



**Piedmont Soil and Water Conservation District
Board of Directors Meeting Minutes
Farmville, Virginia
June 18, 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
Dr. Wilkie Chaffin –Director, Prince Edward County / Treasurer
Donna Kerr – Director, Amelia County
Bill Powers –Director, Prince Edward County
Haley Norton- Appointed Director, VCE Nottoway County
Gary Dillard – Associate Director, Amelia County
Horace Adams- Associate Director, Prince Edward County

Board Members Absent:

Juan Whittington –Appointed Director, Amelia County

Piedmont SWCD Staff Present:

Deanna Fehrer- District Manager
Charlie Wootton- Senior Conservation Specialist
Kevin Dunn – Ag BMP Conservationist
Emily Gibbs- Urban & Program Support

Others Present:

Rachel Loveday, NRCS District Conservationist
Derek Hancock, NRCS District Conservationist

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 June 18, 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

There were no additions to the agenda.

SECRETARY'S REPORT

On a motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the May 22, 2018 minutes as presented.

TREASURER'S REPORT

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

CONSERVATION COMMITTEE *(See attached Conservation Report)*

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:

Amelia

<u>Windy Springs Farm LLC</u>	FR-1 Aforestation of Crop, Hay and Pastureland (1.1 ac)
05-18-0101	Estimated Total Cost \$ 9,674.00
(CB VACS)	Estimated Cost Share \$ 7,283.00
	Estimated Tax Credit \$ 597.75

R. M. Watkins & Sons Inc.

05-18-0029	WP-3 Sod Waterway (3.03 ac)
(CB VACS)	Estimated Total Cost \$ 7,335.21
	Estimated Cost Share \$ 5,501.40
	Estimated Tax Credit \$ 458.45

Vaughan Cattle Co.

05-18-0036	CCI-SE1- Stream Exclusion (10,800')
(CB VACS)	Estimated Incentive \$10,800.00

Don Benson

05-18-0022	CCI-SE1- Stream Exclusion (4,935')
(CB VACS)	Estimated Incentive \$ 4,935.00

Bobby Stockner

05-18-0102	CCI-SE1- Stream Exclusion (1880')
(CB VACS)	Estimated Incentive \$1,880.00

Prince Edward**Double J**

05-18-0103	CCI-SE1- Stream Exclusion (5640')
(CB VACS)	Estimated Incentive \$ 5,640.00

Nottaway**Paul Breneman**

05-18-0010	CCI-SE1- Stream Exclusion (10,335')
(CB VACS)	Estimated Incentive \$10,335.00

John P Shepherd

05-18-0023	WP-3 Sod Waterway (4.2 ac)
(OCB VACS)	Estimated Total Cost \$10,154.50
	Estimated Cost Share \$ 7,615.88
	Estimated Tax Credit \$ 634.25

DEQ 319(h) Residential Septic Cost-Share Applications

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

Flat Creek, et al.

Jerry Myers
(05-18-0098)

RB-1 Septic Tank Pump Out
Estimated Cost \$300.00

Nottoway County Estimated Cost-Share \$150.00 (50% cost-share rate)

**Alice Allen
(05-18-0099)**

RB-1 Septic Tank Pump Out

Nottoway County

Estimated Cost \$300.00
Estimated Cost-Share \$270.00 (90% cost-share rate)

**Annie Eppes
(05-18-0100)**

RB-1 Septic Tank Pump Out

Nottoway County

Estimated Cost \$300.00
Estimated Cost-Share \$270.00 (90% cost-share rate)

**Lakeisha Davis
(05-18-00104)**

RB-1 Septic Tank Pump Out

Nottoway County

Estimated Cost \$300.00
Estimated Cost-Share \$150.00 (50% cost-share rate)

Spring Creek, et al.

**Christy Gaines
(05-17-0074)**

RB-4 Conventional Onsite Sewage System Replacement

Prince Edward County

Estimated Cost \$4,550.00
Estimated Cost-Share \$2,275.00 (50% cost-share rate)

***Cost-share increase request of \$225.00.** Final bill was \$4,550.00 – higher than original bid of \$4,100.00.*

**Gregory Rental Properties
(05-18-0006)**

RB-5 Alternative Onsite Sewage System Installation

Prince Edward County

Estimated Cost \$24,500.00
Estimated Cost-Share \$12,000.00 (50% cost-share rate- cap is \$12,000.00 payment)

**Rena' Koelser
(05-18-0097)**

RB-3 Conventional Onsite Sewage System Repair

Prince Edward County

Estimated Cost \$1,150.00
Estimated Cost-Share \$575.00 (50% cost-share rate)

Emergency approval: cracked distribution box was leaking untreated sewage. System was assessed by the contractor and health department, and a repair permit was issued by the health department.

FY19 VACS Cost List

On a motion by Mr. Powers, seconded by Mr. Rash and carried by unanimous vote, the Board approved the FY19 VACS Cost List as presented. (See attached). Mr. Wootton reported there were no increases or changes in costs.

VACS & 319 Septic Carryovers

On a motion by Ms. Kerr, seconded by Mr. Rash and carried by unanimous vote, the Board approved as presented the list of VACS and 319 Septic contracts as carryovers, including 2 contracts with second carryovers (as approved by DCR). (See attached). Mr. Wootton presented the list of 14 septic contracts and 18 VACS contracts.

Updates on 319 Residential Septic Grants

Ms. Gibbs reported the 319 residential septic grant for Flat Creek Grant will be extended to 6/30/19 as the final deadline and the Spring Creek Grant will be extended to 9/30/19. Amendments to the grants will be forthcoming for board approval.

Other Conservation Information

Mr. Dunn reported that remaining balance of \$45,000.13 in the CB SL6 15 backlog funds were returned to DCR and will be redistributed to Peter Francisco SWCD.

FINANCE**FY19 Operational Budget**

DCR provided districts preliminary cost share and technical assistance funding for FY19. The FY19 draft budget that was reviewed last month was updated to include these figures and a copy of the draft FY19 budget was distributed to board members. The budget includes merit increases for staff and a significant increase in cost share funds. **On a motion by Mr. Arnason, seconded by Ms. Kerr and carried by unanimous vote, the Board approved the FY19 Budget of \$727,843 as presented. (See attached).** Salary increases are documented in budget work papers and change of pay forms on file in the office.

FY20 Budget Template

On a motion by Dr. Chaffin, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the FY20 Budget Template (same as last year's submission) as presented. (\$310,205 – level cost share funding and \$340,340 – increased cost share funding; On file)

Other Fiscal Matters

On a motion by Mr. Arnason, seconded by Ms. Kerr and carried by unanimous vote, the Board approved the minutes from the May 22 Finance Committee meeting (On file).

On a motion by Ms. Kerr, seconded by Mr. Powers and carried by unanimous vote, the Board approved the following changes to the Check Writing section of the Office Policy:

District checks may only be signed by individuals with check signing authority registered with the financial institution. All checks require two signatures. A check signer (staff or director) is not authorized to sign a check payable to himself/herself. Checks shall not be signed prior to the completion of the check. Blank checks are kept in a locked filing cabinet with restricted access. Currently check signatories are as follows:

- District Manager (Fehrer), Residential Coordinator (Gibbs), Treasurer (Director Chaffin), Director (Powers). All may sign checks of any amount since a second signature is required. Checks must be made payable to specific payees based upon appropriate documentation and never to "cash" or "bearer". Check signers should be presented with invoices or contracts (cost share) at the time the checks are presented for signature. In the event another signature is not available (usually for bulk postage mailings) and only for payments under \$250, the District Manager will document on the accompanying invoice the reason for only one signature. In most all instances, a Director will be the second signature for all checks.

PLANNING**Annual Plan of Work FY19 (attached)**

The Board reviewed the July-December Annual Plan of Work.

Southeast National Association of Conservation Districts August meeting

Ms. Fehrer reminded directors that registration forms need to be submitted to the office by June 30, 2018.

WATERSHED

Mr. Arnason reported that the outfall pool repair projects for Buffalo #3 and Buffalo #6 have been completed and the spring/summer mowing of the dams has been completed.

LEGISLATIVE

Dr. Chaffin reported that the current Congressman for the 5th district will not be seeking re-election and there are several candidates vying for the position.

PERSONNEL (No report)**COMMUNICATION / EDUCATION**

Ms. Fehrer reported the office received only 3 applications for Nature Day Camp and it was decided to cancel the summer camp. She thanked the VCE offices for assisting with the planning.

DISTRICT MANAGER REPORT

Ms. Fehrer will report year-end figures at the July Board meeting. Also at the July Board meeting, the technical staff will share upcoming changes in the FY19 VACS program and the WIP III list of Ag BMPs and implementation goals.

PARTNER AGENCY REPORTS:

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

Virginia Cooperative Extension:

Ms. Norton passed out information about several important upcoming events. VCE along with VDACS will host a series of Pesticide Collection/Disposal days at locations in Southside. A Central VCE Ag report prepared by the Lunenburg VCE office includes many upcoming educational programs and relevant agricultural information. The updated 2018 "Buy Fresh Buy Local" guide was distributed.

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

Ms. Loveday reported she completed the Virginia Natural Resources Leadership Institute and highly recommends this program. The Amelia office has been busy with processing EQIP and CSP applications.

ADJOURNMENT:

The meeting was adjourned at 11:45 a.m.

ATTACHED REPORTS:

Conservation Report; FY19 VACS Cost list; FY19 VACS and 319 carryover report; FY19 Budget; DCR CDC Report; NRCS Amelia Service Center Report.

Submitted By Deanna Fehrer Date: 6/18/18
Deanna Fehrer, Piedmont SWCD Staff

Approved By: Chuck Arnason Date: 7/24/18
Charles Arnason, Director / Secretary