



**MINUTES OF DISTRICT BOARD MEETING**  
**Thursday, July 16, 2020**

**EASTERN SHORE SOIL AND WATER CONSERVATION DISTRICT**  
**Due to COVID-19, this meeting was held virtually**  
**via WebEx at 5:00 p.m.**

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

Robin Rich-Coates, Chair  
Fred Holland, Vice-Chair  
Kyle Sturgis, Director

Nick Thomas, Director  
Ursula Deitch, Director

Others present were:

Carmie Savage, District Manager  
Bill Savage, Conservation Specialist  
Jaclyn Friedman, DCR CDC  
Julie Head, Education Director  
Norman Pitt, Conservation Tech.

**CALL TO ORDER:** Robin Rich-Coates, Chair, called to order the July 16, 2020 District Board Meeting of the Eastern Shore Soil and Water Conservation District.

**MINUTES:** A motion was made and carried to approve the June 24, 2020 meeting minutes. (Holland, Thomas)

**TREASURER'S REPORT:** A motion was made and carried to approve the financial reports for June 2020. (Holland, Thomas)

**OLD BUSINESS:**

A. n/a

**NEW BUSINESS:**

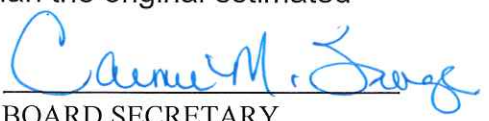
**A. FY20 Final Cost Share Report- Carmie Savage:** The original FY20 DCR Grant Allocation for Chesapeake Bay funding was \$1,568,171.00 and \$300,352.00 for Outside Chesapeake Bay (OCB). Interest earned totaling \$951.52 for Ches. Bay and \$264.93 for OCB was reported through June 30, 2020. Four no-till repayments of \$4,922.96 were applied to Chesapeake Bay funds and one no-till repayment of \$340.20 was applied to OCB Funds. A transfer of OCB funds from James River SWCD totaling \$100,000, a transfer of Chesapeake Bay funds from Shenandoah SWCD totaling \$1,000,000 and a transfer of OCB funds from Lonesome Pine SWCD totaling \$356,000 was reported. With the transfers, repayments and Interest, Chesapeake Bay funds totaled \$2,574,045.48 and OCB funds totaled \$756,692.20. Carryover CREP funds from 2019 totaled \$10,567.00. Jane and Carmie worked together to finalize the CREP contact and disburse payment. The final payment came in lower than the original estimated

**APPROVED:**

  
Robin Rich-Coates (Aug 17, 2020 10:13 EDT)

BOARD CHAIRMAN

**SIGNED**

  
BOARD SECRETARY

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costs leaving a balance of \$2,940.50 in CREP funds. Disbursements of Chesapeake Bay funds through June 30th totaled \$685,770.30 for cover crops, nutrient management, continuous no-till and nitrogen split-application practices. Respectfully, the OCB disbursements totaled \$471,901.20 in agronomic practices. Board approved carryover agronomic practices totaled \$9,498.00 for Ches Bay funds and \$2,501.40 for OCB funds. Two-year animal waste practices approved through June 30<sup>th</sup> have been carried over to FY21 totaling \$1,784,934.17 in Chesapeake Bay funds and \$228,611.87 in OCB funds. After disbursements and obligated carryover, the final unobligated remaining balance of VACS funds as of June 24th reduced to \$93,843.01 in Chesapeake Bay funds, \$53,942.66 in OCB funds, and \$2,940.50 in CREP Bay funds. A copy of the final cash balance report was included in the meeting packet as well as the Logi Carryover Report showing all remaining balances as of June 30. **A motion was made and carried to approve the Logi Carryover Report as presented. (Deitch, Holland)** Carmie has returned the unobligated funds totaling \$150,726.17 to DCR as required. A Total of \$3,183,216.94 was obligated in FY20 to Eastern Shore growers. **A motion was made and carried to approve the Final FY20 Cost Share report as presented. (Deitch, Holland)** Carmie also presented the Board with a report that showed acreages by practice that obligated by County, and Drainage area.

- B. FY21 Cost Share Report- Carmie Savage:** Obligated funds for agronomic practices carried over from FY20 to FY21 total \$9,498.00 in Ches Bay funds and \$2,501.40 in OCB funds. Obligated funds carried over for animal waste BMPs total \$1,784,934.17 in Ches Bay funds and \$228,611.87 in OCB funds. The FY21 VACS allocation totals \$560,561.00 in Ches Bay funds and \$285,682.00 in OCB funds. Interest had not accrued for the month of July.
- C. Technical Review Committee Meeting Minutes- July 16, 2020-** The meeting minutes were presented to the District Board. The committee reviewed the final FY21 Cost Share report, funding levels and advertisement of the sign-up period for the first ranking period for FY21. The first cost share sign-up period has been set for July 15 through August 17. The committee also discussed the Whole Farm Approach Pilot Program and challenges the District is facing in gaining interest with the RMP stipulation for participation. As of the meeting, the District has not yet received the grant. The committee also went into closed session to review six RMPs. The committee approved recommending the following RMPs for Board approval: RMP 20-20-0002, 20-20-0003, 20-20-007, 20-20-0009, 20-20-0010, and 20-20-0011. **A motion was made and carried to approve RMP 20-20-0002, 20-20-0003, 20-20-0007, 20-20-0009, 20-20-0010, 20-20-0011 and the TRC meeting minutes as presented (Holland, Sturgis).**
- D. Final Grant Report: ESVA Community Foundation Grant-** Carmie reported to the Board the final grant report due by April 30, 2020 was submitted and the grant was closed. The \$15,000 grant was a partnership between the District and Kiptopeke State Park to construct a butterfly pavilion and related display projects to be used for Outdoor Exploration Day and future events. The final grant balance totaled \$41.85 after

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expenses. ESVA Community Foundation instructed the District to keep the balance as it was under \$100.00. The \$41.85 balance was moved to Designated Funds on June 30 to be used towards projects related to soil and water conservation on the Eastern Shore.

- E. Designated Funds Report as of June 30, 2020:** Carmie presented to the Board the designated funds report as of June 30, 2020 which reflects the designation of the District's reserved contingency funds. A copy of the designated funds report is attached to the meeting minutes on file at the District. Carmie also reported to the Board \$449,471.87 in remaining FY20 Technical Assistance (TA) was not reflected in the Designated Funds Report but needed to be allocated since the 90% obligation of VACS funds had been met for FY20, the District would not need to return the TA. **A motion was made and carried to approve the Designated Funds Report as of June 30, 2020 as presented and to allocated the \$449,471.87 in remaining FY20 TA to FY21 Cost Share BMP practices in either Ches Bay or OCB as needed (Thomas, Holland).**

## STAFF REPORTS

**District Manager Report:** Carmie Savage, District Manager, gave an oral report to Directors. Her written report was included in the meeting packet and is on file in the District office.

### **FY 2020 Cost Share:**

- **Agonomic Update:** Completed processing and disbursing cost share payments except for some approved carryover NM-3C (side-dress on Corn) which were approved for carryover in May. More details were given in the Cost Share Report during New Business. Completed the Cash Balance Report for all Cost Share accounts as well as the Carryover Report that was presented for Board approval during New Business. Carmie also prepared a report breaking down BMP acreages by practice, county and drainage area.
- **Poultry Update:** Approved Poultry practices are all moving forward and have been carried over in tracking to June 30, 2021 for required completion. Those carryovers did not require Board approval as they are two-year practices. Carmie has also been working on Animal Waste Management Plans to send for approval by Amanda Pennington, DCR Engineering Services.

**FY 2021 Cost Share:** She completed the Cost Share report for FY21. The District's website has been updated with all FY21 sign-up and program information. Carmie also sent out the sign-up info to Extension to distribute to their grower's email list serve. Julie made some quick fact flyers for specific BMPs that have also been uploaded to the website.

**FY21 ESSWCD Proposed Budget:** Carmie has set up the FY21 budget in QuickBooks and updated all employees to reflect salary increases.

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**FY20 Self-Assessment Questionnaire:** She completed and submitted the multi-page questionnaire for DCR. 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- everything.

**Accounting:** Daily accounting procedures and payroll are always ongoing. Carmie has closed books for FY20 and all quarterly payroll reports have been filed.

**Attachment E and EOY FY20 Reports:** The Attachment E Report for Quarter ending 6/30 and the End of Year Report as well as the QB Balance Sheet Report and Profit and Loss Reports were submitted to DCR by the deadline.

**Endowment Committee:** The selected scholarship applicant has been contacted with an award letter and Carmie will disburse the 1<sup>st</sup> half of the scholarship in August. All spring grant recipients were contacted with either award checks or letters to revisit. The one camper application was mailed a letter that they will be first in line next camp season.

**Technical Review Committee:** She has been training Bill on the RMP review process. Bill and Carmie are in the process of reviewing six to present to the TRC on 7/16 and ten more are in the works. She attended the TRC meeting on 7/16 at the Onley Town Center.

**Record Retention Update:** With some of the educational programs cancelled, Julie offered to help tackle the old files in the attic that needed sorting in regards to what the District can dispose of and what cannot. She has sorted several boxes already and is in the process of doing more as time allows. The volume in cubic feet is recorded and submitted to VA Library of Congress via a certificate of records destruction. There are very specific rules as to what can be destroyed and at what time. For example, specific parts of the personnel files must be maintained for 50 years, Board Meeting minutes must be maintained forever, cost share files must be maintained for 3 years or through the life of the practice if longer than three years, etc. Good news as a result of COVID-19 cancellations- freed up time to get a handle on the paperwork overload- BIG THANK YOU TO JULIE for taking this on!

**Webinars/ Conference Calls:**

- **FY21 DCR Tracking Program Update Webinar:** On June 9<sup>th</sup> Carmie participated in the new program year webinar to learn of new changes to DCR's tracking program. She also participated in the next one on 7/14.

**District Website:** Julie and Carmie have been keeping the District's website up-to-date- check it out!

**District Facebook Page:** Julie and Carmie have been posting to the District's FB page as time allows. Along with uploading new cost share program info to the

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website, I she has been updating the site with new links and adding buttons for FY21 minutes and publications to keep it current.

**Conservation Specialist Report:** Bill Savage, Conservation Specialist, gave an oral report to Directors. His written report was included in the meeting packet and is on file in the District office.

**BMP - Cost Share:**

- Bill finished marking cover practices complete in Tracking as they were paid out.
- He worked on constructing, updating and printing documents, information and sign-up sheets for the FY 21 Cost-Share program.

**TRC Committee:**

- Set TRC meeting date for 7/16/20 at 11:00 a.m., helped prepare agenda and emailed it to committee members. He also prepared the meeting minutes that were presented for Board approval under New Business.
- Carmie has been training Bill on RMP reviews. He reviewed three of the six that were presented to the TRC Committee on 7/16.

**VCAP - Cost Share:**

- Bill attended the virtual VCAP program updates meeting on July 1.
- VCAP has received funding as of July 1 to implement the program for FY 21
- Our VCAP sign-up will be in two parts this year: Sept. 1 – Oct. 31 & Feb 1 – March 31
- A-NPDC has developed a brochure on VCAP to distribute. Working with Jessica Steelman, Coastal Planner and added the District's VCAP sign-up dates, District logo and recommended they also add VASWCD's logo to the brochure.

**Groundwater Committee Meeting:**

- No Ground Water Meeting was held in July.

**Meetings (Virtual) and (in-person):**

- Bill attended the (virtual) DCR Tracking program updates webinar on July 9th.
- He will attend the in-person TRC Meeting July 16th

**VESLT Reports:**

- Bill has received two monitoring reports and filed in District files.

**Conservation Technician Report:** Norman Pitt, Conservation Technician, gave an oral report to Directors. His written report was included in the meeting packet and is on file in the District office.

**POULTRY:**

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- Using V-CRIS to research resource concerns of Poultry Farm Projects. If hits (environmental issues or concerns, Indian Burial ground, etc.) related to properties, historic districts, and archaeological sites, and presents evaluative information, it to record before moving forward.
- Completed file set-up for the poultry producers, that contains their contracts and detail farm information. This includes the farm's site plan, nutrient management plans and BMP sizing, etc.
- Norman has worked on several components of the AWMS plans that are required for poultry BMPs.

**OTHER:**

- Working towards DCR Conservation Planner Certification. Norman has started the Nitrogen Management and Concerns Course. This is a six-part course and he completed the first part on 6/24/20.
- Norman participated in the DCR Webinar on BMP Tracking Program updates on 7/14/20

**Education Director Report:** Julie Head, Education Director, gave an oral report to Directors. Her written report was included in the meeting packet and is on file in the District office.

**Lessons in progress:**

- Elementary - cross-curricular lesson on soil for elementary schools – aimed at 3<sup>rd</sup> grade. Maybe the District can get permission from the elementary schools to bring the soils trailer to them and do a lesson. Logistics will be a pain as both districts are talking about A/B days so each elementary school would require a 2 day visit. Julie will approach them when they make a formal decision about how school is going to work in the fall.
- Middle School – cross-curricular unit on the book “*A Long Walk to Water*” by Linda Sue Park. This will hopefully be complete by 7/21/2020. What's in it for ESSWCD? The book is about the importance of water and the importance of clean water. Students will be exposed to people who don't have access to clean water and have to spend their whole day walking to and from the pond
- High School – consulting with an Earth Science/Environmental Science teacher to see what types of lessons would be most helpful. Kind of stuck until more info on how high school is going to go in the fall.
- Elementary – *The Water Princess* – a picture book story about a little girl growing up in Africa who has to help her mom get water for the family. This is really an extension of *A Long Walk to Water* for middle school.

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## 2. Other

- a. Working on a display for career days involving "green jobs." Julie is trying to focus on the more everyday jobs available on the shore that involve protecting the environment. She doesn't want to feature just scientists or positions that require a PhD. Possible jobs to include are:
  - i. Aquaculture
  - ii. Environmental specialist at Tyson or Perdue
  - iii. There is a boat captain at the Nature Conservancy
  - iv. A farmer
  - v. Kiptopeke State Park
  - vi. Maybe a summer employee from the wildlife refuge
  - vii. Maybe someone involved with living shorelines
  - viii. Planning and development
  - ix. Someone from the bridge/tunnel?
  - x. VDOT?
- b. Collaborated on an Environmental Literacy Plan Template that will be distributed to all schools in Virginia by the VDOE
- c. Conference calls and virtual trainings/events as scheduled (some useful, some not so much)
- d. Some of the organizations on the shore are trying to come up with a mail home packet. Julie is sitting in on these meetings.
- e. Bouncing around the idea of "Science in the Park" or something like that. Right now it looks like all students in ACPS will be off on Fridays and all students in NCPS will be off Wednesdays. Julie is thinking about some type of activity that could be done in a local park on students "off" days. Maybe rotate among cities and team up with a local church to provide bag lunches? More to follow if this idea develops. Ursula Deitch suggested Julie contact the Northampton County 4-H Extension Agent to bounce ideas and perhaps partner on this.

## PARTNER AGENCY REPORTS:

**Department of Conservation & Recreation Update:** Jaclyn Friedman, DCR CDC, gave an oral report to Directors. Her written report was included in the meeting packet and is on file in the District office

### Administrative and Operational Items

- **Grant Agreements** must be approved and then signed & mailed or scanned & e-mailed to DCR no later than **July 17**.
- **End of Year (EOY) Reports** deadline is **July 31** (Att E, P&L, Cash Balance, signed Carryover report & EOY CS cash balance report).
- **Electronic Meetings** are allowed by public bodies during the "State of Emergency". Follow the guidance from the OAG carefully. A recording of the meeting must be posted to your website and at the very start of the electronic meeting an enabling motion must be made to declare why your board is using the electronic meeting format. *When the Governor declares the State of Emergency over, electronic meetings will no longer be allowed.*
- **FY21 Budget Approvals-** should be approved at July board meetings, if they have not already been approved.



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- **Dedicated Reserves Plan** should be board approval in August/Sept. Keep in mind that VA is forecasting a \$3 Billion dollar shortfall over the biennium, so reflect upon that as you dedicate reserves & approve FY21 budgets.

### **NEW Freedom of Information Act requirements**

**FOIA Training for Elected Directors** Pursuant to § 2.2-3704.3 of the *Code of Virginia*, as of July 1, 2020, each district elected director is required to complete the FOIA training for Locally Elected Officials. **Directors have until December 31, 2020 to complete the FOIA training.** An online training is provided by the Virginia Freedom of Information Advisory Council

(<http://foiacouncil.dls.virginia.gov/foiacouncil.htm>) and requires an individual email address. In person, group training is also available by request from the Virginia Freedom of Information Advisory Council or your local government attorney. This training must be completed within two months of assuming office and every other year thereafter. The clerk of each governing body (in most cases this is the Clerk of the Board of Supervisors) shall maintain records indicating the names and the elected official and the dates on which each completed the training. It is recommended that all appointed directors and associate directors take the training as well. Online FOIA Training for elected official is found at this link:

<http://foiacouncil.dls.virginia.gov/officertraining/>

Print the completion certificate and provide a copy to the clerk of your local government and the SWCD office (Just like with COIA).

### **NEW FOIA Officer Training** is now required only once every two years

*... and be trained at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered by the Council. Any such training shall document that the training required by this subsection has been fulfilled.*

### **AG COST SHARE:**

- **Average cost lists** must be approved by your district board before approving any new FY21 contracts
- **FY20 Carryover Report**, which should include Carryovers from all previous years as well as 2020, is due no later than July 31. **The report must be approved by the district board and signed by a board member.**
- **Data clean up reports** – before you close out PY20 run the **QA/QC reports in Logi** to reduce data errors and gaps.
- **VACS Manuals- Only one printed copy of the PY 2021 VACS Manual provided to each SWCD office.** Folks are encouraged to use the online version at <http://consapps.dcr.virginia.gov/htdocs/agbpmplan/csmanual.pdf> If the district wishes to have hard copies printed, DCR has a pdf file available to share.
- **DCR-DSWC Engineering Services Update** - To protect against unauthorized use of the DCR Standard Drawings, the Drawings, both AutoCAD and fillable PDF, are now accessible via the tracking program & will be removed from the DCR website. The forms can continue to be accessed electronically by authorized users of the Ag BMP Tracking Program. USDA NRCS has



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developed new beef and poultry sizing spreadsheets, which should be used by SWCDs for the VACS program.

- **Reminder: "BMPs initiated prior to submitting a cost share or tax credit application is not eligible."** Producers interested in cover crop BMPs need to sign a FY21 Contract Part 1 prior to planting. Producers seeking an AgBMP Tax Credit on project(s) need to do the same prior to "implementation."
- **Random BMP Verifications:** Due to Covid-19 restrictions, this year's field visits will be limited to one SWCD and one DCR person who must practice social distancing when possible.
- **PY21 Tracking Update webinars** have been scheduled **July 9 from 12:30 PM to 4:30 PM** and **July 14 from 8:30 AM to 12:30 PM**. These two *identical* webinars are for all Tracking Users and will cover PY21 updates to the AgBMP Tracking Program, including BMP and Conservation Planning module-related updates. All District staff that utilizes Tracking are highly encouraged to attend one of these two webinars.

**Electronic Signatures Clarified-** OAG has provided guidance on Districts using electronic or scanned signatures. Effective immediately, **Districts are allowed to use electronic signatures/scanned signatures on documents, including cost share contracts including FY20 VACS program-** No need to require wet signatures if an electronic one has been received.

- There is no language in the cost share manual that expressly prohibits the use of electronic signatures.
- **Desktop Procedures prohibits electronic and "stamped" signatures in certain instances: all checks and Attachment E reports must have "original" signatures.** This language will not change, Checks for security reasons, and Att. Es to make sure a director is actually looking at them.
- A **"stamp" is not an electronic signature and is not allowed.** It shall be the actual director/participant "applying" their signature to a page, not staff doing it for them. While there is no way to have oversight of this, it is up to the directors to pay attention to what is going on with their signatures.

**Conservation Planner Contact Hours** - Opportunities for Contact Hours are available at the Graves Mountain training all three days. See the brochure for more information. If you receive notice of an online event, or the rare in person event, and wonder if it could receive contact hours please forward to Carl Thiel-Goin as soon as possible with as much detailed program information as possible for review. Additionally, the following websites house new and on-demand webinars that carry contact hours for Conservation Planning  
USDA has live and on demand webinars <http://conservationwebinars.net/>  
Forestry webinars at <http://www.forestrywebinars.net/previous-webinars>

#### **Summer To-Do List:**

- **FY21 Annual Plan of Work** (board approval required) include "partnership acknowledgement" statement
- Review and **update Dedicated Reserves Policy** (record in board meeting minutes)
- **Complete property inventory**

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- **FY20 Annual Report** (due to CDC by 9/30/20) include "partnership acknowledgement" statement

**Dates to Remember:**

- **July 9**, Tracking (VACS applications) & Conservation Planning Modules Webinar 12:30 pm – 4:30 pm
- **July 14**, Tracking (VACS applications) & Conservation Planning Modules Webinar 8:30 am to 12:30 pm
- **July 15**, All data must be entered into Tracking Program No new PY20 contracts entered after this date!
- **July 15**, District self-assessments due back to DCR
- **July 17**, Signed Grant Agreements due back to DCR
- **July 31**, Deadline for End of Year Reports- Cost share, Carryover, and Financial Reports
- **Aug 3**, DCR to collect data from the Tracking program
- **Aug 18-20**, VACDE Annual Training, Graves Mountain Lodge, registration materials have been distributed
- **Sept 10**, Deadline to send funds back to DCR
- **Sept 16**, VASWCD Golf Tournament, contact your VASWCD for more details
- **Sept 30**, FY20 Annual Report due to CDC

**VA Cooperative Extension:** Ursula Deitch, Northampton County Extension Agent, gave an oral report to Directors.

**Potato Tour:** Theresa Pittman and Ursula gave a potato tour on 7/15 to an agent from the western part of state to make videos on the harvest and production of potatoes. Those videos will be made available hopefully in the near future.

**Bug Traps:** The extension agents have been regularly monitoring bug traps in both Accomack and Northampton Counties.

**Potential Pesticide Certification:** Considering hosting a pesticide re-certification class in the future. Some other areas have been successful in hosting it outside so considering that as an option.

**The July Board meeting was adjourned.**

*Meeting minutes were recorded by Carmie Savage*

# July\_16\_2020\_Minutes SWCD

Final Audit Report

2020-08-17

Created:	2020-08-17
By:	Carmie M. Savage (carmie.savage@esswcd.org)
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