



DANIEL BOONE SOIL & WATER CONSERVATION  
DISTRICT  
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*MINUTES OF MEETING  
JANUARY 24, 2023*

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, January 24, 2023 at the Daniel Boone Soil & Water Conservation District office in Jonesville, Virginia at 6:00 PM.

<u>MEMBERS PRESENT</u>	<u>ASSOCIATES PRESENT</u>	<u>STAFF PRESENT</u>	<u>PARTNERS PRESENT</u>
Roger Elkins	Jason Miles	Shawn Morris	Jordan Southern
Mike Hobbs	Gary Bailey	Tim Miles	
Bobby Burchett		Liz Maggard	
Amy Byington			
Gary Martin			

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.

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none the January 17, 2023 Treasurer's report is submitted for record.

REPORTS - COMMITTEE CHAIRS:  
Shawn Morris, Nominating Committee Chair, reported that the committee did not meet. After speaking with the directors Shawn Morris recommends the following officer positions for CY 2023:

Roger Elkins – Chair  
Amy Byington – Vice-Chair  
Bobby Burchett – Secretary/Treasurer  
Samantha Briggs – FOIA Officer  
Samantha Briggs – Records Retention Officer

A motion was made to accept the recommended list of officers for CY 2023. (Burchett, Hobbs, unanimous)

Shawn Morris, Technical Committee Chair, recommended giving the Technical Committee authority to approve conservation plans and projects for funding between monthly board meetings. A motion was made to grant the Technical Committee authority to approve conservation plans and projects for funding between monthly meetings. (Byington, Martin, unanimous)

The Technical Committee recommends an increase in funding for contract #24-22-0002 for a dry well. The recommended contract increase is \$14,800.00. A motion was made to increase funding for contract #24-22-0002. (Byington, Burchett, unanimous) A copy of the VACS Program report and the committee minutes of meeting are attached and made a part of these minutes.

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

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

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

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

Roger Elkins suggested adding Administrative Secretary report to the reports list on the agenda. It can be verbal or written.

**SPECIAL GUESTS:**

None

**UNFINISHED BUSINESS:**

There was no report given for maintenance on the Dodge Ram 2500 truck.

Tim Miles, Conservation Specialist, discussed vehicle insurance quotes. He handed out a spreadsheet with different quotes from agents. The board discussed the quotes and have elected to keep the district's insurance with the current provider, Virginia Farm Bureau.

**NEW BUSINESS:**

Tim Miles discussed the Lee County/SRRA Memorandum of Agreement (MOA). The MOA discussed the obligations among all parties involved with the maintenance work on the Spearhead Trails Stone Mountain System. A motion was made to accept the revised MOA. A copy of the MOA is attached and made a part of these minutes. (Byington, Martin, unanimous)

Roger Elkins discussed the Associate Directors. A motion was made for Jason Miles and Gary Bailey to serve as Associate Directors for a one year term. (Byington, Martin, unanimous)

Roger Elkins updated the committee appointments. A copy of the 2023 Committee Appointments is attached and made a part of these minutes.

The board discussed the new IRS mileage rate effective January 1, 2023. A motion was made to accept the new IRS mileage rate at \$0.655 per mile. (Burchett, Martin, unanimous)

The board discussed the No-Till Seeder position. Shawn Morris will have a report at the February board meeting.

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

Samantha Briggs prepared a list from the Annual Plan of Work and Strategic Plan of things to be accomplished in FY 2022-2023. The Board of Directors and staff reviewed and discussed the list. A copy of the list is attached and made a part of these minutes.

Amy Byington, Vice-Chair, gave a reminder that the district needs to conduct an agricultural community outreach event to meet the DCR grant deliverables. The board discussed the possibility of holding this event at the next pasture walk.

**ANNOUNCEMENTS:**

Roger Elkins announced that he would be retiring from the Virginia Department of Transportation on March 1, 2023. He also stated that the Area IV Spring meeting will be held at the 4-H Center in Abingdon, Virginia on Tuesday, March 21, 2023.

**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.

There was no report submitted from the Virginia Department of Forestry.

There was no report submitted from the Friends of the Cedars.

The meeting was adjourned by the Chairman of the Board.

Approved:

Respectfully Submitted By:



2-28-2023



Roger Elkins, Chairman

Date

A. Samantha Briggs, Admin. Sec.

## 2020 VACS Program Report

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construc Begins	Percent Complete	Remarks
24-20-0001		SL-6W	\$74,870.00	\$79,214.00	Y	Y			Ms. Day has indicated she is thinking about cancelling her project
24-20-0003		SL-6W	\$19,150.00	\$19,402.00	Y	Y	Y	100	Complete and paid paid \$19,252.30
24-20-0005		SL-6W	\$49,986.50	\$50,106.50	Y	Y	Y	100	Complete and paid paid \$50,106.50
24-20-0006		SL-6W	\$48,670.00	\$49,342.00	Y	Y	Y	100	Complete and paid paid \$49,342.00
24-20-0008		SL-6W	\$39,452.50	\$44,474.40	Y	Y	Y	100	Complete and paid paid \$44,474.40
24-20-0009		SL-6W	\$76,565.00	\$80,309.00	Y	Y	Y	100	Complete and paid paid \$80,095.80
24-20-0010		SL-7	\$45,185.00	\$33,888.75	Y	Y	Y	100	Complete and paid paid \$33,888.75
24-20-0011		SL-6W	\$44,067.50	\$44,847.50	Y	Y	Y	100	Complete and paid paid \$42,516.25
24-20-0014		WP-4	\$117,049.00	\$87,786.75	Y	Y	Y	100	Complete and paid paid \$87,786.75
24-20-0018		WP-4	\$119,532.00	\$89,649.00	Y	Y	Y	100	Complete and paid
24-20-0025		WP-4	\$127,409.00	\$95,556.75	Y	Y			Engineer has all the paperwork he needs. Waiting on him to approve the AWMS Plan and design.
24-20-0026		SL-6W	\$43,455.00	\$43,983.00	Y	Y	Y	100	Complete and paid paid \$43,296.25
24-20-0029		SL-6W	\$47,027.50	\$47,819.50	Y	Y	Y	100	Complete and paid paid \$47,819.50
24-20-0030		SL-6W	\$21,537.50	\$21,036.63	Y	Y	Y	100	Complete and paid paid \$17,664.08
24-20-0032		SL-6W	\$54,286.50	\$54,742.50	Y	Y	Y	100	Complete and paid. paid \$47,747.00
24-20-0033	378375	SL-7	\$24,095.00	\$18,071.25	Y	Y	Y	100	Complete and paid paid \$17,383.54
24-20-0035		SL-6W	\$99,552.50	\$100,000.00	Y	Y	Y	100	Complete and paid paid \$85,516.95
24-20-0036		SL-6W	\$76,080.00	\$76,740.00	Y	Y	Y	100	Complete and paid paid \$69,742.95
24-20-0037		SL-6W	\$105,720.00	\$100,000.00	Y	Y	Y	5	No new progress on Mr. Long's project.
24-20-0041		SL-6W	\$62,510.00	\$63,110.00	Y	Y	Y	100	Complete and paid Paid \$63,110.00. Also approved \$16,920.00 for the extreme act of nature(EAN)
24-20-0043		SL-6W	\$25,875.00	\$31,875.00	Y	Y	Y	100	Complete and paid paid \$30,031.10
24-20-0044		SL-6W	\$32,320.00	\$33,520.00	Y	Y	Y	100	Complete and paid paid \$32,879.25
24-24-0046		SL-6W	\$24,360.00	\$25,560.00	Y	Y	Y	100	Complete and paid paid \$25,560.00
24-20-0047		SL-6W	\$66,870.00	\$67,350.00	Y	Y	Y	100	Complete and paid paid \$65,973.00
24-20-0050		SL-6W	\$47,169.40	\$49,041.40	Y	Y	Y	100	Complete and paid Paid \$48,624.50
24-20-0052		SL-6W	\$89,787.50	\$94,587.50	Y	Y	Y	100	Complete and paid paid \$94,587.50

**2020 VACS Program Report Cont'd**

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construc Begins	Percent Complete	Remarks
24-20-0053		SL-6W	\$64,115.00	\$65,555.00	Y	Y	Y	100	Complete and paid paid \$65,555.00
24-20-0056		SL-6W	\$81,000.00	\$82,488.00	Y	Y	Y	100	Complete and paid paid \$77,918.70
24-20-0059		SL-6W	\$23,282.50	\$23,762.50	Y	Y	Y	100	Complete and paid paid \$23,762.50
24-20-0060		SL-6W	\$46,330.00	\$46,702.00	Y	Y	Y	100	Complete and paid paid \$46,702.00
24-20-0062		SL-6W	\$74,637.50	\$75,537.50	Y	Y	Y	100	Complete and paid paid \$75,537.50
24-20-0063		SL-6W	\$67,200.00	\$69,600.00	Y	Y	Y	100	Complete and paid paid \$69,411.95
24-20-0066		SL-6W	\$44,100.00	\$45,060.00	Y	Y	Y	100	Complete and paid paid \$44,770.50
24-20-0069		SL-6W	\$19,625.00	\$20,345.00	Y	Y	Y	100	Complete and paid paid \$20,345.00
24-20-0104		SL-6W	\$30,957.50	\$32,157.50	Y	Y	Y	100	Complete and paid paid \$32,081.35
24-20-0105		SL-6W	\$40,152.50	\$42,552.50	Y	Y	Y	100	Complete and paid paid \$42,552.50
24-20-0107		WP-4	\$120,101.00	\$90,075.75	Y	Y	Y	100	Complete and paid paid \$90,075.75
24-20-0108		WP-4	\$115,417.00	\$86,562.75					<b>CANCELLED</b>
24-20-0109		WP-4	\$55,520.00	\$41,640.00					Landowner needs to hire his own PE.
24-20-0007		SL-6W	\$20,532.50	\$22,932.50	Y	Y	Y	100	Complete and paid paid \$22,932.50
24-20-0020		WP-4	\$83,013.00	\$62,259.75					<b>Landowner has cancelled her project.</b>
24-20-0017		WP-4	\$70,005.00	\$52,503.75	Y	Y			the landowner and contractor now have copies of the design. Site prep will begin soon.
24-20-0033	389722	WP-4	\$160,829.00	\$120,621.75	Y	Y			I The design just arrived. I will be meeting with the landowner and contractor asap.
24-20-0027		WP-4	\$115,417.00	\$86,562.75					I have not heard from Mr. Jones in a long time.
24-20-0023		WP-4	\$160,625.00	\$120,468.75					Need to do survey and design.
24-20-0021		WP-4	\$81,409.00	\$61,056.75					<b>We were notified that the landowner is now deceased.</b>
24-20-0004		SL-6W	\$111,782.50	\$100,000.00	Y	Y	Y	80	I haven't heard from the landowner/contractor. the project is very near completion.
24-20-0028		SL-6W	\$35,145.00	\$36,345.00	Y	Y	Y	100	<b>Complete and paid</b> paid \$32,178.75
24-20-0022		WP-4	\$197,897.00	\$148,422.75	Y				I need to talk to the landowner about the status of his project.
24-20-0019		WP-4	\$185,180.00	\$138,885.00	Y	Y	Y	100	<b>Complete and paid</b> paid \$138,885.00
24-20-0002		SL-6	\$38,395.00	\$41,155.00	Y	Y			We have not heard from the landowner in a long time.







SWCD: Daniel Boone Name of Committee: Technical

Date: 1/24/23 Time: 4:30 Location: DBSWCD office

Designated Note taker: Liz

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

Voting Members Not in Attendance: Amy

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

**Agenda/Discussion Item #1**

Topic: Giving the technical committee authority to approve projects of conservation plans for funding

Motion/Recommendation: \_\_\_\_\_

Motion Made By: Jason Seconded By: Jordan Vote:

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

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

**Agenda/Discussion Item #2**

Topic: (24-22-0002) needs additional funds for a dry well

Motion/Recommendation:

\$14,800 for dry well

Motion Made By: U2 Seconded By: Gary Vote: ✓

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

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

**Agenda/Discussion Item #3**

Topic: \_\_\_\_\_

Motion/Recommendation:

Motion Made By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ Vote: \_\_\_\_\_

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

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

**Additional Committee Business:**

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

Motion to Adjourn By: Gowan Seconded By: Jordan

Time of Adjournment: 4:45 Submitted by: WZ

Committee Chair Signature: 

**DBSWCD**  
**District Manager**  
**Report**  
**January 2023**

- Program year 2020 – We have four SL-6's that need to be completed by June 30, 2023, and seven WP-4 feed barns... I have the designs for 3 barns in hand, at least 2 I think will cancel, one has known he needs to hire his own engineer, and we have never heard from the other one.
- Program year 2021 – There are only four SL-6's that are not completed. One is near completion, one is ready and waiting on the contractor, one has contacted us once and the other we have not heard from.
- Program year 2022 – There are six SL-6's and one WP-4 that are not completed. One SL-6 is near completion, two have started, and the rest are waiting to start. The WP-4 is waiting on me for the survey and design.
- During the last few months of Tony's tenure here we (Jordan, Davis, and I) spent a lot of time trying to learn as much as we could about constructing WP-4's.
- During the month of January, I have been working with Ben Chester, Engineer – DCR, on the Risk Assessment, Animal Waste Management Plans, and designs. It has been challenging.
- [We have been working diligently on the first quarter funding pool of PY 2023 applications. It has proven to be significantly more time consuming to get all required aspects completed before they can be ranked and funded.
- Ben Chester is scheduled to be here on Thursday this week for Engineer Job Approval Authority for Tim and I.

Tim Miles  
DBSWCD  
Conservation Specialist Report  
January 24, 2023

- I. Virginia Erosion and Sediment Control Program
  - The Land Disturbing Report for December 2022 was submitted to DEQ.
  - Routine inspections were made on active E&S projects.
  - I reviewed and made comments on another E&S plan.
  - The Memorandum of Agreement Between Lee County & The Southwest Regional Recreation Authority is being modified. This agreement addresses the E&S responsibilities for all parties involved with the maintenance work on the Spearhead Trails Stone Mountain Trail System.
- II. Virginia Agricultural Cost-Share Program
  - I checked on the progress of construction for some VACS projects.
  - I assisted with final inspections and measurements on a couple of VACS projects.
  - Administrative reviews were conducted on December 20. The results of the administrative reviews were favorable. District staff was commended for the quality of work being done.
  - I have been taking some online training to obtain contact hours for my conservation planner recertification.
  - Ben Chester, Agricultural BMP Engineer, will be conducting Engineering Job Approval Authority reviews on January 26.
- III. Miscellaneous
  - The District website has been updated periodically.
  - I assisted with judging at the JMS Science Fair on December 16.
  - I have contacted various insurance providers to obtain quotes for a Commercial/Business Auto Policy comparable to the existing policy with the Virginia Farm Bureau.

### Erosion and Sediment Control Project List

Name of Project	Approved Plan	Permit Number	LDA Acreage
James Fannon Rock Picking Operation	X	2021-03	0.61
Otis Fannon Rock Picking Operation	X	2021-05	0.61
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	8.50
Johnny Woliver Single Family Residence	X	2022-01	5.00
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99
Joe Harber Land Disturbance	X	2022-03	1.00
Bernice Galloway Rock Picking Operation	X	2022-04	0.61
Giles Hollow Community Water Project	X	2022-05	1.92
Greater Outreach Family Life Center	X	2022-06	0.99
White Rock Truss, LLC	X	2022-08	0.61
Brandon Cheek Rock Picking Operation	X	2022-09	0.61
Old Dominion Power Company Building Improvements-Phase 1	X	2022-10	0.75
St. Charles Waterline Replacement Phase III Project	X	2022-11	3.98
Blackwater Community Water Project-Phase II	X		4.18
Maple Hill Community Water Line Extension Project	X		4.45

**Liz Maggard**  
**DBSWCD**  
**Conservation Technician/Assistant Report**  
**January 2023**

- I am entering proposed projects into the tracking program – running resource reviews, drawing maps, writing conservation plans, etc. Most of the resource reviews have been returned and we haven't had any issues.
- We measured and paid a couple projects.
- I ran the tax credit QA/QC reports and there were no issues.
- I've went on some planning visits, construction checks, and helped survey some barns.
- I am regularly updating the tracking program with new participants and projects.

**MEMORANDUM OF  
AGREEMENT BETWEEN:  
LEE COUNTY  
&  
THE SOUTHWEST REGIONAL RECREATION AUTHORITY  
JANUARY 1, 2023**

**SECTION A – PURPOSE:**

This Memorandum of Agreement (“MOA”) establishes guidelines for cooperation and coordination between Lee County Erosion and Sediment Control Program, which will be directly managed by the Daniel Boone Soil and Water Conservation District and the Southwest Regional Recreation Authority (“SRRA”) related to activities associated with routine maintenance and operation/use of recreational trails and related support facilities. These activities may or may not normally require State Water Control Board (“SWCB”) as represented by the Virginia Department of Environmental Quality (“DEQ”), United States Army Corps of Engineers (“USACE”), Virginia Marine Resources Commission (“VMRC”) permits and/or local Virginia Erosion and Sediment Control Program (“VESC”) authority approval. However, these activities may be potential or actual contributors of pollution to state waters and may have potential or actual impacts to state waters and/or adjacent properties.

This memorandum does not supersede or negate SRRA’s obligation to obtain SWCB and/or USACE permit coverage and local VESC Authority approval for those construction, maintenance, and operation activities that would ordinarily require such permits and approvals.

**SECTION B –BACKGROUND:**

SRRA operates and maintains an extensive network of multi-use trails across the southwest Virginia area, collectively known as the Spearhead Trails. Trail uses include ATV/UTV, dirt bike, Jeep/4x4, equestrian and hiking. Trail related activities that may result in potential or actual impacts to state waters and/or adjacent properties include regulated construction and maintenance activities, non-regulated construction and maintenance activities, and routine trail use.

Described below are the events leading to development of this Memorandum of Agreement.



Prior to last year Spearhead Trails did routine maintenance of trails inside of trail treads without obtaining an ESC permit.

1. SRRA, aka Spearhead Trails, is currently engaged with DEQ in a Memorandum of Agreement to address pollution controls and prevention. DEQ has told us that we can work with each county to determine what level of plans are needed for routine maintenance of the existing trail system. Routine maintenance may include remove ruts, clean out sediment traps and reapply the sediment to the rutted areas, reshaping, reapplication of stone, revegetation, or other activity to maintain the integrity of the trail.
2. In maintaining dirt trails, no vegetation is usually present or disturbed during maintenance activities. Any disturbance outside of the trail will be immediately stabilized.
3. Approximately 34 miles of trails exist in Lee County. Spearhead is requesting an ESC permit to cover routine maintenance exceeding the 10,000 ft<sup>2</sup> for the entire year with site specific plans to be submitted as maintenance needs are discovered. The ESC plans will be documented on the Spearhead Trails Maintenance Form (Attachment A) and submitted to the County. Maintenance activities which fall below the 10,000 ft<sup>2</sup> threshold will not need to be submitted.

#### SECTION C –AGREEMENT:

Accordingly, SRRA agrees to:

1. Spearhead Trails inspects its trails with rangers on a weekly basis covering every segment of trails ideally one time per month. These inspections look for developing ruts, making sure sediment traps are below 25% of capacity, signage up and maintained, mowing, checking for trees blocking trails, slides, and of course checking general safety of trails and compliance by riders making sure gates are maintained, off road use is controlled by our barriers, and they will fill out a form stating what works need to be done and at what locations.
2. Attachment A, Spearhead Trail Maintenance Report Form, shall be completed and submitted to Lee County in lieu of an engineered ESC plan. This form, completed by the Trail Ranger, shall be sent to the Spearhead Trails Field Operations Supervisor and/or Executive Director to review to ensure that the proposed work by the Ranger falls within the routine maintenance or if a site visit is needed and specific ESC plans developed, and whether additional permits may be needed. If it falls within the existing footprint of the trails and qualifies as routine maintenance, The Spearhead Trails Field Operations Supervisor and/or Executive Director will sign the form and send to the County's ESC Inspector for approval. The work will commence only after the County ESC inspector signs off that the work falls within a county wide ESC permit for routine maintenance.

3. The ranger will then complete the work, complete an inspection report which will be submitted to the Spearhead Trails Field Operations Supervisor and/or Executive Director. This will then be mailed/emailed to the ESC inspector to clout that section that routine maintenance is being performed. Inspections shall also occur within 48 hours of a significant storm event as is required in ESC handbook.
4. Any new construction of trails or ancillary facilities beyond 10,000 ft<sup>2</sup> will submit separate ESC plans and obtain additional permit coverage. Should a new construction project exceed one acre, stormwater management permit coverage will be obtained from DEQ.
5. SRRA agrees to facilitate access to the trails for the purposes of inspection the County.

Accordingly, Lee County agrees to:

1. Issues an ESC permit for 2023 for routine maintenance of the trail system inside the existing footprint of the trails as shown on the attached maps of the trails. This permit will address erosion control procedures and address timing of the routine maintenance.
2. The ESC Permit inspector will conduct inspections at any time, but at least one time each season to document that the process is being conducted as agreed and not resulting in any conceivable issues, violations, or problems.
3. The ESC permit will allow for work to as determined by Spearhead Trails Field Operations Supervisor and/or Executive Director as situations likely to cause harm to a trail user or the environment and needing immediate action. In these cases, notifications will take place within 24 hours and permits filed as required under current regulations pertaining to emergencies.

#### SECTION D – LIMITATION AND THIRD-PARTY RIGHTS:

This MOA is a voluntary agreement not a binding contract, does not create any contractual obligations and its provisions shall not be enforceable against either signatory party. This MOA does not bestow any benefit upon any other persons or entities and shall give rise to no legal right to such other persons or entities.

#### SECTION E – TERM AND MODIFICATION OF THE MOA:

This MOA shall become effective upon execution by both parties. The MOA shall remain in effect unless terminated 30 calendar days after written notice by either party or until it is superseded by a newly agreed upon MOA. This MOA may be modified, when necessary, to reflect experiences implementation, as well as to acknowledge revisions to guidance, policies, permits, regulations, and statutes. This MOA may be modified only by written mutual agreement of SRRA and DEQ.

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Dane Poe  
County Administrator  
Lee County, VA

Date

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Melissa Slemp Rose  
Executive Director  
Southwest Regional Recreation Authority

Date

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Daniel Boone Soil & Water Conservation District Acknowledged Date

### Map Legend

- Overlooks
- Parking

### Stone\_Mountain\_Trails

#### Difficulty

- Difficult
- Expert
- MX/Single Track

VIRGINIA IS FOR LOVERS

### TRAIL AMENITIES

<b>LODGING</b>	276-546-1177 118 Leeman Park Cir Pennington Gap VA 276-546-5350 171 Industrial Dr Pennington Gap VA
<b>FOOD</b>	276-945-1108 131 Hermal St Pennington Gap VA 276-546-1845 41751 E Morgan Ave Pennington Gap VA 276-546-6888 205 River Bend Dr Pennington Gap VA 276-546-4000 930 E Morgan St Pennington Gap VA 276-546-1186 205 Palmer Blvd Dr Pennington Gap VA 276-546-4483 42485 E Morgan Ave Pennington Gap VA 276-546-4451 4235 E Morgan Ave Pennington Gap VA 276-546-5088 1328 W Morgan Ave Pennington Gap VA 276-546-5269 712 E Morgan Ave Pennington Gap VA 276-546-1241 4387 E Morgan Ave Pennington Gap VA 276-546-1241 117 Industrial Dr Pennington Gap VA
<b>GAS</b>	276-845-3089 Black Diamond #28 276-546-2906 155 W Morgan Ave Pennington Gap VA 276-546-1186 517 E Morgan Ave Pennington Gap VA 276-546-2037 42134 E Morgan Ave Pennington Gap VA 276-546-6511 42149 E Morgan Ave Pennington Gap VA
<b>CAR WASH</b>	Family Tite & Wash House 276-546-3552 40448 W Morgan Ave Pennington Gap VA



Stone Mountain  
Pennington Gap, VA  
Lee County  
[WWW.SPEARHEADTRAILS.COM](http://WWW.SPEARHEADTRAILS.COM)

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# Daniel Boone SWCD 2023 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

# Review of Annual Plan of Work & Strategic Plan 2022-2023

## Action Items to accomplish in January 2022-2023:

### Monthly Schedule of Annual Plan & Strategic Plan:

#### January:

1. Renew all Associate Directors' Terms. (*Board of Directors*)
2. Update Committee Appointments. (*Chairman of the Board*)
3. Place notice in local newspaper about time, date and location of the SWCD and Technical Committee meetings for the upcoming year. (*Staff*)
4. SWCD Directory update to VASWCD. (*Administrative Secretary*)
5. Approve Employee Position Descriptions and Job Performance Evaluation. (*Board of Directors/Personnel Committee*)
6. Consider salary and/or cost of living increases for employees based on Job Performance Evaluations and merit. (*Board of Directors/Personnel Committee/Budget Committee*)
7. Publish informative articles on SWCD related issues. (*Staff*)
8. Work with Friends of the Cedars to choose location and date for the Annual Powell River Float Trip. (*Staff*)
9. Submit/Present activity and/or progress reports to the Lee County Board of Supervisors on a quarterly basis (coincide with quarterly reports to DCR). (*Board of Directors/Staff*)
10. Sponsor Lee County students to attend Youth Conservation Camp. Begin recruitment, dissemination of information and provide applications to potential Youth Conservation Camp applicants. (*Staff*)
11. Send VASWCD Scholarship application to local schools. (*Staff*)
12. District Board will review engineering spot-check results and engineering job approval authority (EJAA) approved by the DCR Engineer. (*Board of Directors*)

## 1) Administrative and Operational Items

### ▪ **January To Do List:**

- **Election of SWCD Officers:** If the SWCD did not complete officer elections at the December 2022 board meeting, this task should be completed in January. Remember that both the FOIA Officer and Records Retention Officer should be appointed (or reappointed) at this time.
- **Set Regular Board Meeting Date & Time:** If the SWCD did not set the regular board meeting day and time for CY 2023 at the December 2022 board meeting, it should be set at the January board meeting. Some SWCDs have asked about having one date and/or time for half of the year and another date and/or time for the second half of the year. This is acceptable and should simply be explained in the related motion. If you need to know board meeting schedules for the DCR-Abingdon service area, so as not to schedule at the same time as a fellow SWCD, please contact me.
- **Appoint or Reappoint Associate Directors:** Associate Directors may be appointed at any time of the year; however, appointments should be made annually, with January the month typically chosen to complete this task. New appointments should receive a copy of current COIA & FOIA (Provided by Admin Secretary).
- Send updates involving the aforementioned to the assigned CDC and to the VA Association of SWCDs for the *2023 SWCD Directory*. Notify the FOIA Council if there was a change to the FOIA Officer and update the SWCD website with the new contact info.
- **Check Signing Authority:** If there are changes needed for check signing authority, as a result of new directors or new officers, make sure to record this in the board minutes.
- **Bank Signature Cards:** Bank signature cards should be reviewed and updated as necessary. Follow the banking institution's protocol for updates.
- **SWCD Committees:** Review and update for the CY in either January or February. The Chair is responsible for committee appointments; Remember to designate voting members versus advisors.
- **Federal Mileage Rate:** Effective 01/01/23, the IRS standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 65.5 cents per mile driven for business use. The new mileage rate should officially be approved by the Board of Directors at the January board meeting.
- **FY23 2<sup>nd</sup> Qtr. Attachment E and Related Financial Report Reviews:** Due on or before 01/17/23.
- **Additional Risk Management Coverage Reminder:** As per the memo distributed in August 2021, the Division of Risk Management provides tort liability and fidelity bonding. SWCD are eligible to participate in the auto liability insurance for a cost to the SWCD. However, **DRM DOES NOT PROVIDE PROPERTY INSURANCE OR WORKER'S COMP.** These types of insurance policies should be sought out by SWCDs from private insurance providers.
- **Governor's Proposed Budget:** An additional \$87,113,924 was proposed to be deposited to the Water Quality Improvement Fund from the FY2022 surplus.
  - \$13,319,550 is for the WQIF reserve
  - \$73,794,374 is proposed to be deposited to the Virginia Natural Resources Commitment Fund
  - \$45,713,329 for VACS practice implementation in the Chesapeake Bay watershed
  - \$19,591,427 for VACS practice implementation Outside of the Bay watershed
  - \$8,489,618 for additional technical assistance funding for Districts

- A separate general fund deposit to the Virginia Natural Resources Fund of \$50 million is also proposed. Budget language states that “the Secretary of Natural and Historic Resources shall develop and submit a plan for the allocation of these funds no later than September 1, 2023”.

## 2) VA Agricultural Cost-Share (VACS) Program and Conservation Reserve Enhancement Program (CREP)

- **CY 2022 VA Tax Credits and IRS Forms – Must be postmarked by 01/31/23:** Both these topics were addressed in my November and December 2022 CDC Reports; however, this is another reminder with additional details. **January 31** is the deadline for SWCDs to provide their producers with all required documentation for any agricultural BMP tax credits certified in Calendar Year 2022. Each impacted producer should be sent a Virginia Form ABM, tax certificate letter(s) with attached certificates, as well as the applicable letters documenting an approved Soil Conservation Plan and/or Resource Management Plan. After that point, it is the producer's responsibility to work with their tax preparer to submit all required documentation to the Virginia Department of Taxation by the **firm deadline of April 1**.

For any producers that inquire regarding the Agricultural Equipment Credit, SWCDs can provide a blank copy of the Virginia Form AEC, a letter confirming that an approved soil conservation plan is on file at the SWCD, and a blank copy of the certified statement signed by the producer and their nutrient management planner (i.e. not the SWCD) stating that their NMP is being implemented. Note if there is no approved conservation plan, one would have to be developed and Board-approved; depending on *when* the SWCD is approached by the producer, this may not be possible since these documents must be turned into the VA Department of Taxation at least **90 days prior to the producer's state income tax filing deadline. In many cases, this means 90 days before May 1, which is January 31.**

- **Tax Credit Data must be in Tracking by January 15:** Make sure that data in tracking is accurate. DCR has an end of January deadline to report data to DEQ. At the same time, DCR also reports 2022 Ag BMP tax credits to the VA Department of Taxation. Logi reports are available to quickly check the quality of data in tracking.

## 3) Grant Agreement Deliverables Reminders

- **Review FY23 Grant Agreement Deliverables:** FY23 is half over; therefore, you should reference the FY23 grant agreements that the SWCD has with DCR. Are you on track to earn an “A” rating for each deliverable?
- **Long-Range Plan Annual Review:** Per a FY23 Grant Agreement deliverable, the *Long-Range Plan* should be reviewed at least once during the fiscal year by the Board of Directors. January/February is an opportune time to check-off this deliverable.
- **Desktop Procedures for District Fiscal Operations Annual Review:** Should be reviewed by the District Board or the Finance Committee and **documented in the official minutes.**
- **Fixed Assets Inventory Update:** Refer to pg. 25 & 26 of the Desktop Procedures.

### Dates:

- **January 11 – February 25, 2023:** General Assembly Session
- **January 16:** State Holiday – Martin L. King, Jr.
- **January 17:** FY23 2<sup>nd</sup> QTR Att. E & Related Reports Due
- **January 24:** 2023 VFGC Conference, (Wytheville, VA location) -**Live stream option is January 27<sup>th</sup>**; 4.0 Contact Hours for DCR Certified Conservation Planners & 2.0 Recertification Credits for Certified Nutrient Management Planners; Register at [vaforages.org](http://vaforages.org)
- **January 31:** Deadline to mail 1099's to cost-share participants; deadline to mail tax credit certificates & supporting documentation to participants
- **February 20:** State Holiday – Presidents' Day
- **March, April, May:** VSWCB Meetings; Dates & Locations TBA





**Jonesville SERVICE CENTER REPORT**  
Daniel Boone SWCD Board Meeting  
01/24/2023

**Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**  
FY23 EQIP Applications = 43  
  
FY23 EQIP Ranking Deadline = February 3<sup>rd</sup> & March 3<sup>rd</sup>
- **Conservation Stewardship Program (CSP)**  
1 Application  
  
1 CSP-GCI Application
- **Agricultural Conservation Easement Program (ACEP)**
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**  
N/A
- **Conservation Technical Assistance**
  1. All farm visits for FY23 EQIP applications have been completed
  2. Davis and I are completing CD plans, Assessments, rankings, and estimates for FY23 EQIP's

**BMP Projects/Partnership Activities**

- Construction has slowed down due to weather
- All soils investigations on WFF's have been completed except 1.

**Other Collaborations/Key Interactions Benefitting Districts**

- Winter Forage Conference 01/27/2023 via zoom

**Local Working Group/Public Meetings**

- Will schedule

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

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

- Winter Forage Conference 01/27/2023 via zoom
- Programs update webinar 01/18/2023

## **Earth Team Volunteer Program**

- Submitted

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

- COVID operation status – No mask required in service center
- Updates, if available

Submitted By Jordan Southern, District Conservationist