



MINUTES
Shenandoah RC&D Council
September 8, 2008 - 10:00 a.m.
Shenandoah County Government Center
VCE Conference Room
Woodstock, Virginia

Council Members Present:	Jim Nichols, HSWCD Jill Keihn., NSVRC Joan Comanor, LFSWCD	Carl Luebben, FB Bruce Lundeen, SVPure H2O John Eckman, VCC	Jim Lawrence, LFSWCD
Members Absent:	Rick Shiflet, HSWCD David Frackelton, SVSWCD Maria Papadakis, At-Large	Bonnie Riedesel, CSPDC Esteban Nieto, At-Large	Linda Campbell, SVSWCD
Associate Members Present:	Kelly Watkinson, Potomac Conservancy Joe Lehnen, VDOF		
Staff Present:	Kathy Holm, NRCS/SRC&D Lorraine Cormier, NRCS/SRC&D		
Others Present:	Patrick Felling, Potomac Conservancy Mike Liskey, NRCS		

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

Kelly announced that they have hired Patrick Felling as Potomac Conservancy's new Policy Associate. Patrick will be working out of our Winchester, VA office, focusing on state and local policy initiatives in Virginia. In addition to taking leadership of their existing state-level work, Patrick will be designing and managing a new policy initiative for the Potomac headwaters area. Focusing on Frederick and Shenandoah Counties, VA, Patrick will work with our local partners to implement regulatory changes that will improve water quality throughout the Shenandoah watershed and downstream Potomac.

Patrick comes to us with a wealth of experience in the environmental field, and a successful history of working with a broad range of partners. He has 14 years of environmental policy experience in state government, including strategic plan development and regulatory work. More recently, he has been an adjunct science professor at Shenandoah University and an independent consultant in the Winchester area. Patrick holds an M.S. in Environmental Science and M.P.A. in Environmental Policy from Indiana University, is a member of the National Association of Environmental Professionals, and is President of the Virginia Master Naturalists, Daughter of the Stars chapter. Patrick has been living in the Winchester area with his family for the past two years, and speaks fluent Mandarin Chinese. You can reach Patrick at felling@potomac.org or 540-667-3606

APPROVAL OF MINUTES

The **minutes** of the July 14, 2008 meeting were distributed. A motion to approve as distributed was made by Joan Comanor and seconded by Jim Nichols. The minutes were unanimously approved.

TREASURER'S REPORT

The treasurer's report was distributed to Council. The treasurer's report will be filed in the RC&D office for audit.

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

Operating/Administrative Account:

July 2008

Opening Balance:	\$34,455.78
Checks Cleared:	\$1,886.13
Deposits Cleared:	\$500.00
Balance in Checkbook:	\$33,069.65
Checks Not Cleared:	\$0
Deposits Not Cleared:	\$0
New Checks:	\$0
New Deposits:	\$0
Ending Balance:	\$33,069.65

August 2008

Opening Balance:	\$33,069.65
Checks Cleared:	\$10,516.92
Deposits Cleared:	\$0
Balance in Checkbook:	\$22,552.73 (matches statement)
Checks Not Cleared:	\$1,149.00
Deposits Not Cleared:	\$88.95
New Checks:	\$0
New Deposits:	\$0
Ending Balance:	\$21,492.68

Projects Account:*July 2008*

Opening Balance:	\$165,921.57
Checks Cleared:	\$25,612.70
Deposits Cleared:	\$3,897.07
Balance in Checkbook:	\$144,205.94 (matches statement)
Checks Not Cleared:	\$78.95
Deposits Not Cleared:	\$0
New Checks:	\$0
New Deposits:	\$0
Ending Balance:	\$144,126.99

August 2008

Opening Balance:	\$144,205.94
Checks Cleared:	\$9,060.13
Deposits Cleared:	\$4,129.72
Balance in Checkbook:	\$139,275.53 (matches statement)
Checks Not Cleared:	\$2,742.49
Deposits Not Cleared:	\$268.32
New Checks:	\$0
New Deposits:	\$0
Ending Balance:	\$136,801.36

The bank statements for both accounts for the months of July 2008 and August 2008 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.

\$10,000 was transferred from the Administrative/Operating Account to open CDs at SunTrust Bank. \$5,000 is in a 13-month CD at 3.68% and \$5,000 is in a 25-month CD at 3.92%. These will be renewed at maturity if the funds are not immediately needed. Council will check with SunTrust about their CD specials on the maturity date and reinvest at a higher rate if possible.

A draft financial review was prepared by Thorpe & Helsley in August. This will be reviewed by Council and after approval a final will be prepared. The IRS Form 990 will be prepared by Thorpe & Helsley in September and filed with the IRS by November 15, 2008.

Shenandoah RC&D's liability insurance payment will be made on September 9, 2008.

Draft Annual Financial Review:

The FY08 financial review was conducted by Thorpe & Helsley, PLLC and a draft financial statement was prepared. This was distributed to Council. It was reviewed and a motion was made by Joan Comanor to accept the financial review; seconded by Jim Nichols and was unanimously approved. A letter will be written to Thorpe & Helsley concerning the financial statement.

Shenandoah RC&D Fund Raising Plan

The Executive Committee presented the Shenandoah RC&D fund raising plan to Council. Jim thanked Joan for attending the August 21 meeting of the Agua Fund sponsor for fundraising. The Agua Fund money will no longer be available in the valley starting in 2011. Council has been using \$5,000 of the \$55,000 from Agua Fund for administrative purposes. A budget has been put together for the Council for administrative funds.

Jim Lawrence went over the plan with Council. Some ways to raise money would be grants, board giving, corporate giving, special events, project tours, business and individual donors. The Executive Committee would like to present this as a plan and use it as a guideline for a year or so and modify as needed.

Executive Committee suggested taking a few of our outstanding projects to the people in our area and showing them what RC&D has been doing. Tours were suggested. Some of the projects suggested were pyrolysis, local foods, and alternative fencing. He suggested a follow up to ask for monetary support for our organization.

It was suggested that a finance committee be formed to look closer at the strategies and set up some of these tours and inviting the right people. It was reiterated that **all** Council members still need to be involved in fund raising. Everyone knows people who can be contacted. The administrative budget is expected to be about \$12,000 - \$15,000 per year for the next few years. Council should ask businesses that are involved in agribusiness. John stated that we could get a good stable base of donors and establish a long-term relationship with these people. It may not take too many organizations' support.

Executive Committee agreed that Shenandoah RC&D sponsors should be paying dues if they want support from other organizations. This is especially important when asking individuals for donations. It would be good for all sponsors to contribute monetarily. Executive Committee discussed the idea that some of the associate members be asked to give since they are benefitting from Council's projects. The Committee suggested that an adjustment could be made to the by-laws to include them as voting members or they could just be asked for a significant amount because of the benefits to them.

Jim Lawrence stated that Shenandoah RC&D is a working board and that there should be greater effort put into counting volunteer/in-kind time. He stated that this goes a long way when requesting donations. Be able to show that Council's sponsoring organizations do give and that the individual members volunteer time, services, and technical assistance. Earth Team Volunteer time should be kept and turned into the RC&D office when asked. Shenandoah RC&D is a 501(c) (3) organization, NRCS employees are not allowed to do fund raising. It is necessary for Council to do this fundraising.

Kelly asked about going to the same people that everyone else is going to for funding. She asked about how to keep from overlapping. John stated that we need to focus on the projects that the RC&D is working on. He said that Shenandoah RC&D's projects are very different and unique from other efforts in the Valley. Jim Lawrence said we need to tell everyone RC&D's story—leverage, structure, and that staff salary is taken care of. Jim Nichols said that Council should let people know that Shenandoah RC&D's administrative funds are very low in comparison to funds that are spent on projects. He thinks that tours are a good idea. Jim Lawrence stated that Council's yearly lobbying could be folded right into the fund raising plan. The approach could be the same. He also stated that a financial committee will be put together by the next Council meeting in November; however all will need to be involved. Each member may be asked to talk to certain people. Bruce Lundeen volunteered to be on the finance committee.

John requested if he could ask some of VCC donors (individuals) to give a little more to pass onto the RC&D. Kelly said that she was thinking the same thing. Mike Liskey noted that this is going to be an annual effort. John stated that the money is out there, we just need to ask for it. The Shenandoah RC&D office has made two books available for Council members to borrow: "Big Gifts for Small Groups" and "The Raising of Money". The NARC&DC provided a new national guide on fundraising available to the Council. They were distributed.

Jim Lawrence stated that if anyone has any other ideas beyond the framework of the plan, let him know.

The plan was reviewed and a motion was made by Joan Comanor to accept the fund raising plan; seconded by Jim Nichols and was unanimously approved.

COUNCIL OPERATIONS

Annual Plan of Work

The Annual Plan of Work was reviewed and approved at the last meeting; however it needed to be turned into the State office in a different format. The objective, strategy, time, and cost were added to each goal that went with each project. The plan was distributed to Council to review.

Mainstem Shenandoah River RWA Assessment

This activity was added to the Annual Plan of Work.

FY08 Annual Report

A draft report was distributed to Council to review. A few typographical errors were discovered and will be corrected. A few changes were suggested to the financial statement on the annual report to reflect the finances more clearly. That change will be made also. These will be printed and sent to the State Office, Shenandoah RC&D Council members, and Virginia RC&Ds.

Updates/Additional Business

Agua Fund/Grant Expenditure Charts

The charts were distributed that explain the Agua Funds and the other grant expenditures. The balance of the Agua Fund is approximately \$15,900. The money left over will be carried over. Council will apply for another Agua Fund grant this fall. The amount will be \$50,000 for projects and \$5,000 for administrative. The other grant expenditures were reported on. There were no questions related to these expenditures.

WSF-II

Becky reported on this project. Poultry litter is still in high demand. The value is going up—it is about \$10-\$20 a ton. The compost display that was put up at the Rockingham Co. fair got some interest. Hess Greenhouse asked if the display could be put up at their corn maze at the north end of Harrisonburg. The Pyrolysis and Struvite operations are up and running in Rockingham Co.

Southeastern Association of RC&Ds Meeting

This meeting is coming up September 10 – 13 in Wytheville, Virginia. Jim Lawrence, John Eckman, Joan Comanor, Kathy Holm, Becky Barlow, Chris Anderson, and Kelly Watkinson will attend.

Todd Erling Visit in the Valley

Five visits have been scheduled. One more visit will be scheduled in the Winchester area. There are some co-sponsors: VCC, The Shenandoah Co. Farm Bureau Board, Valley Farm Credit, and Committee to Preserve Rural Life in Frederick County. Emails have been sent out circulating the flyer and letters will be sent out to the ag community. Joan Comanor requested \$500 in additional funds from the Agua Fund be set aside to cover the overall expense of his visit, bringing the estimated total project cost to \$4,000. A motion was made by Joan Comanor to amend the budget to \$4,000 to cover expenses of Mr. Erling's visit. It was seconded by Carl Luebben and was unanimously approved. Jim Lawrence noted that Jeff Ishee is making arrangements to interview Todd Erling.

SVAREC Demo Forest

Matt Yancey contacted Joan and let her know that the intern they hired left earlier than they anticipated. They have \$932 left over. They would like to use the funds for improvement work, removal of invasive species, workshop mailings and other things related to the project. The Forestry Committee recommends using \$932 left over funds for work related to the project. A motion was made by Joan Comanor to use this leftover money for related project work. It was seconded by Carl Luebben and was unanimously approved.

COUNCIL INFORMATION**VARC&DC Awards Committee**

Council still needs someone to serve on the VARC&DC Awards Committee. This is especially important because it gives Council a feel for what is competitive in order to win an award. If anyone is interested in serving on this committee, contact Kathy. Most of the meetings are by teleconference and it is spread out over a long period of time. The VARC&DC meeting will be in the spring in or around Charlotte Court House (Old Dominion RC&D Area).

OTHER BUSINESS

The Coordinator's Report was distributed.

Announcements

Kathy Holm stated that a sustainable agriculture tour will be held Tuesday, September 16. Bill Buchanan, Risk Management Agency, USDA, will attend. This will be a tour of food-related projects in the Valley.

Joan Comanor reported that The Nature Conservancy produced a brochure called *Terrestrial Invasive Plants of the Potomac River Watershed*. You can contact the Nature Conservancy for copies at: www.nature.org/Maryland. The brochure gives suggestions about native, non-invasive plants to choose for landscaping. It also has the top ten invasive plants listed. You can download the brochure at: <http://www.nature.org/wherewework/northamerica/states/maryland/files/mdinvasivebrochure.pdf>

Jim Lawrence said that the Opequon Watershed Project and the WVEPA have partnered on a regional stormwater management workshop. They focused on karst topography. The target audience was engineers, local government staff, developers, and local geologists. From that meeting they were to put together some guidance on how to integrate these practices in karst terrain. A follow-up stormwater management workshop will be held on September 30 in Martinsburg, WV. The guidance will be reviewed and sent out two week prior to the meeting. Anyone who has an interest in the subject is encouraged to attend. Contact Jim Lawrence at 540-667-0761.

Jill Keihn invited all to the Science Symposium will be held October 27, 28 at the Millwood Fire Hall in Winchester. Day 1 will be "Science for Scientists". Day 2 will be "Science for Policymakers". The focus will be concerns about water in this watershed. Elected officials will be invited. Please help spread the word. Lunch will be provided and there will be time allowed for networking. Lorraine will email Jill the distribution list for Shenandoah RC&D.

John Eckman invited all to the VCC's Annual Meeting will be held September 12.

The Virginia Conservation Network is having their Virginia Environmental Assembly at VCU on September 27. To register: www.vcnva.org

A motion to adjourn the meeting was made by John Eckman and seconded by Jim Nichols. It was unanimously approved. The meeting ended at 12:15 p.m.

The next Shenandoah RC&D Council meeting will be at 10 a.m., Monday, November 10 at the Augusta County Government Center, Smith's Transfer Room – East, in Verona.

Respectfully submitted,

Lorraine M. Cormier
Administrative Assistant

Approved: Chair

Date

UPCOMING EVENTS

Shenandoah RC&D Council Meeting
November 10, 2008
Augusta County Government Center
Smith's Transfer Room – East
Verona, Virginia

Shenandoah RC&D Council Meeting
January 12, 2009
Northwest District Virginia Cooperative Extension
Training Room
Harrisonburg, Virginia

Virginia Association of RC&D Councils
Spring 2009
Hosted by: Old Dominion RC&D
Charlotte Court House, Virginia

National Association of RC&D Councils Conference
June 2009
Albuquerque, New Mexico