

MINUTES

CULPEPER SOIL AND WATER CONSERVATION DISTRICT

BOARD MEETING Department of Public Works 325 Warren Street Orange, Virginia January 2, 2018

The meeting was called to order by Chairman Lynn Graves at 9:43 A.M.

DIRECTORS PRESENT: Lynn Graves, Madison County
Philip Morris, Greene County
Robert Runkle, Greene County
Steve Morris, Greene County Director, At Large
Robert Bradford, Orange County
Robert Brame, Orange County
Steve Hill, Madison County
Tom O'Halloran, Culpeper County
Sarah Sharpe, Virginia Cooperative Extension, Greene County

DIRECTORS ABSENT: Jim Byrne, Madison County Associate Director
Warren Lee, Orange County Associate Director
Andrew Campbell, Culpeper County
Monira Rifaat, Rappahannock County
Brad Jarvis, Madison County, Virginia Cooperative Extension,
Associate Director

STAFF PRESENT: Greg Wichelns, District Manager
JoAnn Neal, Administrative Secretary
W. Spencer Yager, Conservation Specialist
David Massie, Conservation Specialist
Henny Calloway, Conservation Specialist
S. DeNicola, Educational Specialist
R. Jacobs, Conservation Specialist
Amanda McCullen Conservation Specialist
E. J. Burke, Conservation Specialist

OTHERS PRESENT: Ashleigh Cason, NRCS Soil Conservationist
Debbie Cross, DCR, CDC
Peter Traverse, Virginia Grassfed Beef

- 1) **CALL TO ORDER, MOMENT OF SILENCE, PLEDGE OF ALLEGIANCE**
L. Graves welcomed everyone to Orange County. Following a moment of silence, R. Jacobs led the Pledge of Allegiance. There was one handout: Technical Committee Report Addendum.
- 2) **DRAFT MINUTES**

L. Graves called for approval of the substance of the December 7th, 2017 Draft Board Meeting Minutes and for any substantive corrections or additions. R. Runkle moved to approve as presented. T. O'Halloran seconded the motion. (R. Runkle, T. O'Halloran, unanimous)

3) AGENDA APPROVAL

L. Graves called for Agenda approval. R. Bradford requested that the Technical Committee Report be removed from the Consent Agenda for discussion and placed on the Agenda as 5.1. G. Wichelns reported the Annual Plan of Work and the Strategic Plan were reviewed by all committees this past month. T. O'Halloran moved to approve the Agenda as amended. P. Morris seconded the motion. (T. O'Halloran, P. Morris, unanimous)

4) CONSENT AGENDA

Consent Agenda approved as modified.

COMMITTEE REPORTS

EDUCATION

OPERATIONS

TREASURER'S REPORT

5) ADDITIONS TO AGENDA –

5.1) TECHNICAL COMMITTEE REPORT-

***Items in italics were added at the January 2, 2018 Board Meeting in Orange 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>
SL-8H	2018 VACS	Charles Woolfrey	07-18-0333	302156	Orange	\$ 4,971.00	\$ 0.00
SL-8B	2018 VACS	Eddie Williams	07-18-0335	302159	Rappahannock	\$ 240.00	\$ 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-6	2017 VACS Transfer	Timothy Proffitt	07-18-0100	297392	Greene	\$ 6,873.28	\$ 429.58
<i>SL-6T</i>	<i>2015 VACS</i>	<i>Don Shifflette</i>	<i>07-15-0243</i>	<i>231737</i>	<i>Madison</i>	<i>\$ 5,732.43</i>	<i>\$ 0.00</i>
<i>SL-6T</i>	<i>RR TMDL</i>	<i>Don Shifflette</i>	<i>07-15-0243</i>	<i>231737</i>	<i>Madison</i>	<i>\$ 17,197.27</i>	<i>\$ 0.00</i>

3) The following WQIF 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	DEQNPSWQIF	Ensiyyah Nahidian	07-18-0315	302086	Culpeper	\$ 150.00
RB-1	DEQNPSWQIF	Richard Clay	07-18-0323	302138	Culpeper	\$ 150.00
RB-1	DEQNPSWQIF	Robert Witt	07-18-0285	301884	Culpeper	\$ 150.00
RB-1	DEQNPSWQIF	Jerry Curtis	07-18-0289	301943	Culpeper	\$ 150.00
RB-3	DEQNPSWQIF	Brandon Carrol	07-18-0164	301944	Culpeper	\$ 2,500.00
RB-1	DEQNPSWQIF	Robert Bascom	07-18-0290	301959	Culpeper	\$ 150.00
RB-1	DEQNPSWQIF	Lois Berry	07-18-0305	302005	Madison	\$ 150.00
RB-1	DEQNPSWQIF	Sherry Smith	07-18-0307	302018	Culpeper	\$ 150.00
RB-1	DEQNPSWQIF	Kimberly Strawser	07-18-0319	302133	Orange	\$ 150.00
RB-1	DEQNPSWQIF	Donna Aiken	07-18-0327	302148	Greene	\$ 150.00

<i>RB-3</i>	<i>DEQNPSWQIF</i>	<i>Gene Fisher</i>	<i>07-18-0338</i>	<i>302196</i>	<i>Rappahannock</i>	<i>\$ 4,000.00</i>
<i>RB-1</i>	<i>DEQNPSWQIF</i>	<i>James McCabe</i>	<i>07-18-0337</i>	<i>302189</i>	<i>Culpeper</i>	<i>\$ 150.00</i>
<i>RB-1</i>	<i>DEQNPSWQIF</i>	<i>William J. Minnis</i>	<i>07-18-0339</i>	<i>302198</i>	<i>Culpeper</i>	<i>\$ 150.00</i>
<i>RB-3</i>	<i>DEQNPSWQIF</i>	<i>Deborah Oliver</i>	<i>07-18-0334</i>	<i>302158</i>	<i>Culpeper</i>	<i>\$ 2,500.00</i>
<i>RB-3</i>	<i>DEQNPSWQIF</i>	<i>John Furr</i>	<i>07-18-0340</i>	<i>302244</i>	<i>Culpeper</i>	<i>\$ 4,000.00</i>

4) The following Upper Hazel 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	DEQPO16546	Henry Ludwig	07-18-0286	301886	Rappahannock	\$ 150.00
RB-1	DEQPO16546	David Ryczko	07-18-0284	301880	Rappahannock	\$ 150.00
RB-4	DEQPO16546	Brian Schultz	07-18-0259	301468	Rappahannock	\$ 4,000.00
RB-1	DEQPO16546	Sherry Stewart	07-18-0300	301986	Culpeper	\$ 150.00
RB-1	DEQPO16546	Bonnie LaRocque	07-18-0302	301988	Culpeper	\$ 150.00

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	DEQPO16119	Shirley Estes	07-18-0304	301990	Madison	\$ 150.00
RB-1	DEQPO16119	Shirley Estes	07-18-0304	301991	Madison	\$ 150.00
RB-1	DEQPO16119	Kelly Alexander	07-18-0332	302155	Culpeper	\$ 150.00
RB-1	DEQPO16119	Janie Lewis	07-18-0321	302135	Madison	\$ 150.00
RB-1	DEQPO16119	Mark Hicks	07-18-0322	302136	Madison	\$ 150.00

6) The following Upper Rapidan 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	DEQFY16RFA	Mark Hohenleitner	07-18-0325	302145	Greene	\$ 150.00
<i>RB-1</i>	<i>DEQFY16RFA</i>	<i>James Henshaw</i>	<i>07-18-0341</i>	<i>302274</i>	<i>Greene</i>	<i>\$ 150.00</i>
<i>RB-1</i>	<i>DEQFY16RFA</i>	<i>James Henshaw</i>	<i>07-18-0341</i>	<i>302275</i>	<i>Greene</i>	<i>\$ 150.00</i>
<i>RB-1</i>	<i>DEQFY16RFA</i>	<i>Henry Gallihugh</i>	<i>07-18-0342</i>	<i>302276</i>	<i>Greene</i>	<i>\$ 150.00</i>

7) The following Upper York 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	DEQ16547R	Merlyn Koontz	07-18-0320	302134	Orange	\$ 150.00
RB-1	DEQ16547R	Joyce Simms	07-18-0329	302150	Orange	\$ 150.00
RB-1	DEQ16547R	Mable Humes	07-18-0318	303132	Orange	\$ 150.00
<i>RB-4P</i>	<i>DEQ16547</i>	<i>Nathan Cluff</i>	<i>07-18-0306</i>	<i>302010</i>	<i>Orange</i>	<i>\$ 6,000.00</i>

8) The following WQIF 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	DEQNPSWQIF	Keri Nicholson	07-18-0109	298280	Culpeper	\$ 150.00
RB-1	DEQNPSWQIF	Debra Carter	07-18-0112	298340	Culpeper	\$ 150.00
RB-1	DEQNPSWQIF	Jeanne Curry	07-18-0070	291012	Culpeper	\$ 150.00
RB-1	DEQNPSWQIF	Perry Brown	07-18-0128	299189	Madison	\$ 150.00
RB-1	DEQNPSWQIF	Perry Brown	07-18-0128	299190	Madison	\$ 150.00
RB-3	DEQNPSWQIF	James Donehey	07-18-0088	295243	Rappahannock	\$ 2,395.00
<i>RB-1</i>	<i>DEQNPSWQIF</i>	<i>Oliver Lohr</i>	<i>07-18-0299</i>	<i>301984</i>	<i>Culpeper</i>	<i>\$ 240.00</i>
<i>RB-1</i>	<i>DEQNPSWQIF</i>	<i>David Zehner</i>	<i>07-18-0256</i>	<i>301427</i>	<i>Culpeper</i>	<i>\$ 150.00</i>
<i>RB-3R</i>	<i>DEQNPSWQIF</i>	<i>Laura Wellington</i>	<i>07-18-0015</i>	<i>302154</i>	<i>Culpeper</i>	<i>\$ 425.00</i>
<i>RB-1</i>	<i>DEQNPSWQIF</i>	<i>Mary Seymore</i>	<i>07-18-0190</i>	<i>300977</i>	<i>Greene</i>	<i>\$ 150.00</i>

RB-4	DEQNPSWQIF	Mary Southard*	07-17-0329	268035	Orange	\$ 6,400.00
RB-1	DEQNPSWQIF	Bonnie Joyce**	07-17-0551	274498	Orange	\$ 5,400.00
RB-1	DEQNPSWQIF	Royce Shifflett***	07-18-0045	279356	Greene	\$ 165.00

*Mary Southard was approved by the Technical Committee to receive 80% cost share.

**Bonnie Joyce was approved by the Technical Committee to receive 60% cost share.

***Royce Shifflett was approved by the Technical Committee to receive 55% cost share.

9) 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	DEQPO16119	James Dyer	07-18-0140	300102	Madison	\$ 150.00
RB-1	DEQPO16119	Carl Myers	07-18-0189	300975	Madison	\$ 150.00

10) The following Upper Rapidan 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	DEQFY16RFA	Gilbert Queitzsch	07-17-0583	274972	Madison	\$ 150.00
RB-4	DEQFY16RFA	Tonya Aylor	07-18-0056	281867	Madison	\$ 4,000.00

11) The following Virginia Conservation Assistance Program (VCAP) practices have been approved by the Technical Committee for funding:

<u>Practice</u>	<u>Applicant</u>	<u>County</u>	<u>Amount</u>
Vegetative Conveyance System – Dry Swale	Nancy Sopher	Greene	\$ 10,000.00
Conservation Landscaping – Meadow	Nancy Sopher	Greene	\$ 3,500.00
Conservation Landscaping – Meadow	Locust Grove Middle School	Orange	\$ 1,941.53

12) 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>
Conservation Landscaping – Mulched Beds	David Snead	Madison	\$ 3,500.00

13) The Technical Committee reviewed the Strategic Plan and the Annual Plan. The Committee found the plans to be up to date and consistent with the District's mission.

14) There was a brief discussion on the BMP Verification Project. The District will begin conducting the verifications in early 2018. The District also plans to offer CCI-SE1 funding to all participants who wish to reenroll in the program.

15) The Technical Committee received a request from the family of a recently deceased participant in the BMP program. The family requested that they be released from the BMP contract (07-10-0014, WP-4 Animal Waste Control Facility, cost share amount \$7,500.00). The Committee voted to approve this request.

R. Bradford reported maintenance on Beautiful Run Dam # 7 was completed before the holidays with a 12 ft. gate replacement versus the 10ft. gate.

R. Bradford requested a separate vote for the VCAP projects.

R. Bradford moved to approve the Technical Committee Report as amended. T. O'Halloran seconded the motion. (Bradford, O'Halloran, unanimous)

T. O'Halloran moved to approve VCAP Technical Committee Report. S. Morris seconded the motion. (O'Halloran, Morris, passed. R. Bradford abstained)

6) **CLOSED SESSION – PERSONNEL & POSSIBLE LITIGATION**

R. Runkle moved that the Board go into Closed Session at 10:10 A.M. as provided for in the Code of Virginia Section 2.2-3711(A) (1) to discuss personnel issues and as provided for in the Code of Virginia Section 2.2-3711(A) (7) to discuss potential litigation. The Associate Directors and the District Manager were invited to attend. T. O'Halloran seconded the motion. (Runkle, O'Halloran, unanimous)

Following the return from Closed Session, R. Runkle moved to reconvene at 10:25 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". R. Brame seconded the motion. (Runkle, Brame, unanimous) R. Bradford made the motion to accept the recommendations from the Personnel Committee. T. O'Halloran seconded the motion. (R. Bradford, T. O'Halloran, unanimous)

7) **DIRECTORS REPORTS**

- R. Runkle reported the new Governor had visited Green County and there was an article written up in the Greene Record newspaper on the visit.
- T. O'Halloran reported Culpeper County is in the process of designing a land use category for solar farms. There is one that is proposed on 296 acres with only 177 acres for a solar farm. It passed as not being detrimental to agricultural communities. There are four more that are being discussed as possible in Culpeper County and the discussion followed on the possible runoff and erosion for these sites. Discussion followed. L. Graves reported there was a person in Madison County that was trying to get approval for the same and it was not approved. R. Bradford stated that Orange County just approved one.
- L. Graves reported he had lunch with the outgoing Governor and the Governor was completing his visits to every county in the state. He visited Graves Mountain Lodge and they discussed the budget. January 11th, 2018 Virginia Agri Business has their Business Legislative Banquet and he will be attending.

8) **STAFF REPORTS**

- R. Jacobs reported he is working with Culpeper County on conducting an Erosion and Sediment Control Workshop to be held January 19th, 2018 from 8:30 to 12:00 at the VFW hall in Culpeper. He also discussed a report to the General Assembly from HB-1774 which focused on the Tidewater communities with development sites smaller than an acre. This essentially was expanding the implementation of "agreements in lieu of plans". Discussion followed.
- S. DeNicola reported the Chesapeake Bay Trust grant for teachers has been filled. There were 30 available spots for registration and all have been filled. There is now a waiting list for the counties as follows: Orange-3, Madison-2, Greene-2, and Culpeper-6. CSWCD has received 2 grants for the Chesapeake Bay Restoration Fund: one for soil testing for lawns and one to update the BMP guides for driveways and small lots.
- G. Wichelns reported working on more TMDL grants for 2019; Upper Rapidan and the Robinson River. Tomorrow he will be in Richmond to speak at the budget hearings for small dam repair fund. This is conducted by the House Appropriations and Senate Finance Committees to gather comment on the Governor's proposed budget. G. Wichelns thanked the staff for all the work they did for the Awards Banquet held in November, 2017. L. Graves thanked Tom O'Halloran, Monira Rifaat and G. Wichelns for meeting with Delegate Webert when he could not do so.

9) **AGENCY REPORTS**

NRCS – A. Cason reported Culpeper NRCS has eight applications for EQIP. She also reported that Courtney Pooton has returned to the office to help as an intern during the holidays.

DCR

D. Cross handed out a new Shoreline Erosion Advisory Service Guide (SEAS). The SEAS program is fully staffed now. If there are any Directory changes please keep VASWCD updated as to the changes in district personnel, directors and officers and meeting date/time changes for 2018.

January 16th Quarterly Reports are due, along with Cash Balances and P & L reports. IRS 1099 forms must be mailed no later than 01/31/2018. FY19 proposed budget level funding has no additions and no cuts. \$17.4 million for Cost Share with \$2.37 million for Technical Assistance. Freedom of Information Act (FOIA) – G. Wichelns is the officer and it is on the website. March 31 is the deadline when districts must obligate 90% of FY18 and FY17 cost share funds (including Earmark).

Reminders:

Dates to Remember:

- Jan 10 Virginia General Assembly convenes
- Jan 11 VASWCD Legislative Day
- Jan 12 & 15 State Offices closed – Lee-Jackson & Martin L. King, Jr. Holidays
- Jan 17 Design of Watering Systems Culpeper VDOT
- May 8 Area II Spring Meeting, Madison Virginia Hosted by Culpeper SWCD.
- March 15 VSWCD Meeting

10) PLAN FOR JANUARY COMMITTEE MEETINGS (in CULPEPER at the CULPEPER OFFICE) Committees will meet on Tuesday, January 23rd, Personnel 9:00, Operations 9:30, Legislative 10:00 and Technical 10:30. The Educational Committee meeting will be held in Madison at 4:00 P.M., on January 16th at the War Memorial Building. **BOARD MEETING FOR FEBRUARY WILL BE HELD TUESDAY, FEBRUARY 6th, 2018 IN RAPPAHANNOCK COUNTY AT THE WASHINGTON FIRE HALL IN WASHINGTON, VIRGINIA.**

11) ADJOURNMENT

Motion was made to adjourn the January, 2018 Board meeting at 11:15.

Respectfully Submitted,

Lynn Graves, Chairman



JoAnn M. Neal

Administrative Secretary

Date Approved 2-6-2018