



## **EASTERN SHORE SOIL AND WATER CONSERVATION DISTRICT**

### **MINUTES OF DISTRICT BOARD MEETING**

**Wednesday, March 16, 2022, 5:00 p.m.**

**USDA Service Center, 22545 Center Parkway, Accomac, VA 23301**

#### **ATTENDANCE:**

**The following Board members, Staff and Partners were in attendance:**

Nick Thomas- Vice Chair, Jim Evans- Director, Ursula Deitch-Director, Sands Gayle- Director, Kyle Sturgis- Director, Carmie Savage- District Manager, Bill Savage- Conservation Specialist, Norman Pitt- Conservation Technician, Julie Head- Education Director, Ben Young- NRCS Soils Conservationist

**The following Board Members and Staff were unable to attend:**

Robbie Lewis- Associate Director, Edwin Long- Associate Director, Rick Hall- Associate Director, Bill Shockley- Associate Director, Chip Turlington- Associate Director, Robin Rich-Coates- Chair

**CALL TO ORDER:** Nick Thomas, Vice-Chair, called to order the March 16, 2022 District Board Meeting of the Eastern Shore Soil and Water Conservation District.

**MINUTES and FINANCIAL REPORTS:** Director Kyle Sturgis made a motion to approve the February 9 and March 2, 2022 meeting minutes as presented. The motion, seconded by Director Ursula Deitch, carried unanimously. Director Ursula Deitch made a motion to approve the February financial reports as presented. The motion, seconded by Director Jim Evans, carried unanimously.

#### **OLD BUSINESS:**

- A. ESVA Groundwater Committee Meeting- February 15, 2022 draft meeting minutes:** A Copy of the meeting minutes were provided in the meeting packets. Bill Savage reported on the meeting during his report.

#### **NEW BUSINESS:**

- A. FY22 Cost Share Report- Carmie Savage:** Carmie presented an updated report from that included in the meeting packet: Board approved carryover for Poultry BMPs from FY20 to FY21 and then to FY22 is \$1,002,440.78 in Ches Bay VACS and \$228,611.87 in OCB VACS. The FY22 VACS allocation is \$1,198,908 in Ches Bay VACS and \$583,598.00 in OCB VACS. Interest earned through February 28, 2022 totals in \$250.74 towards Ches Bay funding and \$75.58 towards OCB funds. Non-compliant BMP repayments total \$269.76 in Ches Bay funds and \$119.70 in OCB funds. Transfer of OCB VACS funds from James River SWCD total \$250,000.00. Transfer of Ches Bay VACS funds from John Marshall SWCD total \$200,000.00. The total available FY22 funds is \$1,399,428.50 in Ches Bay and \$833,793.28 in OCB. The cost share requests approved, contingent on funding, as of

**APPROVED:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_  
BOARD CHAIRMAN BOARD SECRETARY

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March 16<sup>th</sup> total \$987,033.00 in Ches Bay and \$959,480.58 in OCB. Board approved estimated cost increases to FY20 contracts total \$360,230.65 in Ches Bay FY20 Contracts and \$95,303.75 in OCB FY20 Contracts. Additional cost share requests totaling \$25,289.90 in Ches Bay and \$582.80 in OCB funds were included bringing the total unallocated Ches Bay VACS to \$26,874.95 and a need of \$221,573.85 in OCB VACS to fully fund all OCB cost share requests as of March 16<sup>th</sup>. The FY21 poultry project approved using FY20 VNRCF TA funds, including the new increase to estimated costs, totals \$319,158.93.

Carmie reminded the Board of other available funding sources if additional OCB VACS funds cannot be obtained. The Eastern Shore SWCD FY22 Operational Budget *Cost Share Support* line item totals \$167,208.64 and can be used towards either Bay or Sea practices. Also, Carmie noted there is \$298,008.96 designated contingency funds towards projects directly related to soil and water conservation on the Eastern Shore which could be used if needed.

The following BMP cost share requests were presented for approval contingent on funding:

Cons Plan Contract No:	Instance No:	BMP:	Total Acres:	Funding Source: CB VACS	Funding Source: OCB VACS or Local	Funding Source: RMP State
20-22-0194	472060	CCI-CNT	106.1	\$2,652.50		
20-22-0194	472061	CCI-CNT	38	\$950.00		
20-22-0194	472062	CCI-CNT	41.6	\$1,040.00		
20-22-0194	472063	CCI-CNT	3.2	\$80.00		
20-22-0194	472064	CCI-CNT	36.8	\$920.00		
20-22-0194	472065	CCI-CNT	90.8	\$2,270.00		
20-22-0194	472066	CCI-CNT	42.8	\$1,070.00		
20-22-0195	472087	SL-15A	64.6	\$4,522.00		
20-22-0195	472089	SL-15A	18.0	\$1,260.00		
20-22-0195	472092	SL-15A	10.5	\$735.00		
20-22-0195	472097	SL-15A	26.6	\$1,862.00		
20-22-0195	472101	SL-15A	53.2	\$3,724.00		
20-22-0191	472114	NM-1a	64.6	\$129.20		
20-22-0191	472117	NM-1a	18.0	\$36.00		

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20-22-0191	472119	NM-1a	10.5	\$21.00		
20-22-0191	472122	NM-1a	26.6	\$53.20		
20-22-0191	472124	NM-1a	53.2	\$106.40		
20-22-0138	472259	SL-15A	43.5	\$3,045.00		
20-22-0135	472262	NM-1a	43.5	\$87.00		
20-22-0198	472837	RMP-2	649.6			\$3,248.00
20-22-0198	472838	RMP-2	549			\$2,745.00
20-22-0198	472839	RMP-2	649.8			\$3,249.00
20-22-0198	472840	RMP-2	480.8			\$2,404.00
20-22-0198	472841	RMP-2	172.6			\$863.00
20-22-0198	472843	RMP-2	533.8			\$2,669.00
20-22-0197	472826	RMP-2	50.6			\$253.10
20-22-0197	472827	RMP-2	119.7			\$598.60
20-22-0197	472828	RMP-2	325.8			\$1,628.75
20-22-0197	472829	RMP-2	82.5			\$412.70
20-22-0197	472830	RMP-2	245.3			\$1,226.55
20-22-0197	472831	RMP-2	65.6			\$327.80
20-22-0197	472832	RMP-2	101.7			\$508.25
20-22-0197	472833	RMP-2	176			\$880.00
20-22-0197	472834	RMP-2	128.3			\$641.35
20-22-0197	472835	RMP-2	175.1			\$875.40
20-22-0197	472836	RMP-2	95.9			\$479.65
20-22-0196	472812	RMP-2	244.3			\$1,221.35
20-22-0196	472813	RMP-2	355.9			\$1,679.35
20-22-0196	472815	RMP-2	122.2			\$611.05
20-22-0196	472816	RMP-2	193.5			\$967.65
20-22-0196	472817	RMP-2	303.9			\$1,519.60
20-22-0196	472818	RMP-2	387.6			\$1,937.85

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20-22-0196	472819	RMP-2	290.8			\$1,454.10
20-22-0196	472820	RMP-2	271.8			\$1,359.20
20-22-0196	472821	RMP-2	309			\$1,544.90
20-22-0196	472822	RMP-2	296.6			\$1,482.85
20-22-0196	472823	RMP-2	190.3			\$951.45
20-22-0196	472824	RMP-2	298.5			\$1,492.30
20-22-0010	473033	NM-1a	182.2	\$364.40		
20-22-0010	473034	NM-1a	55.8	\$111.60		
20-22-0010	473035	NM-1a	50.5	\$101.00		
20-22-0021	473037	NM-1a	55.7		\$111.40	
20-22-0021	473038	NM-1a	23.3		\$46.60	
20-22-0015	473050	NM-1a	208.5		\$417.00	
20-22-0015	473052	NM-1a	3.9		\$7.80	
22-22-0106	473182	NM-1a	37.4	\$149.60		
<b>Total Cost Share Requests:</b>				<b>\$25,289.90</b>	<b>\$582.80</b>	<b>\$39,230.80</b>

Due to a potential conflict of interest, Director Sands Gayle exited the meeting. **Director Jim Evans made a motion to approve new BMP cost share requests as presented. The motion, seconded by Director Kyle Sturgis, carried unanimously.** Director Sands Gayle returned to the meeting.

The following updates to the WFA-1 (Whole Farm Approach Pilot Program) was reported:

<p>Grant Scope: March 1, 2021- May 31, 2022- Bayside Acres only- first-come, first-serve basis, no cap limit, no ranking required. Requires RMP fully developed or under development to receive cost share funds. In FY22, priority is given to those who participated in FY21.</p> <p>Technical Assistance available: \$ 111,610.00</p> <p><b>Total Cost Share funds available: \$ 865,241.00</b></p> <p><b>-Disbursed in FY21: \$279,932.90</b></p> <p><b>-Funds Available for Disbursement in FY22: \$585,308.10</b></p>
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WFA-1 Contract: 20-22-0075	\$	19,397.80
WFA-1 Contract: 20-22-0179 <i>(one tract was listed in VACS OCB CC, but it in Ches Bay HU so cancelled in VACS and added to WFA-1)</i>	\$	171,903.20
WFA-1 Contract: 20-20-0180	\$	141,849.00
<b>Total FY22 WFA-1 Approved Cost Share Requests as of March 16, 2022:</b> <i>(Ches Bay funded only)</i>	\$	<b>333,150.00</b>

The following conservation plan was presented for approval:

Contract Number	Program	Land Use	Acres	Certified Planner
8133A72202L	CSP (Conservation Stewardship Program)	Cropland	914.6	Jenny Templeton, NRCS

**Director Ursula Deitch made a motion to approve the conservation plan as presented. The motion, seconded by Director Jim Evans, carried unanimously.**

Carmie updated the Board that the poultry projects are moving along. Two FY20 projects have been completed and paid. One as-built inspection completed by Amanda Pennington, DCR State Engineer, resulted in several issues that need to be corrected.. Another project has reported completion and the as-built inspection is scheduled for March 23rd. Two contracts have recently cancelled. The Engineer of the remaining three projects claims there is an issue with the water table being high so he will not allow the poles to be set on those projects. The funding will need to be disbursed by June 30 unless approved to carry over into a fourth year.

**Director Ursula Deitch made a motion to approve the FY22 Cost Share report as presented. The motion, seconded by Director Sands Gayle, carried unanimously.**

**B. Continue Participation in the Whole Farm Approach with changes:** Carmie stated that the state would like to expand the Whole Farm Approach to more Districts and has asked the Eastern Shore SWCD if they would be interested. The RMP requirement that has been attached to the WFA-1 pilot would no longer be required. The revised Whole Farm Approach would be split into two specs, one to cover nutrient management practices and one to include cover crop practices. Carmie went over the practices included and rates with the Board. **After much discussion, Director Jim Evans made a motion to approve participation in the Whole Farm Approach. The motion, seconded by Director Kyle Sturgis, carried unanimously.**

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- C. Endowment Committee Draft Minutes- February 23, 2022 meeting:** Carmie gave a verbal summary of the minutes included in the meeting packet. The meeting set the budget for this spring's programs and set deadlines for the spring grants, scholarships, and conservation camper applications. The next meeting is scheduled for April 13<sup>th</sup> at 3:00p.m.
- D. VASWCD Legislative Tracking Report:** The VASWCD legislative tracking report as of March 4<sup>th</sup> was included in the meeting packet.
- E. Eastern Shore SWCD Strategic Plan expires in June:** The District's Strategic Plan will expire on June 30, 2022. The plan is written for four years and it is time for another. Carmie reported the last time the District has used Survey Monkey to send out surveys to partners, growers, educators, and other members in the community to gather input to base the plan from. She said she will start that process again.
- F. Agritourism Workshop- April 13<sup>th</sup> at ESCC:** Ursula Deitch announced their will be an Agritourism Workshop to be held at ESCC on April 13<sup>th</sup>. More information will be coming. **Director Kyle Sturgis made a motion to approve \$500 to help support the Agritourism Workshop. The motion, seconded by Director Jim Evans, carried unanimously.**

## CORRESPONDENCE AND PRESS:

- A. n/a

## STAFF REPORTS:

**District Manager Report:** Carmie Savage, District Manager, included a written report in the meeting packet and it is on file in the District office. She presented her report to the Board.

### **FY 2022 Cost Share Program:**

- **Agronomic Update:** Tracking and all spreadsheets have been updated. Details were presented during the Cost Share Report during New Business. Working with Blair to obtain more Ches Bay funding and have marked practices approved using the \$250,000 from James River SWCD. She has started paying out cost share for nutrient management plans.
- **RMPs:** Carmie has entered 28 RMP-2 instances into tracking and has been working with Barbara McGarry, DCR, to be sure all payments for implementation have been captured for the participants. Those 28 rmps soon will need certification inspections by the District then after TRC review and Board approval, will move forward to DCR for certification.

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- **Whole Farm Approach Pilot Program (WFA-1):** Three large growers enrolled and were approved for their bay acreages into the program. All planted acreages have been updated in the Tracking Program and all spreadsheets have been updated.

**Poultry Update:** The seven, now 5 as two have cancelled, approved poultry practices that have been Board approved to carry over to a 3<sup>rd</sup> year were reflected in the FY22 Cost Share Report under New Business as well as the one FY21 project. Two FY20 projects have been completed one other was completed but found to major issues that will need to be corrected. Another has been completed and scheduled to have an as-built inspection on March 23<sup>rd</sup>. The Engineer will not allow the contractor to move forward on the other three projects as he claims there is an issue setting poles in the holes with the high water table. Carmie has adjusted the approved increases to estimated costs in tracking and Jen Edwards, DCR, has adjusted the 75% estimated cost share payments. Carmie has also been working with Blair Gordon, DCR to have the transfer funds and local funds set to be able to pull the increases from and the shortfall in OCB VACS funds from as needed.

**Accounting:** Daily accounting procedures and payroll ongoing.

**Letter of Support:** Mark Reiter, Painter AREC, asked the District for a letter of support to Congresswoman Luria. The funding request for the AREC is from funding through the FY23 Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations bill. They would like to build and technology advanced meeting space for Painter AREC to expand seating threefold, up to 150 seats at tables. The plans are for this new meeting space to reach all Eastern Shore audiences from farmers, to industry, to hosting events such as the Envirothon for local high school students. At Robin's request, Carmie sent the support letter to Mark on March 16<sup>th</sup>.

**District Website:** Carmie has been updating the District's website as time allows.

**District Facebook Page:** Julie and Carmie have been posting to the District's FB page as time allows

#### **Webinars/ Trainings/ Conference Calls:**

- 3/6/2022- participated in the Area VI Spring meeting and presented the technical side of the report while Julie presented the Education updates.
- 4/12/2022- plan to participate in the Best Management Practices for Drill-Interseeding Cover Crops into Corn virtual training
- 6/8/2022- Conservation Selling Skills virtual training

**Conservation Specialist Report:** Bill Savage, Conservation Specialist, included a written report in the meeting packet and it is on file in the District office. He presented his report to the Board.

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**BMP - Cost Share:**

- Completed cover crop inspections.
- Completed logging in cover crop inspection dates in tracking.
- Assisted Carmie with updating Approvals in Tracking

**Ground Water Committee Meeting 2/15/22:**

- The meeting did not have a quorum present again, so no votes on official business were called.
- During the public participation portion of the meeting: Joseph Bent addressed the GW Committee about a specific Hydro-drone tide mapping project on the Shore in and around Quinby Harbor. The results are showing a one foot above the normal monument height average trend. The answer to this increase may be the theory of the nearby ground gradually subsiding as the underground water springs are pumped down.
- Britney Craig and Sara Harrison represented Tyson Foods and gave a brief presentation on Tyson's Water Stewardship Program
- Britt McMillian gave some updates on House Bill 769 which requires Dept. of Health to manage on-site septic system pump outs and it also requires the licensed operators that do pump outs to report them to the Health Dept. As of Feb 9<sup>th</sup>, The Health Dept. shall outreach to homeowners regarding pump out status. Violation of pump out schedule is a Class 3 misdemeanor. How will these effect local residents? The Eastern Shore does not currently have enough local resources to pump out all of the tanks.
- Next meeting scheduled for 3/15.

**VESLT Reports:**

- 2 monitoring reports filed this month.

**Events and Meetings:**

- Bill attended the 2022 Eastern Shore Tourism Summit on February 28 in hopes of gathering information on local Agri-Tourism opportunities. While the speakers were excellent, very little was mentioned on that subject. Of the six speakers, he enjoyed Rita Suiter's presentation the most, as her topic was about customer service. Here are a few samples of her talking points. "Eliminate fear to bring normal.", "Unhappy customers require more \$. / Happy customers spend more \$.", "Make a customer first before a sale." and "Nothing will kill a great employee faster than watching you tolerate a bad one."
- Attended Area 6 (virtual) meeting on March 9<sup>th</sup>.



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**Vehicle Maintenance:**

- Soils trailer to Eastern Shore Tire for inspection on March 4th.
- Took the van to Shore Tire and had the front caliber and brake line fixed.

**Conservation Technician Report:** Norman Pitt, Conservation Technician, included a written report in the meeting packet and it is on file in the District office. He presented his report to the Board.

**Poultry :**

- Still In communication with the poultry farmer owners concerning the construction and completion of the approved manure shed before the June 31, 2022 deadline.
- Have been calling engineers to clarify the requirements to install the poles for the poultry sheds.
- Conducted an additional site inspection to see if the non-compliance construction manure shed has been corrected or the corrections were underway.

**No-Till/Cover Crop :**

- Norman has completed cover crop stop inspections in the upper and middle of Accomack County.
- Updating farmer's cover crop files.

**VCAP :**

- Contacting the owners of three 2021 board approved VCAP projects. Due to Covid 19, two of the projects were placed on hold. The third is now under construction.
- Conducted the first inspection of one of the two, 2021 board approved living shoreline projects
- Completed a VCAP site along Gray Road to determine if the ongoing erosion and flooding problem could be diminish by using one or combination of approved VCAP measures. It appears that erosion is being generated due to the placement of the existing concrete rubble previous owner in the area.

**Education Director Report:** Julie Head, Education Director, included a written report in the meeting packet and it is on file in the District office. She presented her report to the Board.

**Ongoing :**

- Water Wise Home Program
- Kiptopeke Elementary School – *A Long Walk to Water*
- VDOE Environmental Education Advisory Committee

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**Project Wild, Aquatic Wild, and Flying Wild** – working with Courtney Hallacher, the state-wide Wildlife Education/Project Wild Coordinator with DWR, she and Julie facilitated a two-day training at CBFS on March 10<sup>th</sup> and 11<sup>th</sup> and had eleven people in attendance.

**Farm Field Days** – Both NCPS and ACPS have given us permission to hold at modified farm field day at individual elementary schools as long as we follow their mitigation measures. So far Kiptopeke, Occohannock, Metompkin, Kegotank, and Chincoteague Elementary Schools have signed on. Working with extension in both counties

**2022 Poster Contest** – This year's theme is Healthy Soil; Healthy Life. Emails have been sent to all art teachers in both counties. In addition, NCPS and ACPS pushed out the information to all teachers in every grade.

**Arbor Day** – We are covering Northampton County, ANEC is covering Accomack. We will be located in the Strawberry Street Square in Cape Charles on April 30<sup>th</sup>. Partnering with DOF and Master Gardeners. Focus is in native plants and we will be giving away 250 tree/bush seedlings, 300 plugs of native plants including common milkweed, butterfly weed, asters, swamp mallow, and cardinal flower, and seed packets with swamp sunflower, lanceleaf coreopsis, bergamot (bee balm) or black-eyed susans.

**Upcoming Dates:**

- 3/10 – 3/11 – Project Wild facilitation at CBFS
- 3/18 – Career Day ACPS middle schoolers
- 3/29 – Occohannock Farm Field Day
- 4/1 – Kiptopeke Farm Field Day
- 4/5 – Accawmack Farm Field Day
- 4/6 – Chincoteague Farm Field Day
- 4/7 – Kegotank Farm Field Day
- 4/8 – Metompkin Farm Field
- 4/20 – Grow Your Own Garden at BIC
- 7/10 – 7/16 – Youth Conservation Camp
- 8/2 – 8/3 – Ag Camp at BIC

**PARTNER AGENCY REPORTS:**

**Department of Conservation & Recreation Update:** Amy Walker, DCR, included a written report in the meeting packet and it is on file in the District office.

**ADMINISTRATION AND OPERATIONS**

- FY22 3<sup>rd</sup> Quarter Reports due April 15, 2022- Att E, QBs cash balance/P&L reports, (please send to Blair)
- FY23 Budget Preparations- Finance committees should begin preparations for FY23 budgets for district board discussions. These committee meetings may

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provide a great time for a review of the Desktop Procedures for District Fiscal Operations if not already complete. FY23 budgets are to be SWCD board approved by June 30.

### **AG COST SHARE**

- CY22 Random Verifications: Verifications have been uploaded into the Conservation Application Suite. Blair and Amy will be assisting the new CDC with verifications once they are on-board. Deadline to complete these is 11/1/22, however, they will try to have all verification inspections completed before hunting season opens.
- Begin considering Average Cost List and Secondary Considerations for PY22. As always, these documents will need to be approved by the board by June 30, 2021. If considering making changes to, for example, the Average Cost List due to changes in prices of materials, consider starting the discussion on this topic soon.
- Tillage Survey: DCR will be working with participating SWCDs to finalize a MOU to complete a residue/tillage survey in the Chesapeake Bay Watershed this spring. Be on the lookout for Tillage Survey MOU for district board action in March. The timeline of the survey is after the main crop is planted but before the crop canopy closes. DCR will be providing additional training soon.

### **CONSERVATION PLANNING**

- Certification/Recertification: Please congratulate Sarah Cole for completing all requirements to receive her Conservation Planning certification in February! Others who have renewed their Conservation Planner certification recently include Sharon Conner from Hanover-Caroline.
- Course Updates: Perennial Stream Identification, May 12 or May 13, in person training, James City County Library, Croaker, VA Two identical courses. Morning classroom, afternoon fieldwork. Select one day. Conservation Selling Skills June 8, 10:00-Noon Webinar DCR Conservation Planning Program, In Person, Late summer early fall (Date TBD) VA Rare, Threatened & Endangered Species Protection AND VA Cultural & Historic Resources Protection, Webinars, Day and a half, Fall 2022 (Date TBD)

### **GRANT DELIVERABLES/ REMINDERS**

- Annual Plan of Work ...” review at least twice annually, Board documented
- “Desktop Procedures for District Fiscal Operations” annually reviewed by the District Board or their Finance Committee and documented in official minutes
- A documented review of the long term/strategic plan at least annually during a scheduled meeting of the District Board ”

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**DATES TO REMEMBER:**

- Mar 3: NFWF Small Watershed Grant program workshop, 10:00am  
<https://www.eventbrite.com/e/buildingcompetitive-projects-andproposals-grants-writing-101-tickets-266899753347>
- Mar 12: General Assembly Adjourns
- Mar 15: Area III Spring Meeting, 9am, Deltaville Maritime Museum, Deltaville
- Mar 23: VSWCB Audit Subcommittee Meeting, 9:00 am, Drury Plaza Hotel, Glen Allen
- Mar 23: VA Soil and Water Conservation Board Meeting, 10:30 am, Drury Plaza Hotel, Glen Allen
- Mar 24: VASWCD Quarterly Board Meeting, 10am, Drury Plaza Hotel, Glen Allen
- Apr 21: VA Soil and Water Conservation Board Meeting, 10am, VDF Training Room, Charlottesville12
- May 12 OR 13: Perennial Stream Identification, James City County, registration details TBD
- May 15: BMP Carryovers needing DCR approval due to Blair Gordon
- May 18: VA Soil and Water Conservation Board Meeting 10am, Bear Creek Lake State Park, Cumberland
- June 8: Conservation Selling Skills Webinar, June 8 10am-12pm
- June 30: Secondary Considerations due to DCR

**Accomack Field Office NRCS Report:** Jenny Templeton, NRCS District Conservationist, included a written report in the meeting packet and it is on file in the District office. Ben Young, NRCS Soils Conservationist, presented the report to the Board.

**Program Status:**

NRCS EQIP First-round Preapprovals for FY2022		
Fund Pool	No.	Practices
Poultry	3	Heavy Use Area Protection (concrete pads), 1 Waste Storage Facility
Wildlife and Black Duck	4	Shallow Water Impoundments (dike, water control structure, seeding,

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		Shallow Water Management)
Organic	1	High Tunnel

- State office has set a goal of having 60% of annual financial assistance contracted by 6/15.
- Application deadline for CSP (Conservation Reserve Program) classic: 3/25
- Application deadline for CSP renewals: 3/31
- FSA (Food Security Act) compliance reviews: March-April
  - Tracts randomly chosen to be reviewed for wetland compliance
  - Ben will be assisting other offices with reviews (employees are not allowed to complete reviews in their own service area)
- On-site wetland easement monitoring to take place within next few months

**OTHER:**

- Mask, staffing levels, and visitor mandates have been lifted. Accomack Field Office is operating with full staff, masks are not mandatory, and visitors are allowed with no appointment.
- Local Working Group procedures have been announced—more information coming soon

**The March 16, 2022 Board meeting was adjourned.**

*Meeting minutes were recorded by Carmie M. Savage*