

MINUTES
CULPEPER SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
Washington Volunteer Fire Hall
Washington, Virginia 22747
May 3, 2022

DRAFT

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

DIRECTORS PRESENT:

Lynn Graves, Madison County
Tom O’Halloran, Culpeper County
Dennis Verhoff, Culpeper County
Robert Runkle, Greene County
Philip Morris, Greene County
Stephen Hill, Madison County
Robert Bradford, Orange County
Mike Biniek, Rappahannock County
Mike Sands, Rappahannock County
Sarah Sharpe, Virginia Cooperative Extension, Greene County
Bob Williamson, Associate Director, Culpeper County

DIRECTORS NOT PRESENT:

Steve Morris, Greene County
Robert Brame, Orange County
Jim Byrne, Associate Director, Madison County
Brad Jarvis, Associate Director, Madison County
Warren Lee, Associate Director, Orange County

STAFF PRESENT:

Greg Wichelns, District Manager
Stevie Ross, Administrative Secretary
Stephanie DeNicola, Education Coordinator
Henny Calloway, Conservation Specialist
Brandy Harris, Conservation Specialist
Richard Jacobs, Conservation Specialist
David Massie, Conservation Specialist
Amanda McCullen, Conservation Specialist
W. Spencer Yager, Conservation Specialist

OTHERS PRESENT:

Davis Lamb, Greene County Board of Supervisors
Debbie Cross, DCR
Kinner Ingram, VDOF
Andrew Murray, VDOF
Jacob Zielinski, VDOF

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

L. Graves called the meeting to order at 10:10 AM. Following a moment of silence, W. Yager led the Pledge of Allegiance. There were five handouts: District Technical Committee Report Addendum, Education Committee Report, two Staff Reports, and DCR Report.

2) DRAFT MINUTES

L. Graves called for approval of the substance of the April 5, 2022, Draft District Board Meeting Minutes and for any substantive corrections or additions. M. Sands moved to approve the minutes as presented. S. Hill seconded the motion. (M. Sands, S. Hill, 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. Litigation was added to the Closed Session. R. Bradford moved to adopt the Agenda as modified. T. O’Halloran seconded the motion. (R. Bradford, T. O’Halloran, unanimous)

4) CONSENT AGENDA

Consent Agenda adopted as modified.

EDUCATION COMMITTEE REPORT
OPERATIONS COMMITTEE REPORT
TREASURER’S REPORT
NRCS CONSERVATION PLANS

Culpeper	7.4 Acres	EQIP- Nutrient Management, Cover Crop, Irrigation Pipeline and Micro Irrigation System
Culpeper	7.4 Acres	EQIP- Irrigation Water Management Design
Madison	1 Acre	EQIP- Cover Crop
Madison	45.7 Acres	Cover Crop Hayland Planning
Orange	167 Acres	EQIP- Water System, Prescribed Grazing, Waste Storage Facility, Fence and Access Control, Pasture Planting
Rappahannock	106.3 Acres	Brush Management, Weed Control, Pasture Planting
Rappahannock	24 Acres	EQIP- Brush Management, Herbaceous Weed Control, Forest Stand Improvement, Tree Planting

5) ADDITIONS TO AGENDA

5.1) TECHNICAL COMMITTEE REPORT

R. Bradford introduced the Technical Committee Report Additions, bringing attention to the last section of the Report which included proposed Cover Crop Cost Increases per the request of DCR. No one had any questions or concerns on this matter.

R. Bradford requested approval for the Technical Committee to accept bids and make an award for Dam Maintenance on behalf of the Board.

TECHNICAL COMMITTEE REPORT WITH ADDITIONS:

April 19, 2022 Technical Committee Meeting Minutes (Updated)

Present: Robert Bradford, Chairman; Lynn Graves, Madison; Tom O’Halloran, Culpeper; Robert Runkle, Greene; Greg Wichelns, District Manager; Spencer Yager, Conservation Specialist; Amanda McCullen, Conservation Specialist; Kendall Dellinger, Conservation Specialist; Brandy Harris, Conservation Specialist; Henny Calloway, Conservation Specialist

Items in italics were added at the May 3, 2022 Board Meeting in Rappahannock County, 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>
CCI-SL-6W	2022 VACS	Carl Michael Koontz	07-22-0367	475507	Orange	\$ 9,165.28	\$ 0.00
CCI-SL-6W	2022 VACS	Ronald Haney	07-22-0373	475581	Orange	\$ 7,750.00	\$ 0.00
NM-5N	2022 VACS	Somerset Plantation Inc	07-22-0262	475146	Orange	\$ 1,876.80	\$ 0.00
SL-6W	2022 VACS	M & W Cattle Co.	07-22-0372	475577	Orange	\$ 28,162.50	\$ 115.63
SL-6W	2022 VACS	MhicGuaigan Firme	07-22-0349	473176	Greene	\$ 51,154.00	\$ 587.63
SL-6W	2022 VACS	Aaron G. Elmore	07-22-0359	474686	Orange	\$ 26,418.00	\$ 0.00
SL-6W	2022 VACS	Lohr Farm	07-22-0323	473203	Madison	\$ 54,570.06	\$ 0.00
SL-10	2022 VACS	Brent Scott	07-22-0362	469916	Culpeper	\$ 1,319.25	\$ 0.00
SL-10	2022 VACS	Anthony Holdan Snow	07-22-0348	474491	Orange	\$ 4,560.75	\$ 0.00
SL-10	2022 VACS	John C. Lynch	07-22-0370	475565	Madison	\$ 3,750.00	\$ 0.00
SL-10	2022 VACS	Carl Michael Koontz	07-22-0368	475509	Orange	\$ 12,750.00	\$ 0.00
SL-10	2022 VACS	Raymond Mills	07-22-0374	475583	Culpeper	\$ 4,500.00	\$ 0.00
CCI-SL-6W	2022 VACS	10 Gables Farm LLC	07-22-0382	476272	Madison	\$ 797.50	\$ 0.00
SL-6N	2022 VACS	10 Gables Farm LLC	07-22-0381	476271	Madison	\$ 10,586.63	\$ 882.22
SL-6N	2022 VACS	Gordon Waters	07-22-0089	433174	Rappahannock	\$ 3,600.00	\$ 900.00
SL-6W	2022 VACS	Henshaw & Sons Farm LLC	07-22-0378	475535	Madison	\$ 25,459.44	\$ 55.24
SL-6W	2022 VACS	Henshaw & Sons Farm LLC	07-22-0379	475534	Madison	\$ 10,490.60	\$ 0.00
SL-6W	2022 VACS	Henshaw & Sons Farm LLC	07-22-0380	475533	Madison	\$ 18,733.51	\$ 0.00
SL-6W	2022 VACS	Richard Bennett	07-22-0191	468034	Culpeper	\$ 19,087.50	\$ 0.00
SL-7	2022 VACS	Richard Bennett	07-22-0191	475566	Culpeper	\$ 2,905.60	\$ 181.60
SL-11	2022 VACS	Jack Cintorino	07-22-0377	461483	Madison	\$ 5,250.00	\$ 437.50
SL-11B	Tax Credit	Richard Rose	07-22-0361	440206	Rappahannock	\$ 0.00	\$ 3,750.00

2) 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>
CCI-SL-6W	2022 VACS	Ronald Haney	07-22-0373	475581	Orange	\$ 7,750.00	\$ 0.00
FR-3	2022 VACS	Lyle Alexander	07-22-0025	440378	Culpeper	\$ 9,414.50	\$ 0.00
SL-8B	2022 VACS	Brooke Farms	07-22-0153	466464	Culpeper	\$ 37,880.50	\$ 0.00
SL-8B	2022 VACS	Pullen Farm LLC*	07-22-0124	464990	Culpeper	\$ 6,550.00	\$ 0.00
SL-8H	2022 VACS	Pullen Farm LLC	07-22-0124	464991	Culpeper	\$ 1,960.00	\$ 0.00
SL-8H	2022 VACS	Ashland Farms Inc.	07-22-0157	466515	Culpeper	\$ 1,889.80	\$ 0.00
SL-6W	2022 VACS	Rodney Jackson	07-22-0141	466000	Orange	\$ 15,454.50	\$ 0.00
WP-3	2022 VACS	Waterstone Farm LLC	07-22-0289	470770	Madison	\$ 917.75	\$ 76.48
WP-3	2022 VACS	Waterstone Farm LLC	07-22-0289	470778	Madison	\$ 848.83	\$ 70.74
WP-3	2022 VACS	Waterstone Farm LLC	07-22-0289	470779	Madison	\$ 660.14	\$ 55.01
WP-3	2022 VACS	Waterstone Farm LLC	07-22-0289	470780	Madison	\$ 1,105.64	\$ 92.14
WP-3	2022 VACS	Waterstone Farm LC	07-22-0289	470781	Madison	\$ 1,310.75	\$ 109.23
SL-7	2020 VACS	Crystallis LLC	07-20-0350	383835	Madison	\$ 8,428.24	\$ 1,947.58
SL-6W	2021 VACS	Jacob Gilley**	07-21-0032	397037	Madison	\$ 6,367.21	\$ 0.00
SL-6W	2022 VACS	Jacob Gilley**	07-21-0032	397037	Madison	\$ 1,258.50	\$ 0.00
SL-1	2022 VACS	Mike Coates	07-22-0284	470696	Rappahannock	\$ 23,587.70	\$ 0.00
SL-8H	2022 VACS	Levi Atkins	07-22-0220	468588	Rappahannock	\$ 400.00	\$ 0.00
SL-8H	2022 VACS	Payne Hay And Straw	07-22-0229	468799	Culpeper	\$ 3,965.00	\$ 0.00
SL-8H	2022 VACS	Mystic Hill Farms LLC	07-22-0302	471644	Culpeper	\$ 840.00	\$ 0.00
SL-8B	2022 VACS	Glebe Farm LLC	07-22-0059	454760	Culpeper	\$ 19,001.40	\$ 0.00
SL-8H	2022 VACS	Glebe Farm LLC	07-22-0255	469554	Culpeper	\$ 953.60	\$ 0.00
SL-8H	2022 VACS	Farm at Cedar Mountain Operation, LLC	07-22-0197	468098	Culpeper	\$ 1,200.00	\$ 0.00

SL-8H	2022 VACS	Thomas Clark	07-22-0199	468147	Culpeper	\$ 1,980.00	\$ 0.00
SL-8H	2022 VACS	Moriah Grain Farm LC	07-22-0071	456644	Culpeper	\$ 6,600.00	\$ 0.00
SL-10	2022 VACS	J.R. & J.G. Goodwin LLC	07-22-0295	470825	Orange	\$ 8,371.50	\$ 0.00
SL-10	2022 VACS	J.R. & J.G. Goodwin LLC	07-22-0295	470834	Orange	\$ 281.25	\$ 0.00

*Increase for additional acres planted for cover crop.

**Increase in payment amount for component costs related to the 2022 CB VACS Transfer.

3) The following Robinson River 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-1	DEQ16679	Tiffany Woodward	07-22-0365	475446	Madison	\$ 175.00
RB-1	DEQ16679	James Smith	07-22-0364	475445	Madison	\$ 175.00
RB-1	DEQ16679	Regina Dodson	07-22-0363	475444	Madison	\$ 280.00
RB-1	DEQ16679	Eileen Early	07-22-0376	476191	Madison	\$ 175.00
RB-1	DEQ16679	Christine Carder	07-22-0383	476423	Madison	\$ 175.00
RB-1	DEQ16679	Johnny Roberts	07-22-0385	476427	Madison	\$ 175.00

4) The following Upper York River 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	PO16974	Raymond Hoy	07-22-0371	475575	Orange	\$ 1,000.00
RB-3M	PO16974	Preston Morris Sr.	07-22-0384	476424	Orange	\$ 1,000.00
RB-3M	PO16974	Luther Bergstrom	07-22-0386	476430	Orange	\$ 1,000.00
RB-5	PO16974	James Heglar	07-22-0388	476513	Orange	\$ 15,600.00
RB-3	PO16974	Michael Johnson	07-22-0315	476428	Orange	\$ 2,500.00

5) The following Upper York River 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	PO16974	Jeffrey Darnell	07-22-0313	472842	Orange	\$ 270.00

6) The following Robinson River Residential 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>
RB-1	DEQ16679	Tiffany Woodward	07-22-0365	475446	Madison	\$ 175.00
RB-1	DEQ16679	James Smith	07-22-0364	475445	Madison	\$ 175.00

7) *Transfer of Responsibility – Roland Sherrod (2020 VACS, Contract # 07-20-0074, Instance # 363496) is transferring responsibility to Joel Kalvesmaki.*

8) *Transfer of Responsibility – Marjorie Bender (Upper York, Contract # 07-18-0645, Instance # 305411) is transferring responsibility to Jennifer Smith.*

- 9) The District Manager gave an update on the dams:
- a. Annual dam inspections have been completed.
 - b. The following dam maintenance work will be contracted out:
 - i. Mow each dam twice, as needed.
 - ii. Perform minor spraying on some dams as needed.
 - iii. Daylight V ditches at 2 dams.
 - iv. Fill and compact low spots on 2 dams.
 - v. Clean trash rack at Dams 2A and 1B.
 - vi. Fence repair at Dams 1B and 4.
 - vii. Minor tree removal at Dam 4.

- c. The bids for the mowing of the dams will be opened at the May 24th Technical Committee meeting; Board delegated authority assumed.
 - d. The bids for the renovation and restoration of the wave berm at Beautiful Run Dam 2A will be opened at the June 7th Board meeting.
 - e. The Technical Committee will review the engineering firm portfolios received for consideration for a term contract by the end of June and hopes to announce the results by July 22nd.
- 10) 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.
- 11) The Technical Committee discussed current costs of materials related to establishing new power for ag bmp projects, and fluctuating costs in respect to FY 2023's cost-estimate list. Staff will work on collecting current estimates for the Committee to review and update the cost-estimate list for FY'23.
- 12) A letter from a contractor regarding material costs was reviewed by the Committee.
- 13) The Technical Committee instructed for the District Manager to address several topics at Thursday's Virginia Soil and Water Conservation Board meeting: raising the VACS participant annual caps, considering multi-year whole farm contracts, and applying revised cost lists for the VACS program to any carryover projects. All issues were thought to help with next year's program allocation.
- 14) The Technical Committee briefly discussed a District sponsored grazing management education event in Culpeper County in June.
- 15) The table below is an overview of the current 2022 VACS funds:

Total Allocation	\$	4,724,417.07
Transferred to FY 20 & 21	\$	275,582.93
Requested	\$	4,172,719.26 (88%)
Approved	\$	3,231,949.91 (82%)
Funds Left to Commit	\$	836,018.96

R. Bradford moved to approve the Technical Committee Report without any further discussion and grant the Technical Committee's request for accepting and awarding dam bids. S. Hill seconded the motion. (R. Bradford, S. Hill, unanimous)

6) CLOSED SESSION: PERSONNEL PERFORMANCE MATTERS AND LITIGATION

R. Runkle moved that the Board go into Closed Session at 10:17 A.M. as provided for in the Code of Virginia Section 2.2-3711(A) (1) and to discuss personnel performance matters and Code of Virginia Section 2.2-3711(A) (7) to discuss current litigation. The Associate Directors and the District Manager were invited to attend. R. Bradford seconded the motion. (R. Runkle, R. Bradford unanimous)

Following the return from Closed Session, R. Runkle moved to reconvene at 10:51 A.M. (unanimous). Pursuant to the Code of Virginia Section 2.2-.3712. (D), "I move that the Board certify that to the best of the Board's knowledge only matters lawfully exempted and as identified in the motion by which the Closed Session was convened were heard or discussed by this Board". S. Hill seconded the motion. (R. Runkle, S. Hill, unanimous)

R. Bradford moved to accept the recommendations from the Personnel Committee. T. O'Halloran seconded the motion. (R. Bradford, T. O'Halloran, unanimous)

7) **DIRECTOR REPORTS**

S. Hill reported that he attended the Virginia Soil and Water Conservation Board Meeting in April where the Cost Share Manual was approved and the Desktop Guide was reviewed. The state still has not confirmed a budget. The next meeting will be on May 18th unless the budget is not yet approved, in which case the meeting will be rescheduled for a later date.

D. Verhoff recommended two books. The first book was *Restoration Agriculture* written by Mark Shepard, and the second book was *New Farm Language* written by W. Joe Lewis.

T. O'Halloran shared that the Culpeper Farm Bureau will be helping to spread the word of the District's Strategic Planning Survey to increase participation.

S. Sharpe announced that the Realtor Program has been cancelled again due to lack of sign up, but that it will be scheduled again at a later date. She also shared that she will be beginning a "How to Start a Farm" Program that will take place every Tuesday for four Tuesdays and that a Forage Program will take place at the end of May or beginning of June.

L. Graves announced that he attended the Area II Meeting and that the Association Golf Tournament will take place on May 25th.

8) **STAFF REPORTS**

R. Jacobs reported that he has been working on reviewing Greene County Erosion Control Plans and that he attended Envirothon.

S. DeNicola reported that upon her return to working in person she has reached over four hundred students in the five-county district. She also invited Directors to present scholarship certificates to the winners of the District's Scholarships. Rappahannock will take place on May 12th. Madison will take place on May 19th. Culpeper (Eastern View) will take place on May 25th.

W. Yager announced that the Orange County Clean Water Farm Award to the McConnell Family was presented last Monday by himself, G. Wichelns, R. Brame, R. Bradford, and James Martin, DCR Division Director of Soil and Water Conservation.

A. McCullen announced that the Madison County Clean Water Farm Award to Mr. Jewett was presented by herself and K. Dellinger this month and Mr. Martin, DCR, was also in attendance.

D. Massie reported that the Grazing Field Day will take place on June 16th and that he hopes for a sign up of at least fifteen people.

G. Wichelns highlighted the area of the Operations Committee Report that highlights the three flood water control dam advertisements that the District is currently accepting responses to. There are three separate requests including mowing and maintenance, wave berm construction, and engineering services. He also reported that DEQ has a grant opportunity that is open through August and that he plans on submitting a grant request for a \$300,000 Ag and Septic grant to cover the Mountain Run/Muddy Run area of Culpeper County. He also reported that he attended the Soil and Water Board Meeting and that a budget of \$8.9 million was proposed for the Culpeper District Cost-Share Program and that there will be Admin/Operation funding formula changes that are likely to create increases in funding in that category as well. G. Wichelns also reported that the Strategic Planning Survey is still open and that the responses will be taken into consideration for Plan updates which will become available for approval in the July Board Meeting.

9) **AGENCY REPORTS**

DCR – D. Cross submitted a written report and discussed a few items from the report. She suggested that the District Finance Committee should review the recommendations that have been provided by the VSWCB Audit Subcommittee from last year's audits of 23 districts, Culpeper not included. She reminded directors and staff that projects needing DCR approval for carryover need to be submitted no later than May 13th and that secondary considerations need to be done before June 30th. She also brought attention to upcoming trainings and other important dates.

NRCS – A written report was submitted by R. Rexrode. R. Rexrode reported that the Service Center Office has unlocked its doors, is open to 100% staff capacity, and has removed mask policies. He also announced that the Culpeper Office has received 23 EQIP pre-approvals and has completed and obligated seven of them. R. Rexrode also announced that a staff member is expecting to deliver a child at the end of June and take twelve weeks of maternity leave, other NRCS offices are available to help in her absence.

10) PLAN FOR MAY COMMITTEE MEETINGS (IN PERSON)

Committees will meet at the Madison Extension Office on Tuesday, May 24, 2022. Personnel 9:00, Operations 9:30, Technical 10:15. Tentatively, the Education Committee will meet the same day at 3:30 PM via Zoom or Telephone. **BOARD MEETING FOR MAY WILL TENTATIVELY BE HELD TUESDAY, JUNE 7, 2022, in person, at 10:00 AM at Pepper’s Grill in Culpeper County.**

11) ADJOURNMENT

R. Bradford motioned to adjourn the May 3, 2022 Board meeting at 12:11 AM. T. O’Halloran seconded the motion. (R. Bradford, T. O’Halloran, unanimous)

Respectfully Submitted,

Lynn Graves, Chairman

Stevie Ross
Administrative Secretary

Date Approved _____, 2022