will meet November 9 regarding the development of a Resource Management Plan.
- All-district e-mail was sent regarding upcoming Farm Bill from John Peterson.

**Natural Resources Conservation Service report:** The October report (agenda item #2) included in the directors' packets was reviewed and will be filed with the minutes in the District office. Of note –

- Programs –
  - EQIP –New applications are now being entered. Waiting on new guidelines.
  - CRP – Two CREP projects are underway in Appomattox County and two in Campbell County.
  - GRP – Set to begin a new monitoring program on long term rental agreements and easements.
  - WHIP – Sign-ups run concurrently with the EQIP program.
  - CSP – Annual payments in this program will be made before December 16, 2011.
- Practices Applied – Reviewed
- Outreach, Training and Upcoming Events –
  - Will be participating in an Agricultural Field Day for elementary school students in Campbell County on November 4.
  - JED training is scheduled for December 1, 2011. Location to be announced.
- NRCS in conjunction with Virginia Tech Extension and others has developed a DVD that looks at No-till farming and cover crops and Rotational Grazing. One will be shown at next month's meeting.
- NRCS recommends Michael Coates as the district's local Clean Water Farm Award nominee. Mr. Coates runs a cattle operation in Campbell County. He has participated in TMDL and CREP programs and done voluntary work as well. All the streams on his operation are fenced out. **Motion was made to accept the NRCS recommendation of Michael Coates as the Clean Water Farm Award nominee for the district and to**

**issue an invitation to Mr. Coates to attend the next board meeting for the presentation of a sign and certificate by Don Yancey and Dave Sandman. (Hutcherson, Jones, unanimous)**

**Department of Forestry report:** Oral report by Rick Butler, Appomattox Co. Forester. Of note –

- The first part of October was busy with public relations. Forestry had a grant and worked with Green Adventure out of Charlottesville and gave a tour in the State Forest to approximately 90 seventh graders.
- Reached approximately 23 classes of primary school children with the Smokey Bear program.
- Participated in Railroad Festival Parade.
- October 15 started the Fall Fire Season.
- New 2012 pocket and wall calendars are available.

**Watershed Coordinator report:** The October report (agenda item #4) was included in the directors' packets and will be filed with the minutes in the District office. Of note –

- G. Barts with VDACS will meet with a landowner in Amherst County regarding an ag water quality complaint and follow up with the district. I will be unable to join the investigation due to cultural resources class.
- Printed new Ag BMP postcards with information on new website, district's ag conservation promo video and NRCS "Gaining Ground" videos for distribution to priority landowners.
- Waiting on NRCS report with cost estimates and scenarios for stream bank restoration before moving forward with the Clark project in Puppy Creek watershed.
- Worked on VASWCD annual meeting ag conservation video presentation with K. Snoddy and D. Fehrer.
- The Robert E. Lee, Peter Francisco, Piedmont Districts, James River Association and Bruce Berryhill were nominated and received the June Sekoll Media Award at the Virginia Soil & Water Conservation Society Annual Meeting.
- Received a thank you for the rain barrel donation to the Land Conservancy Land Jam.

**TMDL Ag BMP Technician report:** The October report (agenda item #5) included in the directors' packets was reviewed and will be filed with the minutes in the District office. Of note –

- Extension requests:

<u>Applicant</u>	<u>Prac.</u>	<u>CS amt.</u>	<u>TC amt.</u>	<u>Fund</u>
Mike Webb	LE-2T	\$5,800.00	\$1,450.00	CB TMDL 2012
6/30/12				
	SL-6T	\$8,692.50	\$ 724.38	CB TMDL 2012
6/30/12				
Carl Bradley	SL-6	\$9,041.25	\$ 753.43	SR TMDL 2010
6/30/12				

**Motion was made to approve the above extension requests. (Puckett, Hutcherson, unanimous)**

- Attended the Rainwater Harvesting workshop at the DeWitt Goin poultry farm in Prince Edward County on September 29.
- Attended a C-GRAZ training session at the Farmville Field Office on October 12.

**Ag BMP Conservation Specialist report:** The October report (agenda item #6) was included in the directors' packets and will be filed with the minutes in the District office. Of note:

- NRCS recently changed the level of certification for conservation planners. Depending on the training schedule, Certified Conservation Planner designation should be achieved within 6 months.
- RELSWCD has completed the validity investigation with VDACS and the results of the investigation were unfounded for all three complaints. Letters have been sent to all parties.
- New application requests:

<u>Applicant</u> <u>Exp.date</u>	<u>Prac.</u>	<u>CS amt.</u>	<u>ACSA</u>	<u>TCamt.</u>	<u>Fund</u>
Wm. Kruschwitz 5/15/2012	SL-6	\$15,828.75			CB P 2012
David Stratton 5/15//2012	SL-1	\$5,337.50		\$190.63	CB P 2012
Phillip Hertzler 5/15/2012	SL-8B	\$2,110.50			CB P 2012

**Motion was made to approve the above Chesapeake Bay ag BMP cost share applications. (Puckett, Jones, unanimous)**

<u>Applicant</u> <u>Exp.date</u>	<u>Prac.</u>	<u>CS amt.</u>	<u>TCamt.</u>	<u>Fund</u>
John Cole 5/15/2012	SL-8B	\$2,080.50		SR P 2012
G.H. Peak, Jr. 5/15/2012	SL-6	\$7,845.00	\$ 653.75	SR P 2012
Michael Webb 5/15/2012	WP-4	\$19,042.31	\$1,586.86	SR B 2012

**Motion was made to approve the above Southern River ag BMP cost share applications. (Jones, Hutcherson, unanimous)**

- Request board approval for conservation plans written for Keith Phillips, James Sligh and Michael Webb for eligible tax credits and cost share projects. **Motion was made to approve the above conservation plans for Keith Phillips, James Sligh and Michael Webb. (Jones, Hawkins, unanimous)**
- Ag BMP spot checks are complete and no significant deficiencies or concerns were found.

- Ken Turner, DCR, has limited available funding for repairing Liberty Lake dam. A formal request for funds will be needed. A dam inspections and technical meeting is scheduled for November 1 to get further insight on cost and plan design for the wave berm repair. The Dam Committee will be updated on the findings and any procedural requests.
- Request board approval for the purchase of a vertical 5 drawer metal filing cabinet. Price quotes from Office Max, Staples and Office Depot range from \$369.99 to \$429.99 with free shipping. Suggest ordering the Hon vertical 5 drawer cabinet with locking mechanism, lifetime warranty, built for “intensive” use from Office Depot, item #989467 for \$399.99 (free shipping). **Motion was made to approve the purchase of the Hon vertical 5 drawer filing cabinet from Office Depot for \$399.99. (Hutcherson, Hawkins, unanimous)**

**Office Administrator report:** The October report (agenda item #7) included in the directors’ packets was reviewed and will be filed with the minutes in the District office. Of note –

- All quarterly reports due in October were filed.
- Director mileage checks for the 1<sup>st</sup> quarter are included in the directors’ packets.
- The annual two year district audit was conducted on Monday, October 17, by Tom Smith of Robinson, Farmer, Cox Associates.
- Tax credit certificates for Marvin E. Harris and Thomas S. Shull.
- Due to the Thanksgiving holiday, **motion was made to change the November board of directors meeting to December 1, 2011. (Torrence, Hawkins, unanimous)**

## STANDING COMMITTEE REPORTS

**Personnel Committee – PT Education Specialist update:** Erin Hawkins, chair, informed the board the closing date for the PT Education Specialist ad was Monday, October 31. Following the close date, a personnel committee meeting will be scheduled to review the applicants.

## UNFINISHED BUSINESS

**RELSWCD letterhead samples:** Item to be on December 1 meeting agenda.

## NEW BUSINESS

**VASWCD Articles of Incorporation & By-Laws:** Information received through all-district e-mails and included in the director packets for review. The proposal of new Articles of Incorporation and Bylaws will be discussed at length and voted upon during the VASWCD business meeting, Tuesday afternoon, December 6, 2011, in Richmond.

**VASWCD Annual Meeting Information:** The annual meeting will be held December 4-6, 2011, at the Omni Hotel in Richmond. Hotel reservations are to be made directly by staff and directors. Completed reservation forms are due in the District office by November 4. Jim Jarvis, Anne Marie Clarke and Dave Sandman requested board approval to attend the annual meeting in Richmond. **Motion was made to approve annual meeting attendance of the above staff. (Russell, Hawkins, unanimous)**

**ANNOUNCEMENTS-****ADJOURNMENT**

With no further business to come before the Board, **motion was made to adjourn. (Hawkins, Torrence, unanimous)** The next regular Board meeting is scheduled for **Thursday, December 1, 2011, 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 8:00 p.m.**

---

Julie M. Stratton, Office Administrator

---

Michael J. Russell, Chairman