



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

We work with the people who work the land.

MINUTES OF MEETING OCTOBER 22, 2024

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, October 22, 2024 at the Daniel Boone Soil & Water Conservation District office in Jonesville, Virginia at 6:00 PM.

MEMBERS PRESENT

Roger Elkins
Amy Byington
Gary Martin
Mike Hobbs

ASSOCIATES PRESENT

Jason Miles
Gary Bailey

STAFF PRESENT

Shawn Morris
Tim Miles
Tim Hobbs

PARTNERS PRESENT

Lorie Stevens
Jordan Southern

PUBLIC PRESENT

MEMBERS ABSENT:

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 October 8, 2024 Minutes of Meeting. (Martin, Byington, unanimous)

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. The board discussed developing the budget for next fiscal year to correlate with the line items shown on the QuickBooks Profit & Loss Budget vs. Actual report. Hearing none a motion was made to approve the October 15, 2024 Treasurer's report. (Byington, Hobbs, unanimous)

REPORTS - COMMITTEE CHAIRS:

Shawn Morris, Technical Committee Chair, stated that the Technical Committee did not meet. He discussed obligating PY25 VACS Program funds soon. He also discussed results from the verifications conducted with Lorie Stevens, Tim Miles, and Tim Hobbs earlier in the day.

One verification practice was determined damaged or destroyed and longer functioning. The farm associated with contract #24-14-0028, instance #178316 was sold without obtaining a transfer of maintenance responsibilities approval. Access was denied, and the practice was deemed a failure. A motion was made to initiate the repayment process and grant the previous landowner up to six months to correct the issue. (Byington, Hobbs, unanimous) A copy of the VACS Program report is attached and made a part of these minutes.

Shawn Morris, Awards Committee Chair, discussed the 2024 Conservation Awards. A motion was made to give the Awards Committee authority to select the awards recipients for the 2024 Awards Banquet. (Byington, Martin, unanimous)

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 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:

Shawn Morris stated that he will check with the Dodge dealer in Bristol to have a bedliner, running boards, and a trailer brake installed at the same time a recall will be fixed.

NEW BUSINESS:

Samantha Briggs, Administrative Secretary, submitted the district's FY25 1st Quarter Attachment E with supporting documents to DCR . The documents were sent on time. Lorie Stevens, DCR Conservation District Coordinator, stated that she will review these documents at the next board meeting. A copy of the Attachment E and supporting documents are attached and made a part of these minutes.

Amy Byington, Community Outreach Committee Chair, stated that the Community Outreach Committee will meet on Tuesday, October 29, 2024 at 1:30 pm to draft Long Range Plan surveys to be distributed to the public. The Long Range Plan will be developed after the survey results are received. The Long Range Plan will be approved at the December board meeting.

The board discussed the November board meeting which is canceled. The December board meeting will be scheduled for Tuesday, December 17, 2024 at 5:00 pm with the Awards Banquet to follow at 6:00 pm.

Samantha Briggs prepared a list from the Annual Plan of Work and Strategic Plan of things to be accomplished in FY 2024-2025. 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 reviewed a list of items to be addressed by the Lee County Farm Bureau for proposing legislation.

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:



Roger Elkins, Chairman

12/17/24
Date

Respectfully Submitted By:



A. Samantha Briggs, Admin. Sec.

2023 VACS Program Report - 1

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-23-0003		SL-6W	\$25,201.79	\$27,241.79	Y	Y	Y	100	Piggy-back project. Complete and paid paid \$26,141.78
24-23-0022		SL-6F	\$74,398.65	\$78,478.65	Y	Y	Y	10	No progress to report
24-23-0024		SL-6W	\$88,615.00	\$93,931.00	Y	Y			Pre-construction meeting with the landowner and contractor has been scheduled.
24-23-0040		SL-6W	\$131,497.50	\$134,977.50	Y	Y	Y	100	Complete and paid paid \$97,790.40
24-23-0043		SL-6W	\$52,915.00	\$56,275.00	Y	Y			No progress to report
24-23-0051		SL-6W	\$53,690.00	\$55,370.00	Y	Y	Y	100	Complete and paid paid \$44,094.51
24-23-0056		SL-6W	\$107,940.00	\$116,904.00	Y	Y	Y	100	Complete and paid paid: \$116,904.00
24-23-0069		SL-6W	\$74,500.59	\$80,548.59	Y	Y	Y	100	Piggy-back project Complete and paid paid \$60,032.77
24-23-0071		SL-6W	\$90,222.50	\$92,586.50	Y	Y	Y	100	Complete and paid paid \$91,864.50
24-23-0072		SL-6W	\$11,836.75	\$12,436.75	Y	Y	Y	100	Complete and paid. paid \$12,436.75
24-23-0075		SL-6W	\$76,610.00	\$82,922.00	Y	Y	Y	5	Well has been drilled. No progress to report.
24-23-0076		SL-6W	\$30,559.47	\$37,999.47	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$37,999.47
24-23-0080		SL-6W	\$14,310.65	\$16,746.65	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$16,745.74
24-23-0085		SL-6W	\$16,662.85	\$17,934.85	Y	Y	Y	10	Piggy-back project. No progress to report.
24-23-0086		SL-6W	\$16,869.41	\$18,981.41	Y	Y	Y	100	Complete and paid paid: \$18,981.41
24-23-0087		SL-6W	\$16,783.09	\$20,167.09	Y	Y	Y	100	Piggy-back project Complete not paid
		SL-6W	\$16,294.07	\$18,754.07	Y	Y	Y	10	Piggy-back project No progress to report
24-23-0088		SL-6W	\$10,920.97	\$11,580.97	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$10,669.77
		SL-6W	\$13,437.79	\$15,597.79	Y	Y	Y	10	Piggy-back project No progress to report
24-23-0090		SL-6W	\$84,135.00	\$86,055.00	Y	Y			No progress to report
24-23-0094		SL-6W	\$125,190.00	\$128,550.00	Y	Y	Y	100	Complete and paid paid \$125,312.17
24-23-0095		SL-6W	\$212,225.00	\$230,225.00	Y	Y	Y	100	Complete and paid paid \$230,225 no progress to report
24-23-0098		SL-6W	\$83,320.00	\$84,328.00					
24-23-0099		SL-6W	\$113,377.50	\$115,825.50	Y	Y	Y	100	Complete and paid paid \$115,825.50

Tim Miles
DBSWCD
Conservation Specialist Report
October 22, 2024

- I. Virginia Erosion and Sediment Control Program
 - The Land Disturbing Report for September 2024 was submitted to DEQ.
 - Routine inspections were made on active E&S projects.
 - An E&S permit was issued for the Jonesville Water System Improvements (Phase 2).
 - I am currently reviewing another E&S plan.
- II. Virginia Agricultural Cost-Share Program
 - I have been entering information into the Conservation Application Suite to pay applicants for completed projects.
- III. Miscellaneous
 - The District website has been updated periodically.
 - My new computer was ordered. The set-up process and data transfer will soon be complete.
 - The new copier lease agreement with R. J. Young is approved. The old copiers will be replaced with newer models in a couple of weeks.
 - Kids in the Creek had to be rescheduled to the rain dates on October 8 and October 10 due to the storm impacts. There were about 120 sixth-grade kids that attended from Jonesville Middle School and Elydale Middle School at Wilderness Road State Park on October 8. There were about 90 kids that attended from Pennington Middle School at Leeman Field on October 10 as well.

Erosion and Sediment Control Project List

Name of Project	Approved Plan	Permit Number	LDA Acreage	Estimated Completion Date
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	10.60	Fall 2024
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
White Rock Truss, LLC	X	2022-08	0.61	Fall 2024
Brandon Cheek Rock Picking Operation	X	2022-09	0.61	Spring 2025
Travis Hall Rock Picking Operation	X	2023-03	0.61	Spring 2025
Whistle Pig Country Store and Deli	X	2023-07	0.97	Spring 2025
Free Pentecostal Church of God Building	X	2023-12	0.96	Spring 2025
Jonesville Water System Improvements (Phase 2)	X	2024-01	0.90	Spring 2025
Magnolia Health and Wellness Dryden Rehab Project	X		3.48	

DBSWCD
Conservation Technician Report
October 2024

- Completed two more online classes for the Planner Certification Course Requirements
- Completed online class Virginia Rare, Threatened, and Endangered Species Protection.
- Completed the Introduction to Livestock Watering Systems class in Abington VA.
- Completed the Rusle 2 class in Blacksburg VA
- Spent two days working kids in the creek
- Went on several construction jobs with Shawn.

Samantha Briggs, DBSWCD
Administrative Secretary Report
October 22, 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
- Participated in the Zoom meeting – OAG Training: Advice, Pitfalls and Lessons Learned from Working with SWCD's
- Submitted Payroll for September 26, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Hosted the 2024 Kids in the Creek Day West at Wilderness Road State Park on October 8, 2024
- Provided meals for all of the volunteer agencies
- Picked up the required KIC Day surveys from Elydale Middle School, Jonesville Middle School, and Pennington Middle School
- Hosted the 2024 Kids in the Creek Day East at Leeman Field on October 10, 2024
- Provided meals for all of the volunteer agencies
- Submitted the FY25 1st QTR. Attachment E and Supporting Documents to DCR
- Submitted Payroll for October 10, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Prepared the Minutes of Meeting for October 22, 2024 for the October 8, 2024 (September) board meeting
- Prepared the Agenda for the October 22, 2024 board meeting
- Prepared the Treasurer's Report for the October 22, 2024 board meeting
- Submitted board packets for October 2024 board meeting
- Reconciled both CD Accounts
- Purchased board meeting supplies for meeting
- Organized schedule for board meeting caterer
- Prepared invoice for board meeting caterer
- Prepared Running Budget for October 2024
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

Attachment E
*******OFFICIAL FISCAL YEAR 2025 FORM*******
 Department of Conservation and Recreation
 Virginia Nonpoint Source Management Program
 Project Financial Report

SWCD: Daniel Boone Agreement Number: 503OPS-25-09-GF
 Contact: Samantha Briggs Phone Number: 276-348-8196
 Address: 32637 Main Street
Jonesville, Virginia 24263
 Reporting Quarter Dates: 7/1/2024 thru 9/30/2024
 (beginning) (closing)

NOTE: Only the Yellow fields are unprotected and capable of having data entered into them. Please remember to enter a negative sign (-) when you enter Exenditures or Transfers Out. Thanks!

	Beginning Balance *	Transfers In/Out (Must = 0)	Adjusted Beginning Balance (1) +/- (2)	Receipts (During the report period)	Expenditures (During the report period)	Ending Balance
	(1)	(2)	(3)	(4)	(5)	(6)
State Sources						
PY 2018-2024 OCB VACS Transfer	\$30,215.00		\$30,215.00		(\$14,251.68)	\$15,963.32
PY 2021-2022 OCB VACS Transfer	\$1,487.77		\$1,487.77		(\$1,487.77)	\$0.00
PY 2021-2023 OCB VACS Transfer	\$12,545.00		\$12,545.00		(\$12,545.00)	\$0.00
			\$0.00			\$0.00
PY 2022 OCB VACS	\$231,452.75		\$231,452.75			\$231,452.75
PY 2022-2023 OCB VACS Transfer	\$25,333.70		\$25,333.70		(\$4,381.20)	\$20,952.50
			\$0.00			\$0.00
PY 2023 OCB VACS	\$1,284,854.23		\$1,284,854.23		(\$400,493.32)	\$774,360.91
			\$0.00			\$0.00
PY 2024 OCB VACS	\$1,956,318.67		\$1,956,318.67	\$67,590.08	(\$141,483.00)	\$1,882,425.73
			\$0.00			\$0.00
PY 2025 OCB VACS			\$0.00	\$2,029.88		\$2,029.88
			\$0.00			\$0.00
DCR OPERATIONS FUNDS	\$271,807.55	(\$75,217.71)	\$196,589.84	\$102,238.50	(\$24,085.30)	\$274,563.04
			\$0.00			\$0.00
PY 2023 OCB VNRCF TA	\$40,124.88		\$40,124.88		(\$40,124.88)	\$0.00
			\$0.00			\$0.00
PY2024 OCB VNRCF TA	\$301,400.00		\$301,400.00		(\$69.33)	\$301,330.67
			\$0.00			\$0.00
PY 2025 OCB VNRCF TA			\$0.00	\$88,449.00		\$88,449.00
Total State Sources	\$4,133,216.22	(\$75,217.71)	\$4,057,998.51	\$209,367.42	(\$748,061.40)	\$3,519,304.53
Federal Sources						
Other: (Specify)			\$0.00			\$0.00
Other: (Specify)			\$0.00			\$0.00
Other: (Specify)			\$0.00			\$0.00
Other: (Specify)			\$0.00			\$0.00
Other: (Specify)			\$0.00			\$0.00
Total Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local/Other Sources						
LEE COUNTY			\$0.00	\$54,253.33	(\$32,049.93)	\$22,203.40
			\$0.00			\$0.00
NEW VEHICLE RESERVE FUND	\$15,911.14		\$15,911.14			\$15,911.14
			\$0.00			\$0.00
EQUIPMENT	\$13,166.14		\$13,166.14			\$13,166.14
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
CD-BUILDING/RAINY DAY FUND	\$344,160.82		\$344,160.82	\$4,793.18		\$348,953.80
			\$0.00			\$0.00
CD-RESERVE BUILDING	\$107,845.32	\$75,217.71	\$183,063.03	\$1,782.66		\$184,825.69
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
Total Local/Other Sources	\$481,083.22	\$75,217.71	\$556,300.93	\$80,808.17	(\$32,049.93)	\$585,060.17
TOTAL (All Sources)	\$4,614,302.77	\$0.00	\$4,614,302.77	\$321,185.59	(\$780,931.41)	\$4,178,597.95

* - The beginning balance is the amount of funds on hand at the start of the report period. The ending balance from the previous report period will become the beginning balance for the new report period. This figure will
 ** Must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal.

Prepared by: Samantha Briggs Signature: Samantha Briggs Date: 10/8/2024
 Print Name Signature Date
 Approved by: Bobby Burchett Signature: Bobby Burchett Date: 10/8/2024
 Print Name Signature Date

Completed reports should be directed to the district's assigned DCR Conservation District Coordinator by the deadlines established in this agreement.
 7/1/2024

Daniel Boone SWCD
Balance Sheet
As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Operations District Account	715,623.39
VACS Program Account 1 BMP	2,927,185.07
CD	348,953.80
CD Building Fund	184,825.69
Total Checking/Savings	<u>4,176,587.95</u>
Total Current Assets	<u>4,176,587.95</u>
TOTAL ASSETS	<u><u>4,176,587.95</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	4,616,402.77
Net Income	-439,814.82
Total Equity	<u>4,176,587.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,176,587.95</u></u>

Daniel Boone SWCD
Profit & Loss
 July through September 2024

	Jul - Sep 24
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operations	190,687.50
Operations Account Interest	1,632.83
CD Interest	6,555.84
Total OPERATIONS	198,876.17
COST SHARE	
VACS Cost Share Funds	67,590.06
VACS Program Interest	2,029.86
Total COST SHARE	69,619.92
LOCAL FUNDS	
Refund Anthem	2,033.76
Local Gov't	50,028.74
Fish Wagon	8.00
Donation	550.00
Total LOCAL FUNDS	52,620.50
Total Income	321,116.59
Gross Profit	321,116.59
Expense	
COST SHARE EXPENDITURES	
VACS Recipient Payments	664,621.97
Total COST SHARE EXPENDITURES	664,621.97
Payroll Expenses	
Salaries & Wages	46,514.54
Payroll taxes	3,558.35
Unemployment Tax Exp	4.85
Total Payroll Expenses	50,077.74
Employee Benefits	
HIC Exp	125.78
VLDP	112.92
Retire/GroupLife	3,628.23
Health	22,975.10
Dental	836.81
Total Employee Benefits	27,676.84
Staff Expenses	
VACDE Membership	75.00
Training	130.00
Total Staff Expenses	205.00
Directors	
Meals	737.80
Total Directors	737.80
District Ops	
Accounting Assistance	351.00
Truck & Van Fuel	460.75
Truck & Van Maintenance	85.00
Insurance	
Truck & Van Insurance	5,246.98
Workers Comp	669.00
Total Insurance	5,915.98
Equipment	775.47
Kids in the Creek Day	2,901.00
Dues & Subscriptions	3,592.00
PastureWalk	493.70
Phone	724.67
Postage	387.82
Office Supplies & Exp	924.67
Misc	1,000.00
Total District Ops	17,612.06
Total Expense	760,931.41
Net Ordinary Income	-439,814.82
Net Income	-439,814.82

Review of Annual Plan of Work & Strategic Plan 2024-2025

Action Items to accomplish in October and November 2024-2025:

Monthly Schedule of Annual Plan & Strategic Plan:

October:

1. Update, purge, create, and archive appropriate district files according to guidelines. (*Administrative Secretary*)
2. Submit/Present activity and/or progress reports to the Lee County Board of Supervisors on a quarterly basis (coincide with quarterly reports to DCR). (*Board of Directors/Staff*)
3. Gather all entries for the NACD Poster Contest and select one winner per category and send in winning entries to VASWCD. (*Staff*)
4. Invite agency partners to the annual Awards Banquet. (*Administrative Secretary*)

November:

5. Make appropriate reservations to attend the VASWCD Annual Meeting. (*Administrative Secretary*)
6. Select date and location for spring, summer, fall and winter pasture walks respectively, according to stakeholder interest and current issues. (*Staff/Community Outreach Committee*)
7. Daniel Boone SWCD will host an Annual Awards Banquet at which time awards will be presented and deserved recognitions made. (*Board of Directors/Staff*)

1) Administrative and Operational Items

- **FY24 SWCD Annual Report:** Thank you to those districts that submitted your FY24 Annual Report on or before the 09/30/2024 deadline. If your district was unable to complete and/or approve the FY24 Annual Report by the 09/30/2024 deadline it must be completed at your October 2024 board meeting. As a reminder, the FY24 Annual Report should highlight and/or summarize activities and accomplishments completed 07/01/23-06/30/24 and must include the “partnership acknowledgment”, which can be found in the FY25 Grant Agreements.
- **SWCD Audits:** SWCDs (Evergreen and Scott County) that are due an audit for the 2-year period ending 06/30/24 have been scheduled with Robinson, Farmer, Cox Associates. As a reminder, at the end of the auditor’s field work and/or upon completion of the audit, an exit interview will be conducted. It is expected that District staff (in person) and a director (in person or by phone) will participate in the exit interview. DCR Conservation District Coordinators (CDC) will participate (in person or by phone) when schedules allow.
- **FY25 1st Quarter Attachment E and QuickBooks Reports:** Due on or before Tuesday, 10/15/24. The Attachment E submittal includes the Excel spreadsheet and the QuickBooks Profit & Loss Statement and Cash Balance Sheet for the quarter submitted via e-mail to the CDC. In addition, please scan and email a copy of the signed Attachment E. Remember the original, signed hard-copy should be retained in the SWCD administrative files. Please remember to include your SWCD name and a description of what you are submitting in the file names, as I have 8 SWCDs submitting reports. Remember that the FY25 Grant Agreement deliverable accounts for the timeliness of the submittal as well as accuracy. **The FY25 Attachment E forms and guidance/instructions was sent to Admin/Manager Staff on 09/24/2024.**
- **Desktop Procedures for District Fiscal Operations Updated – Effective 07/01/24:** The Desktop Procedures for District Fiscal Operations has been updated and is effective as of 07/01/24. The new version was emailed to all SWCDs by Blair Gordon on 06/26/24. A *Summary of Updates* was also provided for reference. Be sure to take the time to review the updates. Remember one of the requirements is to review the Desktop Procedures at least once during the fiscal year, so it might make the most sense to meet this requirement by reviewing the new version in a board meeting or Finance Committee meeting.
- **Dedicated Reserves List:** If your district did not complete the dedicated reserves task by the 09/30/2024 deadline it must be completed and documented in your October 2024 board meeting. Per the Desktop Guide for District Fiscal Operations (07/01/24 Version; Pg. 14), “Each District should limit its level of unobligated reserve funds. Unobligated funds are monies maintained in the District account(s) that may be spent on reasonable business-related purposes by the District. It is inadvisable for any District to accumulate more than 12 months of undedicated reserve funds. Funds beyond this level must be accumulated for specific dedicated purposes (for example, vehicles, equipment, dam maintenance, computers, or funding unanticipated staff severances) as directed by an action of the BOD and recorded in the minutes of the District; these funds are not to be used for routine operating expenses. At the end of each fiscal year, the District should review its reserve funds and determine which funds are to be dedicated for specific future expenses. A list should be maintained of these dedicated reserves and reviewed and updated annually. Public funds from local, state, and federal sources are provided to Districts strictly for performance of conservation, not for

savings. DCR will monitor the growth of unexpended funds through grant agreement-required audit reports and report situations of concern to the VSWCB.” Remember that reserve funds can be maintained in CDs, MMAs, participant in the VA Department of Treasury’s Local Government Investment Pool (LGIP). **Once addressed in a board meeting, staff should submit via email to the CDC a copy of the process and decisions (minutes will meet this requirement).**

- **Meeting Minutes Training – The Meeting Minutes Training that was scheduled for October 2nd and October 7th have been postponed and will be rescheduled for a later.** Just as a reminder, this Training is a required FY25 grant agreement deliverable for persons responsible for SWCD Board meeting minutes and encouraged for staff & directors taking committee minutes so please be on the look out for the rescheduled dates.
- **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. The idea is for the Board of Directors to develop a plan that outlines the goals and objectives of the SWCD for the next 4-year period, getting input from the local communities served and partners. The Long-Range Planning process can take on many formats but isn’t something that can be accomplished overnight. SWCDs should start thinking about this process. **Please note: The Long-Range Plan must be reviewed at least annually and should be referenced when preparing the APOW; however, it should not be updated and/or edited during the 4-year period, once it has been officially approved by the BOD.**

2) Ag and Cost-Share Items

- **Status Update CY24 Verifications:** 7 SWCDs have been completed as of October 1, 2024. The remaining verifications are in the process of being completed. Remember to send out written notices to verification participants with a specific date provided via phone or email. Upon the completion of the BMP verifications, District personnel must inform the appropriate technical agency if any corrective action is needed and when such action can begin; the District Board must be informed of the results of the verification inspections at its next regularly scheduled meeting after the verifications are completed. BMP verification information may be accessed by the Conservation District Coordinator through the AgBMP Tracking Module and DCR’s Logi reporting system. The BMP Verification portion of the AgBMP Tracking Module is considered the source system of record by DCR for this information.
- **Conservation Plans:** COMPLETE conservation plans must be approved prior to BMP approval. No matter when the plan was started it needs to be updated & completed prior to new BMP approvals.
 - District staff are required to create all DCR Conservation Plans within the DCR Conservation Application Suite and ensure that they are complete.
 - A complete Conservation Plan includes all required information as referenced in the Table of Contents document (found at <https://www.dcr.virginia.gov/soil-and-water/con-plan-documents>), all proposed BMPs/actions, digitized components and planned area, completed resource reviews, all necessary supporting documentation, and signatures of the landowner/operator and the planner. For more information, see the BMP Manual page II-19.
 - For practices that have a USDA Conservation Plan developed and approved, the approved plan should be uploaded to the Conservation Application Suite to meet this requirement.
 - Please ensure that the date of board approval is correctly filled into the Conservation Plan Approval Date field in the General tab of CAS.
 - Once a Conservation Plan receives board approval and has a fully executed conservation plan signature page, please ensure that a fully executed conservation plan signature page is uploaded into CAS. **(This is New!!!)**

- BMPs that DO NOT require a CP: NM-1A, NM-3C, NM-4, NM-5N, NM-5P and NM-7, Cover Crop practices, (SL-8, SL-8B, SL-8H, and WQ-4), High Residue Tillage System practices (SL-15A and SL-15B), and all Continuous Conservation Initiative practices.
- **Cost-Share Disbursement Process:** Cost-share obligation data will be harvested by DCR on November 1 (Q2), February 1 (Q3), May 1 (Q4), and June 1 (Mid-Q4). This information will be used to disburse funds for the quarter, so please make sure that all approved instances are assigned the status of Approved in CAS and funding amounts for approvals are correct in CAS prior to these dates. Funds will not be included in the next respective disbursement for board-approved instances that are not appropriately handled in CAS by the printed deadlines. This is especially important since the 2025 VNRCF Addition to Base TA disbursement amount is based on 13% of VACS funding obligated during the quarter.
- **Status of Administrative Cost-Share Case File Reviews:** Administrative Cost-Share Case File Reviews will be scheduled with SWCD technical staff and must be completed by 12/31/24.
- **Extreme Acts of Nature:** Considering the impacts from Hurricane Helene I wanted to remind all Districts that the VACS Guidelines include provisions for BMPs damaged or destroyed by extreme acts of nature (EAN). Refer to pages II-47 through II-49 in the manual for the conditions and process to approve cost-share funding for repairs. Note that the final paragraph under 'Process for Requesting Cost-Share Funding for an EAN' authorizes District Boards to approve additional funds when practice components are damaged or destroyed by an EAN during construction. If you have questions about the EAN process, please reach out to Sara Bottenfield or to your CDC.

During emergencies resulting in loss of power or otherwise nonfunctioning alternative watering systems, participants with exclusion practices may allow their animals access to excluded waterbodies without being in violation of their cost-share contract.

3) Ag Outreach Event to Fulfill FY25 Admin/Ops Grant Agreement Deliverables: Plan NOW! SWCDs should look at your FY25 calendar and start planning for the required agricultural community outreach event, to be held before 06/30/25. Remember the following criteria must be met per the grant agreement:

#17. The District hosted at least one agricultural community outreach event during the year that met the following:

- The outreach event was marketed through at least three venues, one of which must be directed towards producers with small farms or producers considered socially disadvantaged.
- The outreach event included an introduction to the District for the community. The introduction should include the history of the District, mission statement, Directors, staff, program offered (including agricultural programs, educational programs, and urban programs if offered).
- The outreach event included a discussion featuring local agricultural producers who have utilized the VACS Program to install BMPs on their operations.
- The District notified all partners, including the Virginia State University-Small Farm Outreach Program (Program) of the event and a representative from each organization was invited to participate on the agenda.

#18. The District notified the Virginia State University – Small Farm Outreach Program (Program) of every outreach event conducted by the District focusing on agricultural producers. At least two weeks prior to an outreach event, both the Program’s state representative and the regional representative, if known, were notified by email; the state representative (Frederick Custis) should be emailed at fcustis@vsu.edu. A Program representative was invited to participate in the event if they chose to do so.

4) **FOIA Training for Elected Directors:** Please recall that the Code of Virginia requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. Most SWCD directors last took this training in 2022 between the months of July and December and will need to be prepared to complete this requirement again. The Virginia Freedom of Information Act Advisory Council has several options available for fulfilling the FOIA training requirement. Please visit <https://foiacouncil.dls.virginia.gov/training.htm> to access these options.

- Click on the link (above) and scroll down to the heading “Other Courses” and then to the sub heading titled “Local Officials Course”. In this section, there should be a big blue box that says “Register”. Use this box to register for one of the two upcoming webinar courses listed below.
 - Wednesday, November 13, 2024, at 10:00AM
 - Wednesday, December 4, 2024, at 10:00AM
- It is likely that DCR and the VASWCD will be working together to plan a FOIA training session as well.
- Please note that a certificate is not required to verify completion of the FOIA training requirement. However, it would be a good practice to submit the name of the director and the date of the training to the clerk of the respective county/city (this is not the Clerk of the Circuit Court). In some localities, the County Clerk may also be the Clerk of the Board of Supervisors, or some other title. Be sure to ask and make sure they are the individual keeping record of the required FOIA and COIA trainings for elected officials.

Upcoming Training and Important Dates:

- **October 1, 2024:** CWFA Local and Grand Basin nomination forms due to CDC.
- **October 1, 2024:** OAG Training- Advice, Pitfalls and Lessons Learned from Working with SWCDs scheduled from 10:00AM till 12:00PM. Register at: <https://us02web.zoom.us/meeting/register/tZ0vfu2rrjqGdzZiL9-75TAbgBBaTN9MGkl#/registration>
- **October 30, 2024:** HR Training Series Kick-Off - BUILDING YOUR HR FOUNDATION scheduled from 9:30 AM till 12:00 PM Register at: <https://us02web.zoom.us/meeting/register/tZctdeqtpjMqGdT16Qenu4YqQUOgaxxVRoMv>
- **December 8-10, 2024:** VASWCD Annual Meeting
- **December 11, 2024:** VSWCB Meeting, Hotel Roanoke
- **Spring 2025:** Conservation Selling Skills Course

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

- **VA Resource Training:** October 15-16, Online, Three virtual sessions over the 2-day period
- **RUSLE 2:** This is a three-part training course-
 - Part A: visit the VASWCD website (<https://vaswcd.org/asea/#>) and complete the online training.
 - Part B: Field Training October 3, 2024 -Surry, October 8, 2024 - Louisa, and October 9, 2024- Montgomery. Registration required: <https://forms.gle/6PqQ2xq4ijbmXaWd7>
 - Part C: A take home exercise to complete and submit for final completion of this course.
- **DCR Conservation Planner Course** - October 30 – November 1, 2024, Buckingham, VA. This is the final CPC course, and all other CPC coursework must be completed as a prerequisite to attendance. If you are eligible, you will receive an invitation from Carl.

cc: Blair Gordon, Soil and Water Conservation District Liaison
Sara Bottenfield, Agricultural Incentives Program Manager
Dr. Angela Ball, Western Area Manager



Jonesville SERVICE CENTER REPORT
Daniel Boone SWCD Board Meeting
10/22/2024

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
FY25 EQIP Applications = Approximately 40

EQIP Payments May - \$72,254.57 (39 Practices)

FY25 EQIP & CSP Application Deadline: October 11th

FY25 EQIP ACT NOW Preapprovals – December 17th

FY25 EQIP (Classis/IRA) Ranking Deadline – February 14th

FY25 EQIP (Classic/IRA) Preapprovals – February 20th
- **Conservation Stewardship Program (CSP)**
2 Contracts

3 FY25 Renewals

FY25 Renewal Assessment Deadline 09/20/2024
- **Agricultural Conservation Easement Program (ACEP)**
None
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**
None
- **Conservation Technical Assistance**
As requested by participants

BMP Projects/Partnership Activities

- Approximately 5 -10 projects under construction
- 1 WFF under construction

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings

Complete

Outreach/Agency Activities/Events (dates)

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

- October 16th – Webinar
- October 17th - JED

Earth Team Volunteer Program

-

VA NRCS Operational/Personnel Changes

- Updates, if available

Submitted By Jordan Southern, District Conservationist