



EASTERN SHORE SOIL AND WATER CONSERVATION DISTRICT

MINUTES OF DISTRICT BOARD MEETING

Wednesday, July 14, 2021, 5:00 p.m.

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

ATTENDANCE: The following Directors and Associate Directors were in attendance:

| | |
|--------------------------|--------------------------------|
| Robin Rich-Coates, Chair | Sands Gayle, Director |
| Nick Thomas, Vice-Chair | Ursula Deitch, Director |
| Jim Evans, Director | Edwin Long, Associate Director |

Others present were:

| | |
|--------------------------------------|--------------------------------------|
| Carmie Savage, District Manager | Norman Pitt, Conservation Technician |
| Bill Savage, Conservation Specialist | Julie Head, Education Director |

CALL TO ORDER: Robin Rich-Coates, Chair, called to order the July 14, 2021 District Board Meeting of the Eastern Shore Soil and Water Conservation District.

MINUTES and FINANCIAL REPORTS: Director Ursula Deitch made a motion to approve the June 23, 2021 meeting minutes and the June 2021 financial reports as presented. The motion, seconded by Director Jim Evans, carried unanimously.

OLD BUSINESS:

A. There was no Old Business presented.

NEW BUSINESS:

A. **FY21 Final Cost Share Report:** Carmie Savage presented the following report- For FY20 carryover: one WP-4 poultry project has been completed and paid. FY20 Obligated funds carried over to FY22 for animal waste BMPs now total \$1,002,440.78 in Ches Bay funds and \$228,611.87 in OCB funds. The FY21 VACS Allocation totaled \$560,561.00 in Ches Bay funds and \$285,682.00 in OCB funds. Interest accrued through June 30, 2021 totaled \$1,752.41 towards Ches Bay funds and \$293.11 towards OCB funds. The District has received repayments cost share dollars for non-compliant no-till contracts totaling \$1,323.48 in Ches Bay funds and \$75.21 in OCB funds. The VA Soil and Water Conservation Board reallocated an additional \$552,812 in VACS Ches Bay funds and \$145,291 in VACS OCB funds to Eastern Shore SWCD. FY20 VNRCF TA remaining funds totaling \$449,471.87 were approved by the District Board to be used towards funding shortfalls as needed. Obligated funding towards agronomic requests totals \$716,418.35 in Ches Bay and \$661,850.35 in OCB funds creating a shortfall in OCB funds of \$230,520.79 which has been obligated using the approved FY20 VNRCF

APPROVED: _____ **SIGNED:** _____

BOARD CHAIRMAN

BOARD SECRETARY

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TA funds. A Total of \$320,000 Ches Bay funds was transferred to Peanut SWCD with \$12,093.74 in proportional TA. The final balance of unobligated FY21 VACS totaled \$80,030.54 in Ches Bay and \$11.76 in OCB. The \$80,030.54 in FY21 Ches Bay funds and \$11.76 in FY21 OCB VACS funds have been repaid to DCR and tracking has been updated to reflect the repayment leaving now a balance of zero in both accounts. After funding the cost share shortfall, the remaining balance of the FY20 VNRCF TA was \$218,951.08 with \$204,007.71 approved March 10, 2021 obligated to a Seaside WP-4 project leaving a balance of unobligated FY20 VNRCF TA funds of \$14,943.37 which has been transferred to Designated Funds in the Money Market Ops Account.

The following final update on the Most Effective Basin (MEB) Grant- Eastern Shore was presented:

| MEB Grant: MEB-21-20-NGF (Federal Funds) | | |
|---|----------------------------|--|
| Grant Scope: March 1, 2021- May 31, 2022- Bayside Acres only- first-come, first-served basis, no cap limit, no ranking required. Requires RMP fully developed or under development to receive cost share funds. In FY22, priority will be given to those who participated in FY21. Technical Assistance available: \$ 111,610.00 Total Cost Share funds available: \$ 865,241.00 | | |
| ESSWCD-01 | WFA-1 Contract: 20-21-0171 | <i>\$ (135,942.40) Complete and Paid</i> |
| ESSWCD-02 | WFA-1 Contract: 20-21-0174 | <i>\$ (20,491.50)</i> |
| ESSWCD-03 | WFA-1 Contract: 20-21-0175 | <i>\$ (123,499.00)</i> |
| Paid MEB funds as of 6/30/2021: | | \$ 279,932.90 |
| Unobligated MEB funds as of 6/30/2021 available for use in FY22 : | | \$ 585,308.10 |

The following update on Obligated Poultry Projects from FY20 carried over to FY21 and now FY22 was presented:

| Contract: | Instance: | BMP: | Description of Practice: | Estimated 75% Cost Share: | Funding Source: | Status: |
|----------------------------|------------------|-------------|---------------------------------|----------------------------------|---------------------------------|---------------------------------------|
| 20-20-0199 '20Carryover | 383632 | WP-4 | Litter Sheds | \$ 178,693.71 | FY20 Carryover Ches Bay VACS | Project Complete \$ 176,576.63 pd. |

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| | | | | | | |
|---|------------------|---------------|---------------------------|-------------------------------|---|---|
| 20-20-0170 '20 Carryover | 378612 379658 | WP-4 WP-4C | Litter Sheds Composter | \$ 142,624.20 \$105,270.80 | FY20 Carryover Ches Bay VACS | construction phase- delay on lumber |
| 20-20-0185 '20 Carryover | 379662 | WP-4 | Litter Sheds | \$257,724.45 | FY20 Carryover Ches Bay VACS | construction phase- delay on lumber |
| 20-20-0206 '20 Carryover | 389615 | WP-4 | Litter Shed | \$71,124.85 | FY20 Carryover Ches Bay VACS | construction phase- delay on lumber |
| 20-20-0175 '20 Carryover | 378741 378757 | WP-4 WP-4C | Litter Sheds Composter | \$134,221.39 \$94,390.48 | FY20 Carryover OCB (Seaside) V | construction phase- delay on lumber |
| 20-20-0164 '20 Carryover | 377886 | WP-4 | Litter Shed | \$65,532.76 | FY20 Carryover Ches Bay VACS | construction phase- delay on lumber |
| 20-20-0203 '20 Carryover | 387185 387186 | WP-4 WP-4C | Litter Shed Composter | \$56,727.23 \$123,354.63 | FY20 Carryover Ches Bay VACS | construction phase, delay on lumber |
| 20-20-0202 '20 Carryover | 387178 387179 | WP-4 WP-4C | Litter Shed Composter | \$56,727.23 \$123,354.63 | FY20 Carryover Ches Bay VACS | construction phase, delay on lumber |
| 20-21-0176 Current FY21 | 426648 | WP-4 | Litter Sheds | \$204,007.71 | FY21 Project funded by FY20 VNRCF TA (Local funds) | In the process of obtaining engineered design |
| Total Obligated FY20 Carryover Ches Bay VACS funds towards Poultry Projects: | | | | | | \$ 1,002,440.78 |
| Total Obligated FY20 Carryover OCB VACS funds towards Poultry Projects: | | | | | | \$ 228,611.87 |
| Total Obligated FY20 VNRCF TA (Local Funds) towards Poultry Projects: | | | | | | \$ 204,007.71 |

Director Jim Evans made a motion to approve the FY21 Final Cost Share Report as presented. The motion, seconded by Director Ursula Deitch, carried unanimously.

The Final FY21 Carryover report was presented to the Board which reflected \$1,002,440.78 in Ches Bay VACS funds and \$228,611.87 in OCB VACS funds from FY20 poultry projects carried to FY22. **Director Nick Thomas made a motion to**

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approve the FY21 Carryover Report as presented. The motion, seconded by Director Sands Gayle, carried unanimously.

The Final FY21 Cash Balance Report was presented to the Board as well as a summary of FY21 BMPs broken down by Practice/ County/ Acres/ Funding and the funding sources that funded the FY21 cost share program. A total of \$1,871,240.56 was paid/obligated to Eastern Shore producers. The Board requested the Summary Report be sent to the Accomack and Northampton County Supervisors.

- B. Revised FY22 Average Cost List:** The Eastern Shore SWCD Board approved the FY22 Average Cost List at the June 23rd meeting; however, since that approval Carmie discovered an error and presented a revised FY22 Average Cost List to the Board correcting the error. **Director Nick Thomas made a motion to approve the Revised FY22 Average Cost List as presented. The motion, seconded by Director Ursula Deitch, carried unanimously.**
- C. FY22 Cost Share Report:** Carmie presented the following report: FY20 Carryover to FY22 totals \$1,002,440.78 in Ches Bay VACS and \$228,611.87 in OCB VACS. FY22 VACS Allocation totals \$1,198,908.00 in Ches Bay VACS and \$583,598.00 in OCB VACS. Interest for July will not accrue until July 31. **Director Jim Evans made a motion to approve the FY22 Cost Share Report as presented. The motion, seconded by Director Sands Gayle, carried unanimously.**

Carmie presented to the Board the increases/decreases in funding that would affect the FY20 Carryover Poultry projects using the Revised FY22 Average Cost List (ACL) to estimate the costs. The VA Soil and Water Board approved to allow individual Districts to recalculate the original estimated costs based on their individual FY22 ACL (once approved) due to the rise in lumber/costs if the individual Boards chose to do so. Since the FY20 estimates were based using FY20 NRCS' ACL, the Litter Shed estimates increased using the new ACL but the composters decreased due to the extremely inflated costs used in FY20 NRCS' ACL. Since then, NRCS' most current ACL is more in-line with actual costs for constructing composters. When using the District's ACL to recalculate the estimated costs for composters, the estimated costs decreased even with the 40% increase in components due to the increased lumber costs on the District's FY22 ACL. For the seven (7) Carryover VACS funded projects, the difference between the FY20 Ches Bay estimates and the FY22 Ches Bay estimates totaled an increase of \$439,165.93 and a decrease of \$229,988.26. The FY20 OCB estimates totaled an increase of \$95,303.75 and a decrease of \$60,375.06. The difference of funding would need to come from the FY22 VACS funds. The one (1) project funded using FY20 VNRCF TA increased by \$115,151.22 which could be funded through the District's FY22

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Ops Budget line item “cost share support”. After much discussion, the Board agreed to revisit the increases/decreases to the carryover projects after the first round of ranking for FY22 BMP cost share has been approved in September.

- D. VCAP Project: Contract 20-21-20:** Norman Pitt presented the following new VCAP project to the Board and requested approval to submit to the VCAP Steering Committee: This new project is a living shoreline project designed to stabilize a section of marsh located along North Branch in the town of Onancock. The project has an estimated total length of 150+/- lineal feet. This project consists of a living shoreline and double row of 12” erosion control logs. The estimated cost for the project is \$12,000 with the VCAP cost share estimating at \$9,000. **Director Jim Evans made a motion to approve the two FY22 DCR Grant submitting Contract 20-21-20 as presented to the VCAP Steering Committee. The motion, seconded by Director Nick Thomas, carried unanimously.**
- E. Operations Committee- Draft Minutes from June 23, 2021 meeting:** The meeting was verbally summarized during the June 23 District meeting. The hardcopy of the minutes was presented to the Board for approval. **Director Nick Thomas made a motion to approve Operations Committee minutes from the June 23, 2021 meeting as presented. The motion, seconded by Director Jim Evans, carried unanimously.**
- F. Designated Funds Report as of June 30, 2021:** During the June 23rd District meeting, the Board approved the draft report but since then the interest for June has accrued in all accounts and the remaining funds from the FY21 Operations Budget and Technical Assistance has been calculated. Carmie presented the final Designated Funds Report as of June 30, 2021 to the Board which reflected all interest accrued and a total of \$84,871.21 transferred to the Money Market Account- line item “Designated for computer equipment, IT expenses, office equipment or projects directly related to soil and water conservation on the Eastern Shore” bringing that line item total to \$298,008.96 with a total balance of designated funds in the Money Market Ops account of \$497,861.35. Robin also noted that line item of \$298,008.96 could potentially be used to fund cost share practices if needed. The three District CD’s totaled \$123,977.14 and the Fidelity Investment account used to fund scholarships, spring grants, campers, totaled \$145,444.93 as of June 30, 2021. **Director Jim Evans made a motion to approve the Designated Funds Report as of June 30, 2021 as presented. The motion, seconded by Director Nick Thomas, carried unanimously.**

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G. VCDE Training- August 24-26, 2021 Graves Mountain, Syria, VA: The VA Conservation District Employee Training (VCDE) will be held on August 24-26 at Graves Mountain in Syria, VA. Julie, Norman, and Bill will be attending.

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 2021 Cost Share:

- **Agronomic Update:** Completed processing and disbursing FY21 cost share payments. Completed the FY21 Cash Balance Report for all Cost Share accounts as well as the FY21 Carryover Report. Carmie prepared a final summary report breaking down BMP practices by county, drainage area, and acres.
- **Poultry Update:** Seven approved VACS funded poultry practices are all waiting on lumber and have been Board approved to carry over to a 3rd year as well as the FY21 approved poultry project funded by local funds. The seven VACS carryover projects are reflected in the FY21 Carryover Report. Tracking has been updated to show June 30, 2022 as the new required completion date. Carmie has been working on updating the estimated costs of each of the projects using the District's FY22 Average Cost List for Board consideration.

FY 2022 Cost Share: Carmie completed the Cost Share report for FY22. The District's website has been updated with all FY22 sign-up and program information. Sent an email to all growers we had email addresses for announcing the sign-up period and giving two options to sign up: one in person by appointment and the other through the District's website. Carmie also posted the sign-up period on the District's Facebook and posted signs at the front door and in FSA.

FY22 ESSWCD Proposed Budget: Carmie set up the FY22 budget in Quickbooks and updated all full-time employees' salaries to reflect salary increases.

FY21 Self-Assessment Questionnaire: She completed and submitted the multi-page self-assessment questionnaire to Jackie on July 7th. The questionnaire is basically a report of dates/ approvals and summarizes everything the District has completed over the past fiscal year from review of policies to trainings to committee meetings, board meetings and more. A copy was attached to her report in the meeting packet.

Attachment D- FY23 Budget Template: The signed report was handed to Jackie at the meeting and the electronic copy will be emailed to Blair Gordon on July 15th.

Accounting: Daily accounting procedures and payroll are always ongoing. Carmie has closed books for FY21 and all quarterly payroll reports were filed for June 30.

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Attachment E and EOY FY21 Reports: The Attachment E Report for Quarter ending 6/30/21 and the End of Year Report as well as the QB Balance Sheet Report and Profit and Loss Reports were submitted to Jackie on July 2. The signed hardcopies were given to Jackie during the meeting.

FY22 DCR/ ESSWCD Grants: Submitted the Board approved and signed FY22 grant agreements for both Admin/Ops and Cost Share/ TA to Blair Gordon and Jackie on June 24th.

Designated Funds Report as of June 30, 2021: Carmie updated the Designated Funds Report as of June 30, 2021 as well as the Ellis- Humphrey Memorial Camp Scholarship Report, NRCS/ ESSWCD Old EQIP Funds Report which was presented for approval during New Business.

District Website: She has been updating the District's website to keep it up-to-date. Along with uploading new cost share program info to the website, she created a form participants can use to sign-up electronically. She has been updating the site with new links and adding buttons for FY22 minutes and publications to keep it current.

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

Webinars/ Conference Calls:

- **FY22 DCR Tracking Program Update Webinar:** Carmie participated in the new program year tracking program webinar on 7/13 to learn of new changes to DCR's tracking program. She also plans to sit through the next one scheduled for 7/22 as well as it is a lot of changes to process.

AREC Field Day: Carmie announced the Painter AREC is hosting a Field Day on Wednesday, July 21 and she will announce the current sign-up period and program updates.

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.

BMP - Cost Share:

- Assisting Carmie in Tracking, getting signatures and meeting with farmers as needed to finish FY21.
- Working on updating and making sure all FY21 cost share files have required information then will file to hold until the next audit period.
- FY22 Cost share press release was sent out on July 1 to WESR & The Eastern Shore Post.

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- Mailed hardcopy FY22 postcards to announce the sign-up period to those we do not have emails for on July 9, 2021. Those we do have email addresses for were emailed the announcement.

VCAP Site Visits & Inspections:

- Contract: 20-20-02: Bill has emailed this Living Shoreline VCAP participant to follow up on replanting issues and coir log installation noted on the initial spot check inspection conducted 5/4/21. He received an update that the coir logs are on-site and is in the process of acquiring the grass and will be replanting in the near future.

SL-15A No-Till Repayment:

- Contract 20-17-0023: Bill contacted the producer regarding an expired NMP on May 3rd. During the phone conversation it was discovered that field 12, 2.8ac had been sold in January and was no longer in compliance. He calculated the repayment and mailed the repayment letter on May 10th. The total amount due to the District is \$75.21 and the repayment is due by July 12th. Producer repaid contract in full on 6/22/21.
- Contract 20-17-0009 Producer stopped farming two tracts totaling 14.7ac. The producer wanted to repay the now out of compliance tracts. A repayment letter was mailed 6/22/21 and the producer repaid the District in full \$325.85 on 6/25/21.

Ag Stewardship:

- Complaint #1206: Follow up on the Ag Stewardship complaint of June 15. This complaint stemmed from a concern that was addressed near Folly Creek last November. The producer had installed silt screen to reduce erosion and sedimentation at that time to address the concerns and Bill was not aware of any additional issues until recently. He contacted Darrell Marshall (VDACS) with the official complaint on June 16, as the complainant wished to remain anonymous. He met with Darrell and the farm manager on site 6/28/21 to inspect the erosion control measures put in place last November and look for any signs of erosion related issues stemming from this farming operation entering Folly Creek. The producer had since installed additional silt screen fencing and filled a couple of small hand dug ditches leading from the buffer areas in an effort to minimize soil loss and erosion. Darrell suggested adding straw bales and / or coir logs to bolster the lower portions of the fields susceptible to concentrated water flow. Other than that no additional measures were suggested and Darrell said the official report would reflect an unfounded complaint. Bill has notified the complainant of VDACS decision that the complaint was dismissed.
- Complaint #1170: Received letter from VDACS on July 12th as a follow-up to a recent visit to view the progress in implementing the approved Ag Stewardship Plan that was developed to address sediment runoff into Tankard Pond and

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Warehouse Prong. Temporary measures have been installed. The basin has been repaired with stone to prevent scouring into the farm road, and additional buffer areas along the field edges have been seeded. The site will be revisited in the fall to verify the additional grass buffers seeded in the spring have been established and are sufficiently vegetated.

Ground Water Committee Meeting:

- Next meeting is scheduled for July 20th. No meeting was held in June.

VESLT Reports:

- Three monitoring reports this month.

Vehicle Maintenance:

- On July 6th the District Truck and Van were dropped off at Shore Tire in Onley for oil changes and yearly inspections.

Training:

- Bill attended the Conservation Selling Skills training July 6th, 8th & 13th. This course is necessary for my Conservation Planner Certification.

Meetings:

- Bill attended the Soil Health Work Group meeting July 12th. The group has previously developed a soil health matrix and it captures the increased infiltration rate, increased soil carbon, increased soil aggregation and increase in biological activity. The two key focuses are management practices vs. structural practices and production practices vs. land conservation practices. The first round of focus will be to look at bundling practices already in the VCAS manual vs. creating new practices. There will be two groups: livestock and cover crops. The next meeting will be in September.

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:

- Norman has been helping to update an Animal Waste Management System Plans (AWMS) for poultry projects.
- He has been in contact with some of the poultry growers concerning their construction of their projects and the contractor's requesting modification of the approved plans. Modifications are not permitted unless the design has been updated by the private engineer and then approved by the State engineer.
- Carmie and Norman have been updating the poultry files of the poultry projects that have been approved to carry over to a third year.

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TRAININGS/ WEBINARS:

- Attended two zoom classes entitled Conservation Selling Skills - Water Words that Work: Part 1 & 2, on July 6 and 8. Attended the third part of this training on July 13. This training will go towards Norman's conservation planning certification.

V-CAP:

- Norman has had several phone conversations with the County concerning a potential VCAP site visit located in the Town of Onancock along North Branch Onancock Creek which has raised some concern with the county. The county has dismissed the concerns. The site appears to be a good candidate for coir logs and living shoreline planting. He presented it during new business for approval to submit to the VCAP Steering Committee.
- The VCAP applications approved by the Board at the May 12, 2021 Board meeting have been approved by the VCAP Steering Committee. Norman has notified the owners of their approvals by letter.

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.

Education Outreach.

- KSP and Northampton County Parks & Rec – programming with KSP on Wednesdays for the kids attending summer camp.

Environmental Literacy Plan Template

- Gaps are identified. Now to fill in the gaps.

Ag Camp for Kids at the Barrier Islands Center, July 22-23, 2021

- Partnering with 4-H and the Barrier Islands to do a two day ag camp. Ages 1st through 4th grade. We will be dyeing wool and weaving, making bread, making butter and ice cream, seeing how a cow is milked, making corn husk dolls, etc..... Camp is sold out. YAY!

Visitor Display at Kiptopeke State Park

- Providing technical/educational assistance on a soils display at their new visitor's center. The District logo will be included as part of the display. Working with Stephanie, the new interpretative ranger, to complete the display.

New Teacher Orientation

- NCPS – providing lunch on 8/17 along with information on the various programs offered by the district
- ACPS – waiting for a date

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Fall programming for homeschool students

- Presented a year-long schedule to the coordinators. We will be meeting on the second Tuesday of each month for programming. Also putting together a fall book club based on the book “Dust to Eat.” This is about the dust bowl. Additional activities will be centered around soil erosion and prevention.

Newsletter Mailing List

- Julie discovered that the mailing list used to distribute the newsletter was extremely out-of-date. She has updated the list and added all of the contact info for farmers as well.

Upcoming

- 7/12 – 7/16 - facilitator for Virginia Academy of Natural Resources
- 7/17 – presenting “A Long Walk to Water” at the VAAE virtual conference
- 7/19 – VACDE meeting
- 7/22 – 7/23 – Ag Camp at the Barrier Islands Center
- 8/17 – NCPS New Teacher Orientation
- 8/24 – 8/26 – Graves Mountain – presenting a map update session
- 9/14 – homeschool – All About Trees
- 10/12 – homeschool – Everything but the baa, moo, cluck, and oink

PARTNER AGENCY REPORTS:

Department of Conservation & Recreation Update: Jaclyn Friedman, DCR CDC, included a written report in the meeting packet and it is on file in the District office. She presented her report to the Board.

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Virginia State of Emergency (SOE) expired June 30, 2021.** All public bodies must resume in person meetings (including committee meetings) in accordance with the Virginia Freedom of Information Act
- **Quarterly reports are due July 15, 2021-** Attachments E, QBs cash balance and P&L reports for the quarter and year end roll up.
- **FY21 Self-Assessment Questionnaire Due by 07/15/21**
- **Attachment D – FY23 Budget Template** is due to DCR-Blair Gordon no later than July 15- Recall the Budget Template- Att D could affect future allocations as the VSWCB committed to reviewing the Base TA allocation every two years.

AG & COST SHARE ITEMS:

- **FY22 Average Cost List:** must be approved by the SWCD Board of Directors prior to allocating any FY22 cost-share. A copy of the ACL must be submitted to David Bryan.
- **Farm Bureau to promote VACS Program:** The VASWCD and Farm Bureau are teaming up promote District Cost Share programs. Your local Farm Bureau will list details about your districts specific cost-share dates, deadlines, contacts, and general information in their upcoming newsletter. Make sure to include sign up dates/deadlines, district contact information and any other important

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information pertaining to your district. Please have this information emailed no later than July 15th.

- **Contract signatures:** From page II-16 in the PY2022 VACS manual, “BMPs initiated prior to submitting a cost share or tax credit application are not eligible.” Producers interested in cover crop BMPs need to sign an FY22 Contract Part 1 prior to planting.

UPCOMING TRAINING AND IMPORTANT DATES:

- **Conservation Selling Skills: Water Words that Work:** This is part of the DCR Conservation Planner certification program and attendance to all 3 sessions counts as Conservation Selling Skills. Attendance at all three sessions will provide 4 conservation planning contact hours. Anyone may participate.
 - **July 6: 9:00AM-11:00AM – Part 1. The Perils of Preaching to the Choir.** Discover how to spot the signs of “preaching to the choir” & recognize when you are sending messages that miss the mark or antagonize your audience.
 - **July 8: 9:00AM-11:00AM – Part 2. The Environmental Message Method.** You will learn a proven step-by-step method to translate professional-caliber information into messages for the general public.
 - **July 13: 1:00PM-3:00PM – Part 3. The Environmental Message Method.** Discover techniques for getting others to vouch for you & learn how to scientifically measure how easy or difficult your writing is to read.
- **July 13: VACS Tracking Program Update** webinar 9am-Noon (Ag SWCD staff to attend 13th or 22nd)
- **July 15:** 4th Quarter Attachment E, QBs cash balance and P&L reports & Att E year end roll up due to CDC
- **July 15:** End Of Year Cost Share Cash Balance and Carryover Reports_due to CDC
- **July 15:** Attachment D-FY23 Budget Template (excel version) due to DCR
- **July 15:** FY21 Self-Assessment Questionnaire_due to CDC
- **July 20:** VCAP Public Forum –10 AM– 12 PM– All are invited for an open discussion about VCAP. This is your chance to share your thoughts and collaborate with colleagues to help us continue to improve VCAP
- **July 22: VACS Tracking Program Update** webinar 1-4PM (Ag SWCD staff to attend 13th or 22nd)
- **Beginners QuickBooks Training-Part 1 & Part 2**
 - **Aug 3, 2021 – 2:00PM-4:00PM – Part 1.** Recommended attend both parts.
 - **Aug 5, 2021 – 2:00PM -4:00PM – Part 2.** Recommend attend both parts.
- **Aug 24-26:** VACDE Annual Training, Graves Mountain Lodge
- **Advanced QuickBooks Training-Part 1 & Part 2**
 - **Sept 21: 10:00AM-12:00PM – Part 1.** Recommend attend both parts.
 - **Sept 23: 10:00AM-12:00PM – Part 2.** Recommend attend both sessions.
- **Oct 1:** Clean Water Farm Award local and Grand Basin nominations due

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Dec 31: Deadline for Locally-Elected Directors to complete COIA Training;
<https://ethicswebinar.dls.virginia.gov/>

Eastern Shore Resource Conservation and Development (RC&D): Edwin Long, Chair, gave a verbal report to the Board.

- ES RC&D is currently advertising for a Projects Director.

The July 14, 2021 Board meeting was adjourned.

Meeting minutes were recorded by Carmie M. Savage

DRAFT