



**Piedmont Soil and Water Conservation District
Board of Directors Meeting Minutes
Farmville, Virginia
June 23, 2020 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
Allison Crews – Director, Amelia County
Bill Powers –Director, Prince Edward County
Horace Adams- Associate Director, Prince Edward County
Gary Dillard – Associate Director, Amelia County

Board Members Absent:

Haley Norton- Appointed Director, VCE Nottoway County

SWCD Staff Present:

Kevin Dunn – BMP Conservation Specialist
Deanna Fehrer- District Manager
Charlie Wootton – Senior Conservation Specialist

Board Members, Staff and Partners participating remotely:

Dr. Wilkie Chaffin –Director, Prince Edward County / Treasurer
Juan Whittington –Appointed Director, Amelia County
Sarah Eck – Associate Director, Nottoway County
Kelly Atkinson – PSWCD Education Specialist
Denney Collins – 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 Tuesday, June 23, 2020. Chairman Moyer called the meeting to order, welcomed everyone and led the group in prayer. A quorum was physically present. **Per the remote participation policy passed last month and on a motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved remote participation via conference call by Dr. Chaffin and Mr. Whittington, due to medical conditions that currently prevent them from attending.** Additional participants included Ms. Eck, Ms. Atkinson and Ms. Collins. Additions to the agenda include providing a letter of support to Virginia Environmental Endowment that will accompany a grant application from James River Association.

Mr. Derek Hancock, NRCS District Conservationist for Nottoway and Prince Edward Counties, announced he has taken a District Conservationist job serving Roanoke County. He shared that his past six years in this field office have been successful due, in a large part, to the Piedmont staff, Board and his soil technician Robbie Hazlegrave. The Board and staff wished him success in his career and move.

SECRETARY'S REPORT

On a motion by Mr. Arnason, seconded by Mr. Rash and carried by unanimous vote, the Board approved the May 26, 2020 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 May 2020 Treasurer's Report as presented to be filed for audit.

PSWCD OPERATIONS**Covid**

After the May 26, 2020 board meeting, the USDA Farmville office provided guidance as they began preparations for their "Phase One" reopening of offices. The guidance includes recommendations from the Governor's Executive Order #63 and the wearing of masks. The staff prepared "June 1, 2020 Addendum to Phase One Continued Operations under Covid" to provide guidance to Piedmont SWCD staff members. Attached is the guidance which was reviewed by the Board.

Office Policy

On a motion by Ms. Crews, seconded by Mr. Rash and carried by unanimous vote, the Board approved minor updates to PSWCD's Office Policy (attached).

CONSERVATION REPORT - Reported by Mr. Dunn and Mr. Wootton

VACS Cancellations FY20 Chesapeake Bay

On a motion by Mr. Arnason, seconded by Ms. Crews and carried by unanimous vote, with Mr. Moyer leaving the room, the following cancellation was approved:

05-20-0036, Instance 389653, Oakmulgee Dairy, SL-6W Stream Exclusion with Wide Buffer (50'/10yr) (9,500')

Last month the Board approved the state portion of this practice that was being primarily funded through federal funding (NRCS). The application for federal funds was not approved.

On a motion by Mr. Arnason, seconded by Mr. Rash and carried by unanimous vote, the following cancellations were approved:

05-20-0043, Larry Kirby, NM-1 Instance 375601 \$ 245.60 (Did not implement)

05-20-0043, Larry Kirby, NM-5P Instance 375603 \$ 982.40 (Did not implement)

05-20-0009, John Shepherd, NM-5N Instance 364551 \$ 3,492.00 (Did not implement)

VACS Cancellations FY20 Outside Chesapeake Bay

On a motion by Mr. Arnason, seconded by Mr. Rash and carried by unanimous vote, the following FY20 OCB cancellation was approved:

05-20-0009, John Shepherd, NM-5N Instance 364549 \$4,604.80 (Did not implement)

VACS Approvals:

On a motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the following VACS practices, (three totaling \$29,992.60 in Chesapeake Bay funding and one totaling \$24,244.80 in Outside Chesapeake Bay):

Prince Edward
Glenn View Farm

Daniel E Glenn
(C. Bay)
05-20-0083 (389894)

SL-6W Stream Exclusion with Wide Buffer (50'/10yr) (3600')

Estimated Cost	\$ 21,990.00
Estimated Cost-Share	\$ 20,890.50
Estimated Buffer Payment	\$ 3,200.00
Total Estimated Cost Share	\$ 24,090.50

Nathaniel J. Boehmer
(C. Bay)
05-20-0086 (390126)

SL-6N Stream Exclusion with Narrow Buffer (10'/10yr) (250')

Estimated Cost	\$ 5,475.00
Estimated Cost-Share	\$ 3,285.00
Estimated Tax Credit	\$ 547.50

Nottoway

Charles A. Conner IV
(OCB)
05-20-0085 (390021)

SL-6N Stream Exclusion with Narrow Buffer (10'/10yr) (4500')

Estimated Cost	\$ 40,408.00
Estimated Cost-Share	\$ 24,244.80
Estimated Tax Credit	\$ 4,040.80

Garland L. Rogers
(C. Bay)
05-20-0070

SL-6W Stream Exclusion with Wide Buffer (50'/10yr) (12,400')

Estimated Cost	\$ 70,921.00 73,676.00
Estimated Cost-Share	\$ 67,374.95 69,992.00
Estimated Buffer Payment	\$ 8,000.00 8,000.00
Total Estimated Cost Share	\$ 75,374.9 77,992.00

(Revised for additional pipeline and exclusion fence – additional \$2,617.10 in cost share)

DEQ 319(h) Residential Septic Application Cancellations and Approvals

On a motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the following (one septic cancelation and two applications):

Cancellations

Spring Creek, et al. (Prince Edward)

Jean Fowlkes	05-20-0014	RB-3R Septic Repair	\$1,825.00 Cost Share
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(Health Dept confirmed repair not needed at this time– rental property; Instance 373919)

Approvals

Spring Creek, et al.

Jean Fowlkes
(05-20-0014 – 390083)
 Prince Edward County

RB-1 Septic System Pumpout

Estimated Cost	\$ 350.00
Estimated Cost-Share	\$ 175.00 (50% cost share rate)

Flat Creek, Nibbs Creek

Roger Cox, Jr.
(05-20-0082 - 389766)
 Nottoway County

RB-4 Septic System Replacement

Estimated Cost	\$ 7,300.00
Estimated Cost-Share	\$ 3,650.00 (50% cost share rate)

Agriculture Conservation Plans

On a motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the following conservation plan:

Prince Edward**Glenn View Farm****CP-05-20-0014****BMP**

After the above transactions, the following FY20 funding remains:

Chesapeake Bay VACS-20	\$ 116,999.43
Outside Chesapeake Bay VACS-20	\$ 22,260.40
319 Septic Grant – Flat Creek, et al.	\$ 30,590.00
319 Septic Grant – Spring Creek, et al.	\$ 19,186.00

VACS and Septic Practice Carryovers

On a motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the VACS and Septic applications as presented for carryover in the VACS tracking program. (See attached carryover report)

Other Conservation Items

In the FY21 VACS manual, there is now a provision for providing power to wells as a cost shareable component of several stream exclusion practices. Piedmont's FY21 cost list has already been approved and staff need time to research options available with costs before presenting information to the Board. **On a motion by Mr. Rash, seconded by Mr. Arnason and carried by unanimous vote, the Board approved for FY21 that if estimated costs for installing a well are below the maximum allowable cost on the well, then the remaining balance can be used towards power provision costs.**

The James River Association is currently administering a program in the Middle James Watershed that provides technical and financial assistance to private and public landowners for installing riparian buffers. They are submitting a continuation of that grant to the Virginia Environmental Endowment with possible expansion of the grant to areas within the Piedmont SWCD. **On a motion by Mr. Arnason, seconded by Ms. Crews and carried by unanimous vote, the Board approved sending a letter of support to the Virginia Environmental Endowment for a grant application submission by James River Association.**

WATERSHED - reported by Mr. Arnason

On a motion by Mr. Powers, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the contract dated June 10, 2020 Project 19-0710.000 from AMT Engineering for engineering design and related services of 10 projects at 7 dams in the amount of \$83,350. A copy of the contract is on file at the office. Mr. Arnason reported AMT and F&R began their survey and geo-technical work at the dams yesterday.

The contract for the installation of the remote monitoring equipment will be considered at a future board meeting.

FINANCE

FY21 Grant Agreements

Dr. Chaffin, Ms. Fehrer and Ms. Collins reviewed the highlights of the FY21 DCR grant agreements and changes in the deliverables. **On a motion by Mr. Rash, seconded by Mr. Powers and carried by unanimous vote, the Board approved the Administration and Operations grant agreement #503OPS-21-34-GF between the Piedmont SWCD and the Department of Conservation and Recreation in the amount of \$211,880 to be managed as follows: \$169,880 for administration and operations and \$42,000 for dam maintenance. On a motion by Mr. Rash, seconded by Mr. Powers and carried by unanimous vote, the Board approved the Agricultural Cost Share and Technical Assistance grant agreement #503CSTA-21-34-GF between the Piedmont SWCD and the Department of Conservation and Recreation in the amount of \$890,900 to be managed as follows: \$757,631 for agricultural best management practices in the Chesapeake Bay, \$30,291 for agricultural best management practices outside the Chesapeake Bay, and \$102,978 for technical assistance.** For FY21, technical assistance includes a base amount that districts keep regardless of the amount of cost share obligated and then an additional technical assistance that is based on obligated cost share. Documents are on file at the office.

FY21 Operating Budget

Dr. Chaffin reported the Finance Committee met prior to this meeting to review the FY21 draft budget. Dr. Chaffin and Ms. Fehrer had prepared a draft version with input from the Personnel Committee chair. The total budget of \$1,159,756 includes the admin/ops and cost share grant agreements listed above, level funding from localities, technical assistance grant funds from the two 319 septic grants, and estimated revenues from the equipment rental program. The budgeted expense amounts reflect a five percent increase in employee compensation, some which will be paid as a bonus, and regular operating expenses. The budget for technical assistance was adjusted to reflect the possibility of having to return VACS funds and the stipulation in the grant agreements that specifies SWCD must return a portion of technical assistance funds with unobligated VACS. **On a motion by the Finance Committee, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the FY21 Budget \$1,159,756 as presented.** A copy of the budget is on file at the office with details about salary changes reflected in the budget work papers. An "Employee Change" form will be completed and signed by the Personnel and Board Chairmen reflecting changes in compensation and are filed in the employee personnel records.

Finance Policy

On a motion by Mr. Arnason, seconded by Mr. Rash and carried by unanimous vote, the Board approved updates to the Finance Policy to reflect changes in DCR's Desktop Procedures document concerning gift cards and expense reimbursements. A copy is on file in the office.

PLANNING

On a motion by Mr. Arnason, seconded by Mr. Rash and carried by unanimous vote, the Board approved the FY21 Annual Plan of Work. Ms. Fehrer reviewed July, August and September tasks with the expectation that several events, meetings, and trainings may be canceled due to Covid.

PERSONNEL

Ms. Fehrer reported that Stephen Reames, PSWCD’s Equipment Manager, gave his notice of resignation due to his full-time job, farming and family obligations, effective June 30, 2020, but he will assist until July 15 to get all the equipment returned back to the District office. The search for a new Equipment Manager is underway and the hope is to have the position filled before August if not sooner. **On a motion by Mr. Arnason, seconded by Mr. Rash and carried by unanimous vote, the Board approved the Personnel Committee to hire for the vacancy.**

COMMUNICATION / EDUCATION

Ms. Atkinson created a video about the Kudzu/Goat project, which was shown during the meeting. It received rave reviews. The video is posted on the District’s website and Facebook page.

DISTRICT MANAGER AND PARTNER AGENCY REPORTS: (Attached)

Department of Conservation and Recreation

USDA-NRCS – Amelia

Virginia Cooperative Extension

ADJOURNMENT:

The meeting was adjourned at 12:30 p.m.

ATTACHED DOCUMENTS:

Addendum Phase 1 operations; Office Policy; BMP carryovers; DCR grant agreements; Budget; Financial Policy; FY21 Annual Plan of Work; Staff report; DCR report; NRCS Amelia report

Submitted By _____ Date: _____
Deanna Fehrer, Piedmont SWCD Staff

Approved By: _____ Date: _____
Charles Arnason, Director / Secretary