



DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT
32637 MAIN STREET
JONESVILLE, VIRGINIA 24263
PHONE: (276) 346-1531
EMAIL: dbswcd@verizon.net
WEBSITE: www.danielbooneswcd.com

We work with the people who work the land.

*MINUTES OF MEETING
DECEMBER 17, 2024*

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, December 17, 2024 at the Town of Pennington Gap Community Center in Pennington Gap, Virginia at 5:00 PM.

MEMBERS PRESENT

Roger Elkins
Amy Byington
Bobby Burchett
Mike Hobbs
Gary Martin

ASSOCIATES PRESENT

Jason Miles

STAFF PRESENT

Samantha Briggs
Shawn Morris
Tim Miles
Tim Hobbs

PARTNERS PRESENT

Lorie Stevens
Jordan Southern

PUBLIC PRESENT

Donovan Willis

MEMBERS ABSENT:

None

CALL TO ORDER:

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

INVOCATION/PLEDGE:

Gary Martin/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 October 22, 2024 Minutes of Meeting. (Martin, Byington, 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 December 9, 2024 Treasurer's report. (Hobbs, Byington, unanimous)

REPORTS – COMMITTEE CHAIRS:

Shawn Morris, Technical Committee Chair, stated that the committee did not meet. He discussed a modification to contract #24-23-0026 (instance #582772) for enlarging the size of the seasonal feeding facility with attached manure storage. A motion was made to increase project costs. The new estimated instance cost is \$187,060.00, and the new estimated cost-share amount is \$140,295.00. The new tax credit approved amount is \$11,691.25. (Byington, Hobbs, unanimous) A copy of the VACS Program Report is attached and made a part of these minutes.

Amy Byington, Community Outreach Committee Chair, stated that the committee had met to discuss the 2025-2028 Long Range Plan. The committee drafted a planning survey to distribute by email (Google Forms), website, and post cards. A motion was made to give the Community Outreach Committee the authority to develop the district's 2025-2028 Long Range Plan. (Hobbs, Martin, unanimous) A copy of the Community Outreach committee minutes is attached and made a part of these minutes.

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

A verbal report of the ongoing activities of the District Manager was given by Shawn Morris.

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

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

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

SPECIAL GUESTS:

Roger Elkins introduced Donovan Willis. He stated that Donovan was interested in becoming an Associate Director.

UNFINISHED BUSINESS:

There was no progress to report on the Dodge Ram 2500 truck.

Samantha Briggs, Administrative Secretary, submitted the district's FY25 2nd Quarter Attachment E with supporting documents to DCR. The documents were sent on time. Lorie Stevens, DCR Conservation District Coordinator, stated that she had reviewed the Attachment E and supporting documents and there were no questions or comments. A copy of the Attachment E and supporting documents are attached and made a part of these minutes.

Lorie Stevens stated that the 2025 Area IV Spring meeting is tentatively scheduled for Wednesday, March 12, 2025 at the 4-H Center in Abington, Virginia.

NEW BUSINESS:

Amy Byington discussed the donation request from the Lee County 4-H Livestock Club. A motion was made to approve a \$300.00 donation to the Lee County 4-H Livestock Club. (Hobbs, Martin, unanimous) Amy Byington abstained. A copy of the donation request is attached and made a part of these minutes.

The board discussed the donation request from the Virginia Tech Soil Judging Team. There was no action taken.

Samantha Briggs 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.

Shawn Morris, District Manager, discussed purchasing the Onx app for the Conservation Specialist's work phone. The cost is \$50.00 per year. A motion was made to purchase the app. (Byington, Martin, unanimous)

Shawn Morris discussed purchasing business cards for staff. A motion was made to purchase business cards for staff. (Byington, Hobbs, unanimous)

The board discussed the appointment of Donovan Willis as an Associate Director to the district board. A motion was made to appoint Donovan Willis, Associate Director, for a one-year term. (Byington, Hobbs, unanimous)

The board discussed Nutrient Management Plan certifications. This item will be further discussed at the January board meeting.

ANNOUNCEMENTS:

None

REPORTS FROM COOPERATING AGENCIES:

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

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 board granted Gary Martin authority to sign documents regarding tax credits that are required before the end of the calendar year. (Byington, Hobbs, unanimous)

The meeting was adjourned by the Chairman of the Board.

Approved:




Roger Elkins, Chairman

2-25-2025

Date

Respectfully Submitted By:



A. Samantha Briggs, Admin. Sec.

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	Y	30	Contractor is working on the fence.
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	100	Complete and paid paid: \$116,904.00
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. Demco		SL-6W	\$76,610.00	\$82,922.00	Y	Y	Y	15	Well has been drilled. Contractor is started on the pipeline.
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	20	Piggy-back project. Well drilled, pipeline installed and working on the troughs
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	100	Piggy-back project Complete not paid
	521794	SL-6W	\$16,294.07	\$18,754.07	Y	Y	Y	10	Piggy-back project No progress to report
24-23-0088 A. Yeary	521848	SL-6W	\$10,920.97	\$11,580.97	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$10,669.77
	521884	SL-6W	\$13,437.79	\$15,597.79	Y	Y	Y	10	Piggy-back project No progress to report
24-23-0090 J. Lowe		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					no progress to report
24-23-0099 T. Hobbs		SL-6W	\$113,377.50	\$115,825.50	Y	Y	Y	100	Complete and paid paid \$115,825.50

SWCD: Daniel Boone Name of Committee: Community Outreach

Date: 10/29/24 Time: 1:30 pm Location: DBSWCD office

Designated Note taker: Tim Miles

Voting Members in Attendance: Amy Byington, Shawn Morris, Samantha Briggs, Tim Miles, Jordan Southern

Voting Members Not in Attendance: NA

Others in Attendance: Tim Hobbs
Tony Rhoton

Agenda/Discussion Item #1

Topic: 2025-2028 Long Range Plan

Motion/Recommendation:

Motion Made By: _____ Seconded By: _____ Vote: _____

Comments: drafted 2024 planning survey to distribute by email (by Google Forms), website, postcard

Follow Up Actions- (Who/What/When): send out surveys by Nov. 1 ; surveys due Nov 29;
Community Outreach Committee review comments from surveys and draft 2025-2028
Long Range Plan on Dec 5 ; Board approve plan on Dec 17

Additional Committee Business:

Set next Committee Meeting Date, time and location: _____

Motion to Adjourn By: Tim Hobb Seconded By: Tony Rhoton

Time of Adjournment: 2:00 pm Submitted by: Tim Miles

Committee Chair Signature: Ray Byington

Tim Miles
DBSWCD
Conservation Specialist Report
December 17, 2024

- I. Virginia Erosion and Sediment Control Program
 - The Land Disturbing Reports for October 2024 and November 2024 were submitted to DEQ.
 - Routine inspections were made on active E&S projects.
 - The E&S plan for the Lee County PSA Ocoonita-Miller Smyth Chapel Interconnection Project has been approved.
- II. Virginia Agricultural Cost-Share Program
 - I have been entering information into the Conservation Application Suite to pay applicants for completed projects.
 - I made a few conservation planning visits, a pre-construction meeting, and a construction inspection.
 - I participated in the Tax Credit Training on November 8.
- III. Miscellaneous
 - The District website has been updated periodically.
 - My new computer is set up and the data transfer is complete.
 - The new copier lease agreement with R. J. Young is certified. The District is leasing a Canon iR Advance DX C3930i floor unit and a Canon iR Advance C356iF desktop unit for five years. The old copiers were replaced with newer models on November 15
 - I assisted with providing an Area IV report for October 2024-December 2024.
 - The Community Outreach Committee met on October 29. Surveys were drafted and then distributed to the public. Surveys have been collected and information used to draft the 2025-2028 Long Range Plan.
 - I participated in the 4th Grade Agriculture Awareness Day on November 21 and November December 2. There were approximately 240 kids that learned about the importance of farming.
 - I completed the 2024 DCR IT Security Awareness Training.
 - I will be assisting with the Awards Banquet on December 17.

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	Spring 2025
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
White Rock Truss, LLC	X	2022-08	0.61	Winter 2024
Brandon Cheek Rock Picking Operation	X	2022-09	0.61	Spring 2025
Travis Hall Rock Picking Operation	X	2023-03	0.61	Spring 2025
Whistle Pig Country Store and Deli	X	2023-07	0.97	Spring 2025
Free Pentecostal Church of God Building	X	2023-12	0.96	Spring 2025
Jonesville Water System Improvements (Phase 2)	X	2024-01	0.90	Spring 2025
Magnolia Health and Wellness Dryden Rehab Project	X		3.48	
Lee County PSA Ocoonita-Miller Smyth Chapel Interconnection	X		0.76	

DBSWCD
Conservation Technician Report
November 2024

- Completed one more online class for the Planner Certification Course Requirements
- Went on numerous construction checks
- Spent the majority of my time the last several weeks working on AWMS plans.

Samantha Briggs, DBSWCD
Administrative Secretary Report
December 17, 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
- Submitted Payroll for November 21, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Submitted Federal 941 Tax to the Department of Taxation (November 2024)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (November 2024)
- Submitted Virginia Retirement Contribution for November 2024
- Registered all participants for the SWCD Annual Meeting
- Made all reservations for the SWCD Annual Meeting
- There was no November board meeting
- Prepared the Minutes of Meeting for October 22, 2024 for the December 17, 2024 board meeting
- Prepared the Agenda for the December 17, 2024 board meeting
- Prepared the Treasurer's Report for the December 17, 2024 board meeting
- Submitted board packets for December 17, 2024 board meeting
- Purchased board meeting supplies
- Organized schedule for annual banquet with caterer
- Prepared invoice for board meeting meals
- Prepared Running Budget for December 2024
- Purchased 9 award signs for Awards Banquet from Pullin Ink
- Placed 2024 Kids in the Creek Day article in the Powell Valley Newspaper
- Submitted Payroll for December 5, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Picked up award banquet signs
- Purchased all decorations for the annual banquet
- Contacted the Awards Banquet caterer with final RSVP number
- Reconciled both CD accounts
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

Attachment E
*******OFFICIAL FISCAL YEAR 2025 FORM*******
 Department of Conservation and Recreation
 Virginia Nonpoint Source Management Program
 Project Financial Report

SWCD: **Daniel Boone** Agreement Number: **503OPS-25-09-GF**
 Contact: **Samantha Briggs** Phone Number: **276-346-8186**
 Address: **32637 Main Street**
Jonesville, Virginia 24263
 Reporting Quarter Dates: **7/1/2024** thru **9/30/2024**
 (beginning) (closing)

NOTE: Only the Yellow fields are unprotected and capable of having data entered into them. Please remember to enter a negative sign (-) when you enter Expenditures or Transfers Out. Thanks!

	Beginning Balance * (1)	Transfers In/Out (Must = 0) (2)	Adjusted Beginning Balance (1) +/- (2) (3)	Receipts (During the report period) (4)	Expenditures (During the report period) (5)	Ending Balance (6)
State Sources						
PY 2019-2024 OCB VACS Transfer	\$30,215.00		\$30,215.00		(\$14,251.68)	\$15,963.32
PY 2021-2022 OCB VACS Transfer	\$1,487.77		\$1,487.77		(\$1,467.77)	\$0.00
PY 2021-2023 OCB VACS Transfer	\$12,545.00		\$12,545.00		(\$12,545.00)	\$0.00
			\$0.00			\$0.00
PY 2022 OCB VACS	\$231,452.75		\$231,452.75			\$231,452.75
PY 2022-2023 OCB VACS Transfer	\$25,333.70		\$25,333.70		(\$4,381.20)	\$20,952.50
			\$0.00			\$0.00
PY 2023 OCB VACS	\$1,204,854.23		\$1,204,854.23		(\$490,493.32)	\$774,360.91
			\$0.00			\$0.00
PY 2024 OCB VACS	\$1,956,318.67		\$1,956,318.67	\$87,590.06	(\$141,483.00)	\$1,882,425.73
			\$0.00			\$0.00
PY 2025 OCB VACS			\$0.00	\$2,029.88		\$2,029.88
			\$0.00			\$0.00
DCR OPERATIONS FUNDS	\$271,607.65	(\$75,217.71)	\$196,389.94	\$102,238.50	(\$24,065.30)	\$274,563.04
			\$0.00			\$0.00
PY 2023 OCB VNRCF TA	\$40,124.88		\$40,124.88		(\$40,124.88)	\$0.00
			\$0.00			\$0.00
PY 2024 OCB VNRCF TA	\$301,400.00		\$301,400.00		(\$68.33)	\$301,331.67
			\$0.00			\$0.00
PY 2025 OCB VNRCF TA			\$0.00	\$88,449.00		\$88,449.00
Total State Sources	\$4,130,316.00	(\$75,217.71)	\$4,055,098.29	\$300,307.44	(\$146,881.48)	\$4,208,524.25
Federal Sources						
Other: (Specify)			\$0.00			\$0.00
Other: (Specify)			\$0.00			\$0.00
Other: (Specify)			\$0.00			\$0.00
Other: (Specify)			\$0.00			\$0.00
Other: (Specify)			\$0.00			\$0.00
Total Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local/Other Sources						
LEE COUNTY			\$0.00	\$54,253.33	(\$32,048.83)	\$22,204.50
			\$0.00			\$0.00
NEW VEHICLE RESERVE FUND	\$15,911.14		\$15,911.14			\$15,911.14
			\$0.00			\$0.00
EQUIPMENT	\$13,186.14		\$13,186.14			\$13,186.14
			\$0.00			\$0.00
			\$0.00			\$0.00
CD-BUILDING/RAINY DAY FUND	\$344,160.62		\$344,160.62	\$4,793.18		\$348,953.80
			\$0.00			\$0.00
CD-RESERVE BUILDING	\$107,845.32	\$75,217.71	\$183,063.03	\$1,782.68		\$184,825.69
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
Total Local/Other Sources	\$481,083.22	\$75,217.71	\$556,300.93	\$60,809.17	(\$32,048.83)	\$585,061.17
TOTAL (All Sources)	\$4,611,402.77	\$0.00	\$4,611,402.77	\$321,116.59	(\$178,931.41)	\$4,753,587.95

* - The beginning balance is the amount of funds on hand at the start of the report period. The ending balance from the previous report period will become the beginning balance for the new report period. This figure will
 ** Must be signed by the District Treasurer or a Director/Associate Director with check signing authority.
 Two different signatures are required on the Attachment E submittal.

Prepared by: **Samantha Briggs** Signature: *Samantha Briggs* Date: **10/8/2024**
 Approved by: **Bobby Burchett** Signature: *Bobby Burchett* Date: **10/8/2024**

Completed reports should be directed to the district's assigned DCR Conservation District Coordinator by the deadlines established in this agreement.
 7/1/2024

Daniel Boone SWCD
Balance Sheet
As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Operations District Account	715,623.39
VACS Program Account 1 BMP	2,927,185.07
CD	348,953.80
CD Building Fund	184,825.69
Total Checking/Savings	<u>4,176,587.95</u>
Total Current Assets	<u>4,176,587.95</u>
TOTAL ASSETS	<u><u>4,176,587.95</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	4,616,402.77
Net Income	-439,814.82
Total Equity	<u>4,176,587.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,176,587.95</u></u>

Daniel Boone SWCD
Profit & Loss
 July through September 2024

	Jul - Sep 24
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operations	190,887.50
Operations Account Interest	1,632.83
CD Interest	6,555.84
Total OPERATIONS	198,076.17
COST SHARE	
VACS Cost Share Funds	67,590.08
VACS Program Interest	2,028.86
Total COST SHARE	69,618.92
LOCAL FUNDS	
Refund Anthem	2,033.76
Local Gov't	50,028.74
Fish Wagon	8.00
Donation	550.00
Total LOCAL FUNDS	52,620.50
Total Income	321,118.59
Gross Profit	321,118.59
Expense	
COST SHARE EXPENDITURES	
VACS Recipient Payments	664,621.97
Total COST SHARE EXPENDITURES	664,621.97
Payroll Expenses	
Salaries & Wages	46,514.54
Payroll taxes	3,558.35
Unemployment Tax Exp	4.85
Total Payroll Expenses	50,077.74
Employee Benefits	
HIC Exp	125.78
VLDP	112.92
Retire/GroupLife	3,628.23
Health	22,975.10
Dental	836.81
Total Employee Benefits	27,678.84
Staff Expenses	
VACDE Membership	75.00
Training	130.00
Total Staff Expense	205.00
Directors	
Meals	737.80
Total Directors	737.80
District Ops	
Accounting Assistance	351.00
Truck & Van Fuel	460.75
Truck & Van Maintenance	85.00
Insurance	
Truck & Van Insurance	5,246.98
Workers Comp	669.00
Total Insurance	5,915.98
Equipment	775.47
Kids In the Creek Day	2,901.00
Dues & Subscriptions	3,582.00
PastureWalk	493.70
Phone	724.67
Postage	387.82
Office Supplies & Exp	924.67
Misc	1,000.00
Total District Ops	17,612.06
Total Expense	760,931.41
Net Ordinary Income	-439,814.82
Net Income	-439,814.82



December 5, 2024

To Area Businesses:

The Lee County 4-H Livestock Club is seeking sponsors to help offset the cost to the youth to participate in educational trips and competitions. Members for the 4-H Livestock Club participate in Livestock Judging, Skill-a-Thon, and Cattle Working Competitions. Youth will be traveling to the Ft. Worth Livestock Show, Virginia Tech, and Harrisonburg in 2025. In addition, they travel locally to practice and learn on farms. Youth will continue to fundraise throughout the year with concessions and other efforts to also help with costs.

Those who sponsor will be placed on our group's t-shirts, newspaper article, and Facebook posts. We have three levels of sponsorship.

Prime Sponsorship:

\$300

Choice Sponsorship:

\$150

Select Sponsorship:

\$50

We would appreciate funds by February 1, 2025. Checks can be made to Virginia Tech Foundation and mailed to VCE-Lee at 486 Industrial Drive, Pennington Gap, VA 24277. The Virginia Tech Foundation is a non-profit 501(3) c. If you have any questions, please let me know. Our office number is (276) 546-2057 or my email is afannon@vt.edu.

Sincerely,

Amy Gail Byington
Lee County Extension Office

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

Action Items to accomplish in December 2024-2025:

Monthly Schedule of Annual Plan & Strategic Plan:

December:

1. Update District website in order to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc. (Conservation Specialist)
2. Perform Job Performance Evaluations for District staff, and make recommendations to the District Board. (Personnel Committee/District Manager)



December 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 2nd Quarter Attachment E and QuickBooks Reports:** Due on *or before* 01/15/25. The Excel spreadsheet, Cash Balance, P & L, and the signed Attachment E should be sent via email. Be sure to double-check before submitting to ensure accuracy. Also, make sure that all payments and monthly interest transactions have been recorded in the tracking program.
- **VCE Agent Oath of Office:** By now, all VCE Agents should have received their oath of office packet. Please ensure that you take your oath of office and submit the yellow copy to DCR at your earliest convenience but prior to the first BOD's meeting in calendar year 2025.
- **Calendar Year 2025 SWCD Officer Elections:** Officer elections should occur December 2024 or January 2025. Remember that the officer elections need to include the appointment of a FOIA Officer and Records Retention Officer. If you plan to use a Nominating Committee, be sure to have that committee in place. Send all officer updates to the VASWCD, your CDC, and other partners.
- **Associate Director Appointments/Reappointments:** Associate Directors are to be appointed or reappointed on an annual basis, which typically occurs in December or January. However, Associate Directors may be appointed at any time of the year.
- **Setting the Calendar Year 2025 Board Meeting Date & Time:** December 2024 or January 2025 is when the regular monthly meeting day and time for the new CY should be set. Note: If you need to change the meeting date & time later in the CY that is certainly allowed. Send all updates to the VASWCD, your CDC, and other partners.
- **Committee Appointments:** These are typically appointed by the Chair in January or February.
- **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.
- **Review of Long-Range Plan and APOW:** Please recall that, as per the Operations grant agreement, SWCDs must review the long-range plan once per year and SWCDs must conduct a mid-year review of the annual plan of work. Both reviews should also be recorded in the minutes.
- **Finance Committee Meetings:** The Desktop Procedures for District Fiscal Operations requires that “the finance committee (or designated group) meet at least twice a year to establish a budget and to review financial statements. Minutes of these meetings must be prepared and maintained by the district in accordance with FOIA.” The Chair of the Finance Committee should sign the minutes. That means that the finance/ budget committee should plan to meet in the middle of the fiscal year to review and check in with the budget so please begin planning your SWCD's finance committee meeting. Remember, since this is a committee meeting (i.e. A PUBLIC MEETING), the meeting must be advertised and minutes must be kept, presented to the full board for approval and signed by the finance committee chair.
- **Review of the Desktop Procedures Manual:** As per the Operations grant agreement, each SWCD must ensure that “DCR's Desktop Procedures is annually reviewed by the District Board or their Finance Committee and documented in official minutes”. I will be happy to assist with the review process if needed/desired.
- **Semi-Annual Personnel Evaluations:** Per the FY25 Admin & Ops Grant Agreement, SWCDs must maintain position descriptions and performance expectations, a personnel policy, and conduct employee evaluations. For those completing evaluations twice per fiscal year, December or January

are the months recommended to complete staff evaluations w/ the Personnel Committee. Committee meetings must adhere to FOIA, which includes a notice of at least 3 business days and minutes must be taken.

2) Ag and Cost-Share Items

- **Status Update CY24 Verifications:** CY 2024 Random Verifications have been completed. If your board has not already done so, please ensure that verification findings are discussed. The SWCD board should decide on the length of the grace period (up to six months) to be provided to participants to address problems found prior to recheck. This grace period should be noted in the minutes with a specific deadline. Keep in mind that as per the cost-share grant agreement, non-compliance issues including routine maintenance must be addressed within 180 days of the verification date. Please remember to update the Verification Module and send me photographs as repairs are completed.
- **Status of Administrative Cost-Share Case File Reviews:** I have currently completed four of my eight District's Administrative Cost-Share Case File Reviews. If your Districts Administrative Cost-Share Case File Reviews have not yet been completed I will be in contact with you to get them scheduled.
IMPORTANT: As a result of recently completed Cost-Share Case File Administrative Reviews, it came to my attention that districts need to review Section 12 (Page 21-22) of the PY25 Cost-Share and TA Policy, which addresses missing signatures on the VACS Contract. I have cut and pasted the section immediately below for your convenience. As a reminder this is not a new policy as it was initially implemented and went into effect July 1, 2022.
 - **Signatures on the VACS Contract** - *For any practice funded in whole or in part by the VACS Program, a VACS contract must be completed and signed in its entirety by both the appropriate District staff, District Director, and the participant. For any practice marked complete and issued payment on or after July 1, 2022, failure to obtain the appropriate signatures on a VACS contract in its entirety will result in the amount provided in VACS cost-share funding for the practice, including the associated technical assistance funding, being withheld from the District's cost-share and technical assistance allocation for the next fiscal year by the Department. VACS cost-share files will be examined during financial audits, administrative cost share file reviews, and verifications to ensure the appropriate signatures have been obtained.*

Should your CDC discover missing signatures on Contract Part I, II, or III while completing a cost-share admin review, it will be documented on the current admin review worksheet, which is reported to DCR-Richmond. Additionally, the District Liaison, Ag Incentive Program Manager and DCR Area Manager will be made aware of the discovery. As a reminder: this is an OAG driven policy change and consequences for not following the policy require VSWCB action.

- **CCI Enrollment or Re-enrollment:** This is the time of year to be preparing and signing up any BMPs or existing CCI practices coming out of lifespan on December 31, 2024, that are eligible for CCI practices in FY25. If a current BMP or CCI contract's lifespan ends on December 31, 2024, DCR recommends having them apply and be technically certified this fall before the Calendar Year ends. Taking signups and certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2025, as soon as the current lifespan ends. In the Conservation Application Suite, it is critical that the "Technical Certification Date" on the General Tab reflect certification by the end of this calendar year to avoid a break in lifespan. Also, please remember to use the "Related Instances" function in CAS when utilizing a CCI practice to pick up an expired VACS BMP to ensure better credit for reporting an original VACS BMP that is still functioning versus a standalone CCI BMP.
- **DCR IT Security Awareness Training:** Must be completed on or before December 20, 2024. This training is a required annual training for all users of the Conservation Application Suite, including those who use the BMP Tracking system, the NMP module, and/or the RMP module. This year again, the training is through the KnowB4 provider, so be sure and follow the directions below. Per the

standard protocol, once you complete the training requirement, please provide a copy of your respective completion certificate to your CDC.

- Users of the Suite will use this site to access the training
<https://training.knowbe4.com/ui/users/login>
- To log in you must use your first and last name, without punctuation or space, plus @dcr.virginia.gov for your login id, DO NOT CHANGE IT. For example, JohnSmith@dcr.virginia.gov (Because of the state contract the training system is set up to only allow commonwealth of Virginia email addresses. Do not try to log in with your actual email address.)
- Your temporary password is lamTraining1()
- For all newer District Staff that started since January 1, 2024, the training you completed when hired will count for this year.
- **End of Calendar Year Tax Credit Reminders & Preparations:**
 - **Delegation of Authority:** It is the time of year to delegate authority to the SWCD Board Chair or another director to approve tax credits or increases in tax credits for practices that are completed on or before December 31, 2024. Remember, the “Technical Certification Date” and the “Tax Credit Certification Signature Date” must be within the same calendar year and MUST be on or before December 31, 2024, for the tax credit to be valid. Otherwise, the tax credit will have to be a calendar year 2025 tax credit and cannot be issued in the calendar year that the BMP is completed. Districts may not make approvals in January 2025 retroactive to December 2024. For more information, please review the VACS Tax Credit Guidelines Section, particularly Pages IV-10 and IV-11. Just remember that any additional tax credits addressed via the delegation of authority should be listed as such and brought before the full board in January for official recordation in the minutes.
 - **Tax Credit Training:** For those who may not have been able to participate or need a refresher the recording of the November 8, 2024, Tax Credit training session can be found at <https://www.youtube.com/watch?v=iGoP83cXwZo>. Both the recording and slides are linked in CAS under Forms.
 - Follow-up to a question from Tax Credit training: As with cost-share, approval of all tax credits must be documented on a Part II with all required signatures.
- **Interest on Cost-Share Repayments:** New language on the Contract Part I in PY24 included a calculation of interest on cost-share repayments. The OAG has confirmed that interest will only be applied to a cost-share repayment when the case has gone to court and a judgement has been issued. Repayments addressed at the SWCD level will not have interest applied and should follow the existing process.
- **Virginia Department of Conservation and Recreation’s Nutrient Management Program Training:** DCR-NMP will offer a two-part agriculture nutrient management training school in January. The school is for anyone interested in learning about the development of agricultural nutrient management plans or how to become a certified nutrient management plan writer. The first session, January 9-10, 2025, is a lecture series by Virginia Tech professors on soil science, soil fertility and crop production. The two-day soils and crop lecture series will be hosted through Microsoft Teams. The second session, January 14-16, 2025, will cover nutrient management plan writing using a case-study farm. The three-day plan writing training will be in-person at Brightpoint Community College in Midlothian, Virginia. Each day will run from 9 a.m. until 4:30 p.m. Registration is \$150 for each session with a deadline of December 30, 2024. Registration is available online at www.dcr.virginia.gov/soil-and-water/nmtrain.

3) 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.

4) FOIA Training for Elected Directors: Please recall that the Code of Virginia requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. The Virginia Freedom of Information Act Advisory Council has several options available for fulfilling the FOIA training requirement. Please visit <https://foiacouncil.dls.virginia.gov/training.htm> to access these options.

- Click on the link (above) and scroll down to the heading “Other Courses” and then to the sub heading titled “Local Officials Course”. In this section, there should be a big blue box that says “Register”. Use this box to register for the upcoming webinar course listed below.
 - Wednesday, December 4, 2024, at 10:00AM
- DCR and the VASWCD have scheduled a special virtual session with the FOIA Council specifically for SWCD directors. This can be completed via a group viewing at the SWCD office, as long as the SWCD maintains a listing of all attendees.
 - December 18, 2024, from 10:00AM till 12:00PM
 - To receive the meeting link, please register in advance of the meeting at:
<https://us02web.zoom.us/meeting/register/tZ0lfuGqgigvGdTeFA7Ri16mZWHKAO20ZUed>

Upcoming Training and Important Dates:

- **December 4, 2024:** FOIA Council FOIA Training Offering at 10:00AM (virtual).
- **December 8-10, 2024:** VASWCD Annual Meeting
- **December 11, 2024:** VSWCB Meeting, Hotel Roanoke
- **December 18, 2024:** FOIA Training Offering at 10:00AM (virtual).
- **December 24, 2024:** Christmas Eve, State Offices Closed
- **December 25, 2024:** Christmas Day, State Offices Closed
- **January 1, 2025:** New Year’s Day, State Offices Closed
- **January 9, 2025:** VASWCD Legislative Day, Richmond
- **Spring 2025:** Conservation Selling Skills Course

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

Electronically sent to SWCD offices 12/02/2024.



Jonesville SERVICE CENTER REPORT
Daniel Boone SWCD Board Meeting
12/17/2024

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**

FY25 EQIP Applications = Approximately 40

EQIP Payments November & December - \$231,248.59 (55 Practices)

FY25 EQIP & CSP Application Deadline: October 11th

FY25 EQIP ACT NOW Preapprovals – December 17th

FY25 EQIP (Classis/IRA) Ranking Deadline – February 14th

FY25 EQIP (Classic/IRA) Preapprovals – February 20th

- **Conservation Stewardship Program (CSP)**

3 FY25 Renewals Obligated

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

None

- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**

None

- **Conservation Technical Assistance**

As requested by participants

BMP Projects/Partnership Activities

- Approximately 5 -10 projects under construction
- 1 WFF complete

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings

Complete

Outreach/Agency Activities/Events (dates)

Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days)

- December 11th – Webinar

Earth Team Volunteer Program

-

VA NRCS Operational/Personnel Changes

- Updates, if available

Submitted By Jordan Southern, District Conservationist