

MINUTES
CULPEPER SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
Washington Volunteer Fire Hall
Rappahannock, Virginia
January 2, 2024

DRAFT

The meeting was called to order by Chairman Lynn Graves at 10:06 AM.

DIRECTORS PRESENT:

Lynn Graves, Madison County
Anthony Jewett, Madison County
Dennis Verhoff, Culpeper County
Tom O’Halloran, Culpeper County
David Cox, Greene County
Robert Runkle, Greene County
Robert Bradford, Orange County
Robert Brame, Orange County
Mike Biniek, Rappahannock County
Bob Williamson, Associate Director, Culpeper County

DIRECTORS NOT PRESENT:

Mike Sands, Rappahannock County
Brad Jarvis, Associate Director, Madison County
Steve Morris, Associate Director, Greene County
Sarah Sharpe, Virginia Cooperative Extension, Greene County

STAFF PRESENT:

Greg Wichelns, District Manager
Stevie Ross, Administrative Secretary/Financial Specialist
Henny Calloway, Conservation Specialist
Stephanie DeNicola, Education Specialist
Richard Jacobs, Conservation Specialist
Amanda McCullen, Conservation Specialist
R. Cheyenne Sheridan, Conservation Specialist
Lily Smith, Conservation Specialist
W. Spencer Yager, Conservation Specialist

OTHERS PRESENT:

Debbie Cross, Conservation District Coordinator, DCR
James Martin, Soil and Water Conservation Director, DCR
Monira Rifaat, Rappahannock County

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

L. Graves called the meeting to order at 10:06 AM. Following a moment of silence, W. Yager led the Pledge of Allegiance. There were three handouts: Virginia Association of Soil and Water Conservation Districts Legislative Agenda, Technical Committee Additions and DCR Report.

L. Graves took a moment to welcome newly elected Directors, David Cox of Greene County and Anthony Jewett of Madison County. Attendees introduced themselves.

2) **DRAFT MINUTES**

L. Graves called for approval of the substance of the December 12, 2023, Draft District Board Meeting Minutes and for any substantive corrections or additions. T. O’Halloran moved to approve the Minutes as presented. D. Verhoff seconded the motion. (T. O’Halloran, D. Verhoff, 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. A Legislative Committee Report was added to the Agenda as 5.2. 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.

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

5) **ADDITIONS TO AGENDA**

5.1) **TECHNICAL COMMITTEE REPORT WITH ADDITIONS**

December 19, 2023 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; Henny Calloway, Conservation Specialist; Lily Smith, Conservation Specialist; Cheyenne Sheridan, Conservation Specialist

Items in italics were added at the January 2, 2024 Board Meeting in Rappahannock, 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-6N	2024 VACS	Virgil Sisk	07-24-0327	582075	Madison	\$ 5,695.25	\$ 0.00
CCI-SL-6W	2024 VACS	Tamara Fleming	07-24-0355	582734	Culpeper	\$ 1,475.00	\$ 0.00
CCI-SL-6W	2024 VACS	Meadow Grove Farm LLC	07-24-0362	582883	Rappahannock	\$ 4,112.50	\$ 0.00
SL-6B	Tax Credit	The Berrey Place LLC	07-24-0002	577268	Culpeper	\$ 0.00	\$ 2,782.50
SL-6W	UHR – Ag.	Red Oak Ranch Associates	07-24-0347	468313	Rappahannock	\$ 75,218.50	\$ 0.00
SL-7	2024 VACS	David Sears	07-24-0350	582525	Culpeper	\$ 4,892.00	\$ 0.00
SL-7	2024 VACS	Tamara Fleming	07-24-0354	582735	Culpeper	\$ 2,608.00	\$ 0.00
SL-8B	2024 VACS	Mt. Pony Farms	07-24-0352	582709	Culpeper	\$ 49,534.90	\$ 0.00
SL-8H	2024 VACS	Mt. Pony Farms	07-24-0353	582710	Culpeper	\$ 4,000.00	\$ 0.00
SL-8H	2024 VACS	Graves Mtn Farms	07-24-0372	582920	Madison	\$ 767.00	\$ 0.00
SL-8B	2024 VACS	Graves Mtn Farms	07-24-0372	582921	Madison	\$ 1,866.90	\$ 0.00
SL-8B	2024 VACS	Jericho Cattle Company LLC	07-24-0356	582757	Rappahannock	\$ 7,200.00	\$ 0.00
SL-8B	2024 VACS	Joseph Gray	07-24-0357	582848	Culpeper	\$ 27,000.00	\$ 0.00
SL-8H	2024 VACS	Joseph Gray	07-24-0358	582877	Culpeper	\$ 1,400.00	\$ 0.00

SL-8H	2024 VACS	Dennis Brown	07-24-0359	582878	Culpeper	\$ 3,016.00	\$ 0.00
SL-8B	2024 VACS	Dennis Brown	07-24-0360	582879	Culpeper	\$ 65,616.00	\$ 0.00
SL-8B	2024 VACS	William Brown, III	07-24-0361	582882	Culpeper	\$ 14,211.00	\$ 0.00
SL-8B	2024 VACS	Herren Farms, LLC	07-24-0369	582916	Culpeper	\$ 67,590.00	\$ 0.00

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>
SL-6B	Tax Credit	The Berrey Place LLC	07-24-0002	577268	Culpeper	\$ 0.00	\$ 2,782.50
CCI-SL-6N	2024 VACS	Virgil Sisk	07-24-0327	582075	Madison	\$ 5,695.25	\$ 0.00
CCI-SL-6W	2024 VACS	Tamara Fleming	07-24-0355	582734	Culpeper	\$ 1,475.00	\$ 0.00
CCI-SL-6W	2024 VACS	Meadow Grove Farm LLC	07-24-0362	582883	Rappahannock	\$ 4,112.50	\$ 0.00
SL-10	2024 VACS	Red Oak Mountain - Lawyers Farm LLC	07-24-0307	581498	Rappahannock	\$ 6,750.00	\$ 0.00
CCI-SL-6W	2024 VACS	Retreat Farm Produce Co. LLC	07-24-0304	581395	Orange	\$ 14,875.00	\$ 0.00
SL-6W	2023 VACS	Shelly S. McCullough	07-23-0285	521764	Orange	\$ 74,266.50	\$ 0.00

3) The following Mountain Run, Muddy Run, and Lower Hazel 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	PO17406	Nancy Sisk	07-24-0363	582889	Culpeper	\$ 1,600.00
RB-1	PO17406	Dianna Taylor	07-24-0377	583014	Culpeper	\$ 200.00
RB-1	PO17406	Tony Abbott	07-24-0380	583145	Culpeper	\$ 200.00

4) The following Upper Hazel 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	DEQ17084	Ben Merchant	07-24-0371	582918	Madison	\$ 200.00
RB-1	DEQ17084	Shaun Brown	07-24-0364	582892	Rappahannock	\$ 260.00
RB-1	DEQ17084	James Massie	07-24-0368	582914	Rappahannock	\$ 200.00
RB-1	DEQ17084	James Massie	07-24-0368	582915	Rappahannock	\$ 200.00
RB-3M	DEQ17084	Steven Harrelson	07-24-0367	582913	Rappahannock	\$ 1,300.00

5) 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-1	PO17083	Phyllis Browning	07-24-0365	582895	Madison	\$ 200.00

6) The following Robinson River Residential participants 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	Eileen Kennedy	07-24-0376	583008	Madison	\$ 200.00
RB-1	DEQ17220	Ryann Jenkins	07-24-0378	583015	Madison	\$ 200.00
RB-3M	DEQ17220	Douglas Carpenter	07-24-0375	583004	Madison	\$1,000.00
RB-3M	DEQ17220	John Sewell	07-24-0379	583105	Madison	\$1,000.00

7) 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	PO17407	Bernard Verling Jr.	07-24-0165	578270	Orange	\$3,200.00
RB-4	PO17407	Ronnie Shifflett	07-24-0185	568790	Orange	\$4,000.00

8) The following Upper Hazel 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	DEQ17084	Hilray Carpenter	07-24-0331	582182	Culpeper	\$ 187.50
RB-1	DEQ17084	John Tole	07-24-0174	567998	Rappahannock	\$ 200.00
<i>RB-1</i>	<i>DEQ17084</i>	<i>William Eastham Jr.</i>	<i>07-24-0169</i>	<i>563928</i>	<i>Rappahannock</i>	<i>\$ 187.50</i>
<i>RB-1</i>	<i>DEQ17220</i>	<i>Carolyn Cobb</i>	<i>07-24-0176</i>	<i>568010</i>	<i>Rappahannock</i>	<i>\$ 200.00</i>
<i>RB-1</i>	<i>DEQ17084</i>	<i>Ben Merchant</i>	<i>07-24-0371</i>	<i>582918</i>	<i>Madison</i>	<i>\$ 200.00</i>

9) The following Upper Rapidan 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	PO17083	David Lamb	07-24-0141	561941	Orange	\$ 320.00
RB-1	PO17083	Jeanette McClendon	07-24-0250	578844	Orange	\$ 260.00
<i>RB-3M</i>	<i>PO17083</i>	<i>Christine Till</i>	<i>07-24-0188</i>	<i>569974</i>	<i>Orange</i>	<i>\$ 262.50</i>

10) 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	David Wasulko	07-24-0182	568266	Madison	\$ 200.00
RB-1	DEQ17220	Ernest Dodson	07-24-0289	581114	Madison	\$ 320.00
RB-1	DEQ17220	Michael Smith	07-24-0295	581124	Madison	\$ 281.25
RB-1	DEQ17220	James Smith Jr.	07-24-0294	581123	Madison	\$ 300.00
<i>RB-1</i>	<i>DEQ17220</i>	<i>David Schmechel</i>	<i>07-24-0313</i>	<i>581743</i>	<i>Madison</i>	<i>\$ 260.00</i>
<i>RB-1</i>	<i>DEQ17220</i>	<i>William Nicholson</i>	<i>07-24-0328</i>	<i>582087</i>	<i>Madison</i>	<i>\$ 200.00</i>
<i>RB-3M</i>	<i>DEQ17220</i>	<i>William Nicholson</i>	<i>07-24-0299</i>	<i>581174</i>	<i>Madison</i>	<i>\$1,151.71</i>

11) The following Upper York River Residential applicants 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>
<i>RB-3M</i>	<i>PO17407</i>	<i>Bernard Verling Jr.</i>	<i>07-24-0165</i>	<i>578270</i>	<i>Orange</i>	<i>\$3,200.00</i>
<i>RB-4</i>	<i>PO17407</i>	<i>Ronnie Shifflett</i>	<i>07-24-0185</i>	<i>568790</i>	<i>Orange</i>	<i>\$4,000.00</i>
<i>RB-4P</i>	<i>PO17407</i>	<i>Jennetta Breeden</i>	<i>07-24-0184</i>	<i>576139</i>	<i>Orange</i>	<i>\$9,600.00</i>

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

- a. All six remote monitoring stations on District dams should be working soon. Minor repairs are being finalized to make them all functional.

13) Contract 07-24-0123 in Madison County is transferring responsibility for an SL-6W from William C. Hill to Belle Plaine LLC prior to payment.

L. Graves excused himself from the Board Meeting prior to the Technical Committee Report. R. Bradford moved to approve the Technical Committee Report as presented. R. Brame seconded the motion. (R. Bradford, R. Brame, unanimous)

5.2) LEGISLATIVE COMMITTEE REPORT

B. Williamson presented the Board with the Virginia Association of Soil and Water Conservation District's (VASWCD) Legislative Agenda for 2024 General Assembly, which was approved by VASWCD membership on December 5, 2023. The Agenda has been sent to the Culpeper District's state representatives.

M. Biniek moved to approve the Legislative Committee Report as presented. T. O'Halloran seconded the motion. (M. Biniek, T. O'Halloran, unanimous)

5.3) OTHER REPORTINGS

Chairman, L. Graves, informed the Board that on January 1, 2024, the IRS increased the Business Mileage Reimbursement Rate from \$0.655 to \$0.67. Per District Policy, the District will implement this increase.

6) CLOSED SESSION: PERSONNEL MATTERS

R. Runkle moved that the Board go into Closed Session at 10:27 A.M. as provided for in the Code of Virginia Section 2.2-3711(A) (1) 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 10:34 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". D. Cox seconded the motion. (R. Runkle, D. Cox, 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

D. Verhoff reported that he intends on attending the Biological Farming Conference at Hotel Roanoke from January 18th – January 21st. A turnout of over 600 guests is expected to attend this conference and Mr. Verhoff will distribute copies of the VASWCD's Legislative Agenda.

L. Graves reported that he will not be attending the Virginia Association of Soil and Water Conservation's Legislative Day on January 11th because he will be attending the Virginia Agri-Business Council Banquet on the same day. He also plans on attending the Mid-Atlantic Fruit and Vegetable Conference at the end of January.

8) STAFF REPORTS

S. Ross reminded all that if any changes have been made to their personal information this year, to update their personnel files as soon as possible for the most accurate tax representation.

S. DeNicola reported the District has been funded for both of the Chesapeake Bay License Plate grants that were applied for in 2023. One grant is for a Rain Garden at the Culpeper District office and the other is for funds to include lawn soil testing in classrooms across the District. Funding amounts are still being determined.

R. Jacobs reported that the Mountain Run TMDL Grant has commenced and that the Urban projects are being targeted to the Town of Culpeper as well as Culpeper County.

G. Wichelns took a moment to explain the federally funded 319 grant programs to newly elected Directors. He explained that the Urban projects being included in the recently funded grant is a new undertaking for the District. He added that the District has two additional TMDL Implementation Plans underway in the Lower Rapidan and North Fork Rivanna watersheds. Once the Implementation Plans are completed and approved, the District will be able to apply for funding in those areas. G. Wichelns also reported that the bidding process for small dam repair contractors will commence during this quarter. Annual dam inspections will occur in April, 2024.

9) **AGENCY REPORTS**

DCR- D. Cross submitted a written report. First, she welcomed Mr. Cox and Mr. Jewett, congratulating them on their success in the most recent election. Then, she highlighted a few key items in her written report. She reminded everyone that quarterly reports are due on January 16th, 2024, and informed all about updates in tracking for structural BMPs to ensure more oversight from the Engineering Job Approval Authority (EJAA). In addition, she urged Certified Conservation Planners to be diligent in maintaining their contact hours by keeping up with necessary approvals. She concluded with a list of upcoming dates and trainings.

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

Committees will meet at the Madison County Extension Office on Tuesday, January 23, 2024. Personnel 9:00, Operations 9:30, Legislative 10:00, Technical 10:30. The Education Committee will meet on the same day at the Madison Extension Office at 3:30. **BOARD MEETING FOR FEBRUARY WILL BE HELD AT 10:00 AM ON TUESDAY, February 6, 2024, in person, at Pepper’s Grill in Culpeper County.**

11) **ADJOURNMENT**

L. Graves motioned to adjourn the January 2024 Board meeting at 11:03 AM. R. Brame seconded the motion. (L. Graves, R. Brame, unanimous)

Respectfully Submitted,
Stevie Ross, Administrative Secretary

Lynn Graves, Chairman

Date Approved _____, 2024