



DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT  
32637 MAIN STREET  
JONESVILLE, VIRGINIA 24263  
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We work with the people who work the land.

*MINUTES OF MEETING  
MARCH 28, 2023*

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, March 28, 2023 at the Daniel Boone Soil & Water Conservation District office in Jonesville, Virginia at 6:00 PM.

*MEMBERS PRESENT*

Roger Elkins  
Mike Hobbs  
Gary Martin

*ASSOCIATES PRESENT*

Jason Miles  
Gary Bailey

*STAFF PRESENT*

Samantha Briggs  
Shawn Morris  
Tim Miles  
Liz Maggard

*PARTNERS PRESENT*

Mandy Fletcher  
Davis Powell

*PUBLIC PRESENT*

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 corrections, the minutes stand as distributed.

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none the March 21, 2023 Treasurer's report is submitted for record.

*REPORTS - COMMITTEE CHAIRS:*

Shawn Morris, Technical Committee Chair, recommended approval of the attached list of conservation plans. A motion was made to approve the attached list of conservation plans. (Martin, Hobbs, unanimous) A copy of the conservation plans list is attached and made a part of these minutes.

The Technical Committee also recommends approval of PY2023 VACS Program funding/tax credits for the attached list of contracts. A motion was made to approve the funding/tax credits for those contracts. (Hobbs, Martin, unanimous) A copy of the conservation project list, VACS Program report, and the committee minutes of meeting are attached and made a part of these minutes.

Jason Miles, Budget Committee member, reported that the committee met on March 3, 2023 and completed the Lee County Board of Supervisors (BOS) FY 2023-2024 Budget Request. The committee requested a modest increase of \$7,196.04 due to the E&S Program increase of projects. A copy of the budget request and committee minutes of meeting are attached and made a part of these minutes.

Shawn Morris, Community Outreach Committee member, stated that the committee met on March 13, 2023 to discuss the upcoming Spring Pasture Walk. The pasture walk will be held at Kevin Slempp's farm on Thursday, April 20, 2023. A copy of the committee minutes of meeting is 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 verbal report of the ongoing activities of the Administrative Secretary was given by Samantha Briggs.

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

**SPECIAL GUESTS:**

None

**UNFINISHED BUSINESS:**

There was no progress to report on the Dodge Ram 2500 truck. The board suggested that Shawn Morris contact other businesses for estimates on a bed liner, running boards, and trailer brake.

The board discussed the no-till seeder position. Shawn Morris stated that the district will place an advertisement on the district's website announcing the vacant position. The applications will be reviewed and a decision will be made at the April board meeting.

There was no action taken on the Virginia Tech Soil Judging donation request. The board will revisit this issue at the April board meeting.

**NEW BUSINESS:**

The board discussed the Lee County 4-H Livestock Club donation request. A motion was made to make "Prime" donation of \$300.00. Prime sponsorship will include placement of the t-shirts, newspaper article, and Facebook/Blog posts. (Martin, Hobbs, unanimous)

The board discussed the district's certificate of deposits. The board reviewed information from Lee Bank, Eastman Credit Union, and Wells Fargo. The board authorized the Budget Committee to meet with Jason Sturgill of Wells Fargo to discuss their rates.

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

**ANNOUNCEMENTS:**

None

**REPORTS FROM COOPERATING AGENCIES:**

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

There was not report submitted from the Virginia Cooperative Extension Service.

The meeting was adjourned by the Chairman of the Board.

Approved:

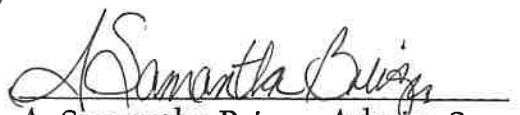
Respectfully Submitted By:



5-22-2023

Roger Elkins, Chairman

Date



A. Samantha Briggs, Admin. Sec.

Contract #	Practice	CEF	Cost-Share / Tax Credit	Potential Piggyback
24-23-0080	SL-6W	13.85	\$16,746.65	<input checked="" type="checkbox"/>
24-23-0045	WP-4	23.03	\$62,535.00 (\$5,211.25)	<input type="checkbox"/>
24-23-0040	SL-6W	23.73	\$134,977.50	<input type="checkbox"/>
24-23-0006	WP-4	24.70	\$62,535.00 (\$5,211.25)	<input type="checkbox"/>
24-23-0022	SL-6F	25.18	\$64,547.50	<input type="checkbox"/>
24-23-0090	SL-6W	25.30	\$86,055.00	<input type="checkbox"/>
24-23-0043	SL-6W	25.37	\$56,275.00	<input type="checkbox"/>
24-23-0055	WP-4	25.85	\$139,755.00 (\$11,646.25)	<input type="checkbox"/>
<b>2020 OCB VACS Funding left to commit - \$667,512.50</b>			<b>\$623,426.65</b>	

## 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	\$127,409.00	\$95,556.75	Y	Y	Y	?	We have met with the landowner to discuss her WP-4 design. Site prep is underway.
24-20-0026		SL-6W	\$43,455.00	\$43,983.00	Y	Y	Y	100	Complete and paid paid \$43,296.25
24-20-0029		SL-6W	\$47,027.50	\$47,819.50	Y	Y	Y	100	Complete and paid paid \$47,819.50
24-20-0030		SL-6W	\$21,537.50	\$21,036.63	Y	Y	Y	100	Complete and paid paid \$17,664.08
24-20-0032		SL-6W	\$54,286.50	\$54,742.50	Y	Y	Y	100	Complete and paid. paid \$47,747.00
24-20-0033	378375	SL-7	\$24,095.00	\$18,071.25	Y	Y	Y	100	Complete and paid paid \$17,383.54
24-20-0035		SL-6W	\$99,552.50	\$100,000.00	Y	Y	Y	100	Complete and paid paid \$85,516.95
24-20-0036		SL-6W	\$76,080.00	\$76,740.00	Y	Y	Y	100	Complete and paid paid \$69,742.95
24-20-0037		SL-6W	\$105,720.00	\$100,000.00	Y	Y	Y	5	No new progress on Mr. Long's project.
24-20-0041		SL-6W	\$62,510.00	\$63,110.00	Y	Y	Y	100	Complete and paid. 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 \$23,762.50
24-20-0060		SL-6W	\$46,330.00	\$46,702.00	Y	Y	Y	100	Complete and paid paid \$46,702.00
24-20-0062		SL-6W	\$74,637.50	\$75,537.50	Y	Y	Y	100	Complete and paid paid \$75,537.50
24-20-0063		SL-6W	\$67,200.00	\$69,600.00	Y	Y	Y	100	Complete and paid paid \$69,411.95
24-20-0066		SL-6W	\$44,100.00	\$45,060.00	Y	Y	Y	100	Complete and paid paid \$44,770.50
24-20-0069		SL-6W	\$19,625.00	\$20,345.00	Y	Y	Y	100	Complete and paid. paid \$20,345.00
24-20-0104		SL-6W	\$30,957.50	\$32,157.50	Y	Y	Y	100	Complete and paid paid \$32,081.35
24-20-0105		SL-6W	\$40,152.50	\$42,552.50	Y	Y	Y	100	Complete and paid paid \$42,552.50
24-20-0107		WP-4	\$120,101.00	\$90,075.75	Y	Y	Y	100	Complete and paid paid \$90,075.75
24-20-0108		WP-4	\$115,417.00	\$86,562.75					<b>CANCELLED</b>
24-20-0109		WP-4	\$55,520.00	\$41,640.00					Landowner needs to hire his own PE.
24-20-0007		SL-6W	\$20,532.50	\$22,932.50	Y	Y	Y	100	Complete and paid paid \$22,932.50
24-20-0020		WP-4	\$83,013.00	\$62,259.75					<b>Landowner has cancelled her project.</b>
24-20-0017		WP-4	\$70,005.00	\$52,503.75	Y	Y	Y	5	Pre-construction visit has been made. Site prep is underway.
24-20-0033	389722	WP-4	\$160,829.00	\$120,621.75	Y	Y	Y	5	I have the design on my desk and made pre-construction visit with the landowner and contractor. Site prep has begun
24-20-0027		WP-4	\$115,417.00	\$86,562.75					No progress to report.
24-20-0023		WP-4	\$160,625.00	\$120,468.75					Need to do survey and design.
24-20-0021		WP-4	\$81,409.00	\$61,056.75					<b>We were notified that the landowner is now deceased.</b>
24-20-0004		SL-6W	\$111,782.50	\$100,000.00	Y	Y	Y	90	I haven't heard from the landowner/contractor. the project is very near completion.
24-20-0028		SL-6W	\$35,145.00	\$36,345.00	Y	Y	Y	100	Complete and paid paid \$32,178.75
24-20-0022		WP-4	\$197,897.00	\$148,422.75	Y	Y			We now have the design and waiting to meet with the contractor and landowner.
24-20-0019		WP-4	\$185,180.00	\$138,885.00	Y	Y	Y	100	Complete and paid paid \$138,885.00
24-20-0002		SL-6	\$38,395.00	\$41,155.00	Y	Y			We have not heard from the landowner is a long time.







SWCD: Daniel Boone Name of Committee: Technical

Date: 3/28/23 Time: 4:30 Location: DBSWCD office

Designated Note taker: Liz

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

Voting Members Not in Attendance: Amy

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

**Agenda/Discussion Item #1**

Topic: Approving conservation plans

Motion/Recommendation:  
Approve attached contracts' conservation plans

Motion Made By: Jason Seconded By: Gary Vote:

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

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

**Agenda/Discussion Item #2**

Topic: Approving cost-share and tax credits

Motion/Recommendation:

Approve cost-share and tax credits for attached projects/contracts

Motion Made By: Jason      Seconded By: Davis      Vote:

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

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

**Agenda/Discussion Item #3**

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

Motion/Recommendation:

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

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

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

**Additional Committee Business:**

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

Motion to Adjourn By: Shawn Seconded By: liz

Time of Adjournment: 5:10 Submitted by: liz

Committee Chair's Signature: 

SWCD: Daniel Boone Name of Committee: Budget

Date: March 3, 2023 Time: 9:00 PM Location: DBSWCD Office

Designated Note taker: Bobby Burchett

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

Voting Members Not in Attendance: None

Others in Attendance: None

### Agenda/Discussion Item #1

Topic: Lee County Board of Supervisors FY 2023-2024 Budget Request

Motion/Recommendation: The Daniel Boone SWCD Board of Directors gave the Budget Committee Authority to approve the Lee BOS FY 2023.2024 Budget Request which is recorded in the Districts Minutes of Meeting on February 28, 2023.

Motion Made By: Gary Martin Seconded By: Jason Miles Vote: √

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

Follow Up Actions- (Who/What/When): Samantha Briggs, Administrative Secretary, will submit the FY 2023-2024 Lee County Budget Request before the deadline of March 10, 2023.

**Additional Committee Business:**

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

Motion to Adjourn By: Bobby Burchett Seconded By: Gary Martin

Time of Adjournment: 10:00 PM Submitted by: Bobby Burchett

**Committee Chair Signature:** 



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We work with the people who work the land.

March 6, 2023

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 7, 2023, for FY 2023-2024 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 \$330,000 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 \$2.5 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 \$53,163.60.

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 2023 – 2024

County Support:

District Operations	\$ <u>32,000.00</u>
E&S Program	\$ <u>21,163.60</u>
Total Request	\$ <u>53,163.60</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 Roone Name of Committee: Outreach

Date: 3/13/23 Time: 3:00 Location: OBSWCD office

Designated Note taker: Liz

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

Voting Members Not in Attendance: NA

Others in Attendance: Mandy Fletcher

### Agenda/Discussion Item #1

Topic: Spring Pasture Walk

Motion/Recommendation:

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

Comments: Potential dates - April 20<sup>th</sup>, ~~May 11<sup>th</sup>~~, May 4<sup>th</sup>  
\* 6 pm \* \$817.65 budget

J. Miles, K. Glenn, G. Martin, M. Woliver, C. Bloomer, W. Marcum or classroom setting  
J. check RSVP by 4:30 on 17<sup>th</sup>

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



**Additional Committee Business:**

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**Set next Committee Meeting Date, time and location:** April 10<sup>th</sup> on site 10am

Motion to Adjourn By: Jordan Seconded By: Shawn

Time of Adjournment: 4:00 Submitted by: Liz

Committee Chair's Signature: Aly Byrum

**DBSWCD**  
**District Manager**  
**Report**  
February 2023

- Program year 2020 – We have four SL-6's that need to be completed by June 30, 2023, and seven WP-4 feed barns... I have the designs for 4 barns in hand, at least 2 I think will cancel, one has known he needs to hire his own engineer, and we have never heard from the other one.
- Program year 2021 – There are only four SL-6's that are not completed. One is near completion, one is ready and waiting on the contractor, one has contacted us once and the other we have not heard from.
- Program year 2022 – There are six SL-6's and one WP-4 that are not completed. One SL-6 is near completion, two have started, and the rest are waiting to start. The WP-4 is waiting on me for the survey and design.
- Since the last board meeting we have been working with the recently approved applicants as they contact us after receiving their approval letters. We have also been working with NRCS as their portion of the Piggy-Back projects get approved. We currently have eight Piggy-Back projects approved thru both agencies.
- DBSWCD and NRCS staff have been working closely together on Waste Storage Facilities that are either under construction or ready to start. Both of which require lots of meetings with landowners and contractors.
- Two previously approved projects were completed and paid.
- I attended a Community Outreach Committee meeting to discuss our upcoming Spring Pasture Walk.
- I attended the Area IV spring meeting.
- I have been in contact with Neal Matlock about the No-till Seeder Program.

Tim Miles  
DBSWCD  
Conservation Specialist Report  
March 28, 2023

- I. Virginia Erosion and Sediment Control Program
  - The Land Disturbing Report for February 2023 was submitted to DEQ.
  - Routine inspections were made on active E&S projects.
  - E&S permits were issued for the Travis Hall Rock Picking Operation and the Dollar General Store-Jonesville projects.
  - I have been reviewing three additional E&S plans.
- II. Virginia Agricultural Cost-Share Program
  - I made a final inspection on one project.
  - I have been corresponding with numerous applicants about their projects.
- III. Miscellaneous
  - The District website has been updated periodically.
  - I attended the Community Outreach Committee meeting on March 13.
  - I assisted with preparing an Area IV report for January-March 2023.
  - I provided annual E&S information for the Budget Committee meeting on March 3. This information was used in submitting a budget request to the Lee County Board of Supervisors for FY2024.
  - I participated in Reality Store at Thomas Walker High School on March 3.

### 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	Spring 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	Spring 2023
Bernice Galloway Rock Picking Operation	X	2022-04	0.61	Summer 2023
Giles Hollow Community Water Project	X	2022-05	1.92	Fall 2023
Greater Outreach Family Life Center	X	2022-06	0.99	Spring 2023
White Rock Truss, LLC	X	2022-08	0.61	Spring 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
Western Lee Wastewater Treatment Plant Access Road	X	2023-01	0.88	Summer 2023
Blackwater Community Water Project-Phase II	X	2023-02	4.18	Fall 2023
Travis Hall Rock Picking Operation	X	2023-03	0.61	Fall 2023
Dollar General Store-Jonesville	X	2023-04	0.97	Summer 2023
Maple Hill Community Water Line Extension Project	X		4.45	

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

- I am still entering proposed projects into the tracking program – running resource reviews, drawing maps, writing conservation plans, etc.
- I sent out approval letters to the participants that were approved at the last meeting - most of these have been received.
- I've arranged the folders for the new projects. I will be organizing design packets soon.
- We had a community outreach meeting to discuss a spring pasture walk.
- I will be attending the Area 4 meeting on March 21<sup>st</sup>.
- I've went on some planning visits, construction checks, and helped survey some barns.
- I am regularly updating the tracking program with new participants and projects.



**Jonesville SERVICE CENTER REPORT**  
Daniel Boone SWCD Board Meeting  
03/28/2023

**Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**  
FY23 EQIP Applications = 43  
  
FY23 EQIP IRA Ranking Deadline = April 21st  
  
FY23 Preapprovals so far – 9 Applications totaling- \$1,142,413.  
  
EQIP Payments - \$56,084.92 (14 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 starting to pick up.
- Davis and I will be completing design surveys on the approved FY23 EQIP's.

**Other Collaborations/Key Interactions Benefitting Districts**

**Local Working Group/Public Meetings**

- Will schedule

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

March is Women's History Month

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

- Pasture Walk April 20<sup>th</sup>
- Programs update webinar 03/29/2023

**Earth Team Volunteer Program**

- Submitted

**VA NRCS Operational/Personnel Changes**

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

Submitted By Jordan Southern, District Conservationist

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

## Action Items to accomplish in March & April 2022-2023:

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

#### March:

1. SWCD Area IV Meeting. (*Board of Directors/Staff*)
2. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues. (*Community Outreach Committee/Staff*)
3. Submit annual budget request to the Lee County Board of Supervisors. (*Budget Committee*)
4. Update District website in order to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc. (*Conservation Technician*)
5. Host a county-wide Envirothon competition for local teams, if necessary. (*Staff*)

#### April:

6. 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*)
7. Rank Youth Conservation Camp applications and make selections. (*Staff*)
8. Rank VASWCD Scholarship applications and send selected application(s) to VASWCD. (*Staff*)



## 1) Administrative and Operational Items

- **FY23 3<sup>rd</sup> Qtr. Attachment E and Related Financial Report Reviews:** Due on *or before* 04/17/23. 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. All approvals should be in the tracking program by April 17.
- **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 in the event that 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 grant agreement, committee meeting minutes must be submitted to the CDC at the close of the fiscal year along with regular board meeting minutes and I will be looking for these.
- **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.
- **Audit Updates:** The VSWCB will meet on March 23 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.
- **General Assembly Updates:** The assembly adjourned on February 25 without finalizing budget amendments. FY24 is the second year of the two-year budget passed last year, so the state is funded for FY24. Discussions of budget amendments are ongoing.

- **SWCD Elected Director Positions:** The general election is scheduled for **November 7, 2023**. *The filing deadline is 7:00 pm Tuesday, June 20, 2023* (this is the third Tuesday in June and is a change from previous election years).
  - §24.2-507 Deadlines for filing declarations and petitions of candidacy: *“For any office, declarations of candidacy and the petitions therefore shall be filed according to the following schedule: (1) For a general election in November, by 7:00 p.m. on the **third Tuesday in June...**”*
  - Information can be found on the State Board of Elections website: <https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html>
    - Underneath the “November 7, 2023 General and Special Elections” heading, choose the Candidate Bulletin for Local and Constitutional Offices. This bulletin will provide candidates with the ballot access requirements.
    - “Instructions for Candidates” – provides links to resources and forms. This can be found by clicking: <https://www.elections.virginia.gov/candidatepac-info/becoming-a-candidate/index.html>
  - Below are links to the forms that each candidate will need to complete:
    - Certificate of Candidate Qualification- Local: [https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE\\_501\\_4-rev7-18.pdf](https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE_501_4-rev7-18.pdf)
    - Declaration of Candidacy: [https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE\\_505\\_520\\_Declaration\\_of\\_Candidacy\\_Rev1\\_15.pdf](https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE_505_520_Declaration_of_Candidacy_Rev1_15.pdf)
    - Petition of Qualified Voters: [https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/Petition-of-Qualified-Voters-SBE-506\\_521\\_letter.pdf](https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/Petition-of-Qualified-Voters-SBE-506_521_letter.pdf)
  - Note that per the Ethics Council (January 2023), SWCD directors are **not** required to submit the Statement of Economic Interests form
  - The number of required petition signatures is 25 (see page 12 of the Bulletin). It is recommended that each candidate strive to get at least 30 signatures. ***It is important to remember that the petition must be printed as a two-sided document (front and back) or it will not be accepted.***
  - SWCD director candidates are required to submit a campaign finance reporting exemption form if they are not planning to campaign or if their campaign will raise or spend less than \$1,000. The form can be found at [https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/Cidate\\_Exemption\\_Request.pdf](https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/Cidate_Exemption_Request.pdf).
  - If a SWCD director candidate plans to campaign, there are very specific reporting requirements that they should familiarize themselves with. Information about these requirements is in the Bulletin. All election financial reporting must be completed using the Department of Elections online portal, Comet.
  - **Candidates should contact their respective local General Registrar with any questions they may have.**
- **Admin/Ops Training on Att. D Budget Template & HR Topics:** Scheduled for 5/09/23. This will be an in-person training at the Drury Plaza Hotel in Glen Allen and will last all day (hotel reservations should be made by April 21 if you wish to stay overnight). As before, the Attachment D will be part of the operations and technical assistance funding allocation process. There will be a follow up Q & A session on June 7, 2023 to address any questions that SWCDs may have (this will not be a repeat of the May 9 training event).

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

- **Cost-Share Obligations and Transfers:** If your SWCD is unable to obligate 90% of the cost-share funds provided, it is time to either transfer money to another SWCD or release the allocation back to DCR before the end of June 2023. Your CDC is able to assist with either of these processes.
- **Carryovers:** Keep in mind that only certain practices are eligible for carryover status. Districts should reference pages II-42 and II-43 in the VACS manual for a list of practices eligible for carryover. 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. If a two-program year practice is still not completed by the end of the third program year, an additional carryover may be requested by the SWCD for approval by

DCR prior to approval by the SWCD (see page II-44 of the VACS manual). These requests are due to Sara Bottenfield by May 15, 2023.

- **CAS Updates:** When CAS (BMP tracking program) updates occur, an email is sent from Jen Edwards or Stu Blankenship documenting the updates that were applied. **Please take time to read these updates!** It could prevent a potentially unnecessary phone call or email to Data Services staff. A good example of this is the update that incorporated the inclusion of the “Forgot Password” feature which can prevent a CAS lockout.

### 3) Topics of Interest

#### **NASDA EPA Underserved Farming Community Grant:**

The National Association of State Departments of Agriculture (NASDA) has been awarded a \$3 million cooperative agreement by the U.S. Environmental Protection Agency’s (EPA) Gulf of Mexico Division. The name of this grant project is *NASDA EPA Underserved Farming Community Grant*. NASDA will fund up to 16 sub-awards to organizations in EPA’s Ohio-Tennessee Region that work with underserved farmers to reduce non-point source pollution in the Gulf of Mexico Watershed. SWCDs are eligible awardees. The maximum grant award is \$225,000 and the minimum \$75,000. Grant funds may be used in combination with other program funding. In addition, a portion of grant funding may be utilized for technical assistance and there is no match requirement. Grant reimbursement will be on a quarterly basis. The grant implementation period can be up to 3 years.

Environmental outcomes should improve water quality (reductions in excess nutrients, turbidity, total suspended solids; improvements in dissolved oxygen, pH, and temperature); enhance, protect, and/or restore habitat; pollutant load reductions (nutrients, sediment); and nitrogen, phosphorus, or sediment discharge avoided - all within the Gulf of Mexico Watershed.

Eligible activities include outreach and technical assistance, financial assistance, collecting and analyzing data, sharing results and lessons learned, and organization planning to expand reach with underserved farmers.

The application process consists of two phases. Phase I is a pre-application that will be available March 1-30, 2023 on the NASDA Foundation website located at: <https://www.nasda.org/nasda-foundation/projects/epa/>. Phase II is a full application for grant applicants that are selected by an advisory committee to move forward, with a deadline of May 30, 2023. Grant recipients will be notified in July 2023, with an anticipated grant start date of August 1, 2023.

**Individual SWCDs should apply; however, DCR-DSWC staff are available to assist SWCD staff w/ the application process. Should you seek assistance, first contact Angela Ball, DCR-DSWC Western Area Manager via email at [angela.ball@dcr.virginia.gov](mailto:angela.ball@dcr.virginia.gov).**

#### **Important Dates:**

- **March 2, 2023:** VASWCD Virtual Admin/ Ops Committee meeting at 10:00am
- **March 17, 2023:** Area IV Envirothon Training at the Coalfield Ag Center in Clintwood, VA
- **March 21, 2023:** VASWCD Area IV Spring Meeting at SWVA 4-H Center, Abingdon – 10am -12:30pm - Registration is required by March 10, 2023. Contact Rachel Havens to register. See 2/1/23 email from [rhavens.bigwalkerswcd@gmail.com](mailto:rhavens.bigwalkerswcd@gmail.com)
- **March 23, 2023:** VSWCB Meeting at Hungry Mother State Park, Marion- 9am Audit Subcommittee; 10am Board Mtg.
- **April 12, 2023:** HR Trends for 2023 Virtual Training at 4:00pm
- **April 21, 2023:** Area IV Envirothon at the Coalfield Ag Center in Clintwood, VA
- **April 25 & 26, 2023:** Conservation Selling Skills Course in Lynchburg, VA (Required for CPC). Register with Carl Thiel-Goin by March 10, 2023
- **May 9, 2023:** Attachment D and HR Training in person at Drury Plaza Hotel in Glen Allen. Details to follow.
- **May 15, 2023:** Deadline to submit fourth year carryover requests to Sara Bottenfield

- **May 16, 2023:** Perennial Stream ID Course in Williamsburg, VA (Required for Conservation Planner Certification)
- **May 25, 2023:** VSWCB Meeting at the Virginia Department of Forestry Office in Charlottesville, VA
- **June 7, 2023:** VASWCD Admin/ Ops Meeting Attachment D Follow Up (Virtual Q/A Session)
- **June 20, 2023:** SWCD Elected Director Positions Filing Deadline- last day to file election documents with the local registrar
- **August 22 & 23, 2023:** VACDE Graves Mountain Summer Training
- **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

*Updated and Electronically sent to SWCD offices 03/03/23.*