



We work with the people who work the land.

DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT
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MINUTES OF MEETING JUNE 27, 2023

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, June 27, 2023 at the Daniel Boone Soil & Water Conservation District office in Jonesville, Virginia at 6:00 PM.

MEMBERS PRESENT

Roger Elkins
Amy Byington
Bobby Burchett
Gary Martin

ASSOCIATES PRESENT

Jason Miles

STAFF PRESENT

Samantha Briggs
Shawn Morris
Tim Miles
Liz Maggard

PARTNERS PRESENT

Davis Powell
Jordan Southern
Mandy Fletcher

PUBLIC PRESENT

MEMBERS ABSENT:

Mike Hobbs

CALL TO ORDER:

The meeting was called to order by Amy Byington, Vice-Chair.

INVOCATION/PLEDGE:

Gary Martin/Everyone

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

Amy Byington asked the Board if there were any additions or corrections to the minutes. Hearing no corrections, the minutes stand as distributed.

Amy Byington asked the Board if there were any corrections to the Treasurer's report. Hearing none the June 20, 2023 Treasurer's report is submitted for record.

REPORTS - COMMITTEE CHAIRS:

Shawn Morris, Technical Committee Chair, stated that the committee recommends the approval of Mobilization Payment Pilot Project (MPPP) payment for contract #24-23-0024 (\$17,723.00). (Martin, Burchett, unanimous)

The Technical Committee also recommends approval of the Carryover Report for fiscal year 2021 and 2022 projects. A motion was made to approve the Carryover Report. (Burchett, Martin, unanimous) A copy of the VACS Program report, committee minutes of meeting, and Carryover Report are attached and made a part of these minutes.

The board decided that the Budget Committee report would be given after the Personnel Committee report to reflect pending decisions regarding personnel evaluations.

Shawn Morris, District Manager, stated that performance evaluations/position descriptions for staff have been completed, signed, and placed on file. The committee performed Shawn's performance evaluation at the committee meeting.

The Personnel Committee recommends approval of the FY2023-24 Personnel Policy. A motion was made to approve the FY2023-24 Personnel Policy. (Martin, Burchett, unanimous)

The committee also discussed the FLSA guidelines for exempt/non-exempt status. The staff's FLSA status will remain the same until further research is complete. (Burchett, Martin, unanimous) A copy of the committee minutes of meeting is attached and made a part of these minutes.

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

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

Jason Miles, Budget Committee member, stated that the committee recommends the following new staff salaries: Conservation Technician (\$42,000.00), Administrative Secretary (\$45,577.76), Conservation Specialist, (\$46,577.76), and District Manager (\$60,000.00). The committee recommends increasing the employees expense total to \$320,000.00 to reflect the stated new salary increases. A motion was made to approve the FY2023-24 Budget with salary increases. (Martin, Burchett, unanimous)

A motion was made to approve the FY2025 Attachment D. (Byington, Martin, unanimous) A copy of the FY2023-24 Budget, Attachment D, and the minutes of meeting are attached and made a part of these minutes.

Amy Byington, Community Outreach Committee Chair, reported that the summer Pasture Walk will be held at Wayne Marcum's Flatwoods farm on August 31st, and September 7th is the rain date. The committee also recommends the approval of the FY2023-24 Annual Plan of Work. A motion was made to approve the FY2023-24 Annual Plan of Work. (Burchett, Martin, unanimous) A copy of the minutes of meeting is attached and made a part of these minutes.

Amy Byington, Grant/Inventory Committee Chair, stated that the committee recommends approval of the Fixed Assets Inventory List FY2023-24. A motion was made to approve the inventory list. (Burchett, Martin, unanimous) A copy of the inventory list and the 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 verbal report of the ongoing activities of the District Manager was given by Shawn Morris.

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

A verbal report of the ongoing activities of the Conservation Technician was given by Liz Maggard.

A verbal report of the ongoing activities of the Administrative Secretary was given by Samantha Briggs.

SPECIAL GUESTS:

None

UNFINISHED BUSINESS:

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

The board discussed the vacant no-till seeder position. The position start date and salary will be determined at the July board meeting.

The board will revisit the Dell Inspiron I5R Notebook at the July board meeting.

The board discussed the transfer of funds for the district's certificate of deposits. A motion was made to grant authority to transfer certificate of deposit funds to Bobby Burchett and Gary Martin. (Byington, Elkins, unanimous)

NEW BUSINESS:

A motion was made to approve the Administrative & Operational Support Grant Agreement and the DCR Cost-Share & Technical Assistance Grant Agreement. (Byington, Burchett, unanimous)

A motion was made to donate \$300.00 to the Upper Tennessee River Roundtable. (Byington, Burchett, 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.

Jordan Southern, District Conservationist, requested a donation for the Cumberland Horse Association Youth Rodeo. A motion was made to donate \$250.00 to the Youth Rodeo. (Byington, Martin, unanimous)

ANNOUNCEMENTS:

None

REPORTS FROM COOPERATING AGENCIES:

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

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

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

The meeting was adjourned by the Chairman of the Board.

Approved:

Respectfully Submitted By:



Amy Byington, Vice-Chair

7/25/23

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)
24-20-0025		WP-4	\$186,289.00	\$139,716.75	Y	Y	Y	75	Project will be completed by June 30
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	100	Complete NOT paid
24-20-0041		SL-6W	\$62,510.00	\$63,110.00	Y	Y	Y	100	Complete and paid. EAN complete and paid Paid \$63,110.00. EAN paid \$18,068.54
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 \$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.
24-20-0104		SL-6W	\$30,957.50	\$32,157.50	Y	Y	Y	100	Complete and paid paid \$20,345.00
24-20-0105		SL-6W	\$40,152.50	\$42,552.50	Y	Y	Y	100	Complete and paid paid \$32,081.35
24-20-0107		WP-4	\$120,101.00	\$90,075.75	Y	Y	Y	100	Complete and paid paid \$42552.50
24-20-0108		WP-4	\$115,417.00	\$86,562.75					Complete and paid paid \$90,075.75 CANCELLED
24-20-0109		WP-4	\$55,520.00	\$41,640.00					cancelled
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	\$79,605.00	\$59,703.75	Y	Y	Y	100	Complete NOT paid
24-20-0033	389722	WP-4	\$160,829.00	\$120,621.75	Y	Y	Y	75	Project will be completed by June 30
24-20-0027		WP-4	\$115,417.00	\$86,562.75					cancelled
24-20-0023		WP-4	\$160,625.00	\$120,468.75					Landowner has decided to CANCEL his project. He does not think he can be complete before the deadline.
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	100	Complete NOT paid
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	Y	Y	100	Complete NOT paid
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	\$49,965.00	\$52,725.00	Y	Y	Y		cancelled

2022 VACS Program Report

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construc Begins	Percent Complete	Remarks
24-22-0002		SL-6W	\$80,233.00	\$80,473.00	Y	Y	Y	5	*Needs carryover
24-22-0003		SL-6W	\$50,955.50	\$51,123.50	Y	Y	Y	5	Complete NOT paid
24-22-0009		SL-6W	\$35,877.50	\$36,213.50	Y	Y	Y	100	Complete and paid paid \$33,967.65
24-22-0010		SL-6W	\$62,903.75	\$63,143.75	Y	Y	Y	100	Complete and paid paid \$63,077.75
24-22-0011		SL-6W	\$94,090.00	\$94,690.00	Y	Y	Y	100	Complete and paid paid \$82,970.60
24-22-0025		SL-6W	\$41,357.50	\$42,089.50	Y	Y			*Needs carryover
24-22-0028		SL-6W	\$53,027.50	\$53,507.50	Y	Y	Y	10	*Needs carryover
24-22-0031		SL-6W	\$46,913.91	\$47,993.91	Y	Y	Y	100	Complete and paid paid \$47,993.91
24-22-0034		SL-6W	\$43,735.00	\$44,455.00	Y	Y	Y	100	Complete and paid paid \$44,455.00
24-22-0080		WP-4	\$164,660.00	\$123,495.00					*Needs carryover
24-22-0081		SL-6W	\$96,152.50	\$98,552.50	Y	Y			*Needs carryover

*Note: These projects need carryovers

2023 VACS Program Report

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construc Begins	Percent Complete	Remarks
24-23-0003		SL-6W	\$20,401.79	\$22,441.79	Y	Y	Y	35	Piggy-back project
24-23-0022		SL-6F	\$60,467.50	\$64,547.50					
24-23-0024		SL-6W	\$88,615.00	\$93,931.00	Y	Y			
24-23-0040		SL-6W	\$131,497.50	\$134,977.50	Y	Y			
24-23-0043		SL-6W	\$52,915.00	\$56,275.00	Y	Y			
24-23-0051		SL-6W	\$53,690.00	\$55,370.00	Y	Y			
24-23-0056		SL-6W	\$107,940.00	\$116,904.00					
24-23-0069		SL-6W	\$74,500.59	\$80,548.59	Y	Y	Y	10	Piggy-back project Construction has begun on watering system
24-23-0071		SL-6W	\$90,222.50	\$92,586.50	Y	Y			
24-23-0072		SL-6W	\$11,836.75	\$12,436.75	Y	Y	Y	15	Piggy-back project well has been drilled and working on fence
24-23-0075		SL-6W	\$76,610.00	\$82,922.00	Y	Y			
24-23-0076		SL-6W	\$30,559.47	\$37,999.47	Y	Y	Y	35	Piggy-back project fencing is under construction
24-23-0080		SL-6W	\$14,310.65	\$16,746.65	Y	Y	Y	50	Piggy-back project Fencing and watering system under construction
24-23-0085		SL-6W	\$16,662.85	\$17,934.85	Y	Y			
24-23-0086		SL-6W	\$16,869.41	\$18,981.41	Y	Y	Y	60	Piggy-back project Watering system and fencing under construction
24-23-0087		SL-6W	\$16,783.09	\$20,167.09	Y	Y	Y	50	Piggy-back project watering system complete ready to start fencing
24-23-0088	521794	SL-6W	\$16,294.07	\$18,754.07	Y	Y			Piggy-back project
	521848	SL-6W	\$10,920.97	\$11,580.97	Y	Y			Piggy-back project
	521884	SL-6W	\$13,437.79	\$15,597.79	Y	Y			Piggy-back project
24-23-0090		SL-6W	\$84,135.00	\$86,055.00	Y	Y			
24-23-0094		SL-6W	\$125,190.00	\$128,550.00					
24-23-0095		SL-6W	\$212,225.00	\$230,225.00					
24-23-0098		SL-6W	\$83,320.00	\$84,328.00					
24-23-0099		SL-6W	\$113,377.50	\$115,825.50	Y	Y			

SWCD: Daniel Boone Name of Committee: BMP Technical

Date: 6/27/23 Time: 4:30 Location: DBSWCD office

Designated Note taker: Liz

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

Voting Members Not in Attendance: Gary B.

Others in Attendance: Mandy

Agenda/Discussion Item #1

Topic: Carolyn Reasor MPPP Opt-in \$17,723

Motion/Recommendation:
Approve MPPP opt in for Carolyn Reasor

Motion Made By: Amy Seconded By: Jason Vote:

Comments: _____

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

Agenda/Discussion Item #2

Topic: Carryover Report

Motion/Recommendation:

Approve carryover report (attached)
(2021 and 2022 projects)

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

Comments: 2020 projects will be completed by June 30, 2023

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:

Set next Committee Meeting Date, time and location: _____

Motion to Adjourn By: Shawn Seconded By: Jordan

Time of Adjournment: 5:15 Submitted by: liz

Committee Chair's Signature: R. Shaulkous

* **BMPs in ORANGE** are currently in their third PY and, unless listed as an exception below, must have DCR approval before being carried over again by the SWCD Board. Please reach out to the Agricultural Incentives Program Manager by 5/15/2023.
 • **BMPs in RED** are currently in their fourth PY and, unless listed as an exception below, must be completed and certified by the end of June 2023 or cancelled. No further carryovers are allowed.

Actions:

- 1: **Complete or Cancel BMP by 6/30/2023**
- 2: Needs DCR and SWCD Board approval to Carryover to PY24
- 3: Needs SWCD Board approval to Carryover to PY24

Exceptions:

4: **CREP, DuPont, 319 TMDL, EQIP, RCPP, MVP contracts** – DCR approval is not required for District Boards to keep this partnership project in Carryover status, but please work with relevant partners (e.g., USDA, DEC, DuPont Partners) to complete this project as soon as possible.

Cost-Share Program Carryover Report for BMPs To Be Carried Over into FY24

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business Name	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice Is Under Construction	Carryover Justification	FY BMP Approved	PY24 Fiscal Year Number	Necessary Action
2020 OCB VACS	WP-4	24-20-0022	378169	1/28/2020	Jimmy Byington	Southern Rivers	1	Count	\$100,000.00	95	06/30/23	R. Shawn Morris	Engineering Issues, Other BMP Comments)	FY20	5th FY	1				
2020 OCB VACS	WP-4	24-20-0025	378179	10/22/2019	Amber McLain	Southern Rivers	1	Count	\$95,556.75	90	06/30/23	R. Shawn Morris	Engineering Issues, Other BMP Comments)	FY20	5th FY	1				
2020 OCB VACS	WP-4	24-20-0033	389722	5/26/2020	Vernon Lemar	Southern Rivers	1	Count	\$81,981.75	90	6/30/23	R. Shawn Morris	Late spring approval, Engineering Issues, Other BMP Comments)	FY20	5th FY	1				
2020 OCB VACS	SL-6W	24-20-0037	364261	2/19/2020	Richard Long	Southern Rivers	2350	Lin. Feet	\$97,965.00	90	6/30/23	R. Shawn Morris	Weather related issues Contractor backlog, Other	FY20	5th FY	1				

Funding Source/Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (Percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY BMP Approved	PY24 Fiscal Year Number	Necessary Action
2022 OCB VACS Transfer	WP-4	24-20-0022	378169	1/28/2020		Jimmy	Byington	Southern Rivers	1	Count	\$46,422.75		95	06/30/23	R. Shawn Morris	Engineering Issues, Other BMP Comments	FY20	5th FY	1	
2022 OCB VACS Transfer	WP-4	24-20-0025	378179	10/22/2019		Amber	McLain	Southern Rivers	1	Count	\$44,160.00		90	06/30/23	R. Shawn Morris	Engineering Issues, Other BMP Comments	FY20	5th FY	1	
2022 OCB VACS Transfer	WP-4	24-20-0033	389722	5/26/2020		Vernon	Lemar	Southern Rivers	1	Count	\$38,640.00		90	6/30/23	R. Shawn Morris	Late spring approval, Engineering Issues, Other BMP Comments	FY20	5th FY	1	
2022 OCB VACS Transfer	SI-6W	24-20-0037	384261	2/19/2020		Richard	Long	Southern Rivers	2350	Lin. Feet	\$2,035.00		90	6/30/23	R. Shawn Morris	Weather related issues, Contractor backlog, Other BMP Comments	FY20	5th FY	1	
2022 OCB VACS Transfer	SI-6W	24-20-0038	387766	3/18/2021		Orion	Sturges	Southern Rivers	4350	Lin. Feet	\$6,975.38		50	06/30/2023	R. Shawn Morris	Weather related issues, Contractor backlog, Other BMP Comments	FY21	4th FY	2	
2022 OCB VACS Transfer	SI-6W	24-20-0039	387766	3/18/2021		Ferny	Engle	Southern Rivers	300	Lin. Feet	\$3,850.88		10	6/30/2023	R. Shawn Morris	Weather related issues, Contractor backlog, Other BMP Comments	FY21	4th FY	2	
											\$144,882.75		\$0.00							

2022 OCB VACS Transfer	WP-4	24-20-0040	387766	3/18/2021		Orion	Sturges	Southern Rivers	4350	Lin. Feet	\$6,975.38		50	06/30/2023	R. Shawn Morris	Weather related issues, Contractor backlog, Other BMP Comments	FY21	4th FY	2
2022 OCB VACS Transfer	SI-6W	24-20-0041	387766	3/18/2021		Ferny	Engle	Southern Rivers	300	Lin. Feet	\$3,850.88		10	6/30/2023	R. Shawn Morris	Weather related issues, Contractor backlog, Other BMP Comments	FY21	4th FY	2

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY BMP Approved	FY24 Fiscal Year Number	Necessary Action
2023 OCB VACS Transfer	SL-6W	24-22-0002	433139	9/7/2021		Mark Garnett	Southern Rivers	186 Lin. Feet	\$11,020.00	20	6/30/2023	Tim Miles	Contractor backlog, Contractor backlog	FY22	3rd FY	3				
2023 OCB VACS Transfer	SL-6W	24-22-0003	433140	9/7/2021		Carl Capps	Southern Rivers	122 Lin. Feet	\$10,648.00	95	6/30/2023	Tim Miles	Contractor backlog, Contractor backlog	FY22	3rd FY	3				
2023 OCB VACS Transfer	SL-6W	24-22-0025	460671	9/7/2021		Randy Cox	Southern Rivers	255 Lin. Feet	\$10,000.00	10	6/30/2023	Tim Miles	Contractor backlog, Contractor backlog	FY22	3rd FY	3				
2023 OCB VACS Transfer	SL-6W	24-22-0028	459505	9/7/2021		Michael Mullins	Southern Rivers	292 Lin. Feet	\$10,895.00	10	6/30/2023	Tim Miles	Contractor backlog, Contractor backlog	FY22	3rd FY	3				
2023 OCB VACS Transfer	SL-6W	24-22-0081	474819	4/26/2022		James Hurd	Southern Rivers	865 Lin. Feet	\$10,952.50	10	6/30/2023	Tim Miles	Late spring approval, Contractor backlog	FY22	3rd FY	3				
									\$79,230.50				\$0.00							

\$1,091,039.75

Duffin

Duffin

Signature: _____ Date: 6-27-23

Board Approval Date: 6-27-23

SWCD: DB Name of Committee: Personnel

Date: 6/26/23 Time: 7:00 Location: office

Designated Note taker: Shawn

Voting Members in Attendance: Bobby
Gary
Roger

Voting Members Not in Attendance: _____

Others in Attendance: Shawn

Agenda/Discussion Item #1

Topic: Performance Evals / Position Description

Shawn performed perf. evals for staff members & presented to ~~District~~ Committee & were reviewed discussed & signed. The committee performed Shawn's Perf. Eval

Motion/Recommendation: Accept staff evals. & place on file

Motion Made By: Gary Martin Seconded By: Bobby Vote: Unanimous

Comments: Salary adjustments were discussed
Based on perf. evaluations and budget committee recommendations

* No-Change to Employee Pos. Desc. & Expectations.

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

Agenda/Discussion Item #2

Topic: ^{discussed} ~~Committee~~ Job Titles, No ACTION TAKEN OR
changes made.

Motion/Recommendation: NA

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

Comments: _____

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

Agenda/Discussion Item #3

Topic: ~~Personnel~~ Personnel Policy

Motion/Recommendation: Approve AS IS

Motion Made By: Bobby Seconded By: Gary Vote: carried

Comments: ~~to amend~~ Discussed it needed updates
in staff titles

Follow Up Actions- (Who/What/When): Make red line changes & bring
to July meeting - Staff

Additional Committee Business:

Set next Committee Meeting Date, time and location: _____

Motion to Adjourn By: Bobby Seconded By: Gary

Time of Adjournment: 8:10 Submitted by: R. Shaw Morris

Committee Chair's Signature: R. Shaw Morris

Topic

FSLA - guidelines for exempt/nonexempt status were discussed.

Motion - FSLA status for employees will remain until further research ~~could be~~

made: Gary second: Bobby carried

Follow-up - find most current Determination check list

MOTION: Gary Martin

RESOLUTION NO.: 2022-2023-1

SECOND: Bobby Burchett

MEETING DATE: 27 June 2023

CERTIFICATION OF CLOSED (EXECUTIVE) MEETING

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

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

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

VOTES

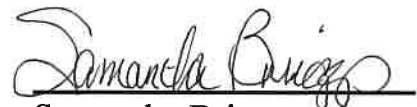
AYES: Roger Elkins, Amy Byington/Bobby Burchett/Gary Martin

NAYS: None

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

ABSENT DURING VOTE: Mike Hobbs

ABSENT DURING MEETING: Mike Hobbs



Samantha Briggs,
Administrative Secretary

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

DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT

OPERATIONS PROJECTED BUDGET 2023 - 2024

<u>PROJECTED ACTUAL</u>				<u>PROJECTED</u>	
<u>FY 2022 - 2023</u>				<u>FY 2023 - 2024</u>	
<u>INCOME:</u>				<u>INCOME:</u>	
DCR Administration & Operations	\$ 196,409.00			DCR Administration & Operations	\$ 196,409.00
DCR VNRCF Technical Assistance	\$ 279,507.00			DCR VNRCF Technical Assistance	\$ 301,399.00
Lee County	\$ 45,968.00			Lee County (requested \$53,163.60)	\$ 45,968.00
No-Till Seeder	\$ -			No-Till Seeder	\$ 1,500.00
E&S Program Permit Fees	\$ 390.00			E&S Program Permit Fees	\$ 390.00
Account Interest	\$ 2,582.62			Account Interest	\$ 2,500.00
KIC Day Donations	\$ 700.00			KIC Day Donations	\$ 700.00
Pasture Walks	\$ -			Pasture Walks	\$ -
Fish Wagon	\$ 84.00			Fish Wagon	\$ 100.00
Misc. RCPP Reimbursement	\$ 4,562.40			Misc.	\$ -
Misc.	\$ -			Misc.	\$ -
TOTAL:	\$ 530,203.02			TOTAL:	\$ 548,966.00
Carryover: Estimated	\$268,803.01			Carryover: Estimated	\$432,571.42
TOTAL:	\$ 799,006.03			TOTAL:	\$ 981,537.42
<u>District CD:</u>				<u>District CD:</u>	
Reserve Building Fund CD (w/interest)	\$ 327,140.30			Reserve Building Fund CD (w/interest)	\$ -
Building Fund CD (with interest)	\$ 102,497.12			Building Fund CD (with interest)	\$ -
TOTAL:	\$ 429,637.42			TOTAL:	\$ -
Approved By:				Date:	

PROJECTED ACTUAL 2022-2023		PROJECTED 2023-2024	
Employees Expenses Total:	\$ 274,651.40	Employees Expenses Total:	\$ 320,000.00
Fees/Dues:		Fees/Dues:	
NRCS Office Space	\$ -	NRCS Office Space	\$ 7,011.00
NACD Dues	\$ 1,300.00	NACD Dues	\$ 1,300.00
VASWCD Dues	\$ 3,292.00	VASWCD Dues	\$ 3,300.00
TOTAL:	\$ 4,592.00	TOTAL:	\$ 11,611.00
Office Expenses:		Office Expenses:	
Office Supplies	\$ 9,959.83	Office Supplies	\$ 10,000.00
Truck, Van, Seeder, & ATV Maintenance	\$ 1,383.67	Truck, Van, Seeder, & ATV Maintenance	\$ 5,000.00
Employee Mileage & Meals	\$ -	Employee Mileage & Meals	\$ 700.00
Employee Training	\$ 50.00	Employee Training	\$ 2,000.00
Fuel (Truck, Van, & ATV)	\$ 1,549.58	Fuel (Truck, Van, & ATV)	\$ 3,000.00
Postage	\$ 1,322.29	Postage	\$ 1,500.00
Insurance (Truck, Van, Seeder, & ATV)	\$ 5,210.78	Insurance (Truck, Van, Seeder, & ATV)	\$ 5,300.00
Copier Lease Agreement	\$ 1,161.25	Copier Lease Agreement	\$ 3,200.00
Verizon Phone & Internet	\$ 3,680.38	Verizon Phone & Internet	\$ 5,000.00
Powell Valley News	\$ 30.00	Powell Valley News	\$ 250.00
Florist/Memorial	\$ 100.00	Florist/Memorial	\$ 200.00
Kids In the Creek Day	\$ 3,247.68	Kids In the Creek Day	\$ 5,500.00
Awards Banquet	\$ 2,199.99	Awards Banquet	\$ 2,500.00
Signs & Awards	\$ 253.00	Signs & Awards	\$ 700.00
Accounting Assistance (ProAdvis.)	\$ 663.00	Accounting Assistance (ProAdvis.)	\$ 700.00
Director Expenses	\$ 4,483.76	Director Expenses	\$ 8,000.00
Pasture Walk	\$ 786.00	Pasture Walk	\$ 1,200.00
Youth Conservation Camp	\$ -	Youth Conservation Camp	\$ 2,400.00
Donations	\$ 1,300.00	Donations	\$ 1,500.00
Vehicle Replacement	\$ 49,210.00	Vehicle Replacement	\$ 55,000.00
Building Lease for ATV	\$ 600.00	Building Lease for ATV	\$ 600.00
Misc.	\$ -	Misc.	\$ 5,000.00
Misc.	\$ -	Misc.	\$ 5,000.00
TOTAL:	\$ 87,191.21	TOTAL:	\$ 124,250.00
TOTAL INCOME =	\$ 799,006.03	TOTAL INCOME =	\$ 981,537.42
TOTAL EXPENSES =	\$ 366,434.61	TOTAL EXPENSES =	\$ 455,861.00
CARRYOVER =	\$ 432,571.42	CARRYOVER =	\$ 525,676.42

A	B	C	D	E	F	G	H	I	J	K	L	M	N
FY2026 ATTACHMENT D (Itemized District Budget Request Form)													
ITEMIZED BUDGET FOR THE YEAR BEGINNING JULY 1, 2024													
1	2	3	4	5	6	7	8	9	10	11	12	13	14
SWCD Name	# of Localities	Level	Increased	Base General Assembly Funds	DCR Program Funding Level Funding	DCR Program Funding INCREASED FUNDING	TOTAL	Notes					
Daniel Boone	1	4.00						FTE to Administrative Secretary additional 5 needed for program support.					
3. Central Operations								Director was appointed to the VASWCD Education Committee					
4. Personnel and Fringe Benefits (FICA, retirement, health)								New computers, update cell phones, and new copier/printer					
5. Rent & Utilities								Upgrade website, duct, office supplies, and signage					
6. Directors' Travel, Training, and Meetings													
7. Equipment (field gear, computers, copiers, phones, etc.)													
8. Support Expenses (auto expenses, dues, postage, supplies, vehicles, communications, etc.)													
9. Staff - Training and Meetings													
10. Vehicle - Federal Rate \$ 655 per mile													
11. Other Expenses Outreach Program													
12. TOTAL CENTRAL OPERATIONS													
13. Dam Maintenance													
14. Dam Maintenance - Annual													
15. Personnel and Fringe Benefits (FICA, retirement, health)													
16. Staff - Training and Meetings													
17. Vehicle - Federal Rate \$ 655 per mile													
18. Other Expenses													
19. TOTAL DAM MAINTENANCE													
20. Dam Repair and Rehabilitation													
21. Dam Repair and Rehabilitation Projects (list projects)													
22. Personnel and Fringe Benefits (FICA, retirement, health)													
23. Staff - Training and Meetings													
24. Vehicle - Federal Rate \$ 655 per mile													
25. Other Expenses													
26. TOTAL DAM REPAIR/REHABILITATION													
27. Agricultural Program Implementation													
28. Chesapeake Bay Ag BMP Cost Share & Tax Credits													
29. Personnel and Fringe Benefits (FICA, retirement, health)													
30. Staff - Training and Meetings													
31. Vehicle - Federal Rate \$ 655 per mile													
32. Outside the Chesapeake Bay Ag BMP Cost Share & Tax Credits													
33. Personnel and Fringe Benefits (FICA, retirement, health)													
34. Staff - Training and Meetings													
35. Vehicle - Federal Rate \$ 655 per mile													
36. Resource Management Plans to Review													
37. Personnel and Fringe Benefits (FICA, retirement, health)													
38. Staff - Training and Meetings													
39. Vehicle - Federal Rate \$ 655 per mile													

A	B	C	D	E	F	G	H	I	J	K	L	M	N
FY2028 ATTACHMENT D (Itemized District Budget Request Form)													
ITEMIZED BUDGET FOR THE YEAR BEGINNING JULY 1, 2024													
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Line Item	Item Description	BWCD Name	# of Localities	Forecasted RMP plans to be inspected =	FTE	Base General Assembly Funds	DCR Program Funding Level	DCR Program Funding	DCR Program Funding Increased	TOTAL	Notes		
4	Daniel Boone		1	4.00									
46	Resource Management Plans to Inspect			Forecasted RMP plans to be inspected =	FTE								
46	Personnel and Fringe Benefits (FICA, retirement, health)												
47	Staff - Training and Meetings												
48	Vehicle - Federal Rate \$ 0.955 per mile												
48	CREP			Forecasted CREP Funds =	FTE								
48	Personnel and Fringe Benefits (FICA, retirement, health)												
49	Staff Training and Meetings												
50	Vehicle - Federal Rate \$ 0.955 per mile												
53				TOTAL AGRICULTURAL PROGRAM (IMPL. EMERITATION)			\$ 184,934	\$ 58,400					
54	Chesapeake Bay Preservation Act (Aquacultural Program (Non-DCR Funding))												
56	Personnel and Fringe Benefits (FICA, retirement, health)												
57	Staff Training and Meetings												
58	Vehicle - Federal Rate \$ 0.955 per mile												
61	Environmental Education (List Activities)			TOTAL CHEESAPEAKE BAY PRESERVATION ACT									
62													
63	Kids in the Creek Day / Pasture Walks / Awards Banquet / Youth Conservation Camp / Float Trip / Etc.				FTE 0.45								
64	Personnel and Fringe Benefits (FICA, retirement, health)												
64	Staff Training and Meetings												
65	Vehicle - Federal Rate \$ 0.955 per mile												
67	Program Costs												
68				TOTAL ENVIRONMENTAL EDUCATION									
69													
70	Other Programs/Projects (Non-DCR Funded) - For information only - (List Activities and Staff FTE required)												
71	Erosion & Sediment Control Program / Equipment Rental Program				FTE 1.00								
72													
73													
74	GRAND TOTALS			Level	FTE 4.00								
75	Personnel and Fringe Benefits (FICA, retirement, health)			Increased	1.50								
76	Rent & Utilities												
76	Director, Travel, Training, and Meetings												
76	Equipment (field gear, computers, copiers, phones, etc.)												
76	Support Expenses (info systems, dues, postage, supplies, website, communications, etc.)												
81	Staff - Training and Meetings												
81	Vehicle - Federal Rate \$ 0.955 per mile												
83	Other												
84	Chesapeake Bay Preservation Act (Non-DCR Funded)												
85	Program Costs (Environmental Education Only)												
86	Dam Repair and Rehabilitation												
87													
88													
89													
90													
											LEVEL FUNDING GRAND TOTAL		
											INCREASED FUNDING GRAND TOTAL		
											\$ 384,755		
											\$ 80,300		
											\$ 485,055		
											Contact Number 276-348-3196		
											Board Approval Date 6/27/23		
											District Point of Contact Samantha Briggs, Administrative Secretary		
											Reviewed by (BWCD Board or Director) <i>[Signature]</i>		

Kids in the Creek Day includes all 8th graders in the county

SWCD: Daniel Boone Name of Committee: Budget

Date: 6/19/23 Time: 9:00pm Location: Office

Designated Note taker: Shawn Morris

Voting Members in Attendance: Gary Martin, Bobby Burchett,
Jason Miles

Voting Members Not in Attendance: _____

Others in Attendance: Shawn Morris

Agenda/Discussion Item #1

Topic: Budget

Committee went over previous budget and expenses to date..
and made ~~changes as needed~~ recommended adjustments
for the projected budget.

Motion/Recommendation: Committee recommends approving the
projected budget

Motion Made By: Bobby Seconded By: Gary Vote: carried

Comments: _____

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



Agenda/Discussion Item #2

Topic: _____

Motion/Recommendation:

Motion Made By: _____ Seconded By: _____ 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:

Set next Committee Meeting Date, time and location: _____

Motion to Adjourn By: Bobby Seconded By: Jason

Time of Adjournment: 10:30 Submitted by: Shawn Morris

Committee Chair Signature: 

SWCD: Daniel Boone Name of Committee: Community Outreach

Date: 6/27/23 Time: 3:00 Location: DBSWCD office

Designated Note taker: Liz

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

Voting Members Not in Attendance: _____

Others in Attendance: _____

Agenda/Discussion Item #1

Topic: Pasture Walk

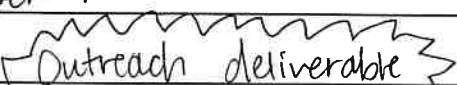
Motion/Recommendation: Pasture walk at wayne marcum's on August 31st / rain date September 7th

Motion Made By: Jordan Seconded By: Davis Vote:

Comments: _____

~~August 29th~~ @ Wayne Marcum

August 31st / September 7th

Body condition scores  Outreach deliverable

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

Agenda/Discussion Item #2

Topic: Annual plan of work

Motion/Recommendation:

Approve the annual plan of work with the changes presented

Motion Made By: Shawn Seconded By: Jordan Vote: ✓

Comments: Updated job descriptions^{titles}, remove float trip item^{air}, update directors, add tony back

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:

Set next Committee Meeting Date, time and location: _____

Motion to Adjourn By: Shawn Seconded By: Jordan

Time of Adjournment: 3:30 Submitted by: Liz

Committee Chair's Signature: *Cory Byington*

Daniel Boone Soil & Water Conservation District Fixed Assets Inventory List 2023-2024

Equipment Description	Year Purchased	Purchased Price	2023 Value	Serial/VIN Number	(Who) Item is Assigned	Location Of Item	Estimated Life Of Item (years)	Tag ID Number
1- Enviroscope Model	2003	\$986.00	\$133.17	N/A	Staff	Office	2	24IL-2003-003
2- Computer Projector Infocus X2	2004	\$1,139.98	\$171.07	AMMC41400171	Staff	Office	5	24IL-2004-003
3- Apple 21.5-inch iMac	2009	\$1,377.95	\$389.14	W89472C05PK	Tim	Office	5	24IL-2009-001
4- 2013 Dodge Grand Caravan SE	2012	\$23,188.50	\$8,085.31	2C4RDGBGXHR5617-98	Directors/ Staff	Office	10	24IL-2012-002
5- Dell Inspiron 15R Notebook	2012	\$799.00	\$278.56	944JIV1	Roger	Office	5	24IL-2012-003
6- Dell Latitude 10 Tablet	2013	\$803.58	\$280.17	917MRT1	Staff	Office	5	24IL-2013-001
7- Dell XPS 27 Desktop Computer	2013	\$2,992.38	\$1,043.36	CN-0D8RCX-74431-48P-0161	Samantha	Office	5	24IL-2013-003
8- Dell Inspiron 17R Notebook	2013	\$1,609.53	\$561.17	BBLDIX1	Liz	Office	5	24IL-2013-005
9- Apple iPad	2013	\$719.00	\$250.69	DMPJGNNVF18W	Tim	Office	5	24IL-2013-006
10- Realspace Pro Quantum 9000 Series Mesh Office Chair	2014	\$274.99	\$106.75	N/A	Samantha	Office	10	24IL-2014-001
11- Realspace Pro Quantum 9000 Series Mesh Office Chair	2014	\$274.99	\$106.75	N/A	Liz	Office	10	24IL-2014-002
12- Realspace Pro Quantum 9000 Series Mesh/Fabric Office Chair	2014	\$344.99	\$133.64	N/A	Shawn	Office	10	24IL-2014-003
13- Waders (18 pair)	2016	\$1,294.26	\$619.02	N/A	Staff	Office	10	24IL-2016-001
14- Waders (12 pair)	2017	\$854.63	\$454.16	N/A	Staff	Office	10	24IL-2017-001
15- Epson PowerLite 1780W WXGA Projector 3000	2017	\$756.84	\$402.20	X3T27800112	Staff	Office	5	24IL-2017-002
16- Rolatape Model 600 Professional Series Measuring Wheel	2018	\$176.75	\$104.35	095041004704	Staff	Office	10	24IL-2018-001

Equipment Description	Year Purchased	Purchased Price	2023 Value	Serial/VIN Number	(Who) Item is Assigned	Location Of Item	Estimated Life Of Item (years)	Tag ID Number
17- Rolatape Model 600 Professional Series Measuring Wheel	2018	\$176.75	\$104.35	095041004704	Staff	Office	10	24IL-2018-002
18- 2019 Dodge Ram 1500 Truck	2019	\$27,872.00	\$18,811.69	1C6RR7KT4KS507916	Directors/ Staff	Office	10	24IL-2019-002
19- Arrow Lite GPS	2019	\$1,995.00	\$1,308.91	1808-8235465	Staff	Office	10	24IL-2019-003
20- ARR- Hard Case	2019	\$225.00	\$147.61	N/A	Staff	Office	10	24IL-2019-004
21- Carbon Pole	2019	\$225.00	\$147.61	N/A	Staff	Office	10	24IL-2019-005
22- Pole Bracket	2019	\$245.00	\$160.74	N/A	Staff	Office	10	24IL-2019-006
23- OptiPlex 7760 AIO	2019	\$0.00	\$1,014.66	HBLV7X2	Liz	Office	4	24IL-2020-002
24- Canon Copier imageRunner C35301	2020	Lease	Lease	AAA36585	Staff	Office	4	24IL-2020-003
25- Canon imageRunner Advance Printer	2020	Lease	Lease	AAA1581	Staff	Office	4	24IL-2020-004
26 - 2020 Dodge Ram 1500 Truck	2020	\$26,872.00	\$21,766.32	3C6RR7KI7LG130572	Staff	Office	10	24IL-2020-005
27- Polaris Ranger All Terrain	2021	\$16,186.00	\$13,110.66	4XAT6A99XMM8019348	Staff	Office	10	24IL-2021-001
28- Sure Trac Trailer	2021	\$2,995.00	\$2,425.95	5JW1U1621M1308330	Staff	Office	10	24IL-2020-002
29- Fellowes Powershred 99Ci Paper Shredder	2021	\$235.99	\$191.15	99CI201219AJ042708-8CRC32299	Staff	Office	5	24IL-2021-001
30- Great Plains 706NT-1075 No-Till Seeder	2021	\$26,200.00	\$21,222.00	GP-2120WW	Staff	Office	10	24IL-2021-002
31- Nikon Coolpix B-500 District Camera	2022	\$399.00	\$359.10	30234079	Staff	Office	10	24IL-2022-001
32- 2022 Dodge Ram 2500 Truck	2022	\$49,210.00	\$44,289.00	3C6UR5CJ4NG308615	Staff	Office	10	24IL-2022-002
33- Nikon Coolpix B-500 District Camera	2023	\$399.00	\$399.00	82034639	Staff	Office	10	24IL-2023-001
34- Dell Inspiron 7710	2023	\$2,017.81	\$2,017.81	3WRHGT3	Samantha	Office	4	24IL-2023-002
35- PANCKY PL-0075 Metal Detector	2023	\$132.78	\$132.78	N/A	Staff	Office	5	24IL-2023-003
TOTAL =		\$192,979.70	\$140,728.85					

Amy Byington
 Amy Byington, Grant/Inventory Committee Chair

6/27/23
 Date

*Decrease in value 10% per year
 **Approved in the June 27, 2023 minutes.

SWCD: Daniel Boone Name of Committee: Inventory / Grant

Date: 6/27/23 Time: 3:30 Location: DBSWCD

Designated Note taker: Liz

Voting Members in Attendance: Tim, Shawn, Amy, Sam, Liz

Voting Members Not in Attendance: Bobby

Others in Attendance: _____

Agenda/Discussion Item #1

Topic: Inventory list

Motion/Recommendation:
Approve the changes as presented in the comments

Motion Made By: Amy Seconded By: Sam Vote:

Comments: 2 remove for less than \$100, 5 remove for not working, 25 remove for less than \$100, 26 remove due to issues w/ equipment, add new equipment 35-39

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

Additional Committee Business:

Set next Committee Meeting Date, time and location: _____

Motion to Adjourn By: Sam Seconded By: Tim

Time of Adjournment: 3:50 Submitted by: Liz

Committee Chair's Signature: Amy Byington

Tim Miles
DBSWCD
Conservation Specialist Report
June 27, 2023

- I. Virginia Erosion and Sediment Control Program
 - The Land Disturbing Report for May 2023 was submitted to DEQ.
 - Routine inspections were made on active E&S projects.
 - I attended the Refresher for ESC Inspectors class in Abingdon on May 25.
 - The E&S permit for the Western Lee Wastewater Treatment Plant Access Road closed. This project is complete.
 - An E&S permit was issued for the Dalton Tackett Single Family Residence.
- II. Virginia Agricultural Cost-Share Program
 - I have surveyed and completed designs for some 2023 VACS projects.
 - I have made some construction inspections on active VACS projects.
 - I participated in the PY24 VACS Program Update Webinar on June 15.
- III. Miscellaneous
 - The District website has been updated periodically.
 - I assisted with preparing an Area IV report for April-June 2023.

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	Summer 2023
Otis Fannon Rock Picking Operation	X	2021-05	0.61	Summer 2023
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	8.50	Summer 2023
Johnny Woliver Single Family Residence	X	2022-01	5.00	Summer 2023
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
Joe Harber Land Disturbance	X	2022-03	1.00	Summer 2023
Bernice Galloway Rock Picking Operation	X	2022-04	0.61	Summer 2023
Giles Hollow Community Water Project	X	2022-05	1.92	Summer 2023
Greater Outreach Family Life Center	X	2022-06	0.99	Summer 2023
White Rock Truss, LLC	X	2022-08	0.61	Summer 2023
Brandon Cheek Rock Picking Operation	X	2022-09	0.61	Fall 2023
St. Charles Waterline Replacement Phase III Project	X	2022-11	3.98	Summer 2023
Blackwater Community Water Project-Phase II	X	2023-02	4.18	Summer 2023
Travis Hall Rock Picking Operation	X	2023-03	0.61	Spring 2024
Dollar General Store-Jonesville	X	2023-04	0.97	Summer 2023
Jonesville ABC	X	2023-05	0.70	Fall 2023
Dollar General Store-Ewing	X	2023-06	0.97	Fall 2023
Whistle Pig Country Store and Deli	X	2023-07	0.97	Fall 2023
Dalton Tackett Single Family Residence	X	2023-08	0.75	Spring 2024
Town of Pennington Gap Lot Drainage Improvements	X		0.33	
Family Dollar	X		0.98	
Maple Hill Community Water Line Extension Project	X		4.45	

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

Action Items to accomplish in June 2022-2023:

Monthly Schedule of Annual Plan & Strategic Plan:

June:

1. Approve a projected budget for upcoming fiscal year. (*Board of Directors*)
2. Review and approve the Operational and Virginia Agricultural Cost-Share Program grant agreements with DCR. (*Board of Directors*)
3. Maintain and upgrade computer hardware and/or software according to staff needs. (*Board of Directors/Staff*)
4. Evaluate and update employee position descriptions. (*Personnel Committee*)
5. Approve Personnel Policy. (*Board of Directors*)
6. Perform Job Performance Evaluations for District staff, and make recommendations to the District Board. (*Personnel Committee/District Manager*)
7. Update District website to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc. (*Conservation Specialist*)
8. Work with Lee County School Board to select dates for Kids In The Creek Day event. (*Staff*)
9. 90% of VACS program funds allocated. (*Technical Committee/Staff*)

1) Administrative and Operational Items

- **FY24 Grant Agreements:** Admin and Ops and Cost-Share and Technical Assistance policies and grant agreements will be reviewed for approval by the VSWCB at its June 12, 2023 meeting. Once approved by the VSWCB, grant agreements will be emailed to each SWCD with instructions regarding signature and return to DCR. Ensure that both grant agreements are on June (or July if applicable) board meeting agendas for review and approval so a signed copy of each agreement can be returned to DCR and first quarter funds disbursed to the SWCD.
- **FY24 Budget Reminders:** FY24 budgets are to be SWCD board approved by June 30.
- **FY23 Self-Assessment Questionnaire:** These documents have been sent to each SWCD and is due back to me by July 17, 2023. SWCD staff should work together on the questionnaire but only submit one final copy to me. I will take into consideration the information from the assessment questionnaire when completing the final assessments. Assessments will be conducted at your July and August board meetings. **Important note: All year-end items should be submitted on July 17, 2023 with year-end reports to ensure proper credit on the assessment. This includes board meeting and committee meeting minutes.**
- **FY23 Grant Agreement Deliverables:** All FY23 deliverables for both the Admin and Ops and Cost-Share and Technical Assistance policies and grants must be satisfied by June 30. Any outstanding items need to be addressed by the SWCD at June board meetings.
- **Attachment D – FY25 Budget Template: Due July 17 to DCR (Blair Gordon).** **Please recall the Budget Template- Att D must be SWCD Board approved and signed.** It will affect future allocations as the VSWCB committed to reviewing the Base TA allocation every two years. Delegate authority is needed for SWCD Chair’s signature.
- **Quarterly and End of Year Reports:** Submit quarterly and year-end reports **no later than July 17, 2023.** **Late reports will be marked on the assessment and will also equate to a late first quarter operations disbursement**
 - Signed carryover reports will be due with the End of Year Reports. Electronic carryover reports will be pulled from Logi on July 18, 2023.
 - As a reminder, ensure that reports are accurate and have been reconciled to your SWCD’s books and to CAS tracking prior to submission. Reports that do not reconcile will be returned to the SWCD without a full review. **Inaccurate reports will also be reflected on assessments and will equate to late cost-share and TA disbursements.**
 - Items for submission include:
 - a. Fourth Quarter Attachment E
 - b. Year-End Attachment E
 - c. Quickbooks Fourth Quarter Profit and Loss
 - d. Quickbooks Fourth Quarter Cash Balance
 - e. Quickbooks FY 2023 Profit and Loss
 - f. Quickbooks FY 2023 Cash Balance
 - g. Year-End Cash Balance Sheet
 - h. Signed Carryover Report

- If possible, SWCDs are encouraged to avoid making payments after June 30, 2023 and until year end reports can be reconciled.

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

- **PY24 Secondary Considerations and PY24 Average Cost List:** No PY24 VACS contracts may be approved for funding before PY24 Secondary Considerations have been submitted and approved by both DCR and your SWCD Board AND your SWCD Board approved PY24 Average Cost List has been submitted to DCR. Please send your Secondary Considerations & Average Cost List to Sara Bottenfield with a copy to me.
- **PY 2024 VACS Program Updates Sessions:** Wednesday, June 7th from 1:00 to 4:00pm and Thursday, June 15th from 9:00am to 12:00 noon. Remember that ALL technical staff must attend one of the two VACS Updates sessions in order for the SWCD to receive full credit on the assessment for attending.

3) Updated Items to Consider

- A new OAG representative has been assigned to SWCDs - Darrell Kuntz. He can be reached via telephone at (804) 371-5207 or via email at dkuntz@oag.state.va.us. Please update your records with this information.
- Lori Schoenwiesner will join DCR's Office of Environmental Education on June 26, 2023. Lori will work closely with Cassi Camara to develop an environmental literacy strategic plan for K-12 aged students, assist with the administration of MWEE grants, and work with school teachers and NGO's that are active in environmental education to assist them with related curriculum development.

Important Dates:

- **June 7, 2023:** VASWCD Admin/ Ops Meeting Attachment D Follow Up (Virtual Q/A Session)
- **June 7, 2023:** PY24 VACS Update (Virtual) 1:00 – 4:00pm
- **June 12, 2023:** VSWCB Meeting at VA Farm Bureau Federation in Goochland
- **June 12-14, 2023:** DCR Agricultural Nutrient Management Plan Writing School at Blue Ridge Community College in Weyers Cave. Registration is required and the registration fee is \$150.00
- **June 15, 2023:** PY24 VACS Update (Virtual) 9:00am – 12:00noon
- **June 19, 2023:** State Holiday: Juneteenth
- **June 20, 2023:** SWCD Elected Director Positions Filing Deadline
- **June 21, 2023:** VASWCD Quarterly Board Meeting (virtual)
- **June 21, 2023:** DEQ NPS 319 RFA webinar
- **June 30, 2023:** Secondary Considerations due to DCR
- **July 4, 2023:** State Holiday
- **July 11, 2023:** VASWCD Admin/ Ops Committee Water Cooler Chat at 11:30AM
- **July 17, 2023:** End of Year Reports and Att. D Budget Template (completed, approved & signed) due to DCR
- **July 19, 2023:** CAS Updates Session from 9:30AM till 11:30AM
- **July 26, 2023:** CAS Updates Session from 1:00PM till 3:00PM
- **August 22 & 23, 2023:** VACDE Graves Mountain Summer Training
- **August 31, 2023:** DEQ NPS 319 Grant Application Deadline
- **TBD:** Introduction to Agriculture and BMP Use Course (Required for CPC)
- **October 17 & 18, 2023:** Virginia RT&E and Cultural and Historic Resources Training (Required for Conservation Planner Certification)
- **Fall 2023:** DCR Conservation Planner Program Course & Basic RUSLE2 Training
- **December 3-6, 2023:** VASWCD Annual Meeting at the Norfolk Marriott

Updated and Electronically sent to SWCD offices 06/07/23.



Jonesville SERVICE CENTER REPORT
Daniel Boone SWCD Board Meeting
06/27/2023

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
FY23 EQIP Applications = 43

FY23 Preapprovals – 9 Applications totaling- \$1,142,413.

EQIP Payments - \$161,134.33 (30 Practices)
- **Conservation Stewardship Program (CSP)**
1 Application
- **Agricultural Conservation Easement Program (ACEP)**

None
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**
None
- **Conservation Technical Assistance**
1. Will start scheduling FY24 EQIP planning visits mid-April and May

BMP Projects/Partnership Activities

- Construction is steady.
- We have completed design surveys on about half of the approved FY23 EQIP's.

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings

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

Outreach/Agency Activities/Events (dates)

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

Earth Team Volunteer Program

- Submitted

VA NRCS Operational/Personnel Changes

- Updates, if available

Submitted By Jordan Southern, District Conservationist