



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

MINUTES OF MEETING JULY 26, 2022

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, July 26, 2022 at the Daniel Boone Soil & Water Conservation District office in Jonesville, Virginia at 6:00 PM.

MEMBERS PRESENT

Roger Elkins
Bobby Burchett
Amy Byington
Gary Martin

ASSOCIATES PRESENT

Jason Miles
Gary Bailey

STAFF PRESENT

Samantha Briggs
Shawn Morris
Tim Miles
Liz Maggard

PARTNERS PRESENT

Dr. Angie Ball
Jordan Southern

PUBLIC PRESENT

None

MEMBERS ABSENT:

Mike Hobbs

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. There was one typo on page 2 paragraph 6. It should be "Amy" instead of "Any". Hearing no other corrections the minutes stand as distributed.

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none the July 18, 2022 Treasurer's report is submitted for record.

REPORTS - COMMITTEE CHAIRS:

Shawn Morris, Technical Committee Chair, stated that the committee recommends the following:

- Transferring PY23 funds to incomplete projects in PY2020, PY2021, and PY2022. (Byington, Burchett, unanimous)
- Leaving the VACS cap limit at \$300,000.00 for PY23. (Byington, Martin, unanimous)

- Waiving the maintenance of the BMP for contract #24-13-0017 verification due to deceased participant. (Byington, Burchett, unanimous)

A copy of the VACS Program report and committee minutes of meeting for July 26, 2022 are attached and made a part of these minutes.

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.

SPECIAL GUESTS:

None

UNFINISHED BUSINESS:

Jason Miles, Associate Director, stated that he and Shawn Morris had picked up the district's new 2022 Dodge Ram 2500 AWD truck. After a brief discussion a motion was made to purchase a bed liner, running boards, and mats for the truck. (Byington, Martin, unanimous)

Samantha Briggs, Administrative Secretary, stated that the district had received the FY2022-23 disbursement from the Lee County Board of Supervisors in the amount of \$45,968.00. Roger Elkins stated that the district will send a thank-you letter to the board.

NEW BUSINESS:

Dr. Angie Ball, DCR Conservation District Coordinator, reviewed the results of the Assessment of SWCD Compliance with the FY22 Administrative and Operational Support Grant Agreement. The district fully satisfied each grant agreement performance deliverable earning all A's. A copy of the assessment is attached and made a part of these minutes.

Dr. Angie Ball reviewed the results of the Assessment of SWCD Compliance with the FY22 Cost-Share and Technical Assistance Grant Agreement. The district fully satisfied each grant agreement performance deliverable earning all A's. A copy of the assessment is attached and made a part of these minutes.

Dr. Angie Ball discussed the Department of Conservation and Recreation (DCR) Administrative & Operational Support Grant Agreement and the DCR Cost-Share & Technical Assistance Grant Agreement.

Dr. Angie Ball discussed the new deliverables for each grant. A motion was made to approve the DCR/Daniel Boone SWCD FY 2022-2023 Grant Agreements. (Byington, Martin, unanimous)

Samantha Briggs reported that she had submitted the district's FY22 4th Quarter and End-of-Year Attachment E with supporting documents to DCR. Dr. Ball stated that she had received the documents on time. They were accurate, and she had no comments or questions. A copy of the Attachment E, Year-To-Date Totals, and supporting documents are attached and made a part of these minutes.

Samantha Briggs reported that she had submitted the 2022 Cost-Share Program Cash On-Hand Balance Sheet, and Liz Maggard had completed and submitted the Carryover Report to DCR. Dr. Ball stated that she had received the documents on time. They was accurate, and she had no comments or questions. A copy of the 2022 Cost-Share Program Cash On-Hand Balance Sheet and Carryover Report is attached and made a part of these minutes.

Dr. Angie Ball discussed the new grant deliverable for dedicated reserve. She stated that per the *Desktop Procedures for District Fiscal Operations* the district cannot accumulate more than 12 months of undedicated reserves. Dedicating reserve funds is not required.

The board discussed the proposed FY 2021-22 Annual Report submitted by Samantha Briggs. A motion was made to approve the Annual Report. (Byington, Burchett, unanimous) A copy of the Annual Report is attached and made a part of these minutes

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.

ANNOUNCEMENTS:

None

REPORTS FROM COOPERATING AGENCIES:

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

After a brief discussion of the Average Cost List and 1st Quarter Disbursement Letter, a motion was made granting the Technical Committee authority to approve the PY23 Average Cost List. Dr. Angie Ball requested the approved PY23 Average Cost List and the 1st quarter VACS disbursement request be made by August 8, 2022. (Byington, Burchett, unanimous)

A verbal report of the ongoing activities of the NRCS was given by Jordan Southern, District Conservationist.

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:

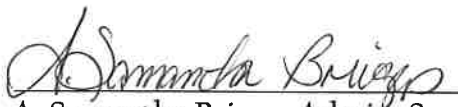
Respectfully Submitted By:



Roger Elkins, Chairman

08/23/2022

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 Paid \$89,649.00 and \$39,951.00 (\$129,600.00 total) Project has been surveyed. Waiting on design to start construction.
24-20-0025		WP-4	\$127,409.00	\$95,556.75	Y				
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	Mr. Long is in the process of locating materials and may be entertaining the idea to hire a contractor.
24-20-0041		SL-6W	\$62,510.00	\$63,110.00	Y	Y	Y	100	Complete and paid Paid \$63,110.00
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
24-20-0046		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 \$23762.50
24-20-0060		SL-6W	\$46,330.00	\$46,702.00	Y	Y	Y	100	Complete and paid paid \$46702.00
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 \$42552.50
24-20-0107		WP-4	\$120,101.00	\$90,075.75	Y				The engineer has everything he needs and is working on the design.
24-20-0108		WP-4	\$115,417.00	\$86,562.75					the landowner is contemplating cancelling his project due to the increase in materials.
24-20-0109		WP-4	\$55,520.00	\$41,640.00					
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					Landowner has cancelled her project.
24-20-0017		WP-4	\$70,005.00	\$52,503.75	Y				Survey has been completed and we are now waiting on the design.
24-20-0033	389722	WP-4	\$160,829.00	\$120,621.75					
24-20-0027		WP-4	\$115,417.00	\$86,562.75					
24-20-0023		WP-4	\$160,625.00	\$120,468.75					
24-20-0021		WP-4	\$81,409.00	\$61,056.75					We were notified that the landowner is now deceased.
24-20-0004		SL-6W	\$111,782.50	\$100,000.00	Y	Y	Y	75	Fencing in complete and most of the watering system has also been completed.
24-20-0028		SL-6W	\$35,145.00	\$36,345.00	Y	Y	Y	100	Complete and paid paid \$32,178.75
24-20-0022		WP-4	\$197,897.00	\$148,422.75	Y				
24-20-0019		WP-4	\$185,180.00	\$138,885.00	Y	Y	Y	100	Complete and paid paid \$138,885.00
24-20-0002		SL-6	\$38,395.00	\$41,155.00	Y	Y			Landowner has chosen his contractor.

SWCD: Daniel Boone Name of Committee: BMP

Date: 7/26/2022 Time: 4:30 Location: DBSWCD office

Designated Note taker: Liz Maggard

Voting Members in Attendance: Shawn Morris, Jordan Southern, Tim Miles, Liz Maggard, Tony Rhoton, Jason Miles, Gary Bailey, Amy Byington

Voting Members Not in Attendance: _____

Others in Attendance: Davis Powell

Agenda/Discussion Item #1

Topic: Transferring PY23 funds to incomplete projects in PY2020, 2021, and 2022

Motion/Recommendation:

Transfer funds from PY23 to incomplete projects in PY20, 21, and 22

Motion Made By: Jordan Seconded By: Liz Vote:

Comments: _____

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

Agenda/Discussion Item #2

Topic: Lowering the cap limit from \$300,000

Motion/Recommendation:

leave the cap at \$300,000

Motion Made By: Jason

Seconded By: Jordan

Vote:

Comments: _____

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

Agenda/Discussion Item #3

Topic: Waiving maintenance for #24-13-0017 verification

Motion/Recommendation:

Motion Made By: Jason

Seconded By: Tony

Vote:

Comments: Deceased participant

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

Additional Committee Business:

Set next Committee Meeting Date, time and location: _____

Motion to Adjourn By: Tony Seconded By: Davis

Time of Adjournment: 5:20 Submitted by: uz

Committee Chair Signature: 

DBSWCD
Conservation Specialist
Report
July 2022

- Program Year 2020 - \$3,083,504.05. 94% obligated (6% unobligated), 56% complete and paid (38% to be paid). *Note: Some of the money “unobligated” is from cancellations and more cancellations may be coming which will change the % obligated and % unobligated. **One PY 2020 project was complete and paid (\$32,081.35) in July.**
- Program year 2021 - \$614,597.00. 99% obligated, 56% complete and paid (44% to be paid). **One PY 2021 project was completed and paid (38,747.50) in July.**
- Program year 2022 - \$1,255,512.00. 93% obligated (43% transferred to PY20 and PY21), 18% complete and paid. *Note: the percent complete and paid reflects the money transferred from PY2022 that has been spent. **Two PY 2022 projects were complete and paid (\$63,077.75 & \$33,967.65) in July.**
- I took a little extra time off around the July 4th holiday.
- We had a fairly busy end of the old and beginning of the new fiscal year. Several participants were trying to complete their projects before the end of the June but had to be paid in the new fiscal year. Four projects were complete and paid.
- I helped NRCS survey two of their Animal Waste Facilities and they helped me survey two of ours.
- I have been working on the new average cost-list for PY 23. It is not an easy task but I hope to have it ready for board approval by the next meeting.
- Jason Miles and I picked-up the new 2022 RAM 2500 truck.
- There has been a significant amount of time and effort put into cleaning the entire building. Mostly in preparation for the State Conservationist’s visit, Dr. Edwin Martinez-Martinez.
- We all spent most of a day visiting with Dr. Martinez. It seemed to be a very good, constructive visit.

Tim Miles
DBSWCD
Conservation Technician – E&S Report
July 26, 2022

- I. Virginia Erosion and Sediment Control Program
 - The Land Disturbing Report for June 2022 was submitted to DEQ.
 - Routine inspections were made on active E&S projects.
 - The E&S permit for the Downtown To Hospital Pedestrian Sidewalk Safety Project was closed. This project is complete.
- II. Virginia Agricultural Cost-Share Program
 - I assisted with construction inspections and measurements on some VACS projects.
 - I have started to make planning visits to obligate the PY23 VACS funds.
 - I will be attending the DCR Livestock Watering System Training in Abingdon on August 3.
- III. Miscellaneous
 - The District website has been updated periodically.
 - I assisted FSA, NRCS, and DBSWCD personnel with cleaning out and straightening up the Jonesville USDA Service Center.

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	Fall 2022
Otis Fannon Rock Picking Operation	X	2021-05	0.61	Fall 2022
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	8.50	Spring 2023
Johnny Woliver Single Family Residence	X	2022-01	5.00	Spring 2023
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Winter 2022
Joe Harber Land Disturbance	X	2022-03	1.00	Fall 2022
Bernice Galloway Rock Picking Operation	X	2022-04	0.61	Spring 2023
Giles Hollow Community Water Project	X		1.92	
St. Charles Waterline Replacement Phase III Project	X		3.98	
The Fields Waterline Replacement Project-Phase III	X		0.31	
Blackwater Community Water Project-Phase II	X		4.18	
Powell Valley Electric Cooperative New Ops Building				

Liz Maggard
DBSWCD
VACS Program Technical Assistant Report
July 2022

- I prepared the carryover report and cash on-hand balance report with Shawn and Samantha (and Angie).
- I sent all carryover letters and updated all folders.
- I added all of the PY23 contracts to the tracking program.
- I went on a planning visit with Tim.
- We paid a few more participants.
- I participated in a few more trainings.
- I have been updating the tracking program with completed and cancelled projects.
- I will be going on planning visits, helping with applications, and organizing folders.

Assessment of SWCD Compliance with the FY22 Administrative and Operational Support Grant Agreement

503OPS-22-09-GF Grant Agreement for the period 7/01/21 thru 6/30/22 for Daniel Boone (District name)

Soil & Water Conservation District

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and operational expenses to support District actions that address the Commonwealth's water quality and natural resource conservation needs.

By acceptance of funds the district agreed to:

Activity:	Fully Satisfied			Partially Fulfilled		Did Not Fulfill		Notes/Comments:
	"A"	"B"	"C"					
Grant Agreement Performance Deliverable								
<p>1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs:</p> <ul style="list-style-type: none"> • The Virginia Agricultural BMP Cost-Share Program • The Virginia Agricultural BMP Tax Credit Program • Conservation Reserve Enhancement Program (CREP) • Voluntary BMP installation • Agricultural Stewardship Act • Resource Management Plan (RMP) Program 	A							
<p>2. Wherever applicable, actively participate in the local promotion, development, and implementation of the following programs and initiatives:</p> <ul style="list-style-type: none"> • The Water Quality Improvement Act • Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions • Virginia's Healthy Waters initiatives • Nutrient Management Training and Certification Program • Conservation Planning Programs • Local TMDL development and implementation processes • Land conservation initiatives (consistent with any state-identified priorities) • Sound land use and watershed planning approaches • Environmental Education programs 	A							
<p>3. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.</p>	A							Natural Resource Partnerships: USDA-NRCS, TNC, Also DCR-DNH, DMME, USFWS, UTRR, VDOF, VDWR, Lee Co. Public Schools & Lee Co. Bd. of Supervisors.
<p>4. Hold monthly meetings with a quorum of District board members present.</p>	A							Held 10 of 10 w/ a quorum

Fully Satisfied Partially Fulfilled Did Not Fulfill

Activity:

Notes/Comments:

	Fully Satisfied	Partially Fulfilled	Did Not Fulfill	
<p>5. Develop and maintain a long-term plan that enhances District capabilities, on a 4-year cycle through a process that obtains input from stakeholders, including local government(s). A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. This plan should contain, at a minimum, a discussion of district goals and/or objectives and include strategies or action items to achieve each of those goals in order to implement the applicable programs covered in this Agreement.</p>	A			<p>Long-Term Plan valid thru 12/31/24 Reviewed: 05/24/22</p>
<p>6. Prepare and follow an annual plan of work that demonstrates how the District will implement specific strategies or action items in support of its long-term plan.</p>	A			<p>FY22 APOW Approved: 04/27/21 Reviewed: Monthly board meeting agenda item</p>
<p>7. Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC.</p>	A			
<p>8. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2022 electronic template of the Attachment E (Project Financial Report), submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required. Submit End of Year reports including District's Cash Balance Report and Carry Over Reports.</p>	A			<p>3 of 4 submitted on time and accurate; The FY22 2nd Qtr. Attachment E was incorrect and did not reconcile to AgBMP Tracking Program; however, when the errors were identified it was promptly corrected and resubmitted.</p>
<p>9. <i>DCR's Desktop Procedures for District Fiscal Operations (Procedures)</i> annually reviewed by the District Board or their Finance Committee and documented in official minutes.</p>	A			<p>Reviewed in regular board meeting 06/27/22. Finance Comm. met 03/07/22 & 06/27/22.</p>
<p>10. When audited and when assessed annually on grant deliverables, the District acted upon the findings of the financial audit or grant deliverable assessments as directed by the VSWCB, the Audit Subcommittee of the VSWCB, and the Department.</p>	A			<p>Daniel Boone had no FY21 GA Assessment items to address. Audited in FY22 w/ NO Findings. Audit Exit Interview 02/01/22 w/ director participation. General Audit Management Letter reviewed 04/26/22.</p>
<p>11. District staff responsible for the District's financial data management and financial reporting, must attend an Accounting for Districts and QuickBooks training when provided by the Department. Staff may attend either beginner or advanced training.</p>	A			<p>S. Briggs completed Advanced QB training 09/21/21 & 09/23/21.</p>

Fully Satisfied Partially Fulfilled Did Not Fulfill

Activity:

Notes/Comments:

<p>12. Annually review and maintain employee personnel documents including position descriptions, performance expectations, and the District personnel policy; also document Pay Action Authorizations and conduct annual employee evaluations.</p>	<p>A</p>		<p>FY22 Personnel Policy, including position descriptions, approved 05/25/21. Reviewed/Updated: 06/14/22 Written employee evaluations: Full-time Staff 01/20/22; Part-time Staff 06/14/22 FLSA exemption tests on file; Last tested 06/14/22; Retest by 06/14/25. No new directors in FY22.</p>
<p>13. New directors are required to attend orientation training within six months of qualifying for office. Orientation training consists of Phase I and Phase II.</p>	<p>N/A</p>		
<p>14. In accordance with the Freedom of Information Act (FOIA), the District designated a FOIA officer and the FOIA Officer completed annual FOIA training. A copy of the training certificate was provided to the District's assigned CDC, and contract information was submitted to the FOIA Council.</p>	<p>A</p>		<p>FOIA Officer: S. Briggs Re-designation: 02/22/22 FOIA Training Certificate Date: 07/22/21; 2-yr. renewal on or before 07/22/23</p>
<p>15. The District has a designated Records Officer on file with the Library of Virginia and the Records Officer has completed the Library of Virginia Record Retention course(s) within the first year of hire and every three years thereafter. A copy of the training certificate(s) was provided to the District's assigned CDC.</p>	<p>A</p>		<p>Records Officer: S. Briggs Training Completion: 07/22/21; 3-yr. renewal required by 07/22/24 Records Management: RM-3 filed w/ LOV 06/01/22</p>
<p>16. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.]</p>	<p>A</p>		

Reviewed with the SWCD Board; entered and attached to the **July 26, 2022** meeting minutes:

Joseph W. Ball, PhD (Conservation District Coordinator) 07/18/22 (Date)

Assessment of SWCD Compliance with the FY 22 Cost-Share and Technical Assistance Grant Agreement

503CSTA-22-09 Grant Agreement for the period 7/01/21 thru 6/30/22 for Daniel Boone Soil & Water Conservation District
(District name)

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and technical delivery of the Virginia Agricultural Best Management Practices Cost-Share Program as prescribed in Section 10.1-546.1 of the Code of Virginia and addressing the Commonwealth's conservation and water quality needs.

By acceptance of Grant funds the district agreed to:

Activity:

Grant Agreement Performance Deliverables	Fully Satisfied			Notes/Comments:
	"A"	"B"	"C"	
1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of: <ul style="list-style-type: none"> • The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2022); • This Grant Agreement; • All State laws and regulations. 	A			
2. Did the District implement VACS in accordance with the PY2022 VACS BMP Manual, including but not limited to the provisions on EJAA, cost-share file administrative reviews, bid process, and other administrative guidelines established in the Manual?	A			
3. Prior to the District approving cost-share applications, did the District submit secondary considerations and receive Department approval of those considerations?	A			DCR Approval: 06/21/21

Activity:

Fully Satisfied **Partially Fulfilled** **Did Not Fulfill** **Notes/Comments:**

	Fully Satisfied	Partially Fulfilled	Did Not Fulfill	Notes/Comments:
<p>4. Did the District act consistently with both primary and secondary considerations and act consistently with VSWC Board policies while also demonstrating the following priorities during the program year:</p> <ul style="list-style-type: none"> • For Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and; • For Districts in basins outside the Chesapeake Bay, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low). 	A			
<p>5. Prior to the District approving cost-share applications, did the District Board approve an Average Cost List and submit it to the Department?</p>	A			SWCD Board Approval: 07/27/21 Submitted to DCR: 08/04/21
<p>6. Was data entered in the Ag BMP Tracking Module accurately to the satisfaction of the Department, including the entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s)?</p>	A			
<p>7. Was data entered into the AgBMP Tracking Module within 15 days after the end of every quarter to accurately reflect District Board approvals, cancelations, carryovers, and participant funding requests?</p>	A			
<p>8. What percentage of the District's VACS (cost-share) allocation for this grant period was obligated to participants?</p>	A			Per Logi Report pulled 07/08/22, 90.9% of FY22 OCB VACS allocation obligated.
<p>9. Did the District take appropriate action within 180 days to address all verification issues once identified?</p>	A			
<p>10. Did the District maintain the Agricultural BMP tracking program within one month of payments being rendered, and other financial records by the reporting deadline for each quarter?</p>	A			
<p>11. Did the District submit complete and accurate End of Year Cash Balance Reports and Carry Over Reports, by the End of Year reporting deadline?</p>	A			Submitted: 07/15/22

Activity:

	Fully Satisfied	Partially Fulfilled	Did Not Fulfill	Notes/Comments:
12. Were tax credit applications submitted pursuant to §58.1-339.3 or §58.1-439.5 approved and was there a corresponding District Board approved conservation plan on file at the District for each tax credit? Were tax credits issued after practices received technical certification and did the tax credit issue date fall in the same calendar year as the technical certification date?	A			Staff confirmed compliance via the FY22 Self-Assessment Questionnaire submitted 06/08/22.
13. Were applications for cost-share and tax credits approved by District Board action and individually documented in their District Board minutes (identified by contract/ instance #)?	A			
14. Did each District technical staff responsible for utilizing any component of the Department's application suite complete the IT security course?	A			Yes: Briggs, Maggard, Miles, Morris
15. Did each technical staff attend trainings, certification or recertification courses?	A			Technical staff training documented on FY22 Self-Assessment Questionnaire submitted 06/08/22.
16. Did District staff participate in an annual VACS Program Update sponsored by the Department?	A			L. Maggard 06/08/21 T. Miles 06/08/21 S. Morris 06/08/21

Reviewed with the SWCD Board; entered and attached to the July 26, 2022 meeting minutes:

Angele W. Ball, PhD (Conservation District Coordinator) 07/18/22 (Date)

Comments:

Attachment E
*******OFFICIAL FISCAL YEAR 2022 FORM*******
 Department of Conservation and Recreation
 Virginia Nonpoint Source Management Program
 Project Financial Report

SWCD: Daniel Boone Agreement Number: 603OPS-22-09-GF
 Contact: Samantha Briggs Phone Number: 276-346-8196
 Address: 32637 Main Street
Jonesville, Virginia 24203
 Reporting Quarter Dates: 4/1/2022 thru 6/30/2022
 (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 (Total = 4)	Adjusted Beginning Balance (1) +/- (2)	Receipts (During the report period)	Expenditures (During the report period)	Ending Balance
State Sources	(1)	(2)	(3)	(4)	(5)	(6)
PY 2020 OCB VACS	\$1,358,837.15		\$1,358,837.15		(\$170,955.00)	\$1,187,882.15
PY 2021 OCB VACS	\$319,394.52		\$319,394.52		(\$66,782.50)	\$262,612.02
PY 2022 OCB VACS	\$327,509.30		\$327,509.30	\$249,904.25		\$577,413.55
PY 2020-22 OCB VACS	\$361,662.30		\$361,662.30		(\$22,102.50)	\$339,559.80
PY 2021-22 OCB VACS	\$57,002.50		\$57,002.50		(\$6,075.00)	\$48,927.50
DCR OPERATION FUNDS	\$129,263.33		\$129,263.33	\$29,089.50	(\$20,067.38)	\$138,285.45
PY 2021 OCB VACS TA						
PY 2022 OCB VACS TA	\$81,306.37		\$81,306.37	\$51,682.75	(\$32,362.85)	\$100,636.27
DEQ NO-TILL DRILL GRANT						
Total State Sources	\$2,634,975.47		\$2,634,975.47	\$330,576.50	(\$310,335.23)	\$2,655,316.74
Federal Sources	(1)	(2)	(3)	(4)	(5)	(6)
Total Federal Sources						
Local/Other Sources	(1)	(2)	(3)	(4)	(5)	(6)
LEE COUNTY	\$20,792.42		\$20,792.42	\$510.14	(\$15,710.71)	\$5,591.85
NEW VEHICLE RESERVE FUND	\$15,911.14		\$15,911.14			\$15,911.14
EQUIPMENT	\$13,166.14		\$13,166.14			\$13,166.14
CD-BUILDING/RAINY DAY FUND	\$326,486.81		\$326,486.81	\$82.28		\$326,569.09
CD-RESERVE BUILDING	\$102,314.12		\$102,314.12	\$25.78		\$102,339.90
Total Local/Other Sources	\$478,670.63		\$478,670.63	\$618.20	(\$15,710.71)	\$463,578.12
TOTAL (All Sources)	\$3,113,646.10		\$3,113,646.10	\$331,294.70	(\$326,045.94)	\$3,118,894.86

* - 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* 8-Jul-22
Print Name Signature Date

**Approved by: Bobby Burchett *Bobby Burchett* 8-Jul-22
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.

8:37 AM
07/08/22
Cash Basis

Daniel Boone SWCD
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Operations District Account	273,590.85
VACS Program Account 1 BMP	2,416,395.02
CD	326,569.09
CD Building Fund	102,339.90
Total Checking/Savings	<u>3,118,894.86</u>
Total Current Assets	<u>3,118,894.86</u>
TOTAL ASSETS	<u><u>3,118,894.86</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	2,948,111.97
Net Income	170,782.89
Total Equity	<u>3,118,894.86</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,118,894.86</u></u>

Daniel Boone SWCD
Profit & Loss
 April through June 2022

	Apr - Jun 22
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operations	80,772.25
Operations Account Interest	50.14
CD Interest	108.06
Total OPERATIONS	80,930.45
COST SHARE	
VACS Cost Share Funds	249,509.75
VACS Program Interest	294.50
Total COST SHARE	249,904.25
LOCAL FUNDS	
Seeder Rental	370.00
Local Gov't	60.00
Fish Wagon	30.00
Total LOCAL FUNDS	460.00
Total Income	331,294.70
Gross Profit	331,294.70
Expense	
Void Check	0.00
COST SHARE EXPENDITURES	
VACS Recipient Payments	257,915.00
Total COST SHARE EXPENDITURES	257,915.00
Payroll Expenses	
Salaries & Wages	36,431.29
Payroll taxes	2,786.98
Unemployment Tax Exp	2.77
Total Payroll Expenses	39,221.04
Employee Benefits	
HIC Exp	117.78
VLDP	139.14
Retire/GroupLife	3,245.04
Health	18,645.77
Dental	446.97
Employee Benefits - Other	658.59
Total Employee Benefits	23,263.29
Staff Expenses	
Per Diem	98.50
VACDE Membership	60.00
Training	268.07
Total Staff Expenses	426.57
Directors	
Meals	950.63
Travel	122.00
Total Directors	1,072.63
District Ops	
Accounting Assistance	365.00
Truck & Van Fuel	349.83
Truck & Van Maintenance	105.71
Donations	250.00
Equipment	538.39
Dues & Subscriptions	26.00
Phone	663.21
Postage	129.78
Office Supplies & Exp	1,641.81
District Ops - Other	77.68
Total District Ops	4,147.41
Total Expense	328,045.94
Net Ordinary Income	5,248.76
Net Income	5,248.76

Attachment E
*******OFFICIAL FISCAL YEAR 2022 FORM*******
 Department of Conservation and Recreation
 Virginia Nonpoint Source Management Program
 Project Financial Report

SWCD: Daniel Boone Agreement Number: 603OPS-22-09-GF
 Contact: Samantha Briggs Phone Number: 278-346-8198
 Address: 32637 Main Street
Jonesville, Virginia 24283
 Reporting Quarter Dates: FY2022 - Year to Date Totals

NOTE: There is no data entry permitted on this sheet.

	Beginning Balance (7/1/20)	Transfers In/Out (Year-to-Date)	Adjusted Beginning Balance (1) +/- (2)	Receipts (Year-to-Date)	Expenditures (Year-to-Date)	Ending Balance (Year-to-Date)
State Sources	(1)	(2)	(3)	(4)	(5)	(6)
PY 2020 OCB VACS	\$1,829,523.18		\$1,829,523.18		(\$941,841.03)	\$1,187,682.15
PY 2021 OCB VACS	\$481,487.22		\$481,487.22		(\$218,875.20)	\$262,612.02
PY 2022 OCB VACS		(\$533,764.75)	(\$533,764.75)	\$1,203,627.21	(\$92,448.91)	\$577,413.55
PY 2020-22 OCB VACS		\$456,022.25	\$456,022.25		(\$116,482.45)	\$339,559.80
PY 2021-22 OCB VACS		\$77,742.50	\$77,742.50		(\$28,815.00)	\$48,927.50
DCR OPERATION FUNDS	\$147,798.33	(\$98.14)	\$147,732.19	\$116,358.00	(\$125,804.74)	\$138,285.45
PY 2021 OCB VACS TA	\$18,133.98		\$18,133.98		(\$18,133.98)	
PY 2022 OCB VACS TA				\$206,731.00	(\$106,094.73)	\$100,636.27
DEQ NO-TILL DRILL GRANT		(\$13,100.00)	(\$13,100.00)	\$13,100.00		
Total State Sources	\$2,476,942.71	(\$13,106.14)	\$2,463,776.57	\$1,539,818.21	(\$1,349,278.04)	\$2,855,316.74
Federal Sources	(1)	(2)	(3)	(4)	(5)	(6)
Total Federal Sources						
Local/Other Sources	(1)	(2)	(3)	(4)	(5)	(6)
LEE COUNTY	\$26,777.89		\$26,777.89	\$49,946.71	(\$71,132.55)	\$5,591.85
NEW VEHICLE RESERVE FUND	\$15,911.14		\$15,911.14			\$15,911.14
EQUIPMENT		\$13,168.14	\$13,168.14			\$13,168.14
CD-BUILDING/RAINY DAY FUND	\$326,242.75		\$326,242.75	\$326.34		\$326,569.09
CD-RESERVE BUILDING	\$102,237.88		\$102,237.88	\$102.22		\$102,339.90
Total Local/Other Sources	\$471,169.26	\$13,168.14	\$484,335.40	\$50,375.27	(\$71,132.55)	\$463,578.12
TOTAL (All Sources)	\$2,948,111.97		\$2,948,111.97	\$1,590,191.48	(\$1,419,408.59)	\$3,118,894.86

* - 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 7/8/2022
Print Name Signature Date

**Approved by: Bobby Burchel Bobby Burchel 7/8/2022
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.

9:02 AM
07/08/22
Cash Basis

Daniel Boone SWCD
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Operations District Account	273,590.85
VACS Program Account 1 BMP	2,416,395.02
CD	326,569.09
CD Building Fund	102,339.90
Total Checking/Savings	<u>3,118,894.86</u>
Total Current Assets	<u>3,118,894.86</u>
TOTAL ASSETS	<u><u>3,118,894.86</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	2,948,111.97
Net Income	170,782.89
Total Equity	<u>3,118,894.86</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,118,894.86</u></u>

Daniel Boone SWCD
Profit & Loss

July 2021 through June 2022

	Jul '21 - Jun 22
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operations	323,089.00
Operations Account Interest	132.80
CD Interest	428.58
Total OPERATIONS	<u>323,650.46</u>
COST SHARE	
VACS Cost Share Funds	1,202,475.88
VACS Program Interest	1,151.35
Total COST SHARE	<u>1,203,627.21</u>
LOCAL FUNDS	
Seeder Rental	1,058.00
Refund Farm Bureau	319.35
Refund Anthelm	5,888.44
Local Gov't	42,058.02
Fish Wagon	84.00
Donation	850.00
Total LOCAL FUNDS	<u>49,813.81</u>
GRANTS & OTHER	
DEQ No-Till Grant	13,100.00
Total GRANTS & OTHER	<u>13,100.00</u>
Total Income	<u>1,590,191.48</u>
Gross Profit	1,590,191.48
Expenses	
Void Check	0.00
COST SHARE EXPENDITURES	
VACS Recipient Payments	1,088,242.59
Total COST SHARE EXPENDITURES	<u>1,088,242.59</u>
Payroll Expenses	
Salaries & Wages	157,231.30
Payroll taxes	12,028.17
Unemployment Tax Exp	108.23
Fund Allocation	0.00
Total Payroll Expenses	<u>189,385.70</u>
Employee Benefits	
HIC Exp	471.12
VLDP	558.58
Retire/GroupLife	11,138.80
Health	76,888.75
Dental	1,787.88
Employee Benefits - Other	868.59
Total Employee Benefits	<u>81,309.50</u>
Staff Expenses	
Per Diem	88.50
VACDE Membership	80.00
Training	478.07
Total Staff Expenses	<u>636.57</u>
Directors	
Conference	14.00
Meals	1,715.84
Travel	122.00
Total Directors	<u>1,851.84</u>
District Ops	
Vehicle Replacement	21,200.00
Local Gov't	88.74
Accounting Assistance	808.75
Truck & Van Fuel	1,878.15
Truck & Van Maintenance	1,285.35
Insurance	
Truck & Van Insurance	4,341.72
Workers Comp	853.00
Total Insurance	<u>5,194.72</u>
Awards Banquet	2,317.81
Donations	800.00
Equipment	2,387.86
Florist/Memory	100.00
Kids In the Creek Day	3,522.59
Dues & Subscriptions	4,531.08
Phone	2,881.45
Postage	707.74
Office Supplies & Exp	5,883.07
Misc	5,000.00
District Ops - Other	77.88
Total District Ops	<u>58,002.59</u>
Total Expense	<u>1,418,408.59</u>
Net Ordinary Income	<u>170,782.89</u>
Other Income/Expense	
Other Expense	
Funds Transfers	0.00
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u>170,782.89</u>

2022 Cost-Share Program
End of Program Year Cash On-Hand Balance

complete multiple sheets if needed

District Name: Daniel Boone SWCD

Form Completed By: Samantha Briggs

Date:

July 12, 2022

Conservation District Coordinator:

Dr. Angela W. Ball

Program Type (1): Enter the Program Type exactly as it appears in the Tracking Program. (Ex. 2022 CB VACS, 2022 OCB VACS, 2017 OCB VACS Transfer, etc.)	2020 OCB VACS	2020-2022 OCB VACS Transfer	2021 OCB VACS	2021-2022 OCB VACS Transfer	2022 OCB VACS
Cost-Share Account Cash Balance as of 06/30/22. (2)	\$ 1,187,882.15	\$ 339,559.80	\$ 262,612.02	\$ 48,927.50	\$ 577,413.55
Amount of funds <u>obligated</u> to BMP Carryovers. (3)	\$ 901,209.50	\$ 336,654.75	\$ 267,062.50	\$ 38,162.50	\$ 564,009.75
Amount of funds <u>unobligated</u> . (=)	\$ 286,672.65	\$ 2,905.05	\$ (4,450.48)	\$ 10,765.00	\$ 13,403.80
Amount of Funds to Return to DCR: The CDC will work w/ each SWCD to properly return the correct amount.	\$ 286,672.65	\$ 2,905.05	\$ (4,450.48)	\$ 10,765.00	\$ 13,403.80

This is for on-hand cash balances, do not include any unrequested funds remaining with DCR.

- (1) Enter the Program Type exactly as it appears in the Tracking Program, which will include basin, program year and funding type.
- (2) All completed BMPs by June 30 need to be paid prior to completing this report. The cash balance should reflect the cost-share account balance, which should also equal the sum of the obligated and unobligated funds. Do not estimate earned interest or bank charges that will occur after submission of this report. All payments, earned interest and bank charges made after this report must be recorded in the next program year.
- (3) For CREP, this includes funds obligated to rental payments.

2021 OCC VACS	SL-4W	24-21-0083	433708 11/24/2020	BHW	Herkle	Southern Rivers	385 Lin. Feet	\$901,269.58	\$9.00											
2021 OCC VACS	SL-4W	24-21-0014	431915 11/29/2020	James	Roberson	Southern Rivers	10388 Lin. Feet	826,181.58				5 6/30/2023	R. Shawn Morris	Contractor Issues	FY21	3rd FY	3			
2021 OCC VACS	SL-4W	24-21-0016	438817 11/24/2020	Geart	Sturgill	Southern Rivers	3488 Lin. Feet	893,875.00				1 08/30/2023	R. Shawn Morris	Contractor Issues	FY21	3rd FY	3			
2021 OCC VACS	SL-4W	24-21-0020	437675 3/23/2021	Kelly	Havel	Southern Rivers	1457 Lin. Feet	873,666.00				5 4/30/2023	R. Shawn Morris	Contractor Issues	FY21	3rd FY	1			
2021 OCC VACS	SL-4W	24-21-0028	437284 4/27/2021	Jerry	Engle	Southern Rivers	368 Lin. Feet	841,732.50				1 6/30/2023	R. Shawn Morris	Contractor Issues, Family or Health Issues	FY21	3rd FY	3			
								\$287,083.50												\$9.00

2021 OCC VACS	SL-4W	24-22-0002	433339 9/7/2021	Mark	Gervett	Southern Rivers	188 Lin. Feet	\$54,538.00				5 6/30/2023	Tim Hillen	Contractor Issues	FY21	2nd FY	3			
2021 OCC VACS	SL-4W	24-22-0003	433348 9/7/2021	Carl	Coyne	Southern Rivers	322 Lin. Feet	940,472.50				8 6/30/2023	Tim Hillen	Contractor Issues	FY21	2nd FY	3			
2021 OCC VACS	SL-4W	24-22-0009	433851 9/7/2021	Phyllis	Sparks	Southern Rivers	244 Lin. Feet	816,213.50				8 7/30/2023	Shawn Morris	Contractor Issues	FY21	2nd FY	3			
2021 OCC VACS	SL-4W	24-22-0010	438603 9/7/2021	Merwin	Deninger	Southern Rivers	374 Lin. Feet	881,443.75				8 7/30/2023	Shawn Morris	Contractor Issues	FY21	2nd FY	3			
2021 OCC VACS	SL-4W	24-22-0011	438884 9/7/2021	Darryl	Fee	Southern Rivers	451 Lin. Feet	882,845.00				10 8/30/2023	Tim Hillen	Contractor Issues	FY21	2nd FY	3			
2021 OCC VACS	SL-4W	24-22-0025	468871 9/7/2021	Randy	Cox	Southern Rivers	385 Lin. Feet	932,089.50				10 8/30/2023	Tim Hillen	Contractor Issues	FY21	2nd FY	3			
2021 OCC VACS	SL-4W	24-22-0028	458895 9/7/2021	Michael	Hullins	Southern Rivers	282 Lin. Feet	842,812.50				10 9/30/2023	Tim Hillen	Contractor Issues	FY21	2nd FY	3			
2021 OCC VACS	WP-4	24-23-0000	487331 4/26/2022	Ransom Child Company, LLC			1 Court	6132,498.00				1 8/30/23	R. Shawn Morris	Contractor Issues	FY21	2nd FY	3			
2021 OCC VACS	SL-4W	24-22-0081	424819 4/26/2022	James	Hurd	Southern Rivers	865 Lin. Feet	887,609.00				10 6/30/2023	Tim Hillen	Contractor Issues approval	FY21	2nd FY	3			
								\$584,008.75												\$9.00

2021 OCB VACS Transfer	2022 OCB VACS Transfer	2023 OCB VACS Transfer	2024 OCB VACS Transfer	2025 OCB VACS Transfer											
SL-0W	24-21-0003	421208	11/24/2020	Billy	Metida	Southern Rivers	395	Lin. Feet	\$3,825.00	96	7/28/2022	R. Sharn Norris	PF21	3rd FY	3
SL-0W	24-21-0054	411895	11/24/2020	James	Roberson	Southern Rivers	18200	Lin. Feet	\$7,890.00	5	8/30/2023	R. Sharn Norris	PF21	3rd FY	3
SL-0W	24-21-0018	419557	11/24/2020	Oscar	Sturgill	Southern Rivers	3450	Lin. Feet	\$4,875.00	1	08/20/2023	R. Sharn Norris	PF21	3rd FY	3
SL-0W	24-21-0028	417875	3/22/2021	Billy	Harvel	Southern Rivers	3487	Lin. Feet	\$14,862.00	5	8/28/2023	R. Sharn Norris	PF21	3rd FY	3
SL-0W	24-21-0028	427284	3/23/2021	Jerry	Ingle	Southern Rivers	350	Lin. Feet	\$4,850.00	1	8/18/2023	R. Sharn Norris	PF21	3rd FY	3
									\$374,837.28	\$4.00					
									\$1,107,096.08	\$4.00					

Signature: [Signature] Board Approval Date: 6/28/22 Date: 7/13/22



Contract #24-20-0041; Instance ID:383133 (Ryan Hornsby) was removed from the 2020 OCB VACS carryover category because his 2020 SL-6W project has already been paid in the amount of \$54,462.00. The total amount calculated for 2020 OCB VACS carryover has also been edited to reflect this payment. This contract is in the carryover/not complete status due to a practice failure by an Extreme Act of Nature (EAN), which was approved after the project had been completed and paid. This EAN is funded by a 2022 OCB VACS Transfer in the amount of \$16,920.00. This project was also previously paid with a 2022 OCB VACS Transfer in the amount of \$8,648.00. The carryover report was combining the two transfer amounts to a total of \$25,568.00, which has now been corrected to display only the current transfer amount of \$16,920.00 for the EAN. The total for 2022 OCB VACS Transfer carryovers and the total for all carryover funds (2020, 2021, 2022 OCB VACS & 2020-2022, 2021-2022 OCB VACS Transfer) have been edited to reflect these changes. (EM, 7/13/22)

MISSION STATEMENT

To identify conservation issues within Lee County, and to provide leadership, education and implementation of programs that focus on land, water, and related natural resource topics.

VISION STATEMENT

To improve the quality of life within our watershed by impeding erosion, water pollution and other forms of land degradation through technical and educational assistance.

DIRECTORS

Roger Elkins, Chairman
Mike Hobbs, Vice Chairman
Bobby Burchett, Secretary/Treasurer
Gary Martin, Member
Amy Byington, Extension Agent

ASSOCIATE DIRECTORS

Jason Miles
Jolene Lambert
Gary Bailey

DISTRICT STAFF

Samantha Briggs, Administrative Secretary
Shawn Morris, District Manager
Tim Miles, Conservation Specialist
Liz Maggard, Conservation Technician

NRCS STAFF

Jordan Southern, District Conservationist
Tony Rhoton, Soil Conservation Technician
Davis Powell, Soil Conservationist



*2021 Kids in the
Creek Day*



*2021 Parent Night
Dirt Babies*

DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT

The Commonwealth of Virginia supports the Daniel Boone SWCD through financial & administrative assistance provided by the Virginia Soil & Water Conservation Board and the Virginia Department of Conservation & Recreation.

The County of Lee supports the Daniel Boone Soil & Water Conservation District through financial assistance.

Daniel Boone SWCD is an equal opportunity provider and employer. Discrimination is prohibited in our programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status.



We work with the people who work the land

ANNUAL REPORT 2021-2022



E&S Detention Pond

Daniel Boone Soil & Water
Conservation District
32637 Main Street
Jonesville, VA 24263

Phone: (276) 346-1531 ext. 3

Email: dbswcd@verizon.net

Website: www.danielbooneswcd.com

PARTNERS

- Virginia Department of Conservation & Recreation (DCR-State)
- Natural Resources Conservation Service (NRCS-Federal)
- Virginia Cooperative Extension (VCE-State)
- Lee County Board of Supervisors (Local)
- Black Diamond Resource Conservation and Development (RC&D-Federal)
- Virginia Department of Forestry (VDOF- State)
- Tennessee Valley Authority (TVA-Federal)
- US Fish & Wildlife Service (USFWS-Federal)
- Farm Service Agency (FSA-Federal)
- Upper Tennessee River Roundtable (UTRR-Local Non-Profit)
- Virginia Department of Health (VDH-State)
- The Nature Conservancy (TNC-Private)
- Lee County School Board (Local)
- Virginia Department of Energy (State)
- Virginia Department of Wildlife Resources (DWR-State)
- Virginia Association of Soil & Water Conservation Districts (VASWCD-State)
- Virginia Department of Environmental Quality (DEQ-State)
- Friends of the Cedars (Local)
- US Army Corps of Engineers (Federal)
- Virginia Department of Transportation (VDOT-State)

CUSTOMERS

- Farmer/Landowners
- Urban & Rural Decision Makers
- Federal Agencies
- State & Local Governments
- Watershed Management Groups
- Educators
- Students
- Civic Organizations
- Youth Groups
- Every Water user in Lee County

PROGRAMS & INITIATIVES

- Kids in the Creek Day (KIC) - 250
- Float Trip - 25
- Pasture Walk (Quarterly) - 120
- Poster Contest - 50
- North Fork Powell River Watershed Project (PL-566)
- Conservation Technical Assistance (CTA) - 150
- Virginia Ag Cost Share Program (VACS Program) - 150
- Environmental Quality Incentives Program (EQIP) - 45
- Indian Creek Watershed Action Group (ICWAG)
- Wildlife Habitat Incentives Program (WHIP)
- Conservation Reserve Enhancement Program (CREP)
- Fish Day - 25
- Various Educational Programs & Services
- Ag Sinkholes
- Healthy Waters Initiative
- Virginia Erosion & Sediment Control Program (E&S)

HIGHLIGHTS

FISCAL YEAR 2021-2022

- VACS Program -
16 contracts totaling \$969,397.59

- VESC Program -
7 E&S Permits

PRACTICES INSTALLED

FY 2021-2022

- Streambank Exclusion **10,623.77 ft.**
- Fencing **79,890 ft.**
- Stream Crossing **0**
- Pipeline **36,450 ft.**
- Watering Facility **50**
- Wells **13**
- Pumping Plants **14**
- Reservoirs **6**
- Riparian Herbaceous Buffer **19.05 ac.**
- Animal Waste Facility **2**
- E&S Control **17.01 ac.**

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

Action Items to accomplish in July 2022-2023:

Monthly Schedule of Annual Plan & Strategic Plan:

July:

1. Co-host the Annual Powell River Float Trip (with the Friends of the Cedars) for conservation partners to observe improvements resulting from the conservation partnership. (Staff)
2. 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)
3. Solicit contributions from local businesses for Kids in the Creek Day materials. (Staff)
4. Identify nominees for specified awards/recognition during the upcoming calendar year. (Awards Committee)
5. Approve Employee Position Descriptions and Job Performance Evaluations. (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/Budget Committee/Personnel Committee)

- 1) **Status of Assessments for FY22 Administrative & Operational Grant Agreement and Cost-Share & Technical Assistance (TA) Grant Agreement:** Assessments will be presented at either the SWCD's July or August board meeting. When I have completed assessments, administrative staff and/or managers will be emailed signed copies, which should be printed and available for reference at the designated board meeting.
- 2) **FY23 Grant Agreements:** Will be emailed from Blair Gordon to each SWCD. Upon receipt by SWCD, GAs need to be approved, signed by a director, and returned to DCR promptly. Scan and email the signed grant agreements in their entirety to your CDC. If the grant agreement does not arrive by your July meeting date, please delegate authority to the board Chair to sign the agreements.
- 3) **Administrative and Operational Items**
 - **FY22 4th Quarter & End-of-Year Financial Reports Due 07/15/22:** Includes Attachment E 4th & 5th tabs and the 4th Qtr. & End-of-Year *Balance Sheet* and *Profit & Loss* reports.
 - **FY23 SWCD Budget:** Now that VA has an approved budget and the VA Soil & Water Conservation Board has approved policies, FY23 SWCD budgets should be finalized & approved by the SWCD Board at July board meetings.
 - **IRS Mileage Rate Increase Effective 07/01/22:** The IRS has increased the mileage reimbursement rate to 62.5 cents/mile. Be sure to approve the new mileage rate and update reimbursement policies and forms.
 - **Dedicated Reserves:** FY22 concluded 06/30/22; therefore, SWCDs should reference their actual/final FY22 budget for the operational ending balance to determine if there are any reserve funds. Refer to Pg. 14 of the *Desktop Procedures for District Fiscal Operations (2022)* for guidance. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation." Board action is necessary to dedicate for specific purposes any amount above 12 months of routine operating funds (undesignated reserve funds); therefore, once the FY22 books are closed this should be an agenda item for July or August.
 - **FY23 1st Qtr. Disbursement Letters:** Expect the first disbursement letter to be emailed 07/20/22, which will include 25% of operational funding and \$1500 of FY23 OCB VACS funding. Expect the second disbursement letter to be emailed 08/24/22, which will include 25% of technical assistance funding and FY23 OCB VACS funding, as needed.
 - **Deadline Approaching for At-Large Appointed Director Nominations – Due 09/02/22:** Terms expire 12/31/2022. Directors, currently holding At-Large appointments, need to let your Board know your intentions about seeking re-appointment. SWCD boards must take action on At-Large Director appointment recommendations no later than the August board meeting, as reappointment packets are due by 09/02/22 for consideration by the VSWCB at their September meeting. Paperwork should be submitted via email to Blair Gordon, District Liaison and the CDC should be cc'd.
 - Reappointments only need to submit DCR-199-014.
 - New appointments need to submit DCR-199-014 and DCR-199-015.
 - **FY22 Annual Report Due 09/30/22:** This report should highlight and/or summarize activities and accomplishments completed 07/01/21-06/30/22. Include the "partnership acknowledgment", which can be found in the FY22 and FY23 Grant Agreements.

- 4) **VA Agricultural Cost-Share (VACS) Program and Conservation Reserve Enhancement Program (CREP)**
- **Status Update Calendar Year 2022 Verifications:** Evergreen, Tazewell, and Big Sandy SWCD verifications will be completed as of 07/07/22. No other SWCDs will be scheduled for July 2022 due to my workload. The remaining SWCD verification scheduling will resume in August. Remember you should have already sent written notices to verification participants with a specific date to be provided via phone or email.
 - **FY22 End-of-Fiscal Year VACS Items:**
 - Run **EOY QA/QC Reports** in LOGI.
 - Complete and Submit **EOY Cost-Share Reports (Carryover & Cash On-Hand Balance)** on or before 07/15/22.
 - **Carryover Reports:** Need to be approved, signed by a director, and submitted by emailing to CDC.
 - **Carryover Correspondence to Participants:** Remember to mail carryover participants an official notification that includes the date the carryover was approved by the Board of Directors and the new completion deadline. Ensure that the carryover section of Contract Part II has been completed.
 - **Procedures for Unobligated Cost-Share Funds and Related TA Funds**
 - Any state cost-share funds disbursed and unobligated as of 06/30/22, shall be returned to DCR. SWCDs can **NOT** retain up to 10% of the unobligated cost-share balances for carryover contracts.
 - If the 90% cost-share funding obligation for 2022 OCB VACS was met as of 06/30/22, TA funds do **NOT** have to be returned w/ any unobligated cost-share funds.
 - SWCDs returning funds will be given detailed directions by the CDC on how and when to return once all End-of-Year Cost-Share Reports have been reviewed by the CDC. The deadline to return funds to DCR is 09/09/22.
 - **Annual AgBMP Tracking Program Updates Webinar:** Two identical webinars are scheduled for **July 19, 9:30 AM-11:30 Noon** and **July 28, 1:00-3:00 PM**. Anyone who uses the AgBMP Tracking Program should attend.
 - **FY23 Secondary Considerations and FY23 Average Cost List:** Remember that no 2023 VACS contracts may be approved until FY23 Secondary Considerations are approved by both the District BOD and DCR and the District-approved PY23 Average Cost List has been submitted to DCR. Please send Secondary Considerations to Sara Bottenfield, Sara.bottenfield@dcr.virginia.gov, and copy CDC. Send the Average Cost List to Blair Gordon and copy Sara Bottenfield and CDC.
 - **VSWCB Authorized SWCDs to Provide Additional VACS Funding to Offset Increased Material Costs:** Only contracts not yet paid and approved for Carryover status going into FY2023 are eligible. Only this suite of carryover contracts are eligible: SL-6N, SL-6W, WP-2N, WP-2W; WP-4, WP-4B, WP-4C, WP-4F, WP-4FP, WP-4LC, WP-4LL, WP-4SF and SL-7. Stay tuned for DCR to announce the process to follow. You can expect board approval to be required and a likely action deadline of September 2022.
 - **Reminders Regarding FY23 VACS Applications**
 - Be certain FY23 applicants complete a W-9 and check all lines/boxes on Contract Part I.
 - Follow procedural guidance for SWCD directors and staff in regards to conflict of interest (COIA); Reference the *2023 VACS Program Manual* and current *Desktop Procedures for District Fiscal Operations (07/01/22)*.
 - Remember that “BMPs initiated prior to submitting a cost-share or tax credit application are not eligible” for VACS (*FY23 VACS Program Manual*, Page II-16). Producers interested in cover crop BMPs need to sign a FY23 Contract Part I prior to planting. Producers seeking an AgBMP Tax Credit on their NRCS project(s) need to do the same prior to “implementation”. In addition, the NRCS BMP must be VACS eligible and once completed certified as meeting VACS specifications.

- **Average Buffer Width QA/QC Project Stats:** DCR thanks and recognizes the extra effort required to revise average buffer widths for PY17&18 stream exclusion BMPs resulting in an additional 3,868 buffer acres in the Chesapeake Bay and 2,382 buffer acres outside of the Chesapeake Bay Watershed, for a total of an additional 6,250 acres statewide.
- 5) **DCR-DSWC Engineering Staff Offer Training:** Training offered 08/03/22 at VA Highlands Community College; Abingdon, VA (LRC Room); Titled: Livestock Watering System Design-Using the LWS Worksheet. Technical staff should plan to attend. Refer to 06/29/22 email from B. Chester.
 - 6) **Status of Clean Water Farm Award (CWFA):** Now is the time to start thinking about the annual CWFA for your SWCD. You may choose to give a local CWFA and submit a nomination for the Basin CWFA. Nomination applications for the Big Sandy-Upper Tennessee River Basin are due to the Abingdon CDC by close of business 11/01/22. The application is on the DCR-DSWC website and must also include 6 PPT slides and a 1-2 page narrative. I anticipate DCR will again be providing CWFA signs for local recipients.
 - 7) **Freedom of Information Act Requirements for Elected Directors:** Applies to elected directors; however, it is recommended that all elected, appointed, and associate directors take the training. The information provided was copied from the VA FOIA Council website.

Local elected officials - § 2.2-3704.3

As of July 1, 2020, **all local elected officials** and executive directors and members of each industrial development authority and economic development authority are required to receive FOIA training "**within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session.**" To facilitate this training, we have developed a FOIA training course specifically for local elected officials that should take less than an hour to complete. Note that it covers a broader range of material than the FOIA officers' course by including information on public records, public meetings, remedies and penalties, and additional resources for further questions. Additionally, there is no quiz in this version of the online training. There is no requirement for a training certificate, but **the law requires that the clerk of a governing body or school board keep records of such training for five years, so please be sure to let your clerk know when you have taken a training course.** Note that there is no requirement to send records of this training to the FOIA Council, and unlike FOIA officers, we do not maintain a list of elected officials who have completed FOIA training.

Technical issue: Unfortunately, some users have had buffering issues with the local elected officials' course, while the training works for others without any problems. Most users who have encountered issues have been able to complete the training after clearing their browser cache and history, so that is the recommend first step if you have any problems. The training has worked on multiple browsers, but IT staff has indicated that Google Chrome may work better than other browsers, so trying different browsers is another option. If clearing the cache and history does not work, one Chrome user reported that she was able to take the course after she temporarily disabled browser extensions. Because of the technical issues, there are different ways to take the local elected officials online training:

Original version (this version requires the user to click through each page of the training and allows the user to generate a certificate at the end of the course, but unfortunately appears to have the most buffering issues):

http://foiacouncil.dls.virginia.gov/FOIA%20for%20local%20elected%20officials%20July%202020%20-%20Storyline%20output/story_html5.html

MP4 video versions (these versions are an MP4 video with the same course content as the click-through version; users may either play the video directly from our site, or may download it as a .zip file and play it from their own computers; **note that these versions do not generate a certificate** but they do still satisfy the requirement to take FOIA training):

Take a screen shot of completion screen as documentation to provide to the clerk

<http://foiacouncil.dls.virginia.gov/FOIA%20for%20local%20elected%20officials%20July%202020%20no%20cert.mp4>

8) DCR Related News

- **DCR-DSWC Grants Manager Hired:** Jeffrey Rogers started 06/10/22. His email is Jeffrey.rogers@dcr.virginia.gov. Remember if you are requesting grant match funds from DCR there is a process for such requests that includes the DCR-DSWC Grants Manager.
- **Status of DCR-Abingdon CDC:** I hope to announce an update in August.

Dates:

- **July 12-14:** Agriculture Nutrient Management Plan Writing School, 9:00 am- 4:30 pm, Frontier Culture Museum, Staunton Fee \$130 (\$150 after 6/20/22); Registration contact Susan Jones, 804-443-3803 susan.jones@dcr.virginia.gov
- **July 19; 9:30-11:30 AM:** Tracking Program Updates & continued VACS Updates (Virtual)
- **July 27; 10:00 AM – 3:00 PM:** Ag 101; Augusta Co. Farm
- **July 28; 1:00-3:00 PM:** Tracking Program Updates & continued VACS Updates (Virtual)
- **August 3; 9:30 AM – 2:30 PM:** DCR Ag Engineering Training-Livestock Watering Systems; VHCC; Abingdon, VA
- **August 5:** Nutrient Management Certification Exam- Agriculture, 8:20-11:30 am Location TBD For more information <https://www.dcr.virginia.gov/soil-and-water/nmtrain>
- **August 23-25:** VACDE Summer Training, Graves Mountain Lodge
- **October 18-19:** Virginia Rare, Threatened & Endangered Species Protection and Cultural & Historic Resources Protection Webinars. Approximately 1 ½ days. Registration process and webinar times to follow. (required CPC courses)
- **Late Summer/Early Fall:** DCR Conservation Planning Program, In Person-final course for Conservation Planner Cert.
- **December 4-6:** VASWCD Annual Meeting; Hotel Roanoke

Updated and Electronically sent to SWCD offices 07/05/22.