

**MINUTES**  
**CULPEPER SOIL AND WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**Madison County Extension Office**  
**Madison, Virginia 22727**  
**August 2, 2022**

The meeting was called to order by Chairman Lynn Graves at 10:04 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  
Brad Jarvis, Associate Director, Madison County

**DIRECTORS NOT PRESENT:**

Warren Lee, Associate Director, Orange County

**STAFF PRESENT:**

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

**OTHERS PRESENT:**

Davis Lamb, Greene County Board of Supervisors  
Debbie Cross, DCR  
Rex Rexrode, NRCS  
James Henshaw

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

L. Graves called the meeting to order at 10:04 AM. Following a moment of silence, W. Yager led the Pledge of Allegiance. There were nine handouts: Revised July Draft District Board Meeting Minutes, Technical Committee Additions, Amended FY23 District Operating Budget, Draft District Strategic Plan for 2022-2026, Draft FY23 Annual Plan of Work, New Landowners Workshop Flyer, Area II Legislative Information, DCR Report (with District Performance Assessments), and R. Jacobs' Staff Report.

**2) DRAFT MINUTES**

L. Graves called for approval of the substance of the July 5, 2022, Draft District Board Meeting Minutes and for any substantive corrections or additions. 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. The Operations Committee Report was removed from the Consent Agenda and placed on the Agenda as 5.1. The Technical Committee Report was removed from the Consent Agenda and placed on the Agenda as 5.2. The Legislative Committee was added to the Agenda and placed as 5.3. R. Brame moved to adopt the Agenda as modified. R. Bradford seconded the motion. (R. Brame, R. Bradford, unanimous)

**4) CONSENT AGENDA**

Consent Agenda adopted as modified.

- RMP TRC COMMITTEE REPORT
- EDUCATION COMMITTEE REPORT
- TREASURER’S REPORT
- NRCS CONSERVATION PLANS

Orange	297.5 Acres	CSP Forestry, Brush Management, Herbaceous Weed Control, Forest Stand Improvement and Wildlife Habitat Management
Orange	404.3 Acres	CSP Pasture, Herbaceous Weed Control, Prescribed Grazing, Forage Planting, Fence, Silvopasture Management
Rappahannock	130.8 Acres	EQIP – Forest Management Plan

**5) ADDITIONS TO AGENDA**

**5.1) OPERATIONS COMMITTEE REPORT**

G. Wichelns brought attention to the District Operating Budget Amendment handout, pointing to the proposed increase on the Scholarship line item, which was originally \$6,000 and is now shown as \$10,000. The Committee recommends approval and that the District give five \$2,000 scholarships per year.

G. Wichelns spoke to a few other items on the written committee report, including the recommendation to renew the District Office lease, approve three Term Contracts for engineering services, and accept the Anthem Insurance proposal for District Employee Health Insurance. He also updated the Board on the state contract purchase of a new vehicle, announcing that a new 2021 F150 4x4 Crew Cab is expected to be delivered in the next ten days. Although it is a 2021, it is still brand new; originally ordered by the City of Suffolk but they never took possession of it. The purchase price is \$36,941.00

G. Wichelns presented the Draft Strategic Plan for 2022-2026 to the Board and discussed the process of collecting information to create it. The process included research of other Districts’ Strategic Plans, analyzing past & current Culpeper District Plans, and conducting a survey of the public to obtain input. He shared observations and opened the floor to questions. He also presented the Draft Annual Plan of Work. The Committee recommended both for approval.

T. O’Halloran moved to approve the Operations Committee Report and all aforementioned items without any further discussion. R. Brame seconded the motion. (T. O’Halloran, R. Brame, unanimous)

**5.2) TECHNICAL COMMITTEE REPORT**

L. Graves left the room at 10:28 and recused himself from voting. R. Bradford shared the Committee Additions with the Board and recommended the Board delegate to the Technical Committee the authority to approve moving 2023 VACS funds back to 2020, 2021, and 2022 projects to enable cost estimate adjustments compensate current costs.

**TECHNICAL COMMITTEE REPORT WITH ADDITIONS:**

**July 19, 2022 Technical Committee Meeting Minutes (Updated)**

Present: Lynn Graves, Madison; Tom O’Halloran, Culpeper; Steve Morris, Greene; Philip Morris, Greene; 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 August 2, 2022 Board Meeting in Madison 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>
FR-3	2023 VACS	Rose Parris	07-23-0013	477231	Culpeper	\$ 15,280.00	\$ 0.00
NM-1A	2023 VACS	Kenneth Smith	07-23-0017	487942	Culpeper	\$ 874.00	\$ 0.00
SL-6N	2023 VACS	Judith Addis	07-23-0004	487566	Culpeper	\$ 10,517.50	\$ 1,126.88
SL-6W	2023 VACS	Raymond Mills	07-23-0008	487484	Culpeper	\$ 19,952.25	\$ 0.00
SL-7	2023 VACS	Pullen Farm LLC	07-23-0003	484482	Culpeper	\$ 3,655.30	\$ 747.68
SL-10	2023 VACS	Doug Hill	07-23-0006	487417	Orange	\$ 13,268.25	\$ 0.00
<i>SL-6W</i>	<i>2023 VACS</i>	<i>Red Hill Lane LLC</i>	<i>07-23-0002</i>	<i>467132</i>	<i>Rappahannock</i>	<i>\$ 44,490.00</i>	<i>\$ 0.00</i>
<i>SL-6W</i>	<i>2023 VACS</i>	<i>David Winks</i>	<i>07-23-0005</i>	<i>487181</i>	<i>Rappahannock</i>	<i>\$ 40,833.02</i>	<i>\$ 1,326.16</i>
<i>SL-6W</i>	<i>2023 VACS</i>	<i>Tina Lovett</i>	<i>07-23-0022</i>	<i>495740</i>	<i>Orange</i>	<i>\$ 54,005.00</i>	<i>\$ 0.00</i>
<i>SL-6W</i>	<i>2023 VACS</i>	<i>Trygve Hoff</i>	<i>07-23-0021</i>	<i>495672</i>	<i>Madison</i>	<i>\$ 16,940.00</i>	<i>\$ 0.00</i>

2) The following BMP 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>	<u>Tax Credit</u>
SL-1	2022 VACS	Herbert Dwyer*	07-22-0187	467990	Culpeper	\$ 4,893.75	\$ 0.00
<i>SL-6W</i>	<i>2021 VACS</i>	<i>Richard Hastings**</i>	<i>07-21-0244</i>	<i>424434</i>	<i>Madison</i>	<i>\$ 5,067.45</i>	<i>\$ 248.50</i>
<i>SL-6W</i>	<i>2023 VACS</i>	<i>Richard Hastings**</i>	<i>07-21-0244</i>	<i>424434</i>	<i>Madison</i>	<i>\$ 4,124.55</i>	<i>\$ 0.00</i>
<i>SL-7</i>	<i>2021 VACS</i>	<i>Debra Speyer***</i>	<i>07-21-0183</i>	<i>418822</i>	<i>Madison</i>	<i>\$ 99.30</i>	<i>\$ 1,818.29</i>
<i>SL-7</i>	<i>2023 VACS</i>	<i>Debra Speyer***</i>	<i>07-21-0183</i>	<i>418822</i>	<i>Madison</i>	<i>\$ 3,666.57</i>	<i>\$ 0.00</i>
<i>SL-6W</i>	<i>2021 VACS</i>	<i>Debra Speyer</i>	<i>07-21-0183</i>	<i>418799</i>	<i>Madison</i>	<i>\$ 30,962.69</i>	<i>\$ 13,250.76</i>
<i>SL-6W</i>	<i>2023 VACS</i>	<i>Debra Speyer</i>	<i>07-21-0183</i>	<i>418799</i>	<i>Madison</i>	<i>\$ 9,787.62</i>	<i>\$ 0.00</i>
<i>FR-3</i>	<i>2022 VACS</i>	<i>Meander Inn LLC</i>	<i>07-22-0096</i>	<i>463858</i>	<i>Madison</i>	<i>\$ 5,493.75</i>	<i>\$ 0.00</i>
<i>SL-6W</i>	<i>2022 VACS</i>	<i>Wallace Haney</i>	<i>07-22-0393</i>	<i>476610</i>	<i>Orange</i>	<i>\$ 62,532.33</i>	<i>\$ 0.00</i>
<i>SL-10</i>	<i>2022 VACS</i>	<i>Hazel River Farm LLC</i>	<i>07-22-0406</i>	<i>477391</i>	<i>Culpeper</i>	<i>\$ 2,745.75</i>	<i>\$ 0.00</i>
<i>SL-10</i>	<i>2022 VACS</i>	<i>Anthony Petralia</i>	<i>07-22-0013</i>	<i>436630</i>	<i>Orange</i>	<i>\$ 4,894.50</i>	<i>\$ 0.00</i>
SL-1	2022 VACS	Andrew Lustig	07-22-0093	463552	Culpeper	\$ 12,505.10	\$ 1,042.09
NM-1A	2023 VACS	Kenneth Smith	07-23-0017	487942	Culpeper	\$ 874.00	\$ 0.00

\*Increase in acres due to replanting several sections of the field that didn't germinate due to dry fall conditions in 2021.

\*\*Increase for upgrading from 2-hole water troughs to 4-hole water troughs.

\*\*\*Increase for additional pipeline due to rocky terrain.

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	David Chambers	07-23-0014	487500	Orange	\$ 1,200.00
RB-3M	PO16974	George Yancey	07-23-0012	487494	Orange	\$ 1,000.00
RB-3M	PO16974	Mary Schlegel	07-23-0001	480965	Orange	\$ 1,300.00
RB-4	PO16974	Debra Cervone	07-23-0009	487487	Orange	\$ 6,400.00
<i>RB-1</i>	<i>PO16974</i>	<i>Eric Vaughan</i>	<i>07-23-0025</i>	<i>495777</i>	<i>Orange</i>	<i>\$ 280.00</i>

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	Karen Payton	07-23-0011	487493	Madison	\$ 262.50
RB-3M	DEQ17220	Constance Chamberlin	07-23-0016	487547	Madison	\$ 2,000.00

6) *The following Rush 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>
<i>RB-3M</i>	<i>DEQ17084</i>	<i>Chris Simmons</i>	<i>07-23-0023</i>	<i>495741</i>	<i>Rappahannock</i>	<i>\$ 1,200.00</i>

7) The following Residential participant has 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-3M	DEQ16679	Constance Chamberlin	07-22-0355	474781	Madison	\$ 1,000.00

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

- a. All the watershed dams have received their initial mowing. The District manager will evaluate the need for second mowing on the dams.
- b. The District Manager has a signed contract for the wave berm for Beautiful Run #2A.
- c. A design has been completed for the toe drain outlet for Beautiful Run #4.

9) Due to the increasing cost of supplies for agricultural best management practice projects and the impact of this on current projects under construction from FY20, FY21 and FY22 funding, otherwise known as carryovers, the Technical Committee recommends the transfer of FY23 VACS cost share funds to FY20, FY21, and FY22 funding. A final amount for transfer to each year is still under development and the Committee requests the Board delegate the authority to the Committee to determine the final amount. All projects will be able to utilize the new district costs list which was approved at last month's meeting. Any unused funds that were transferred as described will be transferred back to FY23 VACS. *The final transfer figures are found below:*

- a. 2020 - \$62,543.85
- b. 2021 - \$152,031.88
- c. 2022 - \$367,110.74
  - i. Total - \$581,686.47

R. Bradford moved to approve the Technical Committee Report and all aforementioned items without any further discussion. M. Sands seconded the motion. (R. Bradford, M. Sands, unanimous)  
L. Graves re-entered the room at 10:32.

**5.3) LEGISLATIVE COMMITTEE**

G. Wichelns presented the Area II Legislative Information that was presented as a handout at the beginning of the meeting. He reported that the Area II Legislative Meeting would be this Thursday at 8:30 AM and that all are invited to attend, but that only Directors would be able to vote. He reported that three Area II Districts submitted topics and included information about each topic. He pointed out a few topics that he found to be of Board interest, including the advocacy for base operating funds for urban VCAP projects which was submitted by another district.

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

R. Runkle moved that the Board go into Closed Session at 10:45 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. Runkle, T. O'Halloran, unanimous)

Following the return from Closed Session, R. Runkle moved to reconvene at 10:59 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. Morris announced that the Greene County Farm Show would be this Thursday-Saturday and that it is the third annual show and largest one yet.

M. Sands announced that the Rappahannock Farm Tour is going to be held on September 24<sup>th</sup> and 25<sup>th</sup>.

S. Sharpe announced that the Greene County Extension Office Open House will be held later this evening [August 2<sup>nd</sup>] and that she will be showing her raised bed garden and a functional rain barrel. She will also be discussing VCAP and weed management. S. DeNicola will be attending.

M. Biniek reported that he attended the Rappahannock County Clean Water Farm Award Presentation.

B. Jarvis circulated a flyer for the Pesticide Collection Program. The program collection times, dates, and locations vary to include multiple areas.

B. Williamson announced that former Culpeper Director, Laura Campbell, passed away on Friday evening at the age of 98. Arrangements are unknown at this time.

L. Graves announced that the VASWCD Employee Association will be having the Annual Employee Training at Graves Mountain Lodge and it will include the implementation of a rain garden at the lodge.

**8) STAFF REPORTS**

R. Jacobs reported that land development site plans are still coming in and that the Greene County contract continues. He reported that he attended two DEQ meetings recently focused on erosion, storm water management, and the consolidation of the two programs. The public comment phase will occur soon. There was also a Stormwater Handbook Advisory Group where BMP specifications were updated and new BMP ideas were presented. He also attended a meeting for the Mountain Run TMDL PCB TAC, developing the TMDL study of PCB loads in Mountain Run in Culpeper County.

S. DeNicola reminded the Board that any biography updates they would like to see in this year's Annual Report should be handed in as soon as possible, but no later than August 15<sup>th</sup>. She also shared that the NOAA grant will soon be relaunching for this academic year.

G. Wichelns reported that the key point of focus right now is outreach. The District has been working on getting newsletters, land-use letters, newspaper ads and postcards in the mail to reach as many potential participants as possible. He also shared that Spencer's suggestion of hosting a New Landowner Workshop to provide a networking/educational opportunity to new landowners as well as an outreach opportunity for the District has been planned and will take place at Graves Mountain Lodge on September 16<sup>th</sup>. G. Wichelns also reported that there have been two FOIA requests this month. One request was from Smart Procure and the other was from Open the Books Virginia. Both of these are recurring annual requests. He also reported that DEQ and EPA representatives will be visiting the District to take a trip in to the field and talk about 319 Grants in the District.

9) **AGENCY REPORTS**

DCR – D. Cross reviewed both the FY22 Operational Support and FY22 Technical Assistance Performance Assessments, congratulating the District on fully satisfying every category in both. D. Cross also highlighted a few items in her written report, including a reminder to return cost share funds to DCR by September 9<sup>th</sup> and submit Clean Water Farm Awards by October 1<sup>st</sup>. She also pointed out District audit dates and FOIA training dates. D. Cross also reviewed CY22 Random BMP Verifications and Administrative File Reviews, End of Lifespan Verifications, and updates for fulfilling FY23 Administrative and Operations Grant Agreement Deliverables.

NRCS – R. Rexrode reviewed some key items on his written report, including information about ALE and WRP Easements. He also reported that two locations in Madison County have been selected for the National Resource Inventory-Grassland Inventory and that they will be evaluated within the month of August. He also announced that his supervisor will be leaving her position and has accepted a position with the US Forest Service.

10) **PLAN FOR AUGUST COMMITTEE MEETINGS (IN PERSON)**

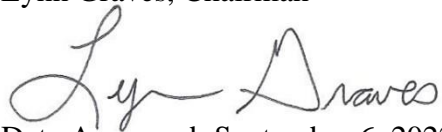
Committees will meet at the Culpeper District Office on Tuesday, August 23, 2022. Personnel 9:00, Operations 9:30, Technical 10:00. Tentatively, the Education Committee will meet at the Madison Extension Office on the same day at 3:30 PM. **BOARD MEETING FOR SEPTEMBER WILL TENTATIVELY BE HELD TUESDAY, September 6, 2022, in person, at 10:00 AM at the Orange County Public Works Building in Orange County.**

11) **ADJOURNMENT**

L. Graves motioned to adjourn the August 2, 2022 Board meeting at 12:01 AM. T. O'Halloran seconded the motion. (L. Graves, T. O'Halloran, unanimous)

Respectfully Submitted,  
Stevie Ross, Administrative Secretary

Lynn Graves, Chairman

  
Date Approved: September 6, 2022