



**Piedmont Soil and Water Conservation District
Board of Directors Meeting Minutes
Farmville, Virginia
April 24, 2018 11:00 a.m.**

Board Members Present:

Larkin Moyer –Director, Amelia County / Chairman
Ricky Rash – Director, Nottoway County/Vice Chairman
Chuck Arnason –Director, Nottoway County / Secretary
Bill Powers –Director, Prince Edward County
Juan Whittington –Appointed Director, Amelia County
Haley Norton- Appointed Director, VCE Nottoway County
Gary Dillard – Associate Director, Amelia County
Horace Adams- Associate Director, Prince Edward County

Board Members Absent:

Donna Kerr – Director, Amelia County
Dr. Wilkie Chaffin –Director, Prince Edward County / Treasurer

Piedmont SWCD Staff Present:

Deanna Fehrer- District Manager
Charlie Wootton- Senior Conservation Specialist
Emily Gibbs- Urban & Program Support

Others Present:

Derek Hancock, NRCS District Conservationist
Blair Gordon, DCR Conservation District Coordinator

CALL TO ORDER & WELCOME

A regular meeting of the Piedmont SWCD Board of Directors was held at the Prince Edward Natural Resources and Agriculture Building in Farmville on April 24, 2018. Chairman Moyer called the meeting to order, welcomed directors, staff, partners, and led the group in prayer. A quorum was present.

ADDITIONS TO THE AGENDA

Draft FY19 DCR grant agreements
FOIA issue

SECRETARY'S REPORT

On a motion by Mr. Powers, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the March 27, 2018 minutes as presented.

TREASURER'S REPORT

On a motion by Mr. Arnason, seconded by Mr. Whittington and carried by unanimous vote, the Board accepted the March 2018 Treasurer's Report as presented to be filed for audit.

CONSERVATION COMMITTEE *(See attached Conservation Report)*

Mr. Arnason reported that in the past when there was an emergency septic repair or pump out needed by an applicant, the Conservation Committee had advised by email to the technical staff to proceed with processing the DEQ 319 residential septic application. During a recent training, Mr. Arnason learned that this process of approving applications was in violation of FOIA and suggested that the Board authorize Ms. Gibbs to proceed with processing the applications if the situation has been determined to be an emergency. **On a motion by Mr. Whittington, seconded by Mr. Arnason and carried by unanimous vote, the Board approved Ms. Gibbs to process septic applications that have been designated an emergency by the Health Department, with formal approval and documentation at the next Board of Directors meeting.** These applications will be reviewed by a second District staff person before proceeding. The Health Departments will need to communicate to Ms. Gibbs for each application that there is an emergency of either sewage backing up into a home or flowing onto the ground. As with all cost-share applications (other than pump outs), the District shall have on file a Health Department permit (if applicable as determined by the Health Department) as well as cost estimates.

DEQ 319(h) Residential Septic Cost-Share Applications

On a motion by Mr. Rash, seconded by Mr. Powers and carried by unanimous vote, the Board approved the following DEQ 319(h) Residential Cost-Share applications as presented:

Spring Creek, et al.

Mary Baylis
(05-18-0088)
Prince Edward County

RB-1 Septic Tank Pump Out
Estimated Cost \$300.00
Estimated Cost-Share \$225.00 (75% cost-share rate)

James Eubank, Jr.
(05-18-0089)
Prince Edward County

RB-4 Conventional Onsite Sewage System Replacement
Estimated Cost \$4,459.00
Estimated Cost-Share \$3,344.25 (75% cost-share rate)

Alfred Spillman
(05-18-0090)
Prince Edward County

RB-1 Septic Tank Pump Out
Estimated Cost \$300.00
Estimated Cost-Share \$195.00 (65% cost-share rate)

Ms. Gibbs passed out a quarterly progress report for both 319 septic grants. Activity in the grants is increasing and the District is making considerable progress in meeting the grant's goals. Ms. Fehrer reported that DEQ requested the District return some funds from the PE grant, but that after Ms. Gibbs reviewed the request, the District would not have enough funds to complete the revised goals. Ms. Fehrer and Ms. Gibbs are communicating with DEQ about funds in both grants. Chairman Moyer and Mr. Whittington suggested sending a letter from the Board

outlining the continued need for funding and that the District has a considerable investment in these programs.

Ag BMP Cost –Share Applications

On a motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the following Ag BMP Cost-Share applications as presented:

<u>Dexter Jones</u> 05-18-0079 (RCPP)	SL-6 Stream Exclusion with Grazing Land Mgmt. (2,000') Estimated Total Cost \$ 11,471.92 Estimated Cost Share \$ 2,867.98
<u>J&C Swiss Dixie II LLC</u> 05-18-0072 (RCPP)	SL-6 Stream Exclusion with Grazing Land Mgmt. (3,650') Estimated Total Cost \$ 43,329.00 Estimated Cost Share \$ 10,832.28
<u>Betsy Irby</u> 05-18-0012 (OCB VACS)	FR-1 Aforestation of Crop, Hay and Pastureland (8.5 ac) (15Yrs) Estimated Total Cost \$ 850.00 Estimated Cost Share \$ 1,062.50

Conservation Plans (2)

On motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the 2 conservation plans as presented, with Mr. Wootton absent from the room.

Nottoway(2)
Reamford Farms LLC
Charles O. Wootton

FINANCE

Ms. Fehrer shared draft copies of FY19 operational and cost share grant agreement deliverables. A new deliverable for FY19 is training that directors and staff are required to complete, when the training is offered. Ms. Gordon explained that the grant agreements cannot be approved by the State Soil and Water Board until the Governor's budget is approved. Preliminary figures from the budget show no changes in prior year's district operational funding.

LEGISLATIVE - No report.

PERSONNEL

Mr. Dillard reported the Personnel Committee met prior to the Board meeting to review the staff evaluations. A copy is on file in each personnel file if Directors would like to view. All staff are performing their job duties well. The committee also reviewed proposed updates to job duty statements. The job descriptions are a component of the Personnel Policy and draft copies will be distributed to the Board prior to the May board meeting.

The committee reviewed the job duty statement for a part-time Education Coordinator and is making a recommendation to fill the position. **On a motion by Mr. Arnason, seconded by Mr. Rash and carried by unanimous vote, the District Manager will begin the process to fill the position with a projected date for employment to start by the beginning of the new program year.**

PLANNING - No report.

COMMUNICATION / EDUCATION

Mr. Powers reported the District did not receive any applications for Youth Conservation Camp. Information was sent to science teachers, principals, Envirothon coaches, 4H staff and also advertised on the District website and in local newspapers. Several suggestions for advertising next year include an announcement on the radio and face to face meetings with teachers. The deadline to submit an YCC application to VASWCD is May 9, 2018. Ms. Fehrer will contact teachers again in hopes of receiving an application.

The Board reviewed the minutes from the March 27, 2018 Education Committee and a copy is on file in the office.

WATERSHED

Mr. Arnason reported that two of the small dam repair projects (Buffalo #2 – training berm and Buffalo #9 downstream toe erosion repair) have received completed engineering designs from NRCS. Also included in the design package were estimates for repair. The estimates (based on similar projects at other districts) were considerably more than the funding that had been allocated. The District will be requesting additional funding, but the funding will not be put forth for approval by the Soil and Water Board until December. Staff will begin working on the bid packages so the project can be shovel ready after the funding has been approved. The engineering design packages were submitted to DCR Dam Safety for their final approval.

The District received a request from Southside Electric about installing a power line to a property adjacent to Bush #6 dam. The request showed the proposed location of the power line to be downstream of the outfall pool and not within the footprint of the easement areas of the dam. Charles Wilson, the District's dam engineer, also reviewed the request and did not see any concerns or issues.

Ms. Fehrer reported the owner inspections were completed by Mr. Wootton and Mr. Arnason and the reports have been submitted to Mr. Wilson. Mr. Wootton reported he has been monitoring the outfall pool repair projects and Buffalo #8 has been completed. Work at the other sites will begin when weather is dry.

Mr. Wootton and Ms. Fehrer gave a power point presentation about the dams, which included photos of the District dams, inspection concerns, small repair needs and general information about our easements, hazard classification and other information concerning the program.

DISTRICT MANAGER REPORT *(See attached report)*

Ms. Fehrer thanked all the staff and Mr. Hancock for assisting at the 3rd grade Ag Awareness Days at SPAREC. Mr. Wootton and Mr. Dunn have completed all assigned BMP verifications (approx. 190).

PARTNER AGENCY REPORTS:**Department of Conservation and Recreation:** *(See attached report)*

Ms. Gordon reviewed several items in her report including the upcoming Chesapeake Bay WIP Phase III development. PSWCD will attend the May 3rd informational meeting and will receive guidance on their role in helping determine attainable goals. The WIP will need to be submitted to EPA by April 2019.

The Attachment D “Budget Template” will be an optional submission this year. Districts may decide to re-use last year’s submission, revise last year’s submission or elect not to submit. Whatever the decision, the action will need Board approval. Several meetings and trainings are scheduled in the next several months.

Lastly, Ms. Gordon shared the news that she has accepted the position of DCR SWCD Liaison, a position formerly held by Stephanie Martin. She will begin performing her new duties April 25, but will continue to serve as Conservation District Coordinator until a new replacement has been hired.

Natural Resources Conservation Service: *(See attached report from Rachel Loveday)*

Mr. Hancock reported the Farmville office has obligated \$450,000 of EQIP funding this year in 6 contracts. He and his staff are also performing status reviews.

Mr. Hancock thanked those who submitted their responses to the Local Working Group Questionnaire and offered to meet with anyone after the board meeting to discuss or review. He received input from the partnering agencies of VCE, DOF and DCR. Ms. Fehrer will compile the answers and submit one response representing PSWCD.

Virginia Cooperative Extension:

Ms. Norton reminded the group about two upcoming events: Piedmont Jr. Livestock Show and Sale Saturday, May 28 and the Cattlemen’s College (5/18 & 5/19). Details about the location and registration can be found the on the VCE website.

ADJOURNMENT:

The meeting was adjourned at 1:00 p.m.

ATTACHED REPORTS:

Conservation Report
 District Manager Report
 DCR CDC Report
 NRCS Amelia Service Center

Submitted By Deanna Fehrer Date: 4/24/18
 Deanna Fehrer, Piedmont SWCD Staff

Approved By: Chuck Arnason Date: 5/22/18
 Charles Arnason, Director / Secretary