

# MINUTES

## CULPEPER SOIL AND WATER CONSERVATION DISTRICT

### **BOARD MEETING Graves Mountain Lodge Syria, Virginia 22743 June 1, 2021**

The meeting was called to order by Chairman Lynn Graves at 10:36 AM.

**DIRECTORS PRESENT:** Lynn Graves, Madison County  
Tom O'Halloran, Culpeper County  
Dennis Verhoff, Culpeper County  
Robert Bradford, Orange County  
Robert Brame, Orange County  
Stephen Hill, Madison County  
Mike Sands, Rappahannock County  
Philip Morris, Greene County  
Robert Runkle, Greene County  
Steve Morris, Greene County  
Sarah Sharpe, Virginia Cooperative Extension, Greene County  
Brad Jarvis, Associate Director, Madison County  
Bob Williamson, Associate Director, Culpeper County  
Warren Lee, Associate Director, Orange County

**DIRECTORS NOT PRESENT:** Mike Biniek, Rappahannock County  
Jim Byrne, Associate Director, Madison County

**STAFF PRESENT:** Greg Wichelns, District Manager  
Stevie Ross, Administrative Secretary

**OTHERS PRESENT :** Debbie Cross, CDC, DCR  
Davis Lamb, Board of Supervisors, Greene County  
Luke Carmen, Intern at Madison Extension Office  
JoAnn Neal, Retired CSWCD Staff Member

#### **1) CALL TO ORDER, MOMENT OF SILENCE, PLEDGE OF ALLEGIANCE**

L. Graves welcomed everyone to Graves Mountain Lodge. Following a moment of silence, Lynn Graves led the Pledge of Allegiance. There were four handouts: District Technical Committee Report Addendum, NRCS Report, Education Committee Meeting Minutes and the DCR Monthly Report. L. Graves welcomed Davis Lamb, Greene County Board of Supervisors, and Luke Carmen, an intern at the Madison County Extension Office who is focusing on a 4H Lawn Project and Nutrient Management. Mr. Graves also welcomed the District's retired Administrative Secretary, who was a guest at the meeting.

#### **2) DRAFT MINUTES**

L. Graves called for approval of the substance of the May 4, 2021 Draft District Board Meeting Minutes and for any substantive corrections or additions. M. Sands moved to approve the minutes as presented. R. Runkle seconded the motion. (M. Sands, R. Runkle, unanimous)

**3) AGENDA APPROVAL**

L. Graves called for Agenda approval. The Technical Committee Report was removed from the Consent Agenda and placed on the Agenda as 5.1, along with the Addendum to the Report. The Legislative Committee Report was removed from the Consent Agenda and placed in 5.2. R. Brame moved to adopt the Agenda as modified. T. O’Halloran seconded the motion. (T. O’Halloran, R. Brame, unanimous)

**4) CONSENT AGENDA**

Consent Agenda adopted as modified.

**COMMITTEE REPORTS**

- EDUCATION COMMITTEE REPORT
- OPERATIONS COMMITTEE REPORT
- FINANCE COMMITTEE REPORT
- TREASURER’S REPORT
- NRCS PLANS
- DCR Grant Agreement 503CSTA-22-08-GF
- DCR Grant Agreement 503OPS-22-08-GF

**5) ADDITIONS TO AGENDA**

**5.1) TECHNICAL COMMITTEE REPORT w/ Addendum**

**May 18, 2021 Technical Committee Meeting Minutes (Updated)**

Present: Robert Bradford, Chairman; Lynn Graves, Madison; Tom O’Halloran, Culpeper; Mike Sands, Rappahannock; Greg Wichelns, District Manager; Spencer Yager, Conservation Specialist; David Massie, Conservation Specialist

*Items in italics were added at the June 1, 2021 Board Meeting in Syria, Virginia*

- 1) The following BMP applicants have been approved by the Technical Committee for funding. All applications were thoroughly screened for compliance with Priority Recruitment Guidelines. All met at least two of the priority criteria.

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>	<u>Tax Credit</u>
SL-7	2021 VACS	Locust Dale Enterprises LLC	07-21-0302	431780	Culpeper	\$ 6,210.00	\$ 517.50
SL-7	2021 VACS	Locust Dale Enterprises LLC	07-21-0303	431797	Culpeper	\$ 2,531.25	\$ 210.93
SL-7	2021 VACS	Locust Dale Enterprises LLC	07-21-0304	431814	Culpeper	\$ 1,873.13	\$ 156.09
SL-7	2021 VACS	Locust Dale Enterprises LLC	07-21-0305	431817	Culpeper	\$ 5,495.63	\$ 457.96
SL-7	2021 VACS	Locust Dale Enterprises LLC	07-21-0306	431819	Culpeper	\$ 2,632.50	\$ 219.37
SL-7	2021 VACS	Locust Dale Enterprises LLC	07-21-0307	431902	Culpeper	\$ 3,037.50	\$ 253.12
SL-8B	2021 VACS	Timothy Weekes	07-21-0308	431950	Orange	\$ 743.00	\$ 0.00

- 2) The following BMP applicant has been granted an increase by the Technical Committee for their previously approved project:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>	<u>Tax Credit</u>
SL-6W	2021 VACS	Edward Carpenter*	07-21-0204	388411	Madison	\$ 98,688.00	\$ 0.00

\*Includes increase of \$9,784.80 for additional concrete for the water troughs and a stream crossing.

3) The following BMP participants have been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>	<u>Tax Credit</u>
WP-4	2020 VACS	Heavenly Acres Farm	07-20-0036	348871	Greene	\$ 99,451.92	\$ 8,287.66
SL-8B	2021 VACS	Heavenly Acres Farm	07-21-0138	420669	Greene	\$ 2,002.00	\$ 0.00
SL-8H	2021 VACS	Thornhill Farms LLC	07-21-0147	420804	Culpeper	\$ 440.00	\$ 0.00
SL-8H	2021 VACS	Meadow Grove Farm LLC	07-21-0091	419608	Rappahannock	\$ 500.00	\$ 0.00
SL-8H	2021 VACS	Roy Boldridge	07-21-0087	419451	Culpeper	\$ 3,120.00	\$ 0.00
SL-8H	2021 VACS	Levi Atkins	07-21-0182	421673	Rappahannock	\$ 400.00	\$ 0.00
SL-8B	2021 VACS	Madison Farms Locust Dale LLC	07-21-0067	412582	Madison	\$ 3,581.60	\$ 0.00
SL-8H	2021 VACS	Charles Woolfrey Construction Inc.*	07-21-0133	420643	Orange	\$ 10,132.00	\$ 0.00
SL-8B	2021 VACS	Somerset Plantation	07-21-0150	421080	Orange	\$ 3,870.00	\$ 0.00
SL-8B	2021 VACS	Timothy Weekes	07-21-0308	431950	Orange	\$ 743.00	\$ 0.00
SL-8B	2021 VACS	Lewis A Lamb & Sons Inc.	07-21-0128	420472	Madison	\$ 11,400.00	\$ 0.00
SL-8H	2021 VACS	Lewis A Lamb & Sons Inc.	07-21-0128	420474	Madison	\$ 15,040.00	\$ 0.00
SL-8H	2021 VACS	Yowell Farm Ent.	07-21-0077	416382	Madison	\$ 1,600.00	\$ 0.00
SL-8H	2021 VACS	Yowell Farm Ent.	07-21-0077	422318	Madison	\$ 480.00	\$ 0.00
SL-8H	2021 VACS	Yowell Farm Ent.	07-21-0077	422319	Madison	\$ 380.00	\$ 0.00
<i>SL-8H</i>	<i>2021 VACS</i>	<i>Shawn Woodfolk*</i>	<i>07-21-0187</i>	<i>421680</i>	<i>Madison</i>	<i>\$ 3,388.00</i>	<i>\$ 0.00</i>
<i>FR-1</i>	<i>2021 VACS</i>	<i>Berry Graves Mill Farm**</i>	<i>07-21-0089</i>	<i>432081</i>	<i>Madison</i>	<i>\$ 11,763.95</i>	<i>\$ 511.26</i>
<i>WP-2W</i>	<i>2021 VACS</i>	<i>Chris Artale***</i>	<i>07-21-0035</i>	<i>392887</i>	<i>Madison</i>	<i>\$ 19,648.96</i>	<i>\$ 0.00</i>

\*Increase for additional acres.

\*\*Increase in acres of hardwoods.

\*\*\*Increase for buffer acreage and stream exclusion fence.

4) The following BMP applicants have requested to cancel their contracts:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>	<u>Tax Credit</u>
RMP-2	RMP	Jeremy Engh	07-19-0534	334813	Culpeper	\$ 501.75	\$ 0.00
FR-1	2020 VACS	Robert Meyer	07-20-0379	386556	Greene	\$ 1,776.25	\$ 99.69
FR-3	2020 VACS	Robert Meyer	07-20-0379	386557	Greene	\$ 1,143.75	\$ 0.00
SL-6W	2021 VACS	Chewing Masonry Inc.	07-21-0246	424489	Orange	\$100,000.00	\$ 0.00
SL-8B	2021 VACS	Kenwood Farm LLC	07-21-0097	420027	Orange	\$ 8,200.00	\$ 0.00
SL-8H	2021 VACS	Kenwood Farm LLC	07-21-0097	420028	Orange	\$ 2,280.00	\$ 0.00
SL-8H	2021 VACS	Madison Farms Locust Dale LLC	07-21-0067	412583	Madison	\$ 700.00	\$ 0.00

5) The following Upper Hazel Residential applicants have been approved by the Technical Committee for funding:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
<i>RB-1</i>	<i>DEQ16546</i>	<i>Stuart Lee</i>	<i>07-21-0314</i>	<i>432206</i>	<i>Rappahannock</i>	<i>\$ 175.00</i>
<i>RB-1</i>	<i>DEQ16546</i>	<i>Stuart Lee</i>	<i>07-21-0314</i>	<i>432207</i>	<i>Rappahannock</i>	<i>\$ 175.00</i>
<i>RB-3M</i>	<i>DEQ16546</i>	<i>Stuart Lee</i>	<i>07-21-0314</i>	<i>432208</i>	<i>Rappahannock</i>	<i>\$ 1,000.00</i>

6) The following Upper Rapidan River Residential applicant has been approved by the Technical Committee for funding:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-4	DEQ16678	Donald Meeks	07-21-0212	431930	Orange	\$ 4,000.00

7) The following Upper York Residential applicants have been approved by the Technical Committee for funding:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-3M	DEQ16974	Mary Herring	07-21-0309	431954	Orange	\$ 1,100.00
RB-3M	DEQ16974	Jenny Chitwood	07-21-0311	431956	Orange	\$ 1,600.00
RB-3M	DEQ16974	Rita Steele	07-21-0310	431955	Orange	\$ 1,600.00
<i>RB-3M</i>	<i>DEQ16974</i>	<i>Rosa McTague</i>	<i>07-21-0312</i>	<i>431957</i>	<i>Orange</i>	<i>\$ 1,600.00</i>
<i>RB-3M</i>	<i>DEQ16974</i>	<i>Jeanne Comeau</i>	<i>07-21-0287</i>	<i>432105</i>	<i>Orange</i>	<i>\$ 2,000.00</i>

8) The following Upper Rapidan Residential participant has been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-4	DEQ16678	ARA Properties LLC	07-21-0237	423519	Orange	\$ 6,400.00

9) The following Upper York Residential participant has been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-3M	DEQ16974	Aron Austin	07-21-0268	426658	Orange	\$ 140.00

10) The following Residential applicants have been cancelled by the Technical Committee:

<u>Practice</u>	<u>Fund</u>	<u>Participant</u>	<u>Contract</u>	<u>Instance</u>	<u>County</u>	<u>Amount</u>
RB-3M	DEQ16678	Donald Meeks	07-21-0212	422606	Orange	\$ 1,000.00
RB-3M	DEQ16974	Suzanne Lane	07-21-0197	423290	Orange	\$ 2,200.00
RB-3M	DEQ16678	Anthony Schienschang	07-21-0101	420147	Orange	\$ 1,600.00
<i>RB-3M</i>	<i>DEQ16974</i>	<i>Jeanne Comeau</i>	<i>07-21-0287</i>	<i>427935</i>	<i>Orange</i>	<i>\$ 1,000.00</i>
<i>RB-3M</i>	<i>DEQ16546</i>	<i>Rebecca Murray</i>	<i>07-21-0012</i>	<i>394000</i>	<i>Culpeper</i>	<i>\$ 2,000.00</i>

11) The District Manager gave an update on the dams:

- a. The dam maintenance bids were opened; two were received. The winning bidder was tentatively awarded to John Anderson, who submitted a bid for a maximum of \$24,300. Some work elements may be deleted dependent on weather or landowner options.

12) District Staff presented the Technical Committee a preliminary Cost Estimate Sheet for PY 2022. Staff will continue to adjust cost based on material prices until the cost estimate sheet is approved at the June Technical Committee Meeting.

13) The Technical Committee discussed the Small Herd Initiative. The initiative will pay standard cost share rates using a separate state fund. The District will only seek these funds if the regular cost share allocation is exhausted. It is recommended the District sign the expected MOU for this initiative.

14) The Technical Committee discussed the DCR Conservation Planning Process. Staff will need to renew their planner certifications over the next two years. This is a new process for DCR and District Staff, since this will be their first renewal since the program began in June 2018. Staff expressed their concerns regarding expected administrative burden.

15) The Technical Committee continues to delegate the authority to the District Manager to sign BMP contracts on behalf of the Board of Directors on an as needed basis.

16) The Technical Committee requests the approval of the Board of Directors to act on their behalf with the understanding that the decisions made would be endorsed at the July Board meeting. This authority will exist from June 22, 2021 through the end of the fiscal year on June 30, 2021.

R. Bradford moved to approve the Committee Report as presented. M. Sands seconded the motion.  
(R. Bradford, M. Sands, unanimous)

## 5.2) LEGISLATIVE COMMITTEE REPORT

S. Hill presented the FY2023 Culpeper SWCD Draft Legislative Agenda and informed the Board that the report was in sequence by priority, making item number one the most important. It is recommended to add a sentence at the beginning to this effect. S. Hill and G. Wichelns discussed the approaching Area II meeting, and suggested that the date seems earlier than usual and maybe too late for Operations funding increases to receive serious consideration by DCR budget development personnel. S. Hill suggested that the District write a letter to Clyde Cristman, DCR Director, to recommend that the Central Operations funding needs as outlined in recent years Attachment D (budget template) submissions, be included in any forthcoming DCR agency budget developments. R. Brame moved to approve the request of this suggestion. T. O'Halloran seconded the motion. (R. Brame, T. O'Halloran, unanimous)

S. Hill moved to approve the Committee Report as presented. T. O'Halloran seconded the motion. (S. Hill, T. O'Halloran, unanimous)

## 6) DIRECTOR REPORTS

**R. Runkle** – R. Runkle announced that a round of job interviews to fill the new Conservation Specialist position(s) will be on June 10, 2021.

**B. Jarvis** – B. Jarvis informed The Board that he was approved for the \$3,000.00 grant from Virginia Tech for New and Beginning Farmers. He also announced that the Education Committee gave two scholarships, each of \$2,000.00 to Rachel Weghorst (Rappahannock County High School) and Katelyn Woolfrey (Orange County High School).

**D. Verhoff** – D. Verhoff updated the Board on his solar project, stating that the electric bill went down to \$24 for one month. Previously, the monthly bill ranged from \$120-\$140 in average months.

**S. Sharpe** – S. Sharpe let the Board know that there is a Nutrient Management course available in Staunton. She also updated the Board with the success of her Beef Meeting, stating that about forty people attended.

**L. Graves** – L. Graves reminded the Board of the upcoming Area II and Association Meetings. He also let the Board know that the District won the VASWCD Education Foundation Golf Tournament by one stroke. He then took an opportunity to thank JoAnn Neal for 18 years of service to the Culpeper Soil and Water Conservation District and presented her with a plaque and gifts to honor her achievements.

## 7) STAFF REPORTS

**G. Wichelns** updated the Board that all of the awards have officially been handed out and reminded the Board that they should start thinking about the 2021 Fall Banquet. He also informed the Board that proposed future hiring(s) and vehicle purchase(s) had been thoroughly reviewed by Finance and Operations and were sustainable actions.

## 8) AGENCY REPORTS

**DCR** – D. Cross reminded the Board that Quarterly Reports are due on July 15, 2021 and that this should be considered Year End Reporting, as it is the end of the District's Fiscal Year. She also reminded the Board that the FY22 Budgets should be approved by June 30, 2021. D. Cross also let the Board know of upcoming webinars and training. She also let the Board know that there is a link in her report that will lead to a recording of the Draft NRCS MOA meeting that was held on May 27, 2021, for anyone that missed it. She also took a moment to personally thank JoAnn Neal for her dedication to serving for the past 18 years.

**9) PLAN FOR MAY COMMITTEE MEETINGS (IN PERSON)**

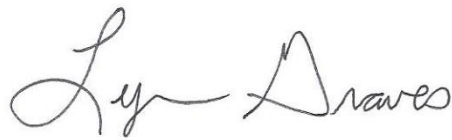
Committees will meet at the Culpeper office on Tuesday, June 22, 2021. Personnel 9:00, Operations 9:30, Nomination 10:00, Legislative 10:10, Technical 10:30, and Education will be held via Zoom or by telephone at 4 pm. **BOARD MEETING FOR JULY WILL TENTATIVELY BE HELD TUESDAY, July 6, 2021, in person, at the Washington Firehall in Rappahannock County.**

**10) ADJOURNMENT**

R. Brame motioned to adjourn June 1, 2021 Board meeting at 11:34. T. O'Halloran seconded the motion. (R. Brame, T. O'Halloran, unanimous)

Respectfully Submitted,

Lynn Graves, Chairman

A handwritten signature in cursive script that reads "Lynn Graves". The signature is written in black ink and is positioned below the printed name of the Chairman.

Stevie Ross  
Administrative Secretary

Date Approved **July 6, 2021**