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We work with the people who work the land.

Natural Bridge SWCD **DISTRICT MINUTES**

September 17, 2025

The Natural Bridge Soil and Water Conservation District Board of Directors held their regularly scheduled monthly meeting electronically on Wednesday, September 17, 2025 via ZOOM and in person at the Lexington USDA Service Center conference room. The meeting was open to the public in person and by request via telephone. The Ag BMP Cost-Share Committee did not meet this evening. The meeting was called to order by District Chairman, Rob Deyo at 6:31 p.m. A total of eleven persons participated.

ATTENDANCE

Directors Present:

Rob Deyo
Tim Goodbar
Tom Stanley
Lee Cummings
Herbie Huffman
Charles Winder

Associate Directors Present:

None

Directors Absent:

Robbie Beard
Billy Grose

Associate Directors Absent:

Brian Jenkins
Larry Hurd

AGENCIES REPRESENTED:

Tom Stanley, Virginia Cooperative Extension (VCE)
Tad Williams, CDC, DCR

DISTRICT STAFF:

Robert Hickman, District Manager
Jennifer Huffman, Office Administrator
Buzzy Reese, Conservation Technician
Margaret Spencer, Admin Assistant

CALL TO ORDER

The business meeting was called to order by District Chairman, Rob Deyo at 6:31 pm. Director attendance was recorded, and a quorum was declared. Those participating in person met in the conference room at the Lexington USDA Service Center in Lexington, Virginia.

A review of electronic guidelines was stated by the Chairman. Directors unable to meet in person are allowed to fully participate in Board business per the District's adopted Remote Participation Policy.

MINUTES

Minutes from the August 20, 2025 business meeting were distributed previously for review. There were no issues or questions. A motion was made to accept the Minutes as presented.

(Stanley, Huffman/ Unanimous)

Minutes from the August 20, 2025 Cost-Share Committee meeting were distributed previously for review. There were no issues or questions. A motion was made to accept the Minutes as presented.

(Cummings, Goodbar/ Unanimous)

Minutes from the September 15, 2025 Personnel Committee meeting were distributed previously for review. There were no issues or questions. A motion was made to accept the Minutes as presented.

(Goodbar, Huffman/ Unanimous)

TREASURER'S REPORT

A copy of the August 31, 2025 Treasurer's Report was distributed prior to the meeting for review, and there were no outstanding issues or questions. A motion was made to accept the Treasurer's Report as presented.

(Winder, Cummings/ Unanimous)

UNFINISHED BUSINESS

➤ Conservation Technician Position Status

Rob informed the District that on September 15, 2025 the Personnel Committee conducted interviews for the position of Conservation Technician. After Committee discussion, applicant Lee Cummings was offered and accepted the position. His start date will be October 1, 2025 at a salary of \$72,105.00 annually. Rob also mentioned that Lee was offered a benefit of accruing 5 hours annual leave per pay period, which is the rate he was accruing when he left district staff in 2023. Due to Lee being a current member of the board of directors, he presented his letter of resignation effective September 30, 2025. A motion was made to accept Lee Cummings letter of resignation from the NBSWCD Board of Directors effective September 30, 2025.

(Goodbar, Winder/ Unanimous)

Rob stated the board will begin the process of appointing a Rockbridge County resident to fill the unexpired term of Lee Cummings. Jennifer will notify the County Administrator of the vacancy.

NEW BUSINESS

➤ FY25 Grant Agreement Assessment

Tad went over the FY25 Grant Agreement Assessments that were included in the electronic meeting packet for review. The Admin and Ops Agreement was fully satisfied receiving all "A's". The Cost-Share Agreement received a "C" in one category. Tad reminded the board it had previously been made aware of this issue and the Audit Subcommittee of the Virginia Soil and Water Conservation Board had reviewed the results of the assessment at their September 16th meeting.

➤ 2025 Clean Water Farm Award

Buzzy stated that district staff had discussed several options for the 2025 Clean Water Farm Award recipient. He informed the board that staff will nominate Gary Swink of House Mountain Farms based on his years of participation in BMP's with the District and Partnering Agencies to improve soil and water quality, as well as his attendance to district hosted field days and informational events. A motion was made to nominate Gary Swink of House Mountain View Farm as the 2025 Clean Water Farm Award recipient.

(Cummings, Goodbar/Unanimous)

➤ FY24-25 Annual Report

Jennifer stated that a copy of the Annual Report for 2024 was in the electronic meeting packet for review.

➤ FOIA Policy

Jennifer stated the FOIA policy staff drafted was in the electronic meeting packet for review. Jennifer briefly went over the policy and there were no issues or questions. A motion was made to approve the FOIA policy as presented.

(Goodbar, Stanley/ Unanimous)

SWCD COMMITTEE UPDATES/STAFF REPORTS

Ag BMP Cost-Share: Lee Cummings, Committee Chair

The following cost-share contracts were presented for approval:

A motion was made to approve the conservation plan for contract #04-26-0038.

(Cummings, Huffman/ Unanimous)

- 1) WP-4/ WP-4C Animal Waste Storage Facility. 15-year contract at 75% cost-share. The total estimated cost for this contract is \$84,270.00 with estimated cost-share amount of \$63,202.50. Contract #04-26-0038.

A motion was made to approve contract #04-26-0038.

(Cummings, Goodbar/ Unanimous)

The following Tax Credits were presented for approval:

Contract 04-25-0046; SL-7 Practice with \$13,862.44 in Cost-Share funding received. A motion was made to approve a tax credit in the amount of \$1,155.20 for contract 04-25-0046.

(Cummings, Stanley/ Unanimous)

Contract 04-24-0051; WQ-11 Practice with \$9,843.44 in Cost-Share funding received. A motion was made to approve a tax credit in the amount of \$820.29 for contract 04-24-0051.
(Cummings, Huffman/ Unanimous)

Contract 04-24-0002; WQ-11 Practice with \$9,103.69 in Cost-Share funding received. A motion was made to approve a tax credit in the amount of \$758.64 for contract 04-24-0002.
(Cummings, Goodbar/ Unanimous)

Technical: Robert Hickman, District Manager

A copy of Robert's written report was included in the electronic meeting packet.

Administrative: Jennifer Huffman, Office Administrator

A copy of Jennifer's report was included in the electronic meeting packet.

TMDL Watershed

Buzzy mentioned there were no updates on the TMDL.

Finance: Charles Winder, Treasurer

Charles had nothing further to add.

PARTNER AGENCY REPORTS

Department of Conservation and Recreation: Tad Williams, CDC

A copy of Tad's September report was included in the electronic meeting packet and is attached as part of these minutes.

Natural Resources Conservation Service: Dorian Perez, DC

A copy of Dorian's September report was included in the electronic meeting packet.

Virginia Cooperative Extension: Tom Stanley, Extension Agent

Tom did not provide a written report but briefly gave an oral report regarding the drought monitor.

Virginia Department of Environmental Quality: Sara Jordan, Water Monitoring & Assessment Scientist

A copy of Sara's September report was included in the electronic meeting packet and is attached as part of these minutes.

Chesapeake Bay Foundation: Position Vacant

Lindsay Spotts is no longer with the CBF and no report was provided.

Virginia Department of Forestry: Mitchell Kim

Michell Kim did not provide a written report and was not present at the meeting.

DIRECTOR & STAFF COMMENTS:

Rob stated that each Director had been delivered a letter from Smith Farms, therefore,

A motion was made for Natural Bridge SWCD to go into Closed Meeting to discuss details relating to a Cost-Share Contract in accordance with §2.2-3711 of the *Code of Virginia*, as amended.

(Stanley, Goodbar/ Unanimous)

Pursuant to the Code of Virginia, as amended §2.2-3712 (D), a motion was made to certify that, to the best of each members knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by the Natural Bridge SWCD during the Closed Meeting.

(Stanley, Huffman/ Unanimous)

A motion was made to inform Sara Bottenfield of the letter from Smith Farms, seek guidance and advice from her regarding the matter and draft a response to Smith Farms after having done so.

(Stanley, Goodbar/ Unanimous)

Buzzy stated that several verifications were completed on September 9th and some were in need of gravel around their troughs. A motion was made to send a letter to those participants who need gravel allowing them 90 days to correct the maintenance issue.

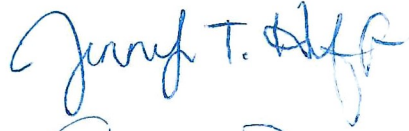
(Cummings, Stanley/ Unanimous)

ADJOURNMENT

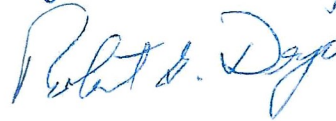
With no further business to address, Rob Deyo adjourned the meeting at 7:43 pm.

The next district business meeting will be held Wednesday, October 15, 2025 at 5:30 p.m. in the Virginia Horse Center Mezzanine for the District's Annual Banquet.

**Minutes Submitted by Board Secretary:
October 15, 2025**



**Minutes Approved by Board of Directors:
October 15, 2025**



**PUBLIC MEETING NOTICE
2025**

The NATURAL BRIDGE SOIL AND WATER CONSERVATION DISTRICT will hold its monthly Board of Directors meetings for the year 2025 according to the following schedule:

January 15
February 19
March 19
April 16
May 21
June 18

July 16
August 20
September 17
October 15
November 19
December 17

Meetings are held at 6:30 p.m. at the Lexington USDA Service Center Conference Room, 40 Magnolia Square Way, Suite 5, Lexington, Virginia, and via ZOOM until further notice. Cost-Share committee meetings are held each month prior to the regularly scheduled business meeting, as needed.