



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

We work with the people who work the land.

***MINUTES OF MEETING  
 MARCH 26, 2024***

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, March 26, 2024 at the Daniel Boone Soil & Water Conservation District office in Jonesville, Virginia at 6:00 PM.

<u><b>MEMBERS PRESENT</b></u>	<u><b>ASSOCIATES PRESENT</b></u>	<u><b>STAFF PRESENT</b></u>	<u><b>PARTNERS PRESENT</b></u>
Roger Elkins	Jason Miles	Samantha Briggs	Lorie Stevens
Mike Hobbs	Gary Bailey	Shawn Morris	Jordan Southern
Gary Martin		Tim Miles	
		Liz Maggard	
			<u><b>PUBLIC PRESENT</b></u>
			None

**MEMBERS ABSENT:**  
 Amy Byington & Bobby Burchett

**CALL TO ORDER:**  
 The meeting was called to order by Roger Elkins, Chairman.

**INVOCATION/PLEDGE:**  
 Gary Martin/Everyone

**REPORTS - OFFICERS: Secretary's Minutes and Treasurer's Reports**  
 Roger Elkins asked the Board if there were any additions or corrections to the minutes. Hearing no additions or corrections, a motion was made to approve the February 29, 2024 Minutes of Meeting. (Martin, Hobbs, unanimous)

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none a motion was made to approve the March 20, 2024 Treasurer's report. (Hobbs, Martin, unanimous)

**REPORTS - COMMITTEE CHAIRS:**  
 Shawn Morris, Technical Committee Chair, stated that the committee recommends approval of conservation plans for the contracts shown on the attached list. A motion was made to approve the committee's recommendation. (Martin, Hobbs, unanimous)

The Technical Committee also recommends approval of funding and tax credits for the contracts shown on the attached list. A motion was made to approve the committee's recommendation. (Hobbs, Martin, unanimous)

The Technical Committee recommends approval of a transfer of responsibilities for contract #24-22-0002 (instance #433139). A motion was made to approve the committee's recommendation. (Martin, Hobbs, unanimous)

The Technical Committee also recommends approval of funding for contract #24-19-0046 (instance #330748) for a "practice failure due to unknown causes" determination made by Virginia Department of Conservation and Recreation (DCR). PY2024 funds will be used to pay the total cost-share amount of \$30,215.00 for a new well and pumping plant. A motion was made to approve the committee's recommendation. (Hobbs, Martin, unanimous) A copy of the funding list, committee minutes of meeting, and VACS program report are attached and made a part of these minutes.

Jason Miles, Budget Committee Member, discussed the FY2024-2025 budget request from the Lee County Board of Supervisors. The district is requesting \$57,004.99. A motion was made to approve the budget request to the Lee County Board of Supervisors. (Martin, Hobbs, unanimous) A copy of the budget request and committee minutes of meeting are attached and made a part of these minutes.

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

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

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

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

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

**SPECIAL GUESTS:**

None

**UNFINISHED BUSINESS:**

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

The Wilderness Road State Park donation was not discussed.

Tim Miles, Conservation Specialist, presented quotes from various manufacturers/vendors for a lime spreader. The board will review the information with further discussion at the April board meeting. Tim Miles was asked to contact the Lee County Farmers Cooperative (CO-OP) to get contact information for an additional vendor recently used by the CO-OP.

Lorie Stevens, DCR Conservation District Coordinator, stated that the district's purchasing policy must be followed to purchase a lime spreader. She recommended that sealed bids be removed from the policy for purchases greater than \$1000.00. The purchasing policy will be reviewed prior to purchasing a new lime spreader.

*NEW BUSINESS:*

There was no action taken on the Farm Expo Farmers' Appreciation Breakfast Donation Request.

Samantha Briggs, Administrative Secretary, prepared a list from the Annual Plan of Work and Strategic Plan of things to be accomplished in FY 2023-2024. The Board of Directors and staff reviewed and discussed the list. A copy of the list is attached and made a part of these minutes.

Roger Elkins discussed the warm season grass experimental plot at Wilderness Road State Park. The district is being asked to donate usage of the no-till seeder as well as funding for grass seed for the experiment. This item will be discussed at the April board meeting.

*ANNOUNCEMENTS:*

None

*REPORTS FROM COOPERATING AGENCIES:*

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

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

The meeting was adjourned by the Chairman of the Board.

*Approved:*

*Respectfully Submitted By:*

  
\_\_\_\_\_  
Roger Elkins, Chairman

4-23-2024   
\_\_\_\_\_  
Date A. Samantha Briggs, Admin. Sec.

**Approval List  
March 26, 2024 Board Meeting**

<b>Contract # (Instance #)</b>	<b>Practice</b>	<b>Total Cost</b>	<b>Cost-Share</b>	<b>Tax Credit</b>	<b>Final CEF</b>
24-24-0055 (581619)	SL-6W *	\$12,346.83	\$15,706.83	-	6.23
24-24-0068 (578544)	SL-6W *	\$6,198.80	\$9,678.80	-	7.61
24-24-0035 (561127)	SL-6W *	\$9,702.33	\$11,382.33	-	7.79
24-24-0087 (585998)	SL-6W *	\$7,363.74	\$9,403.74	-	10.26
24-24-0050 (582085)	SL-6W *	\$5,217.03	\$6,897.03	-	10.98
24-24-0030 (570652)	SL-6W	\$59,300.00	\$62,660.00	-	11.44
24-24-0074 (582118)	SL-6W *	\$12,891.18	\$21,411.18	-	11.46
24-24-0017 (582746)	WP-4SF	\$163,809.00	\$122,856.75	\$10,238.06	11.75
24-24-0056 (581881)	WP-4SF	\$179,685.00	\$134,763.75	\$11,230.31	12.43
24-24-0039 (582714)	WP-4SF	\$238,145.00	\$178,608.75	\$14,884.06	12.43
24-24-0047 (546863)	SL-6W	\$62,115.00	\$65,715.00	-	14.08
24-24-0059 (581910)	SL-6W *	\$15,424.35	\$22,864.35	-	14.12
24-24-0051 (585699)	WP-4SF	\$132,917.00	\$99,687.75	\$8,307.31	14.41
24-24-0057 (582711)	WP-4SF	\$118,088.50	\$88,566.38	\$7,380.53	15.24
24-24-0040 (582491)	WP-4SF	\$167,993.00	\$125,994.75	\$10,499.56	15.4
24-24-0049 (582712)	WP-4SF	\$144,609.00	\$108,456.75	\$9,038.06	15.4
24-24-0032 (570656)	SL-6W	\$76,552.50	\$79,072.50	-	16.73
24-24-0043 (582733)	WP-4SF	\$96,180.50	\$72,135.38	\$6,011.28	17.24
24-24-0013 (582749)	WP-4SF	\$109,533.00	\$82,149.75	\$6,845.81	17.4

\*Piggyback w/ NRCS

PY24 OCB VACS Funding Left to Commit - **\$1,384,940.89**

Proposed Projects Total - **\$1,318,011.77**

SWCD: Daniel Boone Name of Committee: Technical /BMP

Date: 3/26/24 Time: 4:30 Location: DBSWCD office

Designated Note taker: Liz

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

Voting Members Not in Attendance: Amy

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

**Agenda/Discussion Item #1**

Topic: Approve conservation plans for the attached list of applicants.

Motion/Recommendation:  
Approve conservation plans for the attached list of applicants

Motion Made By: Jason Seconded By: Gary Vote:

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

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

**Agenda/Discussion Item #2**

Topic: Approving funding

Motion/Recommendation:

Approve funding for the attached projects  
(cost share & tax credits)

Motion Made By: Jason      Seconded By: Gary      Vote:

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

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

**Agenda/Discussion Item #3**

Topic: Transfer of Responsibility

Motion/Recommendation:

Approve transfer of responsibility for contract # 24-22-0002  
Mark Garnett → Josh McLain      (433139 )

Motion Made By: Jason      Seconded By: Gary      Vote:

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

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

**Additional Committee Business:**


Approve funding for EAN contract # 24-19-0046 (330748)

Jordan motion Davis second ✓

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

Motion to Adjourn By: Davis Seconded By: Tim

Time of Adjournment: 9:30 Submitted by: Liz

Committee Chair Signature: 







## 2023 VACS Program Report - 1

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-23-0003	J. Crabtree	SL-6W	\$25,201.79	\$27,241.79	Y	Y	Y	99	Piggy-back project <b>Complete not paid</b>
24-23-0022	R. Mickle	SL-6F	\$74,398.65	\$78,478.65	Y	Y	Y	10	Well has been drilled and a small section of pipe has been installed.
24-23-0024	C. Reasor	SL-6W	\$88,615.00	\$93,931.00	Y	Y			No progress to report
24-23-0040	M. Thompson	SL-6W	\$131,497.50	\$134,977.50	Y	Y	Y	35	The landowner is working on the fence and watering system. the well has been drilled
24-23-0043	A. Ball	SL-6W	\$52,915.00	\$56,275.00	Y	Y			No progress to report
24-23-0051	B. Trent	SL-6W	\$53,690.00	\$55,370.00	Y	Y			No progress to report
24-23-0056	S. Haynes	SL-6W	\$107,940.00	\$116,904.00	Y	Y	Y	10	Well has been drilled.
24-23-0069	V. Lemar	SL-6W	\$74,500.59	\$80,548.59	Y	Y	Y	100	Piggy-back project <b>Complete and paid</b> paid \$60,032.77
24-23-0071	J. Hammonds	SL-6W	\$90,222.50	\$92,586.50	Y	Y	Y	10	No progress to report
24-23-0072	W. Coffman	SL-6W	\$11,836.75	\$12,436.75	Y	Y	Y	100	<b>Complete and paid.</b> paid \$12,436.75
24-23-0075	D. Demeo	SL-6W	\$76,610.00	\$82,922.00	Y	Y			No progress to report
24-23-0076	D. Burchett	SL-6W	\$30,559.47	\$37,999.47	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> Paid: \$37,999.47
24-23-0080	N. Garrett	SL-6W	\$14,310.65	\$16,746.65	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> Paid: \$16,745.74
24-23-0085	J. Hounshell	SL-6W	\$16,662.85	\$17,934.85	Y	Y	Y	10	Piggy-back project. No progress to report
24-23-0086	G. Cain	SL-6W	\$16,869.41	\$18,981.41	Y	Y	Y	100	<b>Complete and paid</b> <b>paid: \$18,981.41</b>
24-23-0087	M. Hinkle	SL-6W	\$16,783.09	\$20,167.09	Y	Y	Y	99	Piggy-back project <b>Complete not paid</b>
24-23-0088	A. Yeary	521794	\$16,294.07	\$18,754.07	Y	Y	Y	10	Piggy-back project No progress to report
		521848	\$10,920.97	\$11,580.97	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> <b>Paid: \$10,669.77</b>
		521884	\$13,437.79	\$15,597.79	Y	Y	Y	10	Piggy-back project No progress to report
24-23-0090	J. Lowe	SL-6W	\$84,135.00	\$86,055.00	Y	Y			No progress to report
24-23-0094	A. Snodgrass	SL-6W	\$125,190.00	\$128,550.00	Y	Y	Y	95	project nearly complete waiting on well
24-23-0095	J. Gowder	SL-6W	\$212,225.00	\$230,225.00	Y	Y	Y	100	<b>Complete and paid</b> paid \$230,225
24-23-0098	R. Speck	SL-6W	\$83,320.00	\$84,328.00					No progress to report
24-23-0099	T. Hobbs	SL-6W	\$113,377.50	\$115,825.50	Y	Y			Well driller is supposed to be on site







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We work with the people who work the land.

March 13, 2024

Lee County Board of Supervisors  
P.O. Box 367  
Jonesville, VA 24263

Dear Board Members,

This letter is in reference to your correspondence dated February 20, 2024, for FY 2024-2025 Budget Requests.

Soil and Water Conservation Districts (SWCDs) throughout the state rely upon financial support from state and local governments to provide a wide array of technical, administrative, and educational services that, in turn, affect the natural resources, the people, and the local economy. The Daniel Boone SWCD supplies these invaluable services to Lee County.

During the current fiscal year, the Daniel Boone SWCD has paid \$387,521.68 to local farmers and landowners in the form of cost-share payments through the Virginia Agricultural Cost-Share (VACS) Program. We have currently obligated \$2.1 million of cost-share funds during this fiscal year as well. Thus, the District will have contributed about \$2.274 million into Lee County's economy solely through the VACS Program.

For the past decade the district has also administered the Virginia Erosion and Sediment Control Program for Lee County. It is the intent of the Daniel Boone SWCD Board of Directors to continue to administer this program on behalf of Lee County.

The Daniel Boone SWCD's total budget request is \$57,004.99.

The Daniel Boone SWCD Board of Directors and staff would like to convey our sincere gratitude for your continued support. Thank you for your time and consideration and for enabling our office to better serve you and your constituents.

Sincerely,

  
Bobby Burchett, Secretary/Treasurer

DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT

PROPOSAL FY 2024 – 2025

County Support:

District Operations	\$ <u>33,800.00</u>
E&S Program	\$ <u>23,204.99</u>
Total Request	\$ <u>57,004.99</u>

The County support will help the district continue the following services:

- Administer the Virginia Agricultural Cost Share Program
- Implementation of E&S Program
- Provision of environmental education
- Hosting of annual Kids in the Creek Day for county 6<sup>th</sup> graders
- Provision of assistance on other conservation projects in the county
- Provision of assistance to the Black Diamond RC&D
- Pasture Walks, etc. for Lee County landowners
- SOL's

SWCD: Daniel Boone Name of Committee: Budget

Date: 3/12/2024 Time: 7:00 Location: CONSERVATION OFFICE

Designated Note taker: SHAWN MORRIS

Voting Members in Attendance: BOBBY BURCHETT, TREAS.  
GARY MARTIN, BOARD MEMBER  
JASON MILES, HERETIC

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

Others in Attendance: SHAWN MORRIS, ADVISER

**Agenda/Discussion Item #1**

Topic: Budget Request LEE CO  
BOARD OF SUPERVISORS

Motion/Recommendation: Request \$57,004.<sup>99</sup> FROM  
LEE CO BOS.

Motion Made By: BOBBY Seconded By: GARY Vote: Unan.

Comments: Committee recommended minor changes to  
budget request letter. Attached

**ADDITIONAL COMMITTEE BUSINESS:**  
Follow Up Actions - (Who/What/When): Employee salaries were discussed  
briefly and will be discussed further in the near  
future.

**Additional Committee Business:**

SEE PREVIOUS

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

Motion to Adjourn By: JASON Seconded By: Bobby

Time of Adjournment: 8:15 Submitted by: R. Shaw Morris

**Committee Chair Signature:**



**DBSWCD**  
**District Manager**  
**Report**  
**March 2024**

- Program year 2021 – Only one PY 2021 project (Jerry Ingle) is under construction. **\$2,105.52 unobligated**
- Program year 2022 – The remaining 3 projects have been surveyed and designed but are not under construction at this time. **\$36,089.75 unobligated**
- Program year 2023 – All but 3 of the remaining projects have been surveyed and designed, 10 are under construction and 7 have been paid. **\$196.78 unobligated**
- Program year 2024- 6 of the 13 approved projects have been surveyed and/or designed. Two are under construction. **\$66,928.95 unobligated (~97% of allocation obligated)**
- We have completed servicing VACS Program applications filed between Jan. 1 – Sept. 30, 2023. Seven of the 10 potential “piggy-back” applications ranked high enough to be recommended for funding at this meeting. Three of the previously approved PY 24 VACS Program applications were also approved through EQIP which freed up \$213,381.88. We will now start planning those applications from the next funding period/quarter (Oct. 1 – Dec. 31, 2023).
- I continue to work on Animal Waste Management System Plans and surveys (with much appreciated help from NRCS) for the pre-approved WP-4 SF applicants. I have sent one AWMS plan and site survey to the engineer at present.
- I have met with the landowners and contractors for two of the three WP-4 SF that have been recently approved and designed.
- I have scheduled several barn surveys with NRCS.
- I finally got my LincPass and have a new computer via NRCS.
- I completed staff performance evaluations today.
- I met with the budget committee concerning the budget request for the county.
- I attended our Resources for Farmers outreach event. There were 50+ attendees.
- I attended the Area IV spring meeting.
- I attended the Cumberland Beef Association Meeting at the Vet school. I also assisted Neal with the no-till seeder calibration demonstration.

Tim Miles  
DBSWCD  
Conservation Specialist Report  
March 26, 2024

- I. Virginia Erosion and Sediment Control Program
  - The Land Disturbing Report for February 2024 was submitted to DEQ.
  - Routine inspections were made on active E&S projects.
  - The Virginia Erosion and Sediment Control Regulations and the Virginia Stormwater Management Regulations will be combined effective July 1, 2024. I am working with the County Administrator to revise the Erosion and Sediment Control Ordinance of Lee County to reflect these changes. The ordinance will need to be revised by July 1, 2024.
  - I prepared annual E&S information for the Budget Committee meeting on March 12. This information was used in submitting a budget request to the Lee County Board of Supervisors for FY2025.
- II. Virginia Agricultural Cost-Share Program
  - I completed as-built designs for the recently completed projects.
  - I checked the progress of construction for some VACS projects.
- III. Miscellaneous
  - The District website has been updated periodically.
  - I gathered quotes for a lime spreader from various manufacturers/vendors.
  - The District sponsored another agricultural community outreach event entitled "Resources For Farmers" that was held on March 14. Local agencies and partners discussed various programs, grants, and cost-share opportunities that are available to local landowners and farmers. Approximately 50 people attended the event.
  - I assisted with preparing an Area IV report for January 2024-March 2024.
  - The Area IV Spring Meeting is scheduled for March 21 in Abingdon.
  - VASWCD Scholarship applications are due to the District by March 22.
  - Youth Conservation Camp applications are due to the District by April 19.

### Erosion and Sediment Control Project List

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

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

- I sent letters to the participants that received cost amendments at the last meeting and updated tracking/folders.
- We had our pasture walk (resources for farmers) and I helped prepare the powerpoint presentation and gather everything for the event.
- We have a fencing workshop/training planned for April 11<sup>th</sup>. I'll be preparing the presentation and handouts for that soon.
- NRCS funded a few of the projects that had applied as piggybacks with the district so I was able to rank all of the proposed projects. CEF numbers ranged from 6 to 33.
- I went with Davis and Nora, the NRCS archeologist, to conduct a survey.
- I went on several construction checks. We did a final inspection of one project.
- I have written the conservation plans for the majority of proposed projects.
- I'm keeping the tracking program updated with new applicants as they sign up.

Samantha Briggs, DBSWCD  
Administrative Secretary Report  
March 26, 2024

- Participated in the Zoom meeting for Admin./Ops – Special Topic: Desktop Fiscal Guide
- Submitted Payroll for February 29, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Submitted Federal 941 Tax to the Department of Taxation (February 2024)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (February 2024)
- Submitted Virginia Retirement Contribution for February 2024
- Submitted signed minutes of meeting and treasurer's reports to Lorie Stevens, CDC
- Submitted signed minutes of meeting and treasurer's report to Tim Miles for website
- Sent out request for quarterly reports to all 11 Area IV districts
- Prepared the Area IV Quarterly Reports from eleven districts to be presented at the VASWCD Quarterly Board meeting scheduled for Wednesday, April 3, 2024. The meeting will be held at the Drury Plaza Hotel Richmond
- Submitted Payroll for March 14, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Reconciled both CD Accounts
- Prepared the Minutes of Meeting for February 29, 2024 for the March 26, 2024 board meeting
- Prepared the Agenda for the March 26, 2024 board meeting
- Prepared the Treasurer's Report for the March 26, 2024 board meeting
- Submitted board packets for March 2024 board meeting
- Prepared Running Budget for March 2024
- Purchased board meeting supplies for March 2024
- Attended the Extension Service Reality Store at Lee High School for all 8<sup>th</sup> graders
- Purchased supplies for the Resources For Farmers Meeting
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

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

## Action Items to accomplish in February & March 2023-2024:

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

#### March:

1. SWCD Area IV Meeting. (Board of Directors/Staff)
2. Submit annual budget request to the Lee County Board of Supervisors. (Budget Committee)
3. Update District website in order to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc. (Conservation Specialist)
4. Host a county-wide Envirothon competition or local teams, if necessary. (Staff)

#### April:

1. 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)
2. Rank Youth Conservation Camp applications and make selections. (Staff)
3. Rank VASWCD Scholarship applications and send selected application(s) to VASWCD. (Staff)

## 1) Administrative and Operational Items

- **FY24 3<sup>rd</sup> Qtr. Attachment E and Related Financial Report Reviews:** Due on *or before* 04/15/24. The Excel spreadsheet, Cash Balance, P & L, **and the signed Attachment E** should be sent via email. Be sure to double-check before submitting to ensure accuracy. Also, make sure that all payments and monthly interest transactions have been recorded in the tracking program.
- **Committee Meetings:** As your SWCD schedules committee meetings to handle year-end items, please remember the following:
  - Make sure that committee meetings are held in accordance with the Freedom of Information Act. That means that all committee meetings, including personnel committee meetings, must be advertised to the public and minutes must be taken at each meeting.
  - Remember to reference the closed meeting guidelines if the SWCD will be discussing subject matter that is recognized by the Code of Virginia to be exempt from FOIA (please reference FOIA Code §2.2-3711(A) for a complete list of closed meeting allowances).
  - A committee report should be presented to the board at the next appointed SWCD meeting.
  - Committee meeting minutes should be handled one of two ways:
    1. Minutes should be approved by the committee at the next committee meeting, **OR**
    2. Minutes should be handled by the full board if no committee meeting is scheduled for the near future.
  - Once approved by the committee or the board, committee meeting minutes should be signed by the committee chair.
  - *Per the FY24 Administrative and Operational Grant Agreement, Deliverable #7, DCR-DSWC Conservation District Coordinators are required to maintain copies of the board meeting minutes (regular, special-called, and committee). Please continue to email me approved and signed minutes each month, as they become available.*
- **Interview Panels and FOIA:** As districts continue to hire new staff, please remember that FOIA rules apply to conducting interviews. Interview panels made up of 3 or more directors, or a quorum of Committee members, constitutes a public meeting. The interview panel must be advertised as a public meeting and minutes should be recorded accordingly. However, the actual interviews are protected and should be conducted in a closed session. Once the interviews are completed, the meeting will need to certify the closed session and enter back into an open meeting. Please be sure to carefully follow the closed meeting guidance, which can be provided by your CDC.
- **Personnel Evaluations:** I want to remind all SWCDs that one written personnel evaluation per fiscal year is required for all SWCD staff. This means written personnel evaluations should be scheduled and completed in advance of 06/30/24. It has been brought to my attention that some SWCDs have not really understood the process; therefore, I want to share some basic information.
  - The Personnel Committee should hold a meeting for the purpose of completing employee written evaluations.
  - Individual staff should have one-on-one time with the committee, so plan a date and time that works for the majority of the committee membership and staff.

- The District Manager or the Administrative Secretary (depends on office structure) should be responsible for having all the required paperwork ready for the day of the committee meeting.
- The employee evaluation form should be a standard format for all positions. The approved job description for individual positions should be referenced when creating individual position evaluation forms.
- Although each member of the personnel committee may receive a blank evaluation form, this is for the purpose of reference. The committee chair should lead the committee through each item of the evaluation and the group should come to a consensus as to the evaluation rating. There should be one official completed written evaluation form that is presented to the employee and signed by the committee chair and/or all those attending the evaluation. It is not advised to have everyone in attendance fill out individual evaluation sheets.
- The committee should review the written evaluation with individual employees during the scheduled evaluation. The employee should sign the evaluation to acknowledge that it has been reviewed with them and they were provided a copy. The employee's signature does not mean that he/she agrees with the evaluation.
- The original evaluation form should be retained in the confidential personnel file.
- This fiscal year I have seen some ranking measures that were confusing for both the evaluator and the employee. I recommend a straightforward measuring tool: Exceeds Expectations, Meets Expectations, Below Expectations OR Exceeds Contributor, Contributor, Below Contributor.
- When choosing a rating that is above or below Meets Expectations or Contributor, the evaluation should explain in writing why such ratings were given.
- **Audit Updates:** The VSWCB will meet on March 27<sup>th</sup> and will hold an audit subcommittee meeting prior to the VSWCB meeting. The audit subcommittee will review the information provided by the auditors. Final reports are expected to be released after the subcommittee meeting.
- **Extension Agent Appointments Expire 12/31/24:** Nominations for appointment will go to the VSWCB in September 2024. Plan accordingly.

## 2) Ag and Cost-Share Items

- **Cost-Share Obligations and Transfers:** If your SWCD is unable to obligate 90% of the cost-share funds provided, now is the time to consider transferring money to another SWCD or release the allocation back to DCR. In both cases, a proportional amount of TA must be transferred or returned. The NEW deadline to take such action is **before 06/15/24**.
- **Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY25:** SWCD technical staff need to start running the carryover report in Logi, which can be accessed at the following location: **LOGI>Shared Report>District Year End Reports>Fiscal Year Closeout Reports> Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY25**. Reference the top of the report to find the necessary action. Now is the time to encourage VACS Program participants to complete their projects in time for certification and payment prior to the end of the fiscal year, so that carryovers into FY25 can be minimized.
- **Carryovers:** Keep in mind that only certain practices are eligible for carryover status. Districts should read the carryover section of the VACS Program Manual, Pages II-41 thru II-44 to ensure you understand the carryover process. It is important to note that some practices listed are eligible for a one-time carryover while other practices are eligible to be carried over twice. Practices approved in FY24 that are listed as "2-yr. completion date eligible" do not require formal SWCD Board approval prior to the end of the fiscal year. Other practices eligible for carryover will require approval by the SWCD Board prior to 06/30/24. **Should you have contracts that need to be carried over a third time into a 4<sup>th</sup> program year, district staff will need to:**



- **Update the Carryover section of the Measurements tab by selecting 'Other (describe in BMP comments)' as one of the justifications and entering a comment on the General tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request in the comment.**
- **Send an email to Sara (sara.bottenfield@dcr.virginia.gov), copying your CDC, with the contract number, instance number, and justification. This can be in the body of the email or as an attachment, but if submitting requests for multiple practices please include them all in a single email.**

DCR must grant approval prior to SWCD consideration to carry over. For all carryover practices, SWCD staff must complete the Carryover Measures section on the Measurements tab in the AgBMP Tracking Module.

- **VACS Program Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued:** This is the annual reminder that several VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to Pages 1-4 of the *PY24 VACS Program Manual* for a complete practice list. Cost-share payments or tax credits cannot be issued until a current NMP is on file with the SWCD. Please assist participants in need of NMPs to contact a planner well in advance of practice completion to ensure that payments are not delayed. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last minute requests. Another option is to refer producers to DCR's Direct Pay Program that pays private plan writers to provide plans.
- **Division's Nutrient Management Program Changes:**
  - As of 02/15/24, nutrient management inquiries from the service area previously covered by Bob Waring to include the counties of Hanover, Caroline, Henrico, Westmoreland, Northumberland, Richmond (County), Lancaster, Essex, King and Queen, King William, Middlesex, Mathews, Gloucester, New Kent, Charles City, James City, Williamsburg (City), York should be directed to Hunter Landis, Nutrient Management Program Manager (Hunter.Landis@dcr.virginia.gov or 804-929-6334), up until the vacancy is filled.
  - Effective 03/01/24, Caroline Schrider will no longer be assigned to the service area that includes the counties of Albemarle, Amherst, Appomattox, Buckingham, Campbell, Cumberland, Fluvanna, Louisa, and Nelson. A Nutrient Management Specialist to cover this territory will be advertised soon. All nutrient management inquiries should be directed to Hunter Landis, Nutrient Management Program Manager (Hunter.Landis@dcr.virginia.gov or 804-929-6334), up until the vacancy is filled.
  - Effective 03/01/24, Caroline Schrider will be assigned to the service area that includes Augusta, Allegheny, Bath, and Highland counties. Caroline's contact information: Caroline.Schrider@dcr.virginia.gov or 540-391-2102. Effective 04/01/24, Jeff Cline will be retiring from DCR, thus the reassignment of this territory.
- **PY 2025 Secondary Considerations:** Require DCR approval. Must be submitted for review and approval on or before 06/30/24 to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. Please cc the assigned CDC. Remember that if your SWCD chooses to lower the PY25 participant cap, you must document in the Secondary Considerations.
- **PY 2025 Average Cost List:** Does not require DCR approval but does require local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and the assigned CDC.

**3) New Director Orientation:** Per the FY24 Administrative and Operational Grant Agreement, Deliverable #13, **all new directors are required to complete Director Orientation within six months of qualifying for office.** DCR is partnering with the VASWCD to provide Director Orientation in two phases. While Director Orientation is required for new directors, veteran directors are welcome to participate in all phases.

- **Phase I is an online course** available on the VASWCD website <https://vaswcd.org/leadership-course/>. It is comprised of 10 individual modules that can be taken online at any time & they do not have to be completed all at once. Mini quizzes currently on the website are for your own benefit and knowledge, but the **Final Quiz must be completed for credit**. The modules will continuously be reviewed by DCR and VASWCD and revised to reflect updated information, so don't be alarmed if you notice some changes between viewing sessions. Directors may also have group viewings of the online modules and a sign-in sheet should be submitted to your CDC for credit.
- **Phase II is in-person**. Each Area Spring Meeting will have a Phase II session in the afternoon (1:00-3:00) and will provide an opportunity to hear from experienced Directors about your roles and responsibilities, and a chance to network with your neighboring District Directors. Additionally, a Director Resource Notebook will be provided, which will be reviewed during Phase II.
- Although only new Directors are required to complete Director Orientation, all Directors are encouraged to participate, and all Directors will receive a Director Resource Notebook.
- If a new director has an extenuating circumstance that prevents attendance at their Area Spring meeting, they should contact Blair Gordon, District Liaison at [blair.gordon@dcr.virginia.gov](mailto:blair.gordon@dcr.virginia.gov) or 804-786-1769.

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

- **Finance Committee Meetings:** The *Desktop Procedures for District Fiscal Operations* states that the Finance Committee will meet a minimum of two times during the fiscal year. One reason to meet is to work on the FY25 Budget. Plan accordingly.
- **Review of Desktop Procedures for District Fiscal Operations:** Has the District Board or the Finance Committee completed the required annual review? That review should be documented in the official minutes.
- **Fixed Assets Inventory Reminder:** The Desktop Procedures manual requires that SWCDs maintain a detailed fixed assets inventory (pages 25 & 26). All inventory items should be tagged, and the sequential tag number included on the inventory listing. Review annually.
- **FY24 Administrative and Operational Grant Agreement, Deliverable #17 (Ag Community Outreach Event):** If you have already held this event in FY24, please email me and share the specifics about your event. If you have not yet held the required outreach event, please be sure to send me an invitation when available. Refer to my February 2024 CDC Report and/or Attachment F of the FY24 Grant Agreement for specific requirements.
- **Long-Range Plan:** The majority of Long-Range Plans are scheduled to expire by 12/31/24. This means that a new Long-Range Plan should be developed and approved prior to the December 2024 expiration. Plan accordingly.

#### Upcoming Training and Important Dates

- **March 9:** VA General Assembly Session Concludes
- **March 13:** Area IV Envirothon Training, Contact Scott County SWCD
- **March 21:** Area IV Spring Meeting, Southwest VA 4-H Center, Contact Big Walker SWCD
- **March 27, 9:00 AM:** VSWCB SubAudit Committee Meeting, Bear Creek Lake State Park, Cumberland, VA
- **March 27, 10:00 AM:** VSWCB Meeting, Bear Creek Lake State Park, Cumberland, VA
- **April:** VSWCB Meeting (TBA)
- **April 3, 9:00 AM:** VASWCD Qtrly Meeting, Drury Hotel, Glen Allen <http://www.vaswcd.org/board-meetings>
- **April 17:** Area IV Envirothon, Hosted by Scott County SWCD
- **April 30, 6:00 PM via ZOOM:** Director Conservation Chats; All Directors are encouraged to participate & hear from your VASWCD leadership team about Association and Foundation efforts, network w/SWCD

Directors and discuss important issues. Register:

<https://us02web.zoom.us/meeting/register/tZwode2rrjojHd14aK0ks1vTeBf53v0Qp5yd>

- **May: VSWCB Meeting (TBA)**
- **May 8, 10:00 AM: VASWCD Education Foundation Golf Tournament**
- **May 15: Deadline to notify Sara Bottenfield of carryovers into a 4<sup>th</sup> program year**

**DCR Conservation Planner Certification Courses:** Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at [carl.thiel-goin@dcr.virginia.gov](mailto:carl.thiel-goin@dcr.virginia.gov)

- **Conservation Selling Skills: April 4-5, Central Virginia Community College, Lynchburg, VA**
- **Perennial Stream ID Course: May 15, 8am-4:30pm, Charlottesville, VA**
- **Nutrient Management Training Schools: Summer 2024**
- **VA Resource Training: October 15-16, Online, Three virtual sessions over the 2-day period**
- **RUSLE 2: Fall 2024**
- **DCR Conservation Planner Course - October – November 2024**

*Electronically sent to SWCD offices 02/29/2024.*



**Jonesville SERVICE CENTER REPORT**  
Daniel Boone SWCD Board Meeting  
03/26/2024

**Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**  
FY24 EQIP & CSP Applications = Approximately 51  
  
EQIP Payments January and February - \$229,098.14 (23 Practices)  
  
FY24 EQIP & CSP Ranking Deadline – March 15th.  
  
FY24 EQIP & CSP Preapprovals – March 18<sup>th</sup>  
  
FY24 EQIP Approvals – 15 contracts, totaling \$1,997,249.89
  
- **Conservation Stewardship Program (CSP)**  
2 Applications
  
- **Agricultural Conservation Easement Program (ACEP)**  
  
None
  
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**  
None
  
- **Conservation Technical Assistance**
  1. All FY24 EQIP applicants have been assessed, ranked, and estimated.

**BMP Projects/Partnership Activities**

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

## **Other Collaborations/Key Interactions Benefitting Districts**

### **Local Working Group/Public Meetings**

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

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

- March is Women's History Month

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

- March 20<sup>th</sup> and 27<sup>th</sup> – Programs Webinar
- April 11<sup>th</sup> – Fencing Contractors Training

### **Earth Team Volunteer Program**

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

- Updates, if available

Submitted By Jordan Southern, District Conservationist