



# TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

## Board of Directors Monthly Meeting

September 15, 2023

### AGENDA

#### Meeting Location:

Fredericksburg Presbyterian Church – Meeting Hall  
810 Princess Anne St, Fredericksburg, VA 22401

- 1) **Call to Order:** 9:00 a.m.
- 2) **Invocation / Pledge of Allegiance**
- 3) **Introductions / Welcome Guests**
- 4) **Additions to Agenda / Public Comments**

Agenda #	Agenda Item	Page #
5	<b>Cooperating Agency Reports</b>	
	<i>USDA-Natural Resources Conservation Service (NRCS)</i> Brian Wooden, Jr.	
	<i>Virginia Department of Conservation &amp; Recreation (DCR)</i> Marissa Roland	1-2
	<i>Virginia Cooperative Extension (VCE)</i> Kayleigh Mize	
	<i>Virginia Department of Forestry (VDOT)</i> Stuart Baker (Spotsylvania & Orange), Melina Cienski (Fredericksburg, Stafford & Prince William), Andrew Matteson (King George)	
	<i>Friends of the Rappahannock (FOR)</i> Adam Lynch (Fredericksburg, Stafford & Spotsylvania), Heather Strother (York River), Brent Hunsinger (King George, Spotsylvania & Caroline), Bryan Hofmann, Deputy Director	
	<i>George Washington Regional Commission (GWRC)</i> Meredith Keppel	3-13
	<i>Lake Anna Civic Association (LACA)</i> Mark Debord	14
6	<b>Board Meeting Minutes</b>	
	Approval Board Meeting Minutes from August 18, 2023	15-19
7	<b>Committee Meeting Minutes</b>	
	Approve the Technical Review Committee Meeting Minutes from August 18, 2023	20-21
	<b>Financial Reports</b>	
8	Acceptance & File for Future Audit the Treasurer's Financial Report for August 31, 2023	22-48
9	<b>Action Items</b>	
	(a) TRC report: Cost-share applications and nutrient management plans September 15, 2023 <sup>(this month)</sup>	
	(b) Approve District FY2023 Annual Report	49-115
	(c) Approve the Agricultural Stewardship Act Agreement with VDACS	116-119
	(d) Cancel the December 2023 Board Meeting as there will not be time to prepare a Board package in 2 days following the Annual Meeting.	
10	<b>Review / Updates</b>	
	(a) Monthly Review of FY 2024 Annual Plan of Work <i>(Details follow the agenda)</i>	Last Page of Agenda
	(b) 80 <sup>th</sup> Anniversary & Outreach Event will be Saturday, August 3, 2024.	
	(c) Soil & Water Conservation District Directors email RE VASWCD Officer Nominations	120-121



**TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT**  
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Agenda #	Agenda Item	Page #
	(d) Performance Expectations and Position Descriptions were reviewed by the Personnel Committee for FY24 in June 2023. Personnel, Credit Card, Telework and Travel Policies were reviewed with staff on August 30, 2023.	
	(e) ASA Annual Report for April 1, 2022, through March 31, 2023	122-129
	(f) The District purchased a 2024 KIA Telluride and a 2023 Ford F-150 using approved Dedicated Funds	
	(g) Email and letter to Adam Wilson, Audit Subcommittee Chair, Virginia Soil and Water Conservation Board in response to District Audit Results and Funds Withheld	130-139
	(h) Annual Meeting Reservation- Early Bird Registration gets a discount. There is also a \$100.00 late fee. An email went out to staff and directors on 9/6/2023 regarding reservations. Please email Renee your response.	
	<b>Closed Session</b>	
11	<p><b>YES</b> : Personnel Committee to: To review staffing pattern.</p> <p>(a) <b>Initiating Closed Session:</b> I move that we go into a Closed Session as provided for in the Code of Virginia Section 2.2-3771 (A) to discuss <b>Personnel Matters</b> (topic, ex: Personnel Matters- <i>Summary</i>). I would like to invite _____ (name) to join the closed session. [Vote]</p> <p>(b) <b>Reconvene into Open Meeting:</b> “Pursuant to the Code of Virginia Section 2.2-2712 (D), I move to certify that to the best of the Board’s knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Board during the Closed Meeting. [Vote]</p> <p>(c) <b>Move to Implement Closed Session Decisions:</b> I move that the Board implement the decisions made in Closed Session regarding _____ (topic). [Vote]</p>	
	<b>Schedule Committee Meetings</b>	
	80 <sup>th</sup> Anniversary & Outreach Ad Hoc (Chair, Janet Gayle Harris) Ray Simms, Kayleigh Mize, Chuck Koch, Marissa Roland	
		<b>YES</b>
12	Budget & Finance (Chair, Janet Gayle Harris) John Howe, Ray Simms	
	Community Conservation (Chair, Charles “Chuck” Koch) Jeff Adams, Ray Simms	
	Education & Outreach (Chair, Charles “Chuck” Koch) Jeff Adams, Kayleigh Mize, Carlie Pemberton	
	Legislative & Government (Chair, Ray Simms) Chuck Koch, Kayleigh Mize	
	Operations (Chair, Jeff Adams) Janet Gayle Harris, Chuck Koch	
	Personnel (Chair, Jan Massey) Janet Gayle Harris, John Howe, Chuck Koch	
	Technical Review (Chair, Wayne Miller) Jeff Adams, Janet Gayle Harris, Jan Massey, (Brian Wooden- Advisor)	
	<b>Scheduled October 20, 2023, 8:30 a.m.</b>	
	<b>District Reports</b>	
13	(a) Directors and Associate Directors	
	(b) Conservation Staff (attached)	140-143
	(c) Education & Outreach (attached)	144
	(c) Operations Manager (attached)	145-146



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Agenda #	Agenda Item	Page #
14	Information / Announcements	
	(a) Next Board Meeting: Friday, October 20, 2023.	
	(b) Please tell Dan & Courtney who you would recommend for the <i>Clean Water Farm Award</i>	
	(c) General Elections are scheduled for November 7, 2023.	
	(d) COIA training will be due by December 31, 2023, for locally elected Directors and staff. FOIA training is due every 2 years in even numbered years (2024, 2026 etc.) COIA is due in odd numbered years (2023, 2025 etc.) The certificate is due 2 years from the last training certificate date. Please submit the certificate to your local Clerk of the Court & cc TCC Operations Manager.	
	(e) Managing Forages for Farmers Through Pasture Walks September 21, 2023, 4:00 p.m. – 7:00 p.m. at 6801 Courthouse Road Spotsylvania, VA 22551	

15	Policies Adopted	

**16) Chair's Comments**

**17) Adjournment** by 11:00 a.m. (to exceed this time requires Board approval)

**10 (a) FY 2024 Monthly Review of Annual Plan of Work**

September 2023	Responsibility
Process and rank Ag Cost-Share applications	Staff
Give annual updates to Fredericksburg, King George, Spotsylvania, and Stafford	Staff, Directors
Continue hiring process to implement new staffing pattern, if not completed	Personnel, Staff, Board
Continue efforts to find a qualified person to fill the King George County Director position	Board, Staff
Select nominees for annual Clean Water Farm & Forestry BMP Awards	Staff
Board: Begin work with Spotsylvania 4th graders at Oakley Farm	Staff
Review & approve Ag Cost-Share applications for funding	Ag TRC, Board
Re-affirm Ag Stewardship Act agreement with VDACS	Staff, Ag TRC, Board
Complete Annual Report on previous fiscal year and submit to Board	Staff, Operations, Board
Hold Board work session to develop government action plan	Board
Complete operating policies and procedures for VCAP	Staff, Board
Inquire with localities re: updating MOUs	Staff
Approve County / City Funding Request for Upcoming Fiscal Year	Board
Plan topic, speaker, and lunch for the Potomac Watershed Roundtable Meetings	Community Conservation
Plan for the 2024 Area III Envirothon Event	Education
Plan 80 <sup>th</sup> Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board



**TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Monthly Meeting**  
**September 15, 2023**  
**AGENDA**

<b>October 2023</b>	<b>Responsibility</b>
Complete budget & local funding requests for upcoming fiscal year; submit to Board and localities	Staff, Finance
Complete 1 <sup>st</sup> Quarter Attachment E	Staff, Finance, Board
Continue hiring process to implement new Staffing pattern, if not completed	Personnel, Staff, Board
Continue efforts to find a qualified person to fill the King George County Director position	Board, Staff
Select local Clean Water Farm & Forestry BMP Award winner(s) for year	Ag TRC, Board
Register to attend VASWCD Annual Meeting	Staff, Directors
Board: Work with Spotsylvania 4th graders at Oakley Farm	Staff
Determine if it is advisable to hold a local government breakfast and select a venue and topic	Staff, Operations, Board
Plan for the 2024 Area III Envirothon Event	Education
Plan 80 <sup>th</sup> Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board

<b>November 2023</b>	<b>Responsibility</b>
Conduct mid-year staff evaluations, make recommendations re: bonuses	Staff, Personnel
Review staff evaluations; Conduct mid-year Manager evaluations	Personnel
Make recommendations to Board re: mid-year staff bonuses	Finance & Personnel
Appoint Nominating Committee (NOM) for Board officers for next calendar year	Board Chair
Continue work on local government breakfast if the Board has elected to hold the event	Staff, Board, Government
Prepare and publish November newsletter	Staff
Plan for the 2024 Area III Envirothon Event	Education
Plan 80 <sup>th</sup> Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board
Attend Envirothon training at Graves Mountain Lodge with Area II	Staff

<b>December 2023</b>	<b>Responsibility</b>
Attend VASWCD Annual Meeting	Staff, Directors
Review cost share list and consider revising if appropriate	Staff, Ag TRC, Board
Board: local government breakfast - Prepare guest list, program; secure speakers and venue; issue save-the-date email; design invitations	Staff, Government
Review, purge, and shred documents according to the Records Retention Policy.	Staff, Records Retention Officer
Plan for the 2024 Area III Envirothon Event	Education
Plan 80 <sup>th</sup> Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board





## September 2023 – CDC Report

Marissa Roland, DCR Division of Soil and Water Conservation

[marissa.roland@dcr.virginia.gov](mailto:marissa.roland@dcr.virginia.gov) | 804-380-2452

### ADMINISTRATION AND OPERATIONS

- **1099s:** For the coming tax season, the IRS is now requiring anyone filing 10+ 1099s to do so electronically. DCR is working on getting Tracking updated for this and will be hosting a short webinar reviewing this information, likely in November.
- **Annual Report and Dedicated Reserves:** Please make a priority to complete these two grant deliverables before we get too far into FY24. Remember **board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operation funds.
- **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" in order 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 been informed returning Directors will have an opportunity to complete this training at Annual Meeting in December.
- **CWFA 2023 Applications:** A memo from Blair Gordon regarding Clean Water Farm Awards for this year went out on 7/28. Local winner info and Grand Basin nominations will be **due to me October 2**. Signatures and approvals should be obtained by your September Board meeting. The new Grand Basin and Local Winner forms can be found at the following links:  
 -CWFA Application link: <https://www.dcr.virginia.gov/form/DCR199-007.pdf>  
 -Grand Basin Award Application link: <https://www.dcr.virginia.gov/form/DCR199-008.pdf>
- **Quarterly Reports due October 16:** Attachment E, Balance Sheet, P&L. Please make sure to use the "official" Attachment E form template.
- **Return of Funds Invoices:** Please have these postmarked by Sept. 15. So far Districts have been fantastic about getting these out!

### AG COST SHARE

- **End of Lifespan Verifications:** For BMPs that expire Dec 31, 2023, verifications are due by Sept. 30, 2023 in order to receive compensation of \$200/EOL verification. Any verification of practices that expire in 2024 and 2025 also completed by this deadline will receive an early completion bonus of \$50 for each verification.
- **Engineering Assistance Request Form:** <https://consapps.dcr.virginia.gov/BMPTracking/Forms/Default.aspx> Located under Forms in Tracking. Animal Waste requests will still be handled by Amanda Pennington; however, all other Engineering requests must be sent to Raleigh Coleman who will assign staff to assist your District.

### GRANT DELIVERABLES

- **FY24 SWCD Annual Report** for 7/1/22-6/30/23 should be completed by September 30<sup>th</sup>.
- **Outreach:** Begin planning for required outreach event. Conditions for this deliverable are outlined in Attachment C, page 13 of the Admin/Ops grant agreement.

### DATES TO REMEMBER:

#### • SEPTEMBER

**Sep 7:** Regional VACS/Conservation Planning training: row crop focused, Bob Waring's farm, 8am-4pm, registration required: <https://www.eventbrite.com/e/regional-vacsconservation-planningengineering-training-tickets-673807084127?aff=oddtcreator>

**Sep 15:** Return of Cost-Share funds to DCR DUE

**Sep 25:** Virginia Soil and Water Conservation Board, Audit Subcommittee 9am, full Board 10am, Bear Creek Lake State Park, 22 Bear Creek Lake Rd, Cumberland VA 23040

**Sep 27:** Association and Foundation Quarterly Board Meeting, Drury Hotel, 9am

#### • OCTOBER

**Oct 11:** Risk Management and SWCDs Training, virtual, 1pm, register at:  
<https://us02web.zoom.us/meeting/register/tZUvfuivqTkoH9fFN81tkLX3MUGGcOk74Zd>

*Sent electronically to SWCD offices: 9/6/2023*



# GEORGE WASHINGTON

REGIONAL COMMISSION

## Environmental Services September 2023





Dear TCCSWCD Board Members and Staff,

This month we're digging into water quality data! Did you know that the quality of water in Planning District 16 is monitored, along with the rest of the Commonwealth, by Virginia's Department of Environmental Quality (DEQ)? DEQ's Integrated Report to the United State's Environmental Protection Agency (EPA) documents 5 categories of water quality. Level 1 being healthy and level 5 being so impaired that it requires remedial action by law.

One of the key takeaways from the analysis was that 80.6% of our impaired rivers are polluted with E. coli. The main sources of this bacterial contamination are septic system failures and livestock in streams. To get resources (including cost-share!) for fencing livestock out of streams, talk to your local Soil and Water Conservation District.

The conversation on how to implement green infrastructure to improve water quality will continue at our next Regional Resiliency Meeting on September 19th at 1:30 pm at GWRC. See the invite below and RSVP on Eventbrite! To see more of our analysis on water quality in Planning District 16, visit our website <https://gwregion.org/environment/water-quality>.

And, as always, please reach out with any questions or concerns! I am here to be a resource for the region.

Best,

Meredith Keppel (she/her),

Environmental Planner II





*You are invited:*  
**REGIONAL  
RESILIENCY  
MEETING**



RSVP on EventBrite



Special Guest Speakers from **Friends of the Rappahannock** to talk about tree canopy and why "Trees Are the Answer to Any Question"

**September 19th, 1:30-3pm**

406 Princess Anne St, Fredericksburg

**GEORGE  
WASHINGTON**  
REGIONAL COMMISSION



# Making a Splash!

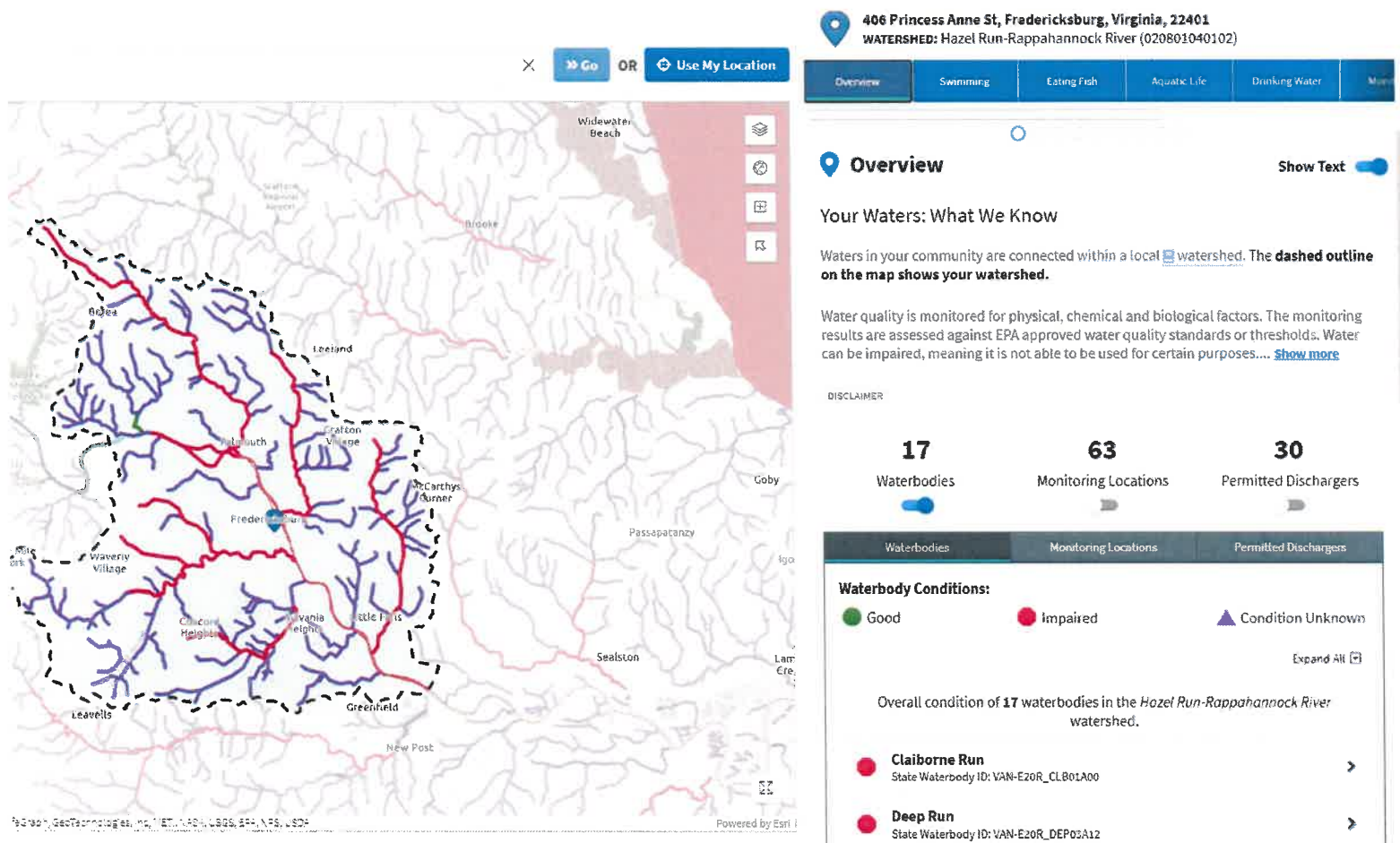
## Water Quality Spotlight



### EPA's How's My Waterway Tool

EPA classifies all categories of water quality based on their ability to support 6 designated uses: (1) aquatic life, (2) fish consumption, (3) public water supplies, (4) recreation (swimming), (5) shellfishing, and (6) wildlife. To further explore water quality in these categories in YOUR subwatershed, use EPA's How's My Watershed tool.

<https://mywaterway.epa.gov/community>





# Summer in the Garden



**Keep an eye out for the PCRN display at the Upcoming Plant & Play event put on by Tree Fredericksburg.**

At the event, you will have the opportunity to hear quick sessions on a variety of topics-- including speakers from the Plant Central Rappahannock Natives Campaign! Don't forget to buy some native trees and participate in the fun for all ages at the Fred Nats Stadium on September 23rd from 9-2pm.

The poster for the "Plant & Play!" event has a yellow background. At the top left is a circular inset showing hands holding a small green seedling in soil. To the right, the text "SAVE THE DATE" is in large blue letters, followed by the event details: "SATURDAY, SEPTEMBER 23", "VIRGINIA CREDIT UNION STADIUM", "42 JACKIE ROBINSON WAY, FREDERICKSBURG VA 22401", and "9:00 AM-2:00 PM". The title "PLANT & PLAY!" is in large, stylized green and orange letters. Below the title, a list of activities includes "NATIVE TREE & PLANT SALES • WORKSHOPS • LECTURES", "PHOTO OPPORTUNITIES • GIVEAWAYS • PRIZES", and "CHILDREN ACTIVITIES • SPORT COMPETITION". At the bottom left is the "Tree Fredericksburg FXBG" logo. At the bottom right is a circular inset showing three children playing outdoors. The text "Fredericksburg Parks, Recreation & Events" is at the bottom right.

**SAVE THE DATE**

SATURDAY, SEPTEMBER 23  
VIRGINIA CREDIT UNION STADIUM  
42 JACKIE ROBINSON WAY,  
FREDERICKSBURG VA 22401  
9:00 AM-2:00 PM

**PLANT & PLAY!**

NATIVE TREE & PLANT SALES • WORKSHOPS • LECTURES  
PHOTO OPPORTUNITIES • GIVEAWAYS • PRIZES  
CHILDREN ACTIVITIES • SPORT COMPETITION

Tree Fredericksburg  
**FXBG** Fredericksburg  
Parks, Recreation & Events



SCAN ME

FOR MORE INFORMATION OR TO PURCHASE NATIVE PLANTS  
[WWW.TREEFREDERICKSBURG.ORG](http://WWW.TREEFREDERICKSBURG.ORG)

# Connecting the Dots

## Environmental Justice Tools and Highlights

Did you know that the Chesapeake Bay gets a report card too?



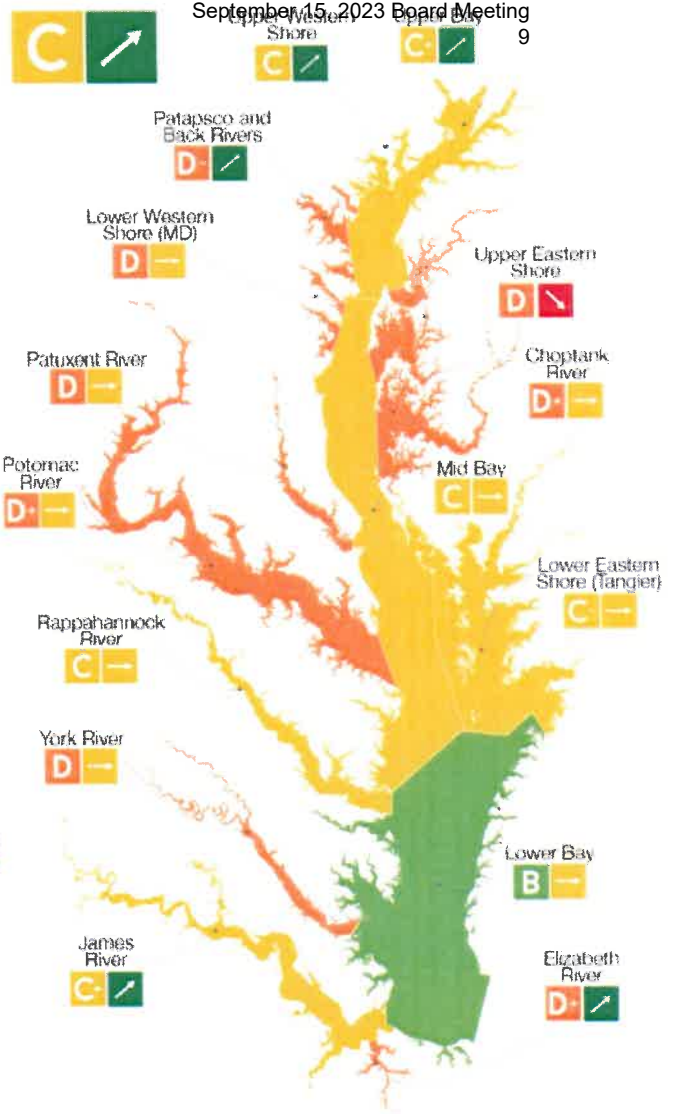
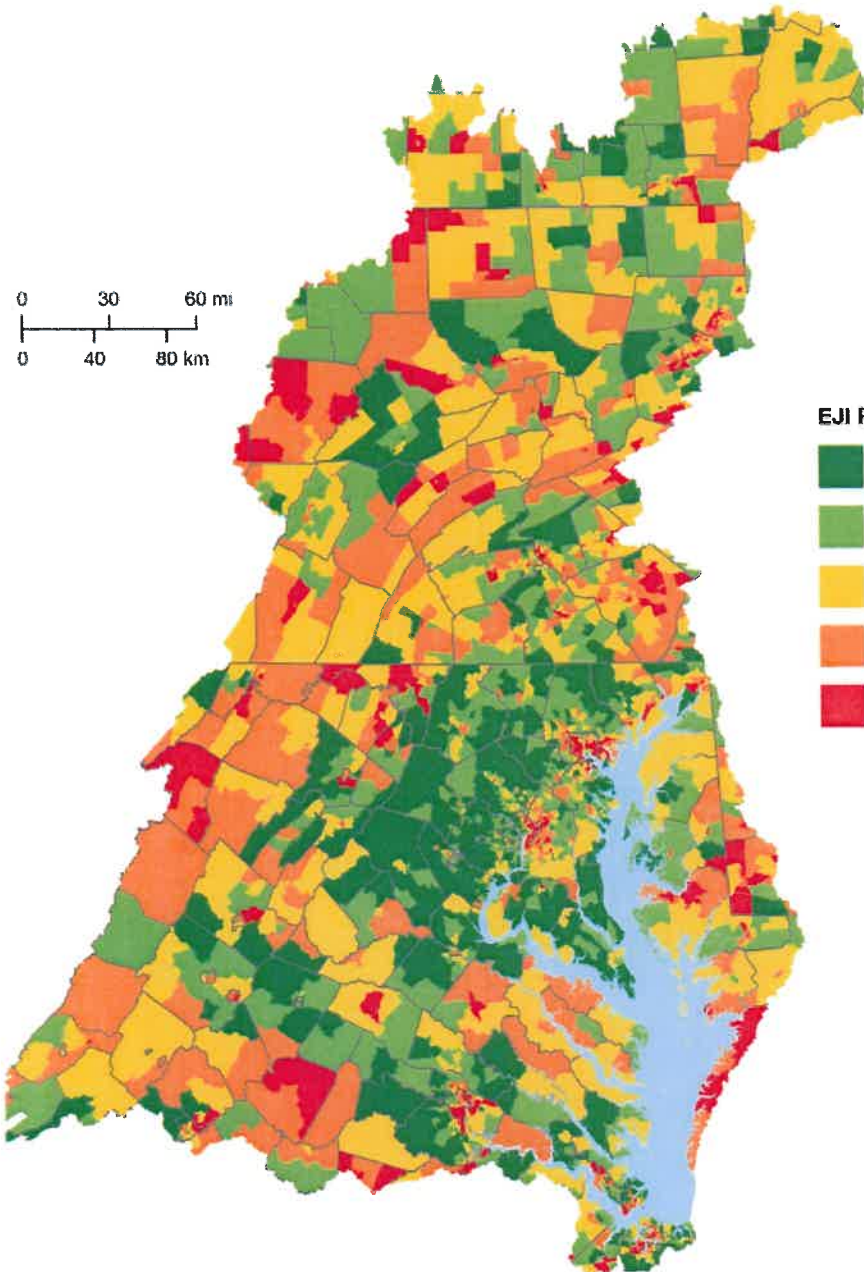
This report card, created by the University of Maryland's Center for Environmental Science (UMCES), integrated an Environmental Justice Index for the first time this year. Watershed health was scored in three categories—Ecological, Societal, and Economic health. Overall, the ecological, social, and economic conditions on the Eastern Shore of Maryland and Virginia are worse than other regions across all three categories.

The EJ Index Map (below) shows the environmental justice score for each census tract within the Chesapeake Bay watershed. It reveals strong disparities in different areas of the watershed. Cities and rural areas tend to experience higher relative impacts and more suburban areas tend to experience lower relative impacts. Environmental Justice considers aspects of life such as health, economy, and social justice, as well as environmental quality. Therefore, addressing environmental justice is crucial for the long-term health and sustainability of the Chesapeake Bay watershed.

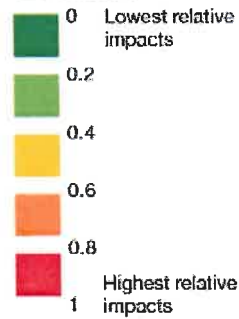


# Overall Report Card

## Overall EJI



### EJI Ranking



EJ Index

# FROM OUR PARTNERS



Virginia Department of Conservation and Recreation  
CONSERVE. PROTECT. ENJOY.

## DCR is hosting 4 information sessions on the Community Flood Protection Fund (CFPF) and new Resilient Virginia Revolving Loan Fund (RVRLF).

- Monday, September 11 in Murphy Hall at Westmoreland State Park
- Thursday, September 14 in the Great Hall of Bear Creek Lake State Park
- Wednesday, September 20 in Ferrell Hall at Hungry Mother State Park
- Thursday, September 21 At Natural Bridge State Park



## FUNDING ALERT!



## NOAA FISHERIES

**Transformational Habitat Restoration & Coastal Resilience**  
funding opportunity through NOAA Fisheries opened August 15th.

The website is viewable [here](#).

Award amounts range from \$1-\$25 million, with \$240 million available nationwide.

The Deadline for proposals is set for November 17th, 2023, and there have been webinars scheduled for August for August 29 at 1-2pm, September 6 at 2-3pm, and September 13 at 3-4pm





Rappahannock  
River Roundtable

# Save the Date

## Rappahannock River Symposium

THE WOOLEN MILL  
203 FORD ST, FREDERICKSBURG, VA  
OCTOBER 25TH, 2023

### Submit an abstract or register now!

The Rappahannock River Roundtable is pleased to announce the third annual Rappahannock River Symposium! This is the premier opportunity to showcase, share and learn about new programs, research, case studies, funding opportunities, and networking with members of our regional conservation community. [Register here!](#)

If you are interested in presenting at this year's Rappahannock River Symposium, please complete [this form](#) with information about your proposed presentation.

[Check out our Rappahannock River Symposium webpage for more information!](#)



## Rappahannock River Roundtable

*Blue Ridge to the Bay*

The Rappahannock River Roundtable is hoping to bring the Chesapeake Bay Landscape Professional (CBLP) CREWS training to the greater Fredericksburg area in Fall 2023 or Spring 2024! This is an excellent opportunity for buildings and grounds and maintenance crews to receive training on proper management and maintenance of stormwater BMPs, native plants, management of invasive species, and more.

**If you are interested in getting trained or sending folks to this training, please fill out the form linked below!**

<https://app.smartsheet.com/b/form/c46771a64963448b94cdb2e01eb6639f>



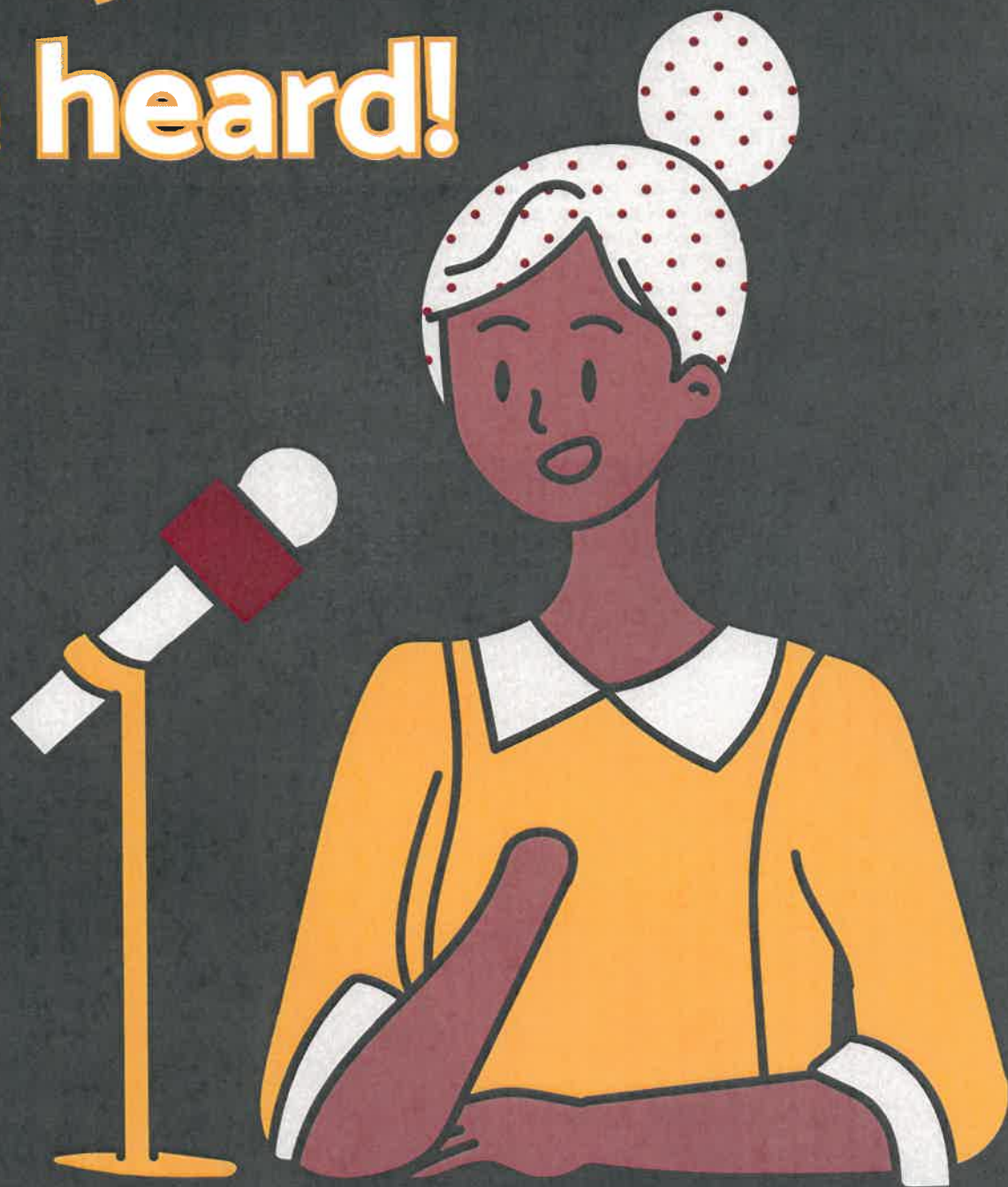
## Downtown Greens is Hiring an Executive Director!

A fond farewell to Sarah Perry, the current Executive Director at Downtown Greens, who is stepping down as of September. She will be dearly missed! As we prepare for her transition away, Downtown Greens is looking to fill her position with a GREAT candidate who is mission driven to help connect the community to greenspace and food!

Learn more here: <http://www.downtowngreens.org/jobs-and-internships.html#/>



# Make your voice heard!

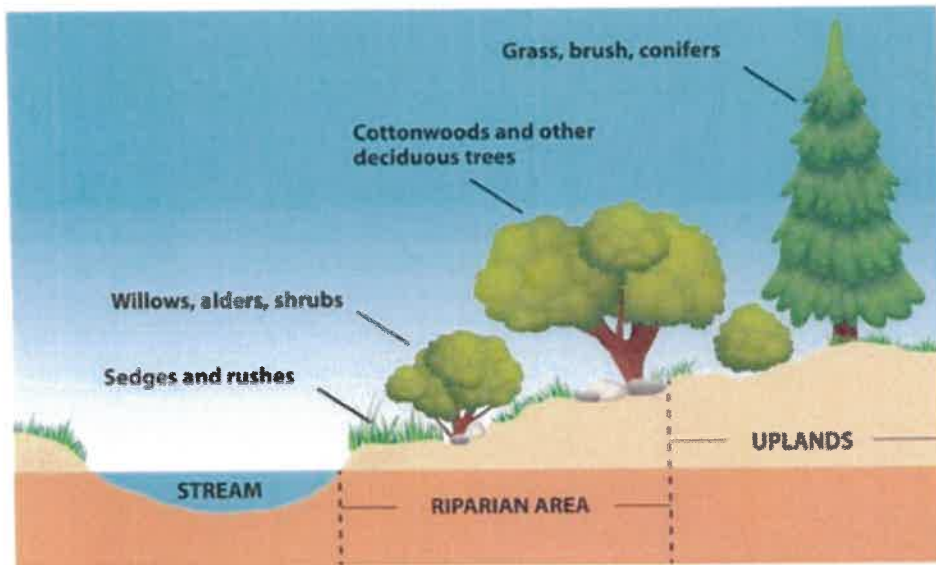


Opportunity for Public Comment at  
Virginia Regulatory Townhall:  
<https://townhall.virginia.gov/>

# SPOTS<sub>y</sub> *Landowners!*

HELP US PROTECT  
YOUR SHORELINE AND  
THE WATERSHED

LACA is looking for landowners in the **Terry's Run** and **Pamunkey** watersheds who will allow us to plant **riparian buffers** along creeks and other drainage areas. We will provide the NATIVE PLANTS and the manpower- **no cost** to the landowner!



**LACA**  
PRESERVING • CONSERVING • PROTECTING  
LAKE ANNA CIVIC ASSOCIATION

If you are interested in learning more please reach  
out to [Mark.Debord@lakeannavirginia.org](mailto:Mark.Debord@lakeannavirginia.org)





**TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Monthly Meeting**  
**August 18, 2023**  
**Minutes**

**Meeting Location:**

Fredericksburg Presbyterian Church – Meeting Hall  
810 Princess Anne St, Fredericksburg, VA 22401

**PARTICIPANTS:**

- a) **Directors:** Jeff Adams, Janet Gayle Harris (*Treasurer*), Charles “Chuck” Koch, Jan Massey (*Chair*), Wayne Miller (*Secretary*), and Kayleigh Mize,
- b) **Staff:** Courtney Coleman (*Conservation Specialist*), Renee Davis (*Operations Manager*), Dan Kossler (*Conservation Specialist*), Madison Morgan (*Education & Outreach Coordinator*)
- c) **Partners:** Brian Wooden (*USDA/NRCS*); Marissa Roland (*CDC, Department of Conservation & Recreation - DCR*); Stuart Baker and Melina Cienski (*Department of Forestry -DOF*);
- d) **Directors Absent:** John Howe (*Vice Chair*), Ray Simms

- 1) **Call to Order:** At 8:59 a.m. by Jan Massey (*Chair*)
- 2) **Invocation / Pledge of Allegiance:** Wayne Miller provided the invocation and Brian Wooden lead the Pledge of Allegiance.
- 3) **Introduce / Welcome Guests:** None
- 4) **Additions to Agenda / Public Comments:** Letter regarding withheld funds denied
- 5) **Cooperating Agency Reports:**
  - Brain Wooden, *USDA-Natural Resources Conservation Service (NRCS)*- Brian summarized the USDA / NRCS written report in the package. Brian noted that the fiscal year will end on September 30, 2023 for NRCS. He and Carlie have been busy getting all obligated by the year end. EQUIP has been 100% obligated and CSP has been finishing up.
  - Marissa Roland, *Virginia Department of Conservation & Recreation (DCR)*- Marissa summarized the CDC written report in the package. She noted that COIA training will be offered at the Annual Meeting in December. Clean Water Farm nominations are due October 2<sup>nd</sup>, 2023, and to make sure we use the new forms on the website as they changed this year. She also noted that Graves Mountain Training is next week for staff and that the Return of Funds is due by September 15, 2023.
  - Kayleigh Mize, *Virginia Cooperative Extension (VCE)* - Kayleigh handed out her VCE report on past and upcoming events, trainings, and farm visits. She noted that she is on the Virginia Extension Agent Association (VESA) committee. There will be a Pasture Walk at the Massey Farm in Spotsylvania on September 21, 2023. Well water kits are available this week for pickup and drop off. She asked everyone to fill out the survey that went out via email.
  - Stuart Baker, *Department of Forestry*- Reported that Jacob Zielinski is now in the Fairfax area. Mark Debord of the Lake Anna Civic Association is assisting with spreading the word to those interested in planting tree buffers. There is a Hardwood Habitat Initiative as red oaks are on the decline and showing signs of sickness due to age, soil compaction and climate change.
  - *Friends of the Rappahannock (FOR)*- Renee Davis summarized the FOR written report in the package.
- 6) **Approve July 21, 2023, Board Meeting Minutes:** Charles “Chuck” Koch moved, and Janet Gayle Harris seconded a motion to approve the July 21, 2023, minutes as printed. The motion passed by voice vote. Motion # 1



**TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Monthly Meeting**  
**August 18, 2023**  
**Minutes**

- 7) **Approve Technical Review Committee (TRC) Minutes for July 21, 2023:** Kayleigh Mize moved, and Janet Gayle Harris seconded a motion to approve the TRC minutes as printed for July 21, 2023. The motion passed by voice vote. Motion# **2**
- 8) **Approve 80<sup>th</sup> Anniversary & Outreach Committee Meeting Minutes for August 2, 2023:** Kayleigh Mize moved, and Charles “Chuck” Koch seconded a motion to approve the 80<sup>th</sup> Anniversary & Outreach Committee Meeting Minutes for August 2, 2023, as printed. The motion passed by voice vote. Motion# **3**
- 9) **Approval the Budget & Finance and Operations Joint Committees Meeting Minutes for August 2, 2023:** Charles “Chuck” Koch moved, and Kayleigh Mize seconded a motion that the Board approve the Budget & Finance and Operations Joint Committees Meeting for August 2, 2023. The motion passed by voice vote. Motion # **4**
- 10) **Approval of Treasurer’s Financial Report for July 31, 2023 & file for future audit:** Wayne Miller moved, and Janet Gayle Harris seconded a motion that the Board approve the July 31, 2023, finance report and file it for future audit. The motion passed by voice vote. Motion # **5**

**11) Action Items**

- a) **Technical Review Committee (TRC) Report: August 18, 2023**
  - i. **New Cost Share Applications- PY24**

**VACS Program**

Contract Number	Practice	Total Cost
17-24-0008	SL-8B, SL-8H	\$12,951.70
17-24-0009	SL-8B	\$18,753.70
17-24-0010	NM-5P	\$806.40
17-24-0011	SL-8B	\$30,086.00
17-24-0012	SL-8B	\$28,394.80
17-24-0013	WQ-12	\$10,309.70
17-24-0014	SL-8B	\$33,491.50
17-24-0015	SL-8B	\$28,992.60
17-24-0016	SL-8B	\$3,021.30
17-24-0017	SL-8B	\$9,915.30
17-24-0018	SL-8B	\$56,303.10
17-24-0019	SL-8B	\$10,872.90
17-24-0020	SL-8B	\$2,378.70
17-24-0021	SL-8B	\$123,874.20
17-24-0022	NM-5N, NM-5P	\$18,753.68

**ii. Contract Cost- Share Increases – VACS PY24**

Contract	Practice	Requested Increase	Total Cost-Share Requested
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# TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

## Board of Directors Monthly Meeting

August 18, 2023

### Minutes

17-24-0001	SL-6W	\$7,608.00	\$73,986.00
17-24-0006	SL-8B	\$2,997.00	\$32,772.60

Kayleigh Mize moved, and Janet Gayle Harris seconded a motion to approve the Technical Review Committee Report as stated above. Janet Gayle Harris called for the vote and Wayne Miller and Jan Massey abstained from voting. The motion passed by voice vote. Motion # **6**

- b) **Approve the use of Dedicated Funds to purchase a pickup truck and a SUV or Van up to a total of \$130,000.00 for the combined purchases and to give John Howe the authority to approve and sign documents on behalf of the District.** Janet Gayle Harris moved, and Charles “Chuck” Koch seconded a motion to approve use of Dedicated Funds to purchase a pickup truck and a SUV or Van up to a total of \$130,000.00 for the combined purchases and to give John Howe the authority to approve and sign documents on behalf of the District. The motion passed by voice vote. Motion # **7**
- c) **Approve the use of Dedicated Equipment & Storage Funds to purchase a replacement computer for the Conservation Specialist up to \$3,000.00, 2<sup>nd</sup> dual monitors for all staff up to \$500.00 each, 3- iPads with internet capability up to \$1,500.00 each, cell phones for staff (if desired) up to \$1,500.00 each, new printer/fax/scanner/coping machine up to \$13,000.00, professional shredder up to \$4,000.00, and a dolly up to \$300.00.** Janet Gayle Harris moved, and Kayleigh Mize seconded that the Board approve the above purchases as listed. The Motion passed by voice vote. Motion # **8**
- d) **Approve the use of Dedicated Furniture & Fixtures Funds to purchase a buzzer alert for the front door up to \$500.00.** Charles “Chuck” Koch moved, and Wayne Miller seconded that the Board approve the use of Dedicated Furniture & Fixtures Funds to purchase a buzzer alert for the front door up to \$500. 00. The Motion passed by voice vote. Motion # **9**
- e) **Approve to move \$10,000.00 of the Dedicated Marketing & Outreach Funds to the FY24 budget to purchase shirts, hats, tablecloths, and tents all with logos, VCAP signs, Cost Share signs and other marketing and outreach supplies as determined by the staff and committees.** Kayleigh Mize moved, and Jeff Adams seconded a motion to approve to move \$10,000.00 of the Dedicated Marketing & Outreach Funds to the FY24 budget to purchase shirts, hats, tablecloths, and tents all with logos, VCAP signs, Cost Share signs and other marketing and outreach supplies as determined by the staff and committees. The motion passed by voice vote. Motion # **10**
- f) Withdrawn
- g) **Re-approve the Desktop Procedures for District Fiscal Operations effective July 1, 2022, and revise Financial Policy if necessary to remain consistent with the Desktop Procedures.** Wayne Miller moved, and Jeff Adams seconded a motion to re-approve the Desktop Procedures for District Fiscal Operations effective July 1, 2022, and revise Financial Policy if necessary to remain consistent with the Desktop Procedures. The Motion passed by voice vote. Motion # **11**
- h) **Review the letter dated August 13, 2023, from Adam Wilson, Audit Subcommittee, Virginia Soil & Water Conservation Board regarding District Audit Results and Funds Withheld and review the timeline of events that pertain to the end of year reports.** Janet Gayle Harris moved, and Charles “Chuck” Koch seconded a motion to write a rebuttal reply letter to the Audit Subcommittee defending the position that the District did meet the criteria to receive the 25% funding withheld. The Motion passed by voice vote. Motion # **12**



**TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT**  
**Board of Directors Monthly Meeting**  
**August 18, 2023**  
**Minutes**

**12) Review / Updates**

- a) **Monthly review of FY 2024 Annual Plan of Work:** The Board reviewed the work planned on the FY 2024 Annual Plan of Work for August and September 2024.
- b) **80<sup>th</sup> Anniversary & Outreach event will be held on Saturday, August 3, 2024.** It was suggested that we check into using Christ Episcopal Church as a venue and Carolina Barbecue for food.
- c) **Renee Davis gave a report on the county and city funding for FY 2024.**
- d) **Reviewed the Four-Year Strategic Plan dated July 1, 2021 – June 30, 2025.**
- e) **Reviewed the SWCD Compliance with the FY23 Administrative and Operations Support Grant Agreement assessment as presented by Marissa Roland at the July 21, 2023, Board meeting.**
- f) **Reviewed the SWCD Compliance with the FY23 Cost-Share and Technical Assistance Grant Agreement assessment as presented by Marissa Roland at the July 21, 2023, Board meeting.**
- g) **Our FY23 audit will be December 11, 2023.**
- h) **The Annual Meeting will be December 3-5, 2023, in Norfolk, Virginia. Reservations are due to Renee Davis.**
- i) **Renee Davis read correspondence received from John Mason Haile, Sophia Gonzalez and Bodie Riddle regarding youth events sponsored by Tri County City SWCD.**

**13) Closed Session: None**

**14) Schedule Committee Meetings:**

- a) **80<sup>th</sup> Anniversary & Outreach Ad Hoc Committee:** August 18, 2023, at 11:00 a.m.
- b) **Budget & Finance & Operations joint Committees:** None at this time.
- c) **Community Conservation:** October 2023, to attend the Potomac Council & Roundtable.
- d) **Education Committee:** None at this time.
- e) **Legislative & Government Committees:** Will attend the 80<sup>th</sup> Anniversary & Outreach Ad Hoc Committee on August 18, 2023.
- f) **Personnel Committee:** August 30, 2023, 9:00 a.m.
- g) **Technical Review Committee:** September 15, 2023, 8:30 a.m.

**15) District Reports:**

- a) **Directors and Associate Directors:**
  - Jeff Adams noted that last Friday he bought goats in Pennsylvania.
  - Janet Gayle Harris referenced that King George County is holding hearings on the proposed Data Center for the Sealston area. She also thanked the staff for coming to the farm to meet with U.S. Representative Abigail Spanberger and that it was very educational for all who attended.





**TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT**

**Board of Directors Monthly Meeting**

**August 18, 2023**

**Minutes**

**b) Conservation Staff:**

- Courtney Coleman noted that her staff report was in the Board package and to let her know if anyone has any questions.
  - Dan Kossler noted that his staff report was in the Board package and to let him know if anyone has any questions.
- c) Education & Outreach Coordinator:** Madison Morgan noted that her staff report was in the Board package and to let her know if anyone has any questions.
- d) Operations Manager:** Renee Davis noted that her staff report was in the Board package and to let her know if anyone has any questions.

**16) Information / Announcements:**

- a)** Next Board meeting is September 15, 2023, at 9:00 a.m.
- b)** We need 3 nominees for the Clean Water Farm Award which is then is eligible for the Grand Basin Award for the Potomac, Rappahannock, and York River Basins.
- c)** General Elections are scheduled for November 7, 2023.
- d)** COIA training will be due by December 31, 2023, for locally elected Directors and staff.

**17) Policies & Other Items Adopted/ Approved/Revoked:**

- a)** Approved the use of Dedicated Funds to purchase a truck and SUV
- b)** Approved the use of Dedicated Funds to purchase Office Technology Equipment and a dolly
- c)** Approved the use of Dedicated Funds to purchase a front door buzzer alert
- d)** Approved \$10,000.00 be moved from Dedicated Funds to purchase marketing and outreach items
- e)** Reapproved Desktop Procedures
- f)** Approved to write a letter to the Audit Subcommittee

**18) Chair's Comments:** Jan Massey thanked everyone for coming.

**19) The meeting was adjourned at 10:19 a.m.**

*This confirms that the Meeting Minutes were Board approved:*

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*Wayne Miller, Secretary*

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*Date*



**Tri-County/City Soil & Water Conservation District**  
4811 Carr Drive, Fredericksburg, Virginia 22408  
(540) 656-2401 // (540) 656-2402  
tccswcd.org

## **Agricultural Technical Review Committee Monthly Meeting**

August 18, 2023 – 8:30 AM

810 Princess Anne St., Fredericksburg, VA 22401

### **Meeting Minutes**

#### **1. Call to Order: 8:35 AM by Wayne Miller**

**Venue:** Fredericksburg Presbyterian Church, 810 Princess Anne St., Fredericksburg, VA 22401

#### **Participants**

**Committee:** Wayne Miller (Chair), Janet Harris, Jan Massey, Jeff Adams

**Staff:** Dan Kossler (Conservation Specialist), Courtney Coleman (Conservation Specialist), Renee Davis (Professional Administrator), Madison Morgan (Education & Outreach Coordinator)

**Others:** NRCS – Brian Wooden; DCR - Marissa Roland

**Committee members absent:**

**\*\*Approvals made during the regular meeting of the Board of Directors.**

#### **2. Business:**

##### **I. New Contract Approvals – PY24**

<b>Contract Number</b>	<b>Practice</b>	<b>Total Cost</b>
17-24-0008	SL-8B, SL-8H	\$12,951.70
17-24-0009	SL-8B	\$18,753.70
17-24-0010	NM-5P	\$806.40
17-24-0011	SL-8B	\$30,086.00
17-24-0012	SL-8B	\$28,394.80
17-24-0013	WQ-12	\$10,309.70
17-24-0014	SL-8B	\$33,491.50
17-24-0015	SL-8B	\$28,992.60
17-24-0016	SL-8B	\$3,021.30
17-24-0017	SL-8B	\$9,915.30
17-24-0018	SL-8B	\$56,303.10
17-24-0019	SL-8B	\$10,872.90
17-24-0020	SL-8B	\$2,378.70
17-24-0021	SL-8B	\$123,874.20
17-24-0022	NM-5N, NM-5P	\$18,753.68

**Janet Harris moved, and Jeff Adams seconded that the Board approve the new cost-share contracts as presented (above). Wayne Miller and Jan Massey abstained from voting. [Motion #1 passed by unanimous voice vote.]**

## **II. Contract Increases – VACS PY24**

Contract	Practice	Requested Increase	Total Cost-Share Requested
17-24-0001	SL-6W	\$7,608.00	\$73,986.00
17-24-0006	SL-8B	\$2,997.00	\$32,772.60

**Jeff Adams moved, and Janet Harris seconded that the Board approve the cost-share increases as presented (above).** *[Motion #2 passed by unanimous voice vote.]*

## **III. Additional Discussion - NA**

**Information/Announcements:** The next meeting will be held on Friday September 15, 2023, at 8:30 AM.

**Adjournment:** 8:40 AM

### Practices

CCI-CNT	(Continuous No-Till)
CRWQ-1	(Herbaceous Riparian Buffers)
NM-1A	(Nutrient Management Plan)
NM-3C	(Sidedress application of Nitrogen)
NM-5N	(Precision Nutrient Management - Nitrogen)
NM-5P	(Precision Nutrient Management - Phosphorus)
SL-1	(Long-Term Vegetative Cover on Cropland)
SL-6W	(Wide-Buffer Stream Exclusion)
SL-7	(Extension of Watering System)
SL-8H	(Harvestable Cover Crop)
SL-8B	(Small Grains and Mixed Cover Crop)
SL-10	(Grazing Land Management)

# TREASURER'S FINANCIAL REPORT

## August 2023

Prepared by: *Renee Davis*

Approved by Treasurer: *Janet Gayle Harris*

*Renee B Davis*

\_\_\_\_\_

\_\_\_\_\_

Date

10:52 AM 

Tri - County / City Soil & Water Conservation District


09/08/23

## Balance Sheet

Cash Basis

As of August 31, 2023

	Aug 31, 23	Jul 31, 23
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Cost Share Checking - 0016	410,598.56	500,932.24
Cost Share MM - 6347	52,837.08	52,836.63
Operations Checking - 8191	463,887.90	535,509.87
Operations MM - 6355	283,189.14	283,186.73
Total Checking/Savings	1,210,512.68	1,372,465.47
Total Current Assets	1,210,512.68	1,372,465.47
<b>TOTAL ASSETS</b>	<b>1,210,512.68</b>	<b>1,372,465.47</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Credit Cards		
VISA Card * 6605 Coleman	415.95	337.95
VISA Card *1870 Davis	1,921.46	322.66
VISA Card *1896 Kossler	420.25	420.25
VISA Card *3921 Morgan	812.95	143.70
Total Credit Cards	3,570.61	1,224.56
Other Current Liabilities		
Payroll Liabilities		
Disability Short/Long Term	0.00	96.62
Group Life Ins Liabilities VRS	0.00	245.22
VA Employment Commission	5.20	5.20
VRS Retirement Liabilities	0.00	1,354.11
Total Payroll Liabilities	5.20	1,701.15
Sales Tax Payable	9.02	9.02
Total Other Current Liabilities	14.22	1,710.17
Total Current Liabilities	3,584.83	2,934.73
Total Liabilities	3,584.83	2,934.73
Equity		
Dedicated & Emergency Funds	715,060.75	561,695.31
Retained Earnings	683,586.77	836,952.21
Net Income	-191,719.67	-29,116.78
Total Equity	1,206,927.85	1,369,530.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,210,512.68</b>	<b>1,372,465.47</b>

10:38 AM   
09/08/23  
Cash Basis

Tri - County / City Soil & Water Conservation District  
**Profit & Loss Budget vs. Actual**  
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
<u>Dedicated Funds</u>			
Link Scholarship Fund	<u>300.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Dedicated Funds	<u>300.00</u>	<u>0.00</u>	<u>100.0%</u>
<u>Local/Government Funds</u>			
City of Fredericksburg	<u>2,000.00</u>	<u>2,000.00</u>	<u>100.0%</u>
King George County	<u>13,750.00</u>	<u>55,000.00</u>	<u>25.0%</u>
Spotsylvania County	<u>13,750.00</u>	<u>55,000.00</u>	<u>25.0%</u>
Stafford County	<u>10,223.50</u>	<u>40,894.00</u>	<u>25.0%</u>
Total Local/Government Funds	<u>39,723.50</u>	<u>152,894.00</u>	<u>26.0%</u>
<u>Self-Generating Funds</u>			
Operations Bank Interest	<u>14.16</u>	<u>50.00</u>	<u>28.3%</u>
Rain Barrel Sales	<u>85.00</u>	<u>85.00</u>	<u>100.0%</u>
YouthConservationCamp Donations	<u>200.00</u>	<u>300.00</u>	<u>66.7%</u>
Total Self-Generating Funds	<u>299.16</u>	<u>435.00</u>	<u>68.8%</u>
<u>State Operation Funds - DCR</u>			
Administration & Operations			
Base T/A	<u>53,245.00</u>	<u>78,789.00</u>	<u>67.6%</u>
CB RMP TA	<u>0.00</u>	<u>124.00</u>	<u>0.0%</u>
VNRCF Additional TA	<u>0.00</u>	<u>158,252.00</u>	<u>0.0%</u>
Administration & Operations - Other	<u>0.00</u>	<u>212,908.00</u>	<u>0.0%</u>
Total Administration & Operations	<u>53,245.00</u>	<u>450,073.00</u>	<u>11.8%</u>
Total State Operation Funds - DCR	<u>54,754.79</u>	<u>450,073.00</u>	<u>12.2%</u>
Total Income	<u>95,077.45</u>	<u>603,402.00</u>	<u>15.8%</u>
Gross Profit	<u>95,077.45</u>	<u>603,402.00</u>	<u>15.8%</u>
<b>Expense</b>			
<u>Automotive</u>			
Gasoline	<u>50.01</u>	<u>3,000.00</u>	<u>1.7%</u>
Repair / Maintenance	<u>309.95</u>	<u>3,000.00</u>	<u>10.3%</u>
Vehicle Insurance (VACCS)	<u>1,182.00</u>	<u>350.00</u>	<u>337.7%</u>
Total Automotive	<u>1,541.96</u>	<u>6,350.00</u>	<u>24.3%</u>
<u>Dedicated Funds Expenditures</u>			
Vehicle Purchase / Replacement	<u>107,479.83</u>	<u>53,000.00</u>	<u>202.8%</u>
Total Dedicated Funds Expenditures	<u>107,479.83</u>	<u>53,000.00</u>	<u>202.8%</u>
<u>Director Expense</u>			
Travel / Training / Meals	<u>56.00</u>	<u>6,500.00</u>	<u>0.9%</u>
Total Director Expense	<u>56.00</u>	<u>6,500.00</u>	<u>0.9%</u>
<u>District Outreach</u>			
4-H Show & Sale	<u>0.00</u>	<u>250.00</u>	<u>0.0%</u>



10:38 AM  
09/08/23  
Cash Basis


Tri - County / City Soil & Water Conservation District  
**Profit & Loss Budget vs. Actual**  
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Community Event	0.00	1,000.00	0.0%
Donations & Sponsorships	0.00	300.00	0.0%
Fundrasiers	0.00	745.00	0.0%
Outreach Supplies	1,088.66	3,500.00	31.1%
<b>Total District Outreach</b>	<b>1,088.66</b>	<b>5,795.00</b>	<b>18.8%</b>
<b>Education Costs</b>			
Aspen Grove Field Day	0.00	300.00	0.0%
Education Materials/Supplies	3.98	650.00	0.6%
Envirothon	0.00	750.00	0.0%
Link Scholarship Recipient	0.00	1,000.00	0.0%
Other Education Expenditures	0.00	100.00	0.0%
Youth Conservation Camp	0.00	1,100.00	0.0%
<b>Total Education Costs</b>	<b>3.98</b>	<b>3,900.00</b>	<b>0.1%</b>
<b>Membership Fees</b>			
Farm Bureau	0.00	40.00	0.0%
Miscellaneous Membership	0.00	100.00	0.0%
NACD	0.00	775.00	0.0%
VASWCD & VACDE	3,692.00	3,500.00	105.5%
<b>Total Membership Fees</b>	<b>3,692.00</b>	<b>4,415.00</b>	<b>83.6%</b>
<b>Office Operations</b>			
Equipment Repair & Maintenance	0.00	2,300.00	0.0%
Fees	74.18	0.00	100.0%
<b>Furniture &amp; Equipment</b>			
Computer Server	0.00	16,000.00	0.0%
Field Equipment	0.00	1,500.00	0.0%
Furniture & Equipment	0.00	7,900.00	0.0%
<b>Total Furniture &amp; Equipment</b>	<b>0.00</b>	<b>25,400.00</b>	<b>0.0%</b>
<b>Insurance - Business Owners</b>	<b>0.00</b>	<b>400.00</b>	<b>0.0%</b>
Office Cleaning	1,175.00	4,725.00	24.9%
<b>Office Services</b>			
Human Resource Consultant	0.00	10,000.00	0.0%
Office Services - Other	247.98	2,000.00	12.4%
<b>Total Office Services</b>	<b>247.98</b>	<b>12,000.00</b>	<b>2.1%</b>
<b>Office Supplies</b>	<b>414.40</b>	<b>5,000.00</b>	<b>8.3%</b>
Postage	79.14	750.00	10.6%
QuickBooks Software	0.00	1,800.00	0.0%
<b>Rent</b>			
Meeting Space	0.00	600.00	0.0%
Office Space Rental	4,166.67	24,000.00	17.4%
Shed Rental	0.00	2,000.00	0.0%
<b>Total Rent</b>	<b>4,166.67</b>	<b>26,600.00</b>	<b>15.7%</b>
<b>Utilities</b>	<b>902.67</b>	<b>7,500.00</b>	<b>12.0%</b>

10:38 AM  
09/08/23  
Cash Basis

Tri - County / City Soil & Water Conservation District  
**Profit & Loss Budget vs. Actual**  
July through August 2023

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
<u>Website Management</u>	<u>0.00</u>	<u>120.00</u>	<u>0.0%</u>
<u>Total Office Operations</u>	<u>7,060.04</u>	<u>86,595.00</u>	<u>8.2%</u>
<u>Payroll Expenses</u>			
<u>Disability (Short/Long Term)</u>	<u>193.24</u>	<u>1,497.00</u>	<u>12.9%</u>
<u>Group Life Insurance (VRS)</u>	<u>490.44</u>	<u>3,799.00</u>	<u>12.9%</u>
<u>Health Insurance</u>	<u>8,391.00</u>	<u>60,240.00</u>	<u>13.9%</u>
<u>QBs Payroll Fees</u>	<u>40.00</u>	<u>750.00</u>	<u>5.3%</u>
<u>Retirement (VRS)</u>	<u>1,610.22</u>	<u>23,165.00</u>	<u>7.0%</u>
<u>Salary Wages</u>	<u>36,600.00</u>	<u>283,540.00</u>	<u>12.9%</u>
<u>Social Security and Medicare</u>	<u>2,799.90</u>	<u>21,691.00</u>	<u>12.9%</u>
<u>VA Employment Commission</u>	<u>5.20</u>	<u>42.00</u>	<u>12.4%</u>
<u>Workmen's Comp Insurance</u>	<u>-96.00</u>	<u>900.00</u>	<u>-10.7%</u>
<u>Total Payroll Expenses</u>	<u>50,034.00</u>	<u>395,624.00</u>	<u>12.6%</u>
<u>Staff Travel &amp; Training</u>			
<u>Annual Meeting Lodging &amp; Meals</u>	<u>0.00</u>	<u>1,600.00</u>	<u>0.0%</u>
<u>Annual Meeting Registration</u>	<u>0.00</u>	<u>900.00</u>	<u>0.0%</u>
<u>Conservation Specialist</u>	<u>812.28</u>	<u>4,500.00</u>	<u>18.1%</u>
<u>District Manager</u>	<u>0.00</u>	<u>675.00</u>	<u>0.0%</u>
<u>Education Coordinator</u>	<u>466.14</u>	<u>1,000.00</u>	<u>46.6%</u>
<u>Operations Manager</u>	<u>381.14</u>	<u>1,000.00</u>	<u>38.1%</u>
<u>Staff Mileage Personal Vehicle</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.0%</u>
<u>Total Staff Travel &amp; Training</u>	<u>1,659.56</u>	<u>11,675.00</u>	<u>14.2%</u>
<u>Total Expense</u>	<u>286,797.12</u>	<u>573,854.00</u>	<u>50.0%</u>
<u>Net Income</u>	<u>-191,719.67</u>	<u>29,548.00</u>	<u>-648.8%</u>

10:29 AM   
09/08/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
Operations Checking - 8191, Period Ending 08/31/2023

---


	<u>Aug 31, 23</u>
<u>Beginning Balance</u>	<u>535,699.63</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 21 it...</u>	<u>-49,183.41</u>
<u>Deposits and Credits - 11 ite...</u>	<u>89,401.75</u>
<u>Total Cleared Transactions</u>	<u>40,218.34</u>
<u>Cleared Balance</u>	<u>575,917.97</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 7 items</u>	<u>-112,030.07</u>
<u>Total Uncleared Transactions</u>	<u>-112,030.07</u>
<u>Register Balance as of 08/31/2023</u>	<u>463,887.90</u>
<u>New Transactions</u>	
<u>Checks and Payments - 5 items</u>	<u>-1,813.37</u>
<u>Total New Transactions</u>	<u>-1,813.37</u>
<u>Ending Balance</u>	<u>462,074.53</u>

10:29 AM  
09/08/23

Tri - County / City Soil & Water Conservation District  
Reconciliation Detail  
Operations Checking - 8191, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						535,699.63
Cleared Transactions						
Checks and Payments - 21 items						
Liability Check	06/23/2023	3283	VACORP	X	-89.76	-89.76
Check	07/20/2023	3293	VACDE VA Assoc ...	X	-100.00	-189.76
Check	08/01/2023	3294	VACDE VA Assoc ...	X	-100.00	-289.76
Liability Check	08/09/2023	E-pay	EFTPS	X	-2,126.96	-2,416.72
Liability Check	08/09/2023	Debit	Treasurer of Virgi...	X	-1,599.33	-4,016.05
Liability Check	08/09/2023	E-pay	VA Department of...	X	-373.00	-4,389.05
Liability Check	08/09/2023	Debit	ICMA-RC/ Mission...	X	-183.00	-4,572.05
Liability Check	08/09/2023	Debit	ICMA-RC/ Mission...	X	-24.75	-4,596.80
Liability Check	08/14/2023		QuickBooks Payro...	X	-6,867.77	-11,464.57
Check	08/15/2023	3300	Greenlaw, Mary K...	X	-10,416.00	-21,880.57
Check	08/15/2023	3301	Courtage, Leah	X	-9,240.00	-31,120.57
Check	08/15/2023	3297	Anthem Blue Cros...	X	-3,760.00	-34,880.57
Check	08/15/2023	3302	Friends of the Ra...	X	-2,400.00	-37,280.57
Check	08/15/2023	3299	Falcon Realty Inv...	X	-474.69	-37,755.26
Liability Check	08/25/2023	E-pay	EFTPS	X	-2,126.94	-39,882.20
Liability Check	08/25/2023	E-pay	VA Department of...	X	-373.00	-40,255.20
Liability Check	08/25/2023	Debit	ICMA-RC/ Mission...	X	-183.00	-40,438.20
Liability Check	08/25/2023	Debit	ICMA-RC/ Mission...	X	-24.75	-40,462.95
Check	08/26/2023	Debit	Comcast Business	X	-253.35	-40,716.30
Liability Check	08/30/2023		QuickBooks Payro...	X	-6,867.78	-47,584.08
Liability Check	08/30/2023	Debit	Treasurer of Virgi...	X	-1,599.33	-49,183.41
Total Checks and Payments					-49,183.41	-49,183.41
Deposits and Credits - 11 items						
Deposit	08/04/2023			X	50.00	50.00
Deposit	08/15/2023			X	22,056.00	22,106.00
Deposit	08/17/2023			X	96.00	22,202.00
Deposit	08/17/2023			X	200.00	22,402.00
Deposit	08/17/2023			X	13,750.00	36,152.00
Deposit	08/18/2023			X	53,245.00	89,397.00
Paycheck	08/31/2023	DD1...	Morgan, Madison M	X	0.00	89,397.00
Paycheck	08/31/2023	DD1...	Kossler, III, Dani...	X	0.00	89,397.00
Paycheck	08/31/2023	DD1...	Davis, Renee B	X	0.00	89,397.00
Paycheck	08/31/2023	DD1...	Coleman, Courtne...	X	0.00	89,397.00
Deposit	08/31/2023			X	4.75	89,401.75
Total Deposits and Credits					89,401.75	89,401.75
Total Cleared Transactions					40,218.34	40,218.34
Cleared Balance					40,218.34	575,917.97
Uncleared Transactions						
Checks and Payments - 7 items						
Check	08/04/2023	3295	Watkins Cleaning ...		-1,175.00	-1,175.00
Liability Check	08/04/2023	3296	VACORP		-96.62	-1,271.62
Check	08/15/2023	3298	Falcon Realty Inv...		-2,000.00	-3,271.62
Liability Check	08/25/2023	3303	VACORP		-96.62	-3,368.24
Check	08/29/2023	3305	Purvis Ford		-55,047.76	-58,416.00
Check	08/29/2023	3304	Safford KIA of Fre...		-52,432.07	-110,848.07
Check	08/30/2023	3306	VA Department of...		-1,182.00	-112,030.07
Total Checks and Payments					-112,030.07	-112,030.07
Total Uncleared Transactions					-112,030.07	-112,030.07
Register Balance as of 08/31/2023					-71,811.73	463,887.90
New Transactions						
Checks and Payments - 5 items						
Check	09/01/2023	Debit	Truist Bank		-164.22	-164.22
Check	09/01/2023	Debit	Truist Bank		-36.38	-200.60
Check	09/07/2023	Debit	Truist Bank		-812.95	-1,013.55
Check	09/07/2023	Debit	Truist Bank		-420.25	-1,433.80
Check	09/07/2023	Debit	Truist Bank		-379.57	-1,813.37
Total Checks and Payments					-1,813.37	-1,813.37
Total New Transactions					-1,813.37	-1,813.37
Ending Balance					-73,625.10	462,074.53



10:22 AM   
09/08/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
Operations MM - 6355, Period Ending 08/31/2023


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	<u>Aug 31, 23</u>
<u>Beginning Balance</u>	<u>283,186.73</u>
<u>    Cleared Transactions</u>	
<u>        Deposits and Credits - 1 item</u>	<u>2.41</u>
<u>    Total Cleared Transactions</u>	<u>2.41</u>
<u>Cleared Balance</u>	<u>283,189.14</u>
<u>Register Balance as of 08/31/2023</u>	<u>283,189.14</u>
<u>Ending Balance</u>	<u>283,189.14</u>

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09/08/23

Tri - County / City Soil & Water Conservation District  
Reconciliation Detail  
Operations MM - 6355, Period Ending 08/31/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>283,186.73</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/31/2023			X	<u>2.41</u>	<u>2.41</u>
Total Deposits and Credits					<u>2.41</u>	<u>2.41</u>
Total Cleared Transactions					<u>2.41</u>	<u>2.41</u>
Cleared Balance					<u>2.41</u>	<u>283,189.14</u>
Register Balance as of 08/31/2023					<u>2.41</u>	<u>283,189.14</u>
Ending Balance					<u>2.41</u>	<u>283,189.14</u>

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09/08/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
Operations MM - 6355, Period Ending 08/31/2023

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	<u>Aug 31, 23</u>
<u>Beginning Balance</u>	<u>283,186.73</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>2.41</u>
<u>Total Cleared Transactions</u>	<u>2.41</u>
<u>Cleared Balance</u>	<u>283,189.14</u>
<u>Register Balance as of 08/31/2023</u>	<u>283,189.14</u>
<u>Ending Balance</u>	<u>283,189.14</u>

10:22 AM

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Tri - County / City Soil & Water Conservation District

Reconciliation Detail

Operations MM - 6355, Period Ending 08/31/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>283,186.73</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/31/2023			X	<u>2.41</u>	<u>2.41</u>
Total Deposits and Credits					<u>2.41</u>	<u>2.41</u>
Total Cleared Transactions					<u>2.41</u>	<u>2.41</u>
Cleared Balance					<u>2.41</u>	<u>283,189.14</u>
Register Balance as of 08/31/2023					<u>2.41</u>	<u>283,189.14</u>
Ending Balance					<u>2.41</u>	<u>283,189.14</u>



9:56 AM  
09/08/23



Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
Cost Share Checking - 0016, Period Ending 08/31/2023


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	<u>Aug 31, 23</u>
<u>Beginning Balance</u>	<u>530,790.54</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 8 it...</u>	<u>-71,913.68</u>
<u>Deposits and Credits - 2 items</u>	<u>1,504.33</u>
<u>Total Cleared Transactions</u>	<u>-70,409.35</u>
<u>Cleared Balance</u>	<u>460,381.19</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 8 it...</u>	<u>-49,782.63</u>
<u>Total Uncleared Transactions</u>	<u>-49,782.63</u>
<u>Register Balance as of 08/31/2023</u>	<u>410,598.56</u>
<u>Ending Balance</u>	<u>410,598.56</u>

9:56 AM  
09/08/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Detail**  
Cost Share Checking - 0016, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						530,790.54
Cleared Transactions						
Checks and Payments - 8 items						
Check	06/08/2023	2118	Allen, Jr. Dandri...	X	-1,612.80	-1,612.80
Check	06/20/2023	2120	Dye, Glenn A.	X	-3,254.32	-4,867.12
Check	06/20/2023	2122	Dudley Farm LLC	X	-2,648.10	-7,515.22
Check	07/17/2023	2123	Douglas Coleman...	X	-2,086.08	-9,601.30
Check	07/28/2023	2126	Tate & Tate Inc.	X	-786.00	-10,387.30
Check	07/28/2023	2124	Tremblay Robert M	X	-242.46	-10,629.76
Check	08/07/2023	2132	Young, Gerald L.	X	-763.80	-11,393.56
Check	08/15/2023	2134	DCR Finance Office	X	-60,520.12	-71,913.68
Total Checks and Payments					-71,913.68	-71,913.68
Deposits and Credits - 2 items						
Deposit	08/18/2023			X	1,500.00	1,500.00
Deposit	08/31/2023			X	4.33	1,504.33
Total Deposits and Credits					1,504.33	1,504.33
Total Cleared Transactions					-70,409.35	-70,409.35
Cleared Balance					-70,409.35	460,381.19
Uncleared Transactions						
Checks and Payments - 8 items						
Check	07/28/2023	2125	Cloverfield Enterp...		-10,887.20	-10,887.20
Check	07/28/2023	2127	Cloverfield Enterp...		-4,793.60	-15,680.80
Check	07/31/2023	2128	D.S. Terrell, Inc.		-3,547.74	-19,228.54
Check	08/04/2023	2129	Cloverfield Enterp...		-4,469.60	-23,698.14
Check	08/07/2023	2131	Charles L. Hender...		-8,696.70	-32,394.84
Check	08/09/2023	2133	Silver, Edward G.		-1,347.00	-33,741.84
Check	08/28/2023	2136	Downtown Green...		-12,048.79	-45,790.63
Check	08/28/2023	2135	Mill Creek Farms ...		-3,992.00	-49,782.63
Total Checks and Payments					-49,782.63	-49,782.63
Total Uncleared Transactions					-49,782.63	-49,782.63
Register Balance as of 08/31/2023					-120,191.98	410,598.56
Ending Balance					-120,191.98	410,598.56

10:01 AM   
09/08/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
Cost Share MM - 6347, Period Ending 08/31/2023

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	<u>Aug 31, 23</u>
<u>Beginning Balance</u>	<u>52,836.63</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>0.45</u>
<u>Total Cleared Transactions</u>	<u>0.45</u>
<u>Cleared Balance</u>	<u>52,837.08</u>
<u>Register Balance as of 08/31/2023</u>	<u>52,837.08</u>
<u>Ending Balance</u>	<u>52,837.08</u>



10:01 AM  
09/08/23

Tri - County / City Soil & Water Conservation District  
Reconciliation Detail  
Cost Share MM - 6347, Period Ending 08/31/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<u>Beginning Balance</u>						<u>52,836.63</u>
<u>Cleared Transactions</u>						
<u>Deposits and Credits - 1 item</u>						
<u>Deposit</u>	<u>08/31/2023</u>			<u>X</u>	<u>0.45</u>	<u>0.45</u>
<u>Total Deposits and Credits</u>					<u>0.45</u>	<u>0.45</u>
<u>Total Cleared Transactions</u>					<u>0.45</u>	<u>0.45</u>
<u>Cleared Balance</u>					<u>0.45</u>	<u>52,837.08</u>
<u>Register Balance as of 08/31/2023</u>					<u>0.45</u>	<u>52,837.08</u>
<u>Ending Balance</u>					<u>0.45</u>	<u>52,837.08</u>

11:05 AM



09/07/23

Tri - County / City Soil & Water Conservation District

## Reconciliation Summary

VISA Card \* 6605 Coleman, Period Ending 08/10/2023

	Aug 10, 23
<u>Beginning Balance</u>	<u>36.38</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 4 items</u>	<u>-415.95</u>
<u>Payments and Credits - 1 item</u>	<u>36.38</u>
<u>Total Cleared Transactions</u>	<u>-379.57</u>
<u>Cleared Balance</u>	<u>415.95</u>
<u>Register Balance as of 08/10/2023</u>	<u>415.95</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-14.99</u>
<u>Total New Transactions</u>	<u>-14.99</u>
<u>Ending Balance</u>	<u>430.94</u>

11:05 AM  
09/07/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Detail**  
VISA Card \* 6605 Coleman, Period Ending 08/10/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						<u>36.38</u>
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 4 items</u>						
Credit Card Cha...	07/11/2023		Purvis Ford	X	-309.95	-309.95
Credit Card Cha...	07/21/2023		Paul's Bakery	X	-28.00	-337.95
Credit Card Cha...	08/18/2023		Paul's Bakery	X	-28.00	-365.95
Credit Card Cha...	08/31/2023		VA Forage & Gras...	X	-50.00	-415.95
<u>Total Charges and Cash Advances</u>					<u>-415.95</u>	<u>-415.95</u>
<u>Payments and Credits - 1 item</u>						
Check	07/28/2023	Debit	Truist Bank	X	36.38	36.38
<u>Total Cleared Transactions</u>					<u>-379.57</u>	<u>-379.57</u>
<u>Cleared Balance</u>					<u>379.57</u>	<u>415.95</u>
<u>Register Balance as of 08/10/2023</u>					<u>379.57</u>	<u>415.95</u>
<u>New Transactions</u>						
<u>Charges and Cash Advances - 1 item</u>						
Credit Card Cha...	09/02/2023		Adobe Software		-14.99	-14.99
<u>Total Charges and Cash Advances</u>					<u>-14.99</u>	<u>-14.99</u>
<u>Total New Transactions</u>					<u>-14.99</u>	<u>-14.99</u>
<u>Ending Balance</u>					<u>394.56</u>	<u>430.94</u>



12:19 PM

09/07/23



Tri - County / City Soil & Water Conservation District

## Reconciliation Summary

VISA Card \* 6605 Coleman, Period Ending 09/01/2023

	Sep 1, 23
<u>Beginning Balance</u>	<u>415.95</u>
<u>Cleared Balance</u>	<u>415.95</u>
<u>Uncleared Transactions</u>	
<u>Payments and Credits - 1 item</u>	<u>36.38</u>
<u>Total Uncleared Transactions</u>	<u>36.38</u>
<u>Register Balance as of 09/01/2023</u>	<u>379.57</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-14.99</u>
<u>Payments and Credits - 1 item</u>	<u>379.57</u>
<u>Total New Transactions</u>	<u>364.58</u>
<u>Ending Balance</u>	<u>14.99</u>

12:19 PM


Tri - County / City Soil & Water Conservation District

09/07/23

## Reconciliation Detail

VISA Card \* 6605 Coleman, Period Ending 09/01/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						415.95
Cleared Balance						415.95
Uncleared Transactions						
Payments and Credits - 1 item						
Check	09/01/2023	Debit	Truist Bank		36.38	36.38
Total Uncleared Transactions					36.38	36.38
Register Balance as of 09/01/2023					-36.38	379.57
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/02/2023		Adobe Software		-14.99	-14.99
Total Charges and Cash Advances					-14.99	-14.99
Payments and Credits - 1 item						
Check	09/07/2023	Debit	Truist Bank		379.57	379.57
Total New Transactions					364.58	364.58
Ending Balance					-400.96	14.99

4:03 PM   
09/07/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*1870 Davis, Period Ending 08/10/2023

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	<u>Aug 10, 23</u>	
<u>Beginning Balance</u>		<u>164.22</u>
<u>Cleared Transactions</u>		
<u>Charges and Cash Advances - 14 it...</u>	<u>-2,069.96</u>	
<u>Payments and Credits - 4 items</u>	<u>312.72</u>	
<u>Total Cleared Transactions</u>	<u>-1,757.24</u>	
<u>Cleared Balance</u>		<u>1,921.46</u>
<u>Register Balance as of 08/10/2023</u>		<u>1,921.46</u>
<u>Ending Balance</u>		<u>1,921.46</u>

4:03 PM  
09/07/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Detail**  
VISA Card \*1870 Davis, Period Ending 08/10/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						<u>164.22</u>
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 14 items</u>						
Credit Card Cha...	07/12/2023		Crystal Springs W...	X	-39.11	-39.11
Credit Card Cha...	07/14/2023		Amazon	X	-44.88	-83.99
Credit Card Cha...	07/17/2023		USPS	X	-49.00	-132.99
Credit Card Cha...	07/20/2023		Amazon	X	-119.30	-252.29
Credit Card Cha...	07/20/2023		Praesidium Scree...	X	-74.18	-326.47
Credit Card Cha...	07/20/2023		Intuit QuickBooks	X	-20.00	-346.47
Credit Card Cha...	07/25/2023		Zoom Video Com...	X	-15.99	-362.46
Credit Card Cha...	08/10/2023		Graves Mountain ...	X	-1,424.56	-1,787.02
Credit Card Cha...	08/11/2023		Crystal Springs W...	X	-50.43	-1,837.45
Credit Card Cha...	08/20/2023		Intuit QuickBooks	X	-20.00	-1,857.45
Credit Card Cha...	08/25/2023		Zoom Video Com...	X	-15.99	-1,873.44
Credit Card Cha...	08/26/2023		Staples	X	-24.72	-1,898.16
Credit Card Cha...	08/26/2023		Staples	X	-23.48	-1,921.64
Credit Card Cha...	08/28/2023		Staples	X	-148.32	-2,069.96
<u>Total Charges and Cash Advances</u>					<u>-2,069.96</u>	<u>-2,069.96</u>
<u>Payments and Credits - 4 items</u>						
Credit Card Credit	07/24/2023		Amazon	X	39.80	39.80
Check	07/28/2023	Debit	Truist Bank	X	164.22	204.02
Credit Card Credit	08/26/2023		Staples	X	24.72	228.74
Credit Card Credit	08/28/2023		Staples	X	83.98	312.72
<u>Total Cleared Transactions</u>					<u>-1,757.24</u>	<u>-1,757.24</u>
<u>Cleared Balance</u>					<u>1,757.24</u>	<u>1,921.46</u>
<u>Register Balance as of 08/10/2023</u>					<u>1,757.24</u>	<u>1,921.46</u>
<u>Ending Balance</u>					<u>1,757.24</u>	<u>1,921.46</u>



4:04 PM  
09/07/23



Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*1870 Davis, Period Ending 09/01/2023

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	<u>Sep 1, 23</u>
<u>Beginning Balance</u>	<u>1,921.46</u>
<u>Cleared Balance</u>	<u>1,921.46</u>
<u>Register Balance as of 09/01/2023</u>	<u>1,921.46</u>
<u>Ending Balance</u>	<u>1,921.46</u>

4:04 PM  
09/07/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Detail**  
VISA Card \*1870 Davis, Period Ending 09/01/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,921.46
Cleared Balance						1,921.46
Register Balance as of 09/01/2023						1,921.46
Ending Balance						1,921.46

12:40 PM   
09/07/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*1896 Kossler, Period Ending 09/01/2023

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	<u>Sep 1, 23</u>	
<u>Beginning Balance</u>		<u>0.00</u>
<u>Cleared Transactions</u>		
<u>Charges and Cash Advances - 1 item</u>	<u>-420.25</u>	
<u>Total Cleared Transactions</u>	<u>-420.25</u>	
<u>Cleared Balance</u>		<u>420.25</u>
<u>Register Balance as of 09/01/2023</u>		<u>420.25</u>
<u>New Transactions</u>		
<u>Charges and Cash Advances - 1 item</u>	<u>-199.98</u>	
<u>Total New Transactions</u>	<u>-199.98</u>	
<u>Ending Balance</u>		<u>620.23</u>

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09/07/23

Tri - County / City Soil & Water Conservation District  
Reconciliation Detail  
VISA Card \*1896 Kossler, Period Ending 09/01/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>0.00</u>
Cleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	07/18/2023		Minuterman Press	X	<u>-420.25</u>	<u>-420.25</u>
Total Charges and Cash Advances					<u>-420.25</u>	<u>-420.25</u>
Total Cleared Transactions					<u>-420.25</u>	<u>-420.25</u>
Cleared Balance					<u>420.25</u>	<u>420.25</u>
Register Balance as of 09/01/2023					<u>420.25</u>	<u>420.25</u>
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/05/2023		Leonard		<u>-199.98</u>	<u>-199.98</u>
Total Charges and Cash Advances					<u>-199.98</u>	<u>-199.98</u>
Total New Transactions					<u>-199.98</u>	<u>-199.98</u>
Ending Balance					<u>620.23</u>	<u>620.23</u>



2:30 PM   
09/07/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*3921 Morgan, Period Ending 09/01/2023

---

	<u>Sep 1, 23</u>
<u>Beginning Balance</u>	<u>0.00</u>
<u>Cleared Transactions</u>	
Charges and Cash Advances - 10 it...	<u>-812.95</u>
<u>Total Cleared Transactions</u>	<u>-812.95</u>
<u>Cleared Balance</u>	<u>812.95</u>
<u>Register Balance as of 09/01/2023</u>	<u>812.95</u>
<u>New Transactions</u>	
Charges and Cash Advances - 1 item	<u>-132.80</u>
<u>Total New Transactions</u>	<u>-132.80</u>
<u>Ending Balance</u>	<u>945.75</u>

2:30 PM  
09/07/23

Tri - County / City Soil & Water Conservation District  
**Reconciliation Detail**  
VISA Card \*3921 Morgan, Period Ending 09/01/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 10 items						
Credit Card Cha...	07/21/2023		Minuterman Press	X	-30.00	-30.00
Credit Card Cha...	07/21/2023		Lowe's Home Cen...	X	-3.98	-33.98
Credit Card Cha...	07/27/2023		Target	X	-79.72	-113.70
Credit Card Cha...	07/28/2023		Minuterman Press	X	-30.00	-143.70
Credit Card Cha...	08/03/2023		Minuterman Press	X	-420.25	-563.95
Credit Card Cha...	08/09/2023		Virginia Urban Fo...	X	-35.00	-598.95
Credit Card Cha...	08/11/2023		WaWa	X	-50.01	-648.96
Credit Card Cha...	08/11/2023		USPS	X	-26.49	-675.45
Credit Card Cha...	08/25/2023		Sticker Mule	X	-87.50	-762.95
Credit Card Cha...	08/30/2023		VA Forage & Gras...	X	-50.00	-812.95
Total Charges and Cash Advances					-812.95	-812.95
Total Cleared Transactions					-812.95	-812.95
Cleared Balance					812.95	812.95
Register Balance as of 09/01/2023					812.95	812.95
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/06/2023		Minuterman Press		-132.80	-132.80
Total Charges and Cash Advances					-132.80	-132.80
Total New Transactions					-132.80	-132.80
Ending Balance					945.75	945.75

# Fredericksburg

## Annual Report



# Tri County/City Soil and Water Conservation District

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• John Howe

• Wayne Miller

• Janet Gayle Harris

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**Operations Manager:**

Renee Davis



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## Our Mission:

- ...To provide leadership, education, and technical programs to assist all resource users to conserve, sustain, and improve, soil and water and related resources.

## Our Vision:

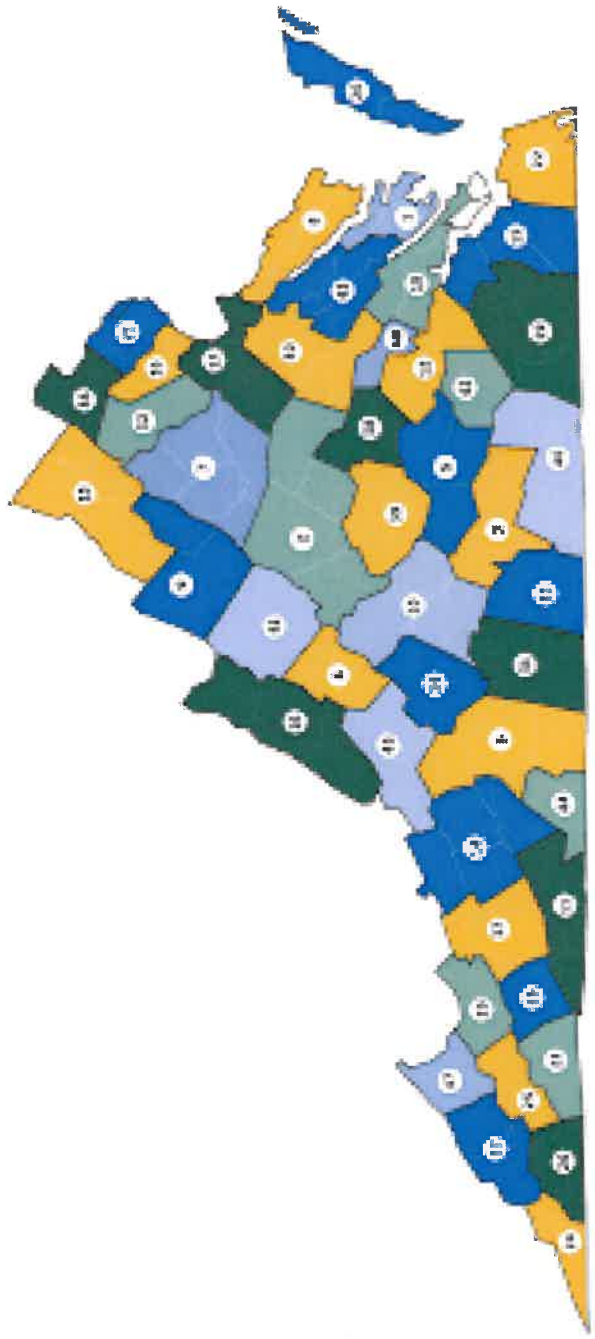
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And the most important partners of all...

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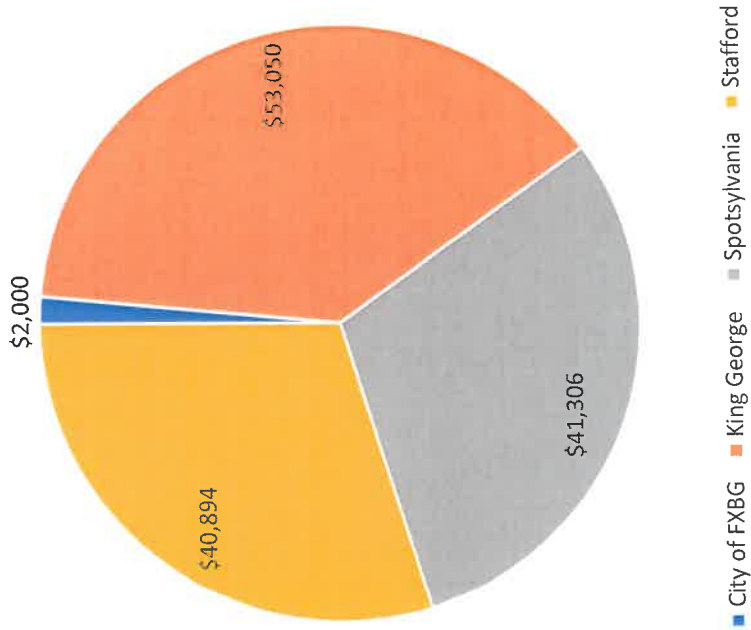
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Locality Contributions



How are YOU helping?

- Throughout 4 areas of service, we receive \$137,250.00 from your local government
- State Contributions totaling \$1,619,168.99
- Other Contributions totaling \$678.64
- VCAP & Technical Assistance: \$31,200
- **Total FY23 Revenue: \$1,788,297.63**



# How are WE helping?

- Personnel for technical assistance: \$203,940.32
- Operations: \$66,145.75
- Cost Share Payments: \$924,791.42
- Future Cost Share Payments Obligated to be Paid: \$557,690.79
- Net State Contributions to be returned: \$18,416.15
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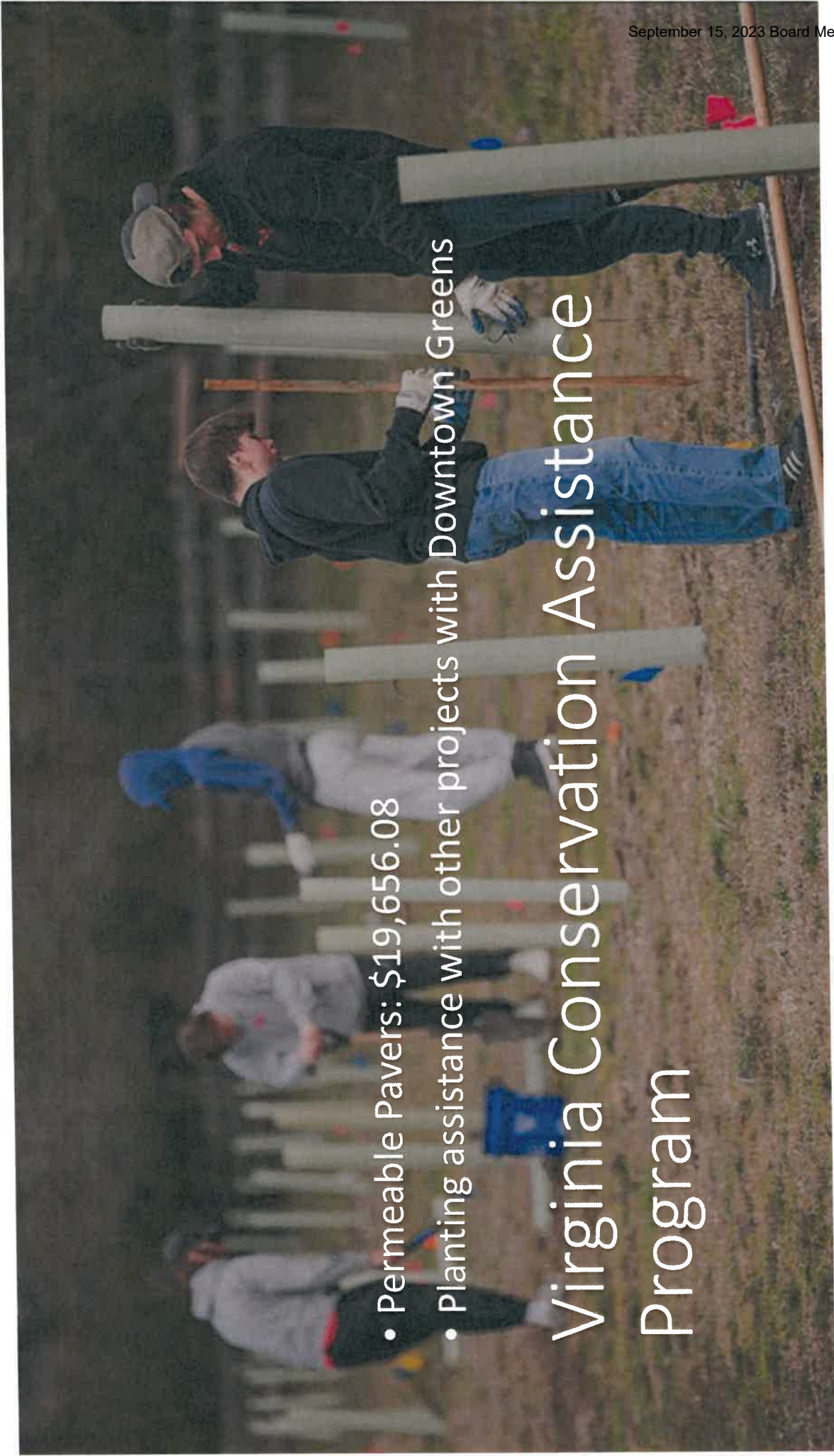


# FXBG Stats!

Fredericksburg					
Best Management Practice	Acres	Linear Ft.	Approved Funds	Paid Funds To Date	
<b>Structural Practice</b> stream exclusion practices	0	0	\$0.00		\$0.00
<b>No-Till</b> minimizing soil disturbances during planting	0	0	\$0.00		\$0.00
<b>Cover Crops</b> Planted for protection and enrichment of nutrients back into soil	0	0	\$0.00		\$0.00
<b>Nutrient Management</b> using crops & their nutrients as efficiently as possible to improve productivity and protection of the environment	0	0	\$0.00		\$0.00
<b>Woodland Buffer Filter</b> Riparian buffers to filter nutrients & wastes from land runoff	2.7	0	\$13,225.95		\$12,048.79
<b>Fredericksburg Totals</b>	<b>2.7</b>	<b>0</b>	<b>\$13,225.95</b>		<b>\$12,048.79</b>

- Permeable Pavers: \$19,656.08
- Planting assistance with other projects with Downtown Greens

## Virginia Conservation Assistance Program



Outreach FY23



539 citizens educated!



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## Dr. Frank G. Moore (King George)

- WWM Farms Inc.
- Dr. Moore has diligently performed many different agricultural BMP's to his farming operation including:
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# King George

## Annual Report



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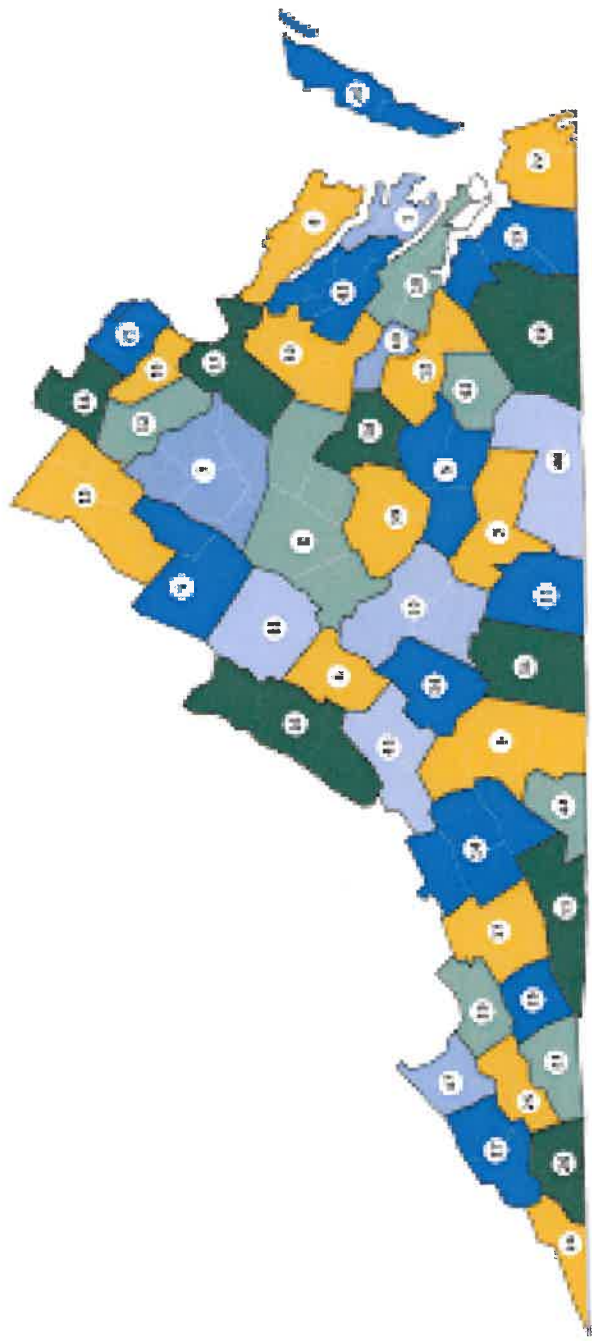
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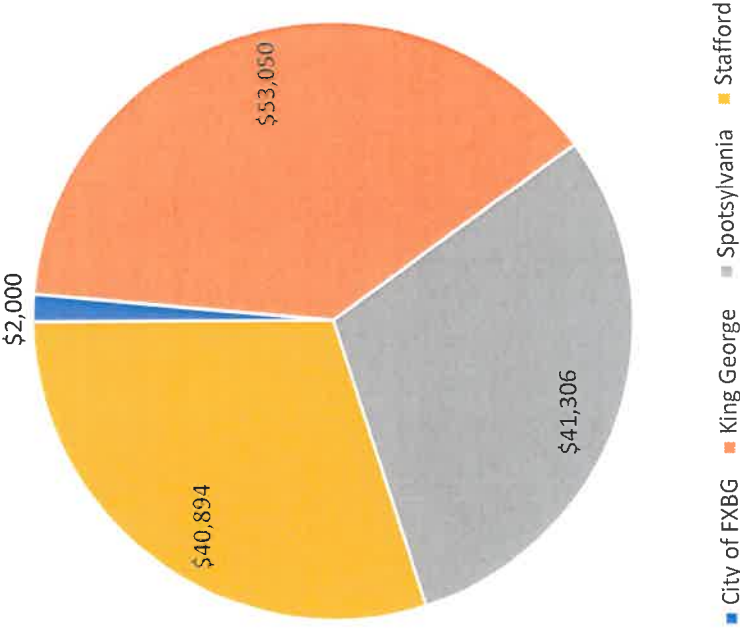
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# KG Stats!

King George					
Best Management Practice	Acres	Linear Ft.	Approved Funds	Paid Funds To Date	
<b>Structural Practice</b> stream exclusion practices, riparian buffers	0	0	\$0.00	\$0.00	
<b>No-Till</b> minimizing soil disturbances during planting	130.88	0	\$3,272.00	\$3,272.00	
<b>Cover Crops</b> Planted for protection and enrichment of nutrients back into soil	2334	0	\$170,355.80	\$170,355.80	
<b>Nutrient Management</b> using crops & their nutrients as efficiently as possible to improve productivity and protection of the environment	3901.57	0	\$32,278.86	\$25,006.50	
<b>Afforestation of Crop, Hay, Pasture</b> Planting trees in efforts to better soil quality	15.4	0	\$36,190.00	\$34,560.44	
<b>King George Totals</b>	<b>6381.85</b>	<b>0</b>	<b>\$242,096.66</b>	<b>\$233,194.74</b>	



# Virginia Conservation Assistance Program

---

- Living shorelines-- \$30,000
- A living shoreline is a protected, stabilized coastal edge made of natural materials such as plants, sand, or rock. Unlike a concrete seawall or other hard structure, which impede the growth of plants and animals, living shorelines grow over time.
- Living shorelines are sometimes referred to as nature-based, green, or soft shorelines. They are an innovative and cost-effective technique for coastal management.

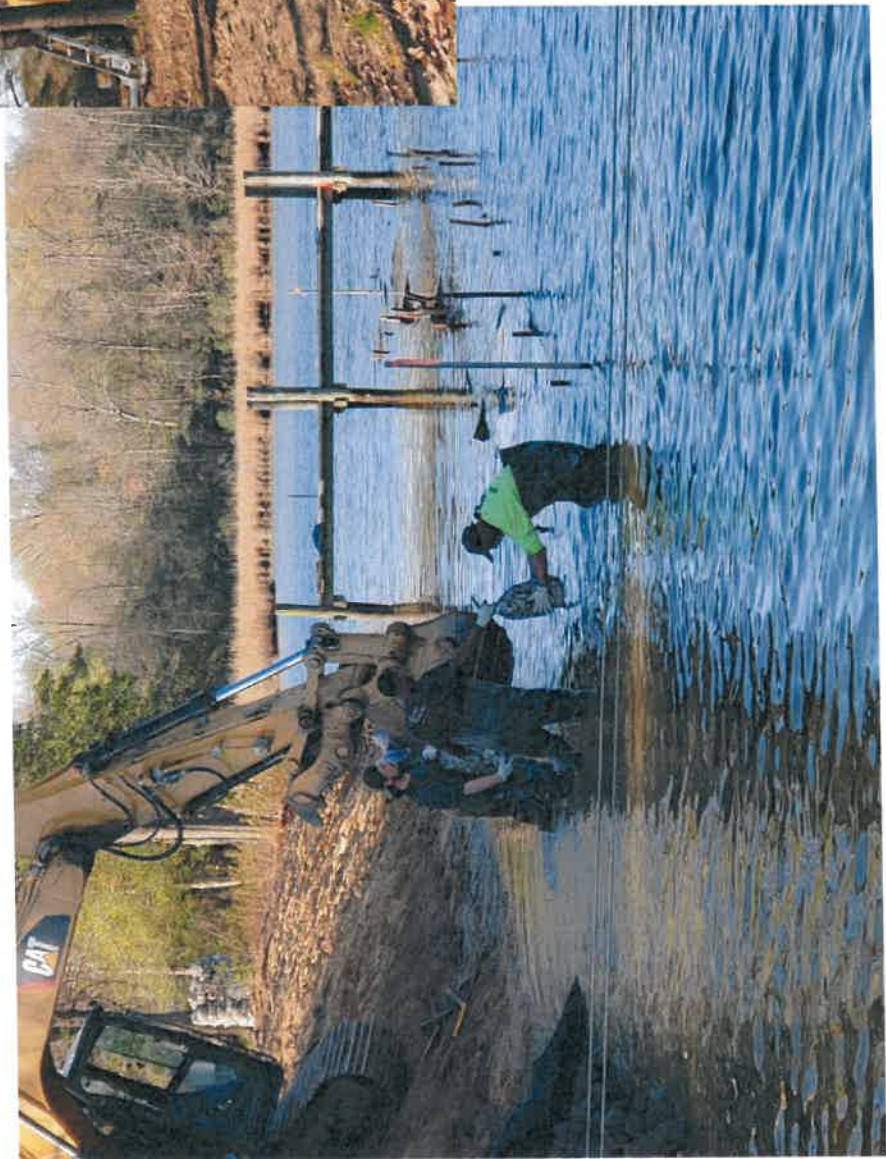


# Before installing living shoreline:





During installation:







After:

Outreach FY23

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# Spotsylvania

## Annual Report



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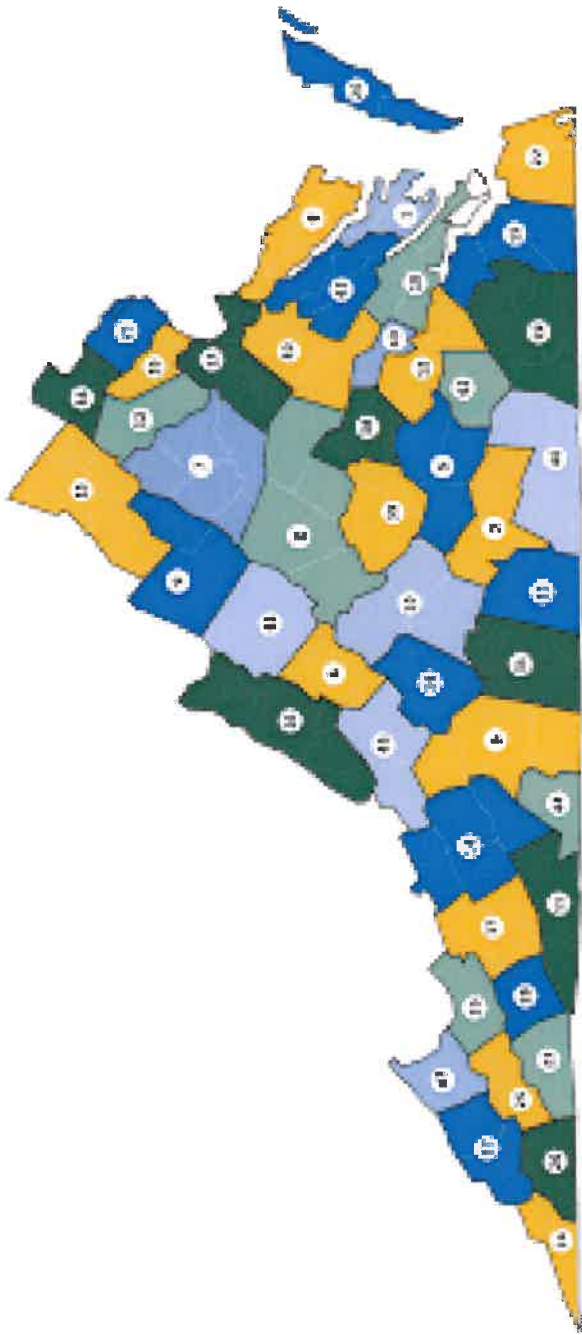
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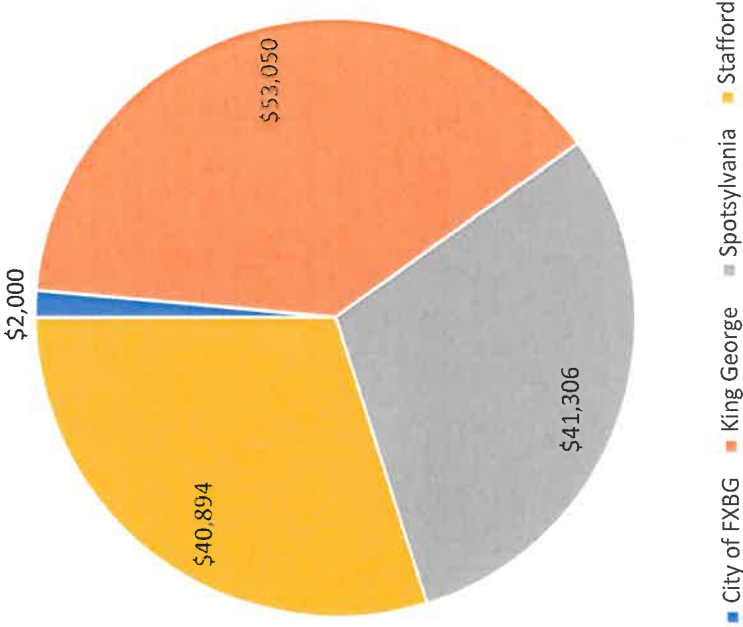
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# Spotsy Stats!

Spotsylvania		Acres	Linear Ft.	Approved Funds	Paid Funds To Date
Best Management Practice					
Structural Practice stream exclusion practices, riparian buffers		139.11	14020	\$192,911.97	\$0.00
No-Till minimizing soil disturbances during planting		0	0	\$0.00	\$0.00
Cover Crops Planted for protection and enrichment of nutrients back into soil		5578.54	0	\$404,951.40	\$404,951.40
Nutrient Management using crops & their nutrients as efficiently as possible to improve productivity and protection of the environment		938.37	0	\$6,293.82	\$5,633.82
Long-Term Vegetative Cover on Cropland		7.8	0	\$5,138.25	\$2,711.44



## Virginia Conservation Assistance Program

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# Stafford

## Annual Report



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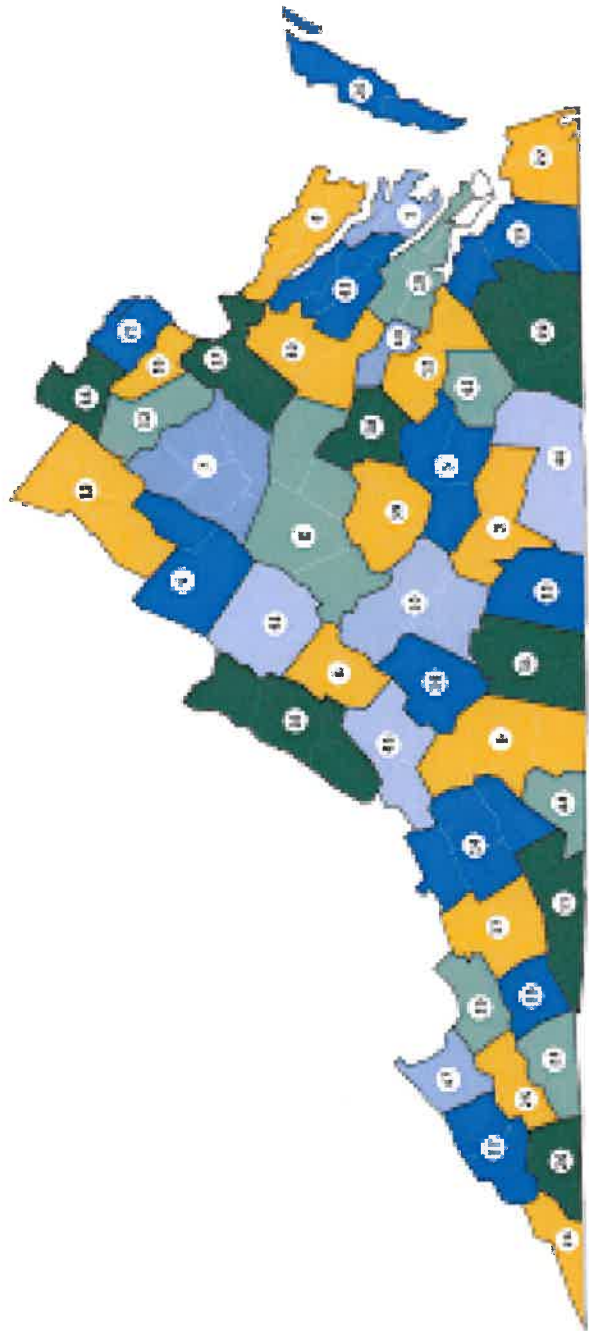
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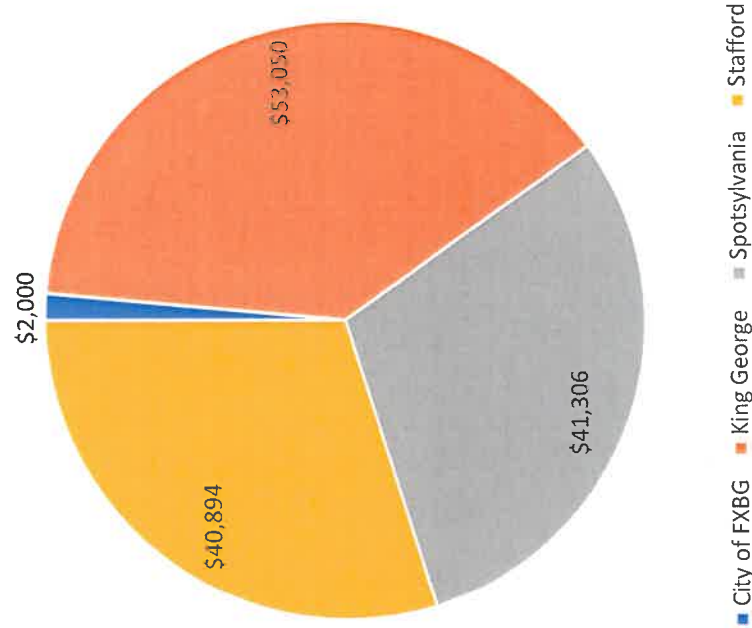
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## Stafford Stats!

Stafford					
Best Management Practice	Acres	Linear Ft.	Approved Funds	Paid Funds To Date	
<b>Structural Practice</b> stream exclusion practices, riparian buffers	31.6	11270	\$187,996.60		\$0.00
<b>No-Till</b> minimizing soil disturbances during planting	0	0	\$0.00		\$0.00
<b>Cover Crops</b> Planted for protection and enrichment of nutrients back into soil	1771.69	0	\$119,538.50		\$119,538.50
<b>Nutrient Management</b> using crops & their nutrients as efficiently as possible to improve productivity and protection of the environment	1936.01	0	\$15,589.68		\$12,275.92
<b>Stafford Totals</b>	<b>3739.3</b>	<b>11270</b>	<b>\$323,124.78</b>		<b>\$131,814.42</b>



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Fredericksburg, VA 22408
- **Phone:** (540) 656-2401  
(540) 656-2402
- **Fax:** (540) 656-2403
- **Website:** [tccswcd.org](http://tccswcd.org)
- **Email:** [tricity@tccswcd.org](mailto:tricity@tccswcd.org)



**Soil and Water Conservation District Policy for Handling Agricultural Stewardship Act (ASA) Complaints**

**District:**

Name: Tri County City SWCD

**Primary District Contact Person (with delegated authority to make ASA decisions):**

Name: Renee Davis	Email:	Phone:
Title: Operations Manager	tricountycity@tccswcd.org	(540) 656-2401

**Secondary District Contact Person (to be cc'd on notification of complaint received), if preferred:**

Name: Dan Kossler	Email:	Phone:
Title: Conservation Specialist	dan.kossler@tccswcd.org	(540) 656-2402

**In handling ASA complaints, the District generally prefers\* to:**

- ☐ perform the investigation to determine the validity of the complaint.
- ☒ assist VDACS by performing a joint investigation.
- ☐ not participate in the investigation process.

(\*It is understood that the District reserves the right to handle ASA complaints differently than indicated on this form. Many prefer to handle on a case-by-case basis, depending on the circumstances.)

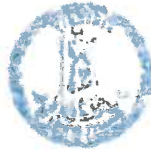
**Comments:**

Approved at the September 15, 2023 Board Meeting

**VDACS intends to send all correspondence and associated documents (including notification and complaint tracking forms) to Districts electronically.**

**District boards should re-visit this policy annually to re-affirm the same individual(s) are authorized to make these decisions, or whenever there is a personnel change that would impact this policy. Re-affirmations and new designations of individuals should be communicated to VDACS by September 30 of each year.**

**Approved by: \_\_\_\_\_ Date: \_\_\_\_\_**



## COMMONWEALTH of VIRGINIA

**Sandra J. Adams**  
Commissioner

Department of Agriculture and Consumer Services


PO Box 1163, Richmond, Virginia 23218

Phone: 804/786-3501 • fax: 804/371-2945 • Hearing Impaired: 800/828-1120

[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

### MEMORANDUM

TO: SWCD Chairpersons, SWCD Directors, SWCD Staff (via all-district email)

FROM: Darrell Marshall   
Agricultural Stewardship Act Program Manager

DATE: September 16, 2015

RE: SWCD Policies for Handling Agricultural Stewardship Act Complaints  
(Va. Code § 3.2-400 *et seq.*)

Since 1997, the Agricultural Stewardship Act (ASA) program has worked cooperatively with Soil and Water Conservation Districts (Districts) from across the Commonwealth in responding to water pollution complaints on agricultural operations. When the ASA program was developed in 1996, each District was asked to develop a policy regarding the implementation of the program. Those policies included a contact person or persons designated by that District Board that would be notified upon the Commissioner receiving a complaint. That policy also included how the District preferred to address complaints received by the Commissioner. Each District notified VDACS whether it generally preferred to investigate complaints, accompany VDACS staff and perform a joint investigation, or not participate in the investigation. The ASA provides the District five calendar days to notify the Commissioner as to how it intends to address the complaint.

Since the first policies were developed 19 years ago, the staff and Board member composition of many Districts has changed significantly. Due to personnel changes, maturation of the ASA program, and the changing agricultural and environmental landscape, it is appropriate to update the policies that ASA staff has on file for the Districts. By copy of this memorandum, I am respectfully asking each District to update its policy with respect to addressing ASA complaints by completing the attached **Soil and Water Conservation District Policy for Handling Agricultural Stewardship Act Complaints** and return to me electronically by November 30, 2015.

I would also like to take this time to provide guidance on the handling of active ASA investigations. Recent concerns regarding the discussion of ASA complaints in an open or public meeting during the "active investigation" stage of the ASA process warrant the development of the attached **Open Meeting Guidelines for Discussion of Active ASA Complaint Investigations**. It is imperative that active investigations not be discussed in public during monthly District Board meetings prior to the Commissioner making a case decision, as records of these active investigations are required by Va. Code § 3.2-103(4) to be held in confidence unless otherwise directed by the Governor or the

**Board of Agriculture and Consumer Services. Details of the complaint may only be discussed in an open or public meeting once the Commissioner has issued a case decision.**

**The success of the ASA program is directly related to the positive relationship we have with the 47 Districts across the state and the assistance they provide in carrying out the provisions of the ASA. I look forward to continuing to build upon these relationships and to strengthening the ASA program.**

**If there are any questions regarding the attached documents, please contact me at (804) 786-2658 or by email at [darrell.marshall@vdacs.virginia.gov](mailto:darrell.marshall@vdacs.virginia.gov).**

**cc: DCR- CDCs (via email)  
enclosures (2)**



**OPEN MEETING GUIDELINES FOR DISCUSSION OF ACTIVE AGRICULTURAL STEWARDSHIP ACT (ASA) COMPLAINT INVESTIGATIONS**

Pursuant to § 3.2-103(4) of the *Code of Virginia*, the Commissioner of Agriculture and Consumer Services is required to hold records of active investigations in confidence unless otherwise directed by the Governor or the Board of Agriculture and Consumer Services, until the investigation is considered closed. Acting on behalf of the Commissioner, a District Board shall not discuss details of an active ASA investigation, including the location, landowner, operator, or complainant, until a case decision (determined to be *founded*, *unfounded*, or *dismissed*) has been made by the Commissioner. Discussing details of the complaint in an open or public meeting prior to the completion of the investigation could undermine the integrity of the investigation. Any discussions of the complaint in an “open meeting” or a “public meeting” as defined in VA Code §2.2-3701, should be limited to the case number (case number assigned by VDACS and provided in the initial complaint notification) and the locality in which it was received. Full details of the complaint may only be disclosed in an open meeting following the case decision by the Commissioner. Additionally, the Virginia Freedom of Information Act does not specifically cite the discussion of the details of an active ASA investigation as a purpose for which public bodies may hold closed meetings.

It is recommended that a District Board delegate the decision whether to investigate, perform a joint investigation with VDACS staff, or not participate in the investigation, to a single individual, Board member, or staff. The delegation of this individual should take place annually, or whenever there is a personnel change that would impact it, and be documented and reflected in minutes of a District Board Meeting. Having this individual make the decisions regarding ASA investigations will negate the need for Board discussions during the investigation stage of the complaint response process. VDACS staff should be informed as to whom the District delegated the authority to make these decisions.

**renee.davis@tccswcd.org**

---

**From:** Alldistrict <alldistrict-bounces@vaswcd.org> on behalf of Kendall Tyree via Alldistrict <alldistrict@vaswcd.org>  
**Sent:** Tuesday, September 5, 2023 4:20 PM  
**To:** alldistrict@vaswcd.org  
**Subject:** [Alldistrict and Partners] VASWCD Officer Nominations - Interested in Serving? - Respond by 9.22.23  
**Attachments:** Untitled attachment 00094.txt

**To: Soil & Water Conservation District Directors**

We need to nominate a slate of officers who will provide strong leadership for the Virginia Association of Soil and Water Conservation Districts throughout the 2024 year. Our VASWCD bylaws read "Prior to the annual meeting of the Association, the President shall appoint a nominating committee consisting of no less than three members each from a different Area. At least three months prior to that Annual Meeting notice should be given of the upcoming elections and invite persons interested in becoming candidates to submit a resume, to the Nominating Committee, no less than 60 days prior to the Annual Meeting. The resumes of the candidates advanced by the Nominating Committee shall be circulated by the Association no less than 45 days prior to the Annual Meeting, in accordance with the notice requirements of Article 2.e. At the Annual Meeting, said committee shall present a proposed slate of qualified candidates for the offices of President, 1st VP, 2nd VP, Secretary/Treasurer, and NACD Board representative. Other nominations may be made from the floor. All Officers shall be Members." Per our bylaws, a nominating Committee is in the process of being appointed.

Our Association President, 1st Vice President, and 2nd Vice President are positions elected annually for a one year term. The Secretary/Treasurer position is also up for election this December and is elected for a two year term. Elections will be held at the VASWCD Business meeting to be held at the Norfolk Marriott on December 5, 2023..

This notice serves as the required notice prior to the annual meeting inviting interested persons to submit a resume to the nominating committee. The Nominating Committee requests that if you have an interest in serving as a VASWCD Officer (Positions to be Elected: VASWCD President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP or Secretary/Treasurer) or if you wish to recommend an individual for any of the VASWCD offices, please contact Kendall Tyree, VASWCD Executive Director at [kendall.tyree@vaswcd.org](mailto:kendall.tyree@vaswcd.org) by **Friday, September 22** and submit a resume or explanation of interest. Your submitted resume or explanation of interest will then be forwarded to the nominating committee for review as they put together a recommended slate of officers for approval at your Association annual business meeting.

The resumes of candidates advanced by the nominating committee will be made available at [www.vaswcd.org](http://www.vaswcd.org) no less than 45 days prior to the December 5, Annual Membership Business Meeting held in conjunction with the Annual Meeting at the Norfolk Marriott. Do recall our bylaws also allow for nominations to occur from the floor.

Thank you for your help.

Kendall Tyree

Kendall Elaine Tyree, MPA, PhD  
VASWCD Executive Director  
7308 Hanover Green Drive, Suite 100  
Mechanicsville, VA 23111  
Office: (804) 559-0324  
Email: [Kendall.Tyree@vaswcd.org](mailto:Kendall.Tyree@vaswcd.org)

Virginia Association of Soil & Water Conservation Districts  
Website: [www.vaswcd.org](http://www.vaswcd.org)



*Joseph W. Guthrie*  
Commissioner

## COMMONWEALTH of VIRGINIA

### Department of Agriculture and Consumer Services

PO Box 1163, Richmond, Virginia 23218

[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

August 21, 2023

Matthew S. Wells, Director  
Department of Conservation and Recreation

Charles A. Arnason, Chair  
Soil and Water Conservation Board

Soil and Water Conservation Districts

The Virginia Agricultural Stewardship Act (ASA) program recently completed its 26<sup>th</sup> year of responding to water quality complaints involving agricultural operations in the Commonwealth. Over the years, we have benefited greatly from the continued support and cooperation of local soil and water conservation districts; Virginia's agricultural community; and other local, state, and federal agencies that assist VDACS in our efforts to carry out the provisions of the ASA.

As required by the ASA, I am providing the attached annual report of the ASA program for the period April 1, 2022, through March 31, 2023. The report offers a summary of the cases received and processed by the ASA staff.

The ASA program provides a practical and positive way of addressing water pollution problems on farms in Virginia. My staff and I are committed to providing a timely response to the citizens of the Commonwealth and resolving water quality issues with reasonable and effective stewardship measures.

I welcome your comments and questions regarding this report and the ASA program.

Sincerely,

A handwritten signature in black ink that reads "Joseph W. Guthrie".

Joseph W. Guthrie  
Commissioner

ATTACHMENT





**ANNUAL REPORT  
ON THE  
AGRICULTURAL STEWARDSHIP ACT**

**Joseph Guthrie  
Commissioner**

**August 31, 2023**

# **VIRGINIA AGRICULTURAL STEWARDSHIP ACT ANNUAL REPORT**

**For Program Year April 1, 2022 - March 31, 2023**

## **BACKGROUND**

The 1996 Session of the General Assembly enacted the Agricultural Stewardship Act (ASA) (Va. Code § 3.2-400 et seq.), which requires the Commissioner of Agriculture and Consumer Services (Commissioner) to administer and enforce the ASA program. Through an effort of cooperation and coordination involving Virginia's Soil and Water Conservation Districts (SWCD), the Virginia Department of Agriculture and Consumer Services (VDACS), and the agricultural community, the ASA program provides a common-sense solution to water pollution problems caused by agricultural operations.

Subsection B of Va. Code § 3.2-408 requires the Commissioner to compile a report by August 31 of each year listing the number of complaints received, the nature of each complaint, the actions taken in resolution of each complaint, and any penalties that may have been assessed. Additionally, the Commissioner is required to (i) provide this report to the Soil and Water Conservation Board, the Department of Conservation and Recreation, and to every SWCD; (ii) publish notice in the Virginia Register that the report is available; and (iii) make the report available to the public upon request.

The following report on the ASA program is for the program year April 1, 2022, through March 31, 2023.

## **PROGRAM OBJECTIVES**

The ASA Program is designed to:

- Identify water quality problems and help farmers correct these problems in a common-sense manner that accommodates both the farmer and the environment;
- Establish a system that respects both the farmer and the person voicing concerns about water quality;
- Educate farmers about stewardship and encourage them to enhance it even in instances in which a water quality problem cannot be proven;
- Support farmers in their efforts to strengthen their stewardship practices, provide them with the information they need, and help link them to resources that can provide assistance;
- Educate Virginia citizens about normal farming practices and the impact those practices may or may not have on the environment; and,
- Provide SWCDs with training and the ASA materials they need to the extent that resources will allow.

## **HOW THE PROGRAM WORKS**

Complaints alleging that a specific agricultural activity is causing or will cause water pollution are received by the Commissioner. If a complaint meets the criteria for investigation, the Commissioner, through ASA program staff, contacts the appropriate SWCD about investigating the complaint. If the district declines, ASA program staff conducts the investigation on behalf of the Commissioner. In most cases, a joint investigation involving local district staff and ASA program staff is performed.

The purpose of the investigation is to determine whether the agricultural activity is causing or will cause water pollution. If no causal link is found, the Commissioner determines that the complaint is unfounded. If the Commissioner determines that the activity is the cause of pollution, the farmer is given up to 60 days to develop an agricultural stewardship plan to correct the identified water pollution problems. The local district typically reviews the plan, and the Commissioner will approve the plan when it is determined that it meets the necessary requirements to solve the water pollution problem.

The ASA provides the farmer up to six months from the date of the Commissioner's determination that a complaint is founded to start implementing the agricultural stewardship plan and up to 18 months from that date to complete plan implementation. The timing allows the farmer to take advantage of suitable weather conditions for outside work or required construction. If a farmer fails to submit a plan for approval or implement a plan within the given timeline, the Commissioner takes enforcement action.

## **AGRICULTURAL ACTIVITIES**

The ASA program received numerous inquiries regarding possible agricultural pollution during the program year of April 1, 2022, through March 31, 2023. Forty-six of these cases became official complaints. The official complaints fell into 14 categories according to the type of agricultural activity:

- Beef (15)
- Equine (7)
- Land Conversion (7)
- Dairy (3)
- Swine (3)
- Beef, Dairy (2)
- Cropland (2)
- Orchard (1)
- Other (1)
- Cropland, Other (1)
- Beef, Dairy, Goats, Poultry, Sheep (1)
- Beef, Equine (1)
- Poultry (1)
- Equine, Goats (1)

## **TYPES OF POLLUTION**

The ASA addresses water pollution problems caused by nutrients, sediment, and toxins entering state waters from agricultural activities. The ASA program received complaints based on the following nine pollution categories during the program year of April 1, 2022, through March 31, 2023:

- Sediment (12)
- Nutrients, Sediment (11)
- Bacteria, Nutrients (9)
- Bacteria, Nutrients, Sediment (8)
- Nutrients (2)
- Bacteria (1)
- Bacteria, Toxins (1)
- Bacteria, Nutrients, Toxins (1)
- Nutrients, Toxins (1)

## **COMMISSIONER'S FINDINGS**

During the program year, 11 (24 percent) of the 46 official complaints were determined to be founded and required agricultural stewardship plans to address water pollution problems. In each founded case, there was sufficient evidence to support the allegations that the agricultural activities were causing or would cause water pollution.

Eighteen (39 percent) of the 46 official complaints received during the program year were determined to be unfounded because there was either insufficient evidence or no evidence of water pollution. In some instances, farmers involved in the unfounded complaints voluntarily incorporated best management practices into their operations to prevent more complaints or to prevent potential problems from becoming founded complaints.

Seventeen (37 percent) of the 46 official complaints received during the program year were dismissed for various reasons. Many of the complaints that were dismissed were situations where a water quality concern existed but was remedied prior to the completion of the investigation process. Others were cases in which the ASA program had no jurisdiction in the matter, were withdrawn by the complainant, or were dismissed because insufficient information was provided by the complainant.

In general, farmers involved in the complaint and correction process were cooperative in meeting the deadlines established by the ASA and it was not necessary to assess any civil penalties. Under the ASA, the Commissioner issues a corrective order when an owner or operator fails to submit and complete the implementation of the Agricultural Stewardship Plan based on the findings of a conference held to receive the facts on a case. No corrective orders were issued during the 2022 - 2023 program year for failure to complete implementation and maintain the measures necessary to prevent water pollution.



### **ASA CASE DECISION TABLES**

The following tables provide the information about the individual ASA cases that were received, investigated, and decided during the 2022 - 2023 program year.

<b>CASE DECISIONS</b> <b>April 1, 2022 - March 31, 2023</b> <b>Founded Complaints</b>			
<b>Complaint Number</b>	<b>Locality of Complaint</b>	<b>Activities Category</b>	<b>Complaint Type</b>
1263	Buckingham County	Land Conversion	Sediment
1265	Fauquier County	Equine	Nutrients
1268	Grayson County	Land Conversion	Sediment
1269	Augusta County	Dairy	Bacteria, Nutrients, Sediment
1272	Orange County	Beef, Dairy, Goats, Poultry, Sheep	Bacteria, Nutrients, Sediment
1273	Rockingham County	Beef	Nutrients, Sediment
1276	Washington County	Beef	Nutrients, Sediment
1278	Carroll County	Land Conversion	Sediment
1279	Grayson County	Beef	Nutrients, Sediment
1289	Albemarle County	Beef	Bacteria, Nutrients, Sediment
1290	Rockingham County	Beef	Bacteria, Nutrients, Sediment

<b>CASE DECISIONS</b> <b>April 1, 2022 - March 31, 2023</b> <b>Unfounded Complaints</b>			
<b>Complaint Number</b>	<b>Locality of Complaint</b>	<b>Activities Category</b>	<b>Complaint Type</b>
1247	Albemarle County	Orchard	Sediment
1248	Augusta County	Beef	Nutrients, Sediment
1251	Grayson County	Swine	Nutrients, Sediment
1253	Rockingham County	Beef, Dairy	Nutrients, Sediment
1256	Cumberland County	Other	Bacteria, Nutrients
1264	King William County	Dairy	Bacteria, Nutrients

1266	Caroline County	Cropland, Other	Bacteria, Nutrients, Toxins
1267	Craig County	Land Conversion	Sediment
1270	Nelson County	Land Conversion	Sediment
1271	Buckingham County	Land Conversion	Sediment
1274	Halifax County	Swine	Bacteria, Nutrients, Sediment
1275	Fauquier County	Beef, Equine	Nutrients, Sediment
1280	Nottoway County	Land Conversion	Sediment
1281	Prince William County	Equine	Bacteria, Nutrients
1282	Prince William County	Equine	Bacteria, Nutrients
1286	Loudoun County	Equine	Bacteria, Nutrients
1287	Scott County	Poultry	Bacteria, Nutrients, Sediment
1292	Russell County	Beef	Bacteria, Nutrients, Sediment

<b>CASE DECISIONS</b> April 1, 2022 - March 31, 2023 <b>Dismissed Complaints</b>			
<b>Complaint Number</b>	<b>Locality of Complaint</b>	<b>Activities Category</b>	<b>Complaint Type</b>
1249	Rockingham County	Beef, Dairy	Bacteria, Nutrients
1250	Washington County	Beef	Bacteria
1252	Spotsylvania County	Equine	Bacteria, Nutrients
1254	Grayson County	Cropland	Sediment
1255	Grayson County	Cropland	Sediment
1257	Nelson County	Swine	Bacteria, Nutrients
1258	Bedford County	Beef	Bacteria, Toxins
1259	Albemarle County	Beef	Nutrients, Sediment
1260	Madison County	Beef	Nutrients, Sediment
1261	Madison County	Beef	Nutrients, Sediment
1262	Rappahannock County	Beef	Nutrients, Sediment
1277	Loudoun County	Beef	Bacteria, Nutrients, Sediment
1283	Floyd County	Dairy	Nutrients, Toxins
1284	Tazewell County	Beef	Sediment
1285	Goochland County	Equine	Nutrients
1288	Fauquier County	Equine, Goats	Sediment
1291	Henry County	Equine	Bacteria, Nutrients

## **CASE TRENDS**

Compared to the previous program year, the ASA program experienced an eight percent reduction in official complaints, from 50 to 46. There was a 35 percent reduction in the total number of founded complaints requiring plans, from 17 to 11. Unfounded complaints increased by one case, from 17 to 18, while the overall percentage of unfounded complaints increased from 34 percent to 39 percent of the total number of official complaints. There was an increase in the overall number of dismissed complaints, from 16 to 17, a six percent change.

## **COMPLAINT TRACKING**

With the assistance of the Virginia Department of Conservation and Recreation (DCR), the ASA program has the ability to use a geographic information system (GIS) to track and report certain best management practices implemented to address water pollution on founded complaint sites. This GIS tracking module will assist ASA staff in the verification process and contribute to the goals outlined in the Chesapeake Bay Phase III Watershed Implementation Plan. The ASA program has prioritized visiting past complaint sites to measure, document, and verify the livestock exclusion fencing that was implemented as a result of stewardship plan implementation prior to the ASA program having the GIS capability to track best management practices. During the 2022-2023 program year, the ASA program staff recorded a total of 8,504 feet of livestock exclusion fencing and 23 acres of stream bank buffer implemented from current and past complaint sites. Within the Chesapeake Bay watershed, 7,124 linear feet of exclusion fencing, and 20.5 acres of buffer were recorded. These figures include only the livestock exclusion fencing and buffer acres installed without cost-sharing assistance involving past ASA complaints.

## **CONTACTS**

Questions regarding this report should be directed to the ASA office at 804-786-2658, or to [darrell.marshall@vdacs.virginia.gov](mailto:darrell.marshall@vdacs.virginia.gov).

[renee.davis@tccswcd.org](mailto:renee.davis@tccswcd.org)

---

**From:** renee.davis@tccswcd.org  
**Sent:** Friday, September 8, 2023 9:32 AM  
**To:** Adam Wilson (awauctioneers@yahoo.com)  
**Cc:** Charles "Chuck" Arnason (vswcb@indieplacefarm.com);  
'james.e.martin@dcv.virginia.gov'; sara. bottenfield (sara.bottenfield@dcv.virginia.gov);  
Marissa Roland (marissa.roland@dcv.virginia.gov); Gordon, Blair; Watlington, Christine;  
Jan Massey; Janet Gayle Harris  
**Subject:** District Audit Results and Funds Withheld  
**Attachments:** Letter to Audit Subcommittee RE Withholding of funds SIGNED 09 2023 with  
Attachments.pdf

Dear Mr. Wilson,

Tri County City Soil & Water Conservation District appreciates your letter dated August 13, 2023, in reference to the *District Audit Results and Funds Withheld*. We recognize the hard work of the Subcommittee and the Board, and we appreciate the support we have been given over the past several years while we worked on our Performance Improvement Plan. Our Conservation District Coordinator (CDC), Marissa Roland, came to weekly meetings and trained staff to ensure that our District set a course for future success. We are very grateful to Marissa for the wisdom and knowledge she imparted on staff and Directors. Attached is our response to your letter. Thank you to everyone for your time and commitment to Districts across Virginia.

Wishing everyone a nice weekend.

Kindest Regards,

*Renee Davis*  
Operations Manager  
Tri County City Soil & Water Conservation District  
4811 Carr Drive  
Fredericksburg, VA 22408  
(540) 656-2401  
(540) 656-2402  
(540) 656-2403 Fax







September 6, 2023

Adam D. Wilson  
Audit Subcommittee Chair  
Virginia Soil and Water Conservation Board  
CO/ Department of Conservation and Recreation  
600 East Main St. 24<sup>th</sup> Floor  
Richmond, VA 23219

RE: Response to District Audit Results and Funds Withheld

Dear Mr. Wilson:

Tri- County / City Soil & Water Conservation District is in receipt of your letter dated August 13, 2023, in reference to *District Audit Results and Funds Withheld*. The District has been committed to taking corrective actions outlined in our Performance Improvement Plan. While we respect the decision of the Audit Subcommittee, we would like to offer the below timeline of events for your consideration.

Regarding 2.b; fiscal year 2022 end of year reports were found to be inaccurate:

- On March 23, 2022, The District Manager resigned her position with Tri- County/City SWCD
  - Up until this date, the District Manager prepared and submitted the report deliverables.
- On the same date, March 23, 2022, the Virginia Soil and Water Conservation Board met and laid out a foundation for the District to receive 25% funding allocations if certain criteria were met. In short, the letter outlined:
  - 2. The funds being withheld will be provided to the District either through the regular fourth quarter disbursement of FY2023 or through a special disbursement during the fourth quarter of FY2023 if the District complies with all of the following:

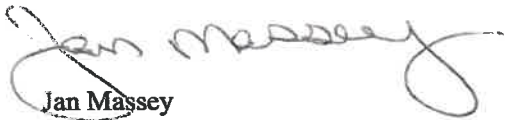
*Our mission is to provide leadership, education, and technical programs to assist all resource users  
to conserve, sustain, and improve soil, water, and related resources.*

- b. All FY2023 quarterly reports, as well as FY2022 end of year reports, are submitted accurately and by the expected deadlines.
1. Your letter dated August 13, 2023, specifically states on page 2 that *“the District failed to meet the requirements of section 2(b); fiscal year 2022 end of year reports were found to be inaccurate”*.
  2. The FY 2022 end of the year report deadline was July 15, 2022.
  3. In the absence of the District Manager, the current staff tried to make early submissions to execute the end of the year reports, but the submitted reports had errors up until July 15, 2022. This was due to a lack of training as none of the staff had the experience necessary to complete the submissions.
  4. In an email dated July 14, 2022, recognizing that the staff needed training, Marissa Roland, Conservation District Coordinator with the Department of Conservation and Recreation, gave a filing extension to July 22, 2022. This was to allow her to come to the District office to train staff on how to do the various end of the year reports.
  5. Marissa Roland came to the office on July 20, 2022, for training.
  6. On July 21, 2022, Renee Davis, Administrative Professional for Tri- County/City SWCD submitted the final Cash on Hand Report, which was by the extension deadline, but after the original report deadline.
  7. On July 25, 2022, Marissa Roland confirmed that the Carryover and Cash on Hand reports were accurate and reconciled with Attachment E.

We have attached supporting documents that speak to the timeline. We appreciate your letter and acknowledgement of the efforts of the District over the past two years. Additionally, we find it equally important that we consider a process for training staff should another District find themselves down a key staff member. We believe the District met the requirement of section 2 (b) that the District FY2022 end of the year reports were submitted accurately and by the expected *“extension”* deadline. It is our position that the District acted in good faith by recognizing the need for support, getting the appropriate extension for filing and most importunately receiving the necessary training by the said extension date to achieve accurate filings. We would appreciate your review and feedback of the attached documents and this letter for reconsideration if the District met the conditions set forth by the Virginia Soil and Water Conservation Board at the March 23, 2022, meeting that also included criteria for receiving 25% of the District Administrative and Operations funding allocation for Fiscal Year 2023.

Thank you for your time and please contact me if you would like additional information or have any questions.

Sincerely,



Jan Massey  
Chairperson of the Board of Directors  
Tri- County/City Soil & Water Conservation District

Enclosures: Audit Subcommittee letter dated August 13, 2023  
Email reference EOY Reports from Marissa Roland dated July 14, 2022  
Email reference Tri County City SWCD PY 2022 End of Program Year Cash on Hand Balance Report  
from Renee Davis and Marissa Roland dated July 21, 2022  
Email reference 2022 Carryovers from Marissa Roland dated July 25, 2022.

cc: Chuck Arnason, Chair, Virginia Soil and Water Conservation Board  
James Martin, Department of Conservation and Recreation  
Sara Bottenfield, Department of Conservation and Recreation  
Marissa Roland – Conservation District Coordinator, DCR  
Blair Gordon – Soil & Water Conservation District Liaison, DCR  
Christine Watlington-Jones, Policy and Regulatory Coordinator, DCR  
Janet Gayle Harris, Treasurer, Tri- County/City SWCD  
Renee Davis, District Operations Manager, Tri- County/City SWCD

*Our mission is to provide leadership, education, and technical programs to assist all resource users  
to conserve, sustain, and improve soil, water, and related resources.*

Travis A. Voyles  
*Secretary of Natural and Historic Resources*

Matthew S. Wells  
*Director*

Andrew W. Smith  
*Chief Deputy Director*



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

Frank N. Stovall  
*Deputy Director  
for Operations*

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

Laura Ellis  
*Deputy Director for  
Administration and Finance*

August 13, 2023

Ms. Jan Massey, Chair  
Tri-County/City Soil and Water Conservation District  
4811 Carr Drive  
Fredericksburg, Virginia 22408

RE: District Audit Results and Funds Withheld

Dear Ms. Massey:

I want to commend the Tri-County/City Soil and Water Conservation District (District) for their efforts to correct the significant audit findings that resulted from the audit of fiscal year 2021. The Audit Subcommittee was pleased that no further findings were noted during the required follow up audit of fiscal year 2022. The seriousness of the issues identified in the audit were recognized by the District board and staff; the appropriate corrective actions were taken; and the District continues to follow the adopted policies and procedures.

As you may recall, the conditions set forth by the Virginia Soil and Water Conservation Board at the March 23, 2022 meeting related to the audit findings and the previously submitted performance improvement plan included a withholding of operational funding:

1. ***25% of the District's total allocation established under the Virginia Soil and Water Conservation Board Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2023 will be withheld from the District.***
2. ***The funds being withheld will be provided to the District either through the regular fourth quarter disbursement of FY2023 or through a special disbursement during the fourth quarter of FY2023 if the District complies with all of the following:***
  - a. *All policies and procedures identified in the PIP as well as the corrective action plan required by this action are fully implemented to the satisfaction of the Department;*
  - b. *All FY2023 quarterly reports, as well as FY2022 end of year reports, are submitted accurately and by the expected deadlines;*
  - c. *The District Board shall review the District's annual plan of work each month; assign appropriate individuals to ensure each task included in the annual plan of work is completed; and ensure each task is successfully completed; and*
  - d. *No new findings are identified during the FY2022 one-year special audit.*



Unfortunately, the District failed to meet the requirements of section 2(b); fiscal year 2022 end of year reports were found to be inaccurate. The 25% of operational funds withheld at the beginning of fiscal year 2023 will not be returned to the District. However, the District has met all other requirements set out by Board and the District has been restored to full funding for fiscal year 2024.

Thank you for your continued commitment to improving the District's financial and programmatic integrity and for the efforts taken by both the District Directors and District staff.

Sincerely,



Adam D. Wilson, Chair  
Audit Subcommittee  
Virginia Soil and Water Conservation Board

CC: Janet Gayle Harris, Treasurer, Tri-County/City SWCD  
Renee Davis, District Operations Manager, Tri-County/City SWCD  
Chuck Arnason, Chair, Virginia Soil and Water Conservation Board  
James Martin, Department of Conservation and Recreation  
Sara Bottenfield, Department of Conservation and Recreation  
Marissa Roland, Department of Conservation and Recreation

renee.davis@tccswcd.org

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**From:** Roland, Marissa <marissa.roland@dcv.virginia.gov>  
**Sent:** Thursday, July 14, 2022 11:57 AM  
**To:** Dan Kossler; Logan Ellis; Renee Davis  
**Subject:** EOY Reports

Good afternoon,

After taking a look at EOY reports, I am still missing the Cash on Hand Balance report (Excel sheet which includes CREP, FY21, FY22, etc..).

In addition, the carryover report is not completed for all program types across the years. If a contract is in carryover status, they still need completion dates, percent complete, staff checking the practices, and the justifications for carryovers. This should be found on the measurements tab of the contract.

As for the deadline, I would not worry about tomorrow's deadline at this point. There is some data entry to be done, so I will ask that reports be turned in no later than July 22. I have received the revised Attachment E and will review.

If you have any questions, please refer to the EOY instructions sent with EOY report templates or let me know.

Thank you,  
Marissa

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**V. Marissa Roland**

(she/her)

Conservation District Coordinator  
DCR-Division of Soil and Water Conservation  
Tappahannock Regional Office  
PO Box 1425, Tappahannock, VA 22560  
C: 804-380-2452

**[renee.davis@tccswcd.org](mailto:renee.davis@tccswcd.org)**

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**From:** Roland, Marissa <[marissa.roland@dcr.virginia.gov](mailto:marissa.roland@dcr.virginia.gov)>  
**Sent:** Thursday, July 21, 2022 3:10 PM  
**To:** [renee.davis@tccswcd.org](mailto:renee.davis@tccswcd.org)  
**Cc:** Janet Gayle Harris; Logan Ellis; [dan.kossler@tccswcd.org](mailto:dan.kossler@tccswcd.org)  
**Subject:** Re: Tri County City SWCD PY 2022 End of Program Year Cash on Hand Balance Report

Received; thank you!

On Thu, Jul 21, 2022 at 2:49 PM <[renee.davis@tccswcd.org](mailto:renee.davis@tccswcd.org)> wrote:

Hi Marissa,

Attached is the final submission of the Cash on Hand Report. Thank-you for teaching us all the particulars that go into this report. We made the changes reviewed with you yesterday and are hopeful that this now agrees with tracking and attachment E.

Hope you have a nice afternoon.

Kindest Regards,

*Renee Davis*

Administrative Professional

Tri County City Soil & Water Conservation District

[4811 Carr Drive](#)

[Fredericksburg, VA 22408](#)

(540) 656-2401

(540) 656-2402

(540) 656-2403 Fax



We work with the people who work the land.

—  
**V. Marissa Roland**  
**Conservation District Coordinator**  
**DCR-Division of Soil and Water Conservation**  
**Tappahannock Regional Office**  
**PO Box 1425, Tappahannock, VA 22560**  
**C: 804-380-2452 (Please use as I am teleworking)**



**Dan Kossler**

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**From:** Roland, Marissa <marissa.roland@dcr.virginia.gov>  
**Sent:** Monday, July 25, 2022 2:55 PM  
**To:** dan.kossler@tccswcd.org  
**Cc:** logan.ellis@tccswcd.org  
**Subject:** Re: 2022 carryovers

Since I have received your carryover report and cash on hand report and they are accurate and reconcile with the Attachment E, you may go ahead with completing carryover contracts.

On Mon, Jul 25, 2022 at 12:02 PM <[dan.kossler@tccswcd.org](mailto:dan.kossler@tccswcd.org)> wrote:

Can we move forward with completing 2022 contracts that were in carryover? I assume everything from last week has been finalized but I'll wait on your confirmation. Thanks.

Best Regards,

Dan Kossler

Conservation Specialist

Tri-County/City Soil & Water Conservation District

540-656-2401

540-656-2402

—

V. Marissa Roland  
Conservation District Coordinator  
DCR-Division of Soil and Water Conservation  
Tappahannock Regional Office  
PO Box 1425, Tappahannock, VA 22560  
C: 804-380-2452 (Please use as I am teleworking)



We work with the people who work the land.

**Tri County/City Soil and Water Conservation District**  
**Conservation Specialist Monthly Report**  
Courtney Coleman, Conservation Specialist  
Report Period: August 10<sup>th</sup> – September 6<sup>th</sup>, 2023  
Prepared for September 2023 Board Meeting

**Trainings**

- 08/22 Developing a Grazing Plan Training
- 08/23 As-Built Documentation Training
- 08/23 Project/Construction/Contractor Management Training
- 08/24 Logi/CAS Training
- 8/29 Training with DCR focusing on Livestock Based Agriculture

**Farm Visits**

- Spotsylvania
  - 08/10 Farm visit with Producer to sign Part I for a WQ-12 practice as well as an SL-8B practice
  - 08/10 Producer came into the office to sign up for SL-8B, NM-5N, NM-5P practice and go over what Tracts they would like to sign up
  - 08/11 Farm visit with Producer for them to sign Part III and disburse a check for their NM-3C practice, as well as adding three more tracts to their SL-8B contract
  - 08/14 Farm visit with Producer to sign Part I for an SL-8B practice
  - 08/17 Producer came into the office to go over what Tracts they would like to sign up for an SL-8H and sign Part I of their contract
  - 8/17 Producer came into the office to sign Part I for their NM-3C contract
  - 08/21 Farm visit with Producer to go over what Tracts they would like to sign up for an SL-8B/SL-8H and sign Part I of their contract
  - 08/24 Farm visit with Producer to sign Part I for their SL-8B/SL-8H practice and go over what tracts they wanted to sign up
  - 8/30 Farm Visit with Producer to sign Part I for their SL-8B contract and go over what fields they would like to sign up
  - 8/30 Farm Visit with Producer to sign Part I for their SL-8B contract and go over what fields they would like to sign up
- King George
  - 08/10 Producer came into the office to sign Part I for their SL-8B practice and go over what Tracts they would like to sign up
  - 8/10 Producer came into the office to sign Part I for their NM-5N/NM-5P practice and go over what fields they would like to sign up
- Stafford
  - N/A
- Fredericksburg
  - N/A

Practice Type	Dollar Amount	Acres
Structural	\$10,309.70	26.90
Crop Focused	\$361,842.18	7,908.91
<b>Total</b>	<b>\$372,151.88</b>	<b>7,935.81</b>

### **Miscellaneous Tasks**

- Contacted a number of producers who had not yet signed up for cover crops to see if they were going to sign up and if we would need to schedule a Farm or In Office visit
- Put new contracts into the system, created their ranking sheets, and average cost lists as needed
- 08/18 Attended Board Meeting
- 8/28 Mailed Approval Letters from contracts approved at last TRC meeting
- Created Plan Designs for an SL-6W and SL-7
- Disbursed checks to producers from PY23

### **Upcoming Tasks or Events**

- 9/11 Chancellor Ruritan Club Dinner
- 10/10 JED Training
- RUSLE 2 Training
- Continue signing up Cover Crop contracts

SL-8B – Small Grains and Mixed Cover Crop

SL-8H – Harvestable Cover Crop

SL-6W – Stream Exclusion with a Wide Width Buffer & Grazing Land Management

NM-5P – Precision Nutrient Management on Cropland – Phosphorus Application

NM-5N – Precision Nutrient Management on Cropland – Nitrogen Application

SL-7 – Extension of Watering System

CCI-SL-6W – Stream Exclusion with Wide Width Buffer – Maintenance Practice SL-6W

WQ-12 – Roof Runoff Management System

## **Tri-County/City Soil & Water Conservation District Conservation Specialist Monthly Report**

Dan Kossler, Conservation Specialist

Report Period: August 10, 2023 – September 6, 2023

Prepared for September 2023 Board Meeting

### **Training**

- Graves Mountain – DCR – In person
  - Developing a Grazing Plan (NRCS)
  - As-Built Documentation
  - Project/Construction/Contractor Management
  - Logi Training

### **DCR Online BMP Tracking Program**

- Prepared payments for verified completed contracts.
- Entered new contracts.

### **Site Visits**

- Stafford: N/A
- Spotsylvania: N/A
- King George:
  - Field visit to meet with landowner and contractor.
    - Showed contractor needed corrections to stream crossing.
    - The work is to fix damage from incorrect installation and excessive rainfall, causing failure of the crossing.
- Fredericksburg:
  - Visited property to measure buffer area installed in a forestry practice.

### **VACS Update – PY24**

	PY2024
Total Annual Allocation PY23	\$2,355,995
Requested as of August 9, 2023	\$332,008
New Requested	+\$378,133
Requested as of September 6, 2023	\$710,141
% Requested to Allocated	30.1%
Remaining Balance of Allocation (before allocation is returned)	\$1,645,854

### **Other Tasks**

- Prepared TRC Meeting minutes for August 18, 2023, meeting.
- Contract rankings.
- Contacted producers to notify them payments are ready.



- Assisted in completing purchases of 2 new vehicles.
- Gathered information for Annual Report.
  - PY23 Cost Share and Acres for each locality TCCSWCD serves.
  - Data taken from DCR Logi Program.

**Upcoming Tasks:**

- Tracking program and VACS updates.
- Continue signing up cover crop contracts.
- Complete and make payments to completed PY23 carryover contracts.
- Graves Mountain.

NM-1A (Nutrient Management Plan)

NM-3C (Sidedress application of Nitrogen)

NM-5N (Precision Nutrient Management - Nitrogen)

NM-5P (Precision Nutrient Management - Phosphorus)

SL-1 (Long-Term Vegetative Cover on Cropland)

SL-6W (Stream Exclusion with Wide Width Buffer & Grazing Land Management)

SL-7 (Extension of Watering System)

SL-8H (Harvestable Cover Crop)

SL-8B (Small Grains and Mixed Cover Crop)

SL-10 (Grazing Land Management)

WP-4LL – Loafing Lot Management System with Manure Management (Excluding Bovine Dairy)

**Education Coordinator Staff Report  
August 9-September**

- Met with Justin Murray and took pictures for Conservation Specialist, Courtney, to show they had necessary materials for DTG project
- Forwarded new YCLI application to all district high school guidance programs and informed them of the program
  - King George was only response
- Attended RVA Urban Ag Kickoff
  - Announced Richmond is 1 of 17 cities chosen to have an urban ag office tied to the USDA and FSA
  - Networked
- Met with Darcie (event coordinator at FXBG Square) to discuss the possibility of having 80<sup>th</sup> anniversary there
- Spoke with Justin at Brock's about having possibility of Potomac Roundtable hosted there
- Annual report slides
- Newsletter for August/September
  - New format
- Graves Mountain Trainings
  - FOIA
  - VCAP
  - Envirothon
  - Admin/Ops
- Made and ordered stickers (arriving Sep. 5)
- Applied for brand sponsorship with Carhartt so we have a set brand for gear, this gives us discounts on bulk orders
- Reached out to Harry Looney with Lake Anna Civic Association about being added to meeting mailing list.
  - Attending meeting Sep 5
- Educational Program list
- Started reaching out to interior designers about meetings and consults for redesigned office space
- Reached out to all guidance counselors about the VA Ag in the classroom opportunity for adopting a dairy calf to aid in lessons with ag and animal science!
- Sent all district art teachers an email with poster contest information
- Fair volunteer
- Lynette Morrisette—Powhatan Posies meeting
  - Lynette is a master gardener and is operating a pick your own flower farm in KG.
  - Wants to partner for outreach and possible school programs
  - Available to volunteer if applicable

## Tri-County/City Soil & Water Conservation District

## Operations Manager Staff Report

Renee B. Davis

August 11, 2023 – September 7, 2023

Prepared for September 15, 2023, Board Meeting



*Fall Harvest Time ~ Renee*

## Just The Highlights

- *Monthly*: Ran payroll, processed taxes and liabilities, paid producers, and invoices, received funding, reconciled 4- credit card accounts and 4- bank statements, prepared financial package, typed minutes, prepared the agenda and Board package for circulation.
- *Monthly*: Backed up QuickBooks, passwords, and computer documents.

[illegible]

- Reviewed District Audit Results and Funds Withheld Letter and prepared a timeline of related tasks.
- Posted Office Closings at the front entrance
- Participated in the Virginia Cooperative Extension Spotsylvania County Needs Assessment Survey
- Emailed Collier's Service Tracker open tickets to report repairs not completed
- Copied documents to make a sign-up application folder
- Emailed Stafford and Spotsylvania County for an update on our MOU scope of work
- Began updating the acronym listing
- Secured checks, documents, and insurance to purchase 2 new vehicles. Made insurance document packages for each glove box in the vehicles.
- Redacted and sent Colonial SWCD a spread sheet and examples on how to do the Life Insurance add on at year end.
- Drafted a letter to the Audit Subcommittee, per the August 2023 Board meeting
- Made a journal entry to move the Reserve & Dedicated funds equity for Fiscal Year 2024
- Entered the FY2024 Budget into QuickBooks
- Completed the Agricultural Stewardship Act (ASA) form for approval

### VCAP Summary

- We received \$22,056.00 from VASWCD for 2- completed VCAP projects in the city of Fredericksburg.

### Envirothon 2024 Update:

- The University of Mary Washington has approved for us to hold the Envirothon 2024 event on their campus on **April 16, 2024**. Sarah Dewees, Director for the Center of Community Engagement, Sean Morrow, Sustainability Coordinator, Ryan Imirie, Facilities and Events Manager, and Susan Lafayette, all with the University of Mary Washington, have been assisting me to make reservations.
- Our contract was received and reviewed. Madison and I will finalize. *Madison has been trying to reach the catering department to finalize the contract.*
- Madison and I will be going to Culpeper SWCD, September 13, 2023, to work with Stephanie Turner on all things Envirothon.
- Area II has invited Area III to participate in Dominion Energy's Envirothon Training at Graves Mountain Lodge on Saturday, November 18, 2023.

### Training Update:

Date	Training	Hours
August 22-24, 2023	Graves Mountain Training with VASWCD & DCR	12
August 22, 2023	<i>Freedom of Information Act, Joseph Underwood- Senior Attorney, Virginia Freedom of Information Act (FOIA) Advisory Council</i>	3
August 23, 2023	<i>Attachment F Outreach Deliverable, William Crutchfield- Small Farm Outreach Program, Darryl Glover &amp; Blair Gordon- DCR</i>	3
August 23, 2023	<i>Fiscal Responsibility / Accounting Trends &amp; QuickBooks Manual Update- Sarah Adams, CPA</i>	3
August 24, 2023	<i>Admin / Ops Water Cooler Chat with Kathleen Sullivan, Suzie Brown, Dr. Kendall Tyree</i>	3

*Prepared meeting documents for most of the below.*

Meeting Information
✓ 1 <sup>st</sup> Wednesday Staff Meeting with Personnel Committee Director(s).
✓ 3 <sup>rd</sup> Friday Board Meeting
✓ August 30, 2023, Personnel Committee members reviewed the Personnel, Credit Card, Telework and Travel Policies with staff

### Upcoming:

- Chesapeake Bay Collaboration Award
- Clean Farm Award
- End of Lifespan Verifications
- VRS training in Warsaw on September 19, 2023