



DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT
32637 MAIN STREET
JONESVILLE, VIRGINIA 24263
PHONE: (276) 346-1531
EMAIL: dbswcd@verizon.net
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We work with the people who work the land.

MINUTES OF MEETING OCTOBER 8, 2024

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, October 8, 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

Samantha Briggs
Shawn Morris
Tim Miles
Tim Hobbs

PARTNERS PRESENT

Lorie Stevens

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 August 27, 2024 Minutes of Meeting. (Elkins, Hobbs, unanimous)

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none a motion was made to approve the September 18, 2024 Treasurer's report. (Elkins, Martin, unanimous)

REPORTS - COMMITTEE CHAIRS:

Shawn Morris, Technical Committee Chair, stated that the Technical Committee did not meet. He reported that the PY25 Average Cost List was revised and sent to the Department of Conservation and Recreation (DCR).

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

A copy of the District Manager and VACS Program reports are attached and made a part of these minutes.

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

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

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

SPECIAL GUESTS:

None

UNFINISHED BUSINESS:

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.

Tim Miles, Conservation Specialist, discussed the lime spreader lease agreement. A motion was made to accept the Terms of Lease for the Stoltzfus WLS20 Lime Spreader. (Martin, Byington, unanimous) A copy of the lease agreement is attached and made a part of these minutes.

NEW BUSINESS:

Lorie Stevens, DCR Conservation District Coordinator, reviewed the results of the Assessment of SWCD Compliance with the FY24 Administrative and Operational Support Grant Agreement and the FY24 Cost-Share and Technical Assistance Grant Agreement. The district satisfied each grant agreement performance deliverable. A copy of the assessments is attached and made a part of these minutes.

Samantha Briggs, Administrative Secretary, stated that the district had received a donation request from the Friends of the Lee County Tobacco Festival. A motion was made to donate \$300.00. (Byington, Hobbs, unanimous)

Samantha Briggs also discussed the deadline for the VASWCD 2024 Annual Meeting (Early Bird) registration. A motion was made for Amy Byington, Samantha Briggs, Shawn Morris, and Tim Hobbs to attend the meeting. (Byington, Martin, unanimous)

Tim Miles discussed the new copier lease agreement with RJ Young Company. A motion was made to lease a new floor copier and a desk copier with the same accessories for 60 months. (Byington, Hobbs, unanimous) A copy of the lease breakdown is attached and made a part of these minutes.

The board discussed the district's policy for handling agricultural stewardship complaints. A motion was made for the district to continue with the current Agricultural Stewardship Act (ASA) policy. (Byington, Martin, unanimous)

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.

The board discussed the district's annual awards banquet in December. A motion was made to reschedule the December board meeting and awards banquet for Monday, December 16, 2024 if the Pennington Gap Community Center is available. The board meeting will start at 5:00 pm with the banquet to follow at 6:00 pm. (Byington, Hobbs, unanimous)

ANNOUNCEMENTS:

None

REPORTS FROM COOPERATING AGENCIES:

The DCR Conservation District Coordinator September & October reports were reviewed and a copy of the September report is attached and made a part of these minutes.

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

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

The meeting was adjourned by the Chairman of the Board.

Approved:

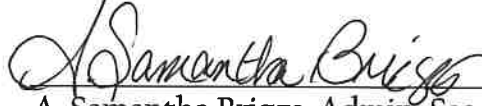
Respectfully Submitted By:



Roger Elkins, Chairman

10-22-2024

Date



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 J. Crabtree		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 R. Mickle		SL-6F	\$74,398.65	\$78,478.65	Y	Y	Y	10	No progress to report
24-23-0024 C. Reasor		SL-6W	\$88,615.00	\$93,931.00	Y	Y			Pre-construction meeting with the landowner and contractor has been scheduled.
24-23-0040 M. Thompson		SL-6W	\$131,497.50	\$134,977.50	Y	Y	Y	100	Complete and paid paid \$97,790.40
24-23-0043 A. Ball		SL-6W	\$52,915.00	\$56,275.00	Y	Y			No progress to report
24-23-0051 B. Trent		SL-6W	\$53,690.00	\$55,370.00	Y	Y	Y	100	Complete and paid paid \$44,094.51
24-23-0056 S. Haynes		SL-6W	\$107,940.00	\$116,904.00	Y	Y	Y	100	Complete and paid paid: \$116,904.00
24-23-0069 V. Lemar		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 J. Hammonds		SL-6W	\$90,222.50	\$92,586.50	Y	Y	Y	100	Complete and paid paid \$91,864.50
24-23-0072 W. Coffman		SL-6W	\$11,836.75	\$12,436.75	Y	Y	Y	100	Complete and paid. paid \$12,436.75
24-23-0075 D. Demeo		SL-6W	\$76,610.00	\$82,922.00	Y	Y	Y	5	Well has been drilled.
24-23-0076 D. Burchett		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 N. Garrett		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 J. Hounshell		SL-6W	\$16,662.85	\$17,934.85	Y	Y	Y	10	Piggy-back project. No progress to report.
24-23-0086 G. Cain		SL-6W	\$16,869.41	\$18,981.41	Y	Y	Y	100	Complete and paid paid: \$18,981.41
24-23-0087 M. Hinkle		SL-6W	\$16,783.09	\$20,167.09	Y	Y	Y	100	Piggy-back project Complete not paid
	521794	SL-6W	\$16,294.07	\$18,754.07	Y	Y	Y	10	Piggy-back project No progress to report
24-23-0088 A. Yeary		SL-6W	\$10,920.97	\$11,580.97	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$10,669.77
	521884	SL-6W	\$13,437.79	\$15,597.79	Y	Y	Y	10	Piggy-back project No progress to report
24-23-0090 J. Lowe		SL-6W	\$84,135.00	\$86,055.00	Y	Y			No progress to report
24-23-0094 A. Snodgrass		SL-6W	\$125,190.00	\$128,550.00	Y	Y	Y	100	Complete and paid paid \$125,312.17
24-23-0095 J. Gowder		SL-6W	\$212,225.00	\$230,225.00	Y	Y	Y	100	Complete and paid paid \$230,225
24-23-0098 R. Speck		SL-6W	\$83,320.00	\$84,328.00					no progress to report
24-23-0099 T. Hobbs		SL-6W	\$113,377.50	\$115,825.50	Y	Y	Y	100	Complete and paid paid \$115,825.50

DBSWCD
District Manager Report
September 2024

- Program year 2022 – The remaining 3 projects have been surveyed and designed only one is under construction at this time (Fannon Cattle Co. WP-4 SF). **\$36,089.75 unobligated**
- Program year 2023 – All but 3 of the remaining projects have been surveyed and designed, 7 are under construction and 13 of 25 have been paid. **\$37,187.10 unobligated**
- Program year 2024 - 18 of the 33 approved projects have been surveyed and/or designed, 6 are under construction, and 6 have been paid. **\$15,963.32 unobligated**
- Program Year 2025 - **\$~2.83 million unobligated**
- We continue to make planning visits for the PY25 VACS Program applications dated in or before the deadline for the first PY25 funding quarters. I have started on the total estimated cost worksheets for those applications and will be updating the TEC for the unfunded PY2024 applications.
- I am in the process of making planning visits for PY25 WP-4 SF applications that will be ranked in the first funding period.
- I still have AWMS plans and designs to work on for the WP-4 SF projects previously pre-approved and need to be sent to the engineer for final approval.
- The two WP-4 SF projects that were under construction have been completed. One of them has been paid and I am scheduled to do final inspection for the other tomorrow. I will be sending the next group (3-4 per group) to the engineer for his final approval of their risk assessments and, ultimately, their designs as soon as I(we) have everything ready.
- We (Tim, Jordan, Tony, and I) have been including Hobbs, our newly hired Conservation Technician, on planning visits, construction checks, final inspections, and all other activities in the field. I let him take the lead on a planning visit last week and he has made a couple of construction checks on his own. I am very pleased with the progress he has made.
- We attended the Drone Demonstration on the Fannon Farm in Hickory Flats. It was very innovative and I am interested to see the part they play in Lee County Agricultural in the future.

- I attended a stakeholder's meeting for the Powell River Public Access initiative. TVA has installed three public access points on the Powell River in Lee County recently. They are at the Beech Grove Bridge, the Flanary Bridge, and the Poteet Ferry Bridge (re-modeled after VDOT construction). Funding has been obtained for additional sites.
- I attended the Fire Ant In-Service at Wilderness Road State Park. The was also very interesting and will be increasingly important in the very near future.
- I have been surveying storm damage with NRCS and FSA after the recent storms.
- We had KIC-west today and KIC-east is scheduled for Thursday.

Tim Miles
DBSWCD
Conservation Specialist Report
September 24, 2024

- I. Virginia Erosion and Sediment Control Program
 - The Land Disturbing Report for August 2024 was submitted to DEQ.
 - Routine inspections were made on active E&S projects.
 - The E&S plan for the Jonesville Water System Improvements (Phase 2) was reviewed and approved.
 - The E&S permit for the Dalton Tackett Single Family Residence closed. This project is complete.
 - I completed the recertification process for my Dual Combined Administrator certification. This certification will expire on September 25, 2027.
- II. Virginia Agricultural Cost-Share Program
 - I checked the progress of construction for some VACS projects.
 - I assisted with measuring completed fence installation and with making final inspections on some VACS projects.
 - I have been entering information into the Conservation Application Suite to pay applicants for completed projects.
 - I participated in the DCR-DNH Data Explorer Website Training on September 12.
- III. Miscellaneous
 - The District website has been updated periodically.
 - I assisted with preparing an Area IV report for July 2024-September 2024.
 - I have been working with Apple to set up a government account to order a new computer. The set-up process and data transfer will soon be complete.
 - Staff members have been working with R. J. Young to obtain information for a new lease agreement on the two copiers used in the office. The current lease agreement will expire after October 2024.
 - I assisted with drafting a lease agreement for the District's lime spreader.
 - I attended the Drone Demonstration on September 12 sponsored by the Virginia Cooperative Extension, Daniel Boone SWCD, USDA-NRCS, and Lee County Livestock Association.
 - I will be attending the Hybrid Fire Ant In-Service for government agency partners on September 19 at Wilderness Road State Park.
 - Staff members have been organizing the Kids in the Creek event scheduled for October 1 and October 3.

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	Fall 2024
Travis Hall Rock Picking Operation	X	2023-03	0.61	Fall 2024
Whistle Pig Country Store and Deli	X	2023-07	0.97	Fall 2024
Free Pentecostal Church of God Building	X	2023-12	0.96	Fall 2024
Magnolia Health and Wellness Dryden Rehab Project	X		3.48	
Jonesville Water System Improvements (Phase 2)	X		0.90	

DBSWCD
Conservation Technician Report
September 2024

- Completed three online courses for the conservation planner certification course requirements.
- Spent a day with Ben Chester looking at some feed barns. He explained a lot of the different things to look for in the construction of the season feeding facilities
- Went on several new planning visits with Shawn and he has been explaining what all to look for in planning a new job.
- Went on numerous construction visits learning what all to be looking for on jobs in the construction phase.

Samantha Briggs, DBSWCD
Administrative Secretary Report
September 24, 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
- Set 2024 Kids in the Creek Day dates with the school board office
- Secured East and West KIC Day locations
- Contacted all teacher contacts and sent them KIC Day event packets
- Set up deadlines for KIC Day t-shirt orders
- Submitted Payroll for August 29, 2024
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Submitted Payroll for September 12, 2024
- Ordered supplies for KIC Day
- Attended the Drone Demonstration Workshop on September 16, 2024
- Purchased supplies for the Drone Demonstration Workshop
- Prepared the meals (approximately 50) for the Drone Demonstration Workshop
- Submitted Hybrid EzLink Retirement Cash Match 401(A)
- Submitted Hybrid EzLink 457 Deferred Comp Plan
- Prepared the Minutes of Meeting for August 27, 2024 for the September 24, 2024 board meeting
- Prepared the Agenda for the September 24, 2024 board meeting
- Prepared the Treasurer's Report for the September 24, 2024 board meeting
- Submitted board packets for September 2024 board meeting
- Reconciled both CD Accounts
- Submitted Federal 941 Tax to the Department of Taxation (September 2024)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (September 2024)
- Submitted Virginia Retirement Contribution for September 2024
- Purchased board meeting supplies for meeting
- Organized schedule for board meeting caterer
- Prepared invoice for board meeting caterer
- Prepared Running Budget for September 2024
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills



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TERMS OF LEASE – STOLTZFUS WLS20 LIME SPREADER

The Daniel Boone Soil and Water Conservation District (The District) will lease the lime spreader under the following terms:

1. All fields to be limed must be inspected and approved for suitability of spreading lime by the **Equipment Technician**.
2. A **rental fee** of \$60.00/day will be charged.
3. A transportation fee will be charged using the current federal mileage rate, with a minimum charge of \$35.00, should the District haul the **lime spreader** to and/or from the farm.
4. The lessee is required to use the lime spreader in a timely manner while leasing the lime spreader. A late fee of **\$25.00 will be added to the rental fee** from the specified return date. The District may waive the late fee due to unforeseen circumstances.
5. The minimum \$35.00 transportation fee will be paid up front. The final balance will be reconciled upon completion of spreading lime. Late payments will be charged an additional fee rated at 1.5% per month after 30 days.
6. The lime spreader will not be leased to lessees with overdue or disputed accounts.
7. The lime spreader will only be used in Lee County unless the District grants permission in writing.
8. The lessee shall not loan the lime spreader.
9. The lessee is responsible for any damage to the lime spreader due to improper operation or neglect. The lessee shall not work on the lime spreader without contacting the **Equipment Technician** first. The lessee is responsible for the proper lubrication of the machine. The District is responsible for repairs as a result of normal use.
10. The lime spreader must be empty upon return to the District. It must be rinsed out with water.
11. A tractor with a minimum of 55 horsepower must be used to haul/use the lime spreader.
12. A large-sized truck must be used to haul the lime spreader ($\frac{3}{4}$ -ton truck or larger is recommended).
13. The lessee shall not pull the lime spreader while loaded on public roads.
14. The lessee shall not exceed the 2-ton loading capacity of the lime spreader while spreading lime.
15. The lessee agrees to indemnify, protect, and hold harmless the District against all claims, or actions for personal injury or property damage occurring as a result of the lessee using and operating the lime spreader.



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Lease Request Information

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Location of farm: _____

Delivery date: _____

Return date: _____

Expected transportation provider: Self: _____ District: _____

Size of tractor to be used: _____

Lessee/Applicant signature: _____ Date: _____

Actual Usage Information

Mileage to/from farm: _____

Actual delivery date: _____

Actual return date: _____

Lessor/District signature: _____ Date: _____



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Lime Spreader Usage Invoice

Description	No. of Days	Unit Price	Total	Additions	Billed Total
Rental Fee		\$60/day			

Description	No. of Miles	Unit Price	Total	Additions	Billed Total
Transportation Fee		\$0.67/mile			

\$35.00 minimum transportation fee

	Billed Total
Rental Fee	
Transportation Fee	
Late Fee	

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Lessee/Applicant signature _____ Date: _____

Assessment of SWCD Compliance with the FY24 Administrative and Operational Support Grant Agreement

503OPS-24-09-GE Grant Agreement for the period 7/01/23 thru 6/30/24 for **Daniel Boone Soil & Water Conservation District**
(District name)

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and operational expenses to support District actions that address the Commonwealth's water quality and natural resource conservation needs.

By acceptance of funds the district agreed to:

<i>Activity:</i>	<i>Fully Satisfied</i>	<i>Partially Fulfilled</i>	<i>Did Not Fulfill</i>	<i>Notes/Comments:</i>
<p>Grant Agreement Performance Deliverable</p> <p>1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs:</p> <ul style="list-style-type: none"> • The Virginia Agricultural BMP Cost-Share Program • The Virginia Agricultural BMP Tax Credit Program • Conservation Reserve Enhancement Program (CREP) • Voluntary BMP installation • Agricultural Stewardship Act • Resource Management Plan (RMP) Program 	A			
<p>2. Wherever applicable, actively participate in the local promotion, development, and implementation of the following programs and initiatives:</p> <ul style="list-style-type: none"> • The Water Quality Improvement Act • Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions • Virginia's Healthy Waters initiatives • Nutrient Management Training and Certification Program • Conservation Planning Programs • Local TMDL development and implementation processes • Land conservation initiatives (consistent with any state-identified priorities) • Sound land use and watershed planning approaches • Environmental Education programs 	A			
<p>3. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.</p>	A			<p>Natural Resource Partnerships: NRCS TNC, VA DCR-DNH, DOF, DWR, Black Diamond RC&D, Virginia Energy, DEQ, UTRR, Lee County, the USFWS.</p>
<p>4. Hold monthly meetings with a quorum of District board members present.</p>	A			<p>DBSWCD held 10 of 10 meetings with a quorum.</p>

Fully Satisfied Partially Fulfilled Did Not Fulfill

Activity:

Notes/Comments:

<p>5. Develop and maintain a long-term plan that enhances District capabilities, on a 4-year cycle through a process that obtains input from stakeholders, including local government(s). A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. This plan should contain, at a minimum, a discussion of district goals and/or objectives and include strategies or action items to achieve each of those goals in order to implement the applicable programs covered in this Agreement.</p>	<p>A</p>		<p>DBSWCD has an active Long-Term Plan that is set to expire on 12/31/2024 and was last reviewed 06/25/2024.</p> <p>DBSWCD has distributed surveys to local landowners, educators, and government officials that will be used to develop the District's Long-Range Plan.</p>
<p>6. Prepare and follow an annual plan of work that demonstrates how the District will implement specific strategies or action items in support of its long-term plan.</p>	<p>A</p>		<p>DBSWCD has an approved APOW that is reviewed monthly and included in their board packets.</p>
<p>7. Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC.</p>	<p>A</p>		<p>All minutes and publications were submitted to the CDC in a timely manner.</p>
<p>8. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2023 electronic template of the Attachment E (Project Financial Report), submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required. Submit End of Year reports including District's Cash Balance Report and Carry Over Reports.</p>	<p>A</p>		<p>DBSWCD completed and submitted 4 of 4 Quarterly Reports. EOY reports needed to be resubmitted due to missing interest and forms not reconciling.</p>
<p>9. <i>DCR's Desktop Procedures for District Fiscal Operations (Procedures)</i> annually reviewed by the District Board or their Finance Committee and documented in official minutes.</p>	<p>A</p>		<p>A current copy of the Procedures is on file and was reviewed on June 4, 2024</p>
<p>10. When audited and when assessed annually on grant deliverables, the District acted upon the findings of the financial audit or grant deliverable assessments as directed by the VSWCB, the Audit Subcommittee of the VSWCB, and the Department.</p>	<p>A</p>		<p>DBSWCD was audited on 01/09/2024 with no audit findings.</p> <p>Amy Byington was in attendance for the audit exit interview.</p>
<p>11. District staff responsible for the District's financial data management and financial reporting, must attend financial trainings (i.e. Quickbooks, Accounting, etc) when provided by the Department. Staff may attend either beginner or advanced training.</p>			<p>Lorie Stevens reviewed the District Audit Results with the DBSWCD Board on April 23, 2024.</p> <p>N/A – DCR did not offer any required training in FY24</p>

Activity:

Fully Satisfied	Partially Fulfilled	Did Not Fulfill	Notes/Comments:
A			<p>12. Annually review and maintain employee personnel documents including District personnel policy, position descriptions, and performance expectations. Document Pay Action Authorizations and conduct annual employee evaluations. Provide copies of the approved personnel policy and position descriptions to the CDC.</p>
A			<p>13. New directors are required to complete orientation training within six months of qualifying for office.</p>
A			<p>14. In accordance with the Freedom of Information Act (FOIA), the District designated a FOIA officer and the FOIA Officer completed FOIA training every 24 months. A copy of the training certificate was provided to the District's assigned CDC, and contract information was submitted to the FOIA Council.</p>
A			<p>15. The District has a designated Records Officer on file with the Library of Virginia and the Records Officer has completed the Library of Virginia Record Retention course(s) within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia. A copy of the training certificate(s) was provided to the District's assigned CDC.</p>
A			<p>16. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.]</p>
A			<p>17. Hosted at least one agricultural community outreach event during the year that met the conditions outlined in Attachment F (#17).</p>

18. Notified the Virginia State University-Small Farm Outreach Program of every outreach event conducted by the District focusing on agricultural producers in the manner outlined in Attachment F (#18).	A		Mandy Fletcher – SFOP representative was notified and on the agenda at their events.
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Reviewed with the SWCD Board; entered and attached to the September 24, 2024 meeting minutes:

Shawn M. Stevens

_____ (Conservation District Coordinator) 08/26/2024 (Date)

Assessment of SWCD Compliance with the FY 24 Cost-Share and Technical Assistance Grant Agreement

503CSTA-24-09 Grant Agreement for the period 7/01/23 thru 6/30/24 for **Daniel Boone Soil & Water Conservation District**
(District name)

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and technical delivery of the Virginia Agricultural Best Management Practices Cost-Share Program as prescribed in Section 10.1-546.1 of the Code of Virginia and addressing the Commonwealth's conservation and water quality needs.

By acceptance of Grant funds the district agreed to:

Activity:	Fully Satisfied			Partially Fulfilled	Did Not Fulfill	Notes/Comments:
	"A"	"B"	"C"	"C"		
Grant Agreement Performance Deliverables						
1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of: <ul style="list-style-type: none"> • The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2024); • This Grant Agreement; • All State laws and regulations. 	A					
2. Did the District implement VACS in accordance with the PY2024 VACS BMP Manual, including but not limited to the provisions on EJAA, cost-share file administrative reviews, bid process, conservation planning, and other administrative guidelines established in the Manual?	A					
3. Prior to the District approving cost-share applications, did the District submit secondary considerations and receive Department approval of those considerations?	A					Secondary Considerations were submitted to DCR on 07/24/2023

Activity: *Fully Satisfied* *Partially Fulfilled* *Did Not Fulfill* *Notes/Comments:*

<p>4. Did the District act consistently with both primary and secondary considerations and act consistently with VSWC Board policies while also demonstrating the following priorities during the program year:</p> <ul style="list-style-type: none"> • For Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and; • For Districts in basins outside the Chesapeake Bay, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low). 	A		
<p>5. Prior to the District approving cost-share applications, did the District Board approve an Average Cost List and submit it to the Department?</p>	A		<p>DBSWCD approved their Average Cost List on 07/25/2023 and submitted to DCR on 08/01/2023</p>
<p>6. Was data entered in the Conservation Application Suite (CAS) accurately to the satisfaction of the Department, including the entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s)?</p>	A		<p>DBSWCD had a few delays in data entry the second half of FY24, which were due to a staff resignation and reassignment of job duties. However, the issues were resolved.</p>
<p>7. Was data entered into the CAS within 15 days after the end of every quarter to accurately reflect District Board approvals, cancellations, carryovers, and participant funding requests?</p>	A		<p>All data entry was entered into CAS within 15 days after the end of the quarter to accurately reflect approvals, cancellations and carryovers.</p>
<p>8. What percentage of the District's VACS (cost-share) allocation for this grant period was obligated to participants?</p>	A		<p>DBSWCD obligated 100.23% of their allocation.</p>
<p>9. Did the District take appropriate action within 180 days to address all verification issues once identified?</p>	A		<p>Appropriate action was taken within 180 days to address all verification issues.</p>
<p>10. Did the District maintain the CAS within one month of payments being rendered, and other financial records by the reporting deadline for each quarter?</p>	A		
<p>11. Did the District submit complete and accurate End of Year Cash Balance Reports and Carry Over Reports by the End of Year reporting deadline?</p>	B		<p>EOY cash balance had to be resubmitted. 2024 OCB VACS interest was not included on the Cash Balance Report.</p>

Activity: _____ Notes/Comments: _____

Fully Satisfied	Partially Fulfilled	Did Not Fulfill	Notes/Comments:
A			Staff confirmed compliance via the FY24 Self-Assessment Questionnaire submitted 07/08/24
A			All applications were approved by contract and instance number and are documented in the minutes.
A			CAS users completed required IT training course by 12/15/23 deadline. New staff completed prior to CAS access.
A			Technical staff training documented in CAS's Conservation Planner Module and on FY24 Self-Assessment Questionnaire submitted 07/08/24.
A			The following current technical staff that were employed in June 2023 completed the update: Shawn Morris – 06/15/2023 and Tim Miles – 06/15/2023

Reviewed with the SWCD Board; entered and attached to the September 24, 2024 meeting minutes:

Shawn M. Stevens

Comments: _____ (Conservation District Coordinator) 08/27/2024 (Date)

Re: RJ Young Breakdown-Copiers

From: Reagan Rainey (reagan.rainey@rjyoung.com)

To: timmiles1@verizon.net

Date: Thursday, August 22, 2024, 10:30 AM EDT

Thanks for the update Tim!

Now that we are closer to lease expiration, there isn't a fee to do it early and go ahead and get the CPC rates down. We should have the ST-12 on file 🙌, just wanted to make sure. Just keep me updated if you think of any questions. It may take around 4 weeks to get the BOGO free copier for Samantha's desk reserved and everything delivered/connected, but I'll try and expedite it the best I can!

Thanks,
Reagan
2762194466



Reagan Rainey

Account Executive

Reagan.Rainey@rjyoung.com

800-347-1955 | D: 865-622-9044

RJYoung.com



From: timmiles1@verizon.net <timmiles1@verizon.net>

Sent: Thursday, August 22, 2024 10:20 AM

To: Reagan Rainey <Reagan.Rainey@rjyoung.com>

Subject: Re: RJ Young Breakdown-Copiers

Hi Reagan,

I've been off the last two days and am just now getting to respond. It looks like you all covered everything. We will have to discuss the new lease agreement with our board of directors. I'm not sure if they will make a decision at the August 27 board meeting or if they will wait until the September 24 board meeting.

We are tax exempt. We can provide a Commonwealth of Virginia Sales and Use Tax Certificate of Exemption (Form ST-12) with our Federal ID # if you all don't have one on file.

If we have any questions we'll contact you.

Thanks,

Tim

On Tuesday, August 20, 2024, 2:28:08 PM EDT, Reagan Rainey <reagan.rainey@rjyoung.com> wrote:

Tim,

Sorry our meeting with Farmers & Miners Bank ran over a little bit and just missed you yesterday! We had a blast with Samantha and I tried to cover all the bases with her on the questions you had written down. I have submitted for approval on a BOGO printer to replace the one that she has on her desk with either option for free and the lowest cost per copy rates. Inflation and lease rates over the past 5 years have changed, but the lower cost per copy rates will help offset the cost. The C3530i Canon is still in great shape to where we can re-lease it for 36 months, or we can get you all a brand new one with the same accessories in there for another 60 months. Here is a breakdown of options:

Current

You all average around 1987 B&W pages per month & around 1230 Color pages per month

Lease- \$92.72/mo for

Avg copies cost per month = \$171

Avg Bill =263.72/mo

Re-Lease

Lease- \$108.49/mo for 36 months

Avg copies cost per month @ .0095 for B&W and .065 for Color = \$99

Avg Bill = \$207.49/mo

New

Lease- \$150.33/mo for 60 months

Avg copies cost per month @ .009 for B&W and .06 for Color = \$91

Avg Bill = \$241.33/mo

Let me know if you have any questions at all and if you all are still tax exempt.

Thanks,
Reagan



Reagan Rainey

Account Executive

Reagan.Rainey@rjyoung.com

800-347-1955 | D: 865-622-9044

RJYoung.com

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

Action Items to accomplish in August & September 2024-2025:

Monthly Schedule of Annual Plan & Strategic Plan:

September:

1. Update District website to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc. (*Conservation Specialist*)
2. Send NACD Poster Contest information to local schools. (*Staff*)
3. Distribute educational packets to participating teaches, finalize presenters, and design/order KIC Day materials (according to success of donation solicitation). (*Staff*)
4. Distribute Envirothon materials to potential Envirothon team coaches. (*Staff*)
5. Host Annual Kids In The Creek Day. (*Staff*)
6. Visit and/or discuss potential nominees for Awards recipients and make recommendations to the District Board. (*Awards Committee*)
7. Approve an outstanding Lee County farmer for DCR-DSWC's Clean Water Farm Award and send application to appropriate destination. (*Awards Committee*)

October:

8. Update, purge, create, and archive appropriate district files according to guidelines. (*Administrative Secretary*)
9. 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*)
10. Gather all entries for the NACD Poster Contest and select one winner per category and send in winning entries to VASWCD. (*Staff*)
11. Invite agency partners to the annual Awards Banquet. (*Administrative Secretary*)



September 2024 – Conservation District Coordinator (CDC) Report

Lorie M. Stevens

DCR-Division of Soil and Water Conservation – Abingdon Regional Office

lorie.stevens@dcr.virginia.gov | 276.451.5821

1) Administrative and Operational Items

- **Security for Public Deposits Act (SPDA) Verification:** This is just a friendly reminder about the requirement under the Security for Public Deposits Act (SPDA) that requires verification for bank account balances of public funds. This requirement went into effect July 1, 2023. Here is a link where this new requirement is posted: <https://trs.virginia.gov/Operations>. SWCDs must have a log-in and verify accounts on a quarterly basis. Anyone who sets up a log-in and password will get a notification regarding the deadline each quarter. The deadline for FY24 4th Quarter verifications is September 28, 2024. For those of you that have VA Local Government Investment Pool (LGIP) Accounts through the VA Department of Treasury, you do NOT verify these accounts under the new Security for Public Deposits Act requirement.
- **FY24 SWCD Annual Report Due 09/30/24:** Should highlight and/or summarize activities and accomplishments completed 07/01/23-06/30/24. Include the “partnership acknowledgment”, which can be found in the FY25 Grant Agreements.
- **SWCD Audits:** Audits for the 2-year period ending 06/30/24 will be conducted October-December 2024. SWCDs (Evergreen and Scott County) scheduled for an audit will be contacted in late September or early October at which time details of the process will be provided.
- **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.
- **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:** It is the time of year to address dedicated reserves. 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 unadvisable 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) no later than 09/30/2024.**

- Meeting Minutes Training –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. VASWCD & DCR are working with a community college to offer this Zoom training. Save the date –

Oct. 2 (1-3pm) -

<https://us02web.zoom.us/meeting/register/tZEvcqupzwvHNQctIQp56dEk7REj9aszf8b>

Oct. 7 (10-12PM) -

<https://us02web.zoom.us/meeting/register/tZYpceyuqDkjGtTxOACpoYhfz748laqwgsnj>

2) Ag and Cost-Share Items

- **Status Update CY24 Verifications:** Four SWCDs have been completed as of September 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.
- **Conservation Plans:** COMPLETE conservation plans must be approved prior to BMP approval.
 - 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 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
- **Cost-Share Disbursement Process:** Cost-share obligation data will be harvested by DCR on November 1, February 1, May 1, and June 1. 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.
- **Unfunded Requests in CAS:** As your SWCD goes through the process of ranking and funding applications, please make sure that all applications and their estimated dollar amounts are entered into CAS, including those that do not rank out for funding. It is anticipated that there may be a reallocation of funds in the Spring of 2025 and these applications may be used to determine reallocation amounts to SWCDs. Also, these applications are critical to demonstrating the need for additional funds in the OCB area. Just be mindful that any unfunded applications should be changed

to the status of Cancelled Due to Lack of Funding rather than the status of Cancelled at the close of PY 2025 as a step in showing unfunded need.

- 3) Clean Water Farm Award (CWFA):** Nominations for Local and Grand Basin awards are due October 1st. Please be mindful of the following:
- The CWFA application form is available at <https://www.dcr.virginia.gov/soil-and-water/cwfa>.
 - There is a separate Grand Basin Award Nomination Form that must accompany any application being considered for the Grand Basin Award. It is also located at <https://www.dcr.virginia.gov/soil-and-water/cwfa>.
 - Each SWCD can have one local winner per locality but may only submit one grand basin award nominee per river basin that falls within the SWCD's boundaries.
 - The application packet must contain a completed and signed application form (please use the fillable online version), a narrative of one to two pages that highlights the farming operation and outstanding conservation practices of the farm operation, and a PowerPoint presentation of at least six slides containing photos and detailed descriptions of conservation practices depicted in the presentation.
 - A photo of the applicant should be included in the presentation.
 - The narrative should not be repetitive of the application material but should expand upon that information and should even speak to the applicant's ethics and ideas behind implementation of conservation practices on the farm.
 - Please ensure that the application form is completed electronically and is not handwritten and that both the applicant and the SWCD sign the application form.
 - No application forms will be accepted after October 1, 2024 (this includes local award applications).
 - Please strive to get application forms approved and signed no later than the September Board meeting. Local award applications that are not received by the October 1 deadline will not receive a local sign or certificate.

- 4) 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.

- 5) **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.**
- 6) **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:

- **September 18, 2024:** VSWCB Meeting; Drury Hotel, Richmond. The VSWCB's Audit Subcommittee will meet prior to the VSWCB Meeting.
- **September 19, 2024:** VASWCD Quarterly Meeting; Drury Hotel, Richmond
- **September 28, 2024:** SPDA Verification deadline for quarter that ended 6/30/24
- **September 30, 2024:** PY 2024 Annual Reports are due to the CDC.
- **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/tZ0vfu2rrioqGdzZiL9-75TAbgBBaTN9MGkI#/registration>
- **October 2, 2024:** SWCD Minutes Training from 1:00PM till 3:00PM. Registration: <https://us02web.zoom.us/meeting/register/tZEvC-qupzwvHNQctIQp56dEk7REj9aszf8b>
- **October 7, 2024:** SWCD Minutes Training from 10:00AM till 12:00PM. Registration: <https://us02web.zoom.us/meeting/register/tZYpceyugDkjGtTxOACpoYhfz748laqwgsnj>
- **October 30, 2024:** HR Training Series Kick-Off - 9:30-12pm
- **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:** Fall 2024
- **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

Electronically sent to SWCD offices 09/05/2024.



Jonesville SERVICE CENTER REPORT
Daniel Boone SWCD Board Meeting
09/24/2024

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
FY25 EQIP Applications = Approximately 35

EQIP Payments May - \$167,193.13 (64 Practices)

FY25 EQIP & CSP Application Deadline: October 11th
- **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

- All FY24 EQIP designs are complete
- Approximately 5 -10 projects under construction

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings

Complete

Outreach/Agency Activities/Events (dates)

- Drone Demonstration Planting Cover Crops 09/16/2024
- Hybrid Fire Any In-Service 09/19/2024

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

- September 18th– Webinar
- September 19th - JED

Earth Team Volunteer Program

-

VA NRCS Operational/Personnel Changes

- Updates, if available

Submitted By Jordan Southern, District Conservationist