



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

November 17, 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.	1
	<i>Virginia Department of Conservation & Recreation (DCR)</i> Marissa Roland	2-3
	<i>Virginia Cooperative Extension (VCE)</i> Kayleigh Mize	4
	<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	5-16
	<i>Lake Anna Civic Association (LACA)</i> Mark Debord & Lara Weather-Holtz	
6	Board Meeting Minutes	
	Approval Board Meeting Minutes from October 20, 2023	17-21
7	Committee Meeting Minutes	
	Approve the Technical Review Committee Meeting Minutes from October 20, 2023 ^(Last month)	22-23
8	Approve the Personnel Committee Meeting Minutes from November 1, 2023	24
9	Approve the Operations Committee Meeting Minutes from November 1, 2023	25-26
	Financial Reports	
10	Acceptance & File for Future Audit the Treasurer's Financial Report for October 31, 2023	27-52
11	Action Items	
	(a) TRC report: Cost-share applications and nutrient management plans November 17, 2023 ^(this month)	
	(b) Approve the sale of the 2013 Ford F150 Truck to the highest bidder.	
	(c) Approve to cancel the December 15, 2023, Board Meeting	
	(d) Approve to pay for spouse/partner meals at the Annual Meeting for FY2024	
	(e) Approve the VCAP Memorandum of Understanding (MOU) with the Friends of the Rappahannock for a 2-year period beginning December 1, 2023 and ending November 30, 2025	53
	(f) Election of Board Officers for Calendar Year 2024. Chair: Vice Chair: Secretary:	



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AGENDA

Agenda #	Agenda Item	Page #
	Treasurer: FOIA Officer and Records Retention Officer: Renee Davis	
	Review / Updates	
	(a) Monthly Review of FY 2024 Annual Plan of Work <i>(Details follow the agenda)</i>	Last Page of Agenda
12	(b) Update on the 80 th Anniversary & Outreach Event 2024- Read email from Jan Massey	
	(c) Update on the Area III Envirothon Event April 16, 2024	
	(d) Update on the Potomac Watershed Roundtable Meeting July 2024	
	(e) Your suggestion to add a COIA breakout training session has been well received. Currently there are 74 signed up to attend.	
	(f) Election News Update	
	(g) Watch for Annual Meeting Last Minute Email Updates. We must park in the approved main parking and bring the voucher to check in to get the discounted rate.	
	Closed Session	
13	YES : Requested by the Personnel Committee to: <i>To review staff evaluations and the Conservation Specialist position.</i> (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]	
	Schedule Committee Meetings	
14	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, Charlie Pemberton	
	Legislative & Government (Chair, Ray Simms) Chuck Koch, Kayleigh Mize	
	Operations (Chair, Jeff Adams) Janet Gayle Harris, Chuck Koch	
	Personnel (Chair, Jan Massey) Janet Gayle Harris, John Howe, Chuck Koch	
	Technical Review (Chair, Wayne Miller) Jeff Adams, Janet Gayle Harris, Jan Massey, (Brian Wooden- Advisor)	
	Scheduled January 19, 2024, 8:30 a.m.	
	Nominating Committee (for calendar year 24 Board Officers)	
15	District Reports	
	(a) Directors and Associate Directors	



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Agenda #	Agenda Item	Page #
	(b) Conservation Staff (attached)	54-55
	(c) Education & Outreach (attached)	56-57
	(c) Operations Manager (attached)	58-59
16	Information / Announcements	
	(a) Next Board Meeting: Friday, December 15, 2023, or January 19, 2024	
	(b) 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.	

17	Policies Adopted	

18) Chair's Comments

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



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

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



FREDERICKSBURG SERVICE CENTER REPORT

Tri County City SWCD Board Meeting

11/17/2023

Program Updates/Deadlines:

Environmental Qualities Incentives Program (EQIP) – The service center has accepted 13 applications for the EQIP program. Of those applications 4 are from King George, 5 are from Spotsylvania, and 4 are from Stafford. We are working on the process of planning and assessing these applications so they can be ranked by the ranking deadline.

Conservation Stewardship Program (CStP) – The service center has accepted 5 applications for the CStP program. Of those applications 2 are from Spotsylvania and 3 are from King George. We are working on the process of planning and assessing these applications so they can be ranked by the ranking deadline.

- **Environmental Quality Incentives Program (EQIP)**
30 Active Contracts 1 in Fredericksburg, 6 in King George, 15 in Spotsylvania and 8 in Stafford for \$1,654,113.71 on 6,088.5 acres...
- **Conservation Stewardship Program (CSP)**
13 Active Contracts. 5 in King George, 6 in Spotsylvania and 2 in Stafford for \$963,744.52 on 5,754.3 acres.

2 Active CSP-GCI Contracts, 1 in King George, and 1 in Spotsylvania for \$7,920.

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

- The local JED (Joint Employee Development) trainings are being held the 2nd Tuesday of each month for NRCS and SWCD field staff.

Submitted By Brian Wooden Jr., District Conservationist

NATURAL RESOURCES CONSERVATION SERVICE
4805 Carr DR ♦ Fredericksburg, Virginia 22408
Phone: (540) 899-9492 ♦ Fax: (855) 621-7141

USDA is an equal opportunity provider, employer, and lender.



November 2023 – CDC Report

Marissa Roland, DCR Division of Soil and Water Conservation
marissa.roland@dcr.virginia.gov | 804-380-2452

ADMINISTRATION AND OPERATIONS

- **Certificate(s) of Liability:** Districts no longer need to go through their CDC/the District Liaison to request a COI. DRM has a form on their website ready to go for Districts. Simply download and fill out the form, then print on SWCD letterhead. The form can be found at: <https://trs.virginia.gov/Risk-Management/Plans-Programs/State-Government>
- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. Most directors took this in 2021 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov/>. Each module is specific to your role so select "Local elected officials or EDAs/IDAs" in order to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. Returning Directors will have an opportunity to complete this training at Annual Meeting in December.
- **Committee Appointments:** normally made by the Chair in December or January.
- **2024 Calendar Year Meeting Date & Time:** It's time to think about setting regular board meeting day, time, and location for 2024 to be approved in Nov. or Dec. Send any updates and changes to the VASWCD, your CDC, and other partners.
- **SWCD Election of Officers:** Nominating Committees should be appointed this month. Officer elections generally occur in Dec. or Jan., **to include** appointment of FOIA Officer & Records Retention Officer.
- **Quarter 2 Disbursement Letters:** letters will go out Nov. 13. This will include End of Lifespan (EOL) verification payments.

AG COST SHARE

- **DCR IT Security Awareness Training:** All users of the AgBMP Tracking program are required to complete an annual IT Security Awareness training by December 15, 2023. An email went out to active CAS users from Carl Thiel-Goin on Oct. 23. **For all newer District Staff** that started since July 1, 2023, your training that you completed when hired will count for this year. Please provide a copy of your completion certificate to your CDC.
- **CCI sign up and approval (Continuing Conservation Initiatives):** This is the time of year to be readying/preparing/signing up any BMPs or existing CCIs coming out of lifespan on 12/31/23 that are eligible for any of the CCI practices in the FY24 VACS Program. If a current BMP or CCI contract's lifespan ends on December 31, 2023, DCR recommends having them apply and be technically certified this fall before the Calendar Year ends. In the Conservation Application Suite, **it is critical that the Technical Certification Date on the General Tab reflect certification by the end of this Calendar Year on December 31, 2023.** If the new CCI is certified in the current Calendar Year 2023 that will allow for the new lifespan to start on January 1, 2024 immediately after the original lifespan expires.
 - **Remember to use the 'Related Instances' function in CAS** whenever a CCI is picking up an expired VACS BMP. There's much better credit that way!
- **Tax Credits:** The 'Technical Certification Date' and the 'Tax Credit Certification Signature Date' must be within the same calendar year. Some District Boards do not meet in December, so if you anticipate projects being completed late in the year that will need tax credit approval, your Board may want to delegate authority to an available Director to handle tax credit approvals and signatures through the end of the year. If a producer requests tax credit that will not be approved until a January Board meeting, the 'Technical Certification Date' and 'Tax Credit Certification Signature Date' will both need to be in 2024 (matching the 'Tax Credit Board Approval Date') and the tax credit will not be eligible for redemption until the following year. Please review the VACS Tax Credit Guidelines Section, particularly Pages IV-10 and IV-11.

DATES TO REMEMBER:

• NOVEMBER

Nov 1: Full AgBMP TAC, Central High School Educational Complex, Goochland, 10am

Nov 7: Election Day (state observed holiday), State Offices Closed

Nov 9: Annual Meeting Water Cooler Chat: **Nov 9:** Annual Meeting Water Cooler Chat: Training, Business Meeting Materials & More 9:30 am. **Register in advance for this zoom meeting at:**

<https://us02web.zoom.us/meeting/register/tZYrfu-tpigoEtX0wZnDgjsiqQKlcR3muml1>

Nov 10: Veteran's Day (state observed holiday), State Offices Closed

Nov 16: 1099 E-file Training, virtual, [Click here to join the meeting](#) Meeting ID: 213 501 195 334 Passcode: Z9SPiC Or **call in (audio only)** [+1 434-230-0065,,621546930#](#) Conference ID: 621 546 930# 10am-11am, will be recorded

Nov 22: State Office close at Noon/4 hours additional time off

Nov 23-24: State Offices Closed – Thanksgiving Holiday

- **DECEMBER**

Dec 3-5: VASWCD Annual Meeting, Norfolk Waterside Marriott, Norfolk, <https://vaswcd.org/annual-meeting/>

Dec 6: VA Soil and Water Conservation Board Meeting, 9am, Norfolk Marriott

Dec 15: Annual IT Security Training DUE, please see email from Carl Thiel-Goin

Dec 22: State Office close at Noon/4 hours additional time off

Dec 25: State Offices Closed - Christmas

Sent electronically to SWCD offices: 11/6/2023

DATE: November 17, 2023
TO: TCCSWCD Directors and Staff
FROM: Kayleigh Mize, ANR Extension Agent
RE: Spotsylvania VCE monthly report, respectfully submitted

This past month

10/24 Northeast VCE Fall District Conference
10/30 Private Pesticide Test Proctoring
11/8 Madison Graded sheep and goat sale
11/15 Extension Office Staff Meeting
11/15 Spotsylvania County Farm Bureau Board Meeting

Continue with intermittent farm visits

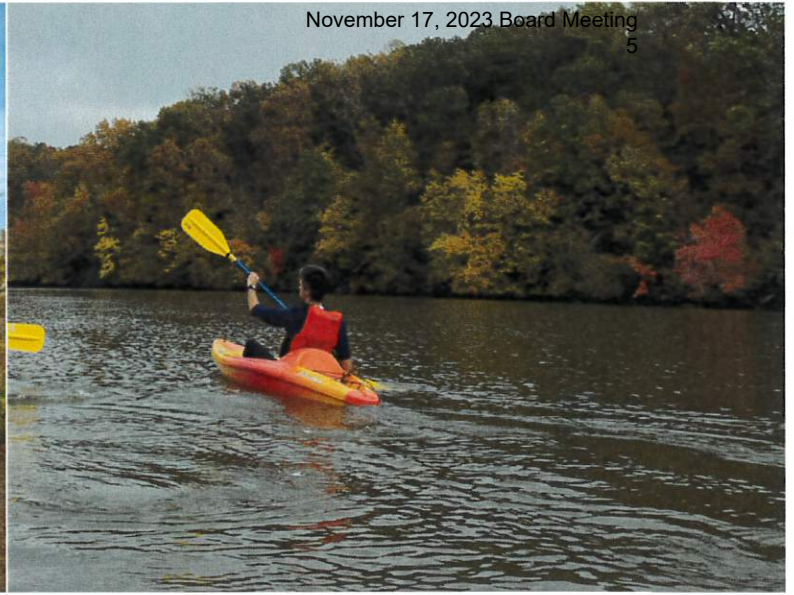
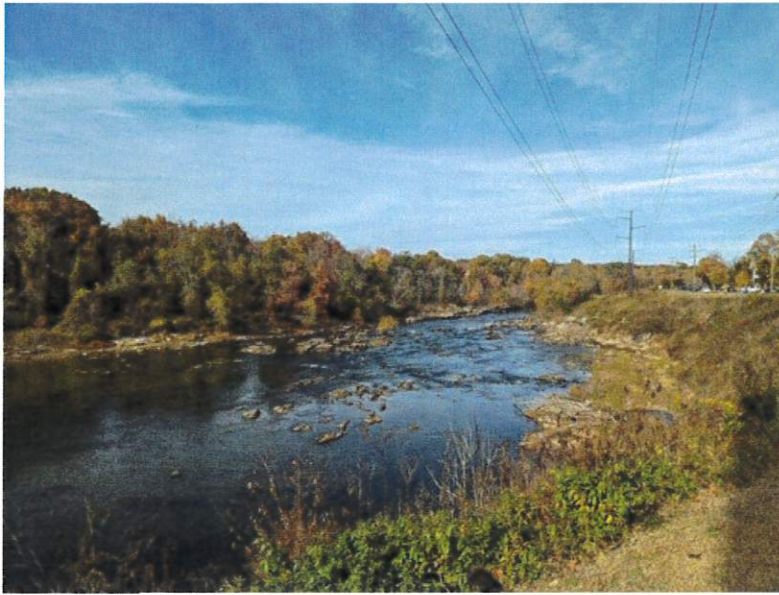
Coming up in the near future

11/27-11/29 Farm Bureau Annual Meeting
11/30 Small Ruminant Field Day in Blackstone
12/4 NE District ANR Meeting
12/7 York River & Small Coastal Basin Roundtable – “All hands-on deck” (King William)
12/12 NE District Holiday Zoom
12/13 Madison Graded Sheep & Goat Sale
12/14 PD 16 Private Pesticide Recertification Class
12/15 CattleWise Equipment
12/16 CattleWise (livestock focused)

Marketing programs for fall/winter!



Virginia Cooperative Extension
Virginia Tech • Virginia State University



GEORGE WASHINGTON

REGIONAL COMMISSION

Environmental Services November 2023



Dear Environmental Stakeholder,

There's a lot to be thankful for this year! We especially appreciate how **gourd** life has been. We just hope you've been living **apple-y** ever after our last newsletter. Okay, okay, it's true! I'm **acorn-y** person. And if you're **corn**-fused, don't worry, I'm done with the puns.

There truly is much to be thankful for:

- Tree Fredericksburg and Friends of the Rappahannock kicked off their **tree planting season** with efforts at James Monroe High School and the Mayfield and College Heights Neighborhoods in Fredericksburg-- with other 350 trees planted!! They're expanding to plant 50 more trees at North Stafford High School and will replace 150 City Street Trees.
- **Downtown Greens** held a SMASH HIT of a fundraiser, the "**Backyard Soiree**", at their beautiful New Land
- the Rappahannock Roundtable held the 3rd Annual **Rappahannock Symposium**-- drawing partners from across the watershed to collaborate on land use and water quality issues. Check out their website for all the presenter's slides.
- **UMW's Tree Festival** was **TREE**-mendous (one last pun!)

Do you have a partner success story I missed? Email me so I can include it in our next newsletter!

Best,

Meredith Keppel (she/her),

Environmental Planner II

meredith.keppel@gwregion.org

Making a Splash!

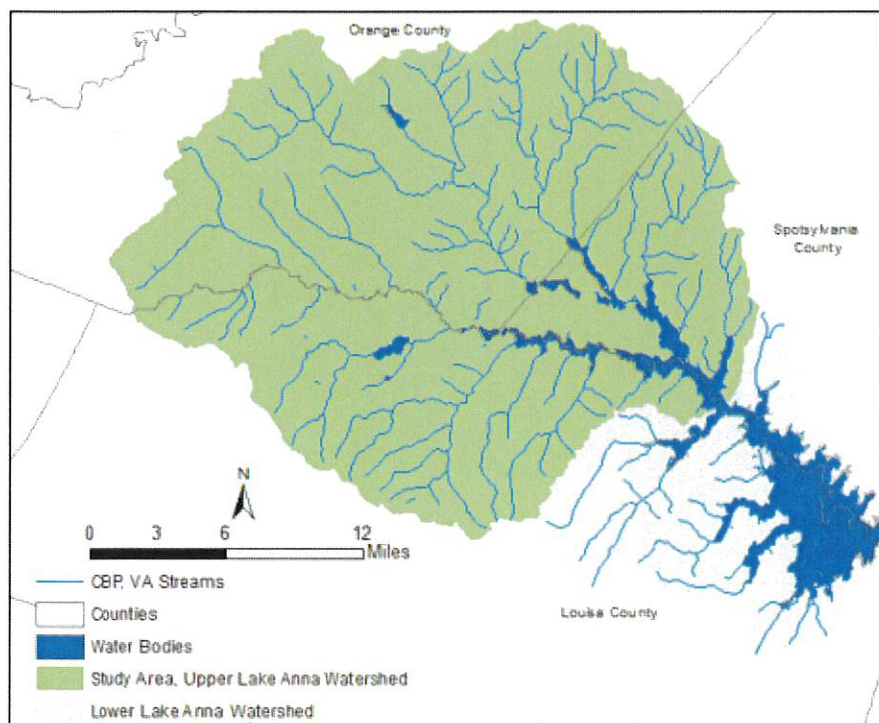
Water Quality Spotlight



Harmful Algal Blooms (HABs) in our Watershed!

According to the Virginia Department of Environmental (DEQ) Quality, “of the 1 million plus species of algae estimated to exist, a small percentage have the potential to cause detrimental impacts to aquatic ecosystems due to their abundance, size, or production of toxins.”

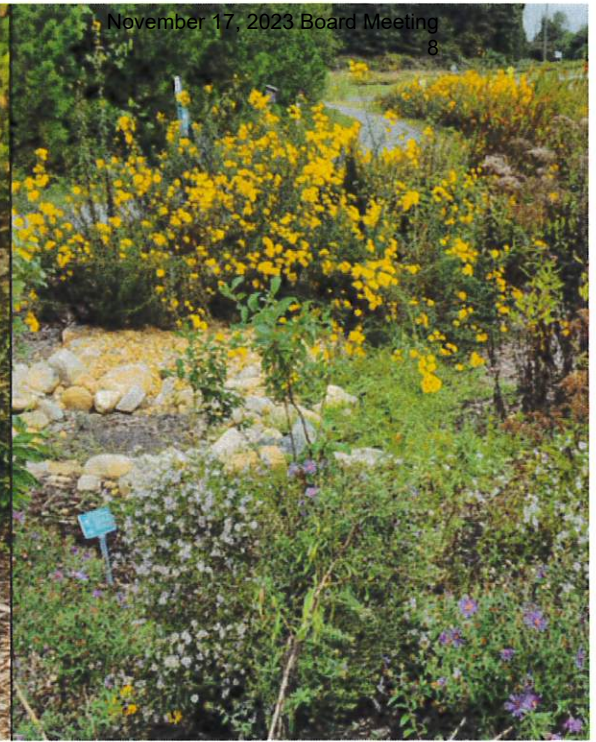
DEQ is currently conducting a study in conjunction with VDH to study HABs in Lake Anna due to the number of Swimming Advisories issued in the Upper Lake area. The Interstate Commission on the Potomac River Basin (ICPRB) is working on a watershed plan of HABs in Lake Anna for DEQ. The anticipated work schedule and outline for the study was published on June 23, 2023. These algal species can cause harmful algal blooms (HABs).



The map of the study area (Upper Lake Anna)



Read more here: <https://www.deq.virginia.gov/topics-of-interest/harmful-algal-blooms>



Fall into the Garden



Plant Central
Rapp Natives

BEAUTIFUL
BENEFICIAL
SUSTAINABLE



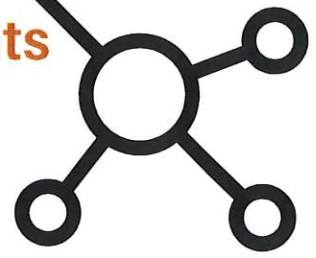
Our garden is still bursting with color!



Connecting the Dots

Environmental Justice Tools and Highlights

NOVEMBER IS NATIVE AMERICAN HERITAGE MONTH!

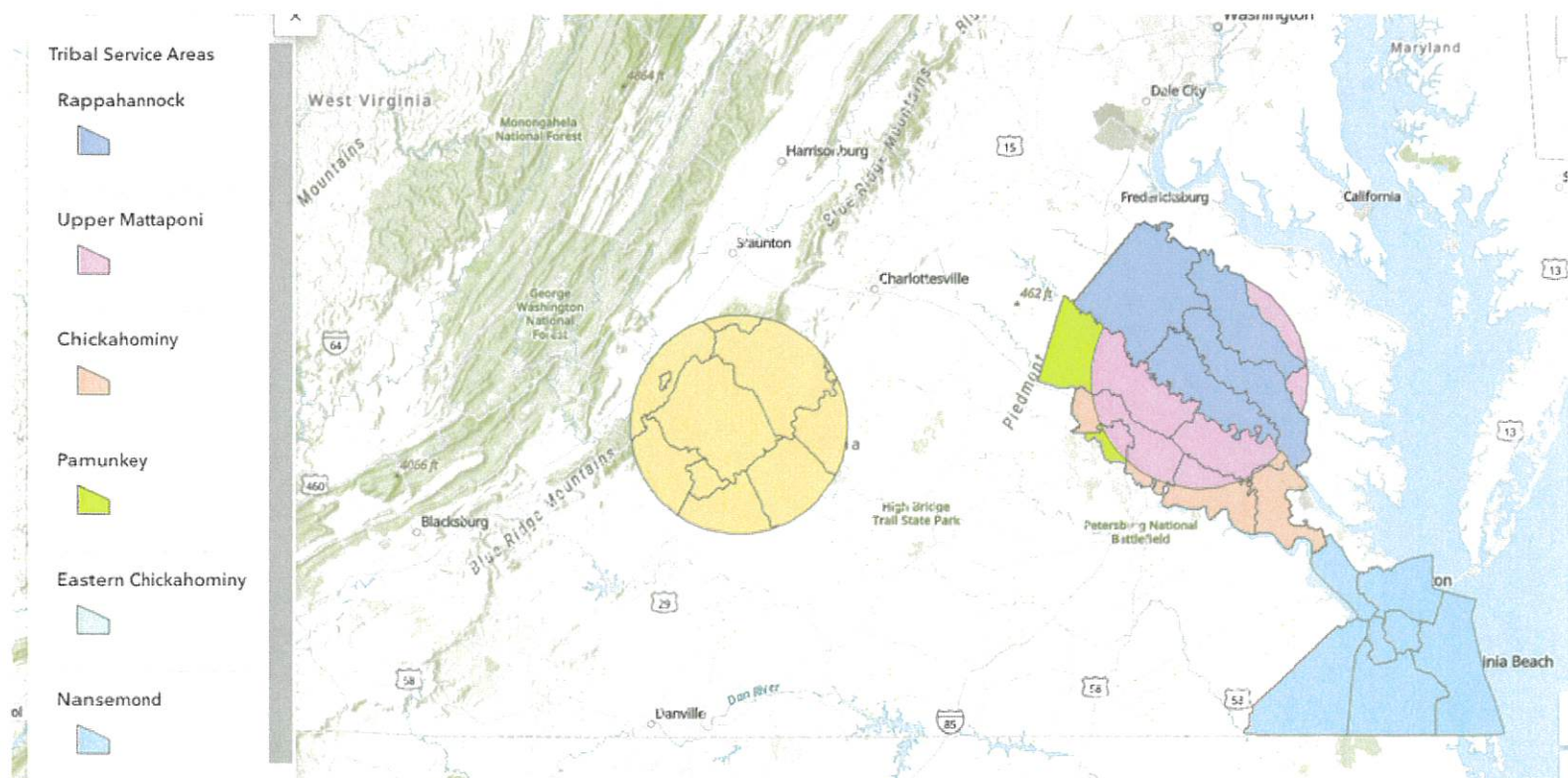


Now is a great time to learn more about the tribal partners who work with GWRC on environmental issues like hazard mitigation and pollution reduction. According to the Cultural Heritage Partners, "Virginia has seven **federally recognized** tribes -- the Chickahominy Indian Tribe, the Chickahominy Indian Tribe –Eastern Division, the Monacan Indian Nation, the Nansemond Indian Nation, the Pamunkey Indian Tribe, the Rappahannock Indian Tribe, and the Upper Mattaponi Indian Tribe."

In Planning District 16, the **Rappahannock** Tribe's area of cultural significance stretches into Caroline County. Additionally, the **Patawomeck** Tribe, a state-recognized but not federally-recognized tribe, have a tribal center in Stafford along State Route 3. Our Tribal Partners provide comment on our regional Hazard Mitigation Plan and partner with local groups to plant trees, implement rain gardens, and reduce pollution in our region.

For more information on the Federally Recognized Tribes of Virginia, visit the StoryMap:

<https://storymaps.arcgis.com/stories/b3871a76ad4c4038b141e8765606f6b7>



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 Spring 2024! This is an excellent opportunity for buildings, 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>

See any familiar faces??



That's right! Meredith Keppel (she/her) from GWRC was at the Friends of the Rappahannock's Annual Big Fall Cleanup at Old Mill Park-- an event which GWRC sponsored-- where volunteers collected 880 lbs. of trash!!!

TRAINING OPPORTUNITY:

Title: High-Resolution Land Use/Land Cover and its Applications to Land Use Planning

Description: This webinar will explore the Chesapeake Bay Program's 1-meter resolution Land Use/Land Cover (LULC) data and how it can be used by local land use planners. Speakers will present case studies of how they've used the LULC data in their work: 1) best management practice implementation to maximize local watershed restoration efforts 2) tracking tree canopy cover changes and prioritizing planting locations to meet Climate Action Plan goals 3) state-wide land use map for comprehensive planning and land preservation. The high-resolution LULC can be coupled with high-resolution hydrography data to target stream restoration efforts, identify riparian planting opportunities, develop watershed restoration plans and more.

Date: November 9, 2023 12pm - 1:30pm

Registration:

https://us02web.zoom.us/webinar/register/WN_osiNKKOdRaSRces-xFI8GA#/registration



TRAINING OPPORTUNITY:

Course: GIS for Climate Action

Link to Training: <https://www.esri.com/training/catalog/645d6a07eb82fb767bb0c012/gis-for-climate-action/>

Goals:

- Explore climate change indicators and risks and evaluate options to mitigate greenhouse gas emissions.
- Identify potential risks of flooding and other climate-related hazards on exposed areas over time.
- Evaluate climate change impacts on vulnerable populations and plan adaptive strategies to address climate change hazards.
- Create a dashboard to monitor climate data and inspire your audiences to action using engaging stories.

Registration deadline: November 9, 2023

Course timeline: 6 Weeks, Oct 25 to Dec 6. Self-paced, expected 2-3 hours of study per week

NOAA Coastal Inundation Mapping Workshop (hosted by Old Dominion University)

When: November 16th - 17th from 9 AM - 4 PM.

Registration: https://docs.google.com/forms/d/e/1FAIpQLSddK5tH2mJ7azPxDCQ7uV6rl3dgCstP5j4l63H9r08mEOImzQ/viewform?usp=sf_link

Where: Spatial Analysis Instructional Laboratory (SAIL), Room 2114, Monarch Hall. Old Dominion University, Norfolk, VA

Questions? Email geovis@olddominion.onmicrosoft.com / matt.pendleton@noaa.gov

NOAA Coastal Inundation Mapping Course



This 2-day, hands-on course, provides an introduction to coastal inundation and coastal inundation mapping. The course is a combination of lectures and exercises that allows attendees to gain a better understanding of the following topics:

- Types of coastal inundation
- Coastal inundation products
- Elevation data
- Vertical datum transformations
- Creation of inundation maps
- Mapping inundation including sea level rise

WETLANDS
WATCH

Wetlands Watch is seeking a full-time Policy Program Manager or Director

This person should be prepared to help promote nature-driven climate adaptation strategies statewide and beyond. We seek an experienced and creative environmental policy professional to work on a range of issues associated with developing, influencing, and implementing policy responses to the impacts of climate change, specifically sea level rise, recurrent flooding, and increased rainfall intensity. Specifically, this position will support our efforts to protect Virginia's wetlands laws and the no-net wetlands loss policy, in the wake of the recent US Supreme Court decision in *Sackett v. EPA*.

<https://wetlandswatch.org/work-with-us>

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>



EPA

United States
Environmental Protection
Agency

EPA has multiple Brownfields grants open!

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>



Virginia Department of
Emergency Management



FEMA

With the recent release of the Fiscal Year 2023 Notice of Funding Opportunity (NOFO) for the **Building Resilient Infrastructure and Communities (BRIC)** and **Flood Mitigation Assistance (FMA)** grants, **VDEM** has extended the state grant application deadline **from November 10, 2023 to November 22, 2023.**

To apply for the FY23 BRIC and/or FMA grants, submit your pre-application and subsequent full application to VDEM by the November 22, 2023 deadline through the portal at <https://vdem.emgrants.com>

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**





TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

October 20, 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, , Jan Massey (*Chair*), Wayne Miller (*Secretary*), Kayleigh Mize and Ray Simms
 - b) Staff: Courtney Coleman (*Conservation Specialist*), Renee Davis (*Operations Manager*), Dan Kossler (*Conservation Specialist*), Madison Morgan (*Education & Outreach Coordinator*)
 - c) Partners: Brian Wooden and Carlie Pemberton (USDA/NRCS), Marissa Roland (DCR), Stuart Baker (VDOF)
 - d) Directors Absent: None
- 1) **Call to Order:** At 9:00 a.m. by Jan Massey (*Chair*)
 - 2) **Invocation / Pledge of Allegiance:** John Howe provided the invocation and Jan Massey lead the Pledge of Allegiance.
 - 3) **Introduce / Welcome Guests:** Gene Shaw of King George
 - 4) **Additions to Agenda / Public Comments:** Approve a revision to notes on Attachment D and approve Attachment E for the 1st Quarter of FY24
 - 5) **Cooperating Agency Reports:**
 - Brain Wooden, *USDA-Natural Resources Conservation Service (NRCS)*- Brian noted that they will be contacting participants to cut checks soon. They are also working on EQUIP applications and the ranking deadline. Carlie attended the VSU Forage Grazing School with Madison and Courtney and found it to be very informative.
 - Marissa Roland, Department of Conservation and Recreation (DCR) – Marissa reviewed her written report that was in the Board package. She noted that 1099 filings for this calendar year will need to be electronic if we have 10+ filings. She also reviewed and approved our Attachment E submission for the 1st quarter of FY 2024. She also thanked everyone for the cards, messages, and texts during her father’s passing.
 - Kayleigh Mize, *Virginia Cooperative Extension (VCE)* - Kayleigh reviewed her written report that was in the Board package. She noted that the Pasture Walk at the Massey Farm was well attended. She also worked at the State Fair and talked about sheep with Turner Minks. There will be a Farm Bureau, Young Farmers meeting on November 6, 2023, for anyone under the age of 35 that is interested. The meeting will take place at the Maltese Brewing Company, 11047 Pierson Drive B Fredericksburg, VA 22408.
 - Stuart Baker, Virginia Department of Forestry (VDOF) – Stuart noted that the fall fire season has been dryer than normal. He also shared that an electric fence caused a burn of 3 acres last night. He asked that everyone please keep flammable items away from the side of our homes.
 - 6) **Approve Board Meeting Minutes from September 15, 2023:** Wayne Miller moved, and Charles “Chuck” Koch seconded a motion to approve the September 15, 2023, minutes as printed. The motion passed by voice vote. Motion # 1



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

October 20, 2023

Minutes

- 7) **Approve the Technical Review Committee (TRC) Minutes from September 15, 2023, amending the header title to read September 15, 2023:** Wayne Miller moved, and Kayleigh Mize seconded a motion to approve the TRC minutes as amended for September 15, 2023. The motion passed by voice vote. Motion# **2**
- 8) **Approve the Personnel Committee Meeting Minutes from October 4, 2023:** John Howe moved, and Kayleigh Mize seconded a motion to approve the Personnel Committee Meeting Minutes from October 4, 2023, as printed. The motion passed by voice vote. Motion # **3**
- 9) **Approval of Treasurer's Financial Report for September 30, 2023 & file for future audit:** John Howe moved, and Kayleigh Mize seconded a motion that the Board approve the September 30, 2023, finance report and file it for future audit. The motion passed by voice vote. Motion # **4**

10) Action Items

a) Technical Review Committee (TRC) Report: October 20, 2023

i. New Cost Share Applications- PY24

VACS Program

Contract Number	Practice	Total Cost
17-24-0034	SL-8B	\$15,499.40
17-24-0035	SL-8B	\$65,832.60
17-24-0036	SL-8B	\$17,970.30
17-24-0037	NM-3C	\$1,412.88
17-24-0038	RMP-2	\$207.20
17-24-0040	SL-8B	\$6,300.90
17-24-0041	SL-8B, SL-8H	\$2,878.00
17-24-0039	SL-8B	\$2,616.30

ii. VCAP Program- None

iii. Conservation Plan Approval

Name	Practice	Acreage
Lewis Gentry & Sons	Prescribed Grazing (NRCS 528)	35.25
	This is an addition to an already approved conservation plan.	

Wayne Miller moved, and Janet Gayle Harris seconded a motion to approve the new Cost Share Applications for PY 24 and approve the Conservation Plan for Lewis Gentry & Sons as printed above. The motion passed by voice vote. Motion # **5**. Jan Massey abstained from voting.



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

October 20, 2023

Minutes

- b) **Approve to make Renee Davis the Records Retention Officer:** Ray Simms moved, and Kayleigh Mize seconded a motion to approve to make Renee Davis the Records Retention Officer. The motion passed by voice vote. Motion # **6**
- c) **Approve to give authority to the Operations Committee to sell the 2013 Ford F150 truck following guidelines as set out in the Desktop Procedures:** Janet Gayle Harris moved, and Kayleigh Mize seconded that the Board approve to give authority to the Operations Committee to sell the 2013 Ford F150 truck following guidelines as set out in the Desktop Procedures. The Motion passed by voice vote. Motion # **7**
- d) **Appoint a nominating committee for the 2024 calendar year Board Officers:** The chair asked for volunteers to make up this committee. Janet Gayle Harris, Wayne Miller, Kayleigh Mize, and Ray Simms volunteered to be on the committee. Janet Gayle Harris agreed to chair the committee.
- e) **Approve the 2024 calendar year meeting dates to be the 3rd Friday Monthly at 9:00 a.m. Location to be Fredericksburg Presbyterian Church- Meeting Hall 810 Princess Anne Street Fredericksburg, VA 22401:** Kayleigh Mize moved, and Jeff Adams seconded that the 2024 calendar year meeting date will be the 3rd Friday Monthly at 9:00 a.m. Location to be Fredericksburg Presbyterian Church- Meeting Hall 810 Princess Anne Street Fredericksburg, VA 22401. The Operations Committee will review additional meeting options to be discussed at a future date. The motion passed by voice vote. Motion # **8**
- f) **Approve to add a Potomac Roundtable / Council Hosting Budget for FY24 to reserve a meeting space:** John Howe moved, and Jeff Adams seconded that the Board approve a \$2,000.00 Potomac Roundtable / Council Hosting Budget for FY24. The motion passed by voice vote. Motion # **9**
- g) **Accept the resignation of Conservation Specialist, Dan Kossler:** Janet Gayle Harris moved, and Kayleigh Mize seconded a motion to accept the resignation of Conservation Specialist, Dan Kossler with regrets. The Motion passed by voice vote. Motion # **10**
- h) **Approve to hire Designer Grey to design and implement a new office design:** Charles "Chuck" Koch moved, and Kayleigh Mize seconded a motion to approve hiring Designer Grey to design and implement a new office design. The Motion passed by voice vote. Motion # **11**
- i) **Approve Attachment D notes revision:** John Howe moved, and Jeff Adams seconded a motion to approve the Attachment D notes revision. The Motion passed by voice vote. Motion # **12**
- j) **Approve Attachment E for the 1st Quarter of FY24:** John Howe moved, and Janet Gayle Harris seconded a motion to approve Attachment E for the 1st Quarter of FY24. The motion passed by voice vote. Motion # **13**
- k) **Approve giving authority to Renee Davis to review, approve and send the Regional Funding for Fiscal Year 2025 - Intergovernmental Funding:** Kayleigh Mize moved, and Ray Simms seconded a motion to give authority to Renee Davis to review, approve and send the Regional Funding for Fiscal Year 2025 - Intergovernmental Funding. The motion passed by voice vote. Motion # **14**



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

October 20, 2023

Minutes

11) **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 October and November 2023.
- b) **80th Anniversary & Outreach event will be held on Saturday, August 3, 2024.** Madison Morgan recommended that we change the date of the event to book a new location since Fredericksburg Square was no longer available on August 3, 2023. The Board was in favor of that decision.
- c) **Committee appointments will take place in December or January following the Board officer elections.**
- d) **The Board reviewed the VACS eligibility and state law compliance notice.**
- e) **The Board reviewed the Virginia Soil and Water Conservation Board *Audit Subcommittee* minutes with regard to Tri-County/ City SWCD.**
- f) **The Board reviewed the Virginia Soil and Water Conservation Board minutes with regard to Tri-County/ City SWCD.**
- g) **The Board reviewed the letter dated September 25, 2023, from Adam Wilson, Audit Subcommittee Chair, Virginia Soil and Water Conservation Board in response to District Audit Results and Funds Withheld.**

12) **Closed Session:** None

13) **Schedule Committee Meetings:**

- a) 80th Anniversary & Outreach Ad Hoc Committee: To be scheduled at a later date.
- b) Budget & Finance & Operations joint Committees: None at this time.
- c) Community Conservation: None at this time.
- d) Education Committee: To be scheduled at a later date.
- e) Legislative & Government Committees: None at this time.
- f) Operations: November 1, 2023, 11:00 a.m.
- g) Personnel Committee: November 1, 2023, 9:30 a.m.
- h) Technical Review Committee: November 17, 2023, 8:30 a.m.

14) **District Reports:**

- a) **Directors and Associate Directors:**
 - Jeff Adams voted early and talked to the Stafford registrar that he was doing a write in campaign.
 - John Howe completed his election campaign finance report.
 - Charles "Chuck" Koch noted that he and Jeff attended the quarterly Potomac Watershed Roundtable where the council honored Penny Gross. He also noted that he and Madison did a site visit to a 132-acre meadow 2018 VCAP project where we paid to plant 23 different native species.
 - Jan Massey shared that local veterinarian and writer Melinda McCall has published 2 books that are on Amazon and shared the titles.



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

**Board of Directors Monthly Meeting
October 20, 2023
Minutes**

b) Conservation Staff:

- Courtney Coleman noted that her staff report was in the Board package and that sign-ups for cover crops are complete. 1 new person has signed up.
- Dan Kossler noted that his staff report was in the Board package and that he and Stuart with the VDOF, completed a field visit for a forestry practice. He also thanked everyone for the opportunity to work at the District.

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. Madison volunteered at the VASWCD booth at the State fair this year, attended the tree symposium, worked the education day with a homeschool group, completed a site check at Crow's Nest and assisted with advertising our Conservation Specialist job opening on Indeed and Handshake.

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. Renee will be assisting the VASWCD employee association with the audit this year at the annual meeting in December.

15) Information / Announcements:

- a) Next Board meeting is November 17, 2023, at 9:00 a.m.
- b) General Elections are scheduled for November 7, 2023.
- c) COIA training will be due by December 31, 2023, for locally elected Directors and staff.

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

- a) Approved to make Renee Davis the Records Retention Officer.
- b) Gave authority to the Operations Committee to sell the 2013 Ford F150 truck.
- c) Appointed a nominating committee for the 2024 calendar year Board Officers
- d) Approved the meeting location and time for the calendar year 2024.
- e) Approved adding a Potomac Roundtable / Council Hosting Budget for FY24 to reserve a meeting space in the amount of \$2,000.00.
- f) Accepted the resignation of Conservation Specialist, Dan Kossler.
- g) Approved hiring Designer Grey to design and implement a new office design.
- h) Approved Attachment D notes revisions.
- i) Approved Attachment E for the 1st Quarter of FY24.
- j) Approved giving authority to Renee Davis to review, approve and send the Regional Funding for Fiscal Year 2025 - Intergovernmental Funding

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

18) The meeting was adjourned at 10:31 a.m.

This confirms that the Meeting Minutes were Board approved:

Wayne Miller, Secretary

Date



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

Agricultural Technical Review Committee Monthly Meeting

October 20, 2023 – 8:30 AM

810 Princess Anne St., Fredericksburg, VA 22401

Meeting Minutes

1. Call to Order: 8:39 AM by Wayne Miller

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

Participants

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

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

Others: NRCS – Brian Wooden, Carlie Pemberton; DOF – Stuart Baker

Committee members absent:

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

2. Business:

I. New Contract Approvals – PY24

Contract Number	Practice	Total
17-24-0034	SL-8B	\$15,499.40
17-24-0035	SL-8B	\$65,832.60
17-24-0036	SL-8B	\$17,970.30
17-24-0037	NM-3C	\$1,412.88
17-24-0038	RMP-2	\$207.20
17-24-0040	SL-8B	\$6,300.90
17-24-0041	SL-8B, SL-8H	\$2,878.00

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

Contract Number	Practice	Total
17-24-0039	SL-8B	\$2,616.30

Jeff Adams moved, and Janet Harris seconded that the Board approve the new cost-share contracts as presented (above). Board Director Jan Massey abstained from the vote. [Motion #2 passed by unanimous voice vote.]

II. Conservation Plan Approval

Name	Practice	Acreage
Lewis Gentry & Sons	Prescribed Grazing (NRCS 528)	35.25

Janet Harris moved, and Jeff Adams seconded that the Board approve the addition to the existing approved conservation plan as presented (above). *[Motion #3 passed by unanimous voice vote.]*

III. Additional Discussion - NA

Information/Announcements: The next meeting will be held on Friday November 17, 2023, at 8:30 AM.

Adjournment: 8:40 AM

Practices

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



**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

November 1, 2023, 9:30 a.m.

4811 Carr Drive Fredericksburg, VA 22408

Meeting Minutes

- 1) **Call to Order:** 9:30 a.m. by Jan Massey
- 2) **Venue:** Tri County City Soil & Water Conservation District office
4811 Carr Drive Fredericksburg, VA 22408

Participants:

- **Personnel Committee Members:** John Howe, Charles “Chuck” Koch, Jan Massey (Chair)
- **Personnel Committee Directors Absent:** Janet Gayle Harris
- **Staff by Invitation:** Renee Davis (Operations Manager), Dan Kossler (Conservation Specialist), Madison Morgan (Education and Outreach Coordinator)
- **DCR Representative:** None
- **Applicant:** Jeramy Rauch

- **Purpose:** To interview and review applications for the Conservation Specialist position.

3) Discussion / Action Items:

- a. The committee interviewed Conservation Specialist applicant, Jeramy Rauch.
- b. The committee reviewed other applications received for the Conservation Specialist position.
- c. The committee checked references on applicants.

4) Future Meetings:

- a. November 15, 2023, at 9:00 a.m.

5) Adjournment: 11:25 a.m.

Respectfully Submitted

Jan Massey, Chair

Date



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 • Fax: (540) 656-2403
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Operations Committee Meeting

November 1, 2023, 11:00 a.m.

4811 Carr Drive, Fredericksburg, VA 22408

Meeting Minutes

1. **Call to Order:** 11:30 a.m. By Jeff Adams (Chair)
2. **Venue:** Tri County City Soil & Water Conservation District office
4811 Carr Drive Fredericksburg, VA 22408

Participants:

- **Operations Committee Directors:** Jeff Adams (Chair), Charles “Chuck” Koch
- **Operations Committee Directors Absent:** Janet Gayle Harris
- **DCR Representative:** None
- **Staff:** Renee Davis (Operations Manager), Madison Morgan (Education & Outreach Coordinator)

Purpose: To discuss alternate meeting dates and times and the sale of the 2013 Ford F-150 pickup truck.

3. **Discussion / Action Items:**

- a. The committee discussed the format of the Board of Directors meetings, alternate meeting locations at the 4 localities, and meet and greet formats before the Board of Supervisors meetings. Ultimately the committee thought it was best to postpone this discussion until January when newly elected officials could give an impute on the matter.
- b. The committee discussed the structure for the sale of the 2013 Ford F-150 pickup truck. The truck will be put up for sale via a bid process starting Monday, November 6, 2023. Bids will be taken until 4:00 p.m. November 15, 2023.

The post will read as follows:

2013 Ford F-150 Pick-Up Truck

<u>Color:</u>	White
<u>Transmission:</u>	6-Speed automatic, four-wheel drive
<u>Current Mileage:</u>	64,000
<u>Condition:</u>	Good



Sealed Bids will be accepted via **mail only** to the district office:

4811 Carr Drive

Fredericksburg, VA 22408

Bids must be in a sealed envelope and labeled Sealed Bid in the Bottom left-hand side of the envelope.

Bids will be accepted Starting Monday November 6th and conclude Wednesday November 15th at 4:00 P.M. Bidders will be notified on Friday November 17th.

Reserve: A reserve of \$8,750.00 has been placed on the truck. No bids lower than \$8,750.00 will be considered. Inspection of the items may be arranged by appointment only.

Terms: Payment by the winner must be made no later than Friday, November 24th at 4:00 P.M. Bid winner must take procession and remove the items no later than Friday, December 1st at 4:00 P.M. Payment must be made by a certified check -or- cash. **Credit cards will NOT be accepted as a form of payment.**

If you have any questions, you may reach out to the Tri County City Soil and Water Conservation District by telephone at (540) 656-2401. Or by e-mail at tricountycity@tccswcd.org.

4. Future Meetings: November 15, 2023, at 4:00 p.m.

5. Adjournment: 12:02 p.m.

Tri County City Soil & Water Conservation District
Operations Committee Chair, Jeff Adams

Date

TREASURER'S FINANCIAL REPORT

October 2023

Prepared by: *Renee Davis*

Approved by Treasurer: *Janet Gayle Harris*

Renee B. Davis

Date

5:07 PM
11/13/23
Cash Basis

Tri - County / City Soil & Water Conservation District

Balance Sheet

As of October 31, 2023

	<u>Oct 31, 23</u>
<u>ASSETS</u>	
<u>Current Assets</u>	
<u>Checking/Savings</u>	
<u>Cost Share Checking - 0016</u>	<u>1,057,509.79</u>
<u>Cost Share MM - 6347</u>	<u>52,837.96</u>
<u>Operations Checking - 8191</u>	<u>475,490.89</u>
<u>Operations MM - 6355</u>	<u>283,193.88</u>
<u>Total Checking/Savings</u>	<u>1,869,032.52</u>
<u>Total Current Assets</u>	<u>1,869,032.52</u>
<u>TOTAL ASSETS</u>	<u>1,869,032.52</u>
<u>LIABILITIES & EQUITY</u>	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
<u>Credit Cards</u>	
<u>VISA Card * 6605 Coleman</u>	<u>525.82</u>
<u>VISA Card *1870 Davis</u>	<u>8,544.52</u>
<u>VISA Card *5774 Morgan</u>	<u>345.43</u>
<u>Total Credit Cards</u>	<u>9,415.77</u>
<u>Other Current Liabilities</u>	
<u>Payroll Liabilities</u>	
<u>Group Life Ins Liabilities VRS</u>	<u>245.22</u>
<u>VRS Retirement Liabilities</u>	<u>1,354.11</u>
<u>Total Payroll Liabilities</u>	<u>1,599.33</u>
<u>Sales Tax Payable</u>	<u>13.53</u>
<u>Total Other Current Liabilities</u>	<u>1,612.86</u>
<u>Total Current Liabilities</u>	<u>11,028.63</u>
<u>Total Liabilities</u>	<u>11,028.63</u>
<u>Equity</u>	
<u>Dedicated & Emergency Funds</u>	<u>715,060.75</u>
<u>Retained Earnings</u>	<u>683,586.77</u>
<u>Net Income</u>	<u>459,356.37</u>
<u>Total Equity</u>	<u>1,858,003.89</u>
<u>TOTAL LIABILITIES & EQUITY</u>	<u>1,869,032.52</u>

5:13 PM
11/13/23
Cash BasisTri - County / City Soil & Water Conservation DistrictProfit & LossOctober 2023

	<u>Oct 23</u>
<u>Income</u>	
<u>Local/Government Funds</u>	
<u>Stafford County</u>	<u>10,223.50</u>
<u>Total Local/Government Funds</u>	<u>10,223.50</u>
<u>Self-Generating Funds</u>	
<u>Operations Bank Interest</u>	<u>6.71</u>
<u>Rain Barrel Sales</u>	<u>85.00</u>
<u>Total Self-Generating Funds</u>	<u>91.71</u>
<u>State Operation Funds - DCR</u>	
<u>Cost Share Income</u>	
<u>CB VACS</u>	
<u>VACS Interest</u>	<u>9.55</u>
<u>Total CB VACS</u>	<u>9.55</u>
<u>Total Cost Share Income</u>	<u>9.55</u>
<u>Total State Operation Funds - DCR</u>	<u>9.55</u>
<u>Total Income</u>	<u>10,324.76</u>
<u>Gross Profit</u>	<u>10,324.76</u>
<u>Expense</u>	
<u>Annual Mtg Spouse Meals Reimbur</u>	<u>50.00</u>
<u>Automotive</u>	
<u>Gasoline</u>	<u>241.17</u>
<u>Total Automotive</u>	<u>241.17</u>
<u>Cost Share Expenditures</u>	
<u>VACS</u>	
<u>FY 23 CB VACS</u>	<u>-4,793.60</u>
<u>Total VACS</u>	<u>-4,793.60</u>
<u>Total Cost Share Expenditures</u>	<u>-4,793.60</u>
<u>Dedicated Funds Expenditures</u>	
<u>Equipment & Storage</u>	<u>13,781.08</u>
<u>Furniture & Fixtures</u>	<u>6,975.00</u>
<u>Vehicle Purchase / Replacement</u>	<u>-45.75</u>
<u>Total Dedicated Funds Expenditures</u>	<u>20,710.33</u>
<u>Director Expense</u>	
<u>Travel / Training / Meals</u>	<u>28.00</u>
<u>Total Director Expense</u>	<u>28.00</u>
<u>Education Costs</u>	
<u>Other Education Expenditures</u>	<u>149.99</u>
<u>Total Education Costs</u>	<u>149.99</u>
<u>Membership Fees</u>	
<u>NACD</u>	<u>775.00</u>

5:13 PM
11/13/23
Cash Basis

Tri - County / City Soil & Water Conservation District

Profit & Loss

October 2023

	<u>Oct 23</u>
<u>Total Membership Fees</u>	<u>775.00</u>
<u>Office Operations</u>	
<u>Equipment Repair & Maintenance</u>	<u>149.00</u>
<u>Furniture & Equipment</u>	
<u>Field Equipment</u>	<u>415.82</u>
<u>Furniture & Equipment - Other</u>	<u>1,179.32</u>
<u>Total Furniture & Equipment</u>	<u>1,595.14</u>
<u>Office Services</u>	<u>15.99</u>
<u>Office Supplies / Expense</u>	<u>552.37</u>
<u>Postage</u>	<u>31.71</u>
<u>QuickBooks Software</u>	<u>550.00</u>
<u>Rent</u>	
<u>Office Space Rental</u>	<u>2,000.00</u>
<u>Total Rent</u>	<u>2,000.00</u>
<u>Utilities</u>	<u>885.02</u>
<u>Total Office Operations</u>	<u>5,779.23</u>
<u>Payroll Expenses</u>	
<u>Disability (Short/Long Term)</u>	<u>96.62</u>
<u>Group Life Insurance (VRS)</u>	<u>245.22</u>
<u>Health Insurance</u>	<u>2,820.00</u>
<u>QBs Payroll Fees</u>	<u>20.00</u>
<u>Retirement (VRS)</u>	
<u>IMARC-RC VRS Liability</u>	<u>183.00</u>
<u>Retirement (VRS) - Other</u>	<u>622.11</u>
<u>Total Retirement (VRS)</u>	<u>805.11</u>
<u>Salary Wages</u>	<u>18,300.00</u>
<u>Social Security and Medicare</u>	<u>1,399.95</u>
<u>VA Employment Commission</u>	<u>0.00</u>
<u>Total Payroll Expenses</u>	<u>23,686.90</u>
<u>Staff Travel & Training</u>	
<u>Annual Meeting Registration</u>	<u>2,317.00</u>
<u>Total Staff Travel & Training</u>	<u>2,317.00</u>
<u>Total Expense</u>	<u>48,944.02</u>
<u>Net Income</u>	<u>-38,619.26</u>

5:12 PM
11/13/23
Cash BasisTri - County / City Soil & Water Conservation District
Profit & Loss Budget vs. Actual
July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
<u>Income</u>			
<u>Dedicated Funds</u>			
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%
<u>Expense Reimbursements</u>	0.00	0.00	0.0%
<u>Local/Government Funds</u>			
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	20,447.00	40,894.00	50.0%
Total Local/Government Funds	49,947.00	152,894.00	32.7%
<u>Self-Generating Funds</u>			
Operations Bank Interest	27.14	50.00	54.3%
Rain Barrel Sales	170.00	85.00	200.0%
YouthConservationCamp Donations	200.00	300.00	66.7%
Total Self-Generating Funds	397.14	435.00	91.3%
<u>State Operation Funds - DCR</u>			
<u>Administration & Operations</u>			
Admin & Ops Operational Funds	53,245.00		
Base T/A	32,500.00	78,789.00	41.2%
CB RMP TA	0.00	124.00	0.0%
VNRCF Additional TA	58,999.20	158,252.00	37.3%
Administration & Operations - Other	0.00	212,908.00	0.0%
Total Administration & Operations	144,744.20	450,073.00	32.2%
<u>Cost Share Income</u>			
<u>CB VACS</u>			
FY 23 CB VACS	42,103.97		
FY 24 CB VACS	601,500.00		
VACS Interest	24.33		
Total CB VACS	643,628.30		
Total Cost Share Income	643,628.30		
Total State Operation Funds - DCR	788,372.50	450,073.00	175.2%
<u>Transfer Memo</u>	0.00		
Total Income	839,016.64	603,402.00	139.0%
Gross Profit	839,016.64	603,402.00	139.0%
<u>Expense</u>			
Annual Mtg Spouse Meals Reimbur	50.00		
<u>Automotive</u>			
Gasoline	402.98	3,000.00	13.4%
Repair / Maintenance	642.73	3,000.00	21.4%
Vehicle Insurance (VACCS)	1,182.00	350.00	337.7%
Total Automotive	2,227.71	6,350.00	35.1%
<u>Cost Share Expenditures</u>			
<u>CREP</u>			
CREP FY 22	1,983.27		
CREP Transfer FY20 to FY21	32,833.55		
Total CREP	34,816.82		

5:12 PM
11/13/23
Cash Basis

Tri - County / City Soil & Water Conservation District

Profit & Loss Budget vs. Actual

July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
<u>VACS</u>			
FY 22 CB VACS	<u>25,703.30</u>		
FY 23 CB VACS	<u>48,867.37</u>		
Total VACS	<u>74,570.67</u>		
Total Cost Share Expenditures	<u>109,387.49</u>		
<u>Dedicated Funds Expenditures</u>			
Equipment & Storage	<u>19,800.93</u>		
Furniture & Fixtures	<u>6,975.00</u>		
Vehicle Purchase / Replacement	<u>115,568.08</u>	<u>53,000.00</u>	<u>218.1%</u>
Total Dedicated Funds Expenditures	<u>142,344.01</u>	<u>53,000.00</u>	<u>268.6%</u>
<u>Director Expense</u>			
Travel / Training / Meals	<u>142.00</u>	<u>6,500.00</u>	<u>2.2%</u>
Total Director Expense	<u>142.00</u>	<u>6,500.00</u>	<u>2.2%</u>
<u>District Outreach</u>			
4-H Show & Sale	<u>0.00</u>	<u>250.00</u>	<u>0.0%</u>
Community Event	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
Donations & Sponsorships	<u>150.00</u>	<u>300.00</u>	<u>50.0%</u>
Fundrasiers	<u>0.00</u>	<u>745.00</u>	<u>0.0%</u>
Outreach Supplies	<u>1,088.66</u>	<u>3,500.00</u>	<u>31.1%</u>
Total District Outreach	<u>1,238.66</u>	<u>5,795.00</u>	<u>21.4%</u>
<u>Education Costs</u>			
Aspen Grove Field Day	<u>0.00</u>	<u>300.00</u>	<u>0.0%</u>
Education Materials/Supplies	<u>3.98</u>	<u>650.00</u>	<u>0.6%</u>
Envirothon	<u>0.00</u>	<u>750.00</u>	<u>0.0%</u>
Link Scholarship Recipient	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
Other Education Expenditures	<u>149.99</u>	<u>100.00</u>	<u>150.0%</u>
Youth Conservation Camp	<u>0.00</u>	<u>1,100.00</u>	<u>0.0%</u>
Total Education Costs	<u>153.97</u>	<u>3,900.00</u>	<u>3.9%</u>
<u>Membership Fees</u>			
Farm Bureau	<u>0.00</u>	<u>40.00</u>	<u>0.0%</u>
Miscellaneous Membership	<u>0.00</u>	<u>100.00</u>	<u>0.0%</u>
NACD	<u>775.00</u>	<u>775.00</u>	<u>100.0%</u>
VASWCD & VACDE	<u>3,692.00</u>	<u>3,500.00</u>	<u>105.5%</u>
Total Membership Fees	<u>4,467.00</u>	<u>4,415.00</u>	<u>101.2%</u>
<u>Office Operations</u>			
Equipment Repair & Maintenance	<u>773.95</u>	<u>2,300.00</u>	<u>33.7%</u>
Fees	<u>74.18</u>	<u>0.00</u>	<u>100.0%</u>
Furniture & Equipment			
Computer Server	<u>0.00</u>	<u>16,000.00</u>	<u>0.0%</u>
Field Equipment	<u>415.82</u>	<u>1,500.00</u>	<u>27.7%</u>
Furniture & Equipment	<u>0.00</u>	<u>7,900.00</u>	<u>0.0%</u>
Furniture & Equipment - Other	<u>1,179.32</u>	<u>0.00</u>	<u>100.0%</u>
Total Furniture & Equipment	<u>1,595.14</u>	<u>25,400.00</u>	<u>6.3%</u>
Insurance - Business Owners	<u>0.00</u>	<u>400.00</u>	<u>0.0%</u>
Office Cleaning	<u>1,525.00</u>	<u>4,725.00</u>	<u>32.3%</u>
Office Services			
Human Resource Consultant	<u>0.00</u>	<u>10,000.00</u>	<u>0.0%</u>
Office Services - Other	<u>522.42</u>	<u>2,000.00</u>	<u>26.1%</u>
Total Office Services	<u>522.42</u>	<u>12,000.00</u>	<u>4.4%</u>
Office Supplies / Expense	<u>1,494.92</u>	<u>5,000.00</u>	<u>29.9%</u>
Postage	<u>146.28</u>	<u>750.00</u>	<u>19.5%</u>
QuickBooks Software	<u>550.00</u>	<u>1,800.00</u>	<u>30.6%</u>

5:12 PM
11/13/23
Cash Basis

Tri - County / City Soil & Water Conservation District

Profit & Loss Budget vs. Actual

July through October 2023

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>
<u>Rent</u>			
<u>Meeting Space</u>	<u>0.00</u>	<u>600.00</u>	<u>0.0%</u>
<u>Office Space Rental</u>	<u>8,166.67</u>	<u>24,000.00</u>	<u>34.0%</u>
<u>Shed Rental</u>	<u>144.69</u>	<u>2,000.00</u>	<u>7.2%</u>
<u>Total Rent</u>	<u>8,311.36</u>	<u>26,600.00</u>	<u>31.2%</u>
<u>Utilities</u>	<u>2,202.54</u>	<u>7,500.00</u>	<u>29.4%</u>
<u>Website Management</u>	<u>0.00</u>	<u>120.00</u>	<u>0.0%</u>
<u>Total Office Operations</u>	<u>17,195.79</u>	<u>86,595.00</u>	<u>19.9%</u>
<u>Payroll Expenses</u>			
<u>Disability (Short/Long Term)</u>	<u>386.48</u>	<u>1,497.00</u>	<u>25.8%</u>
<u>Group Life Insurance (VRS)</u>	<u>980.88</u>	<u>3,799.00</u>	<u>25.8%</u>
<u>Health Insurance</u>	<u>14,971.00</u>	<u>60,240.00</u>	<u>24.9%</u>
<u>QBs Payroll Fees</u>	<u>80.00</u>	<u>750.00</u>	<u>10.7%</u>
<u>Retirement (VRS)</u>			
<u>IMARC-RC VRS Liability</u>	<u>732.00</u>		
<u>Retirement (VRS) - Other</u>	<u>2,488.44</u>	<u>23,165.00</u>	<u>10.7%</u>
<u>Total Retirement (VRS)</u>	<u>3,220.44</u>	<u>23,165.00</u>	<u>13.9%</u>
<u>Salary Wages</u>	<u>73,200.00</u>	<u>283,540.00</u>	<u>25.8%</u>
<u>Social Security and Medicare</u>	<u>5,599.80</u>	<u>21,691.00</u>	<u>25.8%</u>
<u>VA Employment Commission</u>	<u>5.20</u>	<u>42.00</u>	<u>12.4%</u>
<u>Workmen's Comp Insurance</u>	<u>-96.00</u>	<u>900.00</u>	<u>-10.7%</u>
<u>Total Payroll Expenses</u>	<u>98,347.80</u>	<u>395,624.00</u>	<u>24.9%</u>
<u>Staff Travel & Training</u>			
<u>Annual Meeting Lodging & Meals</u>	<u>0.00</u>	<u>1,600.00</u>	<u>0.0%</u>
<u>Annual Meeting Registration</u>	<u>2,317.00</u>	<u>900.00</u>	<u>257.4%</u>
<u>Conservation Specialist</u>	<u>812.28</u>	<u>4,500.00</u>	<u>18.1%</u>
<u>District Manager</u>	<u>72.95</u>	<u>675.00</u>	<u>10.8%</u>
<u>Education Coordinator</u>	<u>466.14</u>	<u>1,000.00</u>	<u>46.6%</u>
<u>Operations Manager</u>	<u>381.14</u>	<u>1,000.00</u>	<u>38.1%</u>
<u>Staff Mileage Personal Vehicle</u>	<u>56.33</u>	<u>2,000.00</u>	<u>2.8%</u>
<u>Total Staff Travel & Training</u>	<u>4,105.84</u>	<u>11,675.00</u>	<u>35.2%</u>
<u>VCAP</u>			
<u>VCAP Cost Share</u>	<u>0.00</u>		
<u>VCAP TA</u>	<u>0.00</u>		
<u>Total VCAP</u>	<u>0.00</u>		
<u>Total Expense</u>	<u>379,660.27</u>	<u>573,854.00</u>	<u>66.2%</u>
<u>Net Income</u>	<u>459,356.37</u>	<u>29,548.00</u>	<u>1,554.6%</u>

5:04 PM
11/13/23



Tri - County / City Soil & Water Conservation District
Reconciliation Summary
Operations Checking - 8191, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
<u>Beginning Balance</u>	<u>517,081.87</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 30 it...</u>	<u>-49,760.80</u>
<u>Deposits and Credits - 15 ite...</u>	<u>10,363.06</u>
<u>Total Cleared Transactions</u>	<u>-39,397.74</u>
<u>Cleared Balance</u>	<u>477,684.13</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 3 items</u>	<u>-2,193.24</u>
<u>Total Uncleared Transactions</u>	<u>-2,193.24</u>
<u>Register Balance as of 10/31/2023</u>	<u>475,490.89</u>
<u>New Transactions</u>	
<u>Checks and Payments - 10 it...</u>	<u>-18,055.16</u>
<u>Total New Transactions</u>	<u>-18,055.16</u>
<u>Ending Balance</u>	<u>457,435.73</u>

5:04 PM
11/13/23Tri - County / City Soil & Water Conservation District
Reconciliation Detail
Operations Checking - 8191, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						517,081.87
Cleared Transactions						
Checks and Payments - 30 items						
Liability Check	08/25/2023	3303	VACORP	X	-96.62	-96.62
Check	09/13/2023	3308	Falcon Realty Inv...	X	-2,000.00	-2,096.62
Check	09/13/2023	3309	Watkins Cleaning ...	X	-350.00	-2,446.62
Check	09/20/2023	3310	Northern VA SWCD	X	-30.00	-2,476.62
Check	09/21/2023	3313	Treasurer of Virgi...	X	-150.00	-2,626.62
Check	09/25/2023	3316	Southern Copier ...	X	-624.95	-3,251.57
Check	09/25/2023	3315	Davis, Renee	X	-56.33	-3,307.90
Check	09/25/2023	3317	Verizon	X	-40.49	-3,348.39
Check	10/02/2023	3318	Stone's Office Eq...	X	-13,781.08	-17,129.47
Check	10/03/2023	Debit	Intuit QuickBooks	X	-320.15	-17,449.62
Check	10/03/2023	3319	Infinity Technolog...	X	-149.00	-17,598.62
Liability Check	10/10/2023	E-pay	EFTPS	X	-2,126.96	-19,725.58
Liability Check	10/10/2023	E-pay	VA Department of...	X	-373.00	-20,098.58
Liability Check	10/10/2023	Debit	ICMA-RC/ Mission...	X	-183.00	-20,281.58
Liability Check	10/10/2023	Debit	ICMA-RC/ Mission...	X	-24.75	-20,306.33
Liability Check	10/12/2023		QuickBooks Payro...	X	-6,867.77	-27,174.10
Check	10/12/2023	Debit	Truist Bank	X	-2,804.31	-29,978.41
Check	10/12/2023	Debit	Truist Bank	X	-1,502.59	-31,481.00
Check	10/12/2023	Debit	Truist Bank	X	-1,270.45	-32,751.45
Check	10/12/2023	Debit	Truist Bank	X	-199.98	-32,951.43
Check	10/18/2023	3321	Anthem Blue Cros...	X	-2,820.00	-35,771.43
Check	10/18/2023	3323	National Asso Co...	X	-775.00	-36,546.43
Check	10/18/2023	3322	Verizon	X	-560.95	-37,107.38
Check	10/26/2023	Debit	Truist Bank	X	-2,804.31	-39,911.69
Check	10/26/2023	Debit	Comcast Business	X	-273.64	-40,185.33
Liability Check	10/27/2023	E-pay	EFTPS	X	-2,126.94	-42,312.27
Liability Check	10/27/2023	E-pay	VA Department of...	X	-373.00	-42,685.27
Liability Check	10/27/2023	Debit	ICMA-RC/ Mission...	X	-183.00	-42,868.27
Liability Check	10/27/2023	Debit	ICMA-RC/ Mission...	X	-24.75	-42,893.02
Liability Check	10/30/2023		QuickBooks Payro...	X	-6,867.78	-49,760.80
Total Checks and Payments					-49,760.80	-49,760.80
Deposits and Credits - 15 items						
Deposit	10/12/2023			X	10,223.50	10,223.50
Paycheck	10/13/2023	DD1...	Davis, Renee B	X	0.00	10,223.50
Paycheck	10/13/2023	DD1...	Kossler, III, Dani...	X	0.00	10,223.50
Paycheck	10/13/2023	DD1...	Morgan, Madison M	X	0.00	10,223.50
Paycheck	10/13/2023	DD1...	Coleman, Courtne...	X	0.00	10,223.50
Deposit	10/18/2023			X	89.51	10,313.01
Deposit	10/30/2023			X	45.75	10,358.76
Paycheck	10/31/2023	DD1...	Coleman, Courtne...	X	0.00	10,358.76
Paycheck	10/31/2023	DD1...	Kossler, III, Dani...	X	0.00	10,358.76
Paycheck	10/31/2023	DD1...	Davis, Renee B	X	0.00	10,358.76
Paycheck	10/31/2023	DD1...	Morgan, Madison M	X	0.00	10,358.76
Deposit	10/31/2023			X	4.30	10,363.06
Paycheck	11/15/2023	DD1...	Morgan, Madison M	X	0.00	10,363.06
Paycheck	11/15/2023	DD1...	Coleman, Courtne...	X	0.00	10,363.06
Paycheck	11/15/2023	DD1...	Davis, Renee B	X	0.00	10,363.06

5:04 PM
11/13/23Tri - County / City Soil & Water Conservation District
Reconciliation Detail
Operations Checking - 8191, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Total Deposits and Credits</u>					<u>10,363.06</u>	<u>10,363.06</u>
<u>Total Cleared Transactions</u>					<u>-39,397.74</u>	<u>-39,397.74</u>
<u>Cleared Balance</u>					<u>-39,397.74</u>	<u>477,684.13</u>
<u>Uncleared Transactions</u>						
<u>Checks and Payments - 3 items</u>						
Liability Check	09/25/2023	3314	VACORP		-96.62	-96.62
Check	10/18/2023	3320	Falcon Realty Inv...		-2,000.00	-2,096.62
Liability Check	10/30/2023	3324	VACORP		-96.62	-2,193.24
<u>Total Checks and Payments</u>					<u>-2,193.24</u>	<u>-2,193.24</u>
<u>Total Uncleared Transactions</u>					<u>-2,193.24</u>	<u>-2,193.24</u>
<u>Register Balance as of 10/31/2023</u>					<u>-41,590.98</u>	<u>475,490.89</u>
<u>New Transactions</u>						
<u>Checks and Payments - 10 items</u>						
Liability Check	11/01/2023	Debit	Treasurer of Virgi...		-1,599.33	-1,599.33
Check	11/01/2023	3325	Koch, Charles*		-108.73	-1,708.06
Liability Check	11/08/2023	E-pay	EFTPS		-1,570.30	-3,278.36
Liability Check	11/08/2023	E-pay	VA Department of...		-278.00	-3,556.36
Liability Check	11/08/2023	Debit	ICMA-RC/ Mission...		-135.34	-3,691.70
Liability Check	11/08/2023	Debit	ICMA-RC/ Mission...		-12.83	-3,704.53
Check	11/13/2023	Debit	Truist Bank		-8,544.52	-12,249.05
Check	11/13/2023	Debit	Truist Bank		-525.82	-12,774.87
Check	11/13/2023	Debit	Truist Bank		-195.44	-12,970.31
Liability Check	11/14/2023		QuickBooks Payro...		-5,084.85	-18,055.16
<u>Total Checks and Payments</u>					<u>-18,055.16</u>	<u>-18,055.16</u>
<u>Total New Transactions</u>					<u>-18,055.16</u>	<u>-18,055.16</u>
<u>Ending Balance</u>					<u>-59,646.14</u>	<u>457,435.73</u>

4:53 PM
11/13/23

Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Operations MM - 6355, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
<u>Beginning Balance</u>	<u>283,191.47</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>2.41</u>
<u>Total Cleared Transactions</u>	<u>2.41</u>
<u>Cleared Balance</u>	<u>283,193.88</u>
<u>Register Balance as of 10/31/2023</u>	<u>283,193.88</u>
<u>Ending Balance</u>	<u>283,193.88</u>


4:53 PM
11/13/23

Tri - County / City Soil & Water Conservation District

Reconciliation Detail

Operations MM - 6355, Period Ending 10/31/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>283,191.47</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2023			X	<u>2.41</u>	<u>2.41</u>
Total Deposits and Credits					<u>2.41</u>	<u>2.41</u>
Total Cleared Transactions					<u>2.41</u>	<u>2.41</u>
Cleared Balance					<u>2.41</u>	<u>283,193.88</u>
Register Balance as of 10/31/2023					<u>2.41</u>	<u>283,193.88</u>
Ending Balance					<u>2.41</u>	<u>283,193.88</u>

12:29 PM 
11/06/23

Tri - County / City Soil & Water Conservation District
Reconciliation Summary
Cost Share Checking - 0016, Period Ending 10/29/2023

	<u>Oct 29, 23</u>
<u>Beginning Balance</u>	<u>1,076,849.49</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 4 it...</u>	<u>-24,142.40</u>
<u>Deposits and Credits - 2 items</u>	<u>4,802.70</u>
<u>Total Cleared Transactions</u>	<u>-19,339.70</u>
<u>Cleared Balance</u>	<u>1,057,509.79</u>
<u>Register Balance as of 10/29/2023</u>	<u>1,057,509.79</u>
<u>Ending Balance</u>	<u>1,057,509.79</u>

12:29 PM

Tri - County / City Soil & Water Conservation District

11/06/23

Reconciliation DetailCost Share Checking - 0016, Period Ending 10/29/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<u>Beginning Balance</u>						<u>1,076,849.49</u>
<u>Cleared Transactions</u>						
<u>Checks and Payments - 4 items</u>						
<u>Check</u>	<u>07/28/2023</u>	<u>2125</u>	<u>Cloverfield Enterp...</u>	<u>X</u>	<u>-10,887.20</u>	<u>-10,887.20</u>
<u>Check</u>	<u>07/28/2023</u>	<u>2127</u>	<u>Cloverfield Enterp...</u>	<u>X</u>	<u>-4,793.60</u>	<u>-15,680.80</u>
<u>Check</u>	<u>08/04/2023</u>	<u>2129</u>	<u>Cloverfield Enterp...</u>	<u>X</u>	<u>-4,469.60</u>	<u>-20,150.40</u>
<u>Check</u>	<u>08/28/2023</u>	<u>2135</u>	<u>Mill Creek Farms ...</u>	<u>X</u>	<u>-3,992.00</u>	<u>-24,142.40</u>
<u>Total Checks and Payments</u>					<u>-24,142.40</u>	<u>-24,142.40</u>
<u>Deposits and Credits - 2 items</u>						
<u>General Journal</u>	<u>10/16/2023</u>	<u>VOID...</u>		<u>X</u>	<u>4,793.60</u>	<u>4,793.60</u>
<u>Deposit</u>	<u>10/31/2023</u>			<u>X</u>	<u>9.10</u>	<u>4,802.70</u>
<u>Total Deposits and Credits</u>					<u>4,802.70</u>	<u>4,802.70</u>
<u>Total Cleared Transactions</u>					<u>-19,339.70</u>	<u>-19,339.70</u>
<u>Cleared Balance</u>					<u>-19,339.70</u>	<u>1,057,509.79</u>
<u>Register Balance as of 10/29/2023</u>					<u>-19,339.70</u>	<u>1,057,509.79</u>
<u>Ending Balance</u>					<u>-19,339.70</u>	<u>1,057,509.79</u>

4:52 PM

11/13/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Cost Share MM - 6347, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
<u>Beginning Balance</u>	<u>52,837.51</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>0.45</u>
<u>Total Cleared Transactions</u>	<u>0.45</u>
<u>Cleared Balance</u>	<u>52,837.96</u>
<u>Register Balance as of 10/31/2023</u>	<u>52,837.96</u>
<u>Ending Balance</u>	<u>52,837.96</u>

4:52 PM
11/13/23

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
Cost Share MM - 6347, Period Ending 10/31/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>52,837.51</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	<u>10/31/2023</u>			X	<u>0.45</u>	<u>0.45</u>
Total Deposits and Credits					<u>0.45</u>	<u>0.45</u>
Total Cleared Transactions					<u>0.45</u>	<u>0.45</u>
Cleared Balance					<u>0.45</u>	<u>52,837.96</u>
Register Balance as of 10/31/2023					<u>0.45</u>	<u>52,837.96</u>
Ending Balance					<u>0.45</u>	<u>52,837.96</u>

1:40 PM
11/13/23



Tri - County / City Soil & Water Conservation District
Reconciliation Summary
VISA Card * 6605 Coleman, Period Ending 11/02/2023

	<u>Nov 2, 23</u>
<u>Beginning Balance</u>	<u>1,270.45</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 3 it...</u>	<u>-525.82</u>
<u>Payments and Credits - 1 item</u>	<u>1,270.45</u>
<u>Total Cleared Transactions</u>	<u>744.63</u>
<u>Cleared Balance</u>	<u>525.82</u>
<u>Register Balance as of 11/02/2023</u>	<u>525.82</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 1 it...</u>	<u>-90.66</u>
<u>Total New Transactions</u>	<u>-90.66</u>
<u>Ending Balance</u>	<u>616.48</u>

1:40 PM
11/13/23

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
VISA Card * 6605 Coleman, Period Ending 11/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,270.45
Cleared Transactions						
Charges and Cash Advances - 3 items						
Credit Card Cha...	10/18/2023		Forestry Supplier...	X	-415.82	-415.82
Credit Card Cha...	10/20/2023		Paul's Bakery	X	-28.00	-443.82
Credit Card Cha...	10/24/2023		BP Gas Station	X	-82.00	-525.82
Total Charges and Cash Advances					-525.82	-525.82
Payments and Credits - 1 item						
Check	10/12/2023	Debit	Truist Bank	X	1,270.45	1,270.45
Total Cleared Transactions					744.63	744.63
Cleared Balance					-744.63	525.82
Register Balance as of 11/02/2023					-744.63	525.82
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	11/03/2023		WaWa		-90.66	-90.66
Total Charges and Cash Advances					-90.66	-90.66
Total New Transactions					-90.66	-90.66
Ending Balance					-653.97	616.48

4:31 PM
11/13/23

Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *1870 Davis, Period Ending 11/02/2023

	<u>Nov 2, 23</u>
<u>Beginning Balance</u>	<u>2,804.31</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 15 it...</u>	<u>-11,502.88</u>
<u>Payments and Credits - 3 items</u>	<u>5,762.67</u>
<u>Total Cleared Transactions</u>	<u>-5,740.21</u>
<u>Cleared Balance</u>	<u>8,544.52</u>
<u>Uncleared Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-87.00</u>
<u>Total Uncleared Transactions</u>	<u>-87.00</u>
<u>Register Balance as of 11/02/2023</u>	<u>8,631.52</u>
<u>Ending Balance</u>	<u>8,631.52</u>

4:31 PM
11/13/23

Tri - County / City Soil & Water Conservation District

Reconciliation Detail

VISA Card *1870 Davis, Period Ending 11/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,804.31
Cleared Transactions						
Charges and Cash Advances - 15 items						
Credit Card Cha...	10/05/2023		VASWCD	X	-2,317.00	-2,317.00
Credit Card Cha...	10/06/2023		WaWa	X	-104.65	-2,421.65
Credit Card Cha...	10/07/2023		Primo Water (Cry...	X	-48.37	-2,470.02
Credit Card Cha...	10/08/2023		Hobby Lobby	X	-146.30	-2,616.32
Credit Card Cha...	10/08/2023		Primo Water (Cry...	X	-2.06	-2,618.38
Credit Card Cha...	10/09/2023		Staples	X	-29.44	-2,647.82
Credit Card Cha...	10/13/2023		USPS	X	-26.16	-2,673.98
Credit Card Cha...	10/13/2023		WEIS Markets	X	-9.96	-2,683.94
Credit Card Cha...	10/18/2023		Best Buy	X	-1,179.32	-3,863.26
Credit Card Cha...	10/20/2023		Intuit QuickBooks	X	-570.00	-4,433.26
Credit Card Cha...	10/20/2023		USPS	X	-5.55	-4,438.81
Credit Card Cha...	10/25/2023		Zoom Video Com...	X	-15.99	-4,454.80
Credit Card Cha...	10/26/2023		Designer Grey	X	-6,975.00	-11,429.80
Credit Card Cha...	10/27/2023		Staples	X	-23.08	-11,452.88
Credit Card Cha...	10/30/2023		VASWCD	X	-50.00	-11,502.88
Total Charges and Cash Advances					-11,502.88	-11,502.88
Payments and Credits - 3 items						
Credit Card Credit	10/12/2023		Hobby Lobby	X	154.05	154.05
Check	10/12/2023	Debit	Truist Bank	X	2,804.31	2,958.36
Check	10/26/2023	Debit	Truist Bank	X	2,804.31	5,762.67
Total Cleared Transactions					-5,740.21	-5,740.21
Cleared Balance					5,740.21	8,544.52
Uncleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	11/02/2023		Public Storage		-87.00	-87.00
Total Charges and Cash Advances					-87.00	-87.00
Total Uncleared Transactions					-87.00	-87.00
Register Balance as of 11/02/2023					5,827.21	8,631.52
Ending Balance					5,827.21	8,631.52

11:59 AM

11/13/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *1896 Kossler, Period Ending 11/02/2023

	<u>Nov 2, 23</u>	
<u>Beginning Balance</u>		<u>199.98</u>
<u>Cleared Transactions</u>		
<u>Payments and Credits - 1 item</u>	<u>199.98</u>	
<u>Total Cleared Transactions</u>	<u>199.98</u>	
<u>Cleared Balance</u>		<u>0.00</u>
<u>Register Balance as of 11/02/2023</u>		<u>0.00</u>
<u>Ending Balance</u>		<u>0.00</u>

11:59 AM

Tri - County / City Soil & Water Conservation District

11/13/23

Reconciliation Detail

VISA Card *1896 Kossler, Period Ending 11/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						199.98
Cleared Transactions						
Payments and Credits - 1 item						
Check	10/12/2023	Debit	Truist Bank	X	199.98	199.98
Total Cleared Transactions					199.98	199.98
Cleared Balance					-199.98	0.00
Register Balance as of 11/02/2023					-199.98	0.00
Ending Balance					-199.98	0.00

1:06 PM
11/13/23



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *5774 Morgan, Period Ending 11/02/2023

	<u>Nov 2, 23</u>
<u>Beginning Balance</u>	<u>0.00</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 2 items</u>	<u>-195.44</u>
<u>Total Cleared Transactions</u>	<u>-195.44</u>
<u>Cleared Balance</u>	<u>195.44</u>
<u>Uncleared Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-149.99</u>
<u>Total Uncleared Transactions</u>	<u>-149.99</u>
<u>Register Balance as of 11/02/2023</u>	<u>345.43</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 2 items</u>	<u>-166.83</u>
<u>Total New Transactions</u>	<u>-166.83</u>
<u>Ending Balance</u>	<u>512.26</u>

1:06 PM

Tri - County / City Soil & Water Conservation District

11/13/23

Reconciliation DetailVISA Card *5774 Morgan, Period Ending 11/02/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 2 items						
Credit Card Cha...	10/12/2023		WaWa	X	-54.52	-54.52
Credit Card Cha...	10/19/2023		Lowe's Home Cen...	X	-140.92	-195.44
Total Charges and Cash Advances					-195.44	-195.44
Total Cleared Transactions					-195.44	-195.44
Cleared Balance					195.44	195.44
Uncleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	10/13/2023		Adobe Software		-149.99	-149.99
Total Charges and Cash Advances					-149.99	-149.99
Total Uncleared Transactions					-149.99	-149.99
Register Balance as of 11/02/2023					345.43	345.43
New Transactions						
Charges and Cash Advances - 2 items						
Credit Card Cha...	11/03/2023		Sticker Mule		-123.20	-123.20
Credit Card Cha...	11/06/2023		Murphy Express		-43.63	-166.83
Total Charges and Cash Advances					-166.83	-166.83
Total New Transactions					-166.83	-166.83
Ending Balance					512.26	512.26

1:27 PM

11/13/23

Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *3921 Morgan, Period Ending 11/02/2023

	<u>Nov 2, 23</u>	
<u>Beginning Balance</u>		<u>1,502.59</u>
<u>Cleared Transactions</u>		
<u>Payments and Credits - 1 item</u>	<u>1,502.59</u>	
<u>Total Cleared Transactions</u>	<u>1,502.59</u>	
<u>Cleared Balance</u>		<u>0.00</u>
<u>Register Balance as of 11/02/2023</u>		<u>0.00</u>
<u>Ending Balance</u>		<u>0.00</u>

1:27 PM
11/13/23

Tri - County / City Soil & Water Conservation District

Reconciliation Detail

VISA Card *3921 Morgan, Period Ending 11/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,502.59
Cleared Transactions						
Payments and Credits - 1 item						
Check	10/12/2023	Debit	Truist Bank	X	1,502.59	1,502.59
Total Cleared Transactions					1,502.59	1,502.59
Cleared Balance					-1,502.59	0.00
Register Balance as of 11/02/2023					-1,502.59	0.00
Ending Balance					-1,502.59	0.00



**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**
4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2402 • Fax: (540) 656-2403
<http://tccswcd.org>

Memorandum of Understanding and Agreement (MOA)

Between the Tri-County/City Soil and Water Conservation District (TCCSWCD) and Friends of the Rappahannock (FOR)

December 1, 2023 – November 30, 2025

This Memorandum of Understanding and Agreement sets forth the terms and conditions between the TCCSWCD and FOR relating to the Virginia Conservation Assistance Program (VCAP). Under this agreement FOR agrees to perform the following functions and activities towards VCAP applications and contracts in Fredericksburg City, Spotsylvania, King George, and Stafford Counties. In return, all technical assistance monies associated with successfully completed VCAP projects will be paid by TCCSWCD to FOR.

Under this agreement FOR agrees to:

- Meet with landowners and homeowners in Fredericksburg City, Spotsylvania, King George, and Stafford Counties who are interested in pursuing VCAP contracts.
- Provide technical advice and address landowner concerns.
- Evaluate which (if any) **Best Management Practices** (BMP(s)) would be most effective in treating stormwater on the site.
- Assist the landowner in preparing and submitting a complete application for VCAP cost-share consideration.
- Ensure that the VCAP application includes a proper narrative, site sketch, photo documentation of site, VCAP ranking sheet and complete the VCAP ranking form.
- Assist homeowners and landowners with contractors and engineers with whom **may** undertake the project and/or project design.
- Provide all design data, photos, invoices, and BMP completion reports to TCCSWCD.
- Attend TCCSWCD's monthly Board Meetings to provide VCAP reports and updates.
- **Assist TCCSWCD with spot-checks per the VCAP program requirements.**

Under this agreement the TCCSWCD agrees to:

- Take all VCAP project submissions to the **TCCSWCD** Technical Review committee for funding consideration.
- Take all VCAP project submissions to the TCCSWCD board for approval.
- Provide notice of VCAP contract funding approval to the applicant.
- When completed and authorized for payment by the Technical Review committee, provide payment to the applicant.
- Reimburse Friends of the Rappahannock (FOR) all allocated Technical Assistance (TA) funds associated with the VCAP project completion.
- Provide spot-checks per VCAP program requirements.

Either party can terminate this Memorandum of Understanding with 30 days' written notice to the other party.

FOR Representative

Date

Tri County City SWCD Representative

Date



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: October 12th – November 8th,
2023

Prepared for November 2023 Board Meeting

Trainings

- 10/11 Water Management Training
- 10/12 RUSLE 2 in-person Training in King George
- 10/17 Virginia Rare, Threatened, and Endangered Species Protection
- 10/18 Virginia Cultural and Historic Resources
- 10/18 Virginia Water Concerns
- 10/23 Virginia Agriculture BMP and Cost Share Program (Not Annual VACS Training) – (DCR)
- 10/24 – 10/26 VACS Introduction to Conservation Engineering (ICE) Training
- 11/01 – 11/03 DCR Conservation Planner Certification Course

Farm Visits

- Spotsylvania
 - 10/13 Site Visit with producer and DOF to discuss an FR-1 practice.
 - 10/16 Site visit with producer, Carlie Pemberton from NRCS and Kendall Dellinger from Culpeper Soil and Water to discuss a possible SL-10 and complete a Pasture Condition Score.
 - 10/17 Site Visit with DCR Engineer, Raleigh Coleman, to survey a WQ-12 practice.
 - 10/18 Pre-Construction meeting with producer to go over design plan for his SL-6W.
- King George
 - 10/19 In office visit with producer to discuss plans for his SL-6W.
 - 11/06 Pre-Construction meeting with producer and engineer to discuss new design plans for a Stream Crossing
- Stafford
 - N/A
- Fredericksburg
 - N/A

Miscellaneous Tasks

- Put new contracts into the system, created their ranking sheets, Con-6 Notes and average cost lists as needed.
- 10/19 Created Grazing Management Plan for producer who would like to sign up for an SL-10
- 10/20 Attended Board Meeting

- 10/27 Mailed Approval Letters from contracts approved at last TRC meeting.
- Provided Technical Assistance to producers who called in with questions.

Upcoming Tasks or Events

- 11/14 JED Training
- Cover Crop Checks for Early Plant Date
- Create a Conservation Plan for DCR Training Coordinator to come and review in order to Certify me as a Conservation Planner
- 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

FR-3 – Afforestation of Crop, Hay and Pasture Land

Tri County City SWCD

Education and Outreach Coordinator

Monthly Report

Madison Morgan, Education and Outreach Coordinator

Oct 12, 2023- Nov 8, 2023

Training—

- MWEE Overwatch Programs w/ Education Specialist @ Culpeper SWCD
- VCAP Living Shoreline/SEAS Meeting w/ Blair Blanchette

Other Tasks—

- **FIRST** educational day w/ Barefoot University!!
 - Approx.. 50 kids and 20 adults
- Reached out to our YCLI participant, for congratulations and to let her know the district is here to help and support her.
- Uploaded con specialist job description to:
 - Indeed
 - LinkedIn
 - AgHires
 - Other sites that is blasted by Indeed
- Reached out to a citizen who inquired about a VCAP practice in 2022 and never received a response
- Documenting Envirothon staffing and duties
- Worked at Tree FXBG's plant day (10/21/2023) to plant trees around Mayfield
- Continued working to assemble prospective employees resumes as they are submitted through Indeed
- Submitted Envirothon Estimate expenses to apply for Envirothon Grant from the VA Soil and Water Association
- Attended Rappahannock River Symposium with Director, Chuck Koch
- Got a car pool list for Graves Envirothon Training
 - Me
 - Carleigh
 - Anna — Hanover-Caroline's new education specialist
- VCAP Spot Check at Crow's Nest
 - Submitted form
- Got contract from Germanna
- Signed and submitted contract from Germanna
- Reached out to Alexandra (YCLI participant) to see if myself or the district could be of any help for her project
- Ordered more stickers and magnets
- Met with King George Middle School Science Teachers on the possibility of instilling a pollinator pasture sponsored by the district

Upcoming—

- 11/18 Area III Envirothon Training at Graves

Questions—

Tri-County/City Soil & Water Conservation District

Operations Manager Staff Report

Renee B. Davis

October 13, 2023 – November 9, 2023

Prepared for November 17, 2023, Board Meeting



Blessings ~ 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.

~ ~ ~ ~ ~

- Emailed Board approved Attachment E
- Emailed Board approved Attachment D
- Completed and submitted the County and City Funding Request
- Canceled Dan Kossler's credit card due to suspicious activity that was declined by Truist.
- Canceled and requested a new credit card for Madison Morgan due to fraud that was declined by Truist.
- Reviewed and signed the Server Contract with Infinity Technologies. The cost would be \$5,700.00 "yearly" plus initial equipment.
- Worked with Stone's Office Equipment to set up the new printer/scanner/fax/copier. Reviewed features for use and made labels for the machine.
- Met with Doug Farris of Virginia Farm Bureau Insurance to review our insurance policies.
- Worked with Dan in Tracking and Logi
- Went to Colonial SWCD to review Envirothon 2023 and receive the trunk for 2024
- Signed the contract and made the initial down payment with Designer Grey as approved by the Board at the October 20, 2023, Board meeting.
- Revised the Friends of the Rappahannock Memorandum of Understanding & Agreement (MOU)
- Updated hotel and annual meeting reservations
- Removed Dan Kossler from Anthem BC/BS, VRS, Mission Square and Truist Credit Card.
- Typed up a draft list for Designer Gray on items needed in each office, labeled items to stay in the office. Madison and I met with their team to review all and measure the spaces and take pictures.

- Cancelled the Envirothon hosting reservation with the University of Mary Washington.
- Updated the Agricultural tab of our website with data and flyers suggested by Courtney Coleman and drafted by Madison Morgan.
- Emailed the bank about a double payment on a credit card.

VCAP Summary

- On October 18, 2023, Madison Morgan and Chuck Koch completed 1 of 3 site inspections due this year.

Training Update:

Date	Training	Hours
October 23, 2023	2023 Kevin Mitnick Security Awareness Training (IT Security)	.75
October 23, 2023	Security Culture Survey and Security Awareness Proficiency Assessment	.33
November 9, 2023	Annual Meeting Water Cooler	1.0

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 ✓ November 1, 2023, Personnel Committee Meeting ✓ November 1, 2023, Operations Committee Meeting

Upcoming:

- November 15, 2023: Personnel & Operations Committee Meetings
- November 16, 2023: 1099 DCR Training & Lunch with USDA
- November 20-21, 2023: Infinity Server Installation (internet may be down)
- November 29, 2023: Meeting with Marissa
- December 1, 2023: Possible Onboarding Paperwork with New Employee
- December 3-6, 2023: Annual Meeting
- December 11, 2023: **Audit**