



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

October 20, 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	Cooperating Agency Reports	
	<i>USDA-Natural Resources Conservation Service (NRCS)</i> Brian Wooden, Jr.	
	<i>Virginia Department of Conservation & Recreation (DCR)</i> Marissa Roland	1
	<i>Virginia Cooperative Extension (VCE)</i> Kayleigh Mize	2
	<i>Virginia Department of Forestry (VDOF)</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 (GW)</i> , Meredith Keppel	3-13
	<i>Lake Anna Civic Association (LACA)</i> Mark Debord & Lara Weather-Holtz	
6	Board Meeting Minutes	
	Approval Board Meeting Minutes from September 15, 2023	14-18
7	Committee Meeting Minutes	
	Approve the Technical Review Committee Meeting Minutes from September 15, 2023 ^(Last month)	19
8	Approve the Personnel Committee Meeting Minutes from October 4, 2023	20
	Financial Reports	
9	Acceptance & File for Future Audit the Treasurer's Financial Report for September 30, 2023	21-42
10	Action Items	
	(a) TRC report: Cost-share applications and nutrient management plans October 20, 2023 ^(this month)	
	(b) Approve to make Renee Davis the Records Retention Officer	43
	(c) Give authority to the Operations Committee to sell the 2013 Ford F150 Truck following guidelines as set out in Desktop Procedures.	44
	(d) Appoint a <i>Nominating Committee</i> for the 2024 Calendar Year Board Officers	
	(e) Approve 2024 Calendar Year meeting dates to be the 3 rd Friday Monthly at 9:00 a.m. Location to be: Fredericksburg Presbyterian Church – Meeting Hall 810 Princess Anne St, Fredericksburg, VA 22401	
	(f) Approve to add a Potomac Roundtable / Council Hosting Budget for FY24 to reserve a meeting space	
	(g) Accept the resignation of Conservation Specialist, Dan Kossler	45
	(h) Approve to hire Designer Grey to design and implement a new office design	46-48



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11	Review / Updates	
	(a) Monthly Review of FY 2024 Annual Plan of Work (<i>Details follow the agenda</i>)	Last Page of Agenda
	(b) Update on the 80 th Anniversary & Outreach Event will be Saturday, August 3, 2024.	
	(c) Committee Appointments will take place in December or January following Board officer elections.	
	(d) VACS Eligibility and State Environmental Law Compliance	49
	(e) Review Virginia Soil and Water Conservation Board <i>Audit Subcommittee</i> Minutes with regard to Tri County City SWCD	50-52
	(f) Review Virginia Soil and Water Conservation Board Minutes with regard to Tri County City SWCD	53-81
	(g) September 25, 2023, Letter from Adam Wilson, Audit Subcommittee Chair, Virginia Soil and Water Conservation Board in response to District Audit Results and Funds Withheld	82-83
12	Closed Session	
	 : Personnel Committee to: To review staffing pattern.	
	(a) Initiating Closed Session: I move that we go into a Closed Session as provided for in the Code of Virginia Section 2.2-3771 (A) to discuss Personnel Matters (topic, ex: Personnel Matters- <i>Summary</i>). I would like to invite _____ (name) to join the closed session. [Vote]	
	(b) Reconvene into Open Meeting: “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]	
	(c) Move to Implement Closed Session Decisions: I move that the Board implement the decisions made in Closed Session regarding _____ (topic). [Vote]	
13	Schedule Committee Meetings	
	80 th Anniversary & Outreach Ad Hoc (Chair, Janet Gayle Harris) Ray Simms, Kayleigh Mize, Chuck Koch, Marissa Roland	
	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	
	Scheduled November 1, 2023, 9:30 a.m.	
	Technical Review (Chair, Wayne Miller) Jeff Adams, Janet Gayle Harris, Jan Massey, (Brian Wooden- Advisor)	
	Scheduled November 17, 2023, 8:30 a.m.	
14	District Reports	
	(a) Directors and Associate Directors	
	(b) Conservation Staff (attached)	84-87



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	(c) Education & Outreach (attached)	88-89
	(c) Operations Manager (attached)	90-92
	Information / Announcements	
	(a) Next Board Meeting: Friday, November 17, 2023.	
	(b) General Elections are scheduled for November 7, 2023.	
15	(c) COIA training is due by December 31, 2023, for locally elected Directors and staff. The training can be accessed at https://ethicswebinar.dls.virginia.gov/ 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.	

	Policies Adopted	
16		

17) Chair's Comments

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



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11 (a) FY 2024 Monthly Review of Annual Plan of Work

October 2023	Responsibility
Complete budget & local funding requests for upcoming fiscal year; submit to Board and localities	Staff, Finance
Complete 1 st 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 th Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board

November 2023	Responsibility
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 th Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board
Attend Envirothon training at Graves Mountain Lodge with Area II	Staff

December 2023	Responsibility
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 th Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board



Sent electronically to SWCD offices: 10/3/2023

DATE: October 20, 2023
TO: TCCSWCD Directors and Staff
FROM: Kayleigh Mize, ANR Extension Agent
RE: Spotsylvania VCE monthly report, respectfully submitted

This past month

9/16 Women's Leadership Regional Meeting
9/18 Spotsylvania Extension Staff Meeting
9/21 Pasture Walk at Jan & Bob Massey's Farm
9/28 Working State Fair VCE Exhibit
9/29 Connecting Sustainability, Animal Welfare, and Ag zoom conversation
10/2 Household Well Water results meeting
10/3 First "Courageous Conversations in the Workplace" zoom conversation
10/4 Young Farmers Planning Meeting
10/7 Private Pesticide Proctoring
10/9 ANR Agent Onboarding (presented on Small ruminants)
10/11 Madison Graded Sheep & Goat Sale
10/12 Tidewater Sheep Workshop
10/17 "Effective Communication Styles" zoom
Continue with intermittent farm visits

Coming up in the near future

10/24 Northeast VCE Fall District Conference
11/8 Madison Graded sheep and goat sale
11/15 Extension Office Staff Meeting
11/15 Spotsylvania County Farm Bureau Board Meeting
Marketing programs for fall/winter!



Virginia Cooperative Extension
Virginia Tech • Virginia State University



GEORGE WASHINGTON

REGIONAL COMMISSION

Environmental Services October 2023



Dear TCCSWCD Board Members and Staff,

As the morning air gets chiller and leaves begin to change color, it's time to start thinking all things **FALL**. Whether that be pumpkin patches and apple cider or fall harvests and cover crops, we hope you are enjoying all the **Fall Festivities** of our beautiful region.

A few festivities to attend are in our partner section-- don't miss out!

Best,

Meredith Keppel (she/her),

Environmental Planner II

meredith.keppel@gwregion.org



Making a Splash!

Water Quality Spotlight



Alliance for the Shenandoah Valley's Solar Report

The Alliance for the Shenandoah Valley recently released a report on considerations for local governments around utility scale solar development.

One big takeaway from the report is that solar development must be done with care to protect vulnerable environmental, cultural, and agricultural resource! This includes mitigation measures for stormwater, habitat buffers, and having a decommissioning plan.



Read more here: <https://shenandoahalliance.org/wp-content/uploads/2023/09/ASV-Recommendations-USS-July-2023-FIN.pdf>

Fall into the Garden



October 12th at 1:30pm is our next PCRN meeting! Email Meredith Keppel (meredith.keppel@gwregion.org) about how to attend.

Environmental Justice Tools and Highlights

Trees do so much good, but are they distributed equally?



As you see in the diagram below, the least equitable census block in our region received a score of 69-- putting it in the most critical bucket. Organizations like Tree Fredericksburg and Friends of the Rappahannock are working with homeowners, state agencies, and our local soil and water conservation districts to get trees in the ground in these priorities areas!

[illegible]

FROM OUR PARTNERS



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 this training, please
fill out the form linked below!**

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

BACKYARD SOIRÉE



OCT 28 | SAT
5-10 PM

FOOD • COCKTAILS • LIVE MUSIC

The New Land • 1360 Belman Rd.

all proceeds benefit


DOWNTOWN GREENS
Community Greenspace



Tickets Available

(540) 371-7315
downtowngreens.org



Rappahannock
River Roundtable

Save the Date

Rappahannock River Symposium

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

Register now!

<https://rappahannockroundtable.org/event/2023-rappahannock-river-symposium/>

Grant Funding



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

Community Flood Preparedness Fund and the Resilient Virginia Revolving Loan Fund are now open through November 12th, 2023.

Learn more at <https://www.dcr.virginia.gov/dam-safety-and-floodplains/dsfpm-cfpf>



United States
Environmental Protection
Agency

EPA has multiple Brownfields grants open! If your community is considering applying for a grant, WVU is hosting a webinar specifically for projects in Virginia on Oct 11th at 10am

FY 2024 Multipurpose Grants - due November 13, 2023

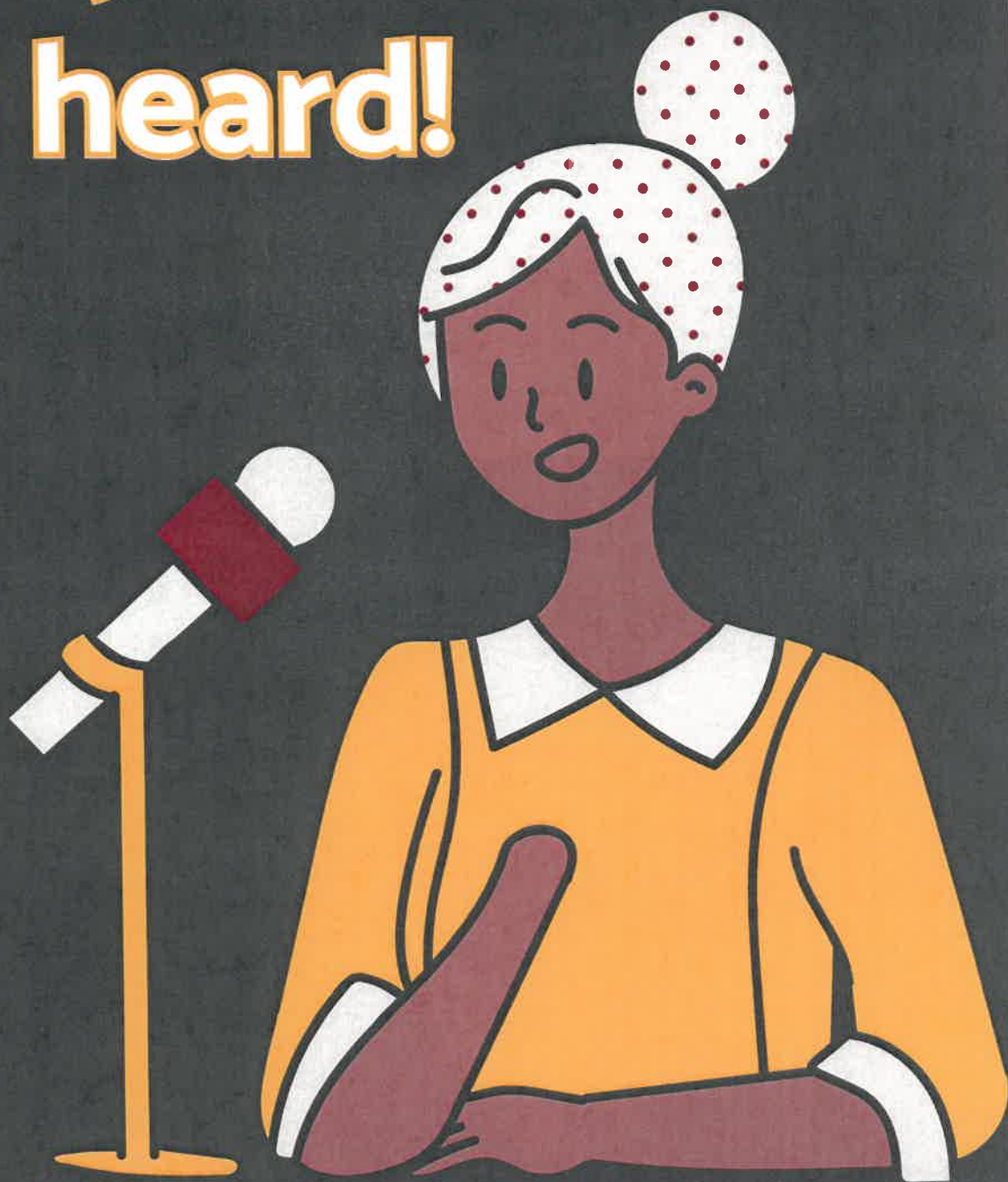
FY 2024 Community-wide Assessment Grants - due November 13, 2023

FY 2024 Assessment Coalition Grants - due November 13, 2023

FY 2024 Cleanup Grants - due November 13, 2023

<https://www.epa.gov/brownfields/solicitations-brownfield-grants>

Make your voice heard!



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

DEQ has received a **Climate Pollution Reduction Grant (CPRG)** for climate action planning from the U.S. Environmental Protection Agency (EPA).

The Priority Climate Action Plan (PCAP) will seek to identify innovative and high impact projects to **reduce GHG and other air pollutant emissions** in the near-term. The plan will be based on the most recent statewide GHG inventory and on public input, including input from low-income and disadvantaged communities. The PCAP must be developed and submitted to EPA by March 1, 2024.

DEQ is interested in hearing about your projects and priorities for this plan. **Submit your comments to CPRG@DEQ.Virginia.gov**





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September 15, 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*), John Howe (*Vice Chair*), Charles “Chuck” Koch, , 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)
- d) Directors Absent: Jan Massey (*Chair*), Ray Simms

- 1) **Call to Order:** At 9:00 a.m. by John Howe (*Vice Chair*)
- 2) **Invocation / Pledge of Allegiance:** John Howe requested a moment of silence in honor of Randolph Lee Roland, Jr. Wayne Miller provided the invocation and lead the Pledge of Allegiance.
- 3) **Introduce / Welcome Guests:** Mark Debord and Lara Weather with the Lake Anna Civic Association
- 4) **Additions to Agenda / Public Comments:** Jeff Adams requested that the District approve to buy flowers out of the office expense. Renee Davis asked to give authority to a director to review and approve the county and city funding requests.
- 5) **Cooperating Agency Reports:**
 - Brain Wooden, *USDA-Natural Resources Conservation Service (NRCS)*- Brian noted that they have 3 conservation plans for re-enrollments for a CREP program. Massey in Spotsylvania, Dudley in King George, and Waldron Farm in King George.

Janet Gayle Harris moved, and Jeff Adams seconded a motion to approve the 3 conservation plans noted above. The motion passed by voice vote. Motion# 1

 - Kayleigh Mize, *Virginia Cooperative Extension (VCE)* - Kayleigh handed out her VCE report on past and upcoming events, trainings, and farm visits. She noted that there will be a Pasture Walk at the Massey Farm in Spotsylvania on September 21, 2023.
 - Mark Debord & Lara Weather-Holtz, *Lake Anna Civic Association*- Mark co-chairs the Environmental Committee and spoke about the Dominion grant to continue native shoreline plantings.
- 6) **Approve August 18, 2023, Board Meeting Minutes:** Wayne Miller moved, and Jeff Adams seconded a motion to approve the August 18, 2023, minutes as printed. The motion passed by voice vote. Motion # 2
- 7) **Approve Technical Review Committee (TRC) Minutes for August 18, 2023:** Jeff Adams moved, and Kayleigh Mize seconded a motion to approve the TRC minutes as printed for August 18, 2023. The motion passed by voice vote. Motion# 3



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- 8) **Approval of Treasurer's Financial Report for August 31, 2023 & file for future audit:** Kayleigh Mize moved, and Jeff Adams 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 # 4

9) **Action Items**

- a) **Technical Review Committee (TRC) Report:** September 15, 2023

i. **New Cost Share Applications- PY24**

VACS Program

Contract Number	Practice	Total Cost
17-24-0023	SL-8B	\$18,031.60
17-24-0024	SL-8B, SL-8H	\$20,765.20
17-24-0025	SL-8B	\$828.00
17-24-0026	SL-8B, SL-8H	\$15,305.40
17-24-0027	SL-8B	\$42,219.00
17-24-0028	NM-5N, NM-5P	\$7,881.60
17-24-0029	SL-8B	\$1,359.00
17-24-0030	SL-8B	\$18,219.60
17-24-0031	NM-3C	\$6,408.36
17-24-0032	SL-8B	\$89,932.10
17-24-0033	SL-8B	\$36,582.30

Jeff Adams moved, and Kayleigh Mize seconded a motion to approve the New Cost Share Applications as printed above. John Howe abstained from voting. The motion passed by voice vote. Motion # 5

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

Contract	Practice	Requested Increase	Total Cost-Share Requested
17-24-0015	SL-8B	\$8,191.60	\$36,862.20

Jeff Adams moved, and Janet Gayle Harris seconded a motion to approve the Cost Share Increase for contract 17-24-0015 as printed above. The motion passed by voice vote. Motion # 6

- b) **Approve District FY2023 Annual Report.** Jeff Adams suggested amending the report to add county/city names represented under the Director name to the report. Jeff Adams moved, and Kayleigh Mize seconded a motion to approve the District FY2023 Annual Report as amended. The motion passed by voice vote. Motion # 7
- c) **Approve the Agricultural Stewardship Act Agreement with VDACS.** Renee Davis suggested amending the document to remove Dan Kossler and insert Courtney Coleman due to Dan departing the



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District. Wayne Miller moved, and Charles “Chuck” Koch seconded that the Board approve the Agricultural Stewardship Act Agreement with VDACS as amended. The Motion passed by voice vote. Motion # 8

- d) **Approve to cancel the December 2023 Board Meeting as there will not be time to prepare a Board package in 2 days following the Annual Meeting.** Discussion on this topic was to table this to the November 2023 Board meeting for further review.
- e) **Approve giving authority to the Treasurer and the Operations Manager to purchase flowers up to \$150.00 on behalf of the District out of office expense. Flower priority would be given to Directors, former Directors, Staff, Parents, Spouse, and Children. Further guidance would be at the discretion of the Treasurer and Operations Manager.** Charles “Chuck” Koch moved, and Kayleigh Mize seconded a motion to approve giving authority to the Treasurer and the Operations Manager to purchase flowers up to \$150.00 on behalf of the District out of office expense. Flower priority would be given to Directors, former Directors, staff, parents, spouse, and children. Further guidance would be at the discretion of the Treasurer and Operations Manager. The motion passed by voice vote. Motion # 9
- f) **Approve giving authority to John Howe to review and sign the county and city Partner Agency Requests (aka/ funding requests).** Janet Gayle Harris moved, and Kayleigh Mize seconded that the Board give authority to John Howe to review and sign the county and city Partner Agency Requests. The motion passed by voice vote. Motion # 10
- g) **Approve a \$150.00 donation to Virginia Cooperative Extension to assist with funding the Pasture Walk meal that will take place on September 21, 2023.** Wayne Miller moved, and Janet Gayle Harris seconded a motion to approve a \$150.00 donation to Virginia Cooperative Extension to assist with funding the Pasture Walk meal that will take place on September 21, 2023. The Motion passed by voice vote. Motion # 11

10) 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 September and October 2023.
- b) **80th Anniversary & Outreach event will be held on Saturday, August 3, 2024.** Madison Morgan recommended that we book Fredericksburg Square for our anniversary event. The Board was in favor of that decision.
- c) **The Board reviewed an email to Soil & Water Conservation Directors in reference to VASWCD Officer Nominations.**
- d) **The Board noted that 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) **The Board reviewed the ASA Annual Report for April 1, 2022, through March 31, 2023.**
- f) **The District purchased a 2024 KIA Telluride and a 2023 Ford F-150 using approved Dedicated funds. John Howe suggested that the Board purchase extended warranties for both vehicles using Dedicated funds.** Charles “Chuck” Koch moved, and Janet Gayle Harris seconded to give authority to John Howe and Dan Kossler to purchase extended warranties for the 2024 KIA Telluride and a 2023 Ford F-150. The motion passed by voice vote. Motion # 12



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- g) **The Board reviewed the email and letter to Adam Wilson, Audit Subcommittee Chair, Virginia Soil and Water Conservation Board in response to District Audit Results and Funds Withheld.**
- h) **The Annual Meeting will be December 3-5, 2023, in Norfolk, Virginia. Reservations are due to Renee Davis.**

11) Closed Session: Yes

To discuss Personnel Matters, Specifically to Review the District Staffing Pattern.

- Jeff Adams moved, and Charles “Chuck” Koch seconded that the Board enter closed session to review the District staffing pattern per Code of Virginia Freedom of Information Act Section 2.2-3711(A). Renee Davis was invited to join the closed session. The Motion passed on a voice vote. Motion # **13**
- Jeff Adams moved, and Wayne Miller seconded to certify that during the closed session, pursuant to the Code of Virginia Freedom of Information act Section 2.2-3712(D), to the best of each members knowledge only matters lawfully exempt as identified in the previous motion were heard and discussed. The Motion passed on a voice vote. Motion # **14**
- Jeff Adams moved, and Kayleigh Mize seconded that the Board should implement the decisions made regarding personnel matters, specifically regarding the District Staffing Pattern. The Motion passed by voice vote. Motion # **15**

12) Schedule Committee Meetings:

- a) 80th Anniversary & Outreach Ad Hoc Committee: None at this time.
- b) Budget & Finance & Operations joint Committees: None at this time.
- c) Community Conservation: October 6, 2023, to attend the Potomac Council & Roundtable.
- d) Education Committee: None at this time.
- e) Legislative & Government Committees: None at this time.
- f) Personnel Committee: October 4, 2023, 9:30 a.m.
- g) Technical Review Committee: October 20, 2023, 8:30 a.m.

13) District Reports:

- a) Directors and Associate Directors:
 - Charles “Chuck” Koch noted that “life is a beach” as he will be off for 5 days.
 - Wayne Miller noted that Madison Morgan and Courtney Coleman did an impressive job speaking at the Ruritan Club meeting.
 - Kayleigh Mize would like to thank the District for supporting the Pasture Walk.
- b) Conservation Staff:
 - Courtney Coleman noted that her staff report was in the Board package and that her focus has been on sign-ups for cover crops. She would also like to thank the Ruritan Club for the nice dinner.



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- Dan Kossler noted that his staff report was in the Board package and to let him know if anyone has any questions. He also noted an update to his VACS report as we have now exceeded \$800,000.00 for FY2024.
- 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. She also pointed out that she has forwarded applications of Youth Conservation Campers to the Youth Conservation leadership. Richmond was chosen to be the area of focus for the rooftop urban program. King George Middle School would like for the District to do a project at their school.
- 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.

14) Information / Announcements:

- a) Next Board meeting is October 20, 2023, at 9:00 a.m.
- b) Please tell Dan & Courtney who you would recommend for the Clean Water Farm Award.
- 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.
- e) Managing Forages for Farmers Through Pasture walks will be on September 21, 2023, from 4-7 p.m. at 6801 Courthouse Road Spotsylvania, VA 22551.

15) Policies & Other Items Adopted/ Approved/Revoked:

- a) Approved the District FY2023 Annual Report
- b) Approved the Agricultural Stewardship Act Agreement with VDACS
- c) Approved giving authority to the Treasurer and the Operations Manager to purchase flowers up to \$150.00 on behalf of the District out of office expense.
- d) Approved giving authority to John Howe to review and sign the county and city Partner Agency Requests (aka/ funding requests).
- e) Approved a \$150.00 donation to Virginia Cooperative Extension to assist with funding the Pasture Walk meal.
- f) Gave authority to John Howe and Dan Kossler to purchase extended warranties for the 2024 KIA Telluride and a 2023 Ford F-150.

16) Chair's Comments: John Howe thanked everyone for coming.

17) Kayleigh Mize moved, and Wayne Miller seconded that the Board adjourn the meeting. The Motion passed by voice vote. The meeting was adjourned at 10:59 a.m.

This confirms that the Meeting Minutes were Board approved:

Wayne Miller, Secretary

Date

Technical Review Committee Minutes

September 15, 2023

**To be handed out at the Board
meeting**



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

4811 Carr Drive ♦ Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 ♦ Fax: (540) 656-2403
tccswcd.org

Personnel Committee Meeting Minutes

October 4, 2023

4811 Carr Drive Fredericksburg, VA 22408

1) Call to Order: 9:57 a.m. by Jan Massey

Attendees:

Personnel Committee Members: John Howe, Charles “Chuck” Koch, Jan Massey (Chair)

Staff by Invitation: Renee Davis (Operations Manager), Dan Kossler (Conservation Specialist)

DCR Representative: None

2) Discussion:

- a. Receipt of 2- Conservation Specialist Applications
- b. 6- month evaluation of Courtney Coleman (September 16, 2023)
- c. Mid-Year Staff Evaluations (November 2023)
- d. Madison Morgan 6-month evaluation December 1, 2023
- e. Staffing Structure
 - 1. Part time Administrative Professional
 - 2. Full time Administrative Professional to train for future longevity.
- f. Dan Kossler update on projects
- g. Review Audit Questionnaire

3) Conclusion:

The committee discussed the items listed in discussion and reviewed the Conservation Specialist applications received to date.

4) Future Personnel Meetings:

- a. November 1, 2023

5) Adjournment: 11:40 a.m.

Respectfully Submitted

Jan Massey, Chair

Date

TREASURER'S FINANCIAL REPORT

September 2023

Prepared by: *Renee Davis*

Approved by Treasurer: *Janet Gayle Harris*

Renee B. Davis

Date

9:48 AM
10/13/23
Cash Basis

Tri - County / City Soil & Water Conservation District

Balance Sheet
As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
<u>Current Assets</u>	
<u>Checking/Savings</u>	
Cost Share Checking - 0016	<u>1,052,707.09</u>
Cost Share MM - 6347	<u>52,837.51</u>
Operations Checking - 8191	<u>513,636.86</u>
Operations MM - 6355	<u>283,191.47</u>
<u>Total Checking/Savings</u>	<u>1,902,372.93</u>
<u>Total Current Assets</u>	<u>1,902,372.93</u>
TOTAL ASSETS	<u><u>1,902,372.93</u></u>
LIABILITIES & EQUITY	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
<u>Credit Cards</u>	
VISA Card * 6605 Coleman	<u>1,270.45</u>
VISA Card *1870 Davis	<u>2,767.74</u>
VISA Card *1896 Kossler	<u>199.98</u>
VISA Card *3921 Morgan	<u>1,502.59</u>
<u>Total Credit Cards</u>	<u>5,740.76</u>
<u>Other Current Liabilities</u>	
Sales Tax Payable	<u>9.02</u>
<u>Total Other Current Liabilities</u>	<u>9.02</u>
<u>Total Current Liabilities</u>	<u>5,749.78</u>
<u>Total Liabilities</u>	<u>5,749.78</u>
<u>Equity</u>	
Dedicated & Emergency Funds	<u>715,060.75</u>
Retained Earnings	<u>683,586.77</u>
Net Income	<u>497,975.63</u>
<u>Total Equity</u>	<u>1,896,623.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,902,372.93</u></u>

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10/13/23
Cash Basis

Tri - County / City Soil & Water Conservation District

Profit & Loss

September 2023

	Sep 23	Aug 23
<u>Income</u>		
<u>Dedicated Funds</u>		
Link Scholarship Fund	0.00	50.00
Total Dedicated Funds	0.00	50.00
<u>Local/Government Funds</u>		
Spotsylvania County	0.00	13,750.00
Total Local/Government Funds	0.00	13,750.00
<u>Self-Generating Funds</u>		
Operations Bank Interest	6.27	7.16
YouthConservationCamp Dona...	0.00	200.00
Total Self-Generating Funds	6.27	207.16
<u>State Operation Funds - DCR</u>		
Administration & Operations		
Base T/A	32,500.00	53,245.00
VNRCF Additional TA	58,999.20	0.00
Total Administration & Operati...	91,499.20	53,245.00
<u>Cost Share Income</u>		
<u>CB VACS</u>		
FY 23 CB VACS	42,103.97	0.00
FY 24 CB VACS	600,000.00	1,500.00
VACS Interest	4.99	4.78
Total CB VACS	642,108.96	1,504.78
Total Cost Share Income	642,108.96	1,504.78
Total State Operation Funds - DCR	733,608.16	54,749.78
Transfer Memo	0.00	0.00
Total Income	733,614.43	68,756.94
Gross Profit	733,614.43	68,756.94
<u>Expense</u>		
<u>Automotive</u>		
Gasoline	111.80	50.01
Repair / Maintenance	332.78	0.00
Vehicle Insurance (VACCS)	0.00	1,182.00
Total Automotive	444.58	1,232.01
<u>Cost Share Expenditures</u>		
<u>CREP</u>		
CREP FY 22	0.00	1,983.27
CREP Transfer FY20 to FY21	0.00	32,833.55
Total CREP	0.00	34,816.82
<u>VACS</u>		
FY 22 CB VACS	0.00	25,703.30
FY 23 CB VACS	0.00	31,317.89
Total VACS	0.00	57,021.19
Total Cost Share Expenditures	0.00	91,838.01
<u>Dedicated Funds Expenditures</u>		
Equipment & Storage	6,019.85	0.00
Vehicle Purchase / Replacement	8,134.00	107,479.83
Total Dedicated Funds Expenditu...	14,153.85	107,479.83

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Cash Basis

Tri - County / City Soil & Water Conservation District
Profit & Loss
September 2023

	Sep 23	Aug 23
<u>Director Expense</u>		
<u>Travel / Training / Meals</u>	<u>58.00</u>	<u>28.00</u>
<u>Total Director Expense</u>	<u>58.00</u>	<u>28.00</u>
<u>District Outreach</u>		
<u>Donations & Sponsorships</u>	<u>150.00</u>	<u>0.00</u>
<u>Outreach Supplies</u>	<u>0.00</u>	<u>507.75</u>
<u>Total District Outreach</u>	<u>150.00</u>	<u>507.75</u>
<u>Membership Fees</u>		
<u>VASWCD & VACDE</u>	<u>0.00</u>	<u>100.00</u>
<u>Total Membership Fees</u>	<u>0.00</u>	<u>100.00</u>
<u>Office Operations</u>		
<u>Equipment Repair & Maintenance</u>	<u>624.95</u>	<u>0.00</u>
<u>Office Cleaning</u>	<u>350.00</u>	<u>1,175.00</u>
<u>Office Services</u>	<u>258.45</u>	<u>15.99</u>
<u>Office Supplies / Expense</u>	<u>528.15</u>	<u>87.82</u>
<u>Postage</u>	<u>35.43</u>	<u>26.49</u>
<u>Rent</u>		
<u>Office Space Rental</u>	<u>2,000.00</u>	<u>2,166.67</u>
<u>Shed Rental</u>	<u>144.69</u>	<u>0.00</u>
<u>Total Rent</u>	<u>2,144.69</u>	<u>2,166.67</u>
<u>Utilities</u>	<u>414.85</u>	<u>611.80</u>
<u>Total Office Operations</u>	<u>4,356.52</u>	<u>4,083.77</u>
<u>Payroll Expenses</u>		
<u>Disability (Short/Long Term)</u>	<u>96.62</u>	<u>96.62</u>
<u>Group Life Insurance (VRS)</u>	<u>245.22</u>	<u>245.22</u>
<u>Health Insurance</u>	<u>3,760.00</u>	<u>3,760.00</u>
<u>OBs Payroll Fees</u>	<u>20.00</u>	<u>20.00</u>
<u>Retirement (VRS)</u>		
<u>IMARC-RC VRS Liability</u>	<u>183.00</u>	<u>183.00</u>
<u>Retirement (VRS) - Other</u>	<u>622.11</u>	<u>622.11</u>
<u>Total Retirement (VRS)</u>	<u>805.11</u>	<u>805.11</u>
<u>Salary Wages</u>	<u>18,300.00</u>	<u>18,300.00</u>
<u>Social Security and Medicare</u>	<u>1,399.95</u>	<u>1,399.95</u>
<u>VA Employment Commission</u>	<u>0.00</u>	<u>0.00</u>
<u>Workmen's Comp Insurance</u>	<u>0.00</u>	<u>-96.00</u>
<u>Total Payroll Expenses</u>	<u>24,626.90</u>	<u>24,530.90</u>
<u>Staff Travel & Training</u>		
<u>Conservation Specialist</u>	<u>0.00</u>	<u>762.28</u>
<u>District Manager</u>	<u>72.95</u>	<u>0.00</u>
<u>Education Coordinator</u>	<u>0.00</u>	<u>441.14</u>
<u>Operations Manager</u>	<u>0.00</u>	<u>356.14</u>
<u>Staff Mileage Personal Vehicle</u>	<u>56.33</u>	<u>0.00</u>
<u>Total Staff Travel & Training</u>	<u>129.28</u>	<u>1,559.56</u>
<u>VCAP</u>		
<u>VCAP Cost Share</u>	<u>0.00</u>	<u>0.00</u>
<u>VCAP TA</u>	<u>0.00</u>	<u>0.00</u>
<u>Total VCAP</u>	<u>0.00</u>	<u>0.00</u>
<u>Total Expense</u>	<u>43,919.13</u>	<u>231,359.83</u>
<u>Net Income</u>	<u>689,695.30</u>	<u>-162,602.89</u>

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10/13/23
Cash Basis

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

	Jul - Sep 23	Budget	% of Budget
Income			
Dedicated Funds			
Employee Separation Liabil	0.00	0.00	0.0%
King George SEP Funds	0.00	0.00	0.0%
Link Scholarship Fund	300.00	0.00	100.0%
Potomac Council	0.00	0.00	0.0%
Dedicated Funds - Other	0.00	0.00	0.0%
Total Dedicated Funds	300.00	0.00	100.0%
Expense Reimbursements	0.00	0.00	0.0%
Local/Government Funds			
City of Fredericksburg	2,000.00	2,000.00	100.0%
King George County	13,750.00	55,000.00	25.0%
Spotsylvania County	13,750.00	55,000.00	25.0%
Stafford County	10,223.50	40,894.00	25.0%
Total Local/Government Funds	39,723.50	152,894.00	26.0%
Self-Generating Funds			
Operations Bank Interest	20.43	50.00	40.9%
Rain Barrel Sales	85.00	85.00	100.0%
YouthConservationCamp Donations	200.00	300.00	66.7%
Total Self-Generating Funds	305.43	435.00	70.2%
State Operation Funds - DCR			
Administration & Operations			
Base T/A	85,745.00	78,789.00	108.8%
CB RMP TA	0.00	124.00	0.0%
VNRCE Additional TA	58,999.20	158,252.00	37.3%
Administration & Operations - ...	0.00	212,908.00	0.0%
Total Administration & Operations	144,744.20	450,073.00	32.2%
Cost Share Income			
CB VACS			
FY 23 CB VACS	42,103.97		
FY 24 CB VACS	601,500.00		
VACS Interest	14.78		
Total CB VACS	643,618.75		
Total Cost Share Income	643,618.75		
Total State Operation Funds - DCR	788,362.95	450,073.00	175.2%
Transfer Memo	0.00		
Total Income	828,691.88	603,402.00	137.3%
Gross Profit	828,691.88	603,402.00	137.3%
Expense			
Automotive			
Gasoline	161.81	3,000.00	5.4%
Repair / Maintenance	642.73	3,000.00	21.4%
Vehicle Insurance (VACCS)	1,182.00	350.00	337.7%
Total Automotive	1,986.54	6,350.00	31.3%
Cost Share Expenditures			
CREP			
CREP FY 22	1,983.27		
CREP Transfer FY20 to FY21	32,833.55		
Total CREP	34,816.82		
VACS			
FY 22 CB VACS	25,703.30		
FY 23 CB VACS	53,660.97		
Total VACS	79,364.27		
Total Cost Share Expenditures	114,181.09		
Dedicated Funds Expenditures			
Equipment & Storage	6,019.85		
Vehicle Purchase / Replacement	115,613.83	53,000.00	218.1%
Total Dedicated Funds Expenditures	121,633.68	53,000.00	229.5%
Director Expense			
Travel / Training / Meals	114.00	6,500.00	1.8%
Total Director Expense	114.00	6,500.00	1.8%
District Outreach			
4-H Show & Sale	0.00	250.00	0.0%
Community Event	0.00	1,000.00	0.0%
Donations & Sponsorships	150.00	300.00	50.0%
Fundrasiers	0.00	745.00	0.0%
Outreach Supplies	1,088.66	3,500.00	31.1%

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Cash Basis

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

	Jul - Sep 23	Budget	% of Budget
Total District Outreach	1,238.66	5,795.00	21.4%
Education Costs			
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%
Total Education Costs	3.98	3,900.00	0.1%
Membership Fees			
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%
Total Membership Fees	3,692.00	4,415.00	83.6%
Office Operations			
Equipment Repair & Maintenance	624.95	2,300.00	27.2%
Fees	74.18	0.00	100.0%
Furniture & Equipment			
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%
Furniture & Equipment - Other	0.00	0.00	0.0%
Total Furniture & Equipment	0.00	25,400.00	0.0%
Insurance - Business Owners	0.00	400.00	0.0%
Office Cleaning	1,525.00	4,725.00	32.3%
Office Services			
Human Resource Consultant	0.00	10,000.00	0.0%
Office Services - Other	506.43	2,000.00	25.3%
Total Office Services	506.43	12,000.00	4.2%
Office Supplies / Expense	942.55	5,000.00	18.9%
Postage	114.57	750.00	15.3%
QuickBooks Software	0.00	1,800.00	0.0%
Rent			
Meeting Space	0.00	600.00	0.0%
Office Space Rental	6,166.67	24,000.00	25.7%
Shed Rental	144.69	2,000.00	7.2%
Total Rent	6,311.36	26,600.00	23.7%
Utilities	1,317.52	7,500.00	17.6%
Website Management	0.00	120.00	0.0%
Total Office Operations	11,416.56	86,595.00	13.2%
Payroll Expenses			
Disability (Short/Long Term)	289.86	1,497.00	19.4%
Group Life Insurance (VRS)	735.66	3,799.00	19.4%
Health Insurance	12,151.00	60,240.00	20.2%
QBs Payroll Fees	60.00	750.00	8.0%
Retirement (VRS)			
IMARC-RC VRS Liability	549.00		
Retirement (VRS) - Other	1,866.33	23,165.00	8.1%
Total Retirement (VRS)	2,415.33	23,165.00	10.4%
Salary Wages	54,900.00	283,540.00	19.4%
Social Security and Medicare	4,199.85	21,691.00	19.4%
VA Employment Commission	5.20	42.00	12.4%
Workmen's Comp Insurance	-96.00	900.00	-10.7%
Total Payroll Expenses	74,660.90	395,624.00	18.9%
Staff Travel & Training			
Annual Meeting Lodging & Meals	0.00	1,600.00	0.0%
Annual Meeting Registration	0.00	900.00	0.0%
Conservation Specialist	812.28	4,500.00	18.1%
District Manager	72.95	675.00	10.8%
Education Coordinator	466.14	1,000.00	46.6%
Operations Manager	381.14	1,000.00	38.1%
Staff Mileage Personal Vehicle	56.33	2,000.00	2.8%
Total Staff Travel & Training	1,788.84	11,675.00	15.3%
VCAP			
VCAP Cost Share	0.00		
VCAP TA	0.00		
Total VCAP	0.00		
Total Expense	330,716.25	573,854.00	57.6%
Net Income	497,975.63	29,548.00	1,685.3%

12:05 PM

10/12/23

Tri - County / City Soil & Water Conservation District
Reconciliation Summary
Operations Checking - 8191, Period Ending 09/29/2023

	Sep 29, 23
<u>Beginning Balance</u>	<u>575,917.97</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 29 ite...</u>	<u>-150,339.24</u>
<u>Deposits and Credits - 10 items</u>	<u>91,503.14</u>
<u>Total Cleared Transactions</u>	<u>-58,836.10</u>
<u>Cleared Balance</u>	<u>517,081.87</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 9 items</u>	<u>-3,445.01</u>
<u>Total Uncleared Transactions</u>	<u>-3,445.01</u>
<u>Register Balance as of 09/29/2023</u>	<u>513,636.86</u>
<u>New Transactions</u>	
<u>Checks and Payments - 13 ite...</u>	<u>-29,876.68</u>
<u>Deposits and Credits - 1 item</u>	<u>10,223.50</u>
<u>Total New Transactions</u>	<u>-19,653.18</u>
<u>Ending Balance</u>	<u>493,983.68</u>

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Tri - County / City Soil & Water Conservation District

Reconciliation Detail

Operations Checking - 8191, Period Ending 09/29/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						575,917.97
Cleared Transactions						
Checks and Payments - 29 items						
Check	08/04/2023	3295	Watkins Cleaning S...	X	-1,175.00	-1,175.00
Liability Check	08/04/2023	3296	VACORP	X	-96.62	-1,271.62
Check	08/15/2023	3298	Falcon Realty Inves...	X	-2,000.00	-3,271.62
Check	08/29/2023	3305	Purvis Ford, Inc.	X	-55,047.76	-58,319.38
Check	08/29/2023	3304	Safford KIA of Fred...	X	-52,432.07	-110,751.45
Check	08/30/2023	3306	VA Department of t...	X	-1,182.00	-111,933.45
Check	09/01/2023	Debit	Truist Bank	X	-164.22	-112,097.67
Check	09/01/2023	Debit	Truist Bank	X	-36.38	-112,134.05
Check	09/07/2023	Debit	Truist Bank	X	-1,757.24	-113,891.29
Check	09/07/2023	Debit	Truist Bank	X	-812.95	-114,704.24
Check	09/07/2023	Debit	Truist Bank	X	-420.25	-115,124.49
Check	09/07/2023	Debit	Truist Bank	X	-379.57	-115,504.06
Liability Check	09/12/2023	E-pay	EFTPS	X	-2,126.94	-117,631.00
Liability Check	09/12/2023	E-pay	VA Department of ...	X	-373.00	-118,004.00
Check	09/13/2023	3307	Anthem Blue Cross...	X	-3,760.00	-121,764.00
Check	09/13/2023	Debit	Comcast Business	X	-264.24	-122,028.24
Liability Check	09/13/2023	Debit	ICMA-RC/ Mission ...	X	-183.00	-122,211.24
Liability Check	09/13/2023	Debit	ICMA-RC/ Mission ...	X	-24.75	-122,235.99
Liability Check	09/14/2023	Debit	QuickBooks Payroll...	X	-6,867.77	-129,103.77
Check	09/20/2023	3312	Safford KIA of Fred...	X	-4,854.00	-133,957.77
Check	09/20/2023	3311	Purvis Ford, Inc.	X	-3,280.00	-137,237.77
Liability Check	09/22/2023	E-pay	EFTPS	X	-2,126.96	-139,364.73
Liability Check	09/22/2023	Debit	Treasurer of Virgini...	X	-1,599.33	-140,964.06
Liability Check	09/22/2023	E-pay	VA Department of ...	X	-373.00	-141,337.06
Liability Check	09/22/2023	Debit	ICMA-RC/ Mission ...	X	-183.00	-141,520.06
Liability Check	09/22/2023	Debit	ICMA-RC/ Mission ...	X	-24.75	-141,544.81
Liability Check	09/25/2023	E-pay	VA Employment Co...	X	-5.20	-141,550.01
Check	09/26/2023	Debit	Truist Bank	X	-1,921.46	-143,471.47
Liability Check	09/28/2023	Debit	QuickBooks Payroll...	X	-6,867.77	-150,339.24
Total Checks and Payments					-150,339.24	-150,339.24
Deposits and Credits - 10 items						
Paycheck	09/15/2023	DD1740	Coleman, Courtney L	X	0.00	0.00
Paycheck	09/15/2023	DD1743	Morgan, Madison M	X	0.00	0.00
Paycheck	09/15/2023	DD1741	Davis, Renee B	X	0.00	0.00
Paycheck	09/15/2023	DD1742	Kossler, III, Daniel J	X	0.00	0.00
Deposit	09/22/2023			X	91,499.20	91,499.20
Paycheck	09/29/2023	DD1747	Morgan, Madison M	X	0.00	91,499.20
Paycheck	09/29/2023	DD1745	Davis, Renee B	X	0.00	91,499.20
Paycheck	09/29/2023	DD1744	Coleman, Courtney L	X	0.00	91,499.20
Paycheck	09/29/2023	DD1746	Kossler, III, Daniel J	X	0.00	91,499.20
Deposit	09/30/2023			X	3.94	91,503.14
Total Deposits and Credits					91,503.14	91,503.14
Total Cleared Transactions					-58,836.10	-58,836.10
Cleared Balance					-58,836.10	517,081.87
Uncleared Transactions						
Checks and Payments - 9 items						
Liability Check	08/25/2023	3303	VACORP		-96.62	-96.62
Check	09/13/2023	3308	Falcon Realty Inves...		-2,000.00	-2,096.62
Check	09/13/2023	3309	Watkins Cleaning S...		-350.00	-2,446.62
Check	09/20/2023	3310	Northern VA SWCD		-30.00	-2,476.62
Check	09/21/2023	3313	Treasurer of Virgini...		-150.00	-2,626.62
Check	09/25/2023	3316	Southern Copier Sa...		-624.95	-3,251.57
Liability Check	09/25/2023	3314	VACORP		-96.62	-3,348.19
Check	09/25/2023	3315	Davis, Renee		-56.33	-3,404.52
Check	09/25/2023	3317	Verizon		-40.49	-3,445.01
Total Checks and Payments					-3,445.01	-3,445.01
Total Uncleared Transactions					-3,445.01	-3,445.01
Register Balance as of 09/29/2023					-62,281.11	513,636.86
New Transactions						
Checks and Payments - 13 items						
Check	10/02/2023	3318	Stone's Office Equi...		-13,781.08	-13,781.08
Check	10/03/2023	Debit	Intuit QuickBooks		-320.15	-14,101.23
Check	10/03/2023	3319	Infinity Technologies		-149.00	-14,250.23
Liability Check	10/10/2023	E-pay	EFTPS		-2,126.96	-16,377.19
Liability Check	10/10/2023	E-pay	VA Department of ...		-373.00	-16,750.19
Liability Check	10/10/2023	Debit	ICMA-RC/ Mission ...		-183.00	-16,933.19
Liability Check	10/10/2023	Debit	ICMA-RC/ Mission ...		-24.75	-16,957.94
Liability Check	10/12/2023	Debit	QuickBooks Payroll...		-6,867.77	-23,825.71
Check	10/12/2023	Debit	Truist Bank		-2,804.31	-26,630.02
Check	10/12/2023	Debit	Truist Bank		-1,502.59	-28,132.61
Check	10/12/2023	Debit	Truist Bank		-1,270.45	-29,403.06
Check	10/12/2023	Debit	Truist Bank		-199.98	-29,603.04
Check	10/26/2023	Debit	Comcast Business		-273.64	-29,876.68
Total Checks and Payments					-29,876.68	-29,876.68
Deposits and Credits - 1 item						
Deposit	10/12/2023				10,223.50	10,223.50
Total Deposits and Credits					10,223.50	10,223.50
Total New Transactions					-19,653.18	-19,653.18
Ending Balance					-81,934.29	493,983.68

12:09 PM

10/12/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Operations MM - 6355, Period Ending 09/29/2023

	<u>Sep 29, 23</u>
<u>Beginning Balance</u>	<u>283,189.14</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 it...</u>	<u>2.33</u>
<u>Total Cleared Transactions</u>	<u>2.33</u>
<u>Cleared Balance</u>	<u>283,191.47</u>
<u>Register Balance as of 09/29/2...</u>	<u>283,191.47</u>
<u>Ending Balance</u>	<u>283,191.47</u>

12:09 PM

Tri - County / City Soil & Water Conservation District

10/12/23

Reconciliation Detail

Operations MM - 6355, Period Ending 09/29/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						283,189.14
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/29/2023			X	2.33	2.33
Total Deposits and Credits					2.33	2.33
Total Cleared Transactions					2.33	2.33
Cleared Balance					2.33	283,191.47
Register Balance as of 09/29/2023					2.33	283,191.47
Ending Balance					2.33	283,191.47

11:53 AM

10/12/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Cost Share Checking - 0016, Period Ending 09/29/2023

	Sep 29, 23
<u>Beginning Balance</u>	<u>460,381.19</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 4 ite...</u>	<u>-25,640.23</u>
<u>Deposits and Credits - 2 items</u>	<u>642,108.53</u>
<u>Total Cleared Transactions</u>	<u>616,468.30</u>
<u>Cleared Balance</u>	<u>1,076,849.49</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 4 ite...</u>	<u>-24,142.40</u>
<u>Total Uncleared Transactions</u>	<u>-24,142.40</u>
<u>Register Balance as of 09/29/2023</u>	<u>1,052,707.09</u>
<u>Ending Balance</u>	<u>1,052,707.09</u>

11:53 AM
10/12/23

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
Cost Share Checking - 0016, Period Ending 09/29/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						460,381.19
<u>Cleared Transactions</u>						
<u>Checks and Payments - 4 items</u>						
Check	07/31/2023	2128	D.S. Terrell, Inc.	X	-3,547.74	-3,547.74
Check	08/07/2023	2131	Charles L. Hender...	X	-8,696.70	-12,244.44
Check	08/09/2023	2133	Silver, Edward G.	X	-1,347.00	-13,591.44
Check	08/28/2023	2136	Downtown Green...	X	-12,048.79	-25,640.23
<u>Total Checks and Payments</u>					-25,640.23	-25,640.23
<u>Deposits and Credits - 2 items</u>						
Deposit	09/26/2023			X	642,103.97	642,103.97
Deposit	09/29/2023			X	4.56	642,108.53
<u>Total Deposits and Credits</u>					642,108.53	642,108.53
<u>Total Cleared Transactions</u>					616,468.30	616,468.30
<u>Cleared Balance</u>					616,468.30	1,076,849.49
<u>Uncleared Transactions</u>						
<u>Checks and Payments - 4 items</u>						
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	08/04/2023	2129	Cloverfield Enterp...		-4,469.60	-20,150.40
Check	08/28/2023	2135	Mill Creek Farms ...		-3,992.00	-24,142.40
<u>Total Checks and Payments</u>					-24,142.40	-24,142.40
<u>Total Uncleared Transactions</u>					-24,142.40	-24,142.40
<u>Register Balance as of 09/29/2023</u>					592,325.90	1,052,707.09
<u>Ending Balance</u>					592,325.90	1,052,707.09

12:07 PM
10/12/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Cost Share MM - 6347, Period Ending 09/29/2023

	<u>Sep 29, 23</u>
<u>Beginning Balance</u>	<u>52,837.08</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 it...</u>	<u>0.43</u>
<u>Total Cleared Transactions</u>	<u>0.43</u>
<u>Cleared Balance</u>	<u>52,837.51</u>
<u>Register Balance as of 09/29/2...</u>	<u>52,837.51</u>
<u>Ending Balance</u>	<u>52,837.51</u>

12:07 PM
10/12/23

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
Cost Share MM - 6347, Period Ending 09/29/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						52,837.08
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/29/2023			X	0.43	0.43
Total Deposits and Credits					0.43	0.43
Total Cleared Transactions					0.43	0.43
Cleared Balance					0.43	52,837.51
Register Balance as of 09/29/2023					0.43	52,837.51
Ending Balance					0.43	52,837.51

9:39 AM
10/12/23



Tri - County / City Soil & Water Conservation District
Reconciliation Summary
VISA Card * 6605 Coleman, Period Ending 10/02/2023

	<u>Oct 2, 23</u>
<u>Beginning Balance</u>	<u>415.95</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 4 it...</u>	<u>-1,282.86</u>
<u>Payments and Credits - 3 items</u>	<u>428.36</u>
<u>Total Cleared Transactions</u>	<u>-854.50</u>
<u>Cleared Balance</u>	<u>1,270.45</u>
<u>Register Balance as of 10/02/2023</u>	<u>1,270.45</u>
<u>Ending Balance</u>	<u>1,270.45</u>

9:39 AM
10/12/23

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
VISA Card * 6605 Coleman, Period Ending 10/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						<u>415.95</u>
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 4 items</u>						
Credit Card Cha...	09/02/2023		Adobe Software	X	-14.99	-14.99
Credit Card Cha...	09/07/2023		Verizon	X	-999.99	-1,014.98
Credit Card Cha...	09/07/2023		Adobe Software	X	-239.88	-1,254.86
Credit Card Cha...	09/15/2023		Paul's Bakery	X	-28.00	-1,282.86
<u>Total Charges and Cash Advances</u>					<u>-1,282.86</u>	<u>-1,282.86</u>
<u>Payments and Credits - 3 items</u>						
Check	09/01/2023	Debit	Truist Bank	X	36.38	36.38
Credit Card Credit	09/07/2023		Adobe Software	X	12.41	48.79
Check	09/07/2023	Debit	Truist Bank	X	379.57	428.36
<u>Total Cleared Transactions</u>					<u>-854.50</u>	<u>-854.50</u>
<u>Cleared Balance</u>					<u>854.50</u>	<u>1,270.45</u>
<u>Register Balance as of 10/02/2023</u>					<u>854.50</u>	<u>1,270.45</u>
<u>Ending Balance</u>					<u>854.50</u>	<u>1,270.45</u>

11:42 AM

10/12/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *1870 Davis, Period Ending 10/02/2023

	<u>Oct 2, 23</u>
<u>Beginning Balance</u>	<u>1,921.46</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 17 it...</u>	<u>-4,727.27</u>
<u>Payments and Credits - 4 items</u>	<u>3,844.42</u>
<u>Total Cleared Transactions</u>	<u>-882.85</u>
<u>Cleared Balance</u>	<u>2,804.31</u>
<u>Register Balance as of 10/02/2023</u>	<u>2,804.31</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 6 items</u>	<u>-2,647.82</u>
<u>Payments and Credits - 1 item</u>	<u>154.05</u>
<u>Total New Transactions</u>	<u>-2,493.77</u>
<u>Ending Balance</u>	<u>5,298.08</u>

11:42 AM
10/12/23

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
VISA Card *1870 Davis, Period Ending 10/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,921.46
Cleared Transactions						
Charges and Cash Advances - 17 items						
Credit Card Cha...	09/07/2023		Verizon	X	-3,163.89	-3,163.89
Credit Card Cha...	09/07/2023		Verizon	X	-597.98	-3,761.87
Credit Card Cha...	09/08/2023		Primo Water (Cry...	X	-61.75	-3,823.62
Credit Card Cha...	09/08/2023		USPS	X	-35.43	-3,859.05
Credit Card Cha...	09/09/2023		Primo Water (Cry...	X	-48.37	-3,907.42
Credit Card Cha...	09/10/2023		Staples	X	-70.96	-3,978.38
Credit Card Cha...	09/13/2023		China Garden	X	-72.95	-4,051.33
Credit Card Cha...	09/15/2023		Westwood Florist	X	-99.99	-4,151.32
Credit Card Cha...	09/20/2023		Intuit QuickBooks	X	-20.00	-4,171.32
Credit Card Cha...	09/22/2023		Staples	X	-81.98	-4,253.30
Credit Card Cha...	09/22/2023		Staples	X	-36.98	-4,290.28
Credit Card Cha...	09/25/2023		Zoom Video Com...	X	-15.99	-4,306.27
Credit Card Cha...	09/29/2023		Public Storage	X	-146.19	-4,452.46
Credit Card Cha...	09/29/2023		Giant	X	-50.27	-4,502.73
Credit Card Cha...	09/29/2023		Lowe's Home Cen...	X	-33.92	-4,536.65
Credit Card Cha...	09/30/2023		Hobby Lobby	X	-154.05	-4,690.70
Credit Card Cha...	10/01/2023		Amazon	X	-36.57	-4,727.27
Total Charges and Cash Advances					-4,727.27	-4,727.27
Payments and Credits - 4 items						
Check	09/01/2023	Debit	Truist Bank	X	164.22	164.22
Check	09/07/2023	Debit	Truist Bank	X	1,757.24	1,921.46
Check	09/26/2023	Debit	Truist Bank	X	1,921.46	3,842.92
Credit Card Credit	09/30/2023		Public Storage	X	1.50	3,844.42
Total Cleared Transactions					-882.85	-882.85
Cleared Balance					882.85	2,804.31
Register Balance as of 10/02/2023					882.85	2,804.31
New Transactions						
Charges and Cash Advances - 6 items						
Credit Card Cha...	10/05/2023		VASWCD		-2,317.00	-2,317.00
Credit Card Cha...	10/06/2023		WaWa		-104.65	-2,421.65
Credit Card Cha...	10/08/2023		Hobby Lobby		-146.30	-2,567.95
Credit Card Cha...	10/08/2023		Primo Water (Cry...		-48.37	-2,616.32
Credit Card Cha...	10/08/2023		Primo Water (Cry...		-2.06	-2,618.38
Credit Card Cha...	10/09/2023		Staples		-29.44	-2,647.82
Total Charges and Cash Advances					-2,647.82	-2,647.82
Payments and Credits - 1 item						
Credit Card Credit	10/12/2023		Hobby Lobby		154.05	154.05
Total New Transactions					-2,493.77	-2,493.77
Ending Balance					3,376.62	5,298.08

10:31 AM
10/12/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *1896 Kossler, Period Ending 10/02/2023

	<u>Oct 2, 23</u>
<u>Beginning Balance</u>	<u>420.25</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 1 it...</u>	<u>-199.98</u>
<u>Payments and Credits - 1 item</u>	<u>420.25</u>
<u>Total Cleared Transactions</u>	<u>220.27</u>
<u>Cleared Balance</u>	<u>199.98</u>
<u>Register Balance as of 10/02/2023</u>	<u>199.98</u>
<u>Ending Balance</u>	<u>199.98</u>

10:31 AM
10/12/23

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
VISA Card *1896 Kossler, Period Ending 10/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						420.25
Cleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/05/2023		Leonard	X	-199.98	-199.98
Total Charges and Cash Advances					-199.98	-199.98
Payments and Credits - 1 item						
Check	09/07/2023	Debit	Truist Bank	X	420.25	420.25
Total Cleared Transactions					220.27	220.27
Cleared Balance					-220.27	199.98
Register Balance as of 10/02/2023					-220.27	199.98
Ending Balance					-220.27	199.98

10:24 AM

10/12/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *3921 Morgan, Period Ending 10/02/2023

	<u>Oct 2, 23</u>
<u>Beginning Balance</u>	<u>812.95</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 5 it...</u>	<u>-1,502.59</u>
<u>Payments and Credits - 1 item</u>	<u>812.95</u>
<u>Total Cleared Transactions</u>	<u>-689.64</u>
<u>Cleared Balance</u>	<u>1,502.59</u>
<u>Register Balance as of 10/02/2023</u>	<u>1,502.59</u>
<u>Ending Balance</u>	<u>1,502.59</u>

10:24 AM
10/12/23

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
VISA Card *3921 Morgan, Period Ending 10/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						<u>812.95</u>
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 5 items</u>						
Credit Card Cha...	09/06/2023		Minuterman Press	X	-132.80	-132.80
Credit Card Cha...	09/07/2023		Verizon	X	-999.99	-1,132.79
Credit Card Cha...	09/12/2023		Best Buy	X	-258.00	-1,390.79
Credit Card Cha...	09/14/2023		WaWa	X	-58.55	-1,449.34
Credit Card Cha...	09/27/2023		WaWa	X	-53.25	-1,502.59
<u>Total Charges and Cash Advances</u>					<u>-1,502.59</u>	<u>-1,502.59</u>
<u>Payments and Credits - 1 item</u>						
Check	09/07/2023	Debit	Truist Bank	X	812.95	812.95
<u>Total Cleared Transactions</u>					<u>-689.64</u>	<u>-689.64</u>
<u>Cleared Balance</u>					<u>689.64</u>	<u>1,502.59</u>
<u>Register Balance as of 10/02/2023</u>					<u>689.64</u>	<u>1,502.59</u>
<u>Ending Balance</u>					<u>689.64</u>	<u>1,502.59</u>

RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES

(RM-25 Form November 2012)

LIBRARY OF VIRGINIA

Records Analysis Services
 800 E. Broad St., Richmond VA 23219
 (804) 692-3600

Pursuant to the *Virginia Public Records Act* (VPPRA) of the *Code of Virginia* (§42.1-76 *et. seq.*), the responsibilities of a designated Records Officer include, but are not limited to, the following (NB: "Agency" means State Agency, Locality, or Regional Authority/Entity):

- Complete and return by mail or delivery an original, type-written, signed RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES (RM-25 Form) to the Library of Virginia.
- Develop and implement a records management program based on records management best practices and procedures promulgated by the Archives, Records, and Collections Services Division of the Library of Virginia.
- Provide training in records management procedures, practices, and use of appropriate forms, as necessary. As needed, collaborate with departmental Records Coordinators to help maintain an effective records management program.
- Distribute Library of Virginia-approved RECORDS RETENTION AND DISPOSITION SCHEDULE information to appropriate staff members. Assist staff in surveying records that are unique to the agency in order to develop and implement accurate RECORDS RETENTION AND DISPOSITION SCHEDULES.
- Assist in identifying records that can be destroyed in accordance with applicable RECORDS RETENTION AND DISPOSITION SCHEDULES. Approve the accurate and timely destruction of records by completing and/or reviewing CERTIFICATE(S) OF RECORDS DESTRUCTION (RM-3 Form), pursuant to Library of Virginia procedures for the destruction of records.
- Identify all essential and archival records. Ensure records are properly maintained, protected, and accessible for the length of time cited in applicable RECORDS RETENTION AND DISPOSITION SCHEDULE.
- Participate in decisions concerning records reformatting and/or storage.
- Coordinate and approve the transfer of permanent, archival records, using the ARCHIVAL TRANSFER LIST AND RECEIPT (ARC-1 Form), and/or non-permanent records, using Infolinx, to the Library of Virginia.
- Coordinate the development of a plan to help ensure the protection / recovery of records in the event of a disaster or any other unplanned incident.
- Receive periodic updates from the Library of Virginia on important records management issues within the Commonwealth via the Virginia Records Officer Listserv (VA-ROL).
- The responsibilities of a Records Coordinator are defined by the agency to include some variation of, but not to exceed, the responsibilities above, and should be documented in the agency's records management policy.

1. Agency / Locality / Regional Authority/Entity Tri County City Soil & Water Conservation District	2. Division or Department Administrative	2a. Section or Sub-Department (if needed)
3. Name of Incoming Records Officer or Coordinator Renee Davis	4. Office / Job Title Operations Manager	
5. Mailing Address, City, State, Zip Code 4811 Carr Drive Fredericksburg, VA 22408	8. New: <input checked="" type="checkbox"/> Records Officer Additional: <input type="checkbox"/> Records Officer Replacement: <input type="checkbox"/> Records Officer	8a. For the listed: <input checked="" type="checkbox"/> Agency / Locality / Regional Authority <input type="checkbox"/> Department or Division <input type="checkbox"/> Sub-Department or Section
6. Phone Number, with Direct Extension (540) 656-2401	<input type="checkbox"/> Records Coordinator <input type="checkbox"/> Records Coordinator	
7. E-mail tricity@cityoftricity.org	Replacing: Daniel Kossler	

We have read and understand the responsibilities of a Records Officer / Coordinator as outlined herein and pursuant to the VPPRA of the Code of Virginia.

9. Incoming Records Officer / Coordinator (Print)

Renee Davis

Signature

Date

10/20/2023

10. Agency Head or Designee (Print)

Renee Davis

Signature

Date

10/20/2023

MAIL / DELIVER TYPE-WRITTEN FORM WITH ORIGINAL SIGNATURES TO THE ADDRESS IN TOP LEFT CORNER

Soil and Water Conservation Districts
Desktop Procedures for District Fiscal Operations

- **Purchases between \$600 and \$1,000** – Quotations shall be sought, where practical and available, from at least three (3) vendors. These quotations may either be in writing or by telephone. In either case, all quotations shall be maintained on file for subsequent review and inspection. If three (3) quotations are not available, circumstances shall be documented and retained on file.
- **Purchases greater than \$1,000** – At least three (3) written quotations (or sealed bids) shall be obtained for these purchases. If three (3) quotations (or sealed bids) are not obtained, circumstances must be documented and retained on file. The BOD or a committee, or those authorized by the BOD shall review quotations or bids. The decision to purchase shall be recorded in the minutes.

In the case of an emergency (i.e. securing contractor for work on a flood control dam, etc.) when obtaining three (3) written quotations (or sealed bids) is not possible, the employee or other individual(s) securing the service/purchase shall contact one or more directors for permission to proceed, followed by written documentation of circumstances involved in securing said service/purchase. This action shall be brought to the attention of the BOD at its subsequent meeting and recorded in the minutes.

Inventory – An inventory list shall be developed and updated on an annual basis. This list shall be maintained in a safe, secure location where risk of damage or alteration is reduced.

The inventory list should be a detail of all fixed assets (e.g., computers, vehicles, equipment, etc.) owned and/or controlled by the District whose purchase price is \$500 or more. Any item with a purchase price of \$500 or more shall be maintained on the inventory list until it is disposed of by one of the ways listed below. All inventory items should be tagged and the tag number included on the inventory listing. The net asset should be included for each item on the inventory list.

Disposal of District Property – The following serve as guidelines for the disposal and removal from inventory of District property:

- Trade in on a replacement or acquisition of similar property.
- Advertisement for sale by receiving bids.
- Advertised public auction.
- Donation to a non-profit organization.
- Other method as declared by the BOD.

No tangible property of the District with a value greater than \$ _____ shall be sold or otherwise disposed by the District without authorization by the BOD, taken and recorded by an action of the BOD during a monthly or other public meeting of the District.

Chair

Date

Dear Tri-County/City Soil and Water District Board of Directors and Partners,

I have accepted another position and will be leaving my post as Conservation Specialist with the Tri-County/City Soil and Water District. My last official day will be October 31st, 2023. This was an extremely difficult decision to make given the new working relationships I have made over the last two years within the District, with others Districts, DCR, our partners and our producers. I want to thank everyone for this opportunity and bringing me into the Tri-County/City Soil and Water District family.

Sincerely,

Dan Kossler



Client Proposal

Bill to
Madison Morgan

education@tccswcd.org
540-656-2401

Invoice #
72490-000110

Date issued
Sep 15, 2023

PO #
09122023

Next payment due
Sep 15, 2023

SERVICE INFO	QTY	UNIT	UNIT PRICE	TOTAL
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Interior Design Consultation 1 Hour \$150 \$150

Complimentary 60 Minute Design Consultation to Discuss Project Scope via Zoom

See below for applied discount.



I've Got You - Interior Design Package 75 Hours \$150 \$11,250

75 Hours Planned for Researching, Rendering, Selecting, and Finalizing the Full Scale Design for the SWCD Commercial Space to be presented to the Board of Directors

Project Location:

- Tri-County City Soil and Water Conservation District
 - Designing Four (4) Office Suites and One (1) Conference Space
 - Approximately 15 Hours Planned Per Room

Project Objectives:

- Finalize Paint/Flooring/Finish Updates as Necessary in order to Revamp the Office Area
- Coordinate all Decor/Furniture Selections for the Five (5) Spaces
- Create a Welcoming and Inviting Atmosphere for the SWCD
- Find a System for File Storage that is effective and aesthetic
- Add Accent Walls/Lighting as necessary

This package includes the following:

- Professional and Qualified Interior Design Services
- Custom 3-D Virtual Rendering for Client and Trade Visualization Use of Priority Spaces (Lobby, Conference Room, (3) Offices)
- Personalized Honeybook Dashboard
- Email Communication with the Designer Grey Team
- One (1) In Person Site Visit and Measure Check



Product Management 10 Hours \$150 \$1,500

Hourly Rate for Designer Grey to Manage Purchasing/Delivery/and/or Returns of any Products Selected for the SWCD Final Design.

Designer Grey will also reach out to trade partners for job estimates, review with the client, and schedule for installation - the SWCD will be responsible for paying the trade partner directly



Install Day

8 Items \$150 \$1,200

Designer Grey will schedule an Install Day Once all FF&E are delivered. Designer Grey will be accompanied by a contractor team to assist in hanging pictures, furniture assembly, and anything else that is needed on Install Day.

Contractor hours for that day will be invoiced seperately

Subtotal	\$14,100
Discount	-\$150
<hr/>	
Total (USD)	\$13,950

PAYMENT SCHEDULE

AMOUNT	DUE DATE	PAYMENT DATE	PAYMENT ID	STATUS
\$6,975	Sep 15, 2023		#000110-002	OVERDUE
\$6,975	Milestone 1		#000110-001	UPCOMING

Interior designers

Designer Grey—Local, was able to give estimates of prices, will do a 3-D rendering of designed office spaces once complete in order to vote on finalization, has their own team of contractors.

K. Carter Designs—Has her own team of contractors, will not give pricing estimates until completed project.

Spaces Design—Local, hold current federal contracts, can give proposal and pricing estimates, DOES NOT have a team of contractors (we would be responsible to make all changes and builds), only offers design *recommendations*.

Travis A. Voyles
Secretary of Natural and Historic Resources

Frank N. Stovall
*Deputy Director
for Operations*

Matthew S. Wells
Director

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


Andrew W. Smith
Chief Deputy Director

Laura Ellis
*Deputy Director for
Administration and Finance*



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

To: Soil and Water Conservation District Directors and Staff

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

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

Date: October 6, 2023

Subject: VACS Eligibility and State Environmental Law Compliance

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

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

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

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

If you have any questions or concerns, please reach out to Sara Bottenfield, Virginia Agricultural Incentives Program Manager at sara.bottenfield@dcv.virginia.gov.

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Virginia Soil and Water Conservation Board
Audit Subcommittee
Monday, September 25, 2023
Bear Creek Lake State Park, Cumberland, Virginia

TIME AND PLACE

The meeting of the Virginia Soil and Water Conservation Board Audit Subcommittee took place at 9:00 a.m. at Bear Creek Lake State Park in Cumberland, Virginia.

AUDIT SUBCOMMITTEE MEMBERS PRESENT

Adam Wilson, Subcommittee Chair
Charles Newton
ONE VACANCY

DCR STAFF PRESENT

Matthew S. Wells, Director
Andrew Smith, Chief Deputy Director
Darryl Glover, Deputy Director, DSFPM/SWC
James Martin, Director, Division of Soil and Water Conservation
Christine Watlington Jones, Policy and District Services Manager
Michael Fletcher, Board and Constituent Services Liaison

OTHERS PRESENT

Charles Arnason, Virginia Soil and Water Conservation Board
Jason De La Cruz, Virginia Soil and Water Conservation Board
John Schick, Virginia Soil and Water Conservation Board
Dr. Kendall Tyree, Virginia Association of Soil and Water Conservation Districts

ESTABLISHMENT OF A QUORUM

With two (2) members of the Audit Subcommittee present, a quorum was established.

CALL TO ORDER

Mr. Wilson called the meeting to order and declared a quorum present.

APPROVAL OF MINUTES FROM MARCH 23, 2023

Mr. Newton moved that the minutes from the March 23, 2023, meeting of the Audit Subcommittee be approved as submitted. Mr. Wilson seconded, and the motion carried.

REVIEW OF 2023 ASSESSMENT RESULTS FOR GRANT AGREEMENT DELIVERABLES – *Christine Watlington Jones, Policy and District Services Manager*

Ms. Watlington Jones reviewed the assessment of the grant agreement deliverables. She noted that overall, there were more “B” scores for this cycle. While this is potentially due to the significant

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increase in cost-share funding. However, Districts remain responsible for following financial policies and procedures.

Administration and operational support

Skyline SWCD

In response to the financial audit, at their March 23, 2023, meeting the Audit Subcommittee directed Skyline Soil and Water Conservation District to address and correct the repeated unnecessary payment of sales tax. The District was directed to provide proof of requesting tax exempt status from stores by June 1, 2023. An update was provided to the Department on June 21, 2023; however, the District had not taken the necessary actions to comply with the directive.

With frequent reminders, the District provided an update on August 18, 2023.

One of the grant deliverables is complying with directions issued by the Audit Subcommittee and the Board. The District failed to comply, therefore the Department recommended a \$1,000 penalty for failing to comply with directions. This penalty will not impact district operations.

SUBCOMMITTEE ACTION

Mr. Newton moved that the Subcommittee recommend that The Virginia Soil and Water Conservation Board, direct the Department to withhold \$1,000 from the District's FY2024 administration and operation allocation for failing to act on the directives from the Subcommittee.

Mr. Wilson seconded, and the motion carried.

Evergreen SWCD

Ms. Watlington Jones reported that the Performance Improvement Plan (PIP) for Evergreen SWCD was approved in March 2023. The assessment does not reflect additional actions taken by the District after March. The Department continues to monitor the situation and work closely with the District.

NEW BUSINESS

Response to Tri-County/City SWCD

At the March 23, 2023, meeting, the Board took action to withhold funds from the district if they failed to meet certain conditions. The District failed to submit an accurate and complete year-end report. The report was signed by a District Director after financial policy had been revised in response to the PIP, however the report was clearly inaccurate and incomplete.

Numerous trainings have been provided to District employees. The Conservation District Coordinator was in the office on a weekly basis throughout this time. Department staff was readily available to assist with any questions or concerns.

Virginia Soil and Water Conservation Board
Audit Subcommittee
September 25, 2023
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The District was aware that they had failed to meet the conditions and that funds would be withheld.

Ms. Watlington Jones advised that in the future, the Department will keep the Audit Subcommittee more informed with Districts are failing to meet deliverables.

SUBCOMMITTEE ACTION

Mr. Newton moved that the Audit Subcommittee recommend that the Board affirm the decision to withhold the funds as approved at the March 23, 2023, meeting. Mr. Wilson seconded, and the motion carried.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

There was no further business and the meeting adjourned at 9:31 a.m.

**Virginia Soil and Water Conservation Board
Bear Creek State Park, Cumberland, Virginia
September 25, 2023; 10:00 a.m.**

AGENDA

- A. Call to order and introductions
- B. Approval of minutes from June 12, 2023
- C. Officer elections
- D. Director's report
- E. Report from Audit Subcommittee

Dam Safety Division

- F. Report on status of dams and program initiatives
- G. Extension of grant agreements for certain projects funded by the Dam Safety, Flood Prevention and Protection Assistance Fund

Soil and Water Conservation Division

- H. Division Report
- I. Update on perennial stream dataset and viewer
- J. Actions related to Resource Management Plan Program
 - I. Update on District program reviews
 - II. Highlights from annual report
 - III. Approval of District program review schedule
- K. Approval of District Director appointments and resignations
- L. Old business
- M. New business
- N. Partner reports
 - I. Natural Resources Conservation Service
 - II. Virginia Department of Agriculture and Consumer Services
 - III. Virginia Cooperative Extension
 - IV. Virginia Association of Soil and Water Conservation Districts
 - V. Chesapeake Bay Commission
 - VI. Virginia Agribusiness Council
 - VII. Virginia Farm Bureau Federation

Virginia Soil and Water Conservation Board

AGENDA

O. Public comment

P. Next meetings

- December 6, 2023; Norfolk

For copies of the Virginia Soil and Water Conservation Board meeting materials contact Michael Fletcher, Board Liaison at 804-786-8445 or by email at michael.fletcher@dcr.virginia.gov.

Virginia Soil and Water Conservation Board (1 vacancy)

Charles A. Arnason, Chair

Charles Newton

Pamela Mason

Jason R. De La Cruz

Matthew S. Wells, DCR, Ex Officio

Dr. Edwin M. Martinez, NRCS, Ex Officio

Adam D. Wilson, Vice-Chair

Jay C. Ford

Dr. Stephen R. Hill

John Schick

Virginia Soil and Water Conservation Board

AGENDA

**Virginia Soil and Water Conservation Board
Monday, September 25, 2023
Bear Creek Lake State Park, Cumberland, Virginia**

TIME AND PLACE

The meeting of the Virginia Soil and Water Conservation Board took place at 10:00 a.m. on Monday, September 25, 2023, at Bear Creek Lake State Park, in Cumberland, Virginia.

VIRGINIA SOIL AND WATER CONSERVATION BOARD MEMBERS PRESENT

Charles Newton, Chair	Pamela Mason
Adam D. Wilson, Vice Chair	John Schick
Charles A. Arnason	Matthew S. Wells, DCR Ex Officio
Jason De La Cruz	Dr. Edwin M. Martinez, NRCS, Ex Officio
Jay C. Ford	

VIRGINIA SOIL AND WATER CONSERVATION BOARD MEMBERS NOT PRESENT

Dr. Stephen R. Hill
ONE VACANCY

DCR STAFF PRESENT

Andrew Smith, Chief Deputy Director
Stuart Blankenship, Data Services Manager
Michael Fletcher, Board and Constituent Services Liaison
Blair Gordon, SWCD Liaison
Darryl Glover, Deputy Director, Soil and Water Conservation, Dam Safety and Floodplain Management
Christine Watlington Jones, Policy and District Services Manager
James Martin, Director, Division of Soil and Water Conservation

OTHERS PRESENT

Suzanne Brown, Loudoun SWCD
Sharon Connor, Hanover-Caroline SWCD
Anne Coates, Thomas Jefferson SWCD
Kevin Dunn, Peter Francisco SWCD
Dr. Daniel Goerlich, Virginia Cooperative Extension
Luke Longanecker, Thomas Jefferson SWCD
Charlotte Mabie, Peter Francisco SWCD
Darrell Marshall, Virginia Department of Agriculture and Consumer Services
Kelly Snoddy, Peter Francisco SWCD
Dr. Kendall Tyree, Virginia Association of Soil and Water Conservation Districts

ESTABLISHMENT OF A QUORUM

With seven (7) members of the Board present, a quorum was established.

CALL TO ORDER AND INTRODUCTIONS

Chairman Arnason called the meeting to order at 10:03 a.m. and asked for introductions. He welcomed Mr. De La Cruz and Mr. Shick to the Board.

APPROVAL OF MINUTES FROM JUNE 12, 2023

BOARD ACTION

Mr. Wilson moved that the minutes from the June 12, 2023, meeting of the Virginia Soil and Water Conservation Board be approved as submitted. Ms. Mason seconded, and the motion carried.

OFFICER ELECTIONS

Chairman Arnason advised that the Board bylaws call for the election of a Chair and Vice Chair at the first meeting of each fiscal year. He expressed appreciation for his four years as Board chair and noted that he will continue to serve his term on the Board but that it was time to pass the baton.

Mr. Arnason nominated Mr. Newton to service as Chairman of the Virginia Soil and Water Conservation Board. Mr. Wilson seconded. There were no further nominations and Mr. Newton was elected Chair.

Mr. Newton assumed the Chairmanship and called for nominations for Vice Chair.

Mr. Ford nominated Mr. Wilson to continue to serve as Vice Chair. Ms. Mason seconded. There were no further nominations and Mr. Wilson was reelected Vice Chair.

DIRECTOR'S REPORT – *Matthew S. Wells, DCR Director*

Director Wells welcomed members to Bear Creek Lake State Park. The park covers 330 acres but is connected to the Cumberland National Forest. About 80,000 people visit Bear Creek Lake State Park each year.

Director Wells continued with the Director's Report.

Adoption of revised budget

Director Wells reported that, as of September 14, there is a revised budget. The legislature passed and the Governor signed an amended FY24 budget.

Highlights from the budget include:

- \$25 million for the rehabilitation of District-owned dams
- \$100 million for the Resilient Virginia Revolving Loan Fund
- 10 positions for key needs throughout the Department
- Water Quality Improvement Fund deposits (2 separate deposits)
 - \$1 million for the development of a new platform for the Conservation Application Suite
 - Virginia Natural Resources Commitment Fund
 - BMPs within the Chesapeake Bay watershed \$174,609,245
 - BMPs outside the Chesapeake Bay watershed \$74,832,534

▪ Additional technical assistance funding	\$37,272,909
▪ Total funding	\$286,714,688

- \$50,773,180 deposit to the WQIF Reserve

Director Wells also noted the following:

Dam Safety, Flood Prevention and Protection Assistance Fund grant manual public comment period

The grant manual for the Dam Safety, Flood Prevention and Protection Assistance Fund is required to undergo a 30-day public comment period pursuant to §2.2-4002.1 of the Code of Virginia. The public comment period began on September 11, 2023, and will close on October 11, 2023. DCR has informed all dam owners of the public comment period through the Dam Safety Information System (DSIS) and issued a press release as well. Staff hopes to bring a final grant manual to this Board for approval at the December meeting.

Resource Management Plan Regulation (4VAC50- 70)

The Board approved the initiation of a periodic review for the Resource Management Plan regulations at the June 2023 meeting. The comment period for the RMP periodic review begins on September 25, 2023, and ends October 16, 2023. DCR is seeking comments on ways the regulations could be improved. Staff anticipates that responses to the public comments received will be presented at the December 2023 meeting.

Chapters 735 and 736 Stakeholder Advisory Group

The “Bay backstop bills” (Chapter 735 and 736) that were passed during this year’s session require the establishment of a Stakeholder Advisory Group (Group). The Group is charged with reviewing annual progress and making recommendations toward the implementation of the Commonwealth's agricultural commitments in the Chesapeake Bay TMDL Phase III Watershed Implementation Plan. The first meeting of this Group will be held on Thursday, September 28th and will be convened by both the Secretary of Agriculture and Forestry and Secretary of Natural and Historic Resources.

Agricultural Needs Assessment Workgroup

The Agricultural Needs Assessment Workgroup met twice this summer to discuss the funding needs for both the VACS Program and technical assistance funding for the Districts. Those recommendations will be included in the 2023 Impaired Waters Clean-up Plan Report issued by DEQ in accordance with §62.1-44.118 of the Code of Virginia; the report is currently under review. The Workgroup includes representatives from industry organizations, the Virginia Association of Soil and Water Conservation Districts, and environmental organizations.

New VACS Participants

There were 705 new participants in the VACS Program in FY2023. Director Wells commended the efforts of the Districts, Virginia State University – Small Farm Outreach Program, partners, and Department staff that participated in or contributed to this accomplishment. The outreach events, marketing materials, and efforts made by everyone are having an impact.

Community Flood Preparedness Fund and Resilient Virginia Revolving Loan Fund

The Virginia Community Flood Preparedness Fund (CFPF) was established to provide support for regions and localities across Virginia to reduce the impacts of flooding. Grant round is open from September 13, 2023, through November 12, 2023. There is \$85 million available for this grant round.

The Resilient Virginia Revolving Fund was established in 2022 to aid communities and property owners impacted by flooding. Grant round is open from September 13, 2023, through December 12, 2023. There is \$18.5 million available for this grant round.

REPORT FROM THE AUDIT SUBCOMMITTEE – *Adam Wilson, Chair, SWCB Audit Subcommittee*

Mr. Wilson reported that the Audit Subcommittee met that morning prior to the full Board meeting. The Subcommittee reviewed the report regarding the assessments of District grant agreement deliverables.

Mr. Wilson noted that the Subcommittee took the following actions.

Skyline SWCD

In response to the financial audit, at their March 23, 2023, meeting the Audit Subcommittee directed Skyline Soil and Water Conservation District to address and correct the repeated unnecessary payment of sales tax. The District was directed to provide proof of requesting tax exempt status from stores by June 1, 2023. An update was provided to the Department on June 21, 2023; however, the District had not taken the necessary actions to comply with the directive.

With frequent reminders, the District provided an update on August 18, 2023.

One of the grant deliverables is complying with directions issued by the Audit Subcommittee and the Board. The District failed to comply. the Department recommended a \$1,000 penalty for failing to comply with directions. This penalty will not impact district operations.

Mr. Wilson noted that the Subcommittee recommended that the Virginia Soil and Water Conservation Board direct the Department to withhold \$1,000 from the District's FY2024 administration and operation allocation for failing to act on the directives from the Subcommittee.

BOARD ACTION

Mr. Wilson submitted the Subcommittee recommendation as a motion. Mr. Ford seconded, and the motion carried.

Tri-County/City

Mr. Wilson advised that at the March 23, 2022, meeting, the Board took action to withhold funds from the district if they failed to meet certain conditions. The District failed to submit an accurate and complete year-end report. The report was signed by a District Director after financial policy had been revised in response to the PIP, however the report was clearly inaccurate and incomplete.

Numerous trainings have been provided to District employees. The Conservation District Coordinator was in the office on a weekly basis throughout this time. Department staff was readily available to assist with any questions or concerns.

The District was aware that they had failed to meet the conditions and that funds would be withheld.

Ms. Watlington Jones advised that in the future, the Department will keep the Audit Subcommittee more informed when Districts are failing to meet deliverables related to resolving findings discovered during financial audits or during annual assessments.

BOARD ACTION

Mr. Wilson moved the recommendation from the Subcommittee that the Board affirm the decision to withhold the funds as approved at the March 23, 2022, meeting. Mr. Arnason seconded, and the motion carried.

BOARD ACTION

Mr. Wilson advised that the Subcommittee discussed the use of administration and operations funds withheld from Districts. Mr. Wilson moved the recommendation from the Subcommittee as a recommendation. Mr. Arnason seconded, and the motion carried.

The Virginia Soil and Water Conservation Board (Board) directs the Department of Conservation and Recreation (Department), to the extent allowable, to utilize administration and operations funds withheld from a Soil and Water Conservation District (District) to provide for training or learning opportunities for Districts. Trainings should be focused on addressing audit findings, best financial practices, and other items that are routinely found deficient on the yearly assessments conducted by the Department or financial audits.

DAM SAFETY DIVISION

Report on status of dams and program initiatives - Darryl Glover, Deputy Director, DSFPM/SWC

Mr. Glover presented the Division report. A copy of the report is included as Attachment A.

Extension of grant agreements for certain projects funded by the Dam Safety, Flood Prevention and Protection Assistance Fund - Christine Watlington Jones, Policy and District Services Manager

Ms. Watlington Jones noted that at their June 24, 2022, meeting the Board approved the 202 grant applications, with an approval amount of \$1,600,001 as recommended by the Department. The grant agreements were approved for twelve months.

Historically, grant agreements have been approved for twenty-four months, rather than twelve. The Department is requesting extensions for an additional twelve months for all projects that were approved on June 24, 2022.

BOARD ACTION

Ms. Mason moved that the Virginia Soil and Water Conservation Board approve at twelve-month extension for all projects that were approved on June 24, 2022. Mr. Arnason seconded, and the motion carried.

SOIL AND WATER CONSERVATION DIVISION

Division Report – James Martin, Director, Division of Soil and Water Conservation

Mr. Martin gave the report for the Division of Soil and Water.

Division of Soil and Water Conservation
Division Director's Report

September 25, 2023

Prepared by James E. Martin
Director, Division of Soil and Water Conservation, DCR

Virginia Agricultural Cost Share Program Technical Advisory Committee

The Virginia Agricultural Cost Share Program Technical Advisory Committee and its subcommittees have begun their series of meeting to consider changes for the PY25 VACS Program. Recommendations for changes to the program are submitted to the Department and considered by the TAC for inclusion in VACS. We greatly appreciate the many SWCD staff serve on the TAC and its subcommittees.

Conservation Application Suite Upgrades

Work continues on the development of the system requirements and VITA process for releasing the request for proposals to solicit bids for a contractor to implement the CAS system upgrades. We are shooting to have the RFP out by the end of October 2023.

NRCS Verification Pilot

On August 29th, Division staff met with NRCS to discuss the next steps in the Verification Pilot Project. The project was developed to attempt to solve the challenges of NRCS funded practices being lost in the Bay Model due to expiring credit durations. Several Pilot efforts have attempted to have DCR and/or SWCD staff contact NRCS participating producers with practices that are out of the model credit duration to seek permission for NRCS to share their data and allow a verification check on the practices by DCR/SWCD staff. Both efforts have had very low response rates. The envisioned third pilot will have NRCS staff initiate contact and discussions with the participants. The hope is that the existing relationship of trust between NRCS and their participating producers will generate an improved response rate. The meeting also explored several other approaches that NRCS might employ to extend model credit duration. These included updating inspection dates for practices installed early in a contract at the end of the contract (could gain 1-5 years of additional credit); and the possibility of re-verifying older out of contract practices for producers that sign up for new contracts. The joint agency team is continuing to work out the final details for the third pilot effort.

Agency Updates

There are several agency updates that I would like to share.

Caroline Schrider has been hired as the Nutrient Management Specialist-Staunton, filling the vacancy left by Becky Barlow's retirement on 08/01/23. Caroline is scheduled to start on Monday, 09/25/23. Her assigned service area includes the following counties: Louisa, Albemarle, Fluvanna, Cumberland, Buckingham, Nelson, Amherst, Appomattox, and Campbell.

Mandy Fletcher's effective resignation date from the CDC-Abingdon position is 10/09/23. The Department will work as quickly as possible to begin recruiting for that position.

Scott Ambler is retiring after numerous years of state service. His position will be repurposed into a nutrient management planner position to assist with the increasing workloads impacting the Department's nutrient management staff. Barbara McGarry will remain as the Department's primary Resource Management Plan Program resource.

Update on perennial stream dataset and viewer - Stuart Blankenship, Data Services Manager

Mr. Blankenship presented an update on the perennial stream dataset and viewer.

- The Virginia Soil and Water Conservation Board was tasked with creating a perennial stream dataset to aid in compliance with Code of Virginia §62.1-44.123.
- Code of Virginia §62.1-44.123 states:
 - **"Any person who owns property in the Chesapeake Bay watershed on which 20 or more bovines are pastured shall install and maintain stream exclusion practices sufficient to exclude all such bovines from any perennial stream in the watershed."**
- The methodology used to identify perennial streams could not require field verification.

Perennial Stream Identification Overview

A dataset identifying perennial stream segments has been developed for Virginia's portion of the Chesapeake Bay Watershed using the following reference datasets.

- **DEMS Derived from Virginia LiDAR** – Available from USGS and VGIN for the entire watershed.
- **SSURGO Soils** – Available from USDA-NRCS and includes information about soils as collected by the National Cooperative Soil Survey over the course of a century.
- **2002 VGIN Stream Network** – Derived from digital elevation models and aerial photography during a significant statewide drought.
- **National Hydrography Dataset (NHD)** – Nationwide water drainage network provided by USGS.

Mr. Blankenship reviewed the information provided in the dataset and viewer. The Perennial Stream Viewer may be seen at the following link: <https://www.dcr.virginia.gov/soil-and-water/perennial-streams>.

Actions related to Resource Management Plan Program

Update on District Program Reviews – Christine Watlington Jones

Ms. Watlington Jones advised that the RMP Program regulations (4VAC50-70-130) require that the programs are reviewed every five years. Programs are reviewed for general program administration, plan review inspections, and compliance inspections.

The Districts reviewed this year were:

- Chowan Basin
 - The District was found to have reviewed these RMPS in a timely matter and provided helpful feedback to the RMP developer to facilitate the approval of these RMPS. The Department has several suggestions for documenting the review and certification process, which have been shared with the District.
- Lake County
 - Received all possible points
 - The Department finds that the Lake Country TRC and Board conducted RMP review duties in accordance with regulations and in accordance with guidance provided to them by the Department. The District is commended for reviewing these RMPS in a timely manner and providing helpful feedback to the RMP developer to facilitate the approval of these RMPS
- Natural Bridge
 - The Department finds that the Natural Bridge TRC and Board conducted RMP review duties in accordance with regulations and in accordance with guidance provided to them by the Department. The Department has provided recommendations to the District that would strengthen the oversight and administration of this critical program.
- Peanut
 - Received all possible points
 - The Department finds that the Peanut TRC and Board conducted RMP review duties in accordance with regulations and in accordance with guidance provided by the Department. The Department commends the Peanut TRC for thorough attention to detail in the review of the RMP and for providing helpful feedback to the RMP developer to facilitate the approval of these RMPS.
- Robert E. Lee
 - Received all possible points
 - The Department finds that the Robert E. Lee TRC and Board conducted RMP review duties in accordance with regulations and with guidance provided by the Department. The Department has provided recommendations to the District that would strengthen the oversight and administration of this critical program. The District was found to have reviewed these RMPS in a timely manner and
- Southside
 - Received all possible points

- The Department finds that the Southside TRC and Board conducted RMP review duties in accordance with regulations and in accordance with advice provided by the Department. The Department commends the Southside TRC for thorough attention to detail in the review of the RMP and for providing helpful feedback to the RMP developer to facilitate the approval of these RMPs.
- The Department is developing a mechanism to flag RMPs that are in need of a compliance inspection to assist Districts in administering this Program. The Department will also be developing template motions related to the approval of RMPs and the approval of BMPs within RMPs, as there seems to be confusion regarding the language in these motions.

BOARD ACTION

Mr. Ford moved that the Virginia Soil and Water Conservation Board accept the report and approve Department recommendations concerning the RMP programs reviewed. Mr. Wilson seconded, and the motion carried.

Highlights from Annual Report – Christine Watlington Jones

Ms. Watlington Jones noted the following from the annual report:

- RMP: A comprehensive farming plan that uses proven agricultural best management practices to ensure a farm is meeting a high conservation standard.
- Program results
 - 643 RMPs across the state totaling 144, 720 acres
- Highlights from the last year
 - 8.25% increase in number of plans written
 - 7.4% increase in plans developed within the Chesapeake Bay watershed
 - 44% increase in plans developed outside of the Chesapeake Bay watershed

Approval of District program review schedule – Christine Watlington Jones

Ms. Watlington Jones presented the District program review schedule for FY2024.

BOARD ACTION

Mr. Wilson moved that the Virginia Soil and Water Conservation Board approves the following Districts for program reviews as required pursuant to 4VAC50-70-130:

1. Culpeper;
2. Headwaters;
3. Peaks of Otter;
4. Prince William; and
5. Three Rivers.

All program reviews will follow the process presented to the Board by the Department and will utilize the program review forms previously approved by the Board at the September 27, 2018, meeting.

Ms. Mason seconded, and the motion carried.

Approval of District Director Appointments and Resignations – Christine Watlington Jones

Ms. Watlington Jones presented the list of District Director Appointments and Resignations.

Eastern Shore

Resignation of Ms. Ursula Deitch, of Northampton County, effective 6/21/2023, Extension Agent appointed director (term of office expires 12/31/2024).

Halifax

Resignation of Dr. Bobby Hall, of Halifax County, effective 6/30/2023, at-large appointed director (term of office expires 12/31/2026).

Appointment of Mr. Adam Davis, of Halifax County, effective 9/25/2023, to fill the vacant at-large appointed director position (term of office expires 12/31/2026).

Loudoun

Resignation of Mr. Jim Hilleary, of Loudoun County, effective 6/16/2023, Extension Agent appointed director (term of office expires 12/31/2024).

Monacan

Resignation of Ms. Nicole Shuman, of Goochland County, effective 8/31/2023, Extension Agent appointed director (term of office expires 12/31/2024).

Piedmont

Resignation of Ms. Allison Crews, of Amelia County, effective 7/25/2023, elected director (term of office expires 12/31/2023).

Robert E. Lee

Resignation of Mr. Chad Barrett, of Lynchburg, effective 7/27/2023, elected director (term of office expires 12/31/2023).

BOARD ACTION

Mr. Wilson moved that the Virginia Soil and Water Conservation Board approve the appointment of the individual being recommended. Mr. Arnason seconded, and the motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PARTNER REPORTS

Natural Resources Conservation Service

Dr. Martinez presented the report for the Natural Resources Conservation Service. A copy of the report is available at this link: [stewardship-report.pdf \(virginia.gov\)](https://www.virginia.gov/stewardship-report.pdf).

Virginia Department of Agriculture and Consumer Services

Mr. Marshall gave an overview of the Agricultural Stewardship Act Report. A copy of the report is included as Attachment D.

Virginia Cooperative Extension

Dr. Goerlich gave the update for Virginia Cooperative Extension. He noted that there will soon be a new Agriculture Experiment Station Director and a new Dean of the College of Life Sciences at Virginia Tech.

Dr. Goerlich noted that drought conditions are particularly bad in the Shenandoah Valley region.

Dr. Goerlich noted that the Virginia State Fair was in progress and invited members to visit the VCE exhibit.

Dr. Goerlich complimented the DCR staff and particularly the staff at New River Trail State Park for conducting the New River Trail challenge.

Virginia Association of Soil and Water Conservation Districts

Dr. Tyree gave the update for the Association. She noted that the Association is also exhibiting at the State Fair which runs through October 1, 2023.

The Admin and Ops committee of the Association is very active. A survey was sent to Districts to better understand what resources are available, and what training is needed with regard to human resource issues. Dr. Tyree will report on that at the December meeting.

There is an Association training schedule for October 11 regarding administration and operations. This is open to all Directors, partners, and District staff. The training will focus on risk management.

Additional trainings include a Conservation Planning workshop on October 17 and 18, and a Soil Erosion workshop on October 20.

The quarterly Association Board meeting is scheduled for Wednesday, September 27 at the Drury Hotel.

Dr. Tyree will be participating in the Bay Stakeholder meeting on behalf of the Association.

An email will be sent out regarding the Annual Meeting to be held in Norfolk on December 3-5. Registration and hotel information is on the Association website.

NEXT MEETING

The next meeting of the Virginia Association Soil and Water Conservation Board will be held on Wednesday, December 6, 2023, following the Association meeting in Norfolk.

ADJOURN

There was no further business and the meeting adjourned at 12:02 pm

Attachment A

Division of Dam Safety Division Director's Report

Presented by Darryl M. Glover

Deputy Director, DSFPM/SWC

Critical Statistics of the Dam Safety Program as of August 31, 2023

Count of Dams Regulated by DCR by Hazard Classification				
Calendar Year	2020	2021	2022	2023
Total Number of Dams Regulated by DCR	2056	2663	2645*	2560
High	326	348	371	385
Significant	170	173	171	166
Low	261	266	269	273
Regulatory Size with Undetermined Hazard Classification	1299	1876	1828	1736
*Note: Fully breached and decommissioned dams excluded in 2022				

Type of Hazard Classification for Dams Regulated by DCR				
Calendar Year	2020	2021	2022	2023
Total Number of Dams Regulated by DCR	2056	2663	2645	2560
High	16%	13%	14%	15%
Significant	8%	6%	6%	6%
Low	13%	10%	10%	11%
Regulatory Size with Undetermined Hazard Classification	63%	70%	69%	68%

Certificate or Permit Status			
Calendar Year	2021	2022	2023
Total Number of Dams Regulated by DCR	2663	2645	2560
Regular Operation and Maintenance Certificate or General Permit Issued and Current	10%	10%	8%
Conditional Operation and Maintenance Certificate Issued and Current	9%	10%	11%
Regular or Conditional Operation and Maintenance Certificate Expired	10%	12%	14%
No Operation and Maintenance Certificate	68%	68%	66%

Certificate or Permit Status – High Hazard Dams Only			
Calendar Year	2021	2022	2023
Confirmed High Hazard Potential Dams	348	371	385
Active Regular Operation and Maintenance Certificate	35%	37%	32%
Active Conditional Operation and Maintenance Certificate	7%	16%	33%
Expired Regular Operation and Maintenance Certificate	17%	5%	7%
Expired Conditional Operation and Maintenance Certificate	17%	39%	23%
No Operation and Maintenance Certificate	3%	3%	5%

Dams of Regulatory Size without Hazard Classification:

As of this report, there are 1,736 dams of regulatory size without a hazard classification in the DCR dam safety inventory. This is down from 1,828 from our report in December 2022

DCR has implemented a mapping initiative to develop inundation maps with impact data for emergency plans and hazard classification determinations. To date 25 maps with hazard classification have been created. This data is now in Dam Safety Inventory System (DSIS) and available for emergency planning and response. These maps do not relieve the dam owner of their responsibility to provide the required information listed below. A mapping engineer was hired October 25, 2022, to assist with this effort and a second mapping engineer position is under recruitment. A second mapping engineer has since been hired in 2023 to enable the Department to reinstate the Simplified Mapping Program as outlined in 4VAC50- 20-54. Dam break inundation zone mapping.

Staff are conducting property research to identify owners of dams. Regrid, a nationwide provider of accurate and current date parcel ownership and tax information is now being leveraged to streamline this effort. As a result of staff's efforts, the number of dams of regulatory size with unknown ownership has been further reduced from 812 initially, to 638 last year, to 376 currently.

Letters of Engagement:

DCR has sent "Letters of Engagement" to the owners of 401 dams considered to have the highest downstream risks. These "Letters of Engagement" are directly tied to the funding strategy identified in the Dam Safety, Flood Prevention and Protection Assistance Fund (DSFPPAF) grant manual approved by the Board in September 2021 and September 2022.

9/30/2021	127 letters issued for 100 dams (multi-owners)
12/17/2021	112 letters issued for 100 additional dams (multi-owners)
10/31/2022	211 letters issued for 201 additional dams (multi-owners)

The letters provided a specific pathway to compliance for dam owners and advised that as the owner of a regulated dam, dam owners were responsible for the safe design, construction, operation, and maintenance of the dam and must, at a minimum, have the following on file with DCR:

1. Annual Inspection Report (4VAC50-20-105(C)(2) and (E))
2. Dam Break Inundation Study to determine Hazard Classification (4VAC50-20-54)
3. Emergency Action or Emergency Preparedness Plan (4VAC50-20-175 and 4VAC50- 20- 177)
4. Operation and Maintenance Certificate (4VAC50-20-105 and 4VAC50-20-150)

Dam owners were advised that financial assistance would be available through the DSFPPAF grant to those who received a Letter of Engagement. Dam owners were encouraged to apply for all eligible categories under the 50/50 matching grant program. Dam owners who chose not to apply for grant funding were provided a specific timeline to provide the required documents to DCR.

A total of 100 dams submitted for cost-share grants. Dam owners submitted the following to DCR as a result of the letters of engagement: 91 O&M certificates, 90 inspections reports, 37 dam break inundation studies and 13 EAPs. Additionally, 43 dams submitted for ag-exemptions, and a number of dam owners or representatives responded in some manner to DCR but did not provide an official submission as requested by the letters.

Public Outreach:

From January 1st to August 30th, DCR Dam Safety Staff, primarily the Lead Engineer and Regional Engineer's public outreach activities can be summarized as follows:

Outreach / Communication Type	Members of Public
E-mail Discussion	245
Virtual Meeting	204
RE Site Visit	198
Phone Discussion	134
Correspondence	116
Training/Class	60
Meeting	58
In-Person Meeting	39
Emergency Communications	3
Ownership Discussion	1
Total	1,058

Additional activities as part of the Collaborative Technical Assistance are summarized as follows:

Thu 4/6/2023	FEMA's Preparing for Dam Related Emergencies Collaborative Technical Assistance Virginia Kickoff (In-Person)
Fri 5/5/2023	FEMA One Off Session on CTA
Fri 5/5/2023	FEMA CTA Planning Team and VDCR Coordination Call
Mon 5/15/2023	Communities with Dams: Threats, Hazards, and Risk (Virtual: 2-hr Session) - FEMA's Preparing for Dam Related Emergencies Collaborative Technical Assistance in Virginia
Tue 5/16/2023	VDCR/VDEM - FEMA's Preparing for Dam Related Emergencies Collaborative Technical Assistance Virginia State Meeting (In-Person)
Wed 5/17/2023	Emergency Operations Center and Dam Tours - FEMA's Preparing for Dam Related Emergencies Collaborative Technical Assistance in Virginia
Thu 5/18/2023	Aligning and Integrating Emergency Planning Documents - FEMA's Preparing for Dam Related Emergencies Collaborative Technical Assistance in Virginia (In-Person)
Tue 5/23/2023	VDCR public education and outreach discussion
Wed 6/7/2023	Risk Communications and Public Outreach & Engagement - FEMA's Preparing for Dam Related Emergencies Collaborative Technical Assistance in Virginia (Day 1)
Thu 6/8/2023	Risk Communications and Public Outreach & Engagement - FEMA's Preparing for Dam Related Emergencies Collaborative Technical Assistance in Virginia (Day 2)
Wed 6/28/2023	VA CTA Office Hours: Dam Incident Tabletop (TTX) Development (Virtual)

Additional outreach activities conducted in 2023:

- Flood Awareness Week: March 12-18, 2023
- Low Head Dam Awareness Month: April 2023
- Dam Safety Awareness Day: May 2023

Status Report on Key Initiatives:

1. Lake Accotink Dam Consulting Committee: Staff continues to work with the Office of the Attorney general to identify a path forward.
2. Local Government Pilot Project: Southampton County and City of Franklin: Staff continues to work with the Office of the Attorney general to identify a path forward.

Dam Incidents and Failures 2023:

Inventory Number	Dam Name	Hazard Class	County	Event Type	Event Date
08100 7	Smiths Dam	Unknown	Greenville County	Partial Failure	8/21/2023
14502 9	Sunfish Pond Dam	Low, Special	Powhatan County	Partial Failure	5/21/2023
10300 9	Lancaster County Dam #2	Unknown	Lancaster County	Total Failure	5/4/2023
05910 1	Springfield Golf & Country Club Lower Dam	Unknown	Fairfax County	Spillway Collapse	2/10/2023

Enforcement

At present, 18 dams are under enforcement; six of these are classified as high hazard, one as significant, two as low, and three as unknown.

In conjunction with the Letters of Engagement, the Department also is focusing on reenlisting dam owners with expired O&M Certificates. A total of 401 Dams with expired certificates were identified in all five regions. The hazard classification for these dams varies between High, Low, and Significant since no emphasis was put on hazard classification when identifying dams with expired O&M's. Once these dams were identified, telephone calls and emails were sent to the Professional Engineers for each dam in order for them to help with interpreting the letters to be mailed out to dam owners and to help explain options that may be available to them. Presently, DCR is working with regions 2,4, and 5. Out of these regions, 274 dams were identified as having an expired certificate. As of today, 64 of that 274 no longer have an expired O&M certificate or have either an agricultural or size exemption. Based on the Regional Engineers notes and communications with dam owners, 25 of the 274 are cooperating with DCR in renewing an active O&M Certificate. DCR will begin sending reminder letters to Regions 1 and 3 once the Regional Engineer positions have been filled.

The Kingsley Dam, located in Loudoun County, is owned by the Richard A. Rogers Trust and is represented by the owner's Trustees. The Trustees reached out to their Delegate, the Hon. Dave LaRock, with questions regarding the Dam's hazard classification as "Significant" rather than "Special Low Hazard." DCR staff met with the Trustees and addressed their questions, and the classification issue was resolved. The Trustees have submitted an application for a Certificate and alteration permit to make needed upgrades and repairs to the Dam. DCR issued a Conditional Certificate to the dam owner on July 31, 2023, and the enforcement case was closed.

Additional Activities:

The following activities are currently underway in the division and directly impact the results above:

- **DSS-WISE Lite:** DSS-WISE Lite is a web-based dam-break flood inundation modeling and mapping service available 24/7 to Federal, State, and Local dam safety officials through a

cluster maintained by the National Center for Computational Hydroscience and Engineering (NCCHE) at the University of Mississippi. Dam Safety received the final deliverable in February 2023, which integrated 1-meter statewide topographic data into DSS-WISE and provided an improved computational resolution. A custom toolset for analysis and cartographic production was developed and documented by DCR Dam Safety staff. Datasets, models, and DSS-WISE training were provided to the two Mapping Engineers positions. These tools leverage DSS-WISE analysis results and streamline the creation of Screening-Level Dam Break Inundation Study Maps.

- **Dam Safety Inspection App:** DCR is working with GeoDecisions to develop and deploy a dam safety inspection app that will allow inspections to be primarily completed and automatically uploaded into DSIS. This application will reduce the administrative burden for dam owners and engineers in completing the inspection. The app should also reduce the overall time necessary to complete inspections and may reduce costs for dam owners. With increased efficiency, it is anticipated owners will be able to provide condition assessments more readily for dams where condition assessments are missing. DCR has completed upgrading its servers and ESRI technology needed to support development. The application was successfully deployed on 5/26/2023.
- **Grant Application:** NOAA Dam Removal and Fish Passage Restoration Notice of Funding Opportunity under the IIJA: DCR submitted a grant application to remove two dams along Cedar Creek located on the property of Natural Bridge State Park in Rockbridge County, VA. This project has three objectives: 1) decommission Natural Bridge Dam #4 and Natural Bridge Dam #5 so that they no longer pose a potential failure and flood risk downstream of the dams; 2) eliminate potential hazard to aquatic species because of sedimentation; and 3) re-establish the natural aquatic and riparian systems that existed prior to dam construction. The removal of unsafe dams furthers the mission of the department to protect public safety.

Removal of Natural Bridge Dam #5 and Natural Bridge Dam #4 will fully open approximately 30 miles of Cedar Creek to aquatic species. DCR collaborated with DWR and FWS on the application. This is a 100% federal grant. DCR requested \$9,671,226.

US Fish and Wildlife Services (USFWS) received requests that far exceeded the available funding. As of March 2023, DCR's proposed dam removal projects did not move forwards for funding consideration and national review. At this time DCR has not pursued revising the application and reapplying for a subsequent NOFO, but may consider doing so in the future.

Funding and use plan for increased funding in the budget

Dam Safety, Flood Prevention and Protection Assistance Fund: \$10,000,000. Per Section 10.1-603.19 F of the Code of Virginia "[t]he total amount of expenditures for grants in any fiscal year shall not exceed 50 percent of the total non-interest or income deposits made to the Fund during the previous fiscal year, together with the total amount collected in interest or income from the investment of monies in the Fund from the previous fiscal year as determined at the beginning of the fiscal year."

While \$10,000,000 will be deposited into the Fund during SFY2023, funds will not be eligible for grant award until SFY2024. In SFY2024 up to \$5M will be used for grants and loans to address all non-compliant dams, including the more than 1,800 dams of regulatory size without a hazard classification. Where appropriate and allowable, funds will be used to leverage and reduce match requirements for federal funding for dam safety projects. Funds will also be used to continue the support of agency needs in the administration of the program including personnel, contractual services, and emergency dam removals.

- **American Rescue Plan Act Funds:** \$10,000,000. Per 2022 Special Session I Budget amendments - HB30 (Conference Report) Bill Order » Item 486 #25c Water Impoundment Structures Central Appropriations, provides funds to the Department of Conservation and Recreation for improvements to privately owned high-hazard dams across the Commonwealth.

Four million (\$4M) of ARPA grant funds was announced for application on November 1, 2022, under the Dam Safety, Flood Prevention and Protection Assistance Fund. Due to potential greater availability of non-state funding during the SFY2024 application period, remaining funds are reserved to maximize the Commonwealth's ability to match and leverage future federal funds, including Infrastructure Improvement and Jobs Act funding. Up to \$6M will be offered in SFY24 for dam safety projects.

- **National Dam Safety Program (NDSP):**
DCR made application for the SFY24 application cycle of the NDSP State Assistance Grant and is awaiting FEMA's award announcement. The total funding opportunity across 50 state dam safety programs was \$6,250,000. Virginia is expected to be awarded \$207,397. The decrease from last year's award is a result of the Infrastructure Investment and Jobs Act (IIJA) fund source being removed from this round of the State Assistance Grant. FEMA is expected to announce a NOFO for an additional round of the State Assistance Grant program consisting of the IIJA funding source. A forecasted award of \$873,324 has been proposed to Virginia from a total fund pool of \$26,328,000.

Per the IIJA, \$148,000,000 of the amounts made available in this Act shall be for grants to States pursuant to section 8(e) of the National Dam Safety Program Act (33 U.S.C.467f(e)). The NDSP is allocated based on total number of all regulated dams for all programs relative to the number of dams regulated by each state. Based on current estimates over a five-year allocation period, this will translate to over \$900,000 per year or \$4.5M over five years. If the allocation period is extended to eight years, the annual allocation will be approximately \$560,000 per year. This

High Hazard Potential Dam Program (HHPD): Per the IIJA, \$585,000,000 of the amounts made available in this Act shall be for grants to States pursuant to section 8A of the National Dam Safety Program Act (33 U.S.C. 467f-2), of which no less than \$75,000,000 shall be for the removal of dams: Provided further, That dam removal projects shall include written consent of the dam owner, if ownership is established. Maximum funding available in previous years has ranged from \$10M to \$22M annually.

The HHPD is allocated based on total number of regulated dams in poor or unsatisfactory condition for all applicants relative to the number of regulated dams in poor or unsatisfactory conditional for each applicant. Eligible dams must also have a known and documented Dam Safety Deficiency and not solely have a poor or unsatisfactory condition due rating to deferred maintenance. This increase in funding and the identification of new high hazard eligible dams will drive additional funding to the Virginia Dam Safety Program. The amount will be dependent upon the number of other states that apply. DCR intends to use the DSFPAP and ARPA funding to offset 50% of the dam owner match to expand the number of owners who are able to bring dams into compliance.

Virginia participated in a HHPD Risk Screening pilot program organized by FEMA and their technical services contractor: Advancing Resilience in Communities (ARC). As part of this program, ARC contractors utilized a new Risk Screening toolbox on a subset of HHPD grant eligible dams in the state. The toolbox includes a Risk and Project Prioritization tool, and a Dam Screening Tool. The tools are under ongoing development and being reviewed for feedback by national industry experts. They provide excellent information and utility in the current state as demonstrated.

Virginia has requested FEMA early access to the Risk Screening tool to beta test them and prepare for the FY2023 HHPD Grant. DCR has begun engaging with our contracting office to hire Engineering Services to conduct risk screening evaluations for all grant eligible HHPD dams. The project will be funded by the IIJA portion of the 2022 NDSP State Assistance grant.

The project will ultimately prioritize grant funding awards across competitive dam sub-applicant projects through a risk screening lens. This information will be provided to FEMA as part of the second application phase of the FY2023 HHPD dam grant process.

Lastly, in anticipation of the FY2023 HHPD Grant, DCR issued a notice to potentially eligible dam owners to return a letter of interest of which 25 dam owners returned.

Soil and Water Conservation District (SWCD) Dams: Eight (8) SWCD high hazard dams are slated to begin or complete rehabilitation by 2028. General fund appropriations of \$15M in SFY2021 and \$45M in SFY2023 are available for this effort.

One dam is to begin construction Fall 2023, and a second dam will begin sometime in the spring or summer of 2024. Both of these are utilizing the \$15 M awarded in SFY2021.

NRCS has committed design funding (approximately \$865,000) for one more of the above mentioned eight dams and the engineering firm has been selected. Three additional applications for planning funding have been submitted to NRCS. The current funding, \$15M and \$45M, will fund approximately 12 dams total to completion of rehabilitation. There are three phases to the rehabilitation process.

Planning, design and construction. Each phase takes about 2 years to complete, so it takes approximately 6 years to complete a rehabilitation. The above mentioned 8 dams should be completed by 2028, and the four additional dams should be completed by 2034.

Attachment C

NRCS REPORT
Virginia Soil & Water Conservation Board Meeting
September 25, 2023 • Bear Creek Lake State Park, Cumberland, Virginia

STC Highlights

- **Agency Priorities:** All agency priorities were exceeded in FY23, including but not limited to: addressing equity via our agreements and state strategies; promoting, implementing, and educating on climate-smart agriculture and forestry; taking the urban conservation efforts to the next level with over 40 urban gardens under the PGI; the STC and LT members have made a difference diversifying our state workforce and leveraging innovative partnerships using all our initiatives.
- **IRA:** 100% of all IRA FA and TA funds were successfully obligated to address our agency priorities.
- **Partnership:** Virginia remains a model of technical excellence, innovation, and sound fiscal management. Streamlined processes have made the team more efficient and an increased emphasis on recruiting is helping us identify more diverse candidates for critical vacancies. Our strong partnership focus is opening doors for collaborative conservation with a priority on Chesapeake Bay water quality.
- **PGI:** VA finalized five new People's Garden Initiative grant agreements totaling \$150K to support community garden projects in Richmond. We are continuing to elevate recruitment and recognition efforts to build and retain a more diverse team.
- **Staffing:** Filled critical staffing needs through Regular Hires (18 – 3 from 1st IRA Soil Conservationist Bundle), Pathways (1 new intern, 10 recent graduates, 3 returning and 7 conversions), hosted 3 interns from mano-Y-ola/Thurgood Marshall programs, ACES (26), contractors (administrative support) and partnership agreements for Farm Bill program implementation, WLFW Initiative delivery and forestry management services.
- **Soil Health:** We helped organize and lead 27 soil health-themed events that helped train 2,606 producers, partners and NRCS field staff members. Since 2013, our total is 307 events with 26,446 attendees. During the COVID period we offered 69 virtual training opportunities that were accessed by 6,432 individuals.
- **STC Collateral Duties:** The State Conservationist has been assisting the agency with three special projects as co-chair or chair of the following Committees: NCPP Performance and Outcomes Team, NCPP Local Work Group project and the geospatial replacement for PRS/IDEA test group.
- **Local Work Groups (LWG):** The LWG exercise for FY23 has been successfully completed. The NRCS Team is currently finalizing the date that was received from local Service Centers.
- **The National Conservation Planning Partnership (NCP):** This group represents the effort of the key national conservation partners responsible for working directly with private landowners using a locally based, voluntary conservation delivery system. The partnership consists of the following partners: NRCS, NACD, NASCA, NCDEA and NARCDC.
- **State Technical Committee meeting:** Scheduled for October 24th – Location TBD

STC Events September and October: Working Effectively with Am. Indians (WEWAI), Conservation Planning: CD & CART, Thurgood Marshall College Fund (TMCF), Va. Soil & Water Conservation Board meeting, FY24 Programs Roll-out Webinar, Rappahannock River Symposium, NCPP Leadership Team meeting, October In-field Erosion Training, Wetland & Floodplain Restoration Projects discussion.

ASTC-Programs (ASTC-P)

EQIP, CSP, RCPP, VPA-HIP, CIG, TSP and Easement Programs

- **Environmental Quality Incentive Program (EQIP)**
Received and ranked 1,031 EQIP applications. EQIP allocation is \$24.5 million. Preapproved 342 applications. 291 are currently obligated for \$20.5 million. 14 applications were preapproved for EQIP-CIC for \$1.3 million. EQIP-IRA allocation is \$2.5 million, 100% obligation.
 - **Conservation Stewardship Program (CSP)–Classic, Renewals & GCI**
Obligated \$7.6 million for 122 CSP renewals on 46,617 acres. ProTracts currently shows 255 CSP Classic applications. CSP classic allocation is \$12 million. Funded 14 CSP-GCI contracts for \$39,280 (all applications submitted). CSP-IRA allocation is \$4.8 million, ~100% obligation.
 - **Regional Conservation Partnership Program (RCPP)**
Currently managing 16 active contracts with total funding of \$2 million covering 6,687.6 acres. Four RCPP proposals awarded as renewals. Notice of Funding Opportunity resulted in six proposals received for review.
 - **Agricultural Conservation Easement Program (ACEP)**
Received 9 ALE applications with funding requests for \$3.2 million on 2,199 acres: 7 obligated. 11 ACEP-ALE acquisitions underway. 2 ACEP-WRE restorations in progress. 146 existing recorded easements totaling 17,112 acres of land protected and monitored.
 - **Conservation Innovation Grants (CIG)**
2023 Virginia CIG Notice of Funding Opportunity closed May 29, 2023. The recommended proposals topics were Soil Health and Forestry. A \$200k grant was awarded for one project. Currently managing 12 CIG's totaling \$1.1 million with various partners like: Virginia Tech, Sustainable Chesapeake, Virginia State University, Virginia Department of Forestry, Water Science Institute and Virginia Department of Wildlife Resources.
-

Engineering (SCE)

Staffing Updates

- Mat Lyons (SCE) retired effective 7/30/23.
- Chris Hamilton is currently the acting SCE until the position is permanently filled.
- The Hydraulic Engineer position has been filled, effective 9/11/23.

Dam Rehabilitation

- **Cherrystone Creek 1 and Cherrystone Creek 2A**
Pittsylvania County is leading the locally led design effort for rehabilitating the structures. Pittsylvania County has retained Schnabel Engineering as its consultant. The design process is ongoing. The design is estimated to take 18 to 24 months.
- **Beaver Creek 1**
The Rivanna Water and Sewer Authority (RWSA) is leading the locally led design effort for rehabilitating the structure. RWSA has retained Schnabel Engineering as its consultant. The design process is just getting started. The design is estimated to take 18 to 24 months.
- **John's Creek 1**
Mountain Castles SWCD is leading the locally led design effort for rehabilitating the structure. DCR is currently assisting Mountain Castles SWCD in obtaining a consultant. The design is estimated to take 18 to 24 months.

Emergency Watershed Protection (EWP)

NRCS is providing disaster assistance to Buchanan County through the Emergency Watershed Protection Program (EWPP) for a rain event in the Hurley area on August 30 (estimated 6-8 inches). NRCS and Buchanan County completed damage survey reports (DSRs) for 4 county- identified sites. Funding for 3 eligible sites was received in mid-January 2022 and the EWP agreement was finalized on March 15, 2022. The County obtained all the necessary permits and started construction in June 2023. Construction has halted due to a time of year restriction (July 1 – October 31) from performing work in the stream (per their permit). Construction will resume in November 2023, with anticipated completion in December 2023.

State Resource Conservationist (SRC)

Rachel Loveday is currently acting State Resource Conservationist for Virginia for 120 days or until the position is filled.

Technical Tools (Field Office Technical Guide)

Continue to maintain the Virginia Field Office Technical Guide (FOTG) as a repository of technical resources and references to include conservation practice standards, technical notes, planning criteria, resource concerns, conservation practice physical effects, cost lists and the Virginia Plant Establishment Guide.

- Virginia Technical Guide Notice 450-23-520 Farmed Wetland Hydrology Indicators

Released bulletins:

- VA Bulletin 180-23-10 Conservation Reserve Program Grasslands CRP Updates (July 25, 2023)
- VA Bulletin 450-22-1 Conservation Reserve Program General Signup 60 Updates (June 30, 2023)

Training to Field Staff

Continuing use of webinars in place of traditional in-person meetings, allowing us to disseminate information quickly and efficiently to field staff:

- CIG on NWSG Webinar – using NWSG in grazing systems (June 21, 2023)
- Overview and Updates on Feral Swine in Virginia (August 16, 2023)
- NRCS Climate Information (August 23, 2023)
- CIG Summary Webinar NWSG with Dr. Pent (September 20, 2023)
- Macro-enabled CPA-52 training (September 27, 2023)

RUSLE2 Office Hours – Mondays 2:00-4:00 pm – hosted 4 events since May 29, 2023. Staff/Partnership Trainings

- Pasture Condition Score Assessment Tool Training (SW VA Area – June 6, 2023)
- Forage Production, Management and Utilization in Livestock Production Systems (SVAREC, Raphine – June 13, 2023)
- Native Warm Season Grass Establishment and Management (SPAREC, Blackstone – June 20, 2023)
- Grazing Plan Development Training (VACDE Annual Meeting, Syria – August 22, 2023)

Staff Training/Outreach Events

- Forest Farming Fundamentals in partnership with VT and Appalachian Sustainable Development (Blackstone - July 20, 2023)
- Livestock Forage Alternatives: Warm Season Grasses for Enhanced Production, Conservation and Profitability in partnership with VFGC, American Farmland Trust and Virginia Working Landscapes (The Plains - August 4, 2023)

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- Silvopasture Fundamentals in partnership with VT and Appalachian Sustainable Development (Blackstone - August 15, 2023)
 - Alley Cropping Fundamentals in partnership with VT and Appalachian Sustainable Development (Catawba - September 21, 2023)
 - Advanced Agronomy Education Area at Ag Expo in partnership with VT and NC State (VA Beach – August 3, 2023)

Staff Training – In-the-Field-Training

- Stream Visual Assessment Protocol 2 Training (June 7, 2023)
- CD/CART Training in partnership with National Office staff (Locations and Area trained vary each day, September 19 – 22, 2023)

Customer Service and Outreach

- Partnership meeting with DCR to discuss the ongoing collaborative Data Sharing Agreement.
- Partnership meetings with FSA to keep communication ongoing regarding Compliance Issues.
- UPCOMING: Agricultural Soil Erosion Assessment for Virginia Conservationists. DCR / NRCS training to address soil erosion assessments and RUSLE2.
There are three parts to complete for full certification:
 - 1) Erosion Fundamentals & RUSLE2 Background.
 - 2) In-field erosion risk assessment and RUSLE2 data collection.
 - 3) Using RUSLE2 erosion assessment software. (7 in-field training dates in October 2023).

State Soil Scientist (SSS)

Virginia NRCS is partnering with USGS and FPAC GEO to acquire new LiDAR data for the Cities of Virginia Beach, Chesapeake, and the counties of Northampton and Accomack. This will be tide coordinated data and should be flown in the late fall after leaf off.

Soil Survey Update

The annual soil survey refresh of 108 soil survey areas is complete. The new data will be available mid-October.

Partnerships & Initiatives (P&I)

- Staff attended multiple outreach events promoting NRCS services and programs to include:
 - Virginia Dairy Expo
 - USDA Information Session hosted by VSU

-
- Virginia Ag Expo
 - Rockingham County Fair
 - Boots to Roots
 - Farm Finance & Conservation Planning Seminar
 - Sovereign Nations of Virginia Conference
 - Upcoming outreach events include:
 - State Fair
 - Virginia Tech CALS Career Fair
 - Entered into agreements with multiple partners to assist with outreach and implementation of climate smart agriculture and forestry practices across the Commonwealth. The agreements are with:
 - Virginia Tech and Soil Health Coalition** to work closely with the 2020 Farmers Cooperative to increase outreach and conservation delivery to their 200+ members in Virginia.
 - Virginia State University** to increase the number of the small farm, socially disadvantaged, new, and beginning, and veteran farmers in soil and water conservation programs and provide educational workshops to increase awareness in climate smart practices.
 - American Farmland Trust** to increase technical assistance to agricultural producers to promote land stewardship and climate-smart agricultural production in communities of greatest need.
 - Appalachian Mountains Joint Venture** to build capacity to deliver Farm Bill and Inflation Reduction Act (IRA) conservation programs and provide conservation technical assistance in forestry in the Blue Ridge and Ridge & Valley regions.
 - Ducks Unlimited, Inc** to increase technical assistance to producers interested in addressing wildlife and/or water quality resource concerns through the delivery of Climate SMART practices within the western shore of the Chesapeake Bay.
 - Virginia Department of Forestry** to deliver the technical assistance for forestry practices planned and implemented with farm bill programs.
 - Virginia Tech** to improve economic and environmental sustainability of agriculture across VA through enhanced soil health, climate smart agriculture, and conservation agronomy outreach, technical assistance, and implementation.

Travis A. Voyles
Secretary of Natural and Historic Resources

Frank N. Stovall
*Deputy Director
for Operations*

Matthew S. Wells
Director

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

Andrew W. Smith
Chief Deputy Director

Laura Ellis
*Deputy Director for
Administration and Finance*



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

September 25, 2023

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

Dear Ms. Massey:

At the September 25, 2023 meeting of the Audit Subcommittee (Subcommittee) of the Virginia Soil and Water Conservation Board (Board), the Subcommittee discussed the letter submitted to Adam Wilson, Chair of the Subcommittee, from you on behalf of Tri-County/City Soil and Water Conservation District (District). After discussion, the Subcommittee provided a recommendation to the Board to affirm the withholding of funds. The Board acted on this recommendation and affirmed the withholding of funds.

There were several key factors that the Subcommittee considered when discussing their recommendation to the Board. Section 2b of the motion adopted by the Board on March 23, 2022 required that “[a]ll FY2023 quarterly reports, as well as FY2022 end of year reports, are submitted accurately and by the expected deadlines.” As stated in the FY2022 and FY2023 administration and operations grant agreements, the end of year reports includes the carryover report, as an inaccurate carryover report creates an inaccurate cash balance report. Unfortunately, the FY2023 final carryover report submitted by the District to the Department of Conservation and Recreation (Department) was incomplete and contained inaccurate information, even though it was signed by a District Director. The District had just recently revised financial policies as part of a Performance Improvement Plan (PIP) to ensure that financial reports were submitted to the Department accurately and on-time, which made the submission of this carryover report more concerning.

District employees were also required to undergo additional trainings as part of the PIP. Recognizing this requirement, there were numerous trainings provided to District employees by Department staff related to the Conservation Application Suite including the AgBMP Tracking Module, which populates the carryover report. Additionally, the Conservation District Coordinator was in the District office once a week for many months assisting the District with financial management and reporting; additional Department staff was available as needed to assist the District.

The Board recognizes and commends the District Directors and District employees for the significant efforts that have made over the past year to improve the financial and programmatic integrity of the District.

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Planning and Recreation Resources
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

Sincerely,

A handwritten signature in blue ink, appearing to read 'Adam D. Wilson', with a stylized flourish at the end.

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

cc: Renee Davis; Tri-County/City Soil and Water Conservation District
Charles Newton; Virginia Soil and Water Conservation Board
James Martin; Department of Conservation and Recreation
Amy Walker; Department of Conservation and Recreation
Marissa Roland; Department of Conservation and Recreation



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: September 7th – October 11th, 2023

Prepared for October 2023 Board Meeting

Trainings

- 09/12 RUSLE 2 online portion of training
- 09/25 Nitrogen Management & Concerns Training
- 09/26 Regional Conservation Planning/VACS/Engineering Training – Row Crop Focused
- 09/29 Phosphorus Management and Sediment Management
- 10/02 Water Body Training
- 10/03 – 10/04 Grazing School Training
- 10/11 Water Management Training

Farm Visits

- Spotsylvania
 - 09/28 Producer came into the office to sign up for an SL-8B practice and go over what tracts they would like to sign-up.
 - 10/06 Site visit with producer to sign up for an SL8B/SL-8H practice and go over what tracts they would like to sign-up.
- King George
 - 09/08 Producer came into the office to sign up for an SL-8B practice and go over what tracts they would like to sign-up.
- Stafford
 - N/A
- Fredericksburg
 - N/A

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, Con-6 Notes and average cost lists as needed
- 09/15 Attended Board Meeting
- 09/20 Met with DCR Engineer to go over SL-6W plan and got plan approved.
- 09/21 Mailed Approval Letters from contracts approved at last TRC meeting
- Provided Technical Assistance to producers who called in with questions.
- 09/21 Attended and Spoke at the Pasture Walk
- Created Plan Designs for an SL-7

- Attended Chancellor Ruritan Club Dinner with our Education Coordinator and one of the students who attended Conservation Camp at Virginia Tech
- 10/05 Met with DCR Engineer to discuss WQ-12 and SL-7 practice.

Upcoming Tasks or Events

- 10/12 RUSLE 2 Training – in field portion
- Field Visits Scheduled for 10/13, 10/16
- 10/17 VA Resource Concerns/DNH Training***
 - Required Course for Certification
- 10/17 VA Resource Concerns DWR Training***
 - Required Course for Certification
- 10/24 – 10/26 ICE Training at Monacan SWCD
- 11/1 – 11/3 DCR Conservation Planner Course***
 - Required Course for Certification
- The Conservation Planning and Training Coordinator asked if I would speak at the Annual Meeting during the Client Interactions Discussion on December 4th

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: September 7, 2023 – October 11, 2023

Prepared for October 2023 Board Meeting

Training – N/A

DCR Online BMP Tracking Program

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

Site Visits

- Stafford: N/A
- Spotsylvania: N/A
- King George: N/A
- Fredericksburg: N/A

VACS Update – PY24

	PY2024
Total Annual Allocation PY23	\$2,355,995
Requested as of August 9, 2023	\$710,141
New Requested	+\$239,624
Requested as of September 6, 2023	\$949,765
% Requested to Allocated	40.3%
Remaining Balance of Allocation (before allocation is returned)	\$1,406,230

Other Tasks

- Contract rankings.
- Created PY24 Master Ranking Sheet.
- Updated timesheets to show Telework time.
- Attended monthly staff meeting.
- VACS discussion meeting with First Earth and Friends of the Rappahannock.
 - First Earth connects land owners to conservation practices.
- Finished cover crop signups for PY24.
- Contact with producer in King George with damaged stream crossing.
 - This is a current incomplete practice.
 - Producer informed contractor that did not build the crossing to specs, not to return to the property. A new contractor will repair the crossing.
 - Producer has requested a meeting with himself, the new contractor, NRCS, Tri-County/City Soil & Water and a DCR engineer.

- The DCR engineer stated he could not make a meeting any time soon, however would supply us with a new specifications sheet.
- Contacted producer in Spotsylvania about signing up for a Resource Management Plan (RMP-2)
 - Producers sign up for RMP-2 when the practice previously approved (RMP-1), has been completed and verified.

Upcoming Tasks:

- Farm visit - Spotsylvania - Potential Afforestation of Hay & Pasture Land (FR-1).
- Farm visit – Spotsylvania - verify installation of fence maintenance & grazing management practices.
- Inform Courtney Coleman of any upcoming practices, or practices that are not yet complete.
- Meeting with staff to discuss any final questions.
- Last Day – October 31, 2023 – Thank you all!!!

FR-1 (Afforestation of Crop, Hay & Pasture Land)

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)

Tri County City SWCD

Education and Outreach Coordinator

Monthly Report

Madison Morgan, Education and Outreach Coordinator

Sep 7, 2023- Oct 11, 2023

Training—

- Envirothon Host Planning
- Envirothon education meeting with Culpeper SWCD Education Specialist
- Attended ICPRD at Fairfax Griffith Water Treatment Plant. Learned about projects and work along the Potomac
- Participated in Project WILD Workshop at Twin Lakes State Park with Kelly Atkinson (Piedmont SWCD)
- VCAP meeting with Blair and Rachel to go over Conservation Landscape- Meadow VCAP Spot Check (oct 18)
- VSU Grazing School

Other Tasks—

- Attended Chancellor Ruritan Club dinner with conservation specialist, Courtney, to inform about the district and thank them for the scholarship funds for YCC
- Connected with Julia Carson (Chesapeake Bay Foundation) about being our Aquatics “expert” for the Aquatics portion of Envirothon
- Got in touch with Darcie (FXBG Square) to book 80th Anniversary
 - THE SPACE HAS SINCE BECOME NOT AVAILABLE. WE NEED A NEW VENUE
- Met with Leslie, UMW Catering, to discuss catering options for Envirothon
- Attended the 2023 Tree Steward Symposium at the Woolen Mill. Hosted by Tree Fredericksburg and Anne Little
 - Plant and Play day scheduled for the 23rd was cancelled due to weather
- Applied for Project Learning Tree’s Pilot Program for educational programs and lessons.
 - Should hear back beginning of October
- Oct 13- lesson with Barefoot University (home school group) about Erosion
- Submitted a recruitment interest form with UMW for opening in Conservation and Admin.
- Logged in and updated the Handshake Account for college career fairs & notifying career services of job openings at TCCSWCD
 - Requested access to colleges and universities in order to distribute job opening information
 - Posted conservation specialist position to Handshake
- Reached out to the Woolen Mill to host our 2024 Summer Potomac Roundtable
 - (\$3000)
- Reached out to Alec Mallmann about Germanna Tour
- Connected with Sophia Lynn (Crow’s Nest) about her upcoming VCAP spot check.
 - We are meeting October 18 to complete her VCAP spot check as requested by VASWCD

- Volunteered at the VA State Fair.
 - Networked with Massaponax High School teachers about scheduling
- Education committee meeting to vote on the Conservation Teacher of the Year and go over program updates
- Envirothon Meetings

Upcoming—

- 10/21 Fall Tree Planting with Tree FXBG
- 10/25 Rappahannock River Roundtable/Symposium
- 10/25 Envirothon Kickoff Meeting
- 11/18 Area III Envirothon Training at Graves

Questions—

- Are we able to do a tree sale? If so, what are the steps that need to be taken and do we need committees to meet in order to schedule this and get it up and running?

Tri-County/City Soil & Water Conservation District

Operations Manager Staff Report

Renee B. Davis

September 8, 2023 -

Prepared for October 20, 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.

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- Removed former District Manager from the Handshake account and transferred ownership. Updated the profile and sent the Education & Outreach Coordinator the Conservation Specialist job announcement.
- Posted the Conservation Specialist job announcement with *AllDistrict* and on the TCC website.
 - Received and corresponded with 2 applicants.
- Completed quarterly payroll reports and payments.
- Updated the Mileage & Expense Reimbursement Form
- Attended Pasture Walk at the Massey Farm on September 21, 2023, from 4:00 – 7:00 p.m.
- Previewed Storage Units with the Education & Outreach Coordinator
- Reviewed the Education Budget with the Education & Outreach Coordinator
- Reviewed Fredericksburg Square contract and invoice
- Reviewed excel timesheet spreadsheet with staff on auto calculations.
- Emailed Purvis Ford to correct our address on the title and registration. DMV printed with 4805 instead of 4811.
- Sent the Directors the TCCSWCD Facebook link
- Rented a 10 x 10 climate-controlled storage unit for District storage.
- Went to Lowes, Home Depot, Ferguson's and Rexel looking for a front door alert. None were in stock. Jeremy with FSA suggested one on Amazon.
- Ordered a new all in one printer / coping machine/ scanner/ fax and a new shredder. Approved August 18, 2023, motion # 8.
- Worked with QuickBooks to report a filing problem with the 941 report for the 3rd quarter. The matter was resolved, and the report filed on 10/02/2023.

- Ordered, received and installed the front door alert buzzer
- Ordered company checks for *8191 and 2023 W-2 kit
- Reviewed and completed audit documents.
- Made hotel reservations for Annual Meeting and sent confirmations to all attending.
- Made meal and session choices for Annual Meeting and sent confirmation to all attending. We saved \$118.00 by registering early.
- Updated monthly invoices reoccurring charge sheet for approval.
- Created a Leave, Telework and Training Approval form upon request of the Personnel Committee to be used by staff.

VCAP Summary

- We have 3 site inspections to do for this year. Madison has scheduled to go out on 1 inspection on October 18, 2023.

Training Update:

Date	Training	Hours
September 12, 2023	Envirothon Hosting with Maura Christian	.50
September 19, 2023	VRS training in Warsaw with Daveida Murphy-Hasan	3
October 10, 2023	Hybrid Disability Training 2023 with Devonne Whitfield & Tiffany Sensabaugh	1.0
October 11, 2023	Commonwealth Risk Management Plan & SWCD's with Bryan Chamberlain	1.5
October 12, 2023	Living Shorelines / SEAS with Blair Blanchette	.75

Prepared meeting documents for most of the below.

Meeting Information
<ul style="list-style-type: none"> ✓ 1st Wednesday Staff Meeting with Personnel Committee Director(s). ✓ 3rd Friday Board Meeting ✓ September 13, 2023, Madison and I met with Stephanie Turner, Culpeper SWCD to discuss Envirothon ✓ September 20, 2023, Meeting with the University of Mary Washington catering for Envirothon ✓ September 28, 2023, Meeting with Laura Watts of Stone's Office Equipment regarding a new all-in-one printer and shredder. ✓ September 29, 2023, Meeting with Curtis Brownley of Infinity Computers regarding a server ✓ October 4, 2023, Personnel Committee Meeting

Upcoming:

- Attachment E
- County & City Funding Requests
- On October 18, 2023: Renee will go to Colonial SWCD to work with Sheila on Envirothon
- October 26, 2023: Receive new printer/scanner/fax/copier
- Meeting with Doug Farris of Virginia Farm Bureau to review our business insurance policy.
- Work with Dan in tracking