



**Piedmont Soil and Water Conservation District
Board of Directors Meeting Minutes
Farmville, Virginia
May 22, 2018 11:00 a.m.**

Board Members Present:

Larkin Moyer –Director, Amelia County / 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:

Ricky Rash – Director, Nottoway County/Vice Chairman
Dr. Wilkie Chaffin –Director, Prince Edward County / Treasurer
Donna Kerr – 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
Blair Gordon, DCR Conservation District Coordinator
Doug Audley, Department of Forestry

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 May 22, 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. Arnason, seconded by Mr. Whittington and carried by unanimous vote, the Board approved the April 24, 2018 minutes as presented.

TREASURER’S REPORT

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

CONSERVATION COMMITTEE *(See attached Conservation Report)*

DEQ 319(h) Residential Septic Cost-Share Applications

Approvals

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

Spring Creek, et al.**Berkeley Leonard****(05-18-0091)**

Prince Edward County

RB-1 Septic Tank Pump Out

Estimated Cost \$300.00

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

Jeff Tindall**(05-18-0092)**

Prince Edward County

RB-4 Conventional Onsite Sewage System Replacement

Estimated Cost \$6,450.00

Estimated Cost-Share \$4,837.50 (75% cost-share rate)

James Wilson**(05-18-0094)**

Prince Edward County

RB-4 Conventional Onsite Sewage System Replacement

Estimated Cost \$4,950.00

Estimated Cost-Share \$2,475.00 (50% cost-share rate)

Flat Creek, et al.**Edwin Foster III****(05-18-0093)**

Nottoway County

RB-4P Conventional Onsite Sewage System Replacement with Pump

Estimated Cost \$10,600.00

Estimated Cost-Share \$5,000.00 (50% cost-share rate – cap based on \$10,000 cost)

Marilyn Cheely**(05-18-0095)**

Nottoway County

RB-1 Septic Tank Pump Out

Estimated Cost \$300.00

Estimated Cost-Share \$225.00 (75% cost-share rate)

Curtis Moore**(05-18-0013)**

Nottoway County

RB-1 Septic Tank Pump Out

Estimated Cost \$300.00

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

Cancellations:

On a motion by Mr. Arnason, seconded by Ms. Norton and carried by unanimous vote, the Board approved the following DEQ 319(h) Residential Cost-Share cancellation:

Spring Creek, et al.**Edora Carter****(05-17-0057)**

Prince Edward County

RB-4 Conventional Onsite Sewage System Replacement

Estimated Cost \$3,800.00

Estimated Cost-Share \$1,900.00 (50% cost-share rate)

Cancellation per client request. She is unable to complete the project at this time.

Ag BMP Cost –Share Applications

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

Prince Edward CountySamuel A. Martin

05-18-00

(CB VACS)

FR-1 Aforestation of Crop, Hay and Pastureland (3.5 ac)

Estimated Total Cost \$ 350.00

Estimated Cost Share \$ 350.00

Amelia County

<u>Hoot Owl Hollow Farms Inc.</u>	NM-1A Nutrient Management Plan Writing (260.8ac)
05-18-0028	Estimated Total Cost \$ 521.60
(CB VACS)	Estimated Cost Share \$ 521.60
<u>Don Benson</u>	NM-1A Nutrient Management Plan Writing (400.2ac)
05-18-0022	Estimated Total Cost \$ 800.40
(CB VACS)	Estimated Cost Share \$ 800.40
<u>David Bryan Lewis</u>	NM-1A Nutrient Management Plan Writing (156.4ac)
05-18-0015	Estimated Total Cost \$ 312.80
(CB VACS)	Estimated Cost Share \$ 312.80

Transfers

On a motion by Mr. Arnason, seconded by Ms. Norton and carried by unanimous vote, the Board approved the transfer of all CREP instances on VACS contract 05-13-0049 from Peaceful Acres, LLC to Joshua Fleenor (Prince Edward County). Mr. Fleenor will assume the remaining lifespan obligations of the contract.

On a motion by Mr. Arnason, seconded by Mr. Whittington and carried by unanimous vote, the Board approved the transfer to Peter Francisco SWCD of approximately \$40,000 of 2015 CB VACS funds and 2015 VRNCF CB funds, including applicable technical assistance (VRNCF funds only). Following the final payout of contract 05-15-0010, Vaughan, the exact amount of transfer will be known and Ms. Fehrer will send the information to DCR in order to process the transfer paperwork. Piedmont SWCD has no other SL-6 backlog practices, thus they cannot utilize remaining balances of CB 15 VACS and backlog funds.

Conservation Plans (3)

On motion by Mr. Arnason seconded by Ms. Norton and carried by unanimous vote, the Board approved the 3 conservation plans as presented.

Nottoway(1)Paul Brenneman Prince Edward (2) Joshua Fleenor

FY19 VACS Secondary Considerations (attached)

On a motion by Mr. Arnason, seconded by Mr. Powers and carried by unanimous vote, the Board approved to forward to DCR the attached FY19 VACS Secondary Considerations as presented. Mr. Wootton explained that the secondary considerations will be reviewed by Gary Moore, Ag Program Manager at DCR, and that there is a possibility that Gary will send back to the Board for further evaluation and consideration. The first page of the secondary considerations includes language from the FY19 VACS BMP manual and there may be clarifications to some of the language upon State Soil & Water Board approval of the FY19 VACS policy documents.

CB WIP III

Mr. Wootton provided an update from the recent Chesapeake Bay Watershed Implementation Plan meeting. DEQ and DCR presented information about the progress that the Commonwealth has made in meeting Nitrogen, Phosphorus and Sediment goals from the agriculture sector in the WIP model. He also reported that Districts will be given a list of Ag BMPs and will be asked to determine how much of the BMPs could be implemented with unlimited resources. This information will be used to determine goals for the Commonwealth and CB by 2025. The list of

BMPs should be distributed by June with a submission deadline back to DCR of late July or August.

Updates on VCAP and 319 Residential Septic Grants

Ms. Fehrer received from DEQ the following information concerning the 319 residential septic grants: 1) Flat Creek Grant will be extended to 6/30/19 as the final deadline; 2) The Spring Creek Grant will be extended to 9/30/19 and the BMP cost share amount will be reduced by \$75,000. The remaining cost share funds will be approximately \$95,000. Amendments to the grants will be forthcoming for board approval.

The District has responded to several requests from local homeowners regarding erosion and runoff issues. In instances where a VCAP practice was not the best economic solution, the District staff made recommendations to address the homeowner's concerns. The VCAP Steering Committee will be finalizing updates to the guidance manual and ranking system and Ms. Fehrer thanked Emily for all her work towards compiling the updates. Ms. Fehrer also reported the VCAP program is scheduled to receive approximately \$500,000 of cost share funds from DEQ by late summer and that \$125,000 for VCAP administrative support will continue for FY19. The VCAP Steering Committee has a backlog of approximately \$610,000 of cost share applications to date.

FINANCE

FY19 Operational Budget

The Finance Committee met prior to the Board meeting and reviewed a preliminary FY19 Budget, a FY20 Budget Template, update to a check signing policy, inventory report and the DCR Desktop Guide. A copy of the draft FY19 budget was distributed to board members. While cost share and operational agreements have not been finalized, Ms. Fehrer explained the proposed budget was based on FY18 income figures and expected FY19 expenses. The budget includes merit increases for staff and funds to replace 2 desktop computers. 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 from the prior year's district operational funding. Ms. Fehrer will send out any updates to the Board, in preparation for June Board meeting, where the District budget can be approved pending the completion of a state budget.

FY20 Budget Template

The Finance Committee reviewed the FY19 Budget Template and agreed to submit the same budget requested amounts for FY20. A copy of the FY20 Budget Template will be sent to Board members in the June packet in preparation for action at the June meeting. DCR gave Districts the option to submit a new budget template or utilize the prior year submission.

Other Fiscal Matters

The Finance Committee also reviewed an update to the check writing section of the Office Policy and reviewed the DCR Desktop Guide. Both documents will be sent to Board members in June's meeting packet for review. The District is scheduled to have their 2 year audit at the end of FY18.

PLANNING

Strategic Plan 2017-2021

Ms. Fehrer went thru a review of year to date activities and how they aligned with the current Strategic Plan including measurements towards goals. Because of the workload that will be involved in preparing for WIP III goals, she suggested adding an additional measurement under Goal 1 (Natural Resource Programs) that is specific to WIP goals. **On a motion by Mr. Arnason, seconded by Mr. Whittington and carried by unanimous vote, the Board approved adding the following measurement under Goal 1, Objective 1: “Analyze agricultural land use data and set goals for WIP III planning 2020-2025.”**

Annual Plan of Work FY19 (attached)

On a motion by Mr. Powers, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the FY19 Annual Plan of Work as presented.

Ms. Fehrer reminded the group the Strategic Plan and APOW are working documents and can be updated as needed.

Southeast National Association of Conservation Districts August meeting

Ms. Fehrer distributed the registration and meeting agenda for the SENACD meeting that will be held in Williamsburg August 6-8. The staff will not be attending the meeting. She reminded directors that registration forms need to be submitted to the office by July 1, 2018.

WATERSHED

Weekend rains of 8” within 24 hours in the Buffalo watershed resulted in phone calls to District and Prince Edward County staff from landowners surrounding 2 watershed dams. Ms. Fehrer and Ms. Sarah Puckett, the emergency services coordinator for PE County, visited 3 sites on Saturday. Ms. Fehrer and Mr. Wootton visited 8 dams in the Buffalo watershed and 1 dam in the Bush watershed on Monday to document high water levels. No emergency spillways were activated and water levels had receded, but not down to normal pool levels. No damages to embankments or outfall pools were evident. Ms. Fehrer showed photos of several dams with flood water levels.

Mr. Arnason reported that the outfall pool repair projects at Buffalo # 7 and Buffalo #8 have been completed. The remaining two will be completed as weather conditions allow. Ms. Fehrer showed a couple of photos of the completed repairs.

LEGISLATIVE - No report.

PERSONNEL

Mr. Dillard reminded directors to submit any fiscal year 2018 expenses to Ms. Fehrer, so that they can be paid before the end of the program year. Minutes from the April 24, 2018 Personnel Committee were distributed to the Board and accepted as presented. Mr. Dillard also reported that last month the Personnel Committee reviewed changes to the Personnel Policy that included updated job descriptions and a leave request form. The draft changes were distributed to board members prior to the May meeting. **On a motion by Mr. Powers, seconded by Ms. Norton and carried by unanimous vote, the changes to the Personnel Policy were accepted as distributed.** A copy of the updated policy will be on file in the office.

COMMUNICATION / EDUCATION

Mr. Powers reported the District received 350 poster contest entries and a few pictures of the winners were shared at the meeting. Unfortunately the Fuqua School Envirothon team had to cancel their attendance at the State Competition at the last minute due to conflicts with sports competitions and other school activities. Mr. Powers recognized Andrew Murphy and Rebekah Cole, the two Fuqua Scholarship winners, at their annual Awards Program. Nature Day camp has been advertised at local schools, VCE offices, website, news articles and other list serves. VCE will be the main partner for the program.

DISTRICT MANAGER REPORT *(See attached report)*

PARTNER AGENCY REPORTS:

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

Ms. Gordon reviewed several items in her report including upcoming trainings and meetings. The Virginia House of Representatives passed their version of the FY19 budget, which includes \$25M in VACS funds and \$3.5M in technical assistance funds. The Senate will be returning on June 22, 2018 in hopes to pass their version. Grant agreements will not be finalized for June Board meetings. Two webinars will be given in July to review changes in DCR grant agreements.

Virginia Cooperative Extension:

Ms. Norton reported there is an upcoming Hay Workshop on June 29, in Farmville. Details about the location and registration can be found the on the VCE website.

Department of Forestry:

Mr. Audley reported the DOF is taking applications for the reforestation of timberland program. He also shared that there have been reports of the Emerald Ash Borer affecting ash trees in Nottoway and Amelia Counties. There is a statewide quarantine on the sale and transporting of ash trees.

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

Ms. Loveday reported she receives regular calls about pond building. All inquiries NRCS receives will be sent to the Area office for official response. She is looking forward to being a partner in the District's upcoming Farmer Breakfast series.

ADJOURNMENT:

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

ATTACHED REPORTS:

Conservation Report; FY19 VACS Secondary Considerations; FY19 Annual Plan of Work; District Manager Report; DCR CDC Report; NRCS Amelia Service Center

Submitted By Deanna Fehrer Date: 5/22/18
Deanna Fehrer, Piedmont SWCD Staff

Approved By: Chuck Arnason Date: 6/18/18
Charles Arnason, Director / Secretary