



## MINUTES OF BOARD MEETING

Wednesday, August 8, 2018

### EASTERN SHORE SOIL AND WATER CONSERVATION DISTRICT USDA Service Center, Accomac, Virginia

**ATTENDANCE:** Chair Robin Rich-Coates called to order the monthly meeting of the Board of Directors of the Eastern Shore Soil and Water Conservation District. The following Directors and Associate Directors were in attendance:

Jim Evans, Director  
Theresa Pittman, Director

Rawlings Scott, Director  
Richard Davis, Assoc. Director

Others present were:

Carmie Savage, ESSWCD  
Latonya Justice, ESSWCD  
Art Kirkby, DCR

Cole Charnock, ESSWCD  
Jane Corson-Lassiter, NRCS

**MINUTES:** The June 13, 2018 meeting minutes were approved. (Pittman, Scott)

**TREASURER'S REPORT:** The financial reports for June and July 2018 were approved. (Pittman, Scott)

#### OLD BUSINESS:

- A. Letter of Support to VA AgBMP Technical Advisory Committee:** A letter of support was sent to the Technical Advisory Committee for Making Mortality Freezers Eligible for both State AgBMP Incentive Programs
- B. Letter of Support to Zach Easton, VA Tech:** A letter of support was sent to Zach Easton, VA Tech, for the USDA AFRI Foundational and Applied Science Program Grant for Treating Legacy Nutrients in Agricultural Landscapes.

#### NEW BUSINESS:

- A. FY18 Final Cost Share Report – June 13, 2018:** The FY18 Costshare report was presented showing \$211,083.47 was disbursed in Chesapeake Bay funds and \$133,097.40 was disbursed in OCB funds. Due to some contracts being cancelled at the last minute, some funding sources had to be adjusted from local funds to VACS funds to allocate 100%. The District spent all of its VACS allocation including FY17

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

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Transfer funds, funds transferred from four other Districts and their attached TA to those funds, repayment of contractual no-till, interest and local funds from the District's Operational budget to meet the requests of participants. A grand total of \$344,180.50 was disbursed in cost share funds to Northampton and Accomack County participants. A breakdown of practices by acre by county was included with the cost share report. Latonya will add the breakdown in the Annual Report. **A motion was made to approve the FY18 Final Cost Share Report. (Scott, Pittman)**

**B. FY19 Cost Share Report:** The new fiscal year and cost share sign-up are just getting started. The allocation grant from DCR includes VACS totaling \$222,484.00 for Chesapeake Bay and \$163,985.00 for OCB. The month of July earned \$0.13 in interest bringing the total to \$222,484.13 for Chesapeake Bay available funds. One nutrient management plan written by Stephanie Drzal, DCR, was submitted for approval totaling 1,496.4 acres. **A motion was made and carried to approve the FY19 Cost-share report and one nutrient management plan for 1,496.4 acres written by Stephanie Drzal. (Evans, Pittman)**

**C. DCR Grants for Approval Report:** Two grant agreements submitted to the District for Fiscal Year 2019 were discussed and reviewed. The Administration and Operations grant, 503OPS-19-10-GF, provides District operational support funding and totals \$196,040 for FY19. The Cost Share and Technical grant, 503CSTA-19-10-GF, is for District implementation of the Virginia Ag BMP Cost-share program (VACS). The Cost share granted totals \$386,469.00 (\$222,484- Chesapeake Bay, \$163,985- OCB) and the technical assistance granted totals \$78,849.00 (TA reduction from FY18). The grants both have mandatory training deliverables that state that all Directors must complete the following:

- a. New Director Training I & II provided by DCR (in person) within six months from taking the Oath of Office.
- b. COIA - OAG Conflict of Interest Act Training (in person every two years when provided by OAG)
- c. **FOIA (if FOIA officer) Annually DLS-Freedom of Information Act- FOIA (COVLC or in Person)**

**A motion was made and approved to accept the Administration and Operational Grant 503OPS-10-10-GF with exception to the Attachment F Mandatory Director Training and to write a letter to the State Board concerning such Training. (Scott, Pittman) A motion was made and approved to accept the Cost-share and Technical Assistance Grant 503CSTA-19-10-GF with exception to the Attachment F Mandatory Director Training. (Scott, Pittman)**

**D. DEQ Special 319 Funds Available:** DEQ has approximately \$26,000 for Cover Crop (SL-8B) practices in the area of the approved Implementation plan for the Gulf, Barlow,

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Mattawoman, Jacobus and Hungers Creek,. Steve Hummel, DEQ, offered these cost share dollars to the district as long as the bmp practice is listed in the plan as a recommended practice. Technical Assistance funds are also associated with the \$26,000. The District does not have to provide a match to receive these funds. Steven Humble has also given some money to A-NPDC for septic work in that same watershed. Cole has compiled a list of farmers in that area and has found there should be enough cost share practices in that area to utilize these funds. A written agreement will be brought to the board. **A motion was made and carried to move forward with the acceptance of the DEQ Special 319 Funds. (Evans, Pittman)**

**E. FY19 Office Space Rent Agreement for period of September 1, 2018 – August 31, 2019:** The Office Space Rent did not increase from FY18. The cost to the District is \$10,000 per year. **A motion was made and carried to accept the FY19 Rent Agreement with Dr. Pragara for \$10,000 a year. (Pittman, Evans)**

**F. Operations Committee Meeting Minutes – June 13, 2018:** The written meeting minutes for the June 13<sup>th</sup> Operations Committee Meeting were included in the packet. A verbal report of the meeting had been given by Robin Rich-Coates at the June 13, 2018 Board meeting. **A motion was made and carried to accept the written Operations Committee Meeting minutes. (Pittman, Scott)**

**G. BMP Scenario Submission to DCR:** Carmie, Cole and Jane met to intensely review the BMP Scenario sent as requested by DCR. The scenario was prefilled with bmps applicable to the Eastern Shore which included WIP II goals. The District was asked to look at each BMP and add under the WIP III column additional acres/practices that could be implemented if funding was not an issue. Also, the District was asked to include any new BMPS or recommendations to current BMPS listed in the VACS manual. They compiled a list of recommendations and submitted the bmp scenarios and recommendations to the Technical Review Committee for review. After feedback from the Technical Review Committee, the completed scenario spreadsheet was submitted to Darryl Glover of DCR on July 26, 2018 to meet the July 27 deadline. Carmie and Cole will be attending a meeting on Tuesday, August 28, 2018 with AREA VI Districts at the Tidewater AREC in Suffolk, VA where DCR will discuss the compiled data and suggestions.

**H. Update on Non-Compliant SL-15A Contracts:** The District still has 2 non-compliant participants from whom to collect funds. Carmie contacted Robert Drewery, the District rep at the Attorney General's office and sent him everything as requested for the one non-compliant contract that has missed repayment deadlines. Robert Drewery mailed a letter to the participant giving him the end of September 2018 to pay in full which may include interest. If that deadline is missed, a lawsuit and debt collection will be the next step. The other contract has until August 31, 2018 to pay \$10,514 in full.

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That participant is also in the process of updating their Nutrient Management Plan with Stephanie Drzal, DCR.

- I. **Ag Stewardship Complaints:** There have been two Ag Stewardship complaints recently. One was for fields of Del Monte Fresh Production, Inc. A citizen of Northampton County called the District with a complaint of flooding and runoff from a plasticulture field. Cole met with the caller and his neighbor and took pictures of what the concern and the neighbor provided some pictures as well. The caller made a formal complaint with VDACS so Darryl Marshall, VDACS, met with Cole and the caller and determined because of the 60+ buffer, the area was able to drain and ruled the complaint unfounded through VDACS. The second complaint was a caller concerned about a road flooded near Pungoteague Elementary School with a sediment moving across the road. Cole went to take pictures and saw the road had sediment that had washed across it due to the ditches being full of water from the heavy rains during a heavy rain event. While Cole was there, the Department of Transportation was putting out "Caution: High Water" signs. Cole contacted the caller and discussed what he saw and suggested the caller could make a formal complaint through VDACS but the caller did not want to make a formal complaint.
- J. **DCR Announces Conservation Planning Program:** On June 28, 2018, the Virginia Soil and Water Conservation Board approved the Virginia's Conservation Planning Program. Carmie and Cole have been grandfathered in the program under Group 3, persons whose NRCS certification is either currently active or expired after January 1, 2016. These certifications are good for three years.
- K. **Phase III Chesapeake Bay Watershed Implementation Plan (WIP) Stakeholder Meeting:** This meeting will be held on Thursday, August 23, 2018 at 10:00am at the AREC, Painter, VA. The A-NPDC will be holding the first of four regional stakeholder meetings for development of the Chesapeake Bay Total Maximum Daily Load (TMDL) Phase III WIP. This public meeting will focus on urban pollutant source sector recommendations for the Counties of Accomack and Northampton to meet water quality goals set by EPA.
- L. **FY18 Admin and Ops and Costshare and TA Grant Deliverables Annual Assessments – Art Kirkby, DCR:** In FY18, the District received A++ for both Grant Deliverable Annual Assessments because the District goes above and beyond the requirements and "does exceptional work in all aspects of administering their grant agreements".
- M. **DCR Flyer – Nutrient Management: A Message for Producers:** The flyer states that documentation of implementation of every nutrient management plan is needed since 2025 Chesapeake Bay cleanup goals are here. The flyer focused on working with a nutrient management planner to develop a plan, keeping application and yield

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records, putting in place a record-keeping system, updating nutrient management plans as needed and evaluating at the end of each season how well the plan was followed.

**N. Support Request from Virginia Eastern Shore Land Trust (VESLT):** VESLT has requested financial support from the District. In 2015 and 2016 the District gave VESLT \$1,000 in support. The District has funding for line budget item: Partner Workshop Support. **A motion was made and carried to donate \$1,000 to VESLT in response to their support request. (Pittman, Scott)**

**O. Designated Funds Report:** As of June 30, 2018, the District has funds included in 3 CD's, a Money Market Operational Account and Fidelity Investment Account, which hold the District's Contingency Funds. The funds totaling \$581,810.51 are specifically designated. The total designated funds are \$10,577 less because \$10,577 was transferred to local funds until Accomack County releases its allocation after the District's audit. The county requires an annual audit to release its funds to the District and the District receives a biennial audit as required by DCR. Once that audit is conducted and the financial statements are submitted to the County Accomack County will release the allocation they have been holding for the final ½ of FY18 (\$10,577) and the money will be transferred back to designated funds bringing the total of designated funds to \$592,387.51.

**P. Technical Review Committee (TRC) Meeting Minutes – June 13, 2018:** A verbal report was presented at the June 13<sup>th</sup> District Board meeting. The written meeting minutes were recommended for approval by the Board. **A motion was made and accepted to approve the June 13, 2018 Technical Review Committee meeting minutes. (Pittman, Scott)**

## STAFF REPORTS

**District Manager Report:** Carmie Savage, District Manager, gave an oral report to Directors. Her report is on file in the District office.

**FY18 Reporting:** The books were closed for the year and the new fiscal year is going strong. Required year-end reports have been submitted to DCR by requested deadlines which included the following: Attachment E, Balance Sheet, Profit and Loss, Cash-on-hand report, and Assessment Questionnaire. Payroll quarterly reports were also completed and filed for year ending June 30.

**Accounting/ Reports:** Daily accounting procedures and payroll are always ongoing. Carmie has been helping a few Districts with QB/ Attachment E/ DCR Tracking program issues and year-end closeouts.

**SL-15A Non-Compliant Contracts:** Carmie has updated the summary of the current Non-Compliant SL-15A Contracts found under New Business. The District still has 2 non-compliant participants from whom to collect funds. Carmie contacted

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Robert Drewery, the District rep at the Attorney General's office and sent him everything as requested for the one non-compliant contract that has missed repayment deadlines. He is moving forward from the AG's office with a new deadline for repayment and if that deadline is missed, lawsuit is next. The other contract has until August 31, 2018 to pay in full.

**Final FY18 Cost-share Accounting:** At the close of the year, June 30th, the District paid a total of \$344,180.50 in BMP cost-share practices including contracted practices to Eastern Shore farmers and landowners. A breakdown summary report of practices paid in FY18 by practice, acreage and county is attached to the final cost share report for FY18 under New Business. The state tracking program was closed out for year ending June 30, 2018.

**FY 2019 Cover Crop sign-up:** Sign-up is underway and the response has been steady. The sign-up began Monday, July 16, 2018 and the deadline for signup has been set for Friday, August 17, 2018. Carmie updated the farmer mailing list for Latonya to use in mailing postcards to farmers and landowners. Carmie and Cole have been taking sign-up.

**FY19 BMP Roll-out Training:** Cole and Carmie attended the FY18 BMP Rollout training on June 20th in Prince George. Program changes were presented and discussed and new BMP manuals were distributed. The training focused on some of the changes being made to DCR Tracking program to allow for RMP input and Conservation Planning and the VCAP program.

**Letter of Support:** With Robin's approval, Carmie sent a letter of support to Zach Easton of VA Tech for the USDA AFRI Foundation and Applied Science Program grant. This project will develop needed measures to address legacy sources of nitrogen that delay the attainment of water quality improvement goals.

**Mobile Classroom Insurance:** Carmie insured the mobile classroom under the Commonwealth's Car Care Insurance policy for \$60,000 to also cover the inside after completion. The cost is \$720 annually.

**District Annual Awards Banquet:** Latonya, Mary, Cole and Carmie attended the District Awards Banquet on Friday, July 27, 2018 at the Onley Town Center. All staff helped create the presentation slide show. Carmie developed the invite list, ordered the awards from Etch Art in Salisbury, arranged the venue, arranged for Exmore Diner to cater the event and helped with set-up and decorations.

**DCR Conservation Planning Webinar:** Cole and Carmie participated in the conservation planning webinar on June 27. DCR's tracking program has been revamped to include the ability to write conservation plans within the program and track required credit hours. Carl Thiel-Goin, DCR required copies of any certifications prior to January 1, 2016. Anyone certified before that date is grandfathered in to DCR's program. Cole and Carmie submitted requested information and are now certified as conservation planners through DCR.

**Technical Review Committee:** On June 13th Carmie attended the District's TRC meeting and gave updates on the funding allocation for FY19.

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**Operations Committee:** Carmie attended the Operations Committee on June 13th and created the FY19 Budget as requested during that meeting. All job descriptions were reviewed and updated as instructed. Carmie updated the FY19 APOW and Strategic Plan to reflect required acknowledgement of VA Soil and Water Conservation Board and also added a beginning and end date to the Strategic Plan. Carmie compiled the FY18 assessment questionnaire and reviewed with the committee. Carmie submitted it to DCR by June 29 as required. Carmie updated the committee on the venue and award nominees for the annual awards program.

**Chesapeake Bay Watershed Implementation Plan Phase III (WIP III):** DCR sent the BMP Scenario spreadsheet to the District to complete and submit by Friday, July 27, 2018. The scenario listed a suite of BMPs fitted for the Eastern Shore. Bay Districts were tasked with taking a look at their individual BMPs and determining that if funding was not an issue how many acres could be implemented tied to specific BMPs to help meet the 2025 WIP III goals. Districts were also asked to document any suggestions or recommendations to the existing BMP program or what could be added or changed. Cole and Carmie met with Jane and reviewed each BMP and came up with data projections along with a list of suggestions and recommendations. Cole emailed the draft to the District's TRC for additions or corrections. After one change and one addition Carmie submitted the final to Darryl Glover, DCR on July 26. See New Business. Districts are tasked with the ag component, the A-NPDC is tasked with the urban sector. They will be hosting a meeting at the Painter AREC on August 23 to review what they are doing to help project what needs to be done on the urban side. Cole and Carmie will be attending. On August 28, Cole and Carmie will attend a meeting at Tidewater AREC where DCR and DEQ will update Districts on submissions and what the next steps are in this process.

**DCR Grant Policy Webinar:** July 9, 2018 Carmie participated in a grant policy webinar sponsored by DCR. This webinar enabled Districts to review any changes to the grant policies with DCR for the new fiscal year. Required trainings for Directors as a grant deliverable are a major new change.

**Staff Yearly Plan of Work:** Carmie created a template for staff to use to develop a plan of work for the year. Once developed (by August 31) it will be used for staff to document measures and completed tasks and dates to help with meeting responsibilities as described in individual job descriptions. This plan will be reviewed with each staff member in December and then used in June as a vital component of yearly evaluations.

**Change to Google:** The District staff has merged from Microsoft Outlook over to Gmail and is using Google Suite to create and share documents. The web host, Khimaira, charged \$384 a year to host the website and the server space (which was limited) for email. By switching to Google, the size package at Khimaira was downgraded to enough space to just host the website at \$120 year. Google costs \$240/year and allows a much larger email storage capacity as it is web based. Employees are able to work on a document at the same time.

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**Nature Detective Camp:** Carmie helped Mary each day with the District's Nature Detective Camp held at Kerr Place July 30- August 3 for 9-10 kids. Cole jumped in as the District rep on the two days the kids kayaked with Bill Burnham.

**Union Bank Money Market Minimum Requirements:** Since Union Bank acquired Xenith Bank, the minimum amount required in money markets without accruing a service charge has increased from \$1,000 to \$2,500. A \$10 fee was waived for July but not for August. \$2,500 is now in the account to defer any other \$10 fees.

**2018 Southeast Regional Meeting:** Carmie attended this meeting in Williamsburg at the Williamsburg Lodge from Sunday, August 5<sup>th</sup> to Wednesday, August 8, 2018. NACD host this event in the southeast region every 10 years. TA couple of the sessions included oyster restoration and soil health.

**Designated Funds:** Carmie presented the Designated Funds report to the Board under New Business.

**Conservation Specialist Report:** Cole Charnock, Conservation Specialist, gave an oral report to Directors. His report is on file in the District office.

**Cost-Share Program:** Cole has been assisting with closing out the FY18 program year and entering data into this year's program for cover crop sign up.

a. Checked the Tracking Program to make sure there were no instances left incomplete in order to close out FY18 and filed away FY18 cover crop/tax credit documents.

b. Updated the advertisement files for FY19 cover crop sign up and made all other documents needed for sign up current.

c. Have been assisting farmers enroll in this year's cover crop program, and inputting that data as time allows.

d. Filing away new Nutrient Management Plans as they come in the office.

**Technical Review Committee:** Cole completed the minutes from the TRC meeting on June 13th. The committee was asked for input on the ESSWCD's WIP III goals spreadsheet distributed by DEQ which was due July 27th. Gary Moore approved the ESSWCD Secondary Considerations for FY19 on June 26th.

**Mortality Freezers:** Cole contacted Victor Clark, Greener Solutions, to get a draft letter of support for the Mortality Freezer BMP he had discussed at the ESSWCD June Board Meeting. Latonya has sent that letter to the DCR Ag BMP TAC.

**Litter to Energy:** On June 26th Cole was interviewed by a graduate student from the Painter AREC. The questions revolved around the abundance of poultry litter here on the Shore and methods of using the manure beyond traditional field application.

**VCAP:** The District was contacted by a landowner in Northampton County who is interested in a VCAP project by installing a living shoreline to help control erosion on his property. Cole has been in contact with Mike Vanlandingham-SEAS and Kevin McLean-VCAP in order to begin the process with this participant.



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**Conservation Planning Module:** Carmie & Cole attended the Conservation Planning module webinar on June 27th. This was a training to familiarize SWCD staff to use the module within the DCR Tracking Program. After the webinar Cole sent Carl Thiel-Goin-DCR his checklist from Gene Crabtree as proof of his NRCS Certified Conservation Planner status from October 2014.

**Awards Banquet:** Cole interviewed the winners of the District's 2018 Conservation Farmer and Clean Water Farm awards. Information and pictures from these meetings went into the awards slides for the banquet on July 27th. Cole also helped with setting up and loading/unloading for this event.

**Pollinator:** On July 6th Cole visited two sites with Jane and Brad (NRCS intern) where pollinator habitats were being installed.

**VESLT:** Cole filed several monitoring reports for easements that the District co-holds with VESLT.

**WIP III:** Carmie and Cole met with Jane in order to address the WIP III Goals spreadsheet that was given to the District by DEQ. In the spreadsheet, they brainstormed achievable goals of quantitative BMP implementation on the Shore. They were asked to submit this data assuming that there was no limit in DCR funding for implementation. They submitted this, along with suggestions for the cost-share program including practice payments, planting date changes and additional BMPs to be offered.

**District Truck:** Cole took the District truck to Hertrich in Pocomoke to have a recall serviced on July 24th.

**DEQ Cost-share:** DEQ is offering the District \$26,000 to go towards BMP implementation. Cole worked with Carmie to identify practices located within a particular watershed where the funds are required to be spent within this identified TMDL area in Northampton County.

**Nature Detective Camp:** Cole participated in the kayaking portion of the camp. The kids learned about the Secchi disk, water quality sampling, wildlife in the area and kayaking safety/fundamentals.

**Education Director Report:** Mary Melson, Education Director, was unable to attend. Her written report is on file in the District office.

**Conservation Technician Report:** Latonya Justice, Conservation Technician, gave an oral report to Directors. Her report is on file in the District office.

**Letter of Board Support for Freezers as a BMP:** With Robin's approval, Latonya typed up a letter of Board Support for Freezers as a BMP and sent it to Gary Moore and the TAC Committee.

**Annual Report/Newsletter:** Latonya is working on an online version of the FY18 Annual Report. It has the District Cost-share Program statistics and an Educational Outreach Program summary.

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**Endowment Scholarship Funding:** Latonya will draft the letters and Carmie will be sending the first half of the scholarships payments to the scholarship recipients' choice of college.

**Newsletter Email Listserve:** Latonya has created a listserve reaching 243 people plus all the districts.

**FY19 Cost-share Program Announcement:** Latonya updated the postcard announcing the cost-share program and mailed out 130 postcards to producers and possible participants. She added this postcard to the District website and to the District's Facebook page.

**Website:** Latonya updated the website with the postcard announcing the Cost-share program and she also added pictures and information about this year's District Award winners. The webpages for meeting minutes, directors and staff have also been updated.

**Shore Outdoors:** Latonya will be helping with the layout of the Shore Outdoors. It will be published by early October.

**Annual District Banquet/PowerPoint:** Latonya helped with the PowerPoint and the Awards Banquet program brochure and she created the Banquet invitation postcard and mailed it to 90 people. She took pictures of the awardees receiving their awards and made the outside Banquet signs.

**Awardee Certificates:** Latonya created certificates for the award winners, certificates for the scholarship winners and a collage for the camper.

**Awards Press Release:** Latonya is writing up the press release for the Awards Winners to be sent to the Eastern Shore News, the Post, Eastern Shore First and WESR.

## **PARTNER AGENCY REPORTS:**

A. **DCR, Conservation District Coordinator Report, Art Kirkby:** Art Kirkby gave an oral report. His written report is on file in the District Office.

### **Administration and Operations:**

**First quarter Administrative & Operational Support Disbursement Letters:** Letters will be sent to district offices late August. In addition to 25% of operational funding, these letters will include requests for \$1,500 of FY19 cost-share funds for each district. Art will mention at the next staff meeting that Union Bank requires \$2500 rather than the typical \$1500.

**FY18 Annual Report:** The annual report should be submitted by September 30. Carmie has already forwarded the Annual Banquet Presentation to Art for an annual report which satisfies his request.

**Reserve Fund Balances:** The district's FY19 budget should indicate the amount of "reserve fund balances" being carried forward from FY18. Amounts in excess of six months routine operating expenses must be dedicated to specific purposes "...by an action of the board and recorded in the official minutes..."

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**COIA Trainings:** The OAG will likely be at the annual meeting in Roanoke this December as well as Area Spring Meetings.

**Direct Deposits:** The process will be faster but there will be much more coding. Ops & TA will be lumped together in a fund named "main". Cost-share will be under a code named EDI-15 or EDI-20. It will be very important to use the disbursement letters to verify that the amounts received are correct and the funds have been deposited in the right location.

**Records Retention Officer:** New to the FY19 Admin & Ops grant agreement, districts will need to appoint a Records Retention Officer.

**Audits:** Audits Scheduled for the 2-Year Period ending 6/30/18 will affect Appomattox River, Chowan Basin, Eastern Shore, James River, & Peanut. Audits are normally scheduled between Sept.-Nov. 2018. Per grant agreement deliverable, at least one director is required to participate in the audit exit interview.

**AgBMP Cost Share:** Initial allocation letters including disbursement requests for FY19 technical assistance and any needed FY17 and FY18 cost-share will be sent to SWCDs on August 31.

**W-9 Forms:** W-9 forms are required for all cost-share and tax credit applications. Using social security numbers for federal ID number should be discussed with the participant in advance of accepting application. Complete/check all lines/boxes on Contract Part I.

**FY18 Average Cost Lists:** FY18 Average Cost lists must be board approved prior to approving 2019 contracts. Provide copy of the approved Ave Cost list to the CDC. If the District will be utilizing Tax Credits, note the needs for cost lists.

**Engineering Job Approval Authority (EJAA):** If a job exceeds the District's EJAA level, a request for assistance should be submitted to DCR's Ag BMP Engineering staff.

**VCRIS License:** Designated district staff should be in receipt of an e-mail with login credentials. If this has not come, please contact Carl Thiel-Goin with questions. All your district staff will login using the same credentials. There will be no fee to the district for this license.

**Conservation Planning Certification Training:** A list of courses was emailed to District Staff.

**DCR Conservation Planning Certification Program:** Effective 07/01/18, DCR launched our Conservation Planning Certification Program, however enrollment is not automatic. SWCD staff must initiate via an e-mail to Carl Thiel-Goin.

**Grandfathered SWCD Staff:** For Grandfathered SWCD staff, (those previously certified through USDA-NRCS), send a copy of that certification or documentation to Carl Thiel-Goin via e-mail. As of 08/01/18, 31 SWCD staff statewide have been issued DCR Conservation Planning Certification. A letter

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and certificate are sent from DCR to the employee and SWCD Chair. Certification is good for 3 years and must be renewed by earning 30 contact hours during the 3-year period and writing a conservation plan.

**Training Tracking Module Profile:** For SWCD staff working toward DCR Conservation Planning Certification or for those earning contact hours, they need to send an e-mail to Carl Thiel-Goin requesting access to the Training Tracking module to set-up a profile.

**Completed Trainings:** Completion of courses/trainings should be logged in the Tracking Program's Conservation Application Suite. To find the training tracking portion of the suite, go to: Users--In the Conservation Application Suite > My Account>Account settings> scroll to the bottom of the page> click link to the training module.

**Required Course List:** A complete required course list will be posted on the DCR website and is currently available by e-mail request to Carl Thiel-Goin.

**Online Certification Courses Now Available:** For those who need to complete certification, the online certification courses are now available through the Commonwealth of Virginia's Learning Center (COVLC). Each online course also includes a short test. Completion of each class will be recorded in COVLC.

**Virginia Resource Training:** DCR has arranged four identical training sessions this fall with the Department of Historic Resources (DHR), Department of Game and Inland Fisheries (DGIF), and Division of Natural Heritage (DNH) to provide detailed training on cultural resources and threatened and endangered species. This training will be important for all staff working with BMPs, working towards Conservation Planner certification, and/or needing Conservation Planner contact hours. Please mark your calendar now and plan to attend one of these sessions. September 11 in Farmville, September 14 in Prince George; October 2 in Charlottesville; more details and registration information will be available soon.

**Chesapeake Bay WIP III:** Ches Bay WIP III meeting at Department of Forestry, New Kent Conference Center, Aug 14, 10:00am - 12:00pm and Tidewater AREC, Aug 28, 10:00am - 12:00pm. Carmie and Cole will be attending the meeting at the Tidewater AREC.

**TAC Meeting:** AgBMP TAC meeting September 10 in Charlottesville-VDOF. Gary Moore is retiring in August 2018.

**VASWCD Quarterly Meeting:** Sept 13, VASWCD Quarterly Meeting, ODEC, Glen Allen

**Chesapeake Bay License Plate Grant:** Sept 25, Chesapeake Bay License Plate grant applications are due for Chesapeake Bay education and restoration activities. Mary just received a CB License Plate Grant.

**VSWCB Meeting:** Sept 27, VSWCB Meeting, ODEC, Glen Allen

**Clean Water Farm Award Grand Basin Nominations:** Oct 1, CWFA Grand Basin nominations due.

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**At-Large Directors:** Nov 1, At-Large Director appointment paperwork due. Dave Lovell's term expires December 31, 2018. Paperwork is due November 1, 2018 to get it on the agenda.

**B. NRCS District Conservationist Report, Jane Corson-Lassiter:** Jane Corson-Lassiter gave an oral report.

**Wetland Reserve Easement:** NRCS' fiscal year 2018 ends September 30, 2018. NRCS is about to close on the 90-acre Wetland Reserve Easement (WRE) down in Northampton County which is the only WRE in the State this year. NRCS will be working on the design of this restoration after the fall after the crop is off of the field.

**Simplifying Paperwork and Regulations:** USDA is no longer requiring entities like partnerships, LLCs and corporations to annually register with [www.Sam.gov](http://www.Sam.gov).

**Regional Conservation Partnership Program (RCPP):** It is a conservation partnership opportunity where NRCS partners would write a proposal and the funds would be come in to earmarked EQIP practices. NRCS would do the technical portion of the projects. RCPP funds can be used for such practices as heavy use area pads, stacking sheds, pending SL-6 practices, possibly seaside Level C Nutrient Management (graded soil sampling, yield monitoring, and Greenseeker), and farm freezers. The District would administer the funds and report the funds using a line item RCPP on the Attachment E.

**Farm Tour Day:** 700 copies of Mighty Mini booklet were made for the upcoming Farm Tour Day to hand out for the third graders.

**C. VA Cooperative Extension, Extension Agent Report, Theresa Pittman:**

Theresa Pittman gave an oral report.

**Grain Bin and Safety Workshop:** This workshop will be held Thursday, August 16, 2018 at the AREC, Painter, VA. Anyone with Grain Bins could get their crew Safety certified and learn how to operate

**Master Gardener Plant Clinic:** The workshop will be held at the Extension Office, Accomac, VA every Monday from 11-2pm. They discuss plant diseases, beneficial and harmful insects, and plant identification among other plant related subjects.

**Farm Tour Day:** The Farm Tour Day will be held on Tuesday, September 25, 2018 at Duncan Farms, New Church, VA.

**4-H Camp:** 4-H Camp is being held this week of August 6-10, 2018 in Mechanicsville, VA.

**The August Board meeting was adjourned.**

*Meeting minutes were recorded by Latonya Justice*