



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

## *MINUTES OF MEETING FEBRUARY 29, 2024*

The Daniel Boone Soil & Water Conservation District Board of Directors met Thursday, February 29, 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  
Gary Martin

### ASSOCIATES PRESENT

Jason Miles  
Gary Bailey

### STAFF PRESENT

Shawn Morris  
Tim Miles  
Liz Maggard

### PARTNERS PRESENT

Lorie Stevens  
Jordan Southern  
Davis Powell

### PUBLIC PRESENT

None

### 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 corrections, the minutes stand as distributed. Lorie Stevens, DCR Conservation District Coordinator (CDC), stated that the minutes of meeting should be formally approved. After a brief discussion Lorie Stevens stated that she had previously received clarification from Dr. Angie Ball, DCR Western Area Manager. A motion was made to approve the December 12, 2023 Minutes of Meeting. (Burchett, 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 February 20, 2024 Treasurer's report. (Byington, Martin, unanimous)

**REPORTS – COMMITTEE CHAIRS:**

Shawn Morris, Nominating Committee Chair, stated that the committee did not meet but recommends a slate of officers by acclamation: Roger Elkins, Chair; Amy Byington, Vice-Chair; Bobby Burchett, Secretary/Treasurer; and Samantha Briggs, Records Retention and Freedom of Information Act (FOIA) officer. (Martin, Hobbs, unanimous)

The Community Outreach Committee met on Friday, January 26, 2024 and discussed the upcoming pasture walk and educational events for 2024. A copy of the Community Outreach Committee minutes of meeting is attached and made a part of these minutes.

Shawn Morris, Technical Committee Chair, stated the committee recommends approval of a cost-increase for contract #24-23-0022 (instance #518813) of \$2,500.00 for difficult pipeline because of different well location than originally planned. A motion was made to approve the committee's recommendation. (Byington, Burchett, unanimous)

The Technical Committee also recommends approval of funding for contract #24-19-0046 (instance #330748) due to an Extreme Act Of Nature (EAN) in the amount of \$30,215.00 for a new well and pump since the engineer has approved the practice failure due to EAN circumstances. PY 2024 funds will be used to cover these costs. A motion was made to approve the committee's recommendation. (Byington, Martin, unanimous)

The Technical Committee recommends approval for payment of a dry well for contract #24-23-0056 (instance #522994). No cost-increase is needed since an existing well will be used as an alternative source of water. A motion was made to approve the committee's recommendation. (Martin, Byington, unanimous)

Shawn Morris also mentioned potential piggyback funding projects which will be discussed at the March meeting. A copy of the VACS Program report is attached and made a part of these minutes.

Roger Elkins, Personnel Committee Chair, stated that the committee did not meet but will be meeting soon.

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.

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:**

None

**UNFINISHED BUSINESS:**

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

The board discussed the Dell Inspiron 15R Notebook. Roger Elkins stated that the equipment is defective. The board recommended that since it's defective that it can be disposed of and removed from the inventory list.

Amy Byington, Director, stated that Virginia Cooperative Extension Service is working with Wilderness Road State Park on a native warm season grass plot. Amy Byington will work with various partners and provide further details at the March board meeting.

**NEW BUSINESS:**

Lorie Stevens, CDC, discussed the district's audit results. She stated that there were no findings and discussed the general good quality of the accounting records and excellent cooperation received by the auditors. She also stated that the Daniel Boone SWCD's audit was one of the best for this audit cycle. A copy of the exit conference notes is attached and made a part of these minutes.

Lorie Stevens, CDC, reported that she had received the district's FY2024 2<sup>nd</sup> Quarter Attachment E with supporting documents to DCR. The attachment was submitted on time, it was accurate, and there were no comments or questions. A copy of the Attachment E and supporting documents are attached and made a part of these minutes.

Roger Elkins discussed the renewal of the Associate Directors' terms for Jason Miles and Gary Bailey. A motion was made to renew both terms. (Byington, Hobbs, unanimous)

Roger Elkins updated the committee appointments. A copy of the 2024 Committee Appointments is attached and made a part of these minutes.

The board discussed the new IRS mileage rate effective January 1, 2024. A motion was made to accept the new IRS mileage rate at \$0.67 per mile. (Martin, Byington, unanimous)

The board discussed the Cumberland Horse Association Youth Rodeo Series donation request. Amy Byington made a motion to approve \$500.00 total donation for the entire series (5 events). A second was made by Bobby Burchett. After further discussion a motion was made to increase the donation to \$750.00 total for the entire series. (Martin, Hobbs, unanimous)

The board discussed the donation request from the Upper Tennessee River Roundtable (UTRR). A motion was made to donate \$300.00 to the UTRR. (Martin, Byington, unanimous)

Samantha Briggs, Administrative Secretary, prepared a list from the Annual Plan of Work and Strategic Plan of things to be accomplished in FY 2023-2024. 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.

Tim Miles, Conservation Specialist, presented the board with a donation request from the Lee High Varsity Football Cheer Team (Samantha Briggs, spokesperson). After a brief discussion there was no action taken on this request.

Amy Byington presented the board with a donation request from the Lee County Beef Program. A motion was made to donate \$150.00 to the program. (Hobbs, Martin, unanimous)

A motion was made to go into Closed (Executive) Meeting as provided in the Code of Virginia Section 2.2-3711. (A)(1) to discuss personnel and budget issues only. Jason Miles and Gary Bailey, Associate Directors, Lorie Stevens, Conservation District Coordinator, and Shawn Morris, District Manager, were asked to join the closed meeting. (Byington, Burchett, unanimous)

At the conclusion of the Closed Meeting, the "Certification of Executive Meeting" paperwork was completed, which is attached and made a part of these minutes. A motion was made by Amy Byington to return to regular session. All in attendance agreed that only personnel and budget issues were discussed: Elkins/yes, Byington/yes, Burchett/yes, Hobbs/yes, and Martin/yes. A second was made by Mike Hobbs. The motion carried.

Roger Elkins stated that all eligible staff will receive a \$500.00 performance award for their role in the excellent audit results. A motion was made to approve the performance award. (Byington, Martin, unanimous)

Gary Martin, Director, discussed the purchase of a lime spreader. Tim Miles will work with Gary Martin to obtain quotes for the March 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 meeting was adjourned by the Chairman of the Board.

Approved:

Respectfully Submitted By:

  
Roger Elkins, Chairman

3/20/24  
Date

  
A. Samantha Briggs, Admin. Sec.

SWCD: Daniel Boone Name of Committee: Community outreach

Date: 1/26/24 Time: 8:30 AM Location: DBSWCD office

Designated Note taker: Liz

Voting Members in Attendance: Amy, Jordan, Davis, Shawn, Tim, Liz

Voting Members Not in Attendance: \_\_\_\_\_

Others in Attendance: \_\_\_\_\_

**Agenda/Discussion Item #1**

Topic: Pasture Walk / Educational Events for 2024

Motion/Recommendation:  
April 11<sup>th</sup> @ 4:30 Contractor training / May 9<sup>th</sup> watering system training @ 4:30  
March 14<sup>th</sup> @ 6pm Pasture walk

Motion Made By: Jordan Seconded By: ~~Amy~~ Tim Vote:

Comments: Have a pasture walk that focuses on new and beginning farmers.

Change name from pasture walk to something else (educational event)

Contractor Training / Fencing School / watering system training! / Barns

Need more advertisement! March 14<sup>th</sup> @ 6pm Pasture Walk w/ new landowners

Follow Up Actions (Who/What/When): April 11<sup>th</sup> - Contractor training

Legion Building

**Additional Committee Business:**

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**Set next Committee Meeting Date, time and location:** \_\_\_\_\_

Motion to Adjourn By: Abby Shawn Seconded By: Jordan

Time of Adjournment: 9:50 Submitted by: Liz

**Committee Chair Signature:** Ray Reynolds

SWCD: Daniel Boone Name of Committee: BMP Technical

Date: 2/29/24 Time: 4:30 pm Location: DBSWCD office

Designated Note taker: Liz

Voting Members in Attendance: Shawn, Tim, Jordan, Davis, Liz, Jason,  
Gary B., Amy

Voting Members Not in Attendance: \_\_\_\_\_

Others in Attendance: \_\_\_\_\_

### Agenda/Discussion Item #1

Topic: Cost increase for contract #24-23-0022 for 500'  
of difficult pipeline (\$2,500)  
Different well location than originally planned

Motion/Recommendation:  
Approve cost increase of \$2,500 for difficult pipeline  
installation

Motion Made By: Jason Seconded By: Amy Vote: ✓

Comments: \_\_\_\_\_

Follow Up Actions- (Who/What/When): \_\_\_\_\_

**Agenda/Discussion Item #2**

Topic: Extreme act of nature <sup>(EAN)</sup> project for contract # 24-19-0046.  
New well and pump in the amount of \$30,215

Motion/Recommendation:

Approve EAN project in the amount of \$30,215

Motion Made By: Amy Seconded By: Jason Vote: ✓

Comments: \_\_\_\_\_

Follow Up Actions- (Who/What/When): \_\_\_\_\_

**Agenda/Discussion Item #3**

Topic: #24-23-0056 Approve payment for dry well <sup>(Non-</sup>functioning)  
No cost increase - use alternate well - use already approved funds  
(existing)

Motion/Recommendation:

Motion Made By: Amy Seconded By: Jason Vote: ✓

Comments: \_\_\_\_\_

Follow Up Actions- (Who/What/When): \_\_\_\_\_



**Additional Committee Business:**

Discussed potential piggyback funding - waiting until  
March meetings

**Set next Committee Meeting Date, time and location:** \_\_\_\_\_

Motion to Adjourn By: Shawn Seconded By: Jordan

Time of Adjournment: 5:15 Submitted by: Liz

**Committee Chair Signature:** 

**DBSWCD**  
**District Manager**  
**Report**  
January – February 2024

- Program year 2021 – Only one PY 2021 project (Jerry Ingle) is under construction.  
**\$2,105.52 unobligated**
- Program year 2022 – The remaining 3 projects have been surveyed and designed but are not under construction at this time. **\$36,089.75 unobligated**
- Program year 2023 – All but 3 of the remaining projects have been surveyed and designed, 11 are under construction and 6 have been paid. **\$2,696.78 unobligated**
- Program year 2024- 6 of the 13 approved projects have been surveyed and/or designed.  
**\$1,201,232.31 unobligated**
- We have all but completed servicing VACS Program applications filed between Jan. 1 – Sept. 30, 2023. Ten of these are potential “piggy-back” applications and we are waiting for NRCS to approve their EQIP applicants. This will determine the number of VACS Program applicants we can approve, and who.
- I have been working with Ben Chester, Engineer, and Sara Bottenfield, Ag Programs Manager, on and EAN for Alan Rutherford. Another bad well.
- I have been working on Animal Waste Management System Plans and surveys (with much appreciated help from NRCS) for the pre-approved WP-4 SF applicants.
- I recently received approval letters and designs from Ben Chester, Engineer, for 3 WP-4 SF’s and will be meeting with landowners and their contractors prior to construction.
- I have additional barn surveys scheduled with NRCS hoping to get ahead of good construction weather and spring peepers.
- I have been having trouble with my LincPass to my computer and with my computer itself which has proven aggravating.
- I conducted performance evaluations for Tim and Liz and will do Samantha’s early next week.
- I had some medical issues arise recently which did cause me to miss some days of work.





## 2023 VACS Program Report - 1

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-23-0003		SL-6W	\$25,201.79	\$27,241.79	Y	Y	Y	99	Piggy-back project
24-23-0022		SL-6F	\$74,398.65	\$78,478.65	Y	Y	Y	10	<b>Complete not paid</b> Well has been drilled and a small section of pipe has been installed.
24-23-0024		SL-6W	\$88,615.00	\$93,931.00	Y	Y			No progress to report
24-23-0040		SL-6W	\$131,497.50	\$134,977.50	Y	Y	Y	35	The landowner is working on the fence and watering system. the well has been drilled
24-23-0043		SL-6W	\$52,915.00	\$56,275.00	Y	Y			No progress to report
24-23-0051		SL-6W	\$53,690.00	\$55,370.00	Y	Y			No progress to report
24-23-0056		SL-6W	\$107,940.00	\$116,904.00	Y	Y	Y	10	Well has been drilled.
24-23-0069		SL-6W	\$74,500.59	\$80,548.59	Y	Y	Y	100	Piggy-back project <b>Complete and paid</b> paid \$60,032.77
24-23-0071		SL-6W	\$90,222.50	\$92,586.50	Y	Y	Y	10	No progress to report
24-23-0072		SL-6W	\$11,836.75	\$12,436.75	Y	Y	Y	100	<b>Complete and paid.</b> paid \$12,436.75
24-23-0075		SL-6W	\$76,610.00	\$82,922.00	Y	Y			No progress to report
24-23-0076		SL-6W	\$30,559.47	\$37,999.47	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> Paid: \$37,999.47
24-23-0080		SL-6W	\$14,310.65	\$16,746.65	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> Paid: \$16,745.74
24-23-0085		SL-6W	\$16,662.85	\$17,934.85	Y	Y	Y	10	Piggy-back project. No progress to report
24-23-0086		SL-6W	\$16,869.41	\$18,981.41	Y	Y	Y	100	<b>Complete and paid</b> <b>paid: \$18,981.41</b>
24-23-0087		SL-6W	\$16,783.09	\$20,167.09	Y	Y	Y	99	Piggy-back project <b>Complete not paid</b>
24-23-0088	521794	SL-6W	\$16,294.07	\$18,754.07	Y	Y	Y	10	Piggy-back project No progress to report
	521848	SL-6W	\$10,920.97	\$11,580.97	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> <b>Paid: \$10,669.77</b>
	521884	SL-6W	\$13,437.79	\$15,597.79	Y	Y	Y	10	Piggy-back project No progress to report
24-23-0090		SL-6W	\$84,135.00	\$86,055.00	Y	Y			No progress to report
24-23-0094		SL-6W	\$125,190.00	\$128,550.00	Y	Y	Y	95	project nearly complete
24-23-0095		SL-6W	\$212,225.00	\$230,225.00	Y	Y	Y	75	Fencing complete, watering system under construction
24-23-0098		SL-6W	\$83,320.00	\$84,328.00					No progress to report
24-23-0099		SL-6W	\$113,377.50	\$115,825.50	Y	Y			Well driller is supposed to be on site



## 2024 VACS Program Report

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
<b>24-24-0003</b> R. Burke		SL-6W	\$55,415.00	\$56,219.00	Y	Y			No progress to report
<b>24-24-0004</b> D. Hedrick		SL-6W	\$64,302.50	\$64,674.50	Y	Y			No progress to report
<b>24-24-0006</b> TJ Harless		SL-6W	55,313.75	\$55,973.75	Y	Y	Y	90	Needs well drilled only
<b>24-24-0007</b> R. Hill		SL-6W	\$80,745.00	\$81,969.00					No progress to report
<b>24-24-0009</b> R. Smith		SL-6W	\$58,877.50	\$60,281.50	Y	Y			No progress to report
<b>24-24-0011</b> D. Hill		WP-4	\$140,820.00	\$105,615.00	Y	Y			AWMS Plan and survey complete
<b>24-24-0012</b> S. Hurlock		WP-4	\$121,225.00	\$90,918.75					No progress to report
<b>24-24-0014</b> J. Carter		WP-4	\$140,820.00	\$105,615.00					No progress to report
<b>24-24-0019</b> J. Williams		WP-4	\$94,580.00	\$70,935.00					No progress to report
<b>24-24-0022</b> A. Hall		WP-4	\$94,580.00	\$70,935.00					AWMS plan complete
<b>24-24-0031</b> J. Garrett		SL-6W	\$49,475.00	\$53,075.00					potential piggy-back waiting on approval from EQIP
<b>24-24-0042</b> D. Laister		WP-4	\$179,685.00	\$134,763.75	Y				Surveyed and waiting on design
<b>24-24-0048</b> D. Whited		SL-6W	\$119,090.00	\$125,330.00					No progress to report

\*Note: Most of the SL-6W projects are waiting to see if they are approved thru NRCS (piggy-back) before they begin construction.

Tim Miles  
DBSWCD  
Conservation Specialist Report  
February 29, 2024

- I. Virginia Erosion and Sediment Control Program
  - The Land Disturbing Reports for December 2023 and January 2024 were submitted to DEQ.
  - Routine inspections were made on active E&S projects.
  - The E&S plan was approved for the Magnolia Health and Wellness Dryden Rehab Project.
  - An E&S permit was issued for the Maple Hill Community Water Line Extension Project.
  - The Virginia Erosion and Sediment Control Regulations and the Virginia Stormwater Management Regulations will be combined effective July 1, 2024. I am working with the County Administrator to revise the Erosion and Sediment Control Ordinance of Lee County to reflect these changes. The ordinance will need to be revised by July 1, 2024.
  - I have been taking some online training to obtain contact hours for my Dual Combined Administrator recertification.
- II. Virginia Agricultural Cost-Share Program
  - I helped to measure and certify a few completed projects.
  - I completed as-built designs for the recently completed projects.
  - I checked the progress of construction for some VACS projects.
  - Shawn and I made a conservation planning visit for one project.
  - Shawn and I also assisted some contractors with a bid showing for one project.
  - Liz and I surveyed one project. I completed the design for this project.
  - I have been taking some online training to obtain contact hours for my Conservation Planner recertification.
- III. Miscellaneous
  - The District website has been updated periodically.
  - I participated in the Community Outreach Committee meeting on January 26. We have tentatively set dates for a Beginning Farmers Meeting on March 14, Fence Training on April 11, and Water System Training on May 9.
  - VASWCD Scholarship applications and guidelines were sent to local high schools. The District will judge local applications and select one applicant for the state competition. Four \$2,000 scholarships will be awarded statewide. Applications are due to the District by Friday, March 22, 2024.
  - Youth Conservation Camp applications and details were sent to local high schools. The District will judge local applications and select two applicants to attend the camp. Applications are due to the District by Friday, April 19, 2024. The camp will be held at Virginia Tech from July 14-20, 2024.



**Erosion and Sediment Control Project List**

Name of Project	Approved Plan	Permit Number	LDA Acreage	Estimated Completion Date
James Fannon Rock Picking Operation	X	2021-03	0.61	Spring 2024
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	10.60	Spring 2024
Johnny Woliver Single Family Residence	X	2022-01	5.00	Spring 2024
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
Greater Outreach Family Life Center	X	2022-06	0.99	Spring 2024
White Rock Truss, LLC	X	2022-08	0.61	Spring 2024
Brandon Cheek Rock Picking Operation	X	2022-09	0.61	Fall 2024
Travis Hall Rock Picking Operation	X	2023-03	0.61	Spring 2024
Jonesville ABC	X	2023-05	0.70	Spring 2024
Whistle Pig Country Store and Deli	X	2023-07	0.97	Spring 2024
Dalton Tackett Single Family Residence	X	2023-08	0.75	Spring 2024
David Young Rock Picking Operation	X	2023-09	0.61	Spring 2024
Town of Pennington Gap Lot Drainage Improvements	X	2023-10	0.33	Spring 2024
Family Dollar	X	2023-11	0.98	Spring 2024
Free Pentecostal Church of God Building	X	2023-12	0.96	Spring 2024
Maple Hill Community Water Line Extension Project	X	2023-13	4.45	Fall 2024
Magnolia Health and Wellness Dryden Rehab Project	X		3.48	

**Liz Maggard**  
**DBSWCD**  
**Conservation Technician Report**  
**February 2024**

- I mailed the tax credit forms to all of the participants who completed a project in 2023.
- I updated tracking with the new EJAA information requirements for all of our active projects in all program years.
- We had a community outreach meeting and have decided on the dates for our upcoming pasture walks and construction trainings.
- I helped survey a couple barns and watering system projects.
- I have written several conservation plans for proposed projects.
- I wrote the AMWS plans for a few barn projects.
- I went on several construction checks.
- I'm keeping the tracking program updated with new applicants as they sign up.
- I am adding all of the information into the tracking program in order to rank current applications for funding. I've made the cost-estimates for some proposed projects as well.

Samantha Briggs, DBSWCD  
Administrative Secretary Report  
February 29, 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 February 1, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Prepared and submitted required 2<sup>nd</sup> QTR. RMP-TRC request to Barbara McGarry, Resource Management Plan Program Specialist, Virginia Department of Conservation and Recreation Division of Soil and Water Conservation
- Reconciled both CD Accounts
- Prepared and submitted the district's 2<sup>nd</sup> QTR. PY24 Attachment E and supporting documents to DCR before deadline
- Prepared the Minutes of Meeting for December 12, 2023 for the January 23, 2024 board meeting
- Prepared and submitted all audit materials requested by Robinson, Farmer, Cox Associated, PLLC for district audit
- Prepared all materials and set up the meeting place for the district audit to be conducted
- Participated in the district audit (No Comments Necessary)
- Submitted Payroll for February 15, 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 (January 2024)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (January 2024)
- Submitted Virginia Retirement Contribution for January 2024
- Prepared and submitted the 2023 District tax documents (W-2's, 1099's, W-3 etc.)
- Prepared the Agenda for the February 29, 2024 board meeting
- Prepared the Treasurer's Report for the February 29, 2024 board meeting
- Submitted board packets for February 2024 board meeting
- Prepared Running Budget for February 2024
- Set up board meeting meals for February 2024
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

**Daniel Boone SWCD**  
**Notes on Exit Conference**  
**For the Two Years Ended June 30, 2023**

An exit conference was held on 1/9/24

Those present at the conference were:

Samantha Briggs, Admin Secretary  
Shawn Morris, Conservation Specialist  
Amy Byington, Board Member - on phone  
Dr. Angela Ball, DCR-DSWC Conservation District Coordinator - on phone  
Aaron Hawkins, CPA, RFC

Discussed the general good quality of the accounting records  
and excellent cooperation received by the auditors.

No comments necessary.

We encourage the continued involvement of the Board in the fiscal matters of the District  
to review and monitor and benefit the District Treasurer and the Board.

**Attachment E**  
**\*\*\*\*\*OFFICIAL FISCAL YEAR 2024 FORM\*\*\*\*\***  
 Department of Conservation and Recreation  
 Virginia Nonpoint Source Management Program  
 Project Financial Report

SWCD: Daniel Boone Agreement Number: 503OPS-24-09-GF  
 Contact: Samantha Briggs Phone Number: (276) 346-6198  
 Address: 32637 Main Street  
Jonesville, Virginia 24263  
 Reporting Quarter Dates: 10/1/2023 thru 12/31/2023  
 (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 *	Transfers In/Out (Net = 0)	Adjusted Beginning Balance (*) +/- (2)	Receipts (During the report period)	Expenditures (During the report period)	Ending Balance
	(1)	(2)	(3)	(4)	(5)	(6)
<b>State Sources</b>						
PY 2020 OCB VACS	\$0.00		\$0.00			\$0.00
PY 2020-2022 OCB VACS Transfer	\$0.00		\$0.00			\$0.00
PY 2020-2023 OCB VACS Transfer	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
PY 2021 OCB VACS	\$81,247.02		\$81,247.02	\$0.00	\$0.00	\$81,247.02
PY 2021-2022 OCB VACS Transfer	\$11,625.00		\$11,625.00	\$0.00	\$0.00	\$11,625.00
PY 2021-2023 OCB VACS Transfer	\$25,715.00		\$25,715.00	\$0.00	\$0.00	\$25,715.00
0	\$0.00		\$0.00			\$0.00
PY 2022 OCB VACS	\$330,455.25		\$330,455.25	\$0.00	(\$99,002.50)	\$231,452.75
PY 2022-2023 OCB VACS Transfer	\$42,867.50		\$42,867.50	\$0.00	(\$17,533.80)	\$25,333.70
0	\$0.00		\$0.00			\$0.00
PY 2023 OCB VACS	\$1,833,038.29		\$1,833,038.29	\$0.00	(\$60,032.77)	\$1,773,005.52
0	\$0.00		\$0.00			\$0.00
PY 2024 OCB VACS	\$502,866.23		\$502,866.23	\$1,758.93	\$0.00	\$504,625.16
0	\$0.00		\$0.00			\$0.00
DCR OPERATIONS FUNDS	\$217,170.78		\$217,170.78	\$49,102.25	(\$21,765.32)	\$244,517.71
0	\$0.00		\$0.00			\$0.00
PY 2023 OCB VNRCF TA	\$186,080.78		\$186,080.78	\$0.00	(\$38,135.74)	\$147,945.04
0	\$0.00		\$0.00			\$0.00
PY 2024 OCB VNRCF TA	\$75,350.00		\$75,350.00	\$75,350.00	\$0.00	\$150,700.00
0	\$0.00		\$0.00			\$0.00
<b>Total State Sources</b>	<b>\$3,316,418.66</b>	<b>\$0.00</b>	<b>\$3,316,418.66</b>	<b>\$126,209.18</b>	<b>(\$234,460.13)</b>	<b>\$3,208,167.71</b>
<b>Federal Sources</b>						
Other: (Specify)	\$0.00		\$0.00			\$0.00
Other: (Specify)	\$0.00		\$0.00			\$0.00
Other: (Specify)	\$0.00		\$0.00			\$0.00
Other: (Specify)	\$0.00		\$0.00			\$0.00
Other: (Specify)	\$0.00		\$0.00			\$0.00
<b>Total Federal Sources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Local/Other Sources</b>						
LEE COUNTY	\$22,427.71		\$22,427.71	\$1,621.94	(\$24,049.65)	\$0.00
0	\$0.00		\$0.00			\$0.00
NEW VEHICLE RESERVE FUND	\$15,911.14		\$15,911.14	\$0.00	\$0.00	\$15,911.14
0	\$0.00		\$0.00			\$0.00
EQUIPMENT	\$13,186.14		\$13,186.14	\$0.00	\$0.00	\$13,186.14
0	\$0.00		\$0.00			\$0.00
CD-BUILDING/RAINY DAY FUND	\$330,271.58		\$330,271.58	\$4,549.52		\$334,821.10
0	\$0.00		\$0.00			\$0.00
CD-RESERVE BUILDING	\$103,493.07		\$103,493.07	\$1,425.04		\$104,918.11
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
0	\$0.00		\$0.00			\$0.00
<b>Total Local/Other Sources</b>	<b>\$485,296.64</b>	<b>\$0.00</b>	<b>\$485,296.64</b>	<b>\$7,597.10</b>	<b>(\$24,049.65)</b>	<b>\$468,817.09</b>
<b>TOTAL (All Sources)</b>	<b>\$3,801,715.30</b>	<b>\$0.00</b>	<b>\$3,801,715.30</b>	<b>\$133,806.28</b>	<b>(\$258,509.78)</b>	<b>\$3,677,011.80</b>

\* - 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 automatically carry forward to the next report period.

\*\* 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 Samantha Briggs 1/5/2024  
 Print Name Signature Date  
 \*\*Approved by: Bobby Burchett Bobby Burchett 1/5/2024  
 Print Name Signature Date

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

11:12 AM  
01/05/24  
Cash Basis

**Daniel Boone SWCD**  
**Balance Sheet**  
**As of December 31, 2023**

	<u>Dec 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Operations District Account	574,240.04
VACS Program Account 1 BMP	2,663,005.15
CD	334,821.10
CD Building Fund	104,918.71
<b>Total Checking/Savings</b>	<u>3,676,985.00</u>
<b>Total Current Assets</b>	<u>3,676,985.00</u>
<b>TOTAL ASSETS</b>	<u><u>3,676,985.00</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	3,803,643.71
Net Income	-126,658.71
<b>Total Equity</b>	<u>3,676,985.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,676,985.00</u></u>

**Daniel Boone SWCD**  
**Profit & Loss**  
 October through December 2023

	Oct - Dec 23
Ordinary Income/Expense	
Income	
<b>OPERATIONS</b>	
DCR Operations	124,452.25
Operations Account Interest	1,251.94
CD Interest	5,975.16
<b>Total OPERATIONS</b>	131,679.35
<b>COST SHARE</b>	
VACS Program Interest	1,756.93
<b>Total COST SHARE</b>	1,756.93
<b>LOCAL FUNDS</b>	
Local Gov't	360.00
Fish Wagon	10.00
<b>Total LOCAL FUNDS</b>	370.00
<b>Total Income</b>	133,806.28
Gross Profit	133,806.28
Expense	
<b>COST SHARE EXPENDITURES</b>	
VACS Recipient Payments	176,569.07
<b>Total COST SHARE EXPENDITURES</b>	176,569.07
<b>Payroll Expenses</b>	
Salaries & Wages	44,805.08
Payroll taxes	3,427.60
Unemployment Tax Exp	0.00
<b>Total Payroll Expenses</b>	48,232.68
<b>Employee Benefits</b>	
HIC Exp	145.62
VLDP	188.28
Retire/GroupLife	3,742.44
Health	18,718.35
Dental	373.82
<b>Total Employee Benefits</b>	23,168.51
<b>Staff Expenses</b>	
Training	295.00
<b>Total Staff Expenses</b>	295.00
<b>Directors</b>	
Conference	734.82
Meals	298.78
<b>Total Directors</b>	1,033.60
<b>District Ops</b>	
Accounting Assistance	138.00
Truck & Van Fuel	507.66
Truck & Van Maintenance	179.47
Insurance	
Truck & Van Insurance	40.00
Workers Comp	73.00
<b>Total Insurance</b>	113.00
Awards Banquet	2,526.15
Equipment	683.78
Kids In the Creek Day	753.86
Dues & Subscriptions	1,300.00
Phone	745.86
Postage	209.72
Office Supplies & Exp	2,053.68
<b>Total District Ops</b>	9,210.92
<b>Total Expense</b>	258,509.76
<b>Net Ordinary Income</b>	-124,703.50
Net Income	-124,703.50

## Samantha Briggs

---

**From:** Samantha Briggs <dbswcd@verizon.net>  
**Sent:** Wednesday, January 3, 2024 7:46 AM  
**To:** 'McGarry, Barbara (DCR)'  
**Cc:** Angie Ball (angela.ball@dcr.virginia.gov)  
**Subject:** RMP TA Requests January 15, 2024

Hi Barbara,

The Daniel Boone SWCD is “requesting no reimbursement” for the period from October 1, 2023 – December 31, 2023.

Have a great day,

*Samantha Briggs*

Daniel Boone SWCD  
32637 Main Street  
Jonesville, Virginia 24263  
(276) 346-8196  
[dbswcd@verizon.net](mailto:dbswcd@verizon.net)

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**From:** McGarry, Barbara (DCR) <Barbara.McGarry@dcr.virginia.gov>  
**Sent:** Tuesday, October 3, 2023 3:08 PM  
**To:** McGarry, Barbara (DCR) <Barbara.McGarry@dcr.virginia.gov>

**Subject:** Reminder: RMP TA Requests October 15

Please remember that RMP TA requests are due October 15. The attached form can be used to request reimbursement for RMP reviews or certification inspections, or 3-year continued implementation inspections conducted July 1, 2023 – September 30, 2023.

If you are requesting reimbursement e-mailed to me at the address included in my signature, with a 'cc to your CDC.

If you are not requesting any reimbursement, there is no need to complete a form, but please respond to this e-mail with the text “requesting no reimbursement”.

Please forward this message if the appropriate person in your District Office has not received this message.

Should you have any questions about the reimbursements, the process, or the report, please let me know.

Barbara McGarry  
Resource Management Plan Program Specialist  
Virginia Department of Conservation and Recreation  
Division of Soil and Water Conservation  
600 East Main Street, 24th Floor



# Daniel Boone SWCD 2024 Committee Appointments

**Budget Committee: Bobby Burchett, Chair**

Jason Miles

Gary Martin

*Advisors: Samantha, Shawn, Tim and Liz*

**Personnel Committee: Roger Elkins, Chair**

Bobby Burchett

Gary Martin

*Advisor: Shawn*

**Community Outreach: Amy Byington, Chair**

Liz Maggard

Tim Miles

Davis Powell

Shawn Morris

Jordan Southern

Samantha Briggs

**Awards Committee: Shawn Morris, Chair**

Samantha Briggs

Jordan Southern

Tim Miles

Davis Powell

Mike Hobbs

Liz Maggard

**Nominating Committee: Shawn Morris, Chair**

Bobby Burchett

Tim Miles

**Technical Committee: Shawn Morris, Chair**

Jordan Southern

Amy Byington

Jason Miles

Gary Bailey

Liz Maggard

Davis Powell

Tim Miles

**SWCD COOP Committee: Amy Byington, Chair**

Roger Elkins

Samantha Briggs

Tim Miles

Shawn Morris

**Grant/Inventory Committee - Amy Byington, Chair**

Bobby Burchett

Tim Miles

Shawn Morris

Samantha Briggs

Liz Maggard



# IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

**Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:**

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see Moving expenses for members of the armed forces.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the

# DATES

## AGE GROUPS:

APRIL 27  
MAY 25  
JUNE 29  
JULY 20  
AUGUST 17

1-5  
6-8  
9-12  
13-15  
16-19

CUMBERLAND HORSE ASSOCIATION

# YOUTH RODEO SERIES

## YEAR END AWARDS

### EVENTS:

BARREL RACING  
POLE BENDING  
GOAT TYING  
GOAT UNTYING  
DUMMY ROPING  
FLANK & TIE  
CALF ROPING  
CHUTE DOGGING  
BREAKAWAY  
TEAM ROPING

SADDLES,  
BOB BERG  
BUCKLES,  
AND MORE!

AT LEEMAN FIELD, PENNINGTON GAP, VA

RODEOS START AT 12:00 PM

featuring

POINTS  
AWARDED FOR  
1-3 PLACE IN  
EACH EVENT  
TOWARD YEAR  
END AWARDS

YEAR END ALL-  
AROUND  
COWBOY AND  
COWGIRL  
AWARDS

YEAR END  
EVENT  
CHAMPION  
AWARDS IN  
EACH AGE  
GROUP

GENERAL ADMISSION \$10 | CONTESTANTS FREE | SPONSORS NEEDED  
FOR MORE INFORMATION CONTACT JORDAN: 423-526-8767

The Cumberland Youth Rodeo Association would like to thank you for considering becoming a sponsor for our 2024 season. This association was started by Cumberland Horse Association to give the youth a place to turn their rodeo dreams into reality. Anything that you or your business can do will be greatly appreciated and will help with our year end awards. The sponsor packages are as listed below:

- **ALL-AROUND SPONSOR-** \$2500 and above

An All-Around Sponsorship will sponsor multiple All-Around Cowboy or Cowgirl Saddles as well as any additional All-Around Cowboy/Cowgirl prizes. With this sponsorship, you or your company will receive an arena banner, as well as recognition on our Facebook page for 1 full year (365 days) from the time of sponsor issued payment. Your name or business will be announced throughout the rodeo events for the full year.

- **GOLD BUCKLE-** \$750-\$2,499

A Gold Buckle Sponsorship will sponsor an All-Around Cowboy or Cowgirl Saddle. With this sponsorship, you or your company will receive an arena banner, as well as recognition on our Facebook page for 1 full year (365 days) from the time of sponsor issued payment. Your name or business will be announced throughout the rodeo events for the full year.

- **SILVER BUCKLE-** \$300-\$749

A Silver Buckle Sponsorship will sponsor 2-3 year end event winner buckles. With this sponsorship, you or your company will receive their name on a shared arena banner, as well as recognition on our Facebook page for 1 full year (365 days) from the time of sponsor issued payment. Your name or business will be announced throughout the rodeo events for the full year.

- **BRONZE BUCKLE-** \$150-\$299

A Bronze Buckle Sponsorship will sponsor a year end event buckle. With this sponsorship, you or your company will receive their name on a shared arena banner, as well as recognition on our Facebook page for 1 full year (365 days) from the time of sponsor issued payment. Your name or business will be announced throughout the rodeo events for the full year.

**ALL PROCEEDS WILL** go straight to the **CYRA Year End Awards**. We hope you become a part of this new generation of youth talent. **Please make checks payable to Cumberland Horse Association.**

Thank You!

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Name or Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Buckle Level: **GOLD**      **SILVER**      **BRONZE**      Other: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Upper Tennessee  
**River Roundtable**

P.O. Box 2359, Abingdon, Virginia 24212

December 15, 2023

Hello Friends of the Roundtable!

The time is here to reflect on 2023 and plan for the new year. The first thing on my mind is to thank you for your continued support of our water quality projects and environmental education and outreach programs. We accomplished a lot in 2023 and we look forward to a similarly productive year for 2024.

As you plan your year-end giving, we ask that you remember the Roundtable. Our enclosed newsletter highlights the results of our projects, education, and outreach from 2023. Your support assisted with all this important work.

We are most excited about the recent completion of the final construction phase of the Saltville Outdoor Classroom, which now has a shelter, stairs from a parking lot to the site, extended walking path, and more. We will be adding picnic tables to the shelter after the new year. The Roundtable secured grants for this final phase from AEP Foundation, Enbridge Fueling Futures, and Dominion Charitable Foundation. We appreciate the support so very much.

Seasons Greetings to you and your friends and families!

*Carol W. Doss*

Carol W. Doss, EdD  
Executive Director



A few of our volunteers,  
new friends, and our  
contractor at right.

# Review of Annual Plan of Work & Strategic Plan 2023-2024

Action Items to accomplish in February 2023-2024:

Monthly Schedule of Annual Plan & Strategic Plan:

February:

1. Host local Envirothon workshop for participating teams. (Staff)
2. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues. (Community Outreach Committee/Staff)

**MOTION:** Amy Byington

**RESOLUTION NO.:** 2023-2024-1

**SECOND:** Bobby Burchett

**MEETING DATE:** 29 February 2024

**CERTIFICATION OF CLOSED (EXECUTIVE) MEETING**

WHEREAS, the Daniel Boone Soil and Water Conservation District has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the Code of Virginia requires a certification by the Daniel Boone Soil and Water Conservation District that a closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Daniel Boone Soil and Water Conservation District hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as identified in the motion convening the closed meeting were heard, discussed or considered by the Daniel Boone Soil and Water Conservation District.

**VOTES**

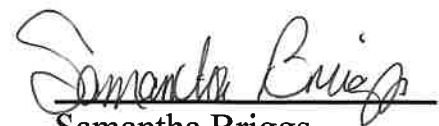
**AYES:** Roger Elkins/Amy Byington/Bobby Burchett/Mike Hobbs/Gary Martin

**NAYS:** None

[For each nay vote, the substance of the departure from the requirements of the Act should be described]

**ABSENT DURING VOTE:** None

**ABSENT DURING MEETING:** None

  
Samantha Briggs,  
Administrative Secretary

This information was prepared by staff of the Virginia Department of Conservation and Recreation for members of the Commonwealth's Soil and Water Conservation Districts as a means of raising awareness and understanding about certain provisions of the Virginia Freedom of Information Act. It should be used as a companion reference to the Code of Virginia. It is not intended to serve as a legally binding interpretation of the act or its provisions. Should such an interpretation be needed, please contact your local Commonwealth's Attorney, January, 2002



### 1) Administrative and Operational Items

- **Status of FY24 2<sup>nd</sup> Quarter Attachment E Reviews:** All Attachment Es were submitted by the deadline. Reviews are complete with comments sent to individual SWCDs. A big THANK YOU to the administrative / technical staff that have been so helpful and prompt in answering my questions and cooperative in making recommended edits or changes in the future.
- **FY24 3<sup>rd</sup> Quarter Disbursement Letters:** Disbursement letters are scheduled to be sent out via e-mail 02/09/24. Expect to receive these funds via direct deposit within 30 days of the date of the disbursement letter. Check to ensure that deposits match the disbursement letter and notify me of any discrepancies. In addition, check the corresponding cost-share data entries in the AgBMP Tracking Program.
- **Recommended Edits and Suggestions for Desktop Procedures for District Fiscal Operations:** Every other year DCR conducts a review of this important document that outlines the requirements of SWCD fiscal management. The procedures are approved by the VA Soil and Water Conservation Board. Following the Desktop Procedures is a requirement of the Administrative and Operational Grant Agreement. DCR has extended to SWCD directors and staff the opportunity to review and comment on this document. An email was sent out 01/11/24 from Blair Gordon. Comments are due no later than 02/09/24 to Blair Gordon at [blair.gordon@dcr.virginia.gov](mailto:blair.gordon@dcr.virginia.gov). As a reminder the Desktop Procedures for District Fiscal Operations should be reviewed annually by the District Board or the Finance Committee and documented in the official minutes.
- **SWCD Director Appointment and Resignation Deadline 03/01/24:** Should a SWCD have any director appointments and/or resignations that need approval from the VA Soil and Water Conservation Board (VSWCB) those need to be submitted to Blair Gordon via email with the assigned CDC copied no later than 03/01/24. Director appointment submittals must include the following documents: DCR 199-014 (Nomination for Appointment Form), DCR-199-015 (Bio Form), and a copy of the SWCD board meeting minutes. Note: DCR-199-015 is not required for VCE Agents. Resignations must include a copy of the SWCD board meeting minutes.
- **Friendly Reminder – Signed Board Meeting Minutes:** Per the *FY24 Administrative and Operational Grant Agreement, Deliverable #7*, DCR-DSWC Conservation District Coordinators are required to maintain copies of the approved, signed board meeting minutes (regular, special-called, and committee). Please continue to email me approved minutes each month, as they become available.

### 2) Ag and Cost-Share Items

- **Reminder: Deadlines for EJAA (Engineering Job Approval Authority) Updates in Conservation Application Suite's AgBMP Tracking Module:**
  - 01/31/24: Deadline to input additional EJAA info for all 2024 structural BMPs
  - 02/29/24: Deadline to input EJAA info for all structural Carryover contracts, including those that have been completed and paid since 07/01/23
  - A link to the informational webinar originally held on 01/17/24 has been uploaded to the AgBMP Tracking Module at this link: <https://youtu.be/mhhJOMaUAoo>. The link is also under *Recordings* in the Engineering section of the *Forms Page*.

- **BMP QA Reports:** To ensure that technical staff understand my process, the BMP QA Reports are generated and emailed to the assigned CDC every other Monday. I will forward to individual SWCDs only if there are identified QA issues.
- **VACS Program Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued:** This is the annual reminder that a number of VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to Pages 1-4 of the *PY24 VACS Program Manual* for a complete practice list. Cost-share payments or tax credits cannot be issued until a current NMP is on file with the SWCD. Please assist participants in need of NMPs to contact a planner well in advance of practice completion to ensure that payments are not delayed. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last minute requests. Another option is to refer producers to DCR's Direct Pay Program that pays private plan writers to provide plans.
- **Follow-up for CY23 Random & EOL BMP Verifications:** Please work with participants with maintenance issues & update the Verification Module as repairs are completed. No more than 6 months should pass between initial inspection and repairs being completed or funds being returned to the SWCD.
- **DCR Conservation Planner Certification Courses Announced:** Training dates have been announced for CY 2024 for anyone working towards the DCR Conservation Planner Certification. Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at [carl.thiel-goin@dcr.virginia.gov](mailto:carl.thiel-goin@dcr.virginia.gov)
  - **Virginia Agriculture BMP and Cost-Share Program:** 02/22/24, 9:00 AM, Via ZOOM
  - **RUSLE 2 Part C Kickoff:** 02/28/24, 9:00 AM, Via ZOOM
  - **Conservation Selling Skills:** 04/04-04/05/24, Central VA Community College, Lynchburg, VA
  - **Stream ID Course:** 05/15/24, 8:00 AM – 4:30 PM, Charlottesville, VA
  - **Nutrient Management Training Schools:** Summer 2024
  - **VA Resource Training:** 10/15-10/16/24, Online
  - **RUSLE 2:** Fall 2024
  - **DCR Conservation Planner Course:** October-November 2024

3) **New Director Orientation:** Per the FY24 Administrative and Operational Grant Agreement, Deliverable #13, all new directors are required to complete Director Orientation within six months of qualifying for office. DCR is partnering with the VASWCD to provide Director Orientation in two phases. **Phase I is an online course** available on the VASWCD website (<https://vaswcd.org/leadership-course/>). It is comprised of 10 individual modules that can be taken online at any time, they do not have to be completed all at once. If you take the online modules, you must complete the **Final Quiz** for credit. Mini quizzes currently on the website are for your own benefit and knowledge, the Final Quiz must be completed for credit. The modules are undergoing some minor updates and will continuously be reviewed by DCR and VASWCD to reflect updated information, so don't be alarmed if you notice some changes between viewing sessions. We will also announce any updates or added resources as available. Directors can also have group viewings of the online modules and a sign-in sheet should be submitted to your CDC for credit. **Phase II is in-person.** Each Area Spring Meeting will have a Phase II session in the afternoon and will provide an opportunity to hear from experienced Directors about your roles and responsibilities, and a chance to network with your neighboring District Directors. Additionally, a Director Resource Notebook will be provided, and we will review the helpful tools and documents of this notebook during Phase II. Although only new Directors are required to complete Director Orientation, all Directors are encouraged to participate, and all Directors will receive a Director Resource Notebook! Plan to attend your Area Spring Meeting! Ask your CDC or District staff for Spring Meeting details. **Phase I and II must be completed by**

**June 30, 2024.** Mark your calendars now to attend the Area IV Spring Meeting that is scheduled for March 21, 2024, at the Southwest VA 4-H Center, Abingdon, VA.

#### 4) Grant Agreement Deliverables Reminder(s)

- **Finance Committee Meetings:** The *Desktop Procedures for District Fiscal Operations* states that the Finance Committee will meet a minimum of two times during the fiscal year. February and March are opportune meeting months to start working on FY24 budgets, specifically budget requests to those localities that require those.
- **FY24 Administrative and Operational Grant Agreement, Deliverable #17 (Ag Community Outreach Event):** If you have already held this event in FY24, please email me and share the specifics about your event. If you have not yet held the required outreach event, now is the time to schedule and start planning that event, as it must be completed by 06/30/24. Be sure to reference Attachment F of the Grant Agreement. I have cut and pasted immediately below a section of Attachment F. You need to ensure that all the bulleted items are addressed for your outreach event to count.
  - a Was the outreach event marketed through at least three venues such as a radio spot, local newsprint media, local news broadcast media, social media, flyers, SWCD or partner newsletters, flyers at local farm stores or local cooperatives, or mailers? One of the marketing venues used must be directed towards producers with small farms or producers considered socially disadvantaged.
  - b Did the event include an introduction to the SWCD (history, mission statement, directors, staff, programs offered)?
  - c Did the event include a discussion featuring local ag producers who have utilized the VACS Program to install BMPs?
  - d Did the SWCD notify all partners, including the VSU-Small Farm Outreach Program of the event and a representative from each organization was invited to participate on the agenda?

5) **Long-Range Plan:** I have recently fielded some questions about Long-Range Plans. 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.

#### 6) VA Soil and Water Conservation Board (VSWCB) News

- **New VSWCB Member:** A news release dated 01/12/24 from the Governor's Office announced that Robert Mills of Callands, President, Briar View Farms, Inc. had been appointed to the VSWCB.
- **VSWCB Audit Subcommittee Meeting Date & Time:** Wednesday, 03/27/24, 9:00 AM at Bear Creek Lake State Park Cumberland, VA.
- **VSWCB Meeting Date & Time:** Wednesday, 03/27/24, 10:00 AM at Bear Creek Lake State Park Cumberland, VA.

#### Upcoming Training and Important Dates

- **February 19:** State Holiday - Presidents' Day
- **February 29:** Deadline for Carryover structural BMPs to have all required EJAA info entered in CAS AgBMP Tracking Module.
- **March 9:** VA General Assembly Session Concludes
- **March 13:** Area IV Envirothon Training, Contact Scott County SWCD
- **March 21:** Area IV Spring Meeting, Southwest VA 4-H Center, Contact Big Walker SWCD
- **March 27, 9:00 AM:** VSWCB SubAudit Committee Meeting, Bear Creek Lake State Park, Cumberland, VA
- **March 27, 10:00 AM:** VSWCB Meeting, Bear Creek Lake State Park, Cumberland, VA
- **April 17:** Area IV Envirothon, Hosted by Scott County SWCD

Electronically sent to SWCD offices 02/05/24.



**Jonesville SERVICE CENTER REPORT**  
Daniel Boone SWCD Board Meeting  
02/29/2024

**Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**  
FY24 EQIP Applications = Approximately 50  
  
EQIP Payments January and February - \$334,867.77 (84 Practices)  
  
FY24 EQIP & CSP Ranking Deadline – March 8th.  
  
FY24 EQIP & CSP Preapprovals – March 18<sup>th</sup>
- **Conservation Stewardship Program (CSP)**  
2 Applications
- **Agricultural Conservation Easement Program (ACEP)**  
  
None
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**  
None
- **Conservation Technical Assistance**
  1. All FY24 EQIP applicants have been assessed, ranked, and estimated.

**BMP Projects/Partnership Activities**

- All FY24 EQIP applicants' eligibility is complete and entered
- Construction is steady.
- Construction checkout on 3 WFF's
- Approximately 5 -8 projects under construction.

**Other Collaborations/Key Interactions Benefitting Districts**

**Local Working Group/Public Meetings**

- Local Working Group Meeting - Completed
- Deadline to have LWG Meeting - Completed
- Deadline to submit LWG minutes - Completed

### **Outreach/Agency Activities/Events (dates)**

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

- March 6<sup>th</sup> – Programs Webinar
- March 14<sup>th</sup> - USDA & SWCD Programs information meeting for Lee County producers

### **Earth Team Volunteer Program**

- Submitted

### **VA NRCS Operational/Personnel Changes**

- Updates, if available

Submitted By Jordan Southern, District Conservationist