

MINUTES
CULPEPER SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
Washington Volunteer Fire Hall
Washington, Virginia 22747
October 4, 2022

DRAFT

The meeting was called to order by Chairman Lynn Graves at 10:02 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 Runkle, Greene County
Stephen Hill, Madison County
Robert Bradford, Orange County
Robert Brame, 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:

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
David Massie, Conservation Specialist
Amanda McCullen, Conservation Specialist
Lily Smith, Conservation Specialist
W. Spencer Yager, Conservation Specialist

OTHERS PRESENT:

Davis Lamb, Greene County Board of Supervisors
Rex Rexrode, NRCS
Kinner Ingram, VDOF
Jacob Zielinski, VDOF
Peter Hujik, PEC

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

L. Graves called the meeting to order at 10:02 AM. Following a moment of silence, W. Yager led the Pledge of Allegiance. There were six handouts: Ag Technical Committee Additions, Septic Technical Committee Additions, 2022 Awards, Operations Committee Report Addendum, DCR Report, and B. Harris's Staff Report.

2) **DRAFT MINUTES**

L. Graves called for approval of the substance of the September 6, 2022, Draft District Board Meeting Minutes and for any substantive corrections or additions. R. Bradford requested an edit to the Technical Committee Report on Page 3, Item 3 for Rocklands LLC’s SL-6W to show the funds coming from two funding sources, 2022 VACS for \$102,652.50 and 2023 VACS for \$62,564.06. S. Hill moved to approve the Minutes as modified. T. O’Halloran seconded the motion. (S. Hill, T. O’Halloran, 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. Education Committee Report was removed from the Consent Agenda and placed on the Agenda as 5.2. Updated Treasurer’s Report was added to the Agenda as 5.3. T. O’Halloran moved to adopt the Agenda as modified. D. Verhoff seconded the motion. (T. O’Halloran, D. Verhoff, unanimous)

4) **CONSENT AGENDA**

Consent Agenda adopted as modified.

OPERATIONS COMMITTEE REPORT
RMP-TRC COMMITTEE REPORT
TREASURER’S REPORT - Updated

5) **ADDITIONS TO AGENDA**

5.1) **TECHNICAL COMMITTEE REPORT**

R. Bradford read the additional contracts for approval or payment as Committee Report Additions.

R. Bradford reported that during spot check verifications, a contract was found out of compliance. William vonRaab had a 2014 SL-6 practice that was still under contract lifespan but he is deceased. The property was sold without a Transfer of Responsibility and the new owners were unaware of the contract and removed the fence. The contract has been marked destroyed/inactive in DCR Tracking. R. Bradford moved to remove the obligation to maintain this practice. S. Hill seconded the motion. (R. Bradford, S. Hill, unanimous)

TECHNICAL COMMITTEE REPORT WITH ADDITIONS:

September 20, 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; Lily Smith, Conservation Specialist; Henny Calloway, Conservation Specialist; Richard Jacobs, Conservation Specialist Johnny Jeffries, ACES; Rex Rexrode, NRCS District Conservationist

The items in italics were added at the October 4, 2022 Board Meeting in Washington, 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-WP-4	2023 VACS	Western View LLC	07-23-0082	514657	Orange	\$ 8,442.50	\$ 0.00
CCI-WP-4	2023 VACS	Western View LLC	07-23-0082	514659	Orange	\$ 19,100.00	\$ 0.00

CCI-WP-4	2023 VACS	Glenmary Farm LLC	07-23-0084	514661	Orange	\$ 15,428.13	\$ 0.00
SL-1	2023 VACS	Herbert Dwyer	07-23-0087	507475	Culpeper	\$ 6,706.25	\$ 0.00
SL-1	2023 VACS	Herbert Dwyer	07-23-0089	468527	Culpeper	\$ 7,250.00	\$ 0.00
SL-6N	2023 VACS	Bean Hollow Grassfed	07-23-0075	512234	Rappahannock	\$ 7,311.50	\$ 783.38
SL-6N	2023 VACS	Jericho Edge LLC	07-23-0067	512932	Rappahannock	\$ 32,651.51	\$3,498.38
SL-6W	2023 VACS	Tucker Farms LLC	07-23-0066	510917	Madison	\$ 72,570.00	\$ 0.00
SL-6W	2023 VACS	Highland Ridge Farm	07-23-0080	476611	Culpeper	\$ 75,368.65	\$ 0.00
SL-6W	2023 VACS	John Leary	07-23-0063	475456	Culpeper	\$ 45,747.50	\$ 0.00
SL-6W	2023 VACS	Retreat Farm Produce Co. LLC	07-23-0068	512983	Orange	\$ 33,007.50	\$ 0.00
SL-8H	2023 VACS	Levi Atkins	07-23-0088	514429	Rappahannock	\$ 400.00	\$ 0.00
SL-8H	2023 VACS	Brooke Farms	07-23-0070	513684	Orange	\$ 7,860.00	\$ 0.00
SL-8B	2023 VACS	Brooke Farms	07-23-0070	513686	Orange	\$ 63,000.00	\$ 0.00
SL-8B	2023 VACS	J.R. & J.G. Goodwin LLC	07-23-0058	508168	Orange	\$ 1,530.00	\$ 0.00
SL-8B	2023 VACS	Meadow Grove Farm LLC	07-23-0064	510881	Rappahannock	\$ 1,300.00	\$ 0.00
SL-8B	2023 VACS	Wayne Harris	07-23-0072	514593	Orange	\$ 45,000.00	\$ 0.00
SL-10	2023 VACS	Harvester Farms LLC	07-23-0071	513687	Madison	\$ 4,762.50	\$ 0.00

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

Practice	Fund	Participant	Contract	Instance	County	Amount	Tax Credit
SL-11B	Tax Credit	Richard Rose	07-22-0361	440206	Rappahannock	\$ 0.00	\$ 3,166.86
CCI-SL-6W	2023 VACS	Nancy Weik	07-23-0032	499684	Culpeper	\$ 9,416.50	\$ 0.00
CCI-WP-4	2023 VACS	Western View LLC	07-23-0082	514657	Orange	\$ 8,442.50	\$ 0.00
CCI-WP-4	2023 VACS	Western View LLC	07-23-0082	514659	Orange	\$ 19,100.00	\$ 0.00
CCI-WP-4	2023 VACS	Glenmary Farm LLC	07-23-0084	514661	Orange	\$ 15,425.00	\$ 0.00
SL-6W	2021 VACS	Joseph Capizzi	07-21-0019	394760	Orange	\$ 84,315.00	\$ 0.00
SL-11	2022 VACS	Jack Cintorino*	07-22-0377	461483	Madison	\$ 6,277.03	\$ 523.09
NM-5P	2022 VACS	Nixon Farms LLC**	07-22-0339	474204	Orange	\$ 801.60	\$ 0.00
NM-5P	2022 VACS	Tom Nixon	07-22-0342	474211	Orange	\$ 910.16	\$ 0.00
NM-5N	2022 VACS	Tom Nixon	07-22-0337	474200	Orange	\$ 2,148.16	\$ 0.00
NM-5P	2022 VACS	Western View LLC	07-22-0343	474212	Orange	\$ 469.84	\$ 0.00
NM-5N	2022 VACS	Western View LLC	07-22-0338	474202	Orange	\$ 3,779.20	\$ 0.00
NM-5P	2022 VACS	Glenmary Farm LLC	07-22-0341	474209	Orange	\$ 4,234.80	\$ 0.00
NM-5N	2022 VACS	Glenmary Farm LLC	07-22-0335	474198	Orange	\$ 7,991.28	\$ 0.00
NM-5P	2022 VACS	Glenmary Holdings Farm LLC	07-22-0340	474208	Orange	\$ 3,778.48	\$ 0.00
NM-5N	2022 VACS	Glenmary Holdings Farm LLC	07-22-0336	474199	Orange	\$ 14,053.76	\$ 0.00
CCI-SL-6W	2023 VACS	Jett Farms, Inc.	07-23-0041	505880	Madison	\$ 4,577.15	\$ 0.00
SL-6W	2020 VACS	Charles Woolfrey Construction Inc.	07-20-0355	383190	Orange	\$ 31,661.19	\$ 0.00

*Increase for additional stone.

**Increase due to increase in acreage.

3) The following Upper Rapidan River Residential applicants have been approved by the Technical Committee for funding:

Practice	Fund	Participant	Contract	Instance	County	Amount
RB-1	PO17083	Jo Donovan	07-23-0085	514710	Orange	\$ 320.00
RB-3M	PO17083	Terrence Whelan	07-23-0073	514617	Orange	\$ 1,000.00
RB-3M	PO17083	Arienne Wojcik	07-23-0097	516463	Orange	\$ 1,000.00
RB-3M	PO17083	Marilyn C. Barrow Trust	07-23-0096	516412	Orange	\$ 1,000.00

4) The following Upper York 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	PO16974	Duane Green	07-23-0098	516467	Orange	\$ 6,400.00

5) 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	DEQ17220	Kathleen Edwards	07-23-0083	514660	Madison	\$ 280.00
RB-1	DEQ17220	Linda Heilbron	07-23-0081	514653	Madison	\$ 175.00
RB-3M	DEQ17220	Bradley Stepp	07-23-0078	514639	Madison	\$ 1,000.00
RB-3M	DEQ17220	Carolyn Smith	07-23-0077	514633	Madison	\$ 1,000.00
RB-3M	DEQ17220	Justine Gray	07-23-0076	514628	Madison	\$ 1,000.00
RB-3M	DEQ17220	Helen Robertson	07-23-0074	514623	Madison	\$ 1,100.00
RB-3M	DEQ17220	Diana Wright	07-23-0024	495795	Madison	\$ 1,600.00
RB-3M	DEQ17220	Constance Chamberlin	07-23-0016	487547	Madison	\$ 2,000.00
RB-3M	DEQ17220	Glen Woodward	07-23-0086	514723	Madison	\$ 1,500.00
RB-1	DEQ17220	Charles Deane	07-23-0094	516410	Madison	\$ 320.00
RB-1	DEQ17220	Lynn Ross	07-23-0095	516411	Madison	\$ 200.00
RB-4	DEQ17220	Daniel Dixon	07-23-0079	514646	Madison	\$ 4,000.00
RB-3M	DEQ17220	Amcarwill LLC	07-23-0101	516510	Madison	\$ 1,000.00

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	DEQ17220	Kathleen Edwards	07-23-0083	514660	Madison	\$ 280.00
RB-1	DEQ17220	Linda Heilbron	07-23-0081	514653	Madison	\$ 175.00
RB-3M	DEQ17220	Amcarwill LLC	07-23-0101	516510	Madison	\$ 550.00

7) 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-5	PO16974	James Heglar	07-22-0388	476513	Orange	\$ 15,600.00

8) The following Residential applicants have been canceled 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-1	DEQ16679	Kathleen Edwards	07-22-0422	478319	Madison	\$ 280.00
RB-1	DEQ16679	Linda Heilbron	07-22-0412	477660	Madison	\$ 175.00
RB-3M	DEQ16679	Constance Chamberlin	07-22-0355	474781	Madison	\$ 1,000.00
RB-3M	PO17083	Anthony Schienschang	07-22-0268	470071	Orange	\$ 1,500.00
RB-3M	PO16974	Duane Green	07-22-0356	474782	Orange	\$ 1,600.00
RB-3M	DEQ16679	Daniel Dixon	07-22-0408	477580	Madison	\$ 1,000.00
RB-3M	DEQ16679	Amcarwill LLC	07-22-0128	465325	Madison	\$ 1,000.00

9) The following Virginia Conservation Assistance Program (VCAP) practice has been approved by the Technical Committee for funding:

<u>Practice</u>	<u>Applicant</u>	<u>County</u>	<u>Amount</u>
Conservation Landscaping (CL-3)	Teresa Giesting	Culpeper	\$ 4,968.00

10) The following Virginia Conservation Assistance Program (VCAP) practice has been approved by the Technical Committee for payment:

<u>Practice</u>	<u>Applicant</u>	<u>County</u>	<u>Amount</u>
Rainwater Harvesting (RWH)	Culpeper County	Culpeper	\$ 1,808.00

- 11) The District Manager gave an update on the dams:
 - a. Beautiful Run #2A wave berm reconstruction has begun.
 - b. All annual maintenance work has been completed.

- 12) The Technical Committee reviewed the Annual Plan of Work and feels that it is meeting all the requirements.

- 13) The Technical Committee agricultural award nominations are as follows:
 - a. Culpeper – Locust Dale Enterprises LLC
 - b. Greene – Far-Mor Family Farm (Brian Farinholt)
 - c. Madison – Heaven’s Hollow Farm (The Gilley Family)
 - d. Orange – Somerset Plantation
 - e. Rappahannock – Brecht’s Farm (Meredith Bolton and Daniel Brecht)
 - f. Conservationist of the Year – Jeremy Engh

- 14) *The status of the SL-6 contract for William vonRaab (07-14-0052) has been changed from “Complete” to “Inactive Destroyed” in the Tracking Program. The participant passed away several years ago and the property has new owners. Prior to the new owners purchasing the property, the fencing was partially removed due to flooding. The Board is being asked to relieve any maintenance to the SL-6 practice due to his death.*

R. Bradford moved to approve the Technical Committee Report and all aforementioned items without any further discussion. S. Hill seconded the motion. M. Sands abstained. (R. Bradford, S. Hill, unanimous)

5.2) EDUCATION COMMITTEE REPORT

G. Wichelns reported that the Committee is still seeking an award recipient for the Wildlife Award, which is why it is not shown on the handout list. He invited all to nominate those who they feel have been successful in the betterment and promotion of competent wildlife habitant. R. Bradford made an edit to the list of awards, adding the farm name to Greene County’s recipient, Brian Farinholt. His farm’s name is Far-Mor Family Farm. R. Bradford moved to approve the 2022 Award Nominations. T. O’Halloran seconded the motion. (R. Bradford, T. O’Halloran, unanimous)

G. Wichlens also reported that the binder that was originally made for the New Landowner Conservation Services Workshop, consisting of over 100 pages of information from at least 8 agencies, is now available for free download on the Culpeper District Website. He also reported that the binder will be submitted for the June Sekoll Media Award from the Virginia Chapter of the Soil Conservation Society. R. Bradford moved to approve the Education Committee Report and all aforementioned items without any further discussion. D. Verhoff seconded the motion. (R. Bradford, D. Verhoff, unanimous)

5.3) TREASURER’S REPORT

The Board Treasurer and District Manager finalized draft plans for improved management of District Reserves Policy Funds as reported at the Operations Committee Meeting. Finance has been working on this for a few months. Proposed is transferring Reserves Policy Funds, currently residing in a low interest rate CD (currently 0.01%) and a low interest rate savings account (also 0.01%), both at Truist Bank, to three Business CD’s (23 months at 3.23% each) and a Money Market Account, all at Oak View National Bank in Culpeper, Virginia. Also proposed is to open both a regular checking and a regular savings account at Oak View National Bank and to transition away from Truist Bank for all SWCD operation funds accounts. This will not include Cost Share Accounts at this time. Per DCR recommendation, until it is known that the electronic processes are truly functional, Truist accounts will not be closed. T. O’Halloran moved to approve the transfer and the full Treasurer’s Report without further discussion. M. Sands seconded the motion. (T. O’Halloran, M. Sands, unanimous)

The Board Treasurer, T. O'Halloran, recommended that the Board review and update its official bank check signatories. He moved to renew himself, District Manager – Greg Wichelns, and Greene Director – Robert Runkle, and to add Culpeper Associate Director – Robert Williamson. M. Sands seconded the motion. (T. O'Halloran, M. Sands, unanimous)

6) CLOSED SESSION: PERSONNEL MATTERS

R. Runkle moved that the Board go into Closed Session at 10:24 A.M. as provided for in the Code of Virginia Section 2.2-3711(A) (1) and to discuss Personnel Matters. The Associate Directors and the District Manager were invited to attend. T. O'Halloran seconded the motion. (R. Runkle, T. O'Halloran, unanimous)

Following the return from Closed Session, R. Runkle moved to reconvene at 10:36 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". P. Morris seconded the motion. (R. Runkle, T. O'Halloran, 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 his attendance to the Culpeper Farm Tour stating it was well done. He also attended the Virginia Soil and Water Conservation Board Meeting in Charlottesville, Virginia. The Board approved the establishment of a work group with the intention to evaluate options for increasing VACS participation. The next meeting will be in December in Roanoke, Virginia. S. Hill encourages others to attend.

R. Runkle reported his attendance at the Blue Ridge Foot Hills Conservancy Meeting. The meeting discussed more land being included as protected and an interest in developing BMPs for invasive species control.

M. Biniek reported that his farm, school, and bed and breakfast, Belle Meade, was part of the Rappahannock County Farm Tour. The day was well attended.

M. Sands reported that his farm, Bean Hollow Grassfed, was also part of the Rappahannock County Farm Tour, and agreed that it was well attended.

S. Sharpe reported that she attended the District's New Landowner Conservation Services Workshop and stated that it was very well done. She also reported that she is putting together two classes, one in November to discuss how to start a farm, and another in December that will be over the span of three days, discussing the transition of properties being passed down through multiple generations.

T. O'Halloran reported his attendance at the Culpeper County Committee Comprehensive Plan meeting. The Committee is updating the Purchase of Development Rights aspects.

L. Graves reported his attendance at the Virginia Association Retreat for Strategic Planning and the Virginia Board meeting. He also reported that Grave's Mountain Lodge hosted State Delegates for a tour and meetings to go over topics of farming issues, solar, and farmland trusts. He also made a suggestion to make the 2022 New Years Holiday be on Friday, December 30th instead of Monday, January 2nd. Staff agreed. He reminded all that on Wednesday, November 23rd, the office will be closing at noon in observance of the Thanksgiving Holiday. The District Awards Banquet will be on November 17th.

8) STAFF REPORTS

R. Jacobs reported his attendance at the Regulatory Advisory Panel meeting to continue discussion of consolidating the Erosion and Sediment Control and Stormwater Management Programs. The draft has been sent to DEQ for review and edits and will go to public comment on December 1st.

Jacobs believes public comment will be 60 days long and will notify all five member-counties when this occurs. He also reported that site plan review workload is staying constant.

W.S. Yager reported that for the next two days, he will be working with DCR in hosting a training in Orange County, Virginia. The training will be part classroom hours and part field hours, hosting about 20 district employees from Virginia Conservation Districts that will be using this training to earn their certificates as Conservation Specialists. K. Dellinger and B. Harris will be attending.

D. Massie reported on the success of the New Landowner Conservation Services Workshop and applauded District staff for all of the hard work that went in to making it happen.

G. Wichelns reported that the wave berm construction project at Dam 2A is about 99% complete, and may be 100% by the end of the day. He also reported that the new District truck is now in use and that another new truck is scheduled to arrive in about two weeks. G. Wichelns reported that the first Quarterly Report of FY23 will be due on October 15th and that the process is underway.

9) AGENCY REPORTS

DCR – D. Cross submitted a written report. L Graves reminded Directors that there is a FOIA training on October 12th and that these trainings need to be completed by the end of the calendar year. He reported that the Annual Meeting will be December 4-6 and reminded all who plan to attend to book their lodging in advance.

NRCS – R. Rexrode submitted a written report and read a correction to an item on this report. The report reads that the State Conservationist will be coming to the Culpeper Office on October 12th. He reported that the federal fiscal year recently began and that a continuing resolution will continue through the middle of December. The vacancy in the Area I Supervisor position is being temporarily held for 120 days by Charlie Ivens.

VDOF – K. Ingram reported that he has been named the District Forrester for this area, but that all other regular points of contacts can still be reached as they have been. The area will be expanding by three counties and the Department will be hiring four additional staff members. He reported that the Department is busy. He also introduced Jacob Zielinski, Bay Watershed Specialist.

10) PLAN FOR OCTOBER COMMITTEE MEETINGS (IN PERSON)

Committees will meet at the Culpeper District Office on **Thursday**, October 20, 2022. Personnel 9:00, Operations 9:30, Technical 10:00 followed by RMP-TRC. Tentatively, the Education Committee will meet at the Greene Extension Office on the same day at 3:30 PM. **BOARD MEETING FOR NOVEMBER WILL TENTATIVELY BE HELD TUESDAY, November 1, 2022, in person, at 10:00 AM at Pepper’s Grill in Culpeper County.**

11) ADJOURNMENT

L. Graves motioned to adjourn the October 4, 2022 Board meeting at 11:11 AM. T. O’Halloran seconded the motion. (L. Graves, T. O’Halloran, unanimous)

Respectfully Submitted,
Stevie Ross, Administrative Secretary

Lynn Graves, Chairman

Date Approved _____, 2022