



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

## *MINUTES OF MEETING OCTOBER 24, 2023*

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, October 24, 2023 at the Daniel Boone Soil & Water Conservation District office in Jonesville, Virginia at 6:00 PM.

### MEMBERS PRESENT

Roger Elkins  
Amy Byington  
Bobby Burchett  
Gary Martin

### ASSOCIATES PRESENT

Jason Miles  
Gary Bailey

### STAFF PRESENT

Samantha Briggs  
Shawn Morris  
Tim Miles  
Liz Maggard

### PARTNERS PRESENT

Dr. Angie Ball  
Jordan Southern

### PUBLIC PRESENT

Jerry Ingle

### MEMBERS ABSENT:

Mike Hobbs

### CALL TO ORDER:

The meeting was called to order by Roger Elkins, Chairman.

### INVOCATION/PLEDGE:

Jerry Ingle/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 October 16, 2023 Treasurer's report is submitted for record.

### REPORTS - COMMITTEE CHAIRS:

Shawn Morris, Technical Committee Chair, stated that the committee recommends approval of a cost adjustment for contract #24-23-0022 (\$13,931.15) due to a dry well. A motion was made to approve the cost adjustment. (Martin, Burchett, unanimous)

The Technical Committee also recommends approval of cost adjustments for contract #24-24-0012 (\$8,000.62) for a larger WP-4 heavy use area and contract #24-24-0042 (-\$50,096.25) for a reduction in the square footage of a WP-4 seasonal feeding project. A motion was made to approve these cost adjustments. (Byington, Martin, unanimous)

The Technical Committee discussed a practice failure on contract #24-19-0046 due to an extreme act of nature (well went dry). A motion was made to send supporting information to DCR for approval. (Byington, Martin, unanimous)

The Technical Committee also recommends authorizing the committee to approve the use of PY2024 cost-share funds for contract #24-19-0046 (\$30,215.00) for practice failure pending prior approval by DCR. A motion was made to approve the committee recommendation. (Byington, Martin, unanimous)

The Technical Committee recommended adding a clarification in the PY24 Average Cost List for pump installation costs. An average cost per foot to install pumps in wells will be used on shallow wells under 500 feet. This clarification will be sent to DCR for approval. A copy of the contract adjustment list, committee minutes of meeting, and the VACS Program report are attached and made a part of these minutes.

Dr. Angie Ball, Western Area Manager and Acting Conservation District Coordinator (CDC), reviewed the VACS Eligibility and State Environmental law Compliance memo distributed by Darryl Glover, Deputy Director for Dam Safety, Floodplain Management and Soil and Water Conservation. A copy of the memo is attached and made a part of these minutes.

A verbal report of the ongoing activities of the Chairman was given by Roger Elkins. Samantha Briggs, Administrative Secretary, requested a meeting with the Personnel Committee Chair.

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:**

Jerry Ingle, PY21 VACS Program participant, asked that the district board request Ben Chester PE, DCR Agricultural BMP Engineer, to re-evaluate/clarify DCR's policy on using least cost, technically feasible options when installing watering systems (particularly gravity versus pressure systems). Mr. Ingle would like to install a storage reservoir on his project without justification.

**UNFINISHED BUSINESS:**

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

There was no progress to report on the No-Till Seeder Position. The Personnel Committee will meet on this issue and have a report at the November board meeting.

The board discussed the Dell Inspiron 15R Notebook. The local procurement process will be determined to sell the notebook.

Tim Miles, Conservation Specialist, stated that his work cell phone was purchased. No other employees were interested in purchasing work cell phones or receiving stipends for use of their personal cell phones at this time.

Jason Miles, Associate Director, discussed two quotes for an aerator. Additional information on an aerator and lime/fertilizer spreader will be discussed at upcoming Technical Committee meetings and revisited at a future board meeting.

Dr. Angie Ball gave a report for the DCR CDC and was excused from the meeting. A copy of the DCR CDC report is attached and made a part of these minutes.

**NEW BUSINESS:**

The board discussed the Friends of the Tobacco Festival donation request. A motion was made to donate \$300. (Byington, Martin, unanimous)

The board discussed the Lee County TRIAD donation request. A motion was made to donate \$100. (Byington, Burchett, unanimous)

Amy Byington, Director, stated that the Virginia Cooperative Extension Service is working with the Wilderness Road State Park on a native warm season grass plot. She said the district may be asked to donate up to \$500 for grass seed and herbicide. Amy Byington will work with various partners and provide further details at the November board meeting.

Samantha Briggs, Administrative Secretary, reported that she had submitted the district's FY2024 1<sup>st</sup> Quarter Attachment E with supporting documents to DCR. The attachment was submitted on time, it was accurate, and there were no comments or questions. A copy of the Attachment E and supporting documents are attached and made a part of these minutes.

Samantha Briggs discussed the 2023 VASWCD Annual Meeting. She stated that the meeting would be held at the Norfolk Waterside Marriott in Norfolk, Virginia from December 3-5, 2023. Roger Elkins asked the board, associated directors, and staff if anyone was interested in attending the Annual Meeting to contact Samantha Briggs before Wednesday, October 25, 2023 at 12:00 pm so that she can meet the appropriate registration and reservations deadlines.

Samantha Briggs discussed the Awards Banquet which will be held at the Town of Pennington Gap Community Center on Tuesday, December 12, 2023 at 6:00 pm. The December board meeting will be held at 5:00 pm prior to the banquet. She also stated that Pratt's Barn would be catering this event. A motion was made to proceed with the banquet as stated above and the purchase of award signs. (Byington, Martin, unanimous)

Samantha Briggs 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.

Jerry Ingle gave a verbal report of the ongoing activities of the Black Diamond RC&D.

ANNOUNCEMENTS:

None

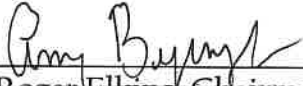
REPORTS FROM COOPERATING AGENCIES:

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  
Amy Byington, Vice-Chair

11-28-23  
Date

Respectfully Submitted By:

  
\_\_\_\_\_  
A. Samantha Briggs, Admin. Sec.

**Approval List - October 24, 2023 Board Meeting**

<b>Contract #</b>	<b>Cost Adjustment</b>	<b>New Est. Cost</b>	<b>New Est. Cost Share</b>	<b>New Tax Credit</b>
<b>24-23-0022</b>	<b>+\$13,931.15</b>	<b>\$74,398.65</b>	<b>\$78,478.65</b>	<b>-</b>
<b>24-24-0042</b>	<b>+\$8,000.62</b>	<b>\$179,685.00</b>	<b>\$134,763.75</b>	<b>\$11,230.31</b>
<b>24-24-0012</b>	<b>-\$50,096.25</b>	<b>\$121,225.00</b>	<b>\$90,918.75</b>	<b>\$7,576.56</b>

SWCD: DB Name of Committee: Technical

Date: 10/24/23 Time: 4:30 Location: DBSWCD office

Designated Note taker: UZ

Voting Members in Attendance: Shawn, Tim, Jordan, Davis, Amy, Jason, Tony, Gary B

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

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

**Agenda/Discussion Item #1**

Topic: Cost adjustments for attached projects in <sup>Program</sup> <sub>year</sub> 2023

Motion/Recommendation: Approve cost adjustments as presented

Motion Made By: Gary Seconded By: Jason Vote:

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

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

**Agenda/Discussion Item #2**

Topic: cost adjustments for attached projects in <sup>program</sup> <sub>year</sub> 2024

**Motion/Recommendation:**

Approve cost adjustments as presented

Motion Made By: Amy                      Seconded By: Jordan                      Vote:

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

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

**Agenda/Discussion Item #3**

Topic: Average Cost List clarification on pumps

**Motion/Recommendation:**

Add a clarification to Average cost list if DCR approves it

Motion Made By: Amy                      Seconded By: Tim                      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: Davis Seconded By: Shawn

Time of Adjournment: 5:05 Submitted by: Liz

Committee Chair's Signature: R. Shaller







## 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	80	Piggy-back project Project is nearing completion
24-23-0022		SL-6F	\$60,467.50	\$64,547.50	Y	Y	Y	10	Well has been drilled. Needs money for dry well
24-23-0024		SL-6W	\$88,615.00	\$93,931.00	Y	Y			No progress to report
24-23-0040		SL-6W	\$131,497.50	\$134,977.50	Y	Y	Y	10	Landowner continues to work on the fencing. No progress to report
24-23-0043		SL-6W	\$52,915.00	\$56,275.00	Y	Y			Landowner has chosen his contractor. No progress to report
24-23-0051		SL-6W	\$53,690.00	\$55,370.00	Y	Y			No progress to report
24-23-0056		SL-6W	\$107,940.00	\$116,904.00					Landowner is working on some site prep for the fencing. no progress to report
24-23-0069		SL-6W	\$74,500.59	\$80,548.59	Y	Y	Y	100	<b>Complete and paid</b> paid \$60,032.77
24-23-0071		SL-6W	\$90,222.50	\$92,586.50	Y	Y	Y	10	Well is being drilled. no progress to report
24-23-0072		SL-6W	\$11,836.75	\$12,436.75	Y	Y	Y	100	<b>Complete and paid</b> paid \$12,436.75
24-23-0075		SL-6W	\$76,610.00	\$82,922.00	Y	Y			Landowner is soliciting contractors no progress to report
24-23-0076		SL-6W	\$30,559.47	\$37,999.47	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> <b>Paid: \$37,999.47</b>
24-23-0080		SL-6W	\$14,310.65	\$16,746.65	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> <b>Paid: \$16,745.74</b>
24-23-0085		SL-6W	\$16,662.85	\$17,934.85	Y	Y	Y		Piggy-back project. Well is being drilled.
24-23-0086		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		SL-6W	\$16,783.09	\$20,167.09	Y	Y	Y	50	Piggy-back project no progress to report
	521794	SL-6W	\$16,294.07	\$18,754.07	Y	Y	Y	10	Piggy-back project Fencing is under construction.
24-23-0088	521848	SL-6W	\$10,920.97	\$11,580.97	Y	Y	Y	100	Piggy-back project. <b>Complete and paid.</b> <b>Paid: \$10,569.77</b>
	521884	SL-6W	\$13,437.79	\$15,597.79	Y	Y	Y	10	Piggy-back project Fencing is under construction.
24-23-0090		SL-6W	\$84,135.00	\$86,055.00	Y	Y			Landowner has chosen his contractor. no progress to report
24-23-0094		SL-6W	\$125,190.00	\$128,550.00	Y	Y	Y	25	Fence is under construction
24-23-0095		SL-6W	\$212,225.00	\$230,225.00	Y	Y	Y	40	No progress to report
24-23-0098		SL-6W	\$83,320.00	\$84,328.00					No progress to report
24-23-0099		SL-6W	\$113,377.50	\$115,825.50	Y	Y			Has well permit and waiting on the well driller and contractor No progress to report










**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF CONSERVATION AND RECREATION

**To:** Soil and Water Conservation District Directors and Staff

**From:** Darryl Glover, Deputy Director for Dam Safety, Floodplain Management and Soil and Water Conservation 

**CC:** James Martin, Christine Watlington Jones, Sara Bottenfield, Blair Gordon, CDCs

**Date:** October 6, 2023

**Subject:** VACS Eligibility and State Environmental Law Compliance

Clarification has been requested regarding a producer's eligibility to receive Virginia Agricultural Best Management Practices Cost-Share (VACS) Program when that producer is currently the subject of a corrective order issued by the Commissioner of Agriculture or an enforcement order issued by the Department of Environmental Quality.

The Virginia Agricultural Cost-Share Manual (Manual) states that a producer is not eligible for VACS Program cost-share assistance if (i) the Commissioner of Agriculture has issued a corrective order as a result of the producer not implementing an approved agricultural stewardship plan; or (ii) if an enforcement order from the Department of Environmental Quality has been received by that producer, unless cost-share assistance was requested to help correct the problem prior to commencement of the enforcement action (pages II-17 and II-18 of the Manual).

These restrictions on eligibility apply to any request for VACS Program cost-share assistance made by the producer until the enforcement action has been resolved, regardless of the type of practice requested, its location, or its relationship to the enforcement action. Resolution of the enforcement action is determined by the enforcing agency or appropriate appeal authority, not the producer, Soil and Water Conservation District (District) or the Department of Conservation and Recreation (Department).

Districts should adhere to these limitations on eligibility when the District is notified that a producer is subject to such enforcement action. Notification could be received from an enforcing agency, another District, the Department, or another source.

If you have any questions or concerns, please reach out to Sara Bottenfield, Virginia Agricultural Incentives Program Manager at [sara.bottenfield@dcr.virginia.gov](mailto:sara.bottenfield@dcr.virginia.gov).

**DBSWCD**  
**District Manager**  
**Report**  
Sept. – Oct. 2023

- Program year 2021 – Both 2021 projects are under construction.
- Program year 2022 – All but one of the PY 2022 projects left (5 projects) are under construction.
- Program year 2023 – 10 of the 28 PY 2023 projects are under construction and 6 of the 28 are complete and paid.
- We have been working diligently servicing new applications and visiting/planning those applicants that have signed applications between Jan. 1 – Sept. 30, 2023. We hope to rank and approve them for funding at the November meeting.
- A lot of effort has also been doing construction checks, final construction checks, measuring fence and pipeline then making payments to those complete/certified projects in a timely manner.
- Technical staff attended the Beef Conference in Blountville, TN. We attained a lot of good information.
- We hosted our summer/fall Pasture Walk at Wayne Marcum's farm in Flatwoods. It was very well attended and fulfilled one of our grant deliverables to DCR.
- I participated in a meeting about the progress of the Powell River Public Access points in Lee County. The wheels have definitely been turning slow but it is moving forward.
- Liz, Davis and I checked on a potential complaint on somebody leveling an Indian Mound in Seminary. It was not an Indian Mound.
- Both Kids in the Creek days went perfect and was well received as usual.
- Mandy Fletcher, DCR CDC, performed administrative reviews on our VACS Program files. She had no complaints or corrections so we passed with flying colors.
- Technical staff attended "Soil Erosion/RUSLE" training at Hungry Mother State Park.

Tim Miles  
DBSWCD  
Conservation Specialist Report  
October 24, 2023

- I. Virginia Erosion and Sediment Control Program
  - The Land Disturbing Reports for August 2023 and September 2023 were submitted to DEQ.
  - Routine inspections were made on active E&S projects.
  - The E&S permits for the Blackwater Community Water Project-Phase II, Otis Fannon Rock Picking Operation, and Bernice Galloway Rock Picking Operation closed. These projects are complete.
  - E&S permits were issued for the Town of Pennington Gap Lot Drainage Project, the Family Dollar project, and the Free Pentecostal Church of God Building.
  - I reviewed and made comments on an E&S plan.
  - One E&S plan modification was reviewed and approved.
- II. Virginia Agricultural Cost-Share Program
  - I made conservation planning visits for a few VACS projects.
  - I also surveyed and completed designs for some VACS projects.
  - I checked the progress of construction on some VACS projects.
  - I am planning to attend the Fall 2023 Erosion & RUSLE2 Field Training at Hungry Mother State Park on October 19.
- III. Miscellaneous
  - The District website has been updated periodically.
  - I participated in a Zoom meeting with a representative from Streamline about their website development services.
  - Information for the 2023 NACD/VASWCD Poster Contest was submitted to all Lee County schools. The theme for this year's poster contest is "One Water". Posters were due to the District by Wednesday, October 4. Selected winners were due to the VASWCD by Monday, October 16.
  - I assisted with planning and conducting the Kids in the Creek event that was held on October 3 and October 5. About 230 sixth-grade students participated in the event.
  - I also assisted with preparing an Area IV report for July-September 2023.



**Erosion and Sediment Control Project List**

Name of Project	Approved Plan	Permit Number	LDA Acreage	Estimated Completion Date
James Fannon Rock Picking Operation	X	2021-03	0.61	Spring 2024
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	10.60	Spring 2024
Johnny Woliver Single Family Residence	X	2022-01	5.00	Fall 2023
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
Joe Harber Land Disturbance	X	2022-03	1.00	Fall 2023
Greater Outreach Family Life Center	X	2022-06	0.99	Spring 2024
White Rock Truss, LLC	X	2022-08	0.61	Fall 2023
Brandon Cheek Rock Picking Operation	X	2022-09	0.61	Spring 2024
Travis Hall Rock Picking Operation	X	2023-03	0.61	Spring 2024
Jonesville ABC	X	2023-05	0.70	Fall 2023
Dollar General Store-Ewing	X	2023-06	0.97	Fall 2023
Whistle Pig Country Store and Deli	X	2023-07	0.97	Spring 2024
Dalton Tackett Single Family Residence	X	2023-08	0.75	Spring 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	Spring 2024
Maple Hill Community Water Line Extension Project	X		4.45	

**Liz Maggard**  
**DBSWCD**  
**Conservation Technician Report**  
**October 2023**

- I have been on several construction checks and planning visits with the district and NRCS.
- I sent out approval letters and updated tracking/ folders for the 2024 projects. I've started putting together the design packets.
- We had the pasture walk on August 31<sup>st</sup>.
- I helped measure a couple projects.
- We've paid a few projects.
- I watched a webinar on "All Things Tall Fescue" on September 15<sup>th</sup>.
- We had Kids in the Creek Day on October 3<sup>rd</sup> and 5<sup>th</sup>. I helped with the Aquatics station and created a new Scavenger Hunt station.
- We had admin reviews on October 6<sup>th</sup> and they went well.
- We're going to an Erosion/Rusle2 training on October 19<sup>th</sup>.
- I am adding all of the information into the tracking program in order to rank current applications for funding.

Samantha Briggs  
DBSWCD  
Administrative Secretary Report  
October 24, 2023

- Coordinated and submitted the Area IV quarterly report from the eleven districts in our area. The VASWCD Board meeting was held on September 27<sup>th</sup>.
- Submitted Payroll for September 28, 2023
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Picked up Kids in the Creek Day (KIC Day) t-shirts, sorted them, and delivered them to Elydale Middle School, Jonesville Middle School, and Pennington Middle School
- Purchased supplies for Kids in the Creek Day
- Ordered meals for presenters at KIC Day
- Conducted 2023 Kids in the Creek Day West, held on October 3, 2023
- Conducted 2023 Kids in the Creek Day East, held on October 5, 2023
- Collected all Kids in the Creek Day Surveys from participating schools
- Submitted required 1<sup>st</sup> QTR. RMP TA Request to Barbara McGarry, Resource Management Plan Program Specialist, Virginia Department of Conservation and Recreation Division of Soil and Water Conservation
- Submitted Federal 941 monthly tax to the United States Treasury (September 2023)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (September 2023)
- Submitted Virginia Retirement Contribution for September 2023
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Reconciliated both CD accounts
- Submitted Payroll for October 12, 2023
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Prepared and submitted the district's 1<sup>st</sup> QTR. PY24 Attachment E and supporting documents to DCR before deadline
- Prepared the Minutes of Meeting for August 22, 2023 for the October 24, 2023 board meeting
- Processed the Minutes of Meeting for October 24, 2023

- Prepared the Agenda for the October 24, 2023 board meeting
- Prepared the Treasurer's Report for the October 24, 2023 board meeting
- Submitted board packets for October board meeting
- Prepared Running Budget for October 2023
- Set up board meeting meals for October 2023
- Paid all monthly bills

- 1) **DCR-Abingdon Regional Office CDC Contact:** Until further notice I will be completing the duties and tasks of the CDC. Refer to my email and phone number at the top of Page 1 of this report. Due to responsibilities associated with my job as the Western Area Manager, I will not be able to attend every in-person board meeting and event. It will be imperative to thoroughly read my monthly CDC reports and to promptly contact me with any questions and concerns. Also, be sure to read my emails promptly and thoroughly.
  
- 2) **Administrative and Operational Items**
  - **FY24 1<sup>ST</sup> Quarter Attachment E and QuickBooks Reports:** Due on or before Monday, 10/16/23. Submittal should be via email and include the Attachment E, Balance Sheet, & Profit & Loss. Be sure to use the FY24 Attachment E Template.
  - **Status of FY24 2<sup>nd</sup> Qtr. Disbursements:** Disbursements for the 2<sup>nd</sup> qtr. will include operational, technical assistance, and cost-share funds (VACS, CREP, WFA). One disbursement letter per SWCD is scheduled to be sent out 11/13/23. **Each SWCD should submit cost-share program disbursement requests to me on or before 10/16/23.**
  - **Attachment D Budget Template Revisions:** Attachment D revisions are due by 10/31/23. If your SWCD is approached by the peer review committee about submitting a revision and elects to do so, please ensure that the CDC receives a copy of the email containing the revised Attachment D.
  - **1099 Change:** For the coming tax season, the IRS is now requiring anyone filing 10 or more 1099s to file electronically. DCR is working on getting the AgBMP Tracking Module updated for this. Also, DCR will be hosting a short webinar to review this information and the date will be **11/16/23, 10:00-11:00 AM via MS Teams**. An invite will be sent closer to the date.
  
- 3) **Ag and Cost-Share Items**
  - **Status Update CY23 Verifications:** Verifications were completed by Mandy Fletcher for all 8 SWCDs in the DCR-Abingdon Regional Office service area. If your SWCD had any verifications that required maintenance or repayment of funds, remember that the SWCD has 180 days to address from the time of the initial verification field visit per the FY24 Cost-Share and TA Grant Agreement. Reference the PY24 VACS Program Manual for specifics on this topic.
  - **Status of CY23 (FY24) Cost-Share File Administrative Reviews:** Mandy Fletcher has scheduled all admin reviews and will complete on or before 10/06/23.
  - **Engineering Assistance Request Form:** When requesting engineering services, be sure to utilize the form that is found under the Forms menu in the AgBMP Tracking Module. Here is a link: <https://consapps.dcr.virginia.gov/BMPTracking/Forms/Default.aspx>
  
- 4) **Budget Amendments approved by the Governor 09/14/23:**
  - SWCD owned Dam Rehabilitation = \$25M
  - Conservation Application Suite = \$1M
  - First Deposit to the WQIF: \$110,374,915 (Deposit to VNRCF)
    - \$67,218,323 (CB VACS)
    - \$28,807,853 (OCB VACS)
    - \$14,348,739 (TA)
  - Second Deposit to the WQIF: \$176,339,773 (Deposit to VNRCF)

- \$107,390,922 (CB VACS)
- \$46,024,681 (OCB VACS)
- \$22,924,170 (TA)

- 5) **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. Most directors took this in 2021 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov> Each module is specific to your role so select “Local elected officials or EDAs/IDAs” to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. I’ve understood that re-elected Directors will have an opportunity to complete this training at VASWCD Annual Meeting in December.
- 6) **Status of Clean Water Farm Award (CWFA) Big Sandy-Upper Tennessee Rivers Grand Basin Winner:** The CWFA forms and the process for local CWFA recipients were updated for FY24. As you are aware local CWFA winners and CWFA Grand Basin nominations were due 10/02/23 to Mandy Fletcher. Six of 8 SWCDs submitted local CWFA applications. Local recipients will receive a metal sign and certification signed by the Governor. Judging of the Big Sandy-Upper Tennessee Rivers Grand Basin CWFA winner was completed the week of 10/02/23. The 2023 Grand Basin winner is Lazy M Farm, Tazewell, VA, submitted by Tazewell SWCD.
- 7) **VA Soil and Water Conservation Board Related News**
- **New Chair 09/25/23:** Charles Newton, Shenandoah Valley SWCD Director
- 8) **DCR Related News**
- **DCR-DSWC Abingdon CDC:** Mandy Fletcher’s last day is 10/06/23. The job advertisement to fill the CDC vacancy was posted 09/26/23 and is open until filled. Refer to the DCR website for information on how to apply.
  - **DCR-DSWC Resource Management Plan Program (RMP):** Scott Ambler has retired, effective 10/01/23. For all things RMP related, you should contact Barbara McGarry.
- 9) **Upcoming Training and Important Dates**
- **10/11/23: Commonwealth Risk Management Plans & SWCDs** 1:00 pm Zoom **Speaker:** Bryan Chamberlain, Virginia Department of Treasury - Risk Management: State and Local Government Programs - This session will discuss the liability exposures and issues facing SWCDs and review the available solutions. Details of the role and scope of coverage provided by the state to SWCDs will be highlighted. Liabilities under state and federal law, insurance products, options and other tools for mitigating exposure will be discussed. **Register for the zoom meeting at** <https://us02web.zoom.us/meeting/register/tZUvfuivqTkoH9ffFN81tkLX3MUGGcOk74Zd>.
  - **10/23/23: Virginia Ag and VACS** webinar 9:00am- Noon - Join from PC, Mac, Linux, iOS or Android: <https://vcu.zoom.us/j/88355020596?pwd=NTdZdVFkSkNnbGllbWhFZ2JjMmZ3dz09> Password: 3Y88jCeWcm
  - **10/24-10/26/23: Introduction to Conservation Engineering (ICE)** by invitation in person Goochland
  - **11/01/23: Ag BMP TAC** 10:00 am, Location TBD
  - **11/02-11/03/23: Turf and Landscape School**, 9am- 4 pm Chesterfield County Extension Office 9501 Lori Road, Chesterfield; The **Soil Science, Soil Fertility, Turf Production School** is a lecture series by Virginia Tech professors and DCR staff members. Based on the topics covered, it could be characterized as a mini-agronomy class. This session covers soil science, soil fertility, organic nutrient sources, and turf and landscape production. Students without previous training in these subjects will find this session helpful in understanding how nutrients react and interact when applied to the soil. This school will also help prepare students for the core component of the Turf and Landscape certification exam. Registration information is posted on the DCR website. \$130.



- **11/08-11/09/23:** Turf and Landscape School, 9am- 4 pm Chesterfield County Extension Office 9501 Lori Road, Chesterfield; The **Nutrient Management Plan Writing School for Turf & Landscape** covers writing nutrient management plans using Virginia's Standards and Criteria, revised 2014. Hands-on session in which participants complete exercises using case-study information from a golf course, an athletic field, etc. to write the various components of a nutrient management plan. Registration information is posted on the DCR website. \$130.
- **11/16/23:** SWCD Dam Owners Virtual Meeting 10am-Noon More details coming from Charles Wilson
- **12/03-12/05/23:** VASWCD Annual Meeting, Norfolk Marriott. Registration information on VASWCD website <https://vaswcd.org/annual-meeting/>
- **12/06/23:** VA Soil and Water Board Meeting, 9:00 am Norfolk Marriott

### **DCR Conservation Planner Certification Course Updates**

- **Virginia Ag and VACS October 23 9:00 am-Noon:** Webinar Introduction, overview, and operation information for the Virginia Agricultural Cost Share program and VACS Manual. Training will include a review of the guidelines and policies that are key to the operation of the Best Management Practices (BMP) and Cost Share program. There will also be a review of a few of the most common BMPs across the state to instruct how to understand practice specifications and required qualifications to properly recommend, approve or deny practices, and implement effectively for Soil and Water Conservation District Participants. (This training is not the annual VACS update trainings usually held in June and is the one required for Conservation Planner Certification) Join from PC, Mac, Linux, iOS or Android: <https://vcu.zoom.us/j/88355020596?pwd=NTdZdVfkSkNnbGlhWhFZ2JjMmZ3dz09>  
Password: 3Y88jCeWcm
- **Basic RUSLE 2:** All 3 sections of the 3-part training must be completed or in process for course credit for DCR Conservation Planner Certification. Part 1 was due 9/29/23. Part 2 is an in-person training assessing cropland erosion risk and data collection for RUSLE2 All sessions 9:30am -3:00pm. **Oct. 3 VA Tech Northern Piedmont Research Center, Orange; Oct. 10 Cave View Farms, Weyers Cave; Oct. 17 Riverview Farms, Mike & Steve Hopkins, Louisa.** Part 3 a webinar with RUSLE 2 module work and a homework assignment. More info to come.
- **VA Rare, Threatened & Endangered Species/VA Cultural & Historic Resources Protection: Oct 17 & 18** (virtual). Register now (all three are required to get full credit for CP certification or 4 contact hours for recertification)
  - **October 17:** Division of Natural Heritage (DCR-DNH) 9AM – Register at: <https://us02web.zoom.us/meeting/register/tZ0qcuGorDMtG9R7nRrMTskLOkfsmgDHKdqe>
  - **October 17:** Department of Wildlife Resources (DWR) 1PM – Register at: <https://us02web.zoom.us/meeting/register/tZMvceMorDkvHdIYuEBIT5pcNgBkYOoyAzOV>
  - **October 18:** Department of Historic Resources (DHR) 9AM – Register at: <https://us02web.zoom.us/meeting/register/tZ0qfu6sqz8jGNWU5QzIL6o0dJeQADfpSr44>
- **DCR Conservation Planner course Nov. 1- 3:** Buckingham. To attend this final course, you **must have completed or be in process of completing all other course work**. Please go into the Training Tracker in CAS and review, complete, and confirm any remaining commitments to be able invited to attend. Buckingham County. Day 1 at the BARN (11851 W. James Anderson Hwy, Buckingham, VA 23921), Day 2 at a farm/shop (263 Abe White Lane, New Canton, VA 23123), and Day 3 back at the BARN. Travel, food, lodging will be on your own. Contact: Carl Thiel -Goin.

Electronically sent to SWCD offices 10/02/23; Updated 10/10/23.

**Attachment E**  
**\*\*\*\*\*OFFICIAL FISCAL YEAR 2024 FORM\*\*\*\*\***  
 Department of Conservation and Recreation  
 Virginia Nonpoint Source Management Program  
 Project Financial Report

SWCD: Daniel Boone Agreement Number: 503OPS-24-09-GF  
 Contact: Samantha Briggs Phone Number: (276) 346-8196  
 Address: 32637 Main Street  
Jonesville, Virginia 24263  
 Reporting Quarter Dates: 7/1/2023 thru 9/30/2023  
 (beginning) (closing)

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

	Beginning Balance * (1)	Transfers In/Out (Must = 0) (2)	Adjusted Beginning Balance (1) +/- (2) (3)	Receipts (During the report period) (4)	Expenditures (During the report period) (5)	Ending Balance (6)
<b>State Sources</b>						
PY 2020 OCB VACS	\$309,343.00		\$309,343.00		(\$309,343.00)	\$0.00
PY 2020-2022 OCB VACS Transfer	\$129,117.88		\$129,117.88		(\$129,117.88)	\$0.00
PY 2020-2023 OCB VACS Transfer	\$12,821.46		\$12,821.46		(\$12,821.46)	\$0.00
			\$0.00			\$0.00
PY 2021 OCB VACS	\$91,247.02		\$91,247.02			\$91,247.02
PY 2021-2022 OCB VACS Transfer	\$11,825.00		\$11,825.00			\$11,825.00
PY 2021-2023 OCB VACS Transfer	\$37,046.10		\$37,046.10		(\$11,331.10)	\$25,715.00
			\$0.00			\$0.00
PY 2022 OCB VACS	\$330,455.25		\$330,455.25			\$330,455.25
PY 2022-2023 OCB VACS Transfer	\$85,607.46		\$85,607.46		(\$22,739.96)	\$42,867.60
			\$0.00			\$0.00
PY 2023 OCB VACS	\$1,939,587.16		\$1,939,587.16		(\$106,528.87)	\$1,833,058.29
			\$0.00			\$0.00
PY 2024 OCB VACS			\$0.00	\$502,669.23		\$502,669.23
			\$0.00			\$0.00
DCR OPERATIONS FUNDS	\$190,757.85		\$190,757.85	\$48,102.25	(\$22,689.12)	\$217,170.78
			\$0.00			\$0.00
PY 2023 OCB VNRCF TA	\$227,319.27		\$227,319.27		(\$41,238.46)	\$186,080.79
			\$0.00			\$0.00
PY 2024 OCB VNRCF TA			\$0.00	\$75,350.00		\$75,350.00
<b>Total State Sources</b>	<b>\$3,444,907.20</b>	<b>\$0.00</b>	<b>\$3,444,907.20</b>	<b>\$527,321.48</b>	<b>(\$655,609.87)</b>	<b>\$3,316,618.81</b>
<b>Federal Sources</b>						
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
<b>Total Federal Sources</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Local/Other Sources</b>						
LEE COUNTY			\$0.00	\$53,397.87	(\$30,989.96)	\$22,407.71
			\$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
CD-BUILDING/RAINY DAY FUND	\$327,140.30		\$327,140.30	\$3,131.28		\$330,271.58
			\$0.00			\$0.00
CD-RESERVE BUILDING	\$102,518.88		\$102,518.88	\$974.19		\$103,493.07
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
			\$0.00			\$0.00
<b>Total Local/Other Sources</b>	<b>\$458,736.46</b>	<b>\$0.00</b>	<b>\$458,736.46</b>	<b>\$57,503.74</b>	<b>(\$30,989.96)</b>	<b>\$485,249.84</b>
<b>TOTAL (All Sources)</b>	<b>\$3,903,643.71</b>	<b>\$0.00</b>	<b>\$3,903,643.71</b>	<b>\$684,824.82</b>	<b>(\$686,779.83)</b>	<b>\$3,901,688.50</b>

\* - The beginning balance is the amount of funds on hand at the start of the report period. The ending balance from the previous report period will become the beginning balance for the new report period. This figure will automatically carry forward to the next report period.

\*\* Must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal.

Prepared by: Samantha Briggs Samantha Briggs 10/10/2023  
 Print Name Signature Date  
 \*\*Approved by: Bobby Burchett Bobby Burchett 10/10/2023  
 Print Name Signature Date

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



9:19 AM  
10/10/23  
Cash Basis

**Daniel Boone SWCD**  
**Balance Sheet**  
**As of September 30, 2023**

	<u>Sep 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Operations District Account	530,108.56
VACS Program Account 1 BMP	2,837,817.29
CD	330,271.58
CD Building Fund	103,493.07
<b>Total Checking/Savings</b>	<u>3,801,688.50</u>
<b>Total Current Assets</b>	<u>3,801,688.50</u>
<b>TOTAL ASSETS</b>	<u><u>3,801,688.50</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	3,803,643.71
Net Income	-1,955.21
<b>Total Equity</b>	<u>3,801,688.50</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,801,688.50</u></u>

**Daniel Boone SWCD  
 Profit & Loss  
 July through September 2023**

	Jul - Sep 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>OPERATIONS</b>	
DCR Operations	124,452.25
Operations Account Interest	1,144.94
CD Interest	4,105.47
<b>Total OPERATIONS</b>	129,702.66
<b>COST SHARE</b>	
VACS Cost Share Funds	501,500.00
VACS Program Interest	1,369.23
<b>Total COST SHARE</b>	502,869.23
<b>LOCAL FUNDS</b>	
Refund Anthem	3,852.73
Local Gov't	48,386.00
Fish Wagon	14.00
<b>Total LOCAL FUNDS</b>	52,252.73
<b>Total Income</b>	684,824.62
<b>Gross Profit</b>	684,824.62
<b>Expense</b>	
Void Check	0.00
<b>COST SHARE EXPENDITURES</b>	
VACS Recipient Payments	591,882.27
<b>Total COST SHARE EXPENDITURES</b>	591,882.27
<b>Payroll Expenses</b>	
Salaries & Wages	51,389.88
Payroll taxes	3,931.31
Unemployment Tax Exp	0.00
<b>Total Payroll Expenses</b>	55,321.19
<b>Employee Benefits</b>	
HIC Exp	139.88
VLDP	177.02
Retire/GroupLife	3,594.98
Health	17,876.89
Dental	522.81
<b>Total Employee Benefits</b>	22,111.58
<b>Directors</b>	
Meals	380.57
<b>Total Directors</b>	380.57
<b>District Ops</b>	
Accounting Assistance	108.00
Truck & Van Fuel	499.64
Truck & Van Maintenance	4,168.91
<b>Insurance</b>	
Truck & Van Insurance	716.16
Workers Comp	856.00
<b>Total Insurance</b>	1,374.16
Donations	1,150.00
Equipment	684.03
Kids In the Creek Day	3,304.11
Dues & Subscriptions	3,592.00
PastureWalk	760.58
Phone	572.68
Postage	258.26
Office Supplies & Exp	651.85
<b>Total District Ops</b>	17,104.22
<b>Total Expense</b>	686,779.83
<b>Net Ordinary Income</b>	-1,955.21
<b>Net Income</b>	-1,955.21

## Samantha Briggs

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**From:** Samantha Briggs <dbswcd@verizon.net>  
**Sent:** Wednesday, October 4, 2023 7:00 AM  
**To:** 'McGarry, Barbara (DCR)'  
**Cc:** Angie Ball (angela.ball@dcr.virginia.gov)  
**Subject:** RE: Reminder: RMP TA Requests October 15

Hi Barbara,

The Daniel Boone SWCD is "requesting no reimbursement" for the period from July 1, 2023 – September 30, 2023.

Have a great day,

*Samantha Briggs*

Daniel Boone SWCD  
32637 Main Street  
Jonesville, Virginia 24263  
(276) 346-8196  
dbswcd@verizon.net

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**From:** McGarry, Barbara (DCR) <Barbara.McGarry@dcr.virginia.gov>  
**Sent:** Tuesday, October 3, 2023 3:08 PM  
**To:** McGarry, Barbara (DCR) <Barbara.McGarry@dcr.virginia.gov>

**Subject:** Reminder: RMP TA Requests October 15

Please remember that RMP TA requests are due October 15. The attached form can be used to request reimbursement for RMP reviews or certification inspections, or 3-year continued implementation inspections conducted July 1, 2023 – September 30, 2023.

If you are requesting reimbursement e-mailed to me at the address included in my signature, with a 'cc to your CDC.

If you are not requesting any reimbursement, there is no need to complete a form, but please respond to this e-mail with the text "requesting no reimbursement".

Please forward this message if the appropriate person in your District Office has not received this message.

Should you have any questions about the reimbursements, the process, or the report, please let me know.

Barbara McGarry  
Resource Management Plan Program Specialist  
Virginia Department of Conservation and Recreation  
Division of Soil and Water Conservation  
600 East Main Street, 24th Floor  
Richmond, VA 23219  
cell: 804-240-0947

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

## Action Items to accomplish in October 2023-2024:

## 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*)



**Jonesville SERVICE CENTER REPORT**  
Daniel Boone SWCD Board Meeting  
10/24/2023

**Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**  
FY24 EQIP Applications = Approximately 50  
  
EQIP Payments - \$35,578.35 (11 Practices)  
  
FY24 EQIP & CSP Application Deadline October 13<sup>th</sup>
  
- **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. All FY24 EQIP applicants have been scheduled for new field visit and continuing to schedule new visits as they come in and call.

**BMP Projects/Partnership Activities**

- Construction is steady.
- Construction layout on 2 WFF's
- Approximately 10 – 15 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)**

- 

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

- Area II RUSLE 2 Training October 19<sup>th</sup> (Marion)

### **Earth Team Volunteer Program**

- Submitted

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

- Updates, if available

Submitted By Jordan Southern, District Conservationist