

Approval of the Timberlake Watershed Improvement District Trustee

§ 10.1-623. Governing body of district; trustees.

The directors of the soil and water conservation district or districts in which the watershed improvement district is situated shall be the governing body of the watershed improvement district. They may appoint, in consultation with and subject to the approval of the Virginia Soil and Water Conservation Board, three trustees who shall be owners of land within the watershed improvement district. The trustees shall exercise the administrative duties and powers delegated to them by the directors of the soil and water conservation district or districts. The trustees shall hold office at the will of the directors of the soil and water conservation district or districts and the Virginia Soil and Water Conservation Board. The trustees shall designate a chairman and may change such designation. One of the trustees may be selected as treasurer and shall be responsible for the safekeeping of the funds of the watershed improvement district. When a watershed improvement district lies in more than one soil and water conservation district, the directors of all such districts shall act jointly as the governing body of the watershed improvement district.

Recommended Motion:

The Virginia Soil and Water Conservation Board approves the appointment of the individual being appointed by the Robert E. Lee Soil and Water Conservation District to serve as a Trustee for the Timberlake Watershed Improvement District.

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
May 26, 2022 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Brandon Schmitt, Assistant Chairman
Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Joetricia Humbles
Bonnie Swanson
Brandon Payne
Karen Angulo

Directors: Charles Smith
(Absent) Bruce Jones

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
Lauran Campbell, RELSWCD Conservation Education Specialist
Kelly Burke, NRCS District Conservationist
Charles Falwell, Timberlake WID
J.Kim Steinhorst, Timberlake WID

Others: Ella Lewis and Family

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order May 26, 2022, at 6:01 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

A Moment of Silence was requested by Brandon Payne for the victims and family of the Uvalde School Shooting and to Honor Memorial Day and all who have served.

Acknowledgement of Guests: Ella Lewis, Scholarship recipient and Family.

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

Reading and Approving of the April 28, 2022 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 presented. Approved (Perrow, Schmitt passed 6/0).**

Angulo and Payne abstained from the vote due to they did not attend the April 2022 meeting.

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – April 2022 –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. The Operations Checkbook had a variance of \$3700.07 in March due to fraudulent activity, but funds were reimbursed by Truist Bank on May 12, 2022.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC gave the May 2022 report. (Copy filed with minutes).

Administration:

Fourth quarter disbursement letters will be sent to SWCDs on May 11. Due on July 15 will be the fourth quarter Attachment E with QuickBooks cash balance and P&L **plus** End of Year (EOY) cash balance and carry over reports. The State budget for the upcoming fiscal year is still pending. So, the Virginia Soil & Water Conservation Board has yet to finalize district policies and funding. The State Board may have to cancel its May 18 meeting and reschedule it for June. District finance committees should prepare the Draft FY23 budgets for June approval. Review of Desk Top procedures need to be completed.

Every SWCD must have a FOIA Officer and a Record Retention Officer and appropriate training completed.

VA Ag Cost Share (VACS)

Notify Blair Gordon by May 13 of any structural bmps needing DCR approval prior to district action to carry over a third time into a 4th program year

Reminder: Under the current VACS Program, districts can only grant increased cost share for practices is due to "*site conditions unforeseen during the design of the practice*" such as dry well or hitting rock during construction where "*additional material expenses must be directly related to the unforeseen site condition*" (VACS Guidelines Pages II-31 and II-32). Inflation is not an "unforeseen site condition."

Reminder: State Resource Reviews are to be completed prior to district approval of bmps listed on pages II-20 and 21 in the VACS manual.

Ninety percent of a district's FY22 VACS allocations must be obligated by June 30 to receive a "Fully Satisfied" rating on its FY22 grant assessment.

3-USDA Natural Resources Conservation Service Report – Kelly Burke, NRCS District Conservationist gave the April 2022 report. (Copy filed with minutes)

Program Updates/ Deadlines

May 27, 2022	CSP Classic Ranking Deadline
May 27, 2022	Local Work Group Meeting Minutes due
June 3, 2022	EQIP-CIC Ranking Deadline
June 3, 2022	CSP Classic Preapproval Selections
July 8, 2022	2022 FSA Compliance Review Due
August 30, 2022	EQIP-CIC Obligation Deadline
September 16, 2022	CSP Classic Obligations
September 30, 2022	CRP contracts expiring Status Reviews Deadline

Environmental Quality Incentives Program (EQIP)

- EQIP Contracts: 23
- EQIP Applications: 28
- EQIP-CIC Applications: 3

Conservation Stewardship Program (CSP)

- Classic Contracts: 6
- Classic Applications: 7
- Renewals Applications: 9
- GCI Contracts: 28

Agricultural Conservation Easement Program ACEP

- See Attached ACEP Fact Sheet- on file

Conservation Reserve Program Conservation Reserve Enhancement Program CRP/CREP

- FY2022
 - Expiring Continuous CRP: 1
 - Expiring General CRP: 6
 - Expiring CREP: 15
- FY2023

- Expiring Continuous CRP: 0
- Expiring General CRP: 6
- Expiring CREP:12
- Conservation Technical Assistance
 - None at this time

Meetings and programs are on file. ACEP hand out is on file.
Working Group Minutes are on file.

4-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester –No May report was provided.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent – May 2022 report was provided (Copy filed with minutes).

1. The Central Virginia Livestock Show and Sale was held on Friday May 6 for Swine and Saturday May 7 for cattle, sheep and goats. We had 79 youth exhibitors and the animal sale value was approximately \$86,000. Youth additionally received \$2,103 in award monies for their performance in the show
2. Well Water (drinking water) testing Program – Collection on June 15 at Extension offices
 - a. Appomattox, Campbell, Amherst, Lynchburg and Bedford participating
 - b. \$60 fee
 - c. bacteria, lead, copper, arsenic, iron, manganese, pH, hardness, sodium, sulfate, fluoride, and nitrate will be measured
3. Central Virginia Farm Tour – June 26 – 1-6pm
4. In the process of planning a late summer field day focusing on precision agriculture and including a tour of grain variety trials. Host farm will likely be in Appomattox.
5. Southern Virginia Precision Agriculture and Farm Efficiency Grant – funded by the Virginia Tobacco Commission – Appomattox and Campbell counties included
 - a. Items covered include precision agriculture equipment, hay barns, vegetable focused equipment, etc.
 - b. 1/3 cost share program up to \$5,000 reimbursement
 - c. Applications began on May 16

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the May 2022 report (copy filed with minutes).

6:30 pm Schmitt stepped out
6:32 pm Schmitt came back in

Projects:

Been a busy month here at Robert E. Lee SWCD. The weather and supply issues has slowed down field work. Working on estimates and maps for new projects for the new program year. Working on Nutrient Management Plans for producers. Completed Tillage Survey for DCR in Amherst and Appomattox CB.

Practices and Conservation Plans for Board Approval: Carryover Request

<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>
10-22-0012	457105	CAM/OCB	\$15,000.00	\$11,250.00 Tax Credit: \$937.50	June 30, 2023	PY22 OCB VACS	SL-7/ 98
10-22-0037	476147	CAM/OCB	\$41,960.80	\$33,470.60 Tax Credit: \$2,122.55	June 30, 2023	PY22 OCB VACS	SL-1/98

10-22-0033	475989	AM/CB	\$120,647.10	\$98,360.33 Tax Credit: \$5,571.70	June 30, 2023	PY22 CB VACS	SL-1/108
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Motion was made to approve all instances. Approved (Perrow, Payne passed 7/0) Schmitt recused.

Total PY22 CB Cost Share approved: \$1,334,243.00/ Allocated: \$1,338,379.00. \$4,136 remaining.

Total PY22 OCB Cost Share approved: \$531,489.00/ Allocated: \$532,611.00. \$1,122.00 remaining

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. First Watershed mowing can start after June 1st.

Meetings attended and future are on file. May 5 : Admin/Ops- Office

Hours/Mileage:

158hrs worked

1615 miles traveled

6:35 pm Jonathan stepped out

7-RELSWCD Conservation Education Specialist- Lauran Campbell gave her report for May 2022 (copy filed with minutes).

Meetings:

5/5 Admins Op, Zoom

5/11 Training for Camp Wildlife, Zoom

5/16 Phone Meeting with Campbell County 4H ext. Agent

5/17 Personnel Committee Meeting

5/18 Prep for Wildland Fire, Zoom

5/19 Class Day @ Appomattox High School

5/26 Training W/ Mark

Education Programs:

Date/Location	Program	# of People Reached
5/2 JRA, Amherst	Water Quality	25
5/4 Appomattox Homeschool	Enviroscape/ Rain Garden in a Cup	22
5/10 Campbell CKBY	Macro Invertebrates	80
5/14 James River State Park	Pollinators	15
5/20 JRSP	Field Trip: Enviroscape/ Water Quality	18
5/25 Appomattox Library	Read and Craft	18
5/26 Appomattox	Soil Babies	37

Future Programs:

6/6-6/7 Mill Creek Field Trip with Amherst School

6/8 Craft Day at Appomattox Library

6/20-6/25 Camp Woods & Wildlife

6:41 pm Jonathan stepped back in.

8-RELSWCD Office Administrator Report – Cindy Miller gave the May 2022 report (copy filed with minutes).

Monthly duties are kept up to date.

- Assisted Lauran with activities

- Continued to work thru checkbook issues, all should be resolved now. Bank is still working on getting our funds replaced.
- Discussed new email hosting thru Nathan and Carol Moon, fee is too high. We will leave email with LCS for now.
- Attended Class Day at Appomattox Co High School May 19th
- Appomattox Christian Academy JRSP May 20th
- Getting information and quotes for Employee Health Insurance thru Private Insurance Company.
- Priced going thru Website company for email and the pricing is too high, Will keep email and computer updates thru Lynchburg Computer Systems.
- Attending online training for Quickbooks with no cost.
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Meetings attended is on file.

Our next Board of Directors meeting will be on Thursday June 23, 2022.

9. Timberlake WID – Reports attached.

Notice of an uncodified Ordinance to extend the due date for the first installment of 2022 taxes was presented. With the extension date of July 12, 2022 from the original date of June 6, 2022. This Ordinance was adopted by Campbell County Board of Supervisors on the 17th day of May, 2022, which was due to a delay in the mailing of the tax tickets by the printing company. A copy of this notice is on file and will be submitted to VASWCD for their records.

Motion was made to appoint Mr. Kim Steinhurst as a trustee for the Timberlake WID. Approved (Perrow, Schmitt passed 8/0).

Motion approval and resume to be submitted to VASWCD to be included in the next meeting minutes.

REPORT OF COMMITTEES – Personnel Committee- Open discussion about Lauran's acceptance to WV and Current wait list for Longwood University in the Fall. Status will be reviewed again at the June 23, 2022 BOD meeting.

UNFINISHED BUSINESS- None

NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 6:55 p.m. **Approved (Barrett, Angulo passed 8/0)**

Jeff Floyd, Chairman

Cindy Miller, Office Administrator

March 23, 2022

Mr. Jeff Floyd, Chairman
Robert E. Lee Soil and Water Conservation District

RE: Trustee Recommendation for the Timberlake Watershed Improvement District

Dear Mr. Floyd,

The Timberlake Watershed Improvement District Trustees and Advisory Committee were informed by Mr. George Schrader, Treasurer for the Timberlake Watershed Improvement District, that he has officially resigned from this position as of March 15th, 2022. Upon notification of Mr. Schraders resignation, the TWID Advisory Committee began a search for a Trustee candidate for this position.

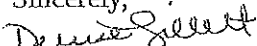
In its search notification to the Timberlake community, the Advisory Committee included the following Trustee qualifications to be considered for this position. The individual must be a property owner within the Timberlake Watershed Improvement District. Prospective candidates should have a general knowledge of the Code of Virginia, Sections 10.1-621-635, which governs Watershed Improvement Districts. The candidate should be able to effectively interact and communicate with the other trustees, the Timberlake WID community, the Robert E. Lee Soil and Water Conservation District Directors, and at times, the Virginia Soil and Water Conservation Board. Candidates must be able to prepare for and attend monthly meetings.

At this time, the TWID Advisory Committee would like to submit to the RELSWCD the resume of Mr. Kim Steinhorst. This resume has been carefully reviewed and considered by the Timberlake Watershed Improvement District Advisory Committee, a committee comprised of the current Trustees, Timberlake Board members and community members. On behalf of the Timberlake Watershed Improvement District Advisory Committee, based on his extensive qualifications, notable accomplishments, as well as his significant commitment and participation in the Timberlake community over the last several years, the committee highly recommends Mr. Steinhorst for the Trustee appointment by the VaSWCB.

The Advisory Committee is attaching a resume for Mr. Steinhorst with this letter for RELSWCD information.

I would like to take this opportunity to thank Mr. Schrader for his tireless efforts over the years in developing the Timberlake Watershed Improvement District. It goes without saying, that without his continued support and expertise, our community could never have accomplished the development of the TWID nor completed the task of dredging.

Sincerely,



Denise Gillett

Chair, Timberlake WID Advisory Committee

J. Kim Steinhorst

434-665-6206 preachrmann@yahoo.com 1986 Timberlake Drive, Lynchburg, Virginia 24502

Profile

Life-long learner and professional communicator • Presbyterian pastor • Consultant • Former bank operations team leader and project manager

Skills

Leadership • Problem-solving • Critical Thinking • Active Listener • Microsoft Office • Apple iWork

Areas of Experience

LIFE-LONG LEARNER

Beyond degrees earned and listed below:

- MBA Studies at University of Washington
- Doctor of Ministry Studies at Pittsburgh Theological Seminary
- Maintain regular review of professional journals, manuscripts, papers, articles, etc. on economic, theological, sociological, and cultural subjects

PROFESSIONAL COMMUNICATOR

- Lead worship, teach, and facilitate work of members and leaders of multiple congregations
- Formerly in-house trainer and consultant for three Fortune 500 bank holding corporations
- Certification in Intercultural facilitation and leadership
- Certification in mediation and conflict management

PRESBYTERIAN PASTOR

- 26 years pastoring various congregations in Virginia

CONSULTANT

- Mediator and coach for denomination's regional governing body
- Management consultant to regional agricultural operation
- Small bank consultant in bank loan operations

BANK OPERATIONS TEAM LEADER AND PROJECT MANAGER

- Led team to install a \$5.5 million dollar (1980s value) online loan accounting and payment processing system across bank holding corporation
- Developed IT solutions with in-house various "customers" for lending, and automated clearing house operations to integrate with accounting and customer information systems
- Co-developed streamlined customer service phone center system for bank lending platforms

Education

Northwestern State University, Natchitoches, Louisiana — Bachelor of Arts, 1977

Union Presbyterian Seminary, Richmond, Virginia — Master of Divinity, 1995

References

Kathleen Englund, 434-525-2247, 1200 Timberlake Drive, Lynchburg, VA
Charles Falwell 434-237-5798, 1886 Timberlake Drive, Lynchburg, VA
Denise Gillett, 434-509-7031, 2248 Timberlake Drive, Lynchburg, VA
Robert Lockridge, 434-237-7964, 1734 Timberlake Drive, Lynchburg, VA
George Schrader, 434-401-0577, 2209 Timberlake Drive, Lynchburg, VA

George Wesley Schrader III
2209 Timberlake Drive
Lynchburg, VA 24502
434-401-0577/georgeschrader111@gmail.com

Mr. Charles Arnason, Chair
VA Soil and Water Conservation Board
600 E. Main Street, 24th Floor
Richmond, VA 23219

Mr. Jeffrey Floyd, Chair
Robert E Lee Soil and Water Conservation District
7361 -A Richmond Highway
Appomattox, VA 24522

Dear Mr. Charles Arnason and Mr. Jeffrey Floyd,

I am writing to advise you of my resignation as Trustee of the Timberlake Watershed Improvement District, Campbell County, Virginia, effective March 15, 2022. This time should allow the WID Advisory Committee of Landowners to submit Trustee candidate recommendation(s) to REL SWCD/ VA SWCB. I would like to take this opportunity to extend my sincere appreciation for the persistence of the landowners within our watershed over the last 25 years, the assistance from all levels within the DCR organization, the VA SWCB and especially the continuing support of REL SWCD Board of Directors.

In 1995 25 landowners petitioned the REL SWCD to establish a small WID composed of the Timberlake watershed and reservoir for conservation and to collect decades of stormwater sediment from upstream development and highway interchange construction. Accumulated sediment was beginning to choke the reservoir, negatively impacting water quality and its ecosystem. In 1999 REL SWCD officially certified the Timberlake WID creation to the VA SWCB. In 2017 REL SWCD and VA SWCB approved funding for the project to collect the accumulated sediment. Later in 2017 during planning for the debt/taxing referendum with Campbell County, a legal oversight was discovered in original WID creation referendum process effectively negating the WID's original creation. In early 2019, after two years of legal efforts, WID landowners again petitioned REL SWCD for creation of Timberlake WID. REL SWCD ordered referendums to be held which passed in favor of creation. REL SWCD certified WID creation to the VA SWCB. Later in 2019 the Circuit Court ordered referendums to be held which also passed by an overwhelming majority in favor of allowing Timberlake WID debt/taxing authority. In May of 2020 Campbell County Circuit Court issued an order authorizing the Timberlake WID to tax and incur debt. In March of 2021 the WID budget and project funding for its conservation improvement project was presented to and again approved by the SWCD and SWCB.

The reservoir improvement project started in the spring of 2021 and successfully completed in the fall of 2021 after collection and removal of approximately 14,000 cubic yards of sediment. The project's major benefits included; noticeably improved water quality, the reservoirs ability to handle and pass-through stormwater flooding is appreciably increased, and landowner access in the three major coves is restored. Lastly, post project inspection revealed no adverse environmental effects in the impact areas.

In closing, I appreciate my departure may increase the workload of my fellow Trustees. I will be available to help in any way I can in the interim and can be reached by telephone or email.

Sincerely,

George W Schrader III [ES]

February 8, 2022

Cc: Timberlake WID Trustees, Charles Falwell, Robert Lockridge
Timberlake WID Advisory Committee Chair, Denise Gillette
RELSWCD Campbell County Directors, Doug Perrow, Brandon Schmitt