



DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT
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We work with the people who work the land.

MINUTES OF MEETING AUGUST 27, 2024

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, August 27, 2024 at the Daniel Boone Soil & Water Conservation District office in Jonesville, Virginia at 6:00 PM.

MEMBERS PRESENT

Roger Elkins
Amy Byington
Bobby Burchett
Mike Hobbs

ASSOCIATES PRESENT

Jason Miles

STAFF PRESENT

Samantha Briggs
Shawn Morris
Tim Miles
Tim Hobbs

PARTNERS PRESENT

Lorie Stevens
Davis Powell

PUBLIC PRESENT

MEMBERS ABSENT:

Gary Martin

CALL TO ORDER:

The meeting was called to order by Roger Elkins, Chairman.

INVOCATION/PLEDGE:

Tim Miles/Everyone

REPORTS - OFFICERS: Secretary's Minutes and Treasurer's Reports

Roger Elkins asked the Board if there were any additions or corrections to the minutes. Hearing no additions or corrections, a motion was made to approve the July 30, 2024 Minutes of Meeting. (Elkins, Burchett, unanimous)

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none a motion was made to approve the August 19, 2024 Treasurer's report. After a brief discussion about the district's Profit & Loss Budget vs. Actual attachment, Samantha Briggs, Administrative Secretary, stated that she will contact the QuickBooks Pro Advisor to address the matter. (Elkins, Hobbs, unanimous)

REPORTS – COMMITTEE CHAIRS:

Shawn Morris, Technical Committee Chair, stated that the committee recommends a cost increase for contract #24-23-0101, instance #582818 due to difficult installation for WP-4SF. A motion was made to approve contract #24-23-0101, instance #582818 (new total project cost \$210,340.00, new total cost-share \$157,755.00, and new tax credit \$13,146.25). (Hobbs, Byington, unanimous)

Shawn Morris discussed the PY25 Average Cost List. He stated that the committee recommends approval of the revised PY25 Average Cost List. A copy of the PY25 Average Cost List is attached and made a part of these minutes. (Byington, Hobbs, unanimous)

Shawn Morris stated that the committee recommends removing Davis Powell from the FY2024 Technical Committee list and adding Tim Hobbs, Conservation Technician. Roger Elkins removed Davis Powell from the list and appointed Tim Hobbs to the Technical Committee. A copy of the committee minutes of meeting and the VACS program report are attached and made a part of these minutes.

A verbal report of the ongoing activities of the Chairman was given by Roger Elkins.

A copy of the District Manager report is attached and made a part of these minutes.

A copy of the Conservation Specialist report is attached and made a part of these minutes.

Tim Miles, Conservation Specialist, stated that the district had received a FOIA request from the Southern Environmental Law Center (SELC). The district submitted a fee schedule request to SELC for payment. The FOIA request is attached and made a part of these minutes.

A verbal report of the ongoing activities of the Conservation Technician was given by Tim Hobbs.

A copy of the Administrative Secretary report is attached and made a part of these minutes.

SPECIAL GUESTS:

None

UNFINISHED BUSINESS:

Shawn Morris stated that he will check with the Dodge dealer in Bristol to have a bedliner, running boards, and a trailer brake installed at the same time a recall will be fixed.

Tim Miles discussed the lime spreader lease agreement. The district has collected lease agreements from other districts and will draft a lease agreement for the September board meeting.

Samantha Briggs reported that the district had received the Lee County Board of Supervisors FY2024-2025 annual allocation. The district received \$50,000.00 which was an increase of \$1,734.00.

NEW BUSINESS:

Samantha Briggs, Administrative Secretary, prepared a list from the Annual Plan of Work and Strategic Plan of things to be accomplished in FY 2024-2025. The Board of Directors and staff reviewed and discussed the list. A copy of the list is attached and made a part of these minutes.

Amy Byington, Director, discussed a drone demonstration planting cover crop for the district's next pasture walk. The drone demonstration will be held on Monday, September 16, 2024 at 10:00 am in the Hickory Flats Community near USP Lee. A demonstration of planting cover crop for drones in agriculture and cover crops for increasing soil fertility and health will be provided. A motion was made for the district to purchase meals for the pasture walk. (Burchett, Hobbs, unanimous)

ANNOUNCEMENTS:

None

REPORTS FROM COOPERATING AGENCIES:

A copy of the DCR Conservation District Coordinator report is attached and made a part of these minutes.

Lorie Stevens, Conservation District Coordinator, recommended that the district approve the FY 2024-2025 Budget with the updated DCR Operations and TA funding. A motion was made to approve the FY 2024-2025 Budget. (Byington, Hobbs, unanimous) A copy of the budget is attached and made a part of these minutes.

Roger Elkins stated that the district had received a complaint on contract #24-14-0028, instance #178316. The applicant sold the farm without obtaining the transfer of responsibility signature from the new landowner. The project is suspected of being out of compliance. A motion was made to add contract #24-14-0028, instance #178316 to the verification list. (Byington, Burchett, unanimous)

A copy of the NRCS District Conservationist report is attached and made a part of these minutes.

A verbal report of the ongoing activities of the Virginia Cooperative Extension was given by Amy Byington, Lee County ANR Extension Agent.

The meeting was adjourned by the Chairman of the Board.

Approved:

Respectfully Submitted By:



Roger Elkins, Chairman

10-08-2024

Date



A. Samantha Briggs, Admin. Sec.

Daniel Boone SWCD Average Cost List for PY 2025

Practice Code	Practice Name	Practice Scenario	Units	Estimated Average Cost/Unit for FY 24
342	Critical Area Planting	Critical Area Planting with farm equipment seeding only	Acre	\$380
342	Critical Area Planting	Critical Area Planting with farm equipment	Acre	\$1,250
342	Critical Area Planting	Critical Area Planting with construction equipment	Acre	\$1,700
342	Critical Area Planting	NWSG along upper slopes, fescue along drainage-ways	Acre	\$270
342	Critical Area Planting	Disturbed Forest Management Access Areas such as landing areas, skid trails and logging roads	Acre	\$1,960
378	Pond	Earthen Pond - Embankment or Dugout	CuYds	\$3.10
382	Fence	3-strand barbed wire	LnFt	\$3.95
382	Fence	4-strand barbed wire	LnFt	\$4.10
382	Fence	5-strand barbed wire	LnFt	\$4.30
382	Fence	2-strand high tensile electric wire	LnFt	\$2.70
382	Fence	3-strand high tensile electric wire	LnFt	\$3.75
382	Fence	4-strand high tensile electric wire	LnFt	\$3.90
382	Fence	5-strand high tensile electric wire	LnFt	\$4.30
382	Fence	40" electric netting for small ruminants and/or poultry	LnFt	\$1.18
382	Fence	4ft. woven wire + 1-strand of barbed wire	LnFt	\$5.30
382	Fence	Extreme Cond. Fencing, 3-Strand barbed wire	LnFt	\$4.65
382	Fence	Extreme Cond. Fencing, 4-Strand barbed wire	LnFt	\$4.85
382	Fence	Extreme Cond. Fencing, 5-Strand barbed wire	LnFt	\$4.90
382	Fence	Extreme Cond. Fencing, 2-Strand HT electric wire	LnFt	\$3.20
382	Fence	Extreme Cond. Fencing, 3-Strand HT electric wire	LnFt	\$4.50
382	Fence	Extreme Cond. Fencing, 4-Strand HT electric wire	LnFt	\$4.70
382	Fence	Extreme Cond. Fencing, 5-Strand HT electric wire	LnFt	\$5.00
382	Fence	Extreme Cond. Fencing, 4' woven w/ 1std. barb wire	LnFt	\$6.10
382	Fence	Charger	No.	\$750.00
382	Fence	8' Gate	No	\$325.00
382	Fence	10' Gate	No	\$330.00
382	Fence	12' Gate	No	\$340.00
382	Fence	14' Gate	No	\$350.00

382	Fence	16' Gate	No	\$375.00
390	Riparian Herbacious Cover	Riparian Herbacious Cover - Native Warm Season Grasses	Acre	\$260
390	Riparian Herbacious Cover	Rip. Herb. Cover-Native Warm Sea. Grasses + legumes	Acre	\$250
390	Riparian Herbacious Cover	Riparian Herbacious Cover - Nat. Succession /disking	Acre	\$18.20
391	Riparian Forest Buffer	110 Trees, Hardwoods only w/ tubes ≤ 5acres	Acre	\$875
391	Riparian Forest Buffer	110 Trees, Hardwoods only w/ tubes > 5acres	Acre	\$845
391	Riparian Forest Buffer	300 Trees, Hardwoods only w/ tubes ≤ 5acres	Acre	\$1,800
391	Riparian Forest Buffer	300 Trees, Hardwoods only w/ tubes > 5acres	Acre	\$1,770
391	Riparian Forest Buffer	110 Trees, Hardwoods w/ tubes and Pines making up to 20% of total trees/acre planted ≤ 5acres	Acre	\$765
391	Riparian Forest Buffer	110 Trees, Hardwoods w/ tubes and Pines making up to 20% of total trees/acre planted > 5acres	Acre	\$735
391	Riparian Forest Buffer	300 Trees, Hardwoods w/ tubes and Pines making up to 20% of total trees/acre planted ≤ 5acres	Acre	\$1,700
391	Riparian Forest Buffer	300 Trees, Hardwoods w/ tubes and Pines making up to 20% of total trees/acre planted > 5acres	Acre	\$1,670
391	Riparian Forest Buffer	110 Hardwoods & 120 Mixed Shrubs, ≤ 5 acres	Acre	\$1,580
391	Riparian Forest Buffer	110 Hardwoods & 120 Mixed Shrubs, > 5 acres	Acre	\$1,550
412	Grassed Waterway	Grassed Waterway	Acre	\$1,615
512	Pasture and Hayland Planting	Native Warm Season Grass Establishment	Acre	\$260
512	Pasture and Hayland Planting	Cool Season Grass Establishment	Acre	\$330
512	Pasture and Hayland Planting	Renovation with Legumes, broadcast "frost-seeded"	Acre	\$14.50
512	Pasture and Hayland Planting	Renovation with Legumes, drilled	Acre	\$31.00
516	Pipeline	Pipeline 1.25" PVC	LnFt	\$3.75
516	Pipeline	Pipeline 1.5"-2.0" PVC	LnFt	\$4.00
516	Pipeline	Quick Coupler Connection	No	\$150
516	Pipeline	Public Water Connection	No	\$920
516	Pipeline	Extreme Cond. Pipeline 1.25" PVC or PE	LnFt	\$5.00
516	Pipeline	Extreme Cond. Pipeline 1.5"-2" PVC or PE	LnFt	\$5.25
516	Pipeline	4"-6" PVC/Corrugated Pipe	LnFt	\$10.25
516	Pipeline	6"-8" PVC/Corrugated Pipe	LnFt	\$16.50
516	Push Under Road	Pipeline Push Under Road	No	\$2,500

521	Pond Sealing or Lining	Flexible Membrane	SqFt	\$1.45
521	Pond Sealing or Lining	Soil Dispersant	SqFt	\$1.55
521	Pond Sealing or Lining	Bentonite Clay	SqFt	\$1.55
521	Pond Sealing or Lining	Compacted Clay, on-site source	CuYds	\$7.15
521	Pond Sealing or Lining	Compacted Clay, off-site source	CuYds	\$17
527	Sinkhole & Sinkhole Area Treat.	Excavate and Dispose of Debris, no geotextile nor gravel	Ton	\$62
527	Sinkhole & Sinkhole Area Treat.	Excavate and Dispose of Debris, w/ geotextile & gravel	Ton	\$145
533	Pumping Plant (480'/500' well \$21.87 avg cost/ft)	Pumping Plant - Pressure/Timer	No	\$10,500
533	Pumping Plant	Pump w/ Timer or Pressure (Spring)	No	\$3,000
533	Pumping Plant	Pumping Plant - Ram	No	\$4,000
533	Pumping Plant	Pumping Plant - Solar - 2 panel 24V sys.	No	\$2,170
533	Pumping Plant	Pumping Plant - Solar - 4 panel 48V sys.	No	\$3,900
533	Well House	Well House for Pump	No	\$1,500
558	Roof Runoff Structure	6" Gutters	LnFt	\$7.00
558	Roof Runoff Structure	Downspouts & Drainlines	LnFt	\$5.10
558	Roof Runoff Structure	Underground Cistern, hookup & controlled overflow	Gal	\$1.90
561	Heavy Use Area Protection	Heavy Use Protection - Geotextile and Gravel	SqFt	\$2.05
561	Heavy Use Area Protection	Heavy Use Protection - Geotextile and Gravel (Difficult Installation)	SqFt	\$3.05
561	Heavy Use Area Protection	Heavy Use Protection - Concrete Slab only (no curb, no HUA)	SqFt	\$3.80
561	Heavy Use Area Protection	Heavy Use Protection - Concrete Slab with a gravel skirt (no curb)	SqFt	\$8.10
561	Heavy Use Area Protection	Heavy Use Protection - Concrete Slab with a curb and gravel transition area at entrance and exit	SqFt	\$8.90
561	Heavy Use Area Protection	Heavy Use Protection - Concrete Curb retrofit of an existing concrete slab	SqFt	\$15.45

574	Spring Development	Spring System: Collection Box and Tile	No	\$2,700
575	Animal Trails and Walkways	Fabric & Gravel Travel Lane	SqFt	\$2.05
575	Animal Trails and Walkways	Concrete Travel Lane	SqFt	\$3.70
578	Streamcrossing	Gravel & Fabric Graded Crossing, sm. (\leq 50')	SqFt	\$2.05
575	Streamcrossing	Grav. & Fab. Graded Cross.,lg. ($>$ 50')	SqFt	\$2.35
578	Streamcrossing	Graded with concrete access (approx. 75')	SqFt	\$4.25
578	Streamcrossing	Graded with 2, 24" X 20' Culverts (approx. 75')	SqFt	\$4.95
580	Streambank & Shoreline Protection	Living Shoreline Stabilization with tidal plugs and coir logs	SqFt	\$4.30
580	Streambank & Shoreline Protection	Riprap toe of Slope then Vegetate	SqFt	\$4.05
580	Streambank & Shoreline Protection	Native Vegetation Planting	SqFt	\$6.10
612	Tree and Shrub Establishment	110 Trees, Hardwoods only w/ tubes \leq 5acres	Acre	\$875
612	Tree and Shrub Establishment	110 Trees, Hardwoods only w/ tubes $>$ 5acres	Acre	\$845
612	Tree and Shrub Establishment	300 Trees, Hardwoods only w/ tubes \leq 5acres	Acre	\$1,800
612	Tree and Shrub Establishment	300 Trees, Hardwoods only w/ tubes $>$ 5acres	Acre	\$1,770
612	Tree and Shrub Establishment	110 Trees, Hardwoods w/ tubes and Pines making up to 20% of total trees/acre planted \leq 5acres	Acre	\$765
612	Tree and Shrub Establishment	110 Trees, Hardwoods w/ tubes and Pines making up to 20% of total trees/acre planted $>$ 5acres	Acre	\$735
612	Tree and Shrub Establishment	300 Trees, Hardwoods w/ tubes and Pines making up to 20% of total trees/acre planted \leq 5acres	Acre	\$1,700
612	Tree and Shrub Establishment	300 Trees, Hardwoods w/ tubes and Pines making up to 20% of total trees/acre planted $>$ 5acres	Acre	\$1,670
612	Tree and Shrub Establishment	Pine Tree Planting $<$ 363 trees/acre	Acre	\$72
612	Tree and Shrub Establishment	Pine Tree Planting $>$ 363 trees/acre	Acre	\$83
612	Tree and Shrub Establishment	Longleaf Pine Tree Planting	Acre	\$176
612	Tree and Shrub Establishment	Shortleaf Pine Tree Planting	Acre	\$47
612	Tree and Shrub Establishment	Mixed Shrub Seedlings high diversity	Acre	\$1,450
612	Tree and Shrub Establishment	Mixed Shrub Seedlings low diversity	Acre	\$980
612	Tree and Shrub Establishment	110 Hardwoods & 120 Mixed Shrubs, \leq 5 acres	Acre	\$1,580
612	Tree and Shrub Establishment	110 Hardwoods & 120 Mixed Shrubs, $>$ 5 acres	Acre	\$1,550
614	Watering Facility	Small Portable troughs for rotational grazing (typically 50-100 gallon capacity made of plastic, heavy duty rubber or galvanized sheet metal)	No	\$145

614	Watering Facility	2-Hole - Freeze Proof Trough (includes gravel & concrete pad)	No	\$2,800
614	Watering Facility	4-Hole - Freeze Proof Trough (incl's gravel & concrete pad)	No	\$3,000
614	Watering Facility	Precast Concrete or Plastic Tank, 500gal. (incl's gravel & concrete pad)	No	\$2,350
614	Watering Facility	Converted Heavy Equipment Tire	No	\$2,000
614	Watering Facility	Concrete or Plastic Reservoir, less than 1,500 gal.	No	\$3,500
614	Watering Facility	Concrete or Plastic Reservoir, greater than 1,500 gal.	No	\$4,000
614	Spigot	Spigot	No	\$150
642	Water Well (500 ft.)	Drilled Well	No	\$19,715
642	Water Well	Electric Service	No	\$1,000
VACS1	Site Prep (heavy equip)	Fence/Water	Hr	\$100
WP-4	VACS - PE	Engineering Services	ea.	\$4,000
WP-4	VACS - WP-4	Winter Feed Structure/AWF	sq. ft.	\$35
WP-4	VACS- WP-4	Extreme Cond. Winter Feed Structure/AWF	sq. ft.	\$40

***NOTE: For projects that require seldom used practices with outdated average costs, the DBSWCD will use the most current NRCS average cost for that practice.**

SWCD: Daniel Boone Name of Committee: Technical

Date: 8-27-24 Time: 4:30 pm Location: DBSWCD office

Designated Note taker: Tim Miles

Voting Members in Attendance: Shawn Morris, Jordan Southern, Davis Powell, Jason Miles, Tim Miles

Voting Members Not in Attendance: Amy Byington

Others in Attendance: Tim Hobbs

Agenda/Discussion Item #1

Topic: Contract # 24-23-0101 contract increase for difficult installation for WP45F

{	\$	project increase
	\$	C/S increase
	\$	tax credit increase

Motion/Recommendation: approve contract increase of \$
[new total project cost = ~~\$157,755.00~~ \$210,340.00, new C/S project cost = ~~\$157,755.00~~ \$157,755.00, new tax credit = \$13,146.25]

Motion Made By: Jason Seconded By: Davis Vote: all aye

Comments: Jordan Southern abstain

Follow Up Actions- (Who/What/When): _____

Agenda/Discussion Item #2

Topic: PY25 Ave. Cost List

Motion/Recommendation:

accept revised PY25 Ave. Cost List
(since no PY25 projects approved)

Motion Made By: Davis Seconded By: Jordan Vote: all yes

Comments: see revised PY25 Ave. Cost List

Follow Up Actions- (Who/What/When): _____

Agenda/Discussion Item #3

Topic: obligating PY25 VACS projects

Motion/Recommendation:

obligate \$1million in first round of funding

Motion Made By: Jason Seconded By: Jordan Vote: all yes

Comments: _____

Follow Up Actions- (Who/What/When): _____

Additional Committee Business:

Set next Committee Meeting Date, time and location: TBD

Motion to Adjourn By: Jason **Seconded By:** Davis

Time of Adjournment: 5:30 pm **Submitted by:** Tim Miles

Committee Chair Signature: 

2023 VACS Program Report - 1

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-23-0003 J. Crabtree		SL-6W	\$25,201.79	\$27,241.79	Y	Y	Y	100	Piggy-back project. Complete and paid paid \$26,141.78
24-23-0022 R. Mickle		SL-6F	\$74,398.65	\$78,478.65	Y	Y	Y	10	No progress to report
24-23-0024 C. Reasor		SL-6W	\$88,615.00	\$93,931.00	Y	Y			No progress to report
24-23-0040 M. Thompson		SL-6W	\$131,497.50	\$134,977.50	Y	Y	Y	100	Complete and paid paid \$97,790.40
24-23-0043 A. Ball		SL-6W	\$52,915.00	\$56,275.00	Y	Y			No progress to report
24-23-0051 B. Trent		SL-6W	\$53,690.00	\$55,370.00	Y	Y	Y	100	Complete and paid paid \$44,094.51
24-23-0056 S. Haynes		SL-6W	\$107,940.00	\$116,904.00	Y	Y	Y	75	Watering system and fencing under construction.
24-23-0069 V. Lemar		SL-6W	\$74,500.59	\$80,548.59	Y	Y	Y	100	Piggy-back project Complete and paid paid \$60,032.77
24-23-0071 J. Hammonds		SL-6W	\$90,222.50	\$92,586.50	Y	Y	Y	100	Complete and paid paid \$91,864.50
24-23-0072 W. Coffman		SL-6W	\$11,836.75	\$12,436.75	Y	Y	Y	100	Complete and paid. paid \$12,436.75
24-23-0075 D. Demeo		SL-6W	\$76,610.00	\$82,922.00	Y	Y			No progress to report
24-23-0076 D. Burchett		SL-6W	\$30,559.47	\$37,999.47	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$37,999.47
24-23-0080 N. Garrett		SL-6W	\$14,310.65	\$16,746.65	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$16,745.74
24-23-0085 J. Hounshell		SL-6W	\$16,662.85	\$17,934.85	Y	Y	Y	10	Piggy-back project. No progress to report.
24-23-0086 G. Cain		SL-6W	\$16,869.41	\$18,981.41	Y	Y	Y	100	Complete and paid paid: \$18,981.41
24-23-0087 M. Hinkle		SL-6W	\$16,783.09	\$20,167.09	Y	Y	Y	99	Piggy-back project Complete not paid
24-23-0088 A. Yearly		SL-6W	\$16,294.07	\$18,754.07	Y	Y	Y	10	Piggy-back project No progress to report
		SL-6W	\$10,920.97	\$11,580.97	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$10,669.77
24-23-0090 J. Lowe		SL-6W	\$13,437.79	\$15,597.79	Y	Y	Y	10	Piggy-back project No progress to report
		SL-6W	\$84,135.00	\$86,055.00	Y	Y			No progress to report
24-23-0094 A. Snodgrass		SL-6W	\$125,190.00	\$128,550.00	Y	Y	Y	100	Complete and paid paid \$125,312.17
24-23-0095 J. Gowder		SL-6W	\$212,225.00	\$230,225.00	Y	Y	Y	100	Complete and paid paid \$230,225
24-23-0098 R. Speck		SL-6W	\$83,320.00	\$84,328.00					I met with the landowner and leasee
24-23-0099 T. Hobbs		SL-6W	\$113,377.50	\$115,825.50	Y	Y	Y	100	Complete and paid paid \$115,825.50

DBSWCD
District Manager Report
August 2024

- Program year 2022 – The remaining 3 projects have been surveyed and designed only one is under construction at this time (Fannon Cattle Co. WP-4 SF). **\$36,089.75 unobligated**
- Program year 2023 – All but 3 of the remaining projects have been surveyed and designed, 7 are under construction and 13 of 25 have been paid. **\$37,187.10 unobligated**
- Program year 2024 - 18 of the 33 approved projects have been surveyed and/or designed, 6 are under construction, and 6 have been paid. **\$15,963.32 unobligated**
- Program Year 2025 - **~\$2.83 million unobligated**
- The entire office has been vigorously at work making planning visits, completing surveys/designs, estimating costs, laying out projects, making preconstruction visits with landowners/contractors, making construction checks, measuring fences and pipeline, final inspections, and making payments, along with a myriad of additional tasks as needed.
- I continue to work on the AWMS plans and designs for the WP-4 SF projects to be sent to the engineer for final approval.
- Two WP-4 SF projects are under construction and practically complete. I have the design for another one, and I am in the process of getting the next group (3-4 per group) ready to be sent to the engineer and for his final approval of their risk assessments and, ultimately, their designs.
- Our newly hired Conservation Technician started on August 12. We have been taking him with us everywhere we go and including him in every conversation. His ability to adapt to us and the work we do has been very impressive. We all think he is a perfect fit for what is expected of the Conservation Position.

Tim Miles
DBSWCD
Conservation Specialist Report
August 27, 2024

- I. Virginia Erosion and Sediment Control Program
 - The Land Disturbing Report for July 2024 was submitted to DEQ.
 - Routine inspections were made on active E&S projects.
 - The E&S permit for the Johnny Woliver Single Family Residence closed. This project is complete.
- II. Virginia Agricultural Cost-Share Program
 - I checked the progress of construction for some VACS projects.
 - I have been entering information into the Conservation Application Suite to pay applicants for completed projects.
 - Carl Thiel-Goin, Conservation Planning and Training Coordinator, completed my conservation plan review on August 7. I am recertified for three more years.
- III. Miscellaneous
 - The District website has been updated periodically.
 - I assisted with preparing an Area IV report for July 2024-September 2024.
 - I ordered a new computer. The set-up process and data transfer will soon be complete.
 - The \$1,000 local scholarship was submitted to Southwest Community College on Cameron Jessee's behalf.
 - Staff members have been working with R. J. Young to obtain information for a new lease agreement on the two copiers used in the office. The current lease agreement will expire after October 2024.

Erosion and Sediment Control Project List

Name of Project	Approved Plan	Permit Number	LDA Acreage	Estimated Completion Date
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	10.60	Fall 2024
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
White Rock Truss, LLC	X	2022-08	0.61	Fall 2024
Brandon Cheek Rock Picking Operation	X	2022-09	0.61	Fall 2024
Travis Hall Rock Picking Operation	X	2023-03	0.61	Fall 2024
Whistle Pig Country Store and Deli	X	2023-07	0.97	Fall 2024
Dalton Tackett Single Family Residence	X	2023-08	0.75	Fall 2024
Free Pentecostal Church of God Building	X	2023-12	0.96	Fall 2024
Magnolia Health and Wellness Dryden Rehab Project	X		3.48	

26 August 2024

Samantha Briggs
FOIA Officer
Daniel Boone Soil & Water
Conservation District
32637 Main Street
Jonesville, VA 24263
dbswcd@verizon.net
Sent via email

Freedom of Information Request

Dear Ms. Briggs,

Pursuant to the Virginia Freedom of Information Act, VA Code § 2.2-3700 et seq., I am requesting all public records, correspondence, communications (including emails), and other documents (collectively referred to hereinafter as “all records”) relating to the items listed below. This request covers the period from 1 September 2020 to the present.

1. Any records related to the Memorandum of Agreement Between Lee County and the Southwest Regional Recreation Authority (“SRRA”), signed on 1 November 2021 (“MOA”), and acknowledged by the Daniel Boone Soil & Water Conservation District on 28 September 2021, and any updates to the MOA, with respect to activities associated with the construction, maintenance, operation, and use of the recreational trails in Lee County known as “Spearhead trails.”
2. Any correspondence between the Daniel Boone Soil & Water Conservation District, Lee County and/or SRRA regarding the potential issuance or applicability of the Lee County Erosion and Sediment Control Ordinance, set forth in Chapter 7 of the Lee County Ordinances, regarding land-disturbing activities conducted by or on behalf of SRRA related to the construction, maintenance, operation, and use of the Spearhead trails.
3. Any permit application for land-disturbing activities submitted by or on behalf of SRRA to the Daniel Boone Soil & Water Conservation District and/or Lee County, and any amendments thereto, related to the construction, maintenance, operation, and use of the Spearhead trails in Lee County.
4. Any erosion and sediment control plan, and any amendments thereto, submitted by or on behalf of SRRA to the Daniel Boone Soil & Water Conservation District and/or Lee County for land-disturbing activities related to the construction, maintenance, operation, and use of Spearhead trails in Lee County.

5. Any land disturbing permit issued by the Daniel Boone Soil & Water Conservation District and/or Lee County to SRRA for the construction, maintenance, operation, and use of Spearhead trails in Lee County.
6. Any warning letters or other communications between the Daniel Boone Soil & Water Conservation District and/or Lee County and SRRA regarding potential violations of the Lee County Erosion and Sediment Control Ordinance, Chapter 7 of the Lee County Ordinances, pertaining to the construction, maintenance, operation, and use of the Spearhead trails.
7. Any inspection reports submitted to or prepared by the Daniel Boone Soil & Water Conservation District and/or Lee County regarding the construction, maintenance, operation, and use of the Spearhead trails in Lee County.

I am a Virginia resident and am employed by the Southern Environmental Law Center ("SELC"), based in Charlottesville, Virginia. SELC is a non-profit 501(c)(3) organization working to protect the natural resources of the Southeast. Part of SELC's mission is to gather, analyze, and disseminate public information about matters of conservation and environmental protection. SELC requests a fee waiver for costs associated with conducting the search, as disclosure of the materials is in the public interest. In the event this request for a waiver of the fee is declined, I ask that you please notify me if the charges would be expected to exceed \$200.

I also ask that you provide me with a copy of the requested records via email.

Thank you very much for your assistance. If you have any questions, please do not hesitate to call me at 434.977.4090, or email me at dmurray@selcva.org.

Sincerely yours,



Deborah M. Murray

Samantha Briggs, DBSWCD
Administrative Secretary Report
August 27, 2024

- Submitted signed minutes of meeting and treasurer's reports to Lorie Stevens, CDC
- Submitted signed minutes of meeting and treasurer's report to Tim Miles for website
- Set up FY2024-25 Budget in QuickBooks
- Submitted Payroll for August 1, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Set up Conservation Technician in direct deposit QuickBooks
- Set up Conservation Technician in Anthem BC&BS health insurance
- Set up Conservation Technician in Anthem BC&BS dental insurance
- Submitted Dedicated Reserve in CD-Reserve Building fund
- Set up Conservation Technician in Mission Square in EZLink Hybrid 401(A)
- Set up Conservation Technician in Mission Square in EZLink Hybrid 457
- Set up Conservation Technician in the Virginia Retirement System
- Submitted Payroll for August 15, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Transferred the 2024 Dedicated Reserve monies from the District Ops Account into the CD-Reserve Building Fund
- Prepared the Minutes of Meeting for July 30, 2024 for the August 27, 2024 board meeting
- Prepared the Agenda for the August 27, 2024 board meeting
- Prepared the Treasurer's Report for the August 27, 2024 board meeting
- Submitted board packets for August 2024 board meeting
- Reconciled both CD Accounts
- Submitted Federal 941 Tax to the Department of Taxation (August 2024)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (August 2024)
- Submitted Virginia Retirement Contribution for August 2024
- Purchased board meeting supplies for meeting
- Organized schedule for caterer
- Prepared invoice for caterer
- Prepared Running Budget for August 2024
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

Review of Annual Plan of Work & Strategic Plan 2024-2025

Action Items to accomplish in August & September 2024-2025:

Monthly Schedule of Annual Plan & Strategic Plan:

August:

1. Select adequate locations for the Kids In The Creek Day events based on safety, distance from participating schools, and adequacy. *(Staff)*
2. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues.
(Staff/Community Outreach Committee)
3. Cost-estimate worksheets and ranking CEF numbers will be presented (identified by contract numbers only) to the Board of Directors for initial allocation of VACS Program funds. *(Technical Committee)*
4. Update District policy for handling Agricultural Stewardship Act complaints with Agricultural Stewardship Act Program Manager.
(Board of Directors)

September:

5. Update District website to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc. *(Conservation Specialist)*
6. Send NACD Poster Contest information to local schools. *(Staff)*
7. Distribute educational packets to participating teaches, finalize presenters, and design/order KIC Day materials (according to success of donation solicitation).
(Staff)
8. Distribute Envirothon materials to potential Envirothon team coaches. *(Staff)*
9. Host Annual Kids In The Creek Day. *(Staff)*
10. Visit and/or discuss potential nominees for Awards recipients and make recommendations to the District Board. *(Awards Committee)*
11. Approve an outstanding Lee County farmer for DCR-DSWC's Clean Water Farm Award and send application to appropriate destination. *(Awards Committee)*



August 2024 – Conservation District Coordinator (CDC) Report

Lorie M. Stevens

DCR-Division of Soil and Water Conservation – Abingdon Regional Office

lorie.stevens@dcr.virginia.gov | 276.451.5821

1) Administrative and Operational Items

- **FY25 SWCD Budget:** Should have been approved by 06/30/24; however, you may want to update and reapprove with final numbers. Provide a copy of the final approved budget via email to the CDC.
- **Desktop Procedures for District Fiscal Operations Updated – Effective 07/01/24:** The Desktop Procedures for District Fiscal Operations has been updated and is effective as of 07/01/24. The new version was emailed to all SWCDs by Blair Gordon on 06/26/24. A *Summary of Updates* was also provided for reference. Be sure to take the time to review the updates. Remember one of the requirements is to review the Desktop Procedures at least once during the fiscal year, so it might make the most sense to meet this requirement by reviewing the new version in a board meeting or Finance Committee meeting. DCR will provide two hard copies to each SWCD: one for the Treasurer and one for the office.
- **Extension Agent Appointments Expire 12/31/24:** Nominations for appointment will go to the VSWCB in September 2024. SWCD board action in July or August and a completed DCR Form 199-014 is required. Thanks to those SWCDs that have already addressed this task.
- **Dedicated Reserves List:** It is the time of year (July/August board meetings) to address dedicated reserves. Per the Desktop Guide for District Fiscal Operations (07/01/24 Version; Pg. 14), “Each District should limit its level of unobligated reserve funds. Unobligated funds are monies maintained in the District account(s) that may be spent on reasonable business-related purposes by the District. It is unadvisable for any District to accumulate more than 12 months of undedicated reserve funds. Funds beyond this level must be accumulated for specific dedicated purposes (for example, vehicles, equipment, dam maintenance, computers, or funding unanticipated staff severances) as directed by an action of the BOD and recorded in the minutes of the District; these funds are not to be used for routine operating expenses. At the end of each fiscal year, the District should review its reserve funds and determine which funds are to be dedicated for specific future expenses. A list should be maintained of these dedicated reserves and reviewed and updated annually. Public funds from local, state, and federal sources are provided to Districts strictly for performance of conservation, not for savings. DCR will monitor the growth of unexpended funds through grant agreement-required audit reports and report situations of concern to the VSWCB.” Remember that reserve funds can be maintained in CDs, MMAs, participant in the VA Department of Treasury’s Local Government Investment Pool (LGIP). **Once addressed in a board meeting, staff should submit via email to the CDC a copy of the process and decisions (minutes will meet this requirement).**
- **FY24 Annual Report Due 09/30/24:** This report should highlight and/or summarize activities and accomplishments completed 07/01/23-06/30/24. Be sure to include the “partnership acknowledgment”.

2) Ag and Cost-Share Items

- **CY2024 Random BMP Verifications:** To be completed by 09/30/24. **Please Note:** CREP Random Verifications have been removed and will NOT be replaced with another random verification. I am currently working with each district office to schedule and complete your BMP verifications.

- **CAS Data** - DCR requests that you do not delete contracts or instances, even if they are "unapproved." They should be marked "canceled" regardless. Note that there are times when "delete" is the appropriate action, but please discuss with your CDC.
- **Data QA/QC Deliverable in FY25 Grant** - Please remember that the new grant agreement requires that all QA/QC issue be corrected within 30 days of notification of the data issue. Daily copies of all CAS data are being retained and analyzed regularly.
- **PY 2025 Secondary Considerations and Average Cost List:** Must be Board approved and submitted to DCR prior to any PY25 VACS contracts being approved. **Please Note:** If you have submitted draft version(s) to DCR and any changes are made in the final version approved by your Board, the approved version must be submitted to DCR (and receive approval, for Secondary Considerations).
- **Status of Administrative Cost-Share Case File Reviews:** Administrative Cost-Share Case File Reviews will be scheduled with SWCD technical staff and must be completed by 12/31/24.
- **Nutrient Management Plans (NMP):** There are many VACS practices where the producer must be fully implementing a current nutrient management plan prepared by a certified nutrient management planner and a copy on file with the SWCD before cost-share payments or tax credits can be issued. (Pages 1-4 of the PY25 VACS Program Manual for a complete list)
 - It is the SWCD's responsibility to make participants aware of this requirement & to provide participants with contact information for nutrient management planner, private or public. There is a list of certified private planners on DCR's website.
 - The request to write the plan should be well in advance of practice completion, ideally in the fall when sign up is taken and before the cover crop is planted. A NMP needs to be written timely.
 - DCR nutrient management specialists are available to write nutrient management plans but cannot always fulfill last minute requests and cannot write a plan without soil test results, crop rotation (crop to be planted after the cover crop) and field maps with location and acreages. A NMP for crops can only be written for a maximum of 3 years past the date of the soil samples results. Plans can be written for 1-3 years, but most cover crop plans are for 1 year, maybe 2.
 - As you are signing up cover crop participants in PY25, please tell participants to take soil tests before the cover crop is planted and request a NMP in the fall/summer. I suggest that you set some district deadlines and include in your approval letter or prepare a separate correspondence for cover crop applicants that outlines the steps required to receive payment at your district. While the participant is ultimately responsible for meeting the expectations of the VACS program, they also need to be made aware of those expectations. Putting it in writing clearly shifts the responsibility from the district and the planner to the participant.

3) Status of Clean Water Farm Award (CWFA): Nominations for Local and Grand Basin awards are due October 1st. CWFA forms can be found online on the DCR website. No nomination forms will be accepted after October 1st. All signatures and approvals must be obtained no later than your September Board meeting. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) Basin Nominations require a nomination cover sheet, a 1–2-page summary, 6 or more photos, one preferably with the nominee & his farm entrance sign.

4) Ag Outreach Event to Fulfill FY25 Admin/Ops Grant Agreement Deliverables: Plan NOW! SWCDs should look at your FY25 calendar and start planning for the required agricultural community outreach event, to be held before 06/30/25. Remember the following criteria must be met per the grant agreement:

#17. The District hosted at least one agricultural community outreach event during the year that met the following:

- The outreach event was marketed through at least three venues, one of which must be directed towards producers with small farms or producers considered socially disadvantaged.
- The outreach event included an introduction to the District for the community. The introduction should include the history of the District, mission statement, Directors, staff, program offered (including agricultural programs, educational programs, and urban programs if offered).
- The outreach event included a discussion featuring local agricultural producers who have utilized the VACS Program to install BMPs on their operations.
- The District notified all partners, including the Virginia State University-Small Farm Outreach Program (Program) of the event and a representative from each organization was invited to participate on the agenda.

#18. The District notified the Virginia State University – Small Farm Outreach Program (Program) of every outreach event conducted by the District focusing on agricultural producers. At least two weeks prior to an outreach event, both the Program’s state representative and the regional representative, if known, were notified by email; the state representative (Frederick Custis) should be emailed at fcustis@vsu.edu. A Program representative was invited to participate in the event if they chose to do so.

5) Long-Range Plan: The majority of Long-Range Plans are scheduled to expire by 12/31/24. This means that a new Long-Range Plan should be developed and approved prior to the December 2024 expiration. The idea is for the Board of Directors to develop a plan that outlines the goals and objectives of the SWCD for the next 4-year period, getting input from the local communities served and partners. The Long-Range Planning process can take on many formats but isn’t something that can be accomplished overnight. SWCDs should start thinking about this process. **Please note: The Long-Range Plan must be reviewed at least annually and should be referenced when preparing the APOW; however, it should not be updated and/or edited during the 4-year period, once it has been officially approved by the BOD.**

6) FOIA Training for Elected Directors: Local elected officials - § 2.2-3704.3

<https://foiacouncil.dls.virginia.gov/training.htm>. As of July 1, 2020, all local elected officials... are required to receive FOIA training "within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session."

- To facilitate this training, the FOIA Council has developed a FOIA training course specifically for local elected officials that should take less than an hour to complete. Please note that there is no requirement for a training certificate, but the law requires that the clerk of a governing body keep records of such training for five years, so please be sure to let your clerk know when you have taken a training course. Note also that there is no requirement to send records of this training to the FOIA Council, and unlike FOIA officers, we do not maintain a list of elected officials who have completed FOIA training. Please note that only one of these training generates a certificate (but again, note that a certificate is not required):
 - Click-through version - This version requires the user to click through each page of the training and allows the user to generate a certificate at the end of the course, but unfortunately appears to have buffering issues that prevent some users from completing the course:
http://foiacouncil.dls.virginia.gov/FOIA%20for%20local%20elected%20officials%20July%202020%20-%20Storyline%20output/story_html5.html

- **MP4 video versions** - These versions are an MP4 video with the same course content as the click-through version. Users may either play the video directly from our site or may download it as a .zip file and play it from their own computers. Note that these versions do not generate a certificate, but they do still satisfy the requirement to take FOIA training: http://foiacouncil.dls.virginia.gov/training_MP4.htm

Upcoming Training and Important Dates:

- **August 15, 2024:** SWCD Dam Owner Virtual Training 10:00 am w/Charles Wilson. Training focus Engineering Term Contract, Small Dam Repair – Gate Valve Project, and overall Small Dam Repair Program and Funding.
- **August 20-22, 2024:** VACDE Graves Mountain Annual Summer Training
- **September 18, 2024:** VSWCB Meeting; Drury Hotel, Richmond
- **September 19, 2024:** VASWCD Quarterly Meeting; Drury Hotel, Richmond
- **September 28, 2024:** SPDA Verification deadline for quarter that ended 6/30/24
- **September 30, 2024:** Annual Report due
- **October 1, 2024:** CWFA local and Grand Basin nomination forms due to CDC.
- **December 8-10, 2024:** VASWCD Annual Meeting
- **December 11, 2024:** VSWCB Meeting, Hotel Roanoke

DCR Conservation Planner Certification Courses: Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov

- **VA Resource Training:** October 15-16, Online, **Three** virtual sessions over the 2-day period
- **RUSLE 2:** Fall 2024
- **DCR Conservation Planner Course** - October – November 2024

cc: Blair Gordon, Soil and Water Conservation District Liaison
Sara Bottenfield, Agricultural Incentives Program Manager
Dr. Angela Ball, Western Area Manager

Electronically sent to SWCD offices 08/05/2024.

PROJECTED ACTUAL 2023-2024		PROJECTED 2024-2025	
Employees Expenses Total:	\$ 303,561.00	Employees Expenses Total:	\$ 410,000.00
Fees/Dues:		Fees/Dues:	
NRCS Office Space	\$ -	NRCS Office Space	\$ -
NACD Dues	\$ 1,300.00	NACD Dues	\$ 1,300.00
VASWCD Dues	\$ 3,592.00	VASWCD Dues	\$ 3,592.00
TOTAL:	\$ 4,892.00	TOTAL:	\$ 4,892.00
Office Expenses:		Office Expenses:	
Office Supplies	\$ 5,303.00	Office Supplies	\$ 10,000.00
Truck, Van, Seeder, & ATV Maintenance	\$ 967.00	Truck, Van, Seeder, & ATV Maintenance	\$ 6,000.00
Employee Mileage & Meals	\$ -	Employee Mileage & Meals	\$ 1,000.00
Employee Training	\$ 495.00	Employee Training	\$ 2,000.00
Fuel (Truck, Van, & ATV)	\$ 2,449.00	Fuel (Truck, Van, & ATV)	\$ 4,500.00
Postage	\$ 1,038.00	Postage	\$ 2,000.00
Insurance (Truck, Van, Seeder, & ATV)	\$ 4,985.00	Insurance (Truck, Van, Seeder, & ATV)	\$ 6,000.00
Copier Lease Agreement	\$ 3,014.00	Copier Lease Agreement	\$ 3,400.00
Verizon Phone & Internet	\$ 2,408.00	Verizon Phone & Internet	\$ 5,000.00
Powell Valley News	\$ 40.00	Powell Valley News	\$ 500.00
Florist/Memorial	\$ 88.00	Florist/Memorial	\$ 200.00
Kids In the Creek Day	\$ 4,310.00	Kids In the Creek Day	\$ 5,500.00
Awards Banquet	\$ 2,319.00	Awards Banquet	\$ 2,500.00
Signs & Awards	\$ 342.00	Signs & Awards	\$ 700.00
Accounting Assistance (ProAdvis.)	\$ 689.00	Accounting Assistance (ProAdvis.)	\$ 700.00
Director Expenses	\$ 2,569.00	Director Expenses	\$ 8,000.00
Pasture Walk	\$ 813.00	Pasture Walk	\$ 2,000.00
Youth Conservation Camp	\$ -	Youth Conservation Camp	\$ 2,400.00
Donations	\$ 2,350.00	Donations	\$ 2,500.00
Vehicle Replacement (Lime Spreader)	\$ 18,300.00	Vehicle Replacement	\$ 60,000.00
Building Lease for ATV	\$ 600.00	Building Lease for ATV	\$ 600.00
Misc.	\$ -	Equipment	\$ 7,000.00
Misc.	\$ -	Other	\$ 7,000.00
Misc.	\$ -	Office Equipment	\$ 12,600.00
TOTAL:	\$ 53,079.00	TOTAL:	\$ 152,100.00
TOTAL INCOME =	\$ 1,206,040.00	TOTAL INCOME =	\$ 742,798.99
TOTAL EXPENSES =	\$ 361,532.00	TOTAL EXPENSES =	\$ 566,992.00
BALANCE =	\$ 844,508.00	BALANCE =	\$ 175,806.99



Jonesville SERVICE CENTER REPORT
Daniel Boone SWCD Board Meeting
08/27/2024

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
FY25 EQIP Applications = Approximately 35

EQIP Payments May - \$90,798.06 (26 Practices)

FY25 EQIP & CSP Application Deadline: October 11th

- **Conservation Stewardship Program (CSP)**
2 Contracts

- **Agricultural Conservation Easement Program (ACEP)**

None

- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**
None

- **Conservation Technical Assistance**
 1. All FY24 EQIP preapprovals are obligated

BMP Projects/Partnership Activities

- Working on completing LWS and WFF designs for FY24 EQIP
- Approximately 5 -10 projects under construction

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings

- Local Working Group Meeting - 05/28/2024
- Deadline to have LWG Meeting – 06/31/2024
- Deadline to submit LWG minutes – 06/31/2024

Outreach/Agency Activities/Events (dates)**Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days)**

- August 21st – Webinar

Earth Team Volunteer Program**VA NRCS Operational/Personnel Changes**

- Updates, if available

Submitted By Jordan Southern, District Conservationist