



## EASTERN SHORE SOIL AND WATER CONSERVATION DISTRICT

### MINUTES OF DISTRICT BOARD MEETING

Wednesday, June 15, 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- Chair, Jim Evans- Vice Chair, Ursula Deitch- Director, Kyle Sturgis- Director, Carmie Savage- District Manager, Bill Savage- Conservation Specialist, Julie Head- Education Director, Ben Young- NRCS Soils Conservationist, Sally Williams- Guest

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

Robbie Lewis- Associate Director, Rick Hall- Associate Director, Bill Shockley- Associate Director  
Chip Turlington- Associate Director and Edwin Long- Associate Director, Norman Pitt- Conservation Technician

**CALL TO ORDER:** Nick Thomas- Chair, called to order the June 15, 2022 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 May 18, 2022 meeting minutes as presented. The motion, seconded by Director Jim Evans, carried unanimously. Director Kyle Sturgis made a motion to approve the May financial reports as presented. The motion, seconded by Director Ursula Deitch, carried unanimously.

#### OLD BUSINESS:

**A. Eastern Shore Groundwater Committee Minutes-** N/A

#### NEW BUSINESS:

**A. Introduction and Welcome to Sally Williams:** Sally Williams was nominated by the District Board on May 18<sup>th</sup> to complete the term of the late Robin Rich-Coates through December 31, 2023. The VA Soil and Water Board will meet on June 24<sup>th</sup> to appoint. The Board welcomed Sally and extended their gratitude to her for agreeing to serve. Sally also agreed to serve on the Endowment Committee.

**B. FY22 Cost Share Report- Carmie Savage:** Carmie presented an updated report that was also included in the meeting packet. After cost share payments, and the repayments of cancelled contract funds to DCR, the balance of '20 VACS funds for Poultry projects is \$382,435.53 in Ches Bay and \$0 in OCB. The balance of 22 Ches Bay VACS Transfer

**APPROVED:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

BOARD CHAIRMAN

BOARD SECRETARY

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Funds are \$182,634.40. A total of \$95,303.75 in Local funds was used towards cost share payments but will be reimbursed by the balance in '22 VACS at the end of the fiscal year. The FY22 VACS allocation was \$1,198,908 in Ches Bay VACS and \$583,598.00 in OCB VACS. Interest earned through May 31, 2022 totals \$360.11 towards Ches Bay funding and \$112.92 towards OCB funds. Non-compliant BMP repayments total \$557.04 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 transfer of OCB VACS funds from VA Dare SWCD total 27,558.35. The transfer of OCB VACS funds from Chowan Basin total \$150,000.00. A total of \$360,230.65 was allocated to '22 Ches Bay Transfer funds bringing the total available FY22 funds to \$1,039,594.50 in Ches Bay and \$1,011,388.97 in OCB. The cost share requests approved, contingent on funding, as of June 15<sup>th</sup> total \$991,071.90 in Ches Bay and \$941,558.05 in OCB. Additional cost share requests totaling \$480.00 in Ches Bay and \$694.60 in OCB funds were included bringing the total unallocated Ches Bay VACS to \$48,522.60 and a total of \$69,830.92 in OCB VACS funds. Carmie reported to the Board that the OCB funds balance will equal \$0 by the end of the fiscal year because it will be used to reimburse the amount in local funds that have been used in the '20 Poultry projects. The FY21 poultry project approved using FY20 VNRFCF TA funds, including the new increase to estimated costs, totals \$319,158.93.

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

Contract No:	Instance No:	BMP:	Total Acres:	Funding Source: CB VACS	Funding Source: OCB VACS or Local	Funding Source: RMP State
20-22-0163	477831	NM-1a	24	\$48.00		
20-22-0039	478062	NM-1a	17.1	\$34.20		
20-22-0039	478063	NM-1a	17.2	\$34.40		
20-22-0159	478068	NM-1a	7.5	\$15.00		
20-22-0012	478106	NM-1a	20.9	\$41.80		
20-22-0012	478107	NM-1a	17.7	\$35.40		
20-22-0105	478112	NM-1a	19	\$38.00		
20-22-0199	477832	NM-1A	38.6		\$77.20	
20-22-0199	477833	NM-1A	67.8		\$135.60	
20-22-0199	477834	NM-1A	26.7		\$53.40	
20-22-0199	477835	NM-1A	28		\$56.00	

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20-22-0199	477836	NM-1A	5.9		\$11.80	
20-22-0030	478133	NM-1A	22.3	\$44.60		
20-22-0030	478137	NM-1A	7.2	\$14.40		
20-22-0030	478139	NM-1A	29.2	\$58.40		
20-22-0030	478140	NM-1A	7	\$14.00		
20-22-0030	478138	NM-1A	10.2	\$20.40		
20-22-0030	478136	NM-1A	15.6	\$31.20		
20-22-0030	478135	NM-1A	14.5	\$29.00		
20-22-0030	478134	NM-1A	10.6	\$21.20		
20-22-0199	477837	NM-1A	59.7		\$119.40	
20-22-0199	477838	NM-1A	62.2		\$124.40	
20-22-0159	478065	NM-1A	11.1		\$22.20	
20-22-0105	478108	NM-1A	8		\$16.00	
20-22-0105	478109	NM-1A	2		\$4.00	
20-22-0105	478110	NM-1A	5.2		\$10.40	
20-22-0175	478116	NM-1A	20.6		\$41.20	
20-22-0175	478117	NM-1A	11.5		\$23.00	
<b>Total Cost Share Requests:</b>				<b>\$ 480.00</b>	<b>\$ 694.60</b>	

**Director Jim Evans made a motion to approve new BMP cost share requests as presented, contingent on funding. The motion, seconded by Director Ursula Deitch, carried unanimously.**

This being the last meeting of the '22 Fiscal year and after the new BMPs approved at this meeting, the balance of unallocated '22 Ches Bay VACS funds is \$48,522.60. **Director Jim Evans made a motion to return \$48,000 of the unallocated '22 Ches Bay VACS funds to DCR by June 30<sup>th</sup>. The motion, seconded by Director Kyle Sturgis, carried unanimously.**

The following summary of RMP-2 payments as of June 15<sup>th</sup> was reported:

Contract No:	Instance No:	BMP:	Total Acres:	Funding Source: RMP State	Status:
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20-22-0198	472837-41 47283743	RMP-2	3,035.6	\$15,178.00	Will be paid after 6/15 approval
20-22-0197	472826-32 472834-36	RMP-2	1,390.43	\$6,952.15	Pd. 5/17/22
20-22-0197	472833	RMP-2	107.10	\$535.50	Will be paid after 6/15 approval
20-22-0196	472812-13 472815-22 472824	RMP-2	3,054.04	\$15,270.20	Pd 5/17/22

The following update 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>          -Disbursed in FY21: \$279,932.90          -Funds Available for Disbursement in FY22: \$585,308.10</p>		
WFA-1 Contract: 20-22-0075	'22 Paid	\$ 20,612.05
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>	'22 Paid	\$ 171,903.20
WFA-1 Contract: 20-20-0180	'22 Paid	\$ 127,600.95
<b>Total FY22 WFA-1 Approved (Ches Bay funded only) as of May 18, 2022:</b>	\$	<b>320,116.20</b>
Total MEB Funds in '21 Disbursed to District:	\$	279,932.90
Total MEB Funds Paid in '21 to Producers:	\$	(279,932.90)
Total MEB Funds in '22 Disbursed to District:	\$	333,150.00
Total MEB Funds Paid in '22 to Producers <i>(one cost share payment but projecting no change in funds)</i>	\$	(320,116.20)

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Total MEB Funds to Return to DCR after last Cost share Payment has been made:	\$	13,033.80
Total MEB Technical Assistance paid to District in '21:	\$	36,109.37
Total MEB Technical Assistance paid to District in '22:	\$	24,962.99
Total MEB Technical Assistance to return to DCR: Total MEB Pd \$613,082.90 * 10% TA= \$61,308.29 \$61,308.29 - \$36,109.37 disbursed in '21 and \$24,962.99 disbursed in '22 = \$253.93 to return to DCR	\$	235.93

**Director Kyle Sturgis made a motion to return the balance of unallocated '22 MEB funds totaling \$13,033.80 and the balance of MEB TA funds totaling \$1,067.45 to DCR by June 30<sup>th</sup>. The motion, seconded by Director Jim Evans, carried unanimously.**

Carmie updated the Board that the poultry projects are moving along. Three FY20 projects have been completed and paid. One re-inspection to be conducted by Amanda Pennington, DCR State Engineer, is scheduled for July 20<sup>th</sup> to the one project that was found to have issues during the original inspection. The final three projects have been approved for Carryover to FY23.

**Director Ursula Deitch made a motion to approve FY22 Cost Share Report as presented. The motion, seconded by Director Jim Evans, carried unanimously.**

- C. Technical Review Committee (TRC) Draft Minutes- June 1, 2022 meeting:** The draft minutes from the June 1<sup>st</sup> TRC meeting were presented. **Director Jim Evans made a motion to approve the draft minutes of the June 1<sup>st</sup> TRC meeting as presented. The motion, seconded by Director Kyle Sturgis, carried unanimously.** The TRC recommended approval of the following RMP Certification Inspections: 20-21-0002, 20-22-0003, 20-21-0004, 20-21-0005, 20-21-0006, 20-21-0007, and 20-20-0014. **Director Ursula Deitch made a motion to approve the seven (7) RMP certification inspections as recommended by the TRC. The motion, seconded by Director Kyle Sturgis, carried unanimously.** The TRC recommended approval of the following Chesapeake Bay Preservation Act (CBPA) assessments conducted by smithAg and Environmental Inc.: Tax parcels: 21A1-A111, 21A1-118, 21A2-13-G, and 21A2-13-E. **Director Ursula Deitch made a motion to approve the four (4) CBPA assessments as recommended by the TRC. The motion, seconded by Director Kyle Sturgis, carried unanimously.** The TRC recommended approval of the FY23 Secondary Considerations and FY23 ESSWCD Average Cost List. **Director Kyle Sturgis made a motion to approve the FY23 Secondary Considerations and FY23 ESSWCD Average Cost List as recommended by the TRC. The motion, seconded by Director Jim Evans, carried unanimously.**

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- D. FY22 VA Conservation Assistance Program (VCAP) Report- Bill Savage:** Bill Savage presented a report of the current VCAP projects at the District. There are two approved projects underway. Contract 20-21-013- living shoreline project designed to stabilize a section of beach located along Occohannock Creek has been completed and inspected. Bill has submitted a reimbursement request for the VCAP max of \$15,000 and \$500 in TA. Contract 20-21-002 is a rain harvesting project that will have cisterns capturing 2,044 gallons of rainwater is underway.
- E. Operations Committee Draft Minutes from May 18<sup>th</sup> meeting:** The draft minutes from the May 18<sup>th</sup> Operations Committee Meeting were presented for approval. **Director Jim Evans made a motion to approve the May 18<sup>th</sup> Operations Committee draft meeting minutes as presented. The motion, seconded by Director Ursula Deitch, carried unanimously.**
- F. Operations Committee Verbal Summary- June 15<sup>th</sup> meeting- Nick Thomas:** The Operations Committee recommended approval to delegate authority to Nick Thomas to sign the FY23 DCR grant agreements if available prior to the next District Board meeting. **Director Kyle Sturgis made a motion to approve delegation of authority to Nick Thomas to sign the FY23 DCR grant agreements as recommended by the Operations Committee. The motion, seconded by Director Jim Evans, carried unanimously.** Nick reported to the Board that the personnel evaluations were conducted earlier in the day on June 15<sup>th</sup> and staff excelled and met expectations. He thanked the staff for their hard work and dedication. The Operations Committee recommended approval of the FY23 Draft Proposed Budget using Accomack and Northampton County FY23 Allocations and District Contingency funds until the State Budget has been approved. The draft proposed budget included 10% salary increases to staff plus \$681.60 added to their annual salary for use of personal cell phones. **Director Jim Evans made a motion to approve the FY23 Draft Proposed Budget including the 10% salary increases and use of personal cell phone benefit as recommended by the Operations Committee. The motion, seconded by Director Ursula Deitch, carried unanimously.** The Full-time Conservation Technician position is being advertised in various places with an application closing date of July 15<sup>th</sup>. Norman Pitt's part-time position will end on Friday, June 18<sup>th</sup> which is the last pay period of FY22. He does not wasn't to apply for the full-time position due to time constraints with his business but will be available to the District as a consultant if needed. The Operations Committee recommended approval of all four updated full-time job descriptions and the following District Policies: Vehicle Use Policy, Credit Card Policy, Purchasing Policy, COVID-19 Policy, and the Check Signing Policy as well as the Personnel Handbook. **Director Ursula Deitch made a motion to approve the updated job descriptions, District policies and personnel handbook as recommended by the Operations Committee. The motion, seconded by Director Kyle Sturgis, carried unanimously.** The Operations Committee also discussed the venue and timeframe to hold the District's

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Award Banquet. They would like to hold it at ESCC if available on either the 1<sup>st</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Wednesday evening in October. Carmie will contact ESCC to try to confirm a date.

- G. Review of Annual Plan of Work for 3<sup>rd</sup> and 4<sup>th</sup> Quarters in Accordance with the Strategic Plan:** Carmie presented a breakdown of each month's goals and reported everything has been on track unless an event was cancelled or rescheduled.
- H. VDOT requesting Utility and Slope Easements on Barnes Conservation Easement to widen Shield's Bridge in Belle Haven:** The VESLT and the District co-hold the Barnes Conservation Easement. A map of the location and the plans to widen by VDOT was passed to Directors. The Directors agreed if the landowner was in agreeance there wasn't much to stop it from happening but working with VESLT may be a good idea to contact the OAG office to be sure of the legalities regarding the conservation easement. Carmie will contact VESLT to put together a packet of info to send to the OAG for review.
- I. Appointment of new Associate Directors:** Matt Hickman and Norman Pitt have expressed interest in serving as Associate Directors on the District Board. **Director Ursula Deitch made a motion to the appointment of Matt Hickman and Norman Pitt as Associate Directors to the District Board. The motion, seconded by Director Jim Evans, carried unanimously.**

## CORRESPONDENCE AND PRESS:

- A.** A copy of the May '22 edition of the District's newsletter, *Shore Conserver*, was included in the meeting packet.

## 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.

### FY22 Cost Share:

### **Agronomic Update:**

- All spreadsheets and tracking are being kept up-to-date. Completed all Cover Crop, Split App, and No-till Cost Share payments. Still processing payments for nutrient management practices and side-dress on corn payments as reported.
- **Whole Farm Approach Pilot Program (WFA-1):** All three contracts have been completed and paid. See breakdown in Cover Crop report under New Business.
- **RMP-2s:** Tracking is up-to-date to reflect RM-2 practices. One contract and all but one instance of another contract have been paid. One contract is left to pay after certification inspections have been Board approved as well as one more instance under another contract. Participants receive \$5/ac once RMP reaches certification.

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**Poultry Project Updates:**

- See status and updates on all poultry projects in the Cost Share Report under New Business.

**Administrative:**

- Payroll and bills are always ongoing.
- Started gathering info for the 4<sup>th</sup> Quarter Attachment E due to DCR July 15 and year end reports.
- Have begun to work on the FY22 Questionnaire due to DCR to help with the program year assessment.
- Started the closeout of the program year process and gearing up for the new program year.
- Once approved, will set up new FY23 Operations Budget in QuickBooks and update salary changes

**Operations Committee:** Prepared meeting minutes from the last Operations Committee meeting on 5/18- presented for approval under New Business. For the June 15<sup>th</sup> Operations Committee meeting, Carmie sent out the meeting agenda to members and planned to attend.

- Carmie drafted the FY23 Operational Budget
- Updated current job descriptions and created one for full-time Conservation Technician
- Drafted personnel evaluations (*except for her own- Nick will conduct*)
- Reviewed and updated all current District policies
- Drafted Announcement for full-time Conservation Technician position and worked on interview questions

**Technical Review Committee:** Attended the meeting on June 1<sup>st</sup>.

- Drafted an overview of the current program year and how funding has been obligated and also a projection of FY23 cost share funding.

**Trainings/ Meetings:**

- 6/3/22: Met with VDOT, VESLT regarding VDOT's request to acquire utility easement and slope easement on existing conservation easements- District and VESLT are co-holders
- 6/4/22: Participated in the FY23 VACS Updates meeting and plan to participate in the second on 6/14
- 6/15/22: Plan to participate in the VASWCD Marketing Committee meeting
- 6/22/22: Plan to participate in the VASWCD Admin/ Ops Committee meeting

**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

**BMP - Cost Share:**

- Ongoing: Reviewing NM-3C sheets as they are reported in.
- Assisting Carmie in Tracking as needed.
- Calling farmers for check pick up on completed contracts as needed.



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**Groundwater Committee Meeting 5/17:**

- Public Participation – Bob Meyers addressed the Committee with a concern about whether or not the Town of Cape Charles will have enough water for future needs based on the number of developments in the area.
- A clarification of responsibility stemming back to the Captains Cove water discussion was addressed. VDH is responsible for water quality and DEQ is responsible for water resources.
- The Committee is still looking for a member from Northampton County.
- The Committee discussed potential large water users on the Shore including Delmonte and Rocket Labs along with the possibility of drought for the Shore.
- Water Conservation – A new toilet is being developed that uses 8/10 gallon per flush vs 1.5 gallon per flush.
- Britt McMillian (ARCADIS) gave a presentation of Captain's Cove groundwater withdrawals.

The development is currently using 80,861,000 gallons per year at 13,048,000 gallons per month. They are requesting 107,000,000 gallons per year at 21,900 gallons per month. The requested groundwater withdrawal permit shifts from deeper aquifers to the Upper Yorktown – Eastover. Proposed development by 2039 would include an additional 140 houses using 120 gallons per day or an additional 6.12 million gallons per year.

**VESLT Reports:**

- One monitoring report filed this month.

**Trainings:**

- Bill attended the (virtual) FY23 VACS Updates training on 6/6
- Bill attended the JED training with NRCS on 6/9

**Events and Meetings:**

- Carmie & Bill attended the VESLT meeting at Belle Haven on 6/3.
- A TRC Meeting was held on 6/1 to review 7 RMP Certification inspections and 3 CBPA assessments. Bill prepared the meeting packet and took the meeting minutes.
- Bill performed the yearly VCAP inspection on Contract 20-20-04 on 6/7 with no issues.

**Conservation Technician Report:** Norman Pitt, Conservation Technician, was unable to attend.

**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.

**2022 Poster Contest** – Winning posters can be seen in the May edition of the *Shore Conserver* newsletter.

**Butterfly Life Cycles** – All kits have been returned. Fourteen (14) classrooms participated. Some classes struggled to keep the caterpillars alive. We think it is from

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the chemicals they are using to clean the classroom so Julie plan to come up with something to prevent this from happening again next year.

**Shore Outdoors** – Featuring the District’s Water Wise Home Program.

**Watershed Roundtable** – Julie is serving on this

**Demonstration Bee Box** – on display. Julie showed the Board the District’s cool Demonstration Bee Box

**JED training** – Julie, Bill and Ben attended the forage management and rotational grazing JED training

**Ag In The Classroom** - a professional development for continuing teachers has been scheduled for 8/16. Joint programming with Farm Bureau and Virginia Ag in the Classroom.

**Northampton New Teacher Farm Tour** – new teachers will be meeting at the farm of Kyle Sturgis. We will be providing breakfast along with 4-H and Julie will be talking about available District programs. She is hoping we can do mostly Virginia products for breakfast. She is also hoping to put together bags for the teachers featuring info from ESSWCD, 4-H, and Ag in the Classroom. Julie would also like to include other items from the Shore and commodity groups. I.e. lesson plans, informational material, swag, samples (honey, ESCR coffee, Barrier Islands sea salt, Blue Crab Bay samples, etc. She told the Board if they had any ideas or access to any of these groups to please let her know.

**Upcoming Dates**

- a. 7/6 – Smell Like A Bee, Cape Charles Library
- b. 7/11 – Kiptopeke ES Summer School programming
- c. 7/16 – Homeschool Fair, Barrier Islands Center
- d. 7/19 – Migrant Ed Family Fair, Northampton
- e. 7/22 – Migrant Ed Family Fair, Accomack
- f. 7/27 – Programming, Cape Charles Library
- g. 8/2-2 – Ag Camp at the Barrier Islands Center
- h. 8/12-14 – VAEE Conference
- i. 8/16 – Ag In The Classroom Professional Development, AREC
- j. 8/18 – Northampton New Teacher Welcome

**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. She was unable to attend.

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**FY22 Grant Agreement Deliverables:** All FY22 deliverables for both the Administrative & Operational Grant and Cost-Share and Technical Assistance Grant must be satisfied by June 30. Any outstanding items requiring board action need to be addressed at June board meetings.

**At-Large Appointed Director terms expire 12/31/2022.** Directors, currently holding At-Large appointments, need to let your Board know your intentions about seeking re-appointment. SWCD boards must take action on At-Large Director appointment recommendations no later than your August SWCD Board Meeting. Reappointment packets are due to your CDC/Blair by September 2nd for consideration by the VSWCB at their September Meeting.

**ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **Quarterly reports- due July 15, 2022-** In addition to the routine submission of Attachment E, balance sheet and P&L; fourth quarter reports are to include and the FY22 Attachment E “roll up”, year-end cash balance and carry over reports Instructions for completing year-end reports were sent to district staff. The signed hardcopy Attachment E can be mailed to me after I have reviewed the electronic submission.
- **FY23 Budget-** FY23 SWCD budgets should be drafted for SWCD board approval in July, dependent upon approval of the state budget. The conferees proposed budget has \$4,500 maintenance for each dam, includes the \$3.4M for additional SWCD operating funds and keeps FY23 VACS at \$123M. Dam rehab funds are still in question.
- **FY23 Grant Agreements** will not be made available until after the June 24 VSWCB Meeting, therefore plan to approve grant agreements at July Board meetings or delegate authority for signature of such.
- **FY22 Self-Assessment Questionnaire** Due on or before 07/15/22: Administrative and/or managerial staff submits the questionnaire; however, technical staff should assist with providing data.
- **Keep Data Up to Date:** Please make every effort to see that all data in the tracking program is complete and accurate by July 15. Please use the canned Logi reports at Shared Reports>District Year End Reports>QA/QC Reports, and Shared Reports>District Reports>BMP Summary - grouped by Status to check your data.
- **OAG Rep:** New temporary contact: Michael A Jagels, 804-225-4878, [MJagels@oag.state.va.us](mailto:MJagels@oag.state.va.us)

**AG & COST SHARE ITEMS:**

- **Delegated Authority:** If at June board meetings all FY22 VACS work cannot be completed, consider delegating the authority to the Ag/Tech Committee or to the Board Chair. This is very worthwhile for districts that meet early in the month.
- **DCR Ag Incentives Program Manager,** Sara Bottenfield, began on May 25. Sara brings a great deal of experience to the job, having worked at DEQ with the TMDL program and before that for Shenandoah Valley SWCD.
- **FY23 Secondary Considerations and FY23 Average Cost List:** Remember that no 2023 VACS contracts can be approved for funding before PY23 secondary considerations are approved by both the District BOD and DCR and the District-approved PY23 average cost list

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has been submitted to Electronically sent to SWCDs 6/3/2022 Page 2 of 2 DCR. Please send your secondary considerations and average cost list to Sara Bottenfield, Sara.bottenfield@dcr.virginia.gov, and copy me.

- **Carryover process:** Please encourage BMP participants to complete their projects in time for payment prior to 6/30/2022 to reduce carry over into FY23. Please review Pages II 41 - 44 in the VACS manual. Practices approved in FY22 that are listed as “two-year completion date eligible” do not need formal board carryover approval prior to the end the year. Other practices substantially under construction and eligible for carryover will need approval by district boards prior to 6/30/22.

- **FY22 End-of-Fiscal Year VACS Items:**

- o **Present for approval at June board meeting** the LOGI Cost-Share Program Carryover Report for BMPs to Be Completed, Canceled or Carried Over into FY23 and take actions as appropriate. Please review Pages II 41-44 in the VACS manual.

- o **Run EOY QA/QC Reports in LOGI.** Please make every effort to see that all data in the Tracking Program is complete and accurate by July 15.

- o **Complete and Submit EOY Cost-Share Reports** (Carryover, Cash On-Hand Balance) to your CDC on or before July 15.

#### **UPCOMING TRAINING AND IMPORTANT DATES:**

- **June 6:** FY23 VACS Update #1 9:30 am -12:30 pm Zoom (r
- **June 8:** Conservation Selling Skills Webinar, June 8, 10:00am
- **June 14:** FY23 VACS Update #2 1:00 - 4:00 pm Zoom
- **June 20:** State Holiday- Juneteenth- State Government offices closed
- **June 22:** Quarterly VASWCD & Educational Foundation Zoom Meeting
- **June 22:** VASWCD Admin/Ops Committee: Salary/Benefits Study 1pm Terri Higgins will present the Salary/Benefit study findings.
- **June 24:** Virginia Soil and Water Conservation Board Meeting 10:00 am, VA Farm Bureau office, Goochland
- **June 29 & 30:** Soil Science, Soil Fertility, Crop Production School 9:00 am - 4:30 pm, Frontier Culture Museum, Staunton
- **July 4:** State Holiday-Independence Day- State Government offices closed
- **July 12-14:** Agriculture Nutrient Management Plan Writing School, 9:00 am- 4:30 pm, Frontier Culture Museum, Staunton
- **July 19:** Tracking Program Updates & continued VACS Updates 9:30-Noon Zoom link to follow
- **July 28:** Tracking Program Updates & continued VACS Updates 1:00-3:30 pm Zoom link to follow
- **Aug 5:** Nutrient Management Certification Exam- Agriculture, 8:20-11:30 am Location TBD.
- **Aug 23-25:** VACDE Summer Training, Graves Mountain Lodge, more information to follow soon

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- **Oct 18-19:** Virginia Rare, Threatened & Endangered Species Protection and Cultural & Historic Resources Protection Webinars.
- **Late Summer/Early Fall:** DCR Conservation Planning Program, In Person - final course for Conservation Planner Certification
- **Dec 4-6:** VASWCD Annual Meeting Hotel Roanoke

**Accomack Field Office NRCS Report:** Ben Young, NRCS Acting District Conservationist, presented a verbal report to the Board.

**Program Updates/ Deadlines:**

- **VA NRCS Personnel Changes:** Jenny is still acting Area Resource Conservationist for Area VI and will be until the position is filled. Ben is acting Accomack DC during this time.
- **Jenny has been conducting zoom meetings on workplace conduct not only in VA but also in other states**

**The June 15, 2022 Board meeting was adjourned.**

*Meeting minutes were recorded by Carmie M. Savage*