

**MINUTES**  
**CULPEPER SOIL AND WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**PVCC - Greene**  
**Stanardsville, Virginia 22973**  
**July 5, 2022**

The meeting was called to order by Chairman Lynn Graves at 10:08 AM.

**DIRECTORS PRESENT:**

Lynn Graves, Madison County  
Tom O'Halloran, Culpeper County  
Dennis Verhoff, Culpeper County  
Philip Morris, Greene County  
Steve Morris, Greene County  
Robert Brame, Orange County  
Mike Biniek, Rappahannock County  
Sarah Sharpe, Virginia Cooperative Extension, Greene County  
Bob Williamson, Associate Director, Culpeper County

**DIRECTORS NOT PRESENT:**

Robert Runkle, Greene County  
Stephen Hill, Madison County  
Robert Bradford, Orange County  
Mike Sands, Rappahannock County  
Brad Jarvis, Associate Director, Madison County  
Warren Lee, Associate Director, Orange County

**STAFF PRESENT:**

Greg Wichelns, District Manager  
Stevie Ross, Administrative Secretary  
Henny Calloway, Conservation Specialist  
Kendall Dellinger, Conservation Specialist  
Brandy Harris, Conservation Specialist  
Richard Jacobs, Conservation Specialist  
Amanda McCullen, Conservation Specialist  
W. Spencer Yager, Conservation Specialist

**OTHERS PRESENT:**

Davis Lamb, Greene County Board of Supervisors  
Debbie Cross, DCR  
Rex Rexrode, NRCS  
Ed Furlow, VDOF

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

L. Graves called the meeting to order at 10:08 AM. Following a moment of silence, W. Yager led the Pledge of Allegiance. There were two handouts: District Technical Committee Report Addendum and the DCR Report.

**2) DRAFT MINUTES**

L. Graves called for approval of the substance of the June 7, 2022, Draft District Board Meeting Minutes and for any substantive corrections or additions. D. Verhoff requested two edits to his Director Report correcting a book title and a school name. T. O’Halloran moved to approve the Minutes as modified. D. Verhoff seconded the motion. (T. O’Halloran, D. Verhoff, unanimous)

**3) AGENDA APPROVAL**

L. Graves called for Agenda approval. S. Morris recused himself from voting and left the room at 10:12 A.M. The Operations Committee Report was removed from the Consent Agenda and placed on the Agenda as 6.1. The Technical Committee Report was removed from the Consent Agenda and placed on the Agenda as 6.2. R. Brame moved to adopt the Agenda as modified. T. O’Halloran seconded the motion. (R. Brame, T. O’Halloran, unanimous)

**4) CONSENT AGENDA**

Consent Agenda adopted as modified.

- FINANCE COMMITTEE REPORT
- LEGISLATIVE COMMITTEE REPORT
- EDUCATION COMMITTEE REPORT
- TREASURER’S REPORT
- NRCS CONSERVATION PLANS

Greene	131 Acres	Brush Management, Herbaceous Weed Control, Edge Feathering, Wildlife Habitat Planting, Cover Crop, Firebreak and Prescribed Burning
Madison	218.4 Acres	Cover Crop, Reduced Tillage and Nutrient Management

**5) NOMINATING COMMITTEE REPORT**

R. Brame highlighted the nominations on the Nominating Committee Report included in the meeting packet. He then opened the floor for additional nominations for Chairman, Vice Chairman, and Treasurer, in that order, one at a time. No further nominations were received for any of the offices.

- Lynn Graves – Chairman
- Philip Morris – Vice Chairman
- Tom O’Halloran – Treasurer

The Board voted unanimously to accept the Nominating Committee Report. (S. Sharpe, D. Verhoff, unanimous)

Greene County Director, P. Morris, nominated Steve Morris to continue as the At-Large Director on the Board for another four years, commencing January 1, 2023. R. Brame motioned to approve the nomination. T. O’Halloran seconded the motion. (R. Brame, T. O’Halloran, unanimous)

**6) ADDITIONS TO AGENDA**

**6.1) OPERATIONS COMMITTEE REPORT**

G. Wichelns recommended Board approval to delegate SWCD/DCR grant agreement approval authority to the Treasurer of the Board. The draft agreements were previously thoroughly reviewed.

L. Graves presented the Board with the question of whether or not the District should return to hosting an in person annual awards banquet. After discussion, the Board voted unanimously to host an in person banquet this November.

G. Wichelns highlighted the areas of the committee report that contained information about an additional vehicle purchase and the recent IRS mileage reimbursement rate increase.

R. Brame moved to approve the Operations Committee Report and all aforementioned items without any further discussion. M. Biniek seconded the motion. (R. Brame, M. Biniek, unanimous)

**6.2) TECHNICAL COMMITTEE REPORT**

L. Graves confirmed Board approval to give the Technical Committee the authority to approve the Average Cost List for FY23, Secondary Considerations for FY23, and the Final Carryover List for FY22 and years prior.

**TECHNICAL COMMITTEE REPORT WITH ADDITIONS:**

**June 21, 2022 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; Amanda McCullen, Conservation Specialist; Kendall Dellinger, Conservation Specialist; Brandy Harris, Conservation Specialist; Henny Calloway, Conservation Specialist

*Items in italics were added at the July 5, 2022 Board Meeting in Culpeper, 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-6W	2022 VACS	Celt Run Farm LLC	07-22-0421	477367	Greene	\$ 22,855.98	\$ 0.00
SL-6W	2022 VACS	Carter Farms LLC	07-22-0070	456372	Orange	\$ 21,489.67	\$ 0.00
SL-8B	2022 VACS	Wheatley Shackelford	07-22-0417	478038	Culpeper	\$ 10,795.50	\$ 0.00
SL-10	2022 VACS	Betty Gardner	07-22-0424	478154	Orange	\$ 2,631.00	\$ 0.00
SL-10	2022 VACS	Katherine Johnson	07-22-0186	467909	Orange	\$ 7,099.50	\$ 0.00
SL-10	2022 VACS	Charles Woolfrey	07-22-0419	478164	Orange	\$ 6,026.25	\$ 0.00
SL-10	2022 VACS	Charles Woolfrey	07-22-0420	478165	Orange	\$ 6,382.50	\$ 0.00
SL-11	2022 VACS	Celt Run Farm LLC	07-22-0421	477368	Greene	\$ 1,125.00	\$ 0.00
<i>SL-8B</i>	<i>2022 VACS</i>	<i>AMCARWILL LLC</i>	<i>07-22-0425</i>	<i>478242</i>	<i>Madison</i>	<i>\$ 2,680.00</i>	<i>\$ 0.00</i>
<i>SL-8B</i>	<i>2022 VACS</i>	<i>Yowell Farm Ent.</i>	<i>07-22-0134</i>	<i>478313</i>	<i>Madison</i>	<i>\$ 4,310.00</i>	<i>\$ 0.00</i>

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-6N	2022 VACS	ECC Stables*	07-22-0331	473041	Orange	\$ 15,178.50	\$ 0.00
SL-6N	2022 VACS	Raymond Stanley**	07-22-0221	467522	Culpeper	\$ 4,727.06	\$ 1,132.82
SL-7	2022 VACS	Raymond Stanley**	07-22-0222	467525	Culpeper	\$ 4,706.56	\$ 695.80
SL-8B	2022 VACS	Glebe Farm LLC***	07-22-0059	454760	Culpeper	\$ 19,001.40	\$ 0.00
<i>NM-4</i>	<i>2022 VACS</i>	<i>Beauregard Farm LP***</i>	<i>07-22-0267</i>	<i>470002</i>	<i>Culpeper</i>	<i>\$ 1,239.43</i>	<i>\$ 0.00</i>
<i>SL-8B</i>	<i>2022 VACS</i>	<i>Somerset Plantation Inc***</i>	<i>07-22-0165</i>	<i>467105</i>	<i>Orange</i>	<i>\$ 4,542.00</i>	<i>\$ 0.00</i>
<i>SL-8B</i>	<i>2022 VACS</i>	<i>Knight Cattle Corp.***</i>	<i>07-22-0167</i>	<i>467111</i>	<i>Orange</i>	<i>\$ 12,508.20</i>	<i>\$ 0.00</i>
<i>SL-8H</i>	<i>2022 VACS</i>	<i>Charles Woolfrey Construction Inc.***</i>	<i>07-22-0135</i>	<i>465409</i>	<i>Orange</i>	<i>\$ 8,410.40</i>	<i>\$ 0.00</i>
<i>SL-8H</i>	<i>2022 VACS</i>	<i>Brandon VanHoven***</i>	<i>07-22-0146</i>	<i>466339</i>	<i>Orange</i>	<i>\$ 1,575.20</i>	<i>\$ 0.00</i>
<i>CCI- SL-6W</i>	<i>2022 VACS</i>	<i>Carl Michael Koontz****</i>	<i>07-22-0367</i>	<i>475507</i>	<i>Orange</i>	<i>\$ 10,939.97</i>	<i>\$ 0.00</i>
<i>SL-6W</i>	<i>2022 VACS</i>	<i>Roundabout Farm*****</i>	<i>07-22-0305</i>	<i>470010</i>	<i>Orange</i>	<i>\$ 34,426.68</i>	<i>\$ 545.41</i>
SL-6W	2022 VACS	Carter Farms LLC	07-22-0070	456372	Orange	\$ 21,489.67	\$ 0.00
SL-1	2022 VACS	Gary Nixon	07-22-0325	473227	Madison	\$ 15,059.68	\$ 0.00
SL-8B	2022 VACS	Wheatley Shackelford	07-22-0417	478038	Culpeper	\$ 10,795.50	\$ 0.00

SL-8B	2022 VACS	Joseph Gray	07-22-0209	468194	Culpeper	\$ 1,200.00	\$ 0.00
SL-8B	2022 VACS	AJ Miller Farms, LLC	07-22-0118	464266	Madison	\$ 17,900.00	\$ 0.00
SL-8B	2022 VACS	Nathan Rosenberger	07-22-0290	470783	Culpeper	\$ 1,742.00	\$ 0.00
SL-8B	2022 VACS	Charles Woolfrey Construction Inc.	07-22-0135	465410	Orange	\$ 7,404.60	\$ 0.00
SL-8B	2022 VACS	Yowell Farm Ent.	07-22-0134	478313	Madison	\$ 4,310.00	\$ 0.00
SL-8H	2022 VACS	Yowell Farm Ent.	07-22-0134	465408	Madison	\$ 2,380.00	\$ 0.00
SL-8H	2022 VACS	Shawn Woodfolk	07-22-0163	467101	Madison	\$ 1,700.00	\$ 0.00
SL-8B	2022 VACS	AMCARWILL LLC	07-22-0425	478242	Madison	\$ 2,680.00	\$ 0.00

\*Increase for additional water system. Incorrect payment amount in May 2022 Minutes.

\*\*Increase for tax credit only. Incorrect tax credit amount in May 2022 Minutes.

\*\*\*Increase for additional acres planted for cover crop and/or precision fertilized acres.

\*\*\*\*Increase additional fencing.

\*\*\*\*\*Increase for additional acres in buffer

3) The following BMP applicants have been cancelled by the Technical Committee:

Practice	Fund	Participant	Contract	Instance	County	Amount	Tax Credit
SL-1	2021 VACS	Eat Wild Farms	07-21-0245	423975	Madison	\$ 21,813.00	\$ 0.00
NM-6	2022 VACS	Lewis A Lamb & Sons Inc	07-22-0218	468281	Madison	\$ 2,250.00	\$ 0.00
SL-8H	2022 VACS	Tatum Farm LLC	07-22-0228	468785	Madison	\$ 327.40	\$ 0.00
SL-8B	2022 VACS	Tatum Farm LLC	07-22-0228	468786	Madison	\$ 6,582.80	\$ 0.00
CCI-SL-6W	2022 VACS	Barbara Johnson	07-22-0076	454002	Orange	\$ 2,255.00	\$ 0.00
CCI-SL-6N	2022 VACS	Randall Lillard	07-22-0054	447778	Madison	\$ 10,474.01	\$ 0.00

4) The following Robinson River Residential applicants have been approved by the Technical Committee for funding:

Practice	Fund	Participant	Contract	Instance	County	Amount
RB-1	DEQ16679	Kathleen Edwards	07-22-0422	478182	Madison	\$ 280.00
RB-3M	DEQ16679	Jennifer Warren	07-22-0423	478183	Madison	\$ 1,000.00

5) The following Robinson River Residential participants have been approved by the Technical Committee for payment:

Practice	Fund	Participant	Contract	Instance	County	Amount
RB-1	DEQ16679	Laura Hughes	07-22-0319	473121	Madison	\$ 175.00
RB-1	DEQ16679	Wanda Anderson	07-22-0307	471925	Madison	\$ 175.00
RB-1	DEQ16679	Christine Carder	07-22-0383	476423	Madison	\$ 175.00
RB-1	DEQ16679	Linda Farnham	07-22-0354	474777	Madison	\$ 192.50
RB-1	DEQ16679	Donald Kilby	07-22-0320	473124	Culpeper	\$ 175.00
RB-1	DEQ16679	Carl Myers	07-22-0063	456125	Madison	\$ 175.00
RB-1	DEQ16679	Carolyn Smithson	07-22-0351	474767	Madison	\$ 175.00
RB-1	DEQ16679	Charles Turner	07-22-0344	474246	Madison	\$ 175.00
RB-1	DEQ16679	Coleman Walters	07-22-0198	468109	Madison	\$ 175.00
RB-1	DEQ16679	Eileen Early	07-22-0376	476191	Madison	\$ 175.00
RB-3M	DEQ16679	Kevin Grand Pre	07-22-0127	467852	Madison	\$ 261.25
RB-3M	DEQ16679	David Schmechel	07-22-0316	472848	Madison	\$ 705.00

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

Practice	Fund	Participant	Contract	Instance	County	Amount
RB-4	PO16974	Thomas Thornton*	07-22-0067	456178	Orange	\$ 6,000.00

\*Cost share eligibility increased from 50% to 75%.

7) 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	PO16974	Old South Farm LLC	07-21-0296	431384	Orange	\$ 1,000.00
RB-3M	PO16974	Old South Farm LLC	07-21-0296	431385	Orange	\$ 1,000.00
RB-3M	PO16974	Donna Harpold	07-22-0040	446204	Orange	\$ 1,300.00
<i>RB-1</i>	<i>DEQ16679</i>	<i>Regina Dodson</i>	<i>07-22-0363</i>	<i>475444</i>	<i>Madison</i>	<i>\$ 280.00</i>
<i>RB-3M</i>	<i>PO16974</i>	<i>Jolene Vass</i>	<i>07-21-0231</i>	<i>423292</i>	<i>Orange</i>	<i>\$ 1,200.00</i>
<i>RB-3M</i>	<i>DEQ16679</i>	<i>Kenny Racer</i>	<i>07-22-0139</i>	<i>465930</i>	<i>Culpeper</i>	<i>\$ 1,000.00</i>
<i>RB-3M</i>	<i>DEQ16679</i>	<i>Darby Stacy</i>	<i>07-22-0047</i>	<i>446258</i>	<i>Madison</i>	<i>\$ 1,000.00</i>

8) The following Virginia Conservation Assistance Program practices will be carryovers for FY 2023:

<u>Practice</u>	<u>Participant</u>	<u>Contract</u>	<u>Amount</u>
Permeable Pavement	Richard Jacobs	Culpeper	\$ 8,000.00
Rainwater Harvesting	Carver School	Culpeper	\$ 3,600.00

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

- a. The first mowing of the District dams has been completed. There are several other minor projects that need to be completed.
- b. Three additional remote monitoring stations will be installed this fall.

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 and approved the FY 2023 cost-estimate list and the Secondary Considerations. District Staff will send these to DCR for approval. *Both documents were approved by DCR.*

12) 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 21, 2022, through the end of the fiscal year on June 30, 2022.

13) *The Board approved the Carryover Report for FY22 and it will be submitted to DCR.*

P. Morris moved to approve the Technical Committee Report and all aforementioned items without any further discussion. D. Verhoff seconded the motion. (P. Morris, D. Verhoff, unanimous)

**7) CLOSED SESSION: PERSONNEL PERFORMANCE MATTERS**

R. Brame moved that the Board go into Closed Session at 10:28 A.M. as provided for in the Code of Virginia Section 2.2-3711(A) (1) and to discuss personnel performance matters. The Associate Directors and the District Manager were invited to attend. T. O'Halloran seconded the motion. (R. Brame, T. O'Halloran, unanimous)

Following the return from Closed Session, R. Brame moved to reconvene at 10:43 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". T. O'Halloran seconded the motion. (R. Brame, T. O'Halloran, unanimous)

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

**8) DIRECTOR REPORTS**

S. Sharpe let the Board know that there has still not been an announcement regarding the selection of the new Virginia Cooperative Extension Director. She also informed the Board that she and B. Jarvis are working on putting together a pasture walk to take place at the Evan Bowman Farm on July 17<sup>th</sup> or 18<sup>th</sup>.

D. Verhoff suggested to the Board that the District consider increasing the volume of scholarships and consider them outreach. The suggestion was sent to the Education Committee and Finance Committee.

B. Williamson attended the Grazing Field Day at Lakota Ranch and commended District staff, Amanda and David, for a job well done. He announced that the 4-H Livestock Show would take place next week.

S. Morris announced that the Greene County Livestock Show would be taking place August 4-6. He attended the award presentations for the Clean Water Farm Award and the Rappahannock River Basin Award on June 29<sup>th</sup> and shared that Senator Hanger attended as well.

L. Graves reported that he did not attend the Virginia Soil and Water Board meeting, but that G. Wichelns had and would report on it during Staff Reports.

**9) STAFF REPORTS**

R. Jacobs reported that land development site plan reviews continue with a regular flow of submissions and reviews are moving along well. He announced that DEQ's Regulatory Advisory Panels will be consolidating the Erosion Control and Stormwater Control Handbooks but that it likely will not take effect until July 2024. He announced that State VCAP funding has increased and that as a result, VCAP Technical Assistance funding increased from \$500 to \$1200 per project, most practice caps were doubled, and the Cost Share funding rate increased from 75% to 80%.

A. McCullen reported that the Forage and Grazing Field Day went well and that she noticed that more experienced producers attended than she had expected. She would like to incorporate this level of experience into future events.

G. Wichelns reported that 8 submissions were received in response to the RFP for engineering term contracts. The Review Committee ranked them and four will be interviewed before the next Committee Meetings. He also reported that starting tomorrow, the District will be hosting a summer intern for a total of 120 hours and that new TMDL grant proposals are being actively worked on. He attended the Virginia Soil and Water Board Meeting and reported that DCR had queried Districts to find out what Districts thought about increasing the VACS annual participant cap. Some Districts wanted to remove the cap all together, as it is viewed as essentially a barrier for some larger producers. The cap was raised from \$150,000 to \$300,000. District staff member, W. Yager, had asked for harvestable cover crop payments to be split between the usual to \$20 per acre or \$35 per acre when the producer leaves all the straw on the field. This question was sent to the Technical Advisory Committee (TAC). District staff member, D. Massie, asked for a payment increase for WQ-4 legume cover crop practices, and this question was also sent to TAC. Increased Cost Share funding for the District, including for Technical Assistance, was approved.

**10) AGENCY REPORTS**

DCR – D. Cross submitted a written report and discussed a few items from the report including a reminder of the September 30<sup>th</sup> deadline for a Dedicated Reserves Policy and the recent approval to use updated Cost Estimates for VACS Carryover Practices. She also thanked District Staff for their effort in updating average buffer widths in the BMP Tracking System. Statewide, a total of 6,250 additional acres of buffer have been reported. This is in addition to the original approved amount of approximately 23,000 buffer acres reported. She also reminded Directors to renew their FOIA certification.

NRCS – R. Rexrode submitted a written report and highlighted some of the items on the report. He announced that staff member, C. Kidwell, delivered her baby on June 26<sup>th</sup> and that she and baby are both doing well. Rural Development has been hiring and now has three staff members in the Culpeper Office and are heading towards full service. He reported that the remaining two EQIP contracts are expected to be completed within the next two weeks and that there are currently four preapprovals for the Conservation Security Program (CSP).

**11) PLAN FOR JULY COMMITTEE MEETINGS (IN PERSON)**

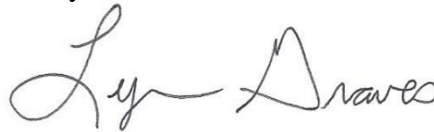
Committees will meet at the Culpeper District Office on Tuesday, July 19, 2022. Personnel 9:00, Operations 9:30, Technical 10:00, RMP-TRC 10:30. Tentatively, the Education Committee will meet at the Madison Extension Office on the same day at 3:30 PM. **BOARD MEETING FOR AUGUST WILL TENTATIVELY BE HELD TUESDAY, August 2, 2022, in person, at 10:00 AM at the Madison Extension Office in Madison County.**

**12) ADJOURNMENT**

P. Morris motioned to adjourn the July 5, 2022 Board meeting at 11:24 AM. T. O'Halloran seconded the motion. (P. Morris, 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: August 2, 2022