

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 FY2025 budget as submitted by the Robert E. Lee Soil and Water Conservation District and presented by the Department.



Robert E. Lee
Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, Virginia 24522
(434) 352-2819 • Fax: (434) 352-9405

VIRGINIA SOIL & WATER

C O N S E R V A T I O N

AMHERST, APPOMATTOX, CAMPBELL COUNTIES, CITY OF LYNCHBURG

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, & J. Kim Steinhorst Timberlake Watershed Improvement District Trustees
Cindy Miller, RELSWCD Office Administrator
Doug Perrow/Andrew Rousseau, REL SWCD Campbell County Directors

Subject: Timberlake Watershed Improvement District FY 2024 Budget (Attached)

Ms. Watlington,

Following up on our February 23, 2024 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 FY2024 Budget on the VA SWCB's March 27, 2024 scheduled meeting agenda for approval.

Please be advised, at REL SWCD's regularly scheduled Board of Directors meeting on February 22, 2024 the Timberlake Watershed Improvement District Trustees presented the Timberlake WID's FY2024 Budget. As presented, the Timberlake FY2024 includes the following required information.

FY2024 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	\$4,500
(i) Interest Expenses	\$18,761
(ii) Loan Amortization	\$34,431

During the REL SWCD Board of Directors meeting on February 22, 2024, a motion was made, seconded and passed by the Board of Directors approving the WID's FY2024 Budget as submitted. I certify the REL SWCD Board of Directors approved the motion to approve the WID FY2024 Budget and to forward to the VA SWCB. Supporting documentation of the February 22, 2024 REL SWCD Board of Directors official meeting minutes will be forwarded under separate cover once approved in March 2024.

Sincerely,

Doug Perrow, Acting Chairman

2/22/24

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 19, 2024

To: RELSCWD Chair Jeffrey Floyd
Campbell County Directors: Doug Perrow, Andrew Rousseau

Cc: RELSWCD Board of Directors

Subject: TWID CY2024 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 2024 budget. The following supporting information is provided to support the approval.

The TWID continues to monitor bank erosion and drainage into Timberlake in Campbell County with the assistance of the Timberlake Homeowners' Association. To fund the major dredging project completed in calendar year 2022, the TWID incurred debt in the loan amount of \$497,731.25. Additionally, the TWID held referenda to levy a tax on property within the district. This tax is currently set at 15¢ per \$100 value with no change requested. This amount allows for the payment of interest owed on the loan and repayment of the amortized principal of the loan. Additionally, the tax collected will provide the TWID with funds for ongoing projects to meet the purposes of a Watershed Improvement District as outlined in the Code of Virginia, Article 3.

A maintenance dredging project in one of the three major tributaries feeding Timberlake is currently being planned for the calendar year 2027. This project anticipates no additional external funding; however, expenses are expected to increase for the calendar years of 2026 and 2027 for legal, engineering, and other project costs.

The TWID Trustees respectfully submit the following proposed TWID calendar year 2024 expense budget for RELSWCD Board of Directors approval and submittal to the VA SWCB.

General Operations	\$ 4,500
Payment of Interest	\$ 18,761
Amortization of Loan	\$ <u>34,431</u>
Total Expenses	\$ 57,692

Sincerely,

J. Kim Steinhorst
Trustee/Treasurer

Robert Lockridge
Trustee/Secretary

Charles Falwell,
Trustee, Chairman

[ES]

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Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
February 22, 2024 – 6:00 p.m.

DRAFT

Directors: Bruce Jones
(Present) Doug Perrow, Treasurer
Jennifer Elliott
Zachary Campbell
Joetricia Humbles
Leslie Whealton
Shepard Landrum

Directors: Bonnie Swanson, Vice Chairman
(Absent) Jeff Floyd, Chairman
Andrew Rousseau

Staff/Partners: (Present) Cindy Miller, RELSWCD Office Administrator
Katelin Savage, RELSWCD Conservation Education Specialist
Dustin Woodall, RELSWCD Conservation Technician

Staff Absent: Jonathan Wooldridge, District Manager Conservation Specialist

Others: Colin Wolfe

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order February 22, 2024 at 6:01 p.m., by Doug Perrow, Acting Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Adopting the Agenda: Doug Perrow, Acting Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. Approved (Jones, Humbles passed 7/0).**

Acknowledgement of Guests: J. Kim Steinhorst, Robert Lockridge and Charles Fallwell from the Timberlake WID. Mr. Colin Wolfe came in at 6:10 pm.

Reading and Approving of the January 25, 2024 Minutes: Doug Perrow, Acting 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 (Landrum, Jones passed 7/0).**

Reading and Approving of the February 5, 2024 Minutes: Doug Perrow, Acting 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 (Jones, Landrum passed 7/0).**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report –January 2024– 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.

2-DCR Conservation District Coordinator Report – Stacy Horton, CDC provided the February 2024 report. (Copy filed with minutes).

3-USDA Natural Resources Conservation Service Report – Kelly Burke, NRCS District Conservationist provided the February 2024 report. (Copy filed with minutes).

6:40 pm Katelin Savage stepped out.

4-Virginia Department of Forestry Report – BJ Butler, Area Forester – January 2024 no report was provided.

6:42 pm Katelin Savage stepped back in.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent- February 2024 report was provided. (Copy filed with minutes).

- 1 .Poultry Litter Meeting – February 27 - Appomattox Community Center – 8:30 am
2. Dicamba Herbicide Training – February 28 – Campbell County Extension Office – 8:30 am
3. Central Virginia Cattleman’s Conference- April 5-Bedford County
4. Agritourism Conference-February 28-Harrisonburg
5. Women in Agriculture gathering-Blacksburg-April 19-20

Motion request was made to provide a \$50 donation toward the cost of renting the Appomattox Community Center on February 27, 2024 for the Poultry Litter Meeting. Approved (Whealton, Humbles 6/0 passed , Jones abstained)

6:45 pm Jones exited the meeting.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: February 2024 report was provided (copy filed with minutes).

7-RELSWCD Conservation Technician Report- Dustin Woodall gave the February 2024 report (copy filed with minutes).

- I. Introduction: This report summarizes my work for February 2024 as a Conservation Technician. It covers my regular duties, field visits, new responsibilities, and a request for contract approval.
- II. Monthly Duties: This month some of my regular duties included:
 - Interacting with agricultural professionals to convey the details and advantages of programs we offer.
 - Pursuing further education and training to boost my proficiency in the role.
 - Supporting daily office activities to promote a positive work environment.
 - Maintaining communication with DCR employees to identify and correct various discrepancies with previous projects.
- III. Field Visits: I conducted field visits to assess the progress of current projects, as well as evaluate and discuss potential future projects.
- IV. Watershed Dam Monitoring: I will be taking over Watershed Dam responsibilities and have been in contact with DCR to get access to the dam monitoring websites as well as figure out what needs to be done to get the rest of the monitors installed.
- V. Project approval requests: Motion requested to approve revised cost share estimates as listed for the following contracts and instances based on revised cost share estimates and design plans received from DCR (10-24-003, 10-23-0010, 10-23-0054, 10-23-0056, 10-22-0001,10-22-0031)

Motion was made to approve the revised cost share estimates as listed for the following contracts and instances based on revised cost share estimates and design plans received from DCR (10-24-003, 10-23-0010, 10-23-0054, 10-23-0056, 10-22-0001,10-22-0031) Approved (Humbles, Elliott passed 6/0).

Motion was made to approved NM-1A 10-24-0043. Approved (Humbles, Whealton passed 6/0).

<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>
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VI. **Conclusion:** I'm dedicated to our conservation mission and will continue to work diligently. Please reach out if you have any questions or need more information.

8-RELSWCD Education Specialist Report-Katelin Savage gave the February 2024 report(copy filed with minutes).

Activities and Meetings:

- February 14th: Soil Erosion Lesson at Yellow Branch Elementary School (65 students)
- February 15th: Dam Work-Group meeting
- February 16th: VCAP Discussion Zoom
- February 20th: VCAP Certification Training
- February 22nd: BMP and Cost Share Program Updates Zoom

Upcoming Activities:

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- March 6th: Area V Meeting
- March 7th: Farmer's Breakfast

- March 12th: Amherst Middle School Science Expo

Notes: The underground classroom is still on track to be completed by April 1st. We have several tentative dates scheduled for events this summer. I received some more interest in the grant program and I'm hopeful a couple will turn into applications soon. The scholarship deadline is March 18th and all schools in the district that I have contact information for have been notified of the opportunity. Cindy and I worked on organizing the Farmer's Breakfast for this year. It is scheduled for March 7th and anyone is welcome to come. We also worked on getting the SL-6 files in order and updated in tracking. My calendar is mostly full for March, and I am beginning to schedule activities for April as well. Committee meeting request: I will need an education committee meeting to review any scholarship applications before next month's board meeting, either on March 19th or 20th.

9-RELSWCD Office Administrator Report – Cindy Miller gave the February 2024 (copy filed with minutes).

Monthly duties are kept up to date.

- Assisted DCR with organizing field visits and preparing updated plans for files.
- Screened DCR emails and with the help of Katelin and Dustin addressed needs; Dams, Cover crops, Nutrient Management and BMP.
- Organized, submitted ad request and mailed invites for the Farmer's Breakfast scheduled for March 7, 2024 at 9 am with the help from Katelin.
- Reminder Phase II Director Orientation flyer is attached. Phase I is online.
- Scheduled inspection, tire rotation and oil change for District vehicles.
- Scheduled tire replacement and cleaning for Bronco.

Motion request needed to determine how long we would like our facility rental lease for 6 mths, 1 year or 2 years. Motion was made to ask for a 6 month lease for the current space. Approved (Whealton, Humbles passed 6/0).

Personnel meeting will need to be scheduled soon to discuss which position to advertise. Meetings information is on file.

Our next Board of Directors meeting will be Thursday March 28, 2024.

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Motion presented to approved the FY 2024 Budget for the Timberlake WID. Approved (Humbles, Elliott passed 6/0).

REPORT OF COMMITTEES- None

UNFINISHED BUSINESS- None

NEW BUSINESS- Review and assignment of committees. Listing is on file.

PUBLIC COMMENT –Colin Wolfe spoke about his concerns about his cost share acreage for his cover crops. Mr. Wolfe stated he should have over 300 acre but Robert E Lee SWCD only have 100.2 acres on file.

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:41 p.m. **Approved (Humbles, Landrum passed 6/0)**

Doug Perrow, Acting Chairman

Cindy Miller, Office Administrator

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