

Robert E. Lee Soil & Water Conservation District

Board of Directors Meeting

7631-A Richmond Hwy. Appomattox, VA 24522

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www.releeswcd.com

May 27, 2010 – 6:00 p.m. - The Spring House Restaurant

Directors: Michael J. Russell, Chairman
(Present) Kent White, Vice Chairman
Julius Sigler, Jr., Treasurer
James Puckett, Jr.
Barry Lobb
Bruce Jones
John Harrison
Calvin Johnson

Directors: Charlie Elliott
(Absent) Dennis Torrence

Others Present: Mark Davis, SWCD Ag BMP Conservation Specialist
David Sandman, SWCD TMDL Technician
Anne Marie Clarke, SWCD Watershed Coordinator
Julie Stratton, SWCD Office Administrator
Garret Jones, SWCD Education Specialist
Don Yancey, NRCS District Conservationist
Mark Hollberg, DCR CDC
Thomas McCraw, Timberlake WID Trustee
Carolyn Hutcherson, guest

Call to order: Michael J. Russell, Chairman, called the meeting to order.

Welcome and Introduction of Guests: Carolyn Hutcherson

Motion to Adopt Agenda: The Chairman asked if there were any additions to the agenda. Under New Business, Julie Stratton added Joint Computer Agreement between RELSWCD and NRCS and DCR/SWCD Operations and Cost Share Agreements for PY2011, and Kent White added Amendment to Personnel Policy. There being no further additions, **motion was made to approve the agenda as amended. (Sigler, Harrison, unanimous)**

Approval of Minutes: The Chairman asked if there were any corrections to the April minutes. There being no corrections, **motion was made to approve the minutes as read. (Lobb, Jones, unanimous).**

Treasurer's/Budget reports-April: The April treasurer's and budget reports were reviewed and will be on file in the District office. It was noted per the PY2011 DCR/SWCD Operations Agreement operational funding will be \$70,292.00 instead of \$62,352.00 as stated in the draft budget for 2010-2011.

AGENCY/STAFF REPORTS

Conservation District Coordinator report: The May report (agenda item #1) was included in the directors' packets and will be filed with the minutes in the District office. Talking points:

- Carry over cost share practices to be approved at June meeting.
- Secondary considerations and cost share caps need to be approved at June meeting. These will be more important due to decreased cost share funding.
- At large district director terms expire the end of 2010. CDC needs necessary paperwork from the district board by the end of August for the VA Soil & Water Board to make appointments at September meeting.
- David Johnson is the new director for DCR.

Natural Resources Conservation Service report: The NRCS May report (agenda item #2) was included in the directors' packets and will be filed with the minutes in the District office. Talking points:

- Programs –
 - EQIP – All approved applications have been developed into contracts.
 - CRP – Two new applications in Campbell Co. and one in Amherst Co.
 - WHIP – One additional application in Appomattox Co. approved for funding.
 - CSP – New deadline for applying is June 11, 2010. Applications approved for funding will be obligated for contracts by September 10, 2010.
- Reviewed practices applied for the month.
- Outreach, Training and Upcoming Events –
 - Participated in Ag Field Day at Knoll Crest Farms on May 18 and 19.
 - Participated in annual dam inspections in Campbell Co. on May 11.
 - Completed two day training course on erosion processes and three day training course on Advanced Conservation Engineering.
 - JED meeting scheduled June 15 in Farmville.

Department of Forestry report: No report.

Education Specialist report: The May report (agenda item #4) was included in the director's packets and will be filed with the minutes in the District office. Talking points:

- Worked with Temperance Elementary school at Boxley's Piney River quarry.
- Attended Area V Envirothon competition at Occoneechee State Park in Clarksville. RELSWCD team placed first in forestry and aquatics, placed third overall and advanced to state competition held at Skelton 4-H Center at Smith Mountain Lake on May 16 and 17. Jamestown High School from Colonial SWCD won the competition.
- Taught aquatic ecology program at Holiday Lake for Lynchburg New Vista school.
- Assisted Watershed Coordinator in preparing NFWF (National Fish and Wildlife Foundation) grant for district, Alliance for the Chesapeake Bay and Sweet Briar College. If awarded, will fund design and phase 1 of a storm water retrofit and wetlands stream bank restoration project.
- Worked with Lynchburg Parks and Rec at Peaks View Park with TC Miller Elementary students.
- Rain barrel workshop held May 12.
- Participated in Young Farmers of Appomattox farm field day.
- Attended Middle James Round Table steering committee meeting in Charlottesville.

- Taught soil studies and aquatic ecology program at Holiday Lake for Temperance and Pleasant View Elementary schools.

Watershed Coordinator report: The May report (agenda item #5) was included in the directors' packets and will be filed with the minutes in the District office. Talking points:

- Jill Dunnam and Molly Galloway finished internship on April 30.
- Worked on SBC storm water wetlands project NFWF grant application submitted by SBC on May 17.
- Submitted grant paperwork for DOF WQIF grant for Willows for LIFE spring riparian projects.
- Taught aquatic ecology and soil studies at Holiday Lake for Amherst County school students.

TMDL Ag BMP Technician report: The May report (agenda item #6) was included in the directors' packets and will be filed with the minutes in the District office. Talking points:

- New application requests:

<u>Applicant</u>	<u>Prac.</u>	<u>CS amt.</u>	<u>TC amt.</u>	<u>Prog.</u>	<u>Exp.date</u>
Fred L. Thomas	LE-1T	\$21,723.45	\$958.38	CB TMDL	11-30-10
Thomas S. Shull	SL-6	\$13,538.25	\$1,128.18	CB TMDL	11-30-10

These requests exceed CB TMDL funds on hand by \$5,345.60.

Motion to approve the above CB TMDL practice applications. (Puckett, Jones, unanimous)

- No word on funding for new PY grant extension agreement for TMDL.
- Attended Advanced Conservation Engineering class on May 4-6.
- Attended VACS update meeting in Farmville on May 7.

Ag BMP Conservation Specialist report: The May report (agenda item #7) was included in the directors' packets and will be filed with the minutes in the District office. Talking points:

- Cost share grant agreement for PY2011 allocates \$184,512.00 for cost share funding – 44% of the PY2010 allocation. Ag committee members received a copy of the proposed secondary considerations, a revised evaluation worksheet and a proposed signup period for the new program year. **Motion to approve the secondary considerations, revised evaluation worksheet and signup period. (Puckett, White, unanimous)** A copy will be forwarded to Gary Moore for approval.
- NRCS average cost list - **Motion to approve the average cost list from NRCS sent to DCR and on to districts. (Jones, Harrison, unanimous)**
- New application requests:

<u>Applicant</u>	<u>Prac.</u>	<u>Cost Share</u>	<u>ACSA</u>	<u>TC amt.</u>	<u>Prog.</u>	<u>Exp.date</u>
John G. Albert	NM-1	\$1,124.00			CB-Cont.10	5-31-13
Dwayne Yoder(inc.)	SL-8H & SL-8B	\$832.50			SR Priority	5-31-10
David Stratton	SL-8B	\$1,952.80			CB Priority	5-31-10

Motion made to approve the above Ag BMP practice applications. (Sigler, Jones, unanimous)

- Application extension requests:

<u>Applicant</u>	<u>Prac.</u>	<u>Cost Share</u>	<u>ACSA</u>	<u>TC amt.</u>	<u>Prog.</u>	<u>Exp.date</u>
Bill Tucker (for processing only)	SL-1	\$1,590.00		\$115.00	CB Priority	6-30-2010

Motion made to approve the above Ag BMP practice extension request. (Jones, Lobb, unanimous)

- Application carry over requests:

<u>Applicant</u>	<u>Prac.</u>	<u>Cost Share</u>	<u>ACSA</u>	<u>TC amt.</u>	<u>Prog.</u>	<u>Exp.date</u>
Buffalo River Ranch	SL-1	\$18,464.38		\$1,340.16	CB Priority	12-31-2010
James Sligh	SL-6	\$28,994.25		\$2,416.19	SR Priority	12-31-2010
Camp Co L&C	SL-6	\$ 9,333.29		\$1,277.68	SR Priority	12-31-2010
Daltons Sycamore	SL-6	\$46,671.75		\$3,889.31	SR Priority	12-31-2010

Motion made to approve the above Ag BMP practice carry over requests. (Puckett, Jones, unanimous)

- Annual dam inspections are complete and bid proposal for needed annual maintenance will be sent out in early June.
- Bid proposal for repair work on the gate valve at Liberty Lake has not been sent out – waiting on Ken Turner to review draft proposal and give indication as to where the money will come from.
- Request for \$4,800.00 submitted to DCR for the diving study at Liberty Lake has not been answered.

Office Administrator report: The May report (agenda item #8) was included in the directors' packets and will be filed with the minutes in the District office. Talking points:

- Presented employee time report for April with reminder concerning use of comp time.
- The next District Board meeting will be the fourth Thursday, June 24, 2010, at 6:00 p.m. at the Spring House Restaurant.
- Tax credit certificates for Gerald Haines, Carey Lee and Glenn Doss.
- BMP funds update as of 4-30-2010.
- District office will be closed Monday, May 31, for Memorial Day.
- Bridgemax (through Next Generation in Appomattox) was going to provide internet service for Office Administrator computer but are now requiring a social security number as part of their application process. This requirement removes Bridgemax as an internet provider option. The Office Administrator computer is scheduled to be off the USDA network by July 1. Don Yancey, NRCS District Conservationist, will check with NRCS about a grace period for staying on USDA network until this matter is resolved. **Motion was made to give Bridgemax until June 11 to reconsider social security number requirement and if no change, the IT committee will make a decision about Jet Broadband as the alternative internet provider for Office Administrator computer. (Sigler, White, unanimous)**
- Informed the board check #4031 dated March 1, 2010, for \$160.00 payable to SBC for storm water wetlands workshop breakfast and sent to the attention of Mike Hayslett has not cleared the district's account and it outstanding. SBC personnel have no record of this check and attempts have been made by the Office Administrator and the Education Specialist to contact Mr. Hayslett. No response.

- VRS Member Contribution Pick-Up Guide Resolution regarding new plan provisions for employees hired or rehired on or after July 1, 2010, with no prior VRS service options will require a board decision. This item will be on the June agenda.

STANDING COMMITTEE REPORTS

Executive committee: The May 24 meeting report (agenda item #9) was included in the directors' packets and will be filed with the minutes in the District office. Talking points:

- Reviewed committee reports.
- Discussed the following –
 - Continuity of Operations Plan – no activity
 - Purchase policy – change/revisions
 - Formalized grant writing program to assist with the funding of District staff support
 - Development of Employee Work Profile – implemented
 - Appointment needed of new at-large director
 - Financial audit of district by Robinson, Farmer & Cox Associates
 - Erosion and Sedimentation Control Program for County of Amherst
 - Appointment of Craig Brewer to Timberlake Watershed Improvement District
- Agreements entered into –
 - Cooperative Working Agreement with NRCS
 - DCR/SWCD TMDL Ag-BMP Grant agreement extension
 - Joint agreement with NRCS for software and computer system utilization
 - Submitted request for portion of SWCD use of \$1.2 million on Ag-BMP cost share program funds for PY2011 for Ag BMP Conservation Specialist, Ag TMDL Technician and Education Specialist positions

OLD BUSINESS

NEW BUSINESS

Statement of Soil & Water Conservation District Intent for Special Ag BMP Tech Assistance Funds: Motion made to complete the Statement of Intent documenting acceptance of funds associated with 1 full time equivalent for Ag BMP Conservation Specialist. (Russell, Sigler, unanimous)

Joint Computer Agreement between RELSWCD and NRCS: Agreement documents the resources contributed by both parties in support of utilizing the common computing environment to carry out program objectives. **Motion to approve, sign and return Joint Computer Agreement. (Russell, Lobb, unanimous)**

DCR/SWCD Operations and Cost Share Grant Agreements for PY2011: Operations Grant Agreement pertains to operational support funding (\$70,292.00) and Cost Share Grant Agreement pertains to funding made available for district implementation of the Virginia Agricultural BMP Cost Share Program (\$184,512.00) **Motion to approve, sign and return Operations and Cost Share Grant Agreements for PY 2011. (Sigler, Harrison, unanimous)**

Amendment to Personnel Policy: Oral report by Kent White, Personnel Committee chair. The personnel committee will meet to review and possibly redraft the Overtime and Compensatory Leave provision in the personnel policy and bring it before the board at the June meeting.

ANNOUNCEMENTS

ADJOURNMENT

With no further business to come before the Board, **motion was made to adjourn. (Harrison, Puckett, unanimous)** The next regular Board meeting is scheduled for **Thursday, June 24, 2010**, at **The Spring House Restaurant**. The meal will be at 5:30 p.m. and the meeting will be at 6:00 p.m.

Respectfully submitted,

Julie M. Stratton, Office Administrator

Michael J. Russell, Chairman