

Approval of Timberlake Watershed Improvement District Budget

§ 10.1-626. Levy of tax or service charge; when district in two or more counties or cities; landbooks certified to treasurers.

A. On or before March 1 of each year, the trustees of the watershed improvement district shall make an estimate of the amount of money they deem necessary to be raised for the year in such district (i) for operating expenses and interest payments and (ii) for amortization of debt, and, after approval by the directors of the soil and water conservation district or districts, and the Virginia Soil and Water Conservation Board, shall establish the tax rate or service charge rate necessary to raise such amount of money. The tax rate or service charge rate to be applied against the amount determined under subsection C or D of this section shall be determined before the date fixed by law for the determination of the general levy by the governing body of the counties or cities in which the district is situated.

Recommended Motion:

The Virginia Soil and Water Conservation Board approves the Timberlake Watershed Improvement District FY2024 budget as submitted by the Robert E. Lee Soil and Water Conservation District and presented by the Department.

Robert E. Lee Soil and Water Conservation District
7631-A Richmond Highway
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405

To: Christine Watlington, VA SWCB Policy and District Services Manager

From: Jeffery Floyd, Robert E. Lee Soil and Water Conservation District Chairman

Cc: C. Falwell, R. Lockridge, Timberlake Watershed Improvement District Trustees
Cindy Miller, RELSWCD Office Administrator
Doug Perrow/Brandon Schmitt, REL SWCD Campbell County Directors

Subject: Timberlake Watershed Improvement District FY 2023 Budget (Attached)

Ms. Watlington,

Following up on your February 22, 2023 email regarding the Timberlake Watershed Improvement District and VA Code Section 10.1-626, the purpose of this letter is to request placing subject Timberlake WID FY2023 Budget on the VA SWCB's March 15, 2023 scheduled meeting agenda for approval.

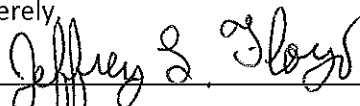
Please be advised, at REL SWCD's regularly scheduled Board of Directors meeting on February 23, 2023 the Timberlake Watershed Improvement District Trustees presented the Timberlake WID's FY2023 Budget. As presented, the Timberlake FY2022 includes the following required information.

FY2023 Timberlake Watershed Improvement District Budget
"Estimate of Amount of Money Deemed Necessary for the Year"

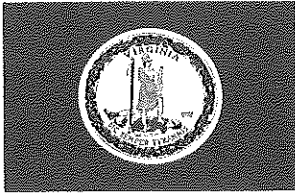
VA Code Section 10.1-626A Requirement	Estimate of Amount of Money
(i) Operating Expenses	\$4500
(i) Interest Expenses	\$19,442
(ii) Loan Amortization	\$33,750

During the REL SWCD Board of Directors meeting on February 23, 2023, a motion was made, seconded and passed by the Board of Directors approving the WID's FY2023 Budget as submitted. I certify the REL SWCD Board of Directors approved the motion to approve the WID FY2023 Budget and to forward to the VA SWCB. Supporting documentation of the February 23, 2023 REL SWCD Board of Directors official meeting minutes will be forwarded under separate cover once approved in March 2023.

Sincerely,

 2-23-2023

Jeff Floyd, Chairman Date



COMMONWEALTH of VIRGINIA

Timberlake Watershed Improvement District

Campbell County, VA

614 S Timberlake Drive, Lynchburg, VA 24502

Charles Falwell
Trustee Chairman

Dr. Robert Lockridge
Trustee Secretary

J. Kim Steinhorst
Trustee Treasurer

February 22, 2023

To: RELSCWD Chair Jeffrey Floyd
Campbell County Directors: Doug Perrow, Brando Schmitt

Cc: RELSWCD Board of Directors

Subject: TWID FY2022 Proposed Budget for RELSWCD Board approval/submittal to the VA SWCB.

Dear Mr. Floyd and the Board of Directors,

On behalf of the Trustees, please find attached the Timberlake Watershed Improvement District's (TWID) proposed calendar year 2023 budget. The following supporting information is provided to support the approval.

The loan for sediment removal from Timberlake was renewed and terms renegotiated effective April, 2022, with the interest rate reduced from 4.5% to 4.25%. Monthly payments were increased slightly to \$4,432.63. To complete the project, an additional \$10,000 was drawn from the line of credit and added to the principal amount of the loan, increasing the principal balance to \$494,723. Annual loan payments are currently \$53,192.

The remainder of calendar year 2021's tax revenue in the amount of \$2,525 as collected by Campbell County is being transferred this week. This includes delinquent and late fee payments from that billing cycle. The TWID real estate tax revenue for calendar year 2022 was projected at \$63,612. The County has changed their property tax billing process to a twice-a-year collection cycle, and the Trustees have agreed to do the same. This results in a collection \$37,828 from the first billing cycle.

The TWID's Statement of Reserved Funds (Budget) reflects more historically accurate information from 2 full years of operations. Available funds have met all operating and debt service expenses as incurred. The Trustees decided to keep the tax rate constant at 15¢ per \$100 value on total property assessments. With the most recent reassessment of property values by Campbell County, the TWID anticipates that revenue will increase so that future WID projects will require less interest-bearing funding.

The TWID Trustees respectfully submit the proposed TWID calendar year 2023 budget for RELSWCD Board of Directors approval and submittal to the VA SWCB.

Sincerely,

Handwritten signature of J. Kim Steinhorst.

J. Kim Steinhorst
Trustee/Treasurer

Handwritten signature of Robert Lockridge.

Robert Lockridge
Trustee/Secretary

Handwritten signature of Charles Falwell.

Charles Falwell,
Trustee, Chairman

Timberlake Watershed Improvement District RELSWCD Meeting February 23, 2023	TIMBERLAKE WATERSHED IMPROVEMENT DISTRICT PROPOSED FY2023 PROPOSED STATEMENT OF RESERVE FUNDS (FY2022 ACTUAL and FY2024-2027 FORECAST)					
	FY 2022 Actual	FY 2023 Proposed	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast
RESERVE FUNDS BEGINNING BALANCE						
General Operations	\$ 0	\$ 0	\$ 0	\$ 3,513	\$ 4,400	\$ 4,219
Sediment Collection Project	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Debt Reserve	\$ 16,212	\$ 30,287	\$ 33,652	\$ 53,192	\$ 53,192	\$ 53,192
Capital Reserve (Maintenance Dredging)	\$ 0	\$ 0	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000
General Reserve	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,866	\$ 0
Disposal Site Restoration/Maintenance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
RESERVE FUNDS - BEGINNING BALANCE	\$ 26,212	\$ 30,287	\$ 38,652	\$ 61,705	\$ 84,458	\$ 82,411
PLUS: REVENUES						
WID Tax Collection*	\$ 98,235	\$ 66,057	\$ 80,545	\$ 80,545	\$ 80,545	\$ 80,545
Property Tax Late Collection	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contributions	\$ 4,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Account Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Misc	\$ 3,162	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL REVENUE	\$ 105,397	\$ 66,057	\$ 80,545	\$ 80,545	\$ 80,545	\$ 80,545
TOTAL AVAILABLE	\$ 131,609	\$ 96,344	\$ 119,197	\$ 142,250	\$ 165,002	\$ 162,955
LESS: EXPENDITURES BY MAJOR FUNCTIONS						
General Operations	\$ 1,644	\$ 4,500	\$ 4,300	\$ 4,600	\$ 4,400	\$ 4,700
Sediment Collection (Amortization of Debt)	\$ 70,444	\$ 53,192	\$ 53,192	\$ 53,192	\$ 53,192	\$ 53,192
Capital (Maintenance Dredging)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 0
Disposal Site Restoration/Maintenance	\$ 29,234	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL EXPENDITURES	\$ 101,322	\$ 57,692	\$ 57,492	\$ 57,792	\$ 82,592	\$ 57,892
RESERVE FUNDS-ENDING BALANCE	\$ 30,287	\$ 38,652	\$ 61,705	\$ 84,458	\$ 82,411	\$ 105,064
RESERVE FUNDS-ENDING BALANCE ALLOCATIONS						
General Operations	\$ 0	\$ 0	\$ 3,513	\$ 4,400	\$ 4,219	\$ 4,600
Debt Reserve	\$ 30,287	\$ 33,652	\$ 53,192	\$ 53,192	\$ 53,192	\$ 53,192
Capital Reserve (Maintenance Dredging)	\$ 0	\$ 5,000	\$ 5,000	\$ 25,000	\$ 25,000	\$ 40,000
General Reserve	\$ 0	\$ 0	\$ 0	\$ 1,866	\$ 0	\$ 7,272
Disposal Site Restoration/Maintenance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
RESERVE FUNDS ENDING BALANCE	\$ 30,287	\$ 38,652	\$ 61,705	\$ 84,458	\$ 82,411	\$ 105,064

Restructured Loan Balance										
Restructured Loan Year Ending Balance	\$	472,932	\$	439,183	\$	421,598	\$	387,023	\$	313,312
Loan Principal Paid (Cumulative)	\$	34,799	\$	68,548	\$	103,403	\$	139,798	\$	197,483
Interest Paid (Cumulative)	\$	35,645	\$	55,088	\$	73,424	\$	90,221	\$	118,919
*WID Tax Collections actuals included CY2021 Funds plus 1st half of CY2022 Funds. Proposed and Forecast monies are projected to include 1/2 of prior year and 1/2 of current year.										
†General Operations Expense does not include any projected allocation for Engineering/Accounting/Legal fees; withheld for Capital Reserve Allocation.										
This version seeks to recoup Capital Reserves from 2yrs+ shortfall. Additionally, statement is based on financial position as of 2/1/23.										

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com

DRAFT

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
February 23, 2023 6:00pm

Directors: Jeff Floyd, Chairman
(Present) Brandon Schmitt, Assistant Chairman
Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Karen Angulo
Bruce Jones
Bonnie Swanson
Jennifer Elliott

Directors: Charles Smith
(Absent) Brandon Payne

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Mark Hollberg, CDC, DCR Conservation District Coordinator
Cindy Miller, RELSWCD Office Administrator
Katelin Savage, RELSWCD Education Specialist

Staff Absent: None

Others: None

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order February 23, 2023 at 6:00 p.m., by Jeff Floyd, Chairman at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: None

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. Approved (Perrow, Schmitt passed 8/0)**

Reading and Approving of the January 26, 2023 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as written. Approved (Perrow, Barrett passed 8/0).**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report –January 2023 – Doug Perrow, Treasurer, gave the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted. All financial reports are on file.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC gave the February 2023 report. . (Copy filed with minutes).

Administration:

Third quarter disbursement letters will be emailed to districts February 10.

Review Admin/Ops grant deliverables:

- “Prepare and follow an **annual plan of work ...**” with Board documented review at least once annually.
- “Develop and maintain a **long-term plan...**” A documented review of the plan is expected at least annually during a scheduled meeting of the District Board.
- “**Desktop Procedures for District Fiscal Operations**” annually reviewed by the District Board or their Finance Committee and documented in official minutes”
- “**Annually review and maintain employee personnel documents** including position descriptions, performance expectations, and the District personnel policy; ... and conduct annual employee evaluations.” Please provide me a copy of employee position descriptions and the District personnel policy once annually reviewed and updated. Please add the date of review to these documents so readers know the vintage.
- **Plan, coordinate and deliver an outreach event that meets the criteria listed in the grant agreement**

SWCD Director Elections – Elected Director Positions:

General election is **November 7, 2023. The filing deadline is 7:00 pm Tuesday, June 20, 2023 / file Ad 30+ days prior.**

*§ 24.2-507. Deadlines for filing declarations and petitions of candidacy. For any office, declarations of candidacy and the petitions therefore shall be filed according to the following schedule: 1. For a general election in November, by 7:00 p.m. on the ~~second~~ **third Tuesday in June.***

Information can be found on the State Board of Elections website:

<https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html>

Choose the Local and Constitutional Offices Bulletin

Instructions for Candidates – provides links to resources and forms.

<https://www.elections.virginia.gov/candidatepac-info/becoming-a-candidate/index.html>

Below are the forms you will need to complete:

- **Certificate of Candidate Qualifications** https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE_501_4-rev7-18.pdf
- **Declaration of Candidacy** https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE_505_520_Declaration_of_Candidacy_Rev1_15.pdf
- **Petition of Qualified Voters (8 1/2 x 11 Letter Size or 8 1/2 x 14 Legal Size)**
(https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/Petition-of-Qualified-Voters-SBE-506_521_letter.pdf)
 - *SWCD Directors are not required to submit the Statement of Economic Interests (confirmed with the Ethics Council Jan 2023).*
 - *The number of petition signatures required is 25, see page 12 of the bulletin. Recommend at least 30. The petition must be printed two sided! (Front and back)*
 - *Contact your local General Registrar if you have any questions.*

Virginia Ag Cost Share (VACS):

Cost-Share Obligations and Transfers: As the General Assembly begins to discuss and amend the budget introduced by the Governor, legislators and this administration are asking frequent questions about how much of the funding provided to Districts for cost-share has been obligated. As of January 1, 2023, the Bay Districts have obligated approximately 44% of these funds, while Southern Rivers Districts have obligated about 64%. These percentages do not include amounts requested for the WFA practices, and we have made that clear. While FY2023 provided an unprecedented level of cost-share funding, the amount of funds that have been obligated is causing concerns. DCR currently has a list of Districts that need funding both in the Bay watershed and outside of the Bay watershed. If your District is unable to obligate the cost-share funds provided, it is time to consider either transferring money to another District or releasing the allocation back to DCR. I am ready to assist with either of these processes if needed.

Reminder: There are a number of BMPs such as cover crop and animal waste that require nutrient management plans (see pages 1-4 of the VACS manual). Current NMPs must be on file with the District before these practices can be issued cost share or tax credits (page II-18). Remember, practices such as cover crops cannot be carried over. If a plan cannot be obtained before June 30 then the cover crop practice must be cancelled. DCR Nutrient Management Specialists are available and willing to write plans, but they cannot be expected to fulfill last minute requests. Another option is to refer producers to DCR’s Direct Pay Program that pays private plan writers to provide plans.

4-Virginia Department of Forestry Report – BJ Butler, Area Forester – February 2023 report was not provided.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent gave the February 2023 report. (Copy filed with minutes).

1. Backyard Poultry – March 8th – Charlotte County Extension Office – 10-12
2. Commercial Pesticide Recertification – March 7 – Lynchburg (CVCC-Meritt Hall)
3. Blueberry Pruning Workshop – March 20 – Hat Creek – 10am
4. Central VA Cattle Conference – March 24 – Knoll Crest Farm – Red House
5. Youth Cattle Working Area Contest – March 30 – Red Oak, VA
6. VDOT Commercial Pesticide Recertification – April 3 – Lynchburg
7. Central VA Crops Expo – August 18 – Hat Creek

During the first week of May the Youth will have Livestock at the Lynchburg Livestock Market.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the February 2023 report (copy filed with minutes).

Projects:

Been a busy month here at Robert E. Lee SWCD. The weather and supply issues has slowed down field work. Working on plans and designs for new projects. Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for new projects for the new program year. Helping out with soil testing questions. Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Fund</u>	<u>Practice</u>
10-23-00043	522317	AM/CB	\$140,819.75	\$157,619.75 Includes: \$16,800 Buffer Payment	June 30, 2024	PY23 CB VACS	SL-6W/ 110

Motion was made to approve Contract 10-23-0043 Approved (Schmitt, Perrow passed 8/0).

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen.

Spot Checks:

9-21-2022: 7 spot checks in Appomattox and Campbell. Had two contracts that needed gravel tending around water troughs (complete), 1 needing fence tending to get cows out of the buffer and stream crossing rebuilt. Have been in contact with the landowner of the stream crossing and the rebuilding is still working with NRCS addressing that stream crossing issue.

Discussion was made to extend the review of NRCS's update until March 23, 2023 in reference to the above spot check. Due to NRCS was not able to attend the February 23, 2023 meeting.

Meeting Information is on file.

Hours/Mileage:

130hrs worked

1186 miles traveled

7-RELSWCD Education Specialist Report-Katelin Savage provided the February 2023 report(copy filed with minutes).

February Activities:

- Feb 7th: Education Committee Meeting
- Feb. 15th: Envirothon Meeting: We met with other staff in Area V to discuss the progress of the Envirothon planning. We have 8 teams registered for the Area V competition.

- Feb. 22: Appomattox Library Storytime: Soil sundaes with the preschool class (25 kids)

Upcoming Activities:

- Feb. 24th: Envirothon Workshop
- Feb. 27th: Scholarship table at ACHS
- Mar 1st: Area V meeting
- Mar 2nd: AES Science Fair

Updates: We have continued to work on planning the Envirothon, Area V meeting, and the Farmer's Breakfast Event. I have scheduled dates to assist with Woods and Wildlife camp this summer. I dropped off scholarship packets at the CVCC satellite centers in our district as well as STEM academy and CVGS. I have set up dates to run a station for Amherst's Trout in a Classroom field trip in April. I am also communicating with local scout troops about the patches we offer through the district. Lastly, I have started working on the application for the teacher grants.

Notes: Tuition for Woods and Wildlife camp has increased to \$300 dollars this year. We will be sponsoring two campers this year.

8. RELSWCD Office Administrator Report – Cindy Miller gave the February 2023 report (copy filed with minutes). Monthly duties are kept up to date.

- **Working with Nathan Simpson on Email conversion, which is not complete.**
- **Assisted Katelin with activities as needed.**
- **Worked on Area V Envirothon Workshop and Competition with the help of Katelin and Jonathan.**
- **Envirothon Workshop is Friday Feb 24, 2023 8 to 3 at Longwood.**
- **Area V meeting at the Spring House Restaurant on March 1, 2023 10-3 at the Spring House Restaurant.**
- **Farmer's Breakfast event scheduled for March 9, 2023 at 9:00 am at the Spring House Restaurant. Speakers have been secured, Invites emailed and mailed. Ads have been submitted to local papers and flyers have been posted.**
- **FOIA training has been completed.**
- **Assisted Katelin with lining up Education Activities.**
- **Scheduled Annual inspection of vehicles, with oil change and tire rotation**

Meetings information is on file.

Our next Board of Directors meeting will be on Thursday, March 23, 2023 at 6 p.m.

8. Timberlake WID – February 2023, Charles Falwell and J. Kim Steinhorst reviewed the updated budget in detail and asked for the Board of Directors approval to submit the Budget the Virginia Soil & Water Conservation Board Meeting on March 25, 2023. Motion was made to approved the Timberlake WID FY2023 Budget and to forward the budget for approval by the Virginia Soil & Water Conservation Board. Approved (Perrow, Schmitt passed 6/2).

REPORT OF COMMITTEES : None

UNFINISHED BUSINESS- Trailer quotes for purchase of 22' Trailer for the Underground Classroom project. Information was provided showing attempt to received a third quote for a customized trailer for the Underground Classroom project. After review, **Motion was made to Approve Leonard quote for purchase and show attempt was made to receive a third quote. Approved (Perrow, Barrett passed 8/0).**

NEW BUSINESS- Dustin Woodall, Part time Conservation Technician introduced himself to the Board of Directors and reviewed what he has accomplished since starting his position.

PUBLIC COMMENT – None

ANNOUNCEMENTS – Eric Bowman- Amherst Co Extention Agent was introduced to the Staff and Board of Directors by Jeff Floyd.

ADJOURNMENT - The Chairman adjourned the meeting at 6:53 p.m. **Approved (Perrow, Angulo passed 8/0)**

Jeff Floyd, Chairman

Cindy Miller, Office Administrator