



**MINUTES**  
**Shenandoah RC&D Council**  
**Rockingham County Government Center**  
**Conference Room D**  
**Harrisonburg, Virginia**  
**July 13, 2009**  
**10:00 a.m.**

Council Members Present:	Jim Nichols, HSWCD Joan Comanor, LFSWCD Esteban Nieto, At-Large	Vacant, FB Bruce Lundeen, SVPure H20	Jim Lawrence, LFSWCD John Eckman, VCC
Members Absent:	Linda Campbell, SVSWCD Rick Shiflet, HSWCD	David Frackelton, SVSWCD Jill Keihn., NSVRC	Maria Papadakis, At-Large Elizabeth McCarty, CSPDC
Associate Members Present:	Kelly Watkinson, Potomac Con. Chris Anderson, Page Co.		
Staff Present:	Kathy Holm, NRCS/SRC&D Lorraine Cormier, NRCS/SRC&D		
Others Present:	Cory Guilliams, NRCS Becky Barlow, Marketer – Organic Resources Carl Luebben		

The meeting was **called to order** by Chair, Jim Lawrence. **A quorum was declared** with 6 voting members in attendance.

**APPROVAL OF MINUTES**

The **minutes** of the May 11, 2009 meeting were distributed via email to Council. A motion was made by Joan Comanor and seconded by Jim Nichols to accept the minutes as read. The minutes were unanimously approved.

**TREASURER’S REPORT**

The treasurer’s report was distributed via email to Council. Jim Nichols stated that the treasurer’s report will be filed for audit.

The following reflects activity in the Shenandoah RC&D checking accounts:

**SunTrust Operating/Administrative Account:**

*May 2009*

Opening Balance:	\$16,532.61
Checks Cleared:	\$(885.84)
Deposits Cleared:	\$0.55
Balance in Checkbook:	\$15,647.32 (matches statement)
Checks Not Cleared:	\$(167.80)
Deposits Not Cleared:	\$500.00
New Checks:	\$(11,000.00)
New Deposits:	\$11,000.00
Ending Balance:	\$15,979.52

**SunTrust Projects Account:***May 2009*

Opening Balance:	\$34,058.88
Checks Cleared:	\$(34,421.77)
Deposits Cleared:	\$4,797.48
Balance in Checkbook:	\$4,434.59 (matches statement)
Checks Not Cleared:	\$(78.95)
Deposits Not Cleared:	\$0.00
New Checks:	\$(17,255.58)
New Deposits:	\$16,172.88
Ending Balance:	\$3,272.94

**DCCU - Projects Account***May 2009*

Opening Balance:	\$70,935.08
Checks Cleared:	\$(0.00)
Deposits Cleared:	\$0.00
Dividends	\$120.49
Balance in Checkbook:	\$71,055.57 (matches statement)
Checks Not Cleared:	\$(0.00)
Deposits Not Cleared:	\$0.00
New Checks:	\$(11,000.00)
New Deposits:	\$0.00
Ending Balance:	\$60,055.57

**DCCU - Administrative Account***May 2009*

Opening Balance:	\$25.12
Checks Cleared:	\$(0.00)
Deposits Cleared:	\$0.00
Dividends	\$0.00
Balance in Checkbook:	\$25.12 (matches statement)
Checks Not Cleared:	\$(0.00)
Deposits Not Cleared:	\$0.00
New Checks:	\$(0.00)
New Deposits:	\$0.00
Ending Balance:	\$25.12

**SunTrust Investments***13-month CD (3.68%)*

Opening Balance:	\$5,062.39
Earned Interest:	\$0.00
Ending Balance:	\$5,062.39

*25-month CD (3.92%)*

Opening Balance:	\$5,066.48
Earned Interest:	\$0.00
Ending Balance:	\$5,066.48

The bank statements for all accounts for the month of May were reconciled with the checkbook. Details of the above financial activities are on the reconciliations, which are being distributed. If there are specific questions concerning this activity, you may view statements, reconciliations, and original receipts which are kept in the RC&D office.

### **ANNUAL COUNCIL TRAINING**

Kathy Holm, Coordinator, showed a PowerPoint presentation about the Shenandoah RC&D as a refresher for those already familiar and as an information session for those new to the Council. She reminded all of what the Council's mission is, what Council members and NRCS employees are responsible for. She discussed the non-discrimination statement. She mentioned a Council skills assessment in consideration for additional skills needed on the Council.

### **COUNCIL OPERATIONS**

#### **Documents Review and Approval**

##### **FY 2010 Annual Plan**

The annual plan was distributed, reviewed and discussed by Council. It was suggested that a more compressed summary be worked up from this plan for Council to look over.

##### **FY 2009 Budget to Actual**

Last year's budget and actual expenses was distributed, reviewed and discussed by Council. It was noted that Council spent about 21% less than was budgeted, which will be carried over to FY10.

##### **Proposed FY 2010 Council Budget**

This year's budget was distributed, reviewed and discussed by Council. It was noted that there will not be a National RC&D conference or a Southeastern RC&D meeting which will save money. There were line items added for fundraising and board development.

##### **Proposed Council Fundraising Plan FY 2010**

The fundraising plan was distributed and reviewed. There was much discussion about the fundraising plan. It was noted that Agua Fund will likely leave the Valley in 2011. Agua Fund usually gives Shenandoah RC&D \$55,000. This year they gave \$30,000, due to poor economy. John Eckman stated that the \$30,000 level is what we should expect for the next year also. The Executive Committee has discussed creating a fundraising committee. The Executive Committee has discussed project tours for potential funders and other interested parties. John and Jim agreed that we need to build partnerships with other organizations, even though we have great partnerships with current organizations. Kelly Watkinson asked if Council was going to recruit someone to spearhead the fundraising effort. Jim stated that Council is looking at bring more resources on. Joan suggested that all could provide names of people who might support the Council. Kelly volunteered to be on the Finance Committee. She suggested asking some merchants to give a percentage of their sales for a day to the RC&D.

A motion was made by Joan Comanor to accept the Annual Plan, Budget, and Fundraising Plan. It was seconded by John Eckman and unanimously approved.

##### **MOU between NRCS and Shenandoah RC&D Council**

The MOU was distributed and reviewed. Council agreed that the MOU still be kept as written. A motion was made by Bruce Lundeen and seconded by Joan Comanor. It was unanimously approved.

### **New Projects**

#### **VARC&DC Energy Resource Center Grant**

This project proposal was distributed. A \$4,000 grant came from VARC&DC to support this project. Maria Papadakis requested this to go toward an energy resource center. Activities undertaken would be developing a website and outreach materials for Virginia farm energy resource center and preparing fact sheets. This will be match from JMU. This builds on the energy audit project that Council approved and worked on a few months ago. Joan Comanor made a motion to accept this as a project. It was seconded by Jim Nichols and unanimously approved.

#### **Shenandoah RC&D Tour**

This project proposal was distributed. The NARC&DC approached Shenandoah RC&D to do a tour here to educate OMB staffers on the value of the RC&D program. If successful, staff would come to the Shenandoah RC&D area and tour some of Council's projects. One idea was to do in August to coincide with federal legislators and/or their staff who may be able to join the tour at that time. A draft tour schedule was distributed. Joan Comanor made a motion to do a tour here; not to exceed \$2,500. It was seconded by Jim Nichols and unanimously approved. The Southeastern Association may also help to defray the costs.

#### **Lancaster Farmland Preservation Board - Easement Workshop**

John Eckman presented this project for information only. It may come forward in between Council meetings and may need to be approved by the fast track approval process through the Managed Growth Committee. This would be a technical workshop. Council would bring in people from this board to show how easements work in PA. The cost is estimated at \$2,000 with funds coming from Agua Fund.

### **Completed Projects**

#### **SVAREC Demonstration Forest**

This project report was distributed. An intern was hired to do a database. A motion was made by Joan Comanor to declare this project complete. It was seconded by Jim Nichols and unanimously approved.

#### **Local Woods Products**

This project report was distributed. A website was designed and launched. A news release was written and reported on in six different news media. Technical assistance only was needed. If additional contacts are discovered, the website will be updated. Contact Lorraine Cormier if you know of additional contacts. Link: [www.shenandoahrcd.org/CommForestryLocalWoodProducts.htm](http://www.shenandoahrcd.org/CommForestryLocalWoodProducts.htm). A motion was made by Joan Comanor to declare this project complete. It was seconded by Jim Nichols and unanimously approved.

### **Updates/Additional Business**

#### **RC&D National Funding**

The House and the Senate has restored the RC&D funding for last year's level. Both approved for the same amount. An email that came from NARC&DC was distributed citing disturbing Senate language regarding accountability and funding sources. Shenandoah RC&D belongs to the Circle of Diamonds, which is helpful with accountability. The letters of support have made a difference. A thank you note to the Senators would also be helpful.

#### **Recognition of Carl Luebben**

Jim Lawrence recognized Carl for his years of service on the Shenandoah RC&D Council and many other boards. Carl said a few words about his service. He was presented with a certificate of appreciation and a gift for his service to the Council.

#### **Call for Participation on VARCDC Committees**

The VARC&DC matrix was passed around to Council. RC&D Council members were encouraged to sign up to participate in the VARC&DC committees. Chris Anderson is still willing to be on the Public Relations Committee. Joe Lehnen is currently on the Forestry Committee and will be asked to stay on. Maria Papadakis has served on the Awards Committee before and will be asked again. Joan Comanor volunteered to be on Public Relations Committee and Legislative Committee.

#### **Agua Fund 2007/08 and 2008/09 and Grant Expenditures for Projects**

Kathy Holm distributed charts that showed where Council is on the Agua Fund grant and other grants that are being managed by Shenandoah RC&D. There are some remaining funds in Agua 07-08; Council received Agua 08-09 in the amount of \$30,000—\$25,000 for projects; \$5,000 for administrative/operating. Council was encouraged to look these over to see where Council stands on these grants.

#### **Waste Solutions Forum II**

Becky Barlow reported on this. She stated that she has been working on an auction for poultry litter. She has received no response, which shows there is no interest at this time. So she is not pursuing the auction anymore. There is a public hearing in Harrisonburg on August 5 about changes to poultry litter waste regulations. If anyone would like more details Becky can provide. Becky shared usage statistics about the Poultry Litter Hotline website. In the past 6 months, there were 771 visits from Virginia to the site. Most visited were information sheets. The Poultly Litter Brokers list was the most popular. It seems like the website is getting good usage. Becky's position can be extended until the funding runs out, estimated at the end of October. Money may be pursued from the State Transport Incentive to keep the hotline going. John asked if there is a transition in the works to keep the hotline open. Becky stated that there is not a plan in place as of yet.

### **COUNCIL INFORMATION**

#### **Election of Officers**

John Eckman was elected as Chair; Joan Comanor, Vice-Chair; and Jim Lawrence, Immediate Past Chair. A motion was made by Jim Nichols and seconded by Bruce Lundeen. It was unanimously approved.

**Inserts for Director’s Notebooks**

A meeting schedule for 2009-10 was distributed. The other documents are updated and available on-line at: [www.shenandoahrcd.org/DirectorsNotebook.htm](http://www.shenandoahrcd.org/DirectorsNotebook.htm)

**OTHER BUSINESS**

The Coordinator’s Report was distributed for information only.

**Announcements**

**Agua Fund Board Tour**

John Eckman reported that the Agua Fund board came to tour RC&D projects in the Shenandoah Valley that it has funded over the past few years. They seemed to be impressed with the breadth and depth of the projects. The tour itinerary also provides a draft for the upcoming legislative and OMB tours.

**National RC&D Conference**

Joan reported on the National Conference in Albuquerque. She made a presentation on the Livestock Exclusion project and presented a poster on the Growing Power! project. The conference was very informative with lots of sessions that inspired project ideas.

**Valley Conservation Council Annual Meeting**

September 11, 2009  
Frontier Culture Museum

**Shenandoah RC&D Meeting**

Monday, September 14, 2009 at 10:00 a.m.  
Shenandoah County Government Center  
VCE Conference Room  
Woodstock, Virginia

A motion was made by Joan Comanor and seconded by Jim Nichols that the meeting be adjourned and it was unanimously approved. The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Lorraine M. Cormier  
Administrative Assistant

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Approved: Chair

Date

**UPCOMING EVENTS**

**Todd Erling, Hudson Valley Agribusiness Executive Director**

Wednesday, October 21, 7 p.m., Farm Credit Conference Room, Kernstown, VA  
Thursday, October 22, 7 p.m., Plecker Center Auditorium, Weyers Cave, VA

**Field Day, Bob and Susan Threewitts, Keezletown, VA**

9:30 a.m. – 2 p.m., Wednesday, October 21 (see flyer for details)