

**Virginia Soil and Water Conservation Board
Thursday, April 20, 2017
Old Dominion Electric Cooperative
Glen Allen, Virginia**

MINUTES

TIME AND PLACE

The meeting of the Virginia Soil and Water Conservation Board convened at 9:30 a.m. on Thursday, April 20th at the Old Dominion Electric Cooperative in Glen Allen, Virginia.

MEMBERS PRESENT

Daphne W. Jamison, Chair
Richard A. Street, Vice Chair
Gray Coyner
Jerry Ingle
Janette Kennedy
Stephen Lohr
Barry L. Marten
Cindy Smith
David Kriz for John A. Bricker, NRCS, Ex Officio
Dr. Bobby Grisso, Virginia Cooperative Extension, Invitee

MEMBERS ABSENT

C. Frank Brickhouse, Jr.

DCR STAFF PRESENT

Jason Compton, Administration Business Manager
David C. Dowling, Deputy Director of Soil and Water and Dam Safety and Floodplain Management
Michael Fletcher, Board and Constituent Services Liaison
Darryl Glover, Director, Division of Soil and Water Conservation
Wendy Howard Cooper, Business and Administration Manager
Stephanie Martin, Soil and Water Conservation District Liaison
Gary Moore, Agricultural Incentives Program Manager
Roland Owens, Conservation Programs Data Manager
Carl Thiel-Goin, Conservation Planning and Training Coordinator
Christine Watlington, Senior Policy and Planning Analyst
Matthew Gooch, Office of the Attorney General

OTHERS PRESENT

Sharon Connor, Hanover-Caroline SWCD
Jonathan Harding, Virginia Agribusiness Council
Emily Horsley, USDA – Farm Service Agency
Ann Jennings, Chesapeake Bay Commission
Martha Moore, Virginia Farm Bureau
Ashley Wendt, DEQ
Jason Wendt, Virginia Farm Bureau

Greg Wichelns, Culpeper SWCD
Dr. Kendall Tyree, VASWCD

ESTABLISHMENT OF A QUORUM

With eight (8) member of the Board present, a quorum was established.

CALL TO ORDER AND INTRODUCTIONS

Chairman Jamison called the meeting to order at 9:30 a.m. and called for the introduction of members, staff, and guests.

APPROVAL OF MINUTES FROM MARCH 9, 2017

Mr. Coyner noted that he had requested clarification of his comments regarding district director responsibilities. He then moved that the minutes of the March 9, 2017 meeting of the Virginia Soil and Water Conservation Board be approved as amended. Mr. Lohr seconded and the motion carried.

DIRECTOR'S REPORT – *David Dowling, Deputy Director of Soil and Water Conservation and Dam Safety and Floodplain Management*

Mr. Dowling conveyed Director Cristman's regrets for not being able to attend the meeting.

DCR has been given the responsibility for two legislative studies. The studies will look at both RMP implementation as well as the stabilization of WQIF funding. Mr. Street will represent the board on both study groups. The study groups will meet on the same day. Meetings are currently set for May 17, and June 13, 2017.

DAM SAFETY AND FLOODPLAIN MANAGEMENT DIVISION REPORT – *David Dowling*

Division Update

Mr. Dowling reported that DCR had recently hired a new Region 2 dam safety engineer and that there was one remaining vacancy in Region 3 that was under recruitment.

Mr. Dowling provided members with a copy of a presentation he had given at the Virginia Emergency Management Symposium regarding the Dam Safety and Floodplain Management program and the ongoing database development that will make emergency action plans and dam break inundation zone maps publicly accessible. He also provided news articles pertaining to South Carolina dam failures and the Oroville Dam in California.

Mr. Coyner asked that, at the next meeting, staff provide a timeline outlining the ability to list all dams in the inventory and how that process could be accelerated.

Mr. Dowling replied that of the 3550 dams that are in the DCR inventory, 1973 are currently regulated. He advised that DCR staff was not pursuing the location of additional dams until such time that the current inventory could be properly assessed. He noted that, regardless of the DCR inventory, the responsibility for the dam is with the owner.

Initiation of a Study of the Appropriateness of Dam Overtopping Protection Product(s) for Use in Compliance with the Virginia Dam Safety Act and Regulations.

Mr. Dowling presented an overview of the proposed study.

- DCR has received several requests for the use of a product called HydroTurf™ for overtopping protection with the premise of allowing the dam to overtop as part of an engineering design to meet required spillway design flood requirements.
- As part of ongoing discussions, DCR advised the James City Service Authority that the Virginia Soil and Water Conservation Board would be requested to establish a process for the review and consideration of HydroTurf™ for use for overtopping protection.
- DCR needs to satisfy the question of whether this product may be safely, uniformly, and in a consistent manner found to be appropriate for use in the Commonwealth.
- To ensure that dams are properly constructed, rehabilitated, and maintained, the Department depends on the uniform and consistent application of established engineering procedures and criteria in accordance with 4VAC50-20-320 and 330 of the Impounding Structure Regulations (4VAC50-20). Where procedures and criteria are requested for use that are not found to be referenced as acceptable, such new procedures and criteria may be utilized if “approved by the director prior to the design of the impounding structure” provided the procedures and criteria may be proven to be “current, sound engineering practices”.
- While the May 2014 FEMA document titled Best Practices for Design, Construction, Problem Identification and Evaluation, Inspection, Maintenance, Renovation, and Repair (FEMA P-1015) includes a discussion of the HydroTurf™ product, it also contains two disclaimers that prevent this product from being considered acceptable as a design procedure and reference. They include the following:
 - “There is currently insufficient information to support further discussion of the design and analysis of synthetic turf systems. There is only one product in this category and it has not been tested to failure, so the mechanisms by which it will fail are unknown. The only design approach would be strictly empirical on the basis of limited laboratory tests and experience. The manufacturer of the HydroTurf™ system should be contacted for further information and guidance in the use of this product.”
 - “Since the synthetic turf revetment system is a manufactured product, it is appropriate to consult the manufacturer’s recommendations for proper maintenance. Since synthetic turf with a cementitious infill has not yet been tested to failure, the mechanisms for which failure would occur are currently unknown. A synthetic turf revetment has not yet been used for an overtopping protection application.”

- The HydroTurf™ product information itself states that “[a]ll information, recommendations and suggestions appearing in this literature concerning the use of our products are based upon tests and data believed to be reliable; however, this information should not be used or relied upon for any specific application without independent professional examination and verification of its accuracy, suitability and applicability. Since the actual use by others is beyond our control, no guarantee or warranty of any kind, expressed or implied, is made by Watershed Geosynthetics LLC as to the effects of such use or the results to be obtained, nor does Watershed Geosynthetics LLC assume any liability in connection herewith. Any statement made herein may not be absolutely complete since additional information may be necessary or desirable when particular or exceptional conditions or circumstances exist or because of applicable laws or government regulations.”
- DCR believes that these statements, when taken together, support the need for additional review and formal approval of this product, if found to be acceptable, prior to its use in the Commonwealth. This action shall be facilitated through the following process:
 - Section 4VAC50-20-210 of the Virginia Administrative Code states that “[w]hen the board needs to satisfy questions of safety regarding plans and specifications, construction, alteration, or operation and maintenance, or when requested by the owner, the board may appoint a consulting committee to report to it with respect to those questions of the impounding structure's safety. Such a committee shall consist of two or more consultants, none of whom have been associated with the impounding structure.” It continues stating that “[t]he costs and expenses incurred by the consulting committee, if appointed at the request of an owner, shall be paid by the owner” and that “[t]he costs and expenses incurred by the consulting committee, if initiated by the board, shall be paid by the board”.
- In accordance with this provision, we recommend that a study of the product be authorized by the Virginia Soil and Water Conservation Board.

BOARD ACTION

Mr. Coyner moved the following:

The Board directs the Department to establish a Consulting Committee in accordance with § 4VAC50-20-210 (Virginia Administrative Code) to conduct a study that shall include but not be limited to evaluating the use of HydroTurf™ [synthetic turf with a cementitious infill] in the Commonwealth of Virginia for dam overtopping protection particularly in situations where it is being recommended in order to meet required spillway design flood requirements. Such study shall investigate, at a minimum, whether the product is protective of public safety, durable, and reliable, and if found to be so, under what conditions and engineering protocols it might be properly utilized in the Commonwealth. Such procedures and criteria for use must be proven to be current, sound engineering practices.

The Committee is charged with fully evaluating the product and providing the Board with a progress report and if available at that time, its recommendations, at the Board's tentative September meeting.

The Board and Department shall consider these recommendations, determine if it is acceptable for use in the Commonwealth, and if so, under what conditions and engineering protocols. Decisions regarding the product should be memorialized in Board Guidance prior to the Director approving its use in the design of an impounding structure.

Mr. Street seconded.

Mr. Marten asked what testing had been done historically on overtopping protection.

Mr. Dowling responded that the products approved in the current manuals have been tested over the years to the point of failure. The products currently in use have been able to sustain certain stress limits. He noted that DCR did not have information regarding the product in question being tested to failure.

Ms. Kennedy asked if the product was cost effective.

Mr. Dowling replied that the cost-effectiveness of the product was one of the reasons the product has been advanced to the Board and Department for consideration. He again reiterated that DCR needs to satisfy the question of whether this product may be safely, uniformly, and in a consistent manner found to be appropriate for use in the Commonwealth.

Chairman Jamison called the question. The motion carried with Chairman Jamison and Mr. Ingle voting no.

Approval of the Board's Fiscal Year 2018 Virginia Agricultural Cost-Share (VACS) BMP Manual

Mr. Dowling noted that at the March 9, 2017 meeting, staff reviewed significant changes to the Virginia Agricultural Cost-Share (VACS) Manual that the Board approved in concept. A copy of the revised manual incorporating these changes was mailed to members prior to the April meeting.

Mr. Dowling asked that the Board move to approve the manual with the understanding that there may be non-substantive changes to include formatting and stylistic changes.

Mr. Street asked if action taken later in the Board meeting would become part of the changes.

Mr. Dowling replied that the Board would be granting authority to make those changes.

BOARD ACTION

Mr. Lohr moved that the Virginia Soil and Water Conservation Board approve the DRAFT 2018 Virginia Agricultural Cost-Share BMP Manual as presented and that DCR staff be authorized to make non-substantive changes to include formatting and stylistic changes as necessary. Mr. Marten seconded and the motion carried.

Appointment of a Board Subcommittee that will be charged with reviewing and addressing District audit and deliverable matters

Mr. Dowling noted that staff had presented this motion in concept at the March 9, 2017 meeting and that the Board had deferred action and requested revisions to the motion. He presented a revised version of the motion that addressed questions raised at the March meeting.

BOARD ACTION

Mr. Lohr moved the following:

MOTION for the Virginia Soil and Water Conservation Board (Board) to Establish a Soil and Water Conservation District (District) Audit Subcommittee (Subcommittee)

WHEREAS, §10.1-505 of the *Code of Virginia* (Code) confers the following broad fiscal related duties and powers upon the Board:

1. To give or loan appropriate financial and other assistance to district directors in carrying out any of their powers and programs.
2. To keep district directors informed of the activities and experience of all other districts, and to facilitate an interchange of advice and experience between the districts.
3. To oversee the programs of the districts.
11. To provide, from such funds appropriated for districts, financial assistance for the administrative, operational and technical support of districts.

WHEREAS, §10.1-535 of the Code requires that district directors shall ... "(iii) provide for an annual audit of the accounts of receipts and disbursements by the Auditor of Public Accounts or a certified public accountant approved by him" with such results being provided to the Department for review.

WHEREAS, the Board's Desktop Procedures for District Fiscal Operations document adopted on May 23, 2017 with an effective date of July 1, 2017, specifies under "Audits" that "[a]ll districts are required to accommodate an audit of accounts of receipts and disbursements on an annual basis..." and that the "Department of Conservation and Recreation [Department] has currently contracted to have each SWCD audited on a two-year rotating basis". The manual further outlines all items that each district should have completed and have available prior to the audit.

WHEREAS, each district's audit results are shared by the auditors and CDCs with the given district and with the Department as a series of audit close-outs and whereas the Department routinely shares the audit findings and recommendations with the Board.

WHEREAS, in accordance with the Board's proposed POLICY ON SOIL AND WATER CONSERVATION DISTRICT ADMINISTRATION AND OPERATIONS FUNDING ALLOCATIONS FOR FISCAL YEAR 2018, the "Department, as directed by the Virginia Soil and Water Conservation Board (Board), shall assess at the end of Fiscal Year 2018 (FY18) each District's success in meeting the deliverables Those Districts receiving a "C" score for any deliverable shall be sent a Letter of Notice (LON) on behalf of the Board by the Department to the District's Board Chairman and Manager. The LON shall direct the District to develop a Performance Improvement Plan (PIP) ... The PIP shall be presented to the Board's Audit Subcommittee (Subcommittee) at their next meeting by the District Board Chairman and/or a designated Director. Any explanations and actions taken to date may be presented to the Subcommittee at that time. Upon the Subcommittee's agreement with the PIP, the District Board shall report progress made towards successful implementation of the PIP to their CDC at their monthly meetings. Copies of

the Subcommittee approved PIP shall be provided to the Board and the Subcommittee Chair shall brief the Board on all matters brought before the Subcommittee. ...Failure to meet performance deliverables ... may result in funding adjustments to the District's future fiscal year's funding allocations by the Board. Such actions shall be taken at the recommendation of the Subcommittee and upon approval of the Board."

WHEREAS, the Grant Agreement as a deliverable specifically states that "[t]he District shall act upon audit findings as directed by the Board and the Department resulting from the Auditor's review of applicable District records".

WHEREAS, §10.1-534 of the Code requires that "district directors shall furnish to the Board or Department, upon request, copies of ordinances, rules, regulations, orders, contracts, forms, and other documents that they adopt or employ, and other information concerning their activities as the Board or Department may require in the performance of its duties under this chapter".

WHEREAS, ARTICLE VII, Section 2, of the May 15, 1997 adopted and December 11, 2013 revised By-Laws of the Board stipulates that "[t]he Chairman ... may appoint committees and call special meetings as required ... and perform such other duties as it may direct".

NOW THEREFORE BE IT RESOLVED, that the Board requests the Chair to appoint an Audit Subcommittee that shall have the powers and duties to review all audit and deliverable materials and to make recommendations and to advance communications based on their assessments, or instruct the Department to take such recommended actions. Any such actions shall be communicated to the full body of the Board. Substantive actions, such as actions related to funding adjustments, shall be referred to the full Board for action;

BE IT FURTHER RESOLVED, that the Subcommittee may direct the Department to issue a Letter of Notice (LON) and direct the District to develop a Performance Improvement Plan (PIP) in accordance with the Grant Agreement, and request District representatives to attend Subcommittee meetings in order for the Subcommittee to gain a better understanding of District's plan to address performance matters;

BE IT FURTHER RESOLVED, that the Board directs that the Subcommittee shall be composed of three members and include the Board's Vice-Chair, who shall serve as the Subcommittee Chair, one appointed at-large member, and one appointed member from those members nominated by the Association of Soil and Water Conservation Districts in accordance with §10.1-502 of the Code; and

BE IT FURTHER RESOLVED, that the Department shall provide support to the Subcommittee, shall public notice all such meetings of the Subcommittee, and maintain minutes of such proceedings.

Mr. Gray seconded and the motion carried.

Chairman Jamison appointed Mr. Street to serve as Chair of the Subcommittee and Mr. Lohr and Mr. Marten to serve as members.

DRAFT Funding Policies and Grant Agreements

Mr. Dowling noted that the next four items related to Policies and Grant Agreements were being presented in DRAFT form for comment. These items will be presented for Board approval at the May 23, 2017 meeting.

Review of DRAFT Board Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2018

Mr. Dowling provided a general overview of the Policy.

Board members expressed the following concerns:

- While the document says that it is being presented in a “spirit of cooperation” the deliverables are essential and non-negotiable for the districts. Mr. Dowling replied that the editing and refining the agreements was a cooperative process.
- Districts are allowed to maintain six months undedicated reserve funding but that is problematic if the state does not have funding. Mr. Dowling noted that the six months of reserve funding was recommended by the auditors and that it pertained to unobligated funds and not those designated for specific programs.

Mr. Dowling noted that the funding amounts remained the same as in previous years and that there were no changes in that regard.

The Policy will be presented to the Board for approval at the May meeting.

Review of DRAFT Administration and Operations Contract and Deliverables

Mr. Dowling presented the draft and noted that it was essentially the same as discussed at the March meeting. Clarifying language was included for the subcommittee. Conservation planning programs were included in the list of programs that districts actively participate in.

With regard to evaluating deliverables, Chairman Jamison asked who determined what was applicable. Ms. Martin responded that the Conservation District Coordinators work with to determine and discuss evaluation results with each district.

A concern was expressed regarding the deliverable requiring districts to follow the Desktop Procedures. Staff agreed to reconsider this item in developing the final draft of the Administration and Operations Contract.

Review of DRAFT Board Policy and Procedures and Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations (Fiscal Year 2018).

Mr. Dowling reviewed the District Cost-Share and Technical Assistance Funding Allocations Policy and noted that this would be presented in final form for approval at the May Board meeting. He noted that the majority of the policy remained the same with a few notable exceptions such as reinstatement of the 4th quarter reallocation process and due to changes in appropriation amounts, all of the numbers had changed. He also noted that an acreage error on the Eastern Shore had been discovered and that the numbers in the Policy would be updated to reflect the corrections.

Mr. Ingle asked for a historical perspective regarding the FY13 Technical Assistance (TA) base.

Mr. Dowling responded that the budget template provides the numbers that districts need to carry out their operations. At this time, we are not at those levels of support. Districts depend on operational dollars as well as TA dollars to operate. TA dollars had previously been allocated based partially on the number of board members, the size of the districts, and similar considerations. When the Policy development process was reconsidered several years ago, it was determined by the Board "to do no harm to districts" and a base TA was placed in the budget that functions much like administration and operations funding. The balance of the TA is distributed proportionally to the cost-share amounts they are receiving.

Review of DRAFT Cost-Share and Technical Assistance Contract and Deliverables

Mr. Dowling reviewed the Cost-Share and Technical Assistance Contract and Deliverables and noted that this would be presented in final form for approval at the May Board meeting.

Mr. Street noted that the documents presented did not show the changes. He asked that, prior to the next meeting, the Board be provided with documents that showed all of the proposed changes to the policies and grant agreements.

Mr. Dowling agreed to provide those prior to the next meeting.

CREP Update and Action

Mr. Dowling gave the following update regarding the Conservation Reserve Enhancement Program (CREP).

- DCR, in mid-February, advised the Farm Service Agency (FSA) that state funding for the Conservation Reserve Enhancement Program (CREP) had been exhausted for the remainder of FY 2017.
- Initially, \$800,000 was appropriated by the Virginia General Assembly in FY 2017 for the 50% state match on CREP contracts. The Department then added \$87,000 in prior year unexpended CREP match, plus another \$300,000 in February 2017. This entire sum, just shy of \$1.2M in state CREP match, was fully depleted by mid-February.
- On February 21, 2017, FSA sent a notification to all field staff advising that FSA shall suspend approval of all CREP contracts effective immediately. A March 1, 2017 FSA memo followed-up that the suspension would remain effective until further notice and additionally clarified that FSA shall also suspend accepting new offers for enrollment in CREP, effective immediately and continuing until further notice.
- On March 9, 2017, the Virginia Soil and Water Conservation Board noted that due to reduced funds being available, that they authorized changing state CREP match back from 50% to 25% to assist more applicants. The producer's share will once again increase from 0% to 25%. They also provided

authority for the Department to cover CREP enrollment overages for 2017 by applying 0934 – WQIF balances if determined by DCR to be necessary to meet commitments.

- DCR staff met with FSA on March 13, 2017 to discuss the future of the Program. At that meeting, the Department agreed to honor 19 contracts that FSA had approved prior to February 22, 2017 in the estimated amount of \$252,000. FSA also estimated that there were an additional 70 CREP enrollment offers in the pipeline and that they wanted to determine what level of financial assistance the Commonwealth intends to provide.
- On March 22, 2017, FSA requested the Commonwealth to formally suspend the Chesapeake Bay and Southern Rivers CREP Agreements using mutually executed addendums.
- On April 4, 2017, Director Cristman informed Mr. James Dunn, Acting State Executive Director of the Virginia FSA State Office, that he:
 - Supported Mr. Dowling’s promise to meet the obligations for the 19 CREP contracts, at the 50% state cost-share match level, that were approved prior to the issuance of the February 22, 2017 FSA suspension memo.
 - Reiterated that at their meeting on March 9, 2017, our Board authorized the Department to apply WQIF (0934) unobligated balances towards meeting those commitments. We currently have the unobligated cash balances available to meet those contractual commitments and shall earmark funds for payments for those specific projects.
 - Noted that fiscal estimates to address the 70 CREP enrollment offers that were received by FSA prior to the issuance of the February 22, 2017 FSA suspension memo, at a 50% match level, would be at least \$560,000, although an upper bound of \$928,130 was possible.
 - We stated that we cannot meet these offers at the 50% match level but noted that we are prepared to recommend to the Board for their concurrence at their April 20, 2017 meeting that anticipated 2017 recordation fee revenue deposits in excess of our budgeted amount, be used to satisfy this CREP need at a 25% match level.
 - § The CREP best management practices are recognized as part of the Commonwealth’s Agricultural BMP Cost-Share Program and therefore would be eligible as a use for these funds, but that DCR must abide by the 60% Chesapeake Bay (CB)/ 40% Outside the Chesapeake Bay (OCB) split on the use of these funds.
 - § It was further noted that should the Board approve the use of these funds, no payments could likely be made until August 1, 2017 to ensure that FY 2017 recordation fee revenue deposits have been made and are available for expenditure.

- From a fiscal sense, we know the following:
 - Through March 2017 [recordation fee] revenue comparisons are as follows:

FY2011	\$8,509,725
FY2012	\$8,866,566
FY2013	\$11,171,408
FY2014	\$8,234,871
FY2015	\$8,164,128
FY2016	\$8,615,603

FY2017 (Through March)	\$6,907,758
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- \$8,200,000 was conservatively budgeted for use in FY 2017. End of year [recordation fee] revenue is projected to be approximately \$9,000,000.
- We also have a sum of unobligated funds in the Virginia Natural Resources Commitment Fund (0936) that may be strategically applied to CREP balances. Of this amount, the Board had recommended at the March meeting to apply \$1,500,000 to the FY 2015 SL-6 backlog. The Department recommends revisiting this earmark.
- Additionally, the FY 2018 budget includes \$500,000 for CREP available July 1, 2017. The Board at their meeting on March 9, 2017 and contingent upon final approval of the state budget, authorized providing a 25% state cost-share match level in FY 2018.
- On April 11, 2017, Mr. Dunn responded to Mr. Cristman requesting or noting that:
 - DCR notify the producers on the 19 contracts, either locally or at the State level, that the State is indeed committed to providing cost share at the 50% level and funds are obligated.
 - DCR would ask the Board to consider the possibility of only reducing the level of cost share for riparian forest buffers to 35% and not the 25% mentioned.
 - FSA staff will collaborate with DCR staff on a monthly basis, or as frequently as necessary, to track and share data related to CREP activity across the Commonwealth.
 - FSA is required legally to complete the formal suspension agreement and that FSA and the State can begin the process to reinstate the agreement once funding is identified and future cost levels are determined.
- On April 17, 2017, DCR received additional preliminary estimate information from FSA that reduced the number of outstanding offers from 70 to 60 (CB-28, OCB-32). Using the limited estimate information available, DCR estimated potential costs (at 50%) in the CB of \$652,589 and in the OCB of \$1,072,595 for a total of \$1,725,184. We recognize that this is a high end estimate.
 - Reducing our match to 25% would cut this in half to \$862,592 which would still be challenging and would likely limit next year's program. [The key limitation is applying the 60:40 split to the recordation funds and any other VNRCF unobligated balances.]
- On April 18, 2017, in response to DCR's estimates, FSA suggested that they felt the numbers at 50% would be between \$619,000 and \$981,000.

BOARD ACTION

Mr. Ingle moved that the Board adopt the following five points:

- 1) The Board reaffirms their intent to apply unobligated Water Quality Improvement Fund balances (0934) and if necessary unobligated VNRCF balances (0936) to extinguish the 19 contracts at the 50% rate in the amount of approximately \$252,000.
- 2) Due to uncertainty on costs and the limitations on funding sources (i.e. 60:40 split requirements), the Board reaffirms their intent for DCR payment levels to revert to 25% for the outstanding 60 offers. To address this fiscal need, the Board authorizes the Department to

earmark and apply unobligated recordation fee revenue, other VNRCF (0936) balances, and FY 2018 CREP balances in the amounts necessary to satisfy the outstanding offers.

- 3) The Board requests the Department to prepare revised recommendations for their consideration at the May meeting for SL-6 FY 2015 earmarks once the CREP needs are better identified.
- 4) Given the fiscal uncertainty of addressing the outstanding offers, the Board recommends that the Commonwealth employ fiscal prudence and collaborate with FSA to temporarily suspend the Chesapeake Bay and Southern Rivers CREP Agreements using mutually executed addendums. This would be until such time as better estimation on the 60 projects is available so that the Board may make a more informed fiscal determination and more complete information is available on recordation fee year-end revenue.
- 5) Once the Program is unsuspended in the future, the Board reaffirms their intent to apply a 25% match to payments in FY2018.

Mr. Street seconded and the motion was approved.

Conservation Planning Program Development Overview

Mr. Dowling presented the following overview of the Conservation Planning Program.

Conservation Planning Background

- Participation in state and federal agricultural conservation programs in Virginia typically requires a conservation plan, developed by either a District or a USDA Natural Resources Conservation Service (NRCS) Conservation Planner. Plans are also written to provide technical assistance to agricultural producers.
- Soil and Water Conservation District staff have historically been certified through the NRCS certification process.

DCR December Request

- DCR's December 2016 request to the Board to develop a Program was predicated on two key considerations:
 - A Virginia specific Conservation Plan Program can be better tailored to meet the needs of Virginia's producers and address the specific Virginia Program needs they are looking to achieve (ex. Agricultural BMP Tax Credit or Chesapeake Bay Preservation Act compliance). The federal process may be more complex than required at the state level.
 - Districts have expressed to the Department that some resource concerns in the NRCS planning process are not applicable to state programs, as the Department is not governed by the federal National Environmental Policy Act (NEPA) and other federal requirements.
 - Regardless of the efforts to support Districts made by NRCS, over the last few years, Districts have continued to appeal to the Department for assistance and for the development of a state planning tool, process, and training program. Administrative challenges **reported by Districts** (some since our December presentation) include:

- Difficulty in obtaining access to the required training in a timely manner. (Including obtaining access, via a LinkPass or Eauthentication, to the AgLearn system; this requires a lengthy process that has been shown to take over a year.)
- Difficulty in obtaining access to the NRCS Toolkit conservation planning software that is required for plan writing and review.
- Recent increases in federal requirements for NRCS conservation planning certification including a more stringent plan review process and increased training hours to either obtain or renew conservation planning certification.
 - Increases in the training hours to receive initial conservation planning certification from approximately 160 hours to 400 hours.
- Increases in the number of plans, as well as acres covered under plans that are required to be developed through Toolkit for recertification.
- New requirement for an employee seeking certification renewal to have a supervisor approve contact hours (Continuing Education Units) through the USDA (NRCS) AgLearn system. District supervisors (managers or Board members) are not likely to have such access.
- Suggestion that some current NRCS coursework is not necessary, while some alternative coursework may be beneficial for Districts.
- Due to the rigors of the certification and renewal process, a number of District staff are not successful in getting the proper access to become certified.
- Loss of NRCS staff in the southeastern part of the state that performed (CPA-52), Environment Evaluation Worksheet reviews for resource concerns such as threatened and endangered species and cultural resources.

Board December Action

- At the December 7, 2016 Board meeting, a motion was presented and approved for action which authorized the development of a DCR Conservation Plan Program.

Virginia Soil and Water Conservation Board

December 7, 2016

Hotel Roanoke

Roanoke, Virginia

MOTION to authorize the Department of Conservation and Recreation to develop the Conservation Plan Program

WHEREAS, §10.1-505 of the *Code of Virginia* (Code) authorizes the Board "to provide for the conservation of soil and water resources, control and prevention of soil erosion, flood water and sediment damages thereby preserving the natural resources of the Commonwealth";

WHEREAS, the Virginia Agricultural Cost-Share Program (Program) supports and encourages conservation planning on all agricultural land in Virginia;

WHEREAS, certain agricultural best management practices have been exempted from the Program's requirement to have an approved conservation plan prior to receiving cost-share funding approval in an effort to reduce the amount of administrative time and effort required to implement practices;

WHEREAS, §10.1-104.8 of the Code establishes the criteria included in a resource management plan;

WHEREAS, a resource management plan for cropland, specialty crops, or hayland must contain a soil conservation plan that achieves a maximum soil loss rate of "T";

WHEREAS, a pasture management plan or a soil conservation plan must be included for all pasture land included in a resource management plan;

WHEREAS, §58.1-339.3 of the Code states that "any individual who is engaged in agricultural production for market, or has equines that create needs for agricultural best management practices to reduce nonpoint source pollutants, and has in place a soil conservation plan approved by the local Soil and Water Conservation District (SWCD), shall be allowed a credit against the tax imposed by § 58.1-320...";

WHEREAS, Virginia Agricultural Cost-Share (VACS) BMP Manual (Manual), as approved by the Board, states that "individuals wanting to participate in the Tax Credit Program must have a soil conservation plan approved by the local District Board of Directors prior to BMP installation";

WHEREAS, the Manual further requires that "at a minimum, a conservation plan must contain the BMP and an implementation schedule for the specific field or site";

WHEREAS, the Department has historically allowed various types of plans to be considered a soil conservation plan including soil erosion plans, nutrient management plans, pest management plans, Department of Forestry cost-share plans, Agricultural Stewardship Plans, Chesapeake Bay Preservation Act Plans, and Natural Resources Conservation Service conservation plans for agricultural lands;

WHEREAS, the Department recognizes that the varied types of plans considered to be conservation plans has led to duplication of efforts by state and federal agencies and potential confusion within the farming community;

WHEREAS, the development of a formal and streamlined Conservation Plan Program for Virginia has value for the farming community and increases the conservation of the natural resources of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, that the Board authorizes the Department to develop a Conservation Plan Program including provisions for the training and certification of individuals developing conservation plans;

BE IT FURTHER RESOLVED, that the Department shall establish a working group of stakeholders to offer recommendations and insight into the resources to be considered, components of a plan, training and certification requirements, and other policy and Program considerations;

BE IT FURTHER RESOLVED, that the Department is authorized to coordinate and consult with federal and state agencies and other stakeholders as needed to develop the Program; and

BE IT FURTHER RESOLVED, that the Department will bring additional guidance and program details for approval by the Board at the Board's May 2017 meeting.

Implementation of Board December Motion

- In December 2016, both District, partner agencies, and other stakeholder groups were invited to participate in the Conservation Planning Stakeholder Advisory Group (SAG).

Conservation Planning and Certification Stakeholder Advisory Group (SAG)

SAG Participant	SAG Participant	SAG Participant
Mr. Rick Brown Halifax SWCD	Mr. Frank Johnson Northern Neck SWCD, Director	Mr. Chad Wentz NRCS
Mr. Charles Wootton Piedmont SWCD	Mr. David Dowling DCR	Ms. Joan Salvati DEQ
Ms. Kelly Snoddy Peter Francisco SWCD	Mr. Darryl Glover DCR	Mr. Neil Zahradka DEQ
Mr. Glen Chappell James River SWCD	Ms. Amy Walker DCR	Ms. Ashley Wendt DEQ
Mr. Jay Yankey Prince William SWCD	Mr. Kevin McLean VASWCD	Mr. Roger Kirchen Dept. Historic Resources
Mr. Brian Walton Thomas Jefferson SWCD	Mr. Ben Rowe Virginia Grain Producers	Mr. Darrell Marshall VDACS
Ms. Brittany Wood Headwater SWCD	Mr. Mathew Kowalski Chesapeake Bay Foundation	State Program Support
Ms. Sara Bottenfield Shenandoah Valley SWCD	Mr. Al Dews Private NMP and RMP writer	Ms. Barbara McGarry DCR
Ms. Sarah Tilson Evergreen SWCD	Mr. Patrick Calvert James River Association	Mr. Carl Thiel-Goin DCR
Ms. Marian Moody Hanover-Caroline SWCD	Mr. Lonnie Johnson Virginia Cooperative Extension	Ms. Christine Watlington DCR

- January 31, 2017 Conservation Planning SAG meeting – Meeting highlights included:
 - Introduction and overview of the purpose of the SAG.
 - Presentations from state agency representatives regarding conservation planning program needs for state programs.
 - NRCS overview on their conservation planning process.
 - Discussion of components that should be included in a state Conservation Plan.
- February 23, 2017 Conservation Planning SAG meeting– Meeting highlights included:
 - Review of Purpose Statement (see below)

- Demonstration of the Department’s current planning tool, the Conservation Planning Module.
- Discussion of resource assessment documents including the farm summary for Chesapeake Bay Preservation Act and portions of the NRCS CPA-52.

**Department of Conservation and Recreation
Conservation Planning Stakeholder Advisory Group Purpose Statement
2017**

On December 7, 2016, the Virginia Soil and Water Conservation Board adopted a Conservation Plan Program resolution and called on the Department of Conservation and Recreation to establish a working group of stakeholders to offer recommendations and insight into the resources to be considered, components of a conservation plan, training and certification requirements, and other policy and Program considerations.

Accordingly, the purpose of this committee is to develop recommendations for creating a Virginia-focused conservation planning process that consolidates the requirements of related state code and regulations associated with applicable state programs.

Based on conversations with Soil and Water Conservation Districts and an understanding of the Commonwealth’s unique needs, the Department recognizes the necessity for comprehensive and adaptive planning tools.

- March 24, 2017 Conservation Planning SAG meeting– Meeting highlights included:
 - Review of recommended Conservation Plan Report format and the authorized signature page.
 - Discussion of Environmental Assessment Worksheets.
 - Preliminary discussion of Conservation Planning Training and the potential requirements for DCR certification.
- DCR has added Conservation Planning to its website and is posting relevant information regarding Conservation Plan Program development and SAG meetings. The web address is <http://www.dcr.virginia.gov/soil-and-water/conservation-planning>.

Training needs

- The current NRCS minimum training qualifications for conservation planner certification in Virginia include completion of the following:
 1. Conservation planning – all modules
 - a. Part 1 – AgLearn online (modules 1-5)
 - b. Part 2 – Classroom/field (modules 6-8, Virginia Conservation Planning “Boot Camp”)
 - c. Part 3 – Field review of RMS plan (module 9)
 2. Environmental Compliance for Conservation Assistance (EC Level 1) – AgLearn online
 3. Cultural Resources Training Series – all modules
 - a. Part 1 – AgLearn online (modules 1-6)
 - b. Part 2 – Classroom/field (modules 7-8)
 4. Introduction to the Field Office Tech Guide – AgLearn online
 5. Introduction to Water Quality – AgLearn online
 6. Basic RUSLE 2 Certification – Take home exercise

7. Nutrient Management Track 1, Part 1 (AgLearn online) or VA DCR current certification by VA DCR Nutrient Management Planning
 8. Pest Management Track 2, Part 1 – AgLearn online
 9. Prescribed Burn Awareness Course (one-day workshop) or certification by the Virginia Department of Forestry as a Prescribed Burn Manager.
- Additionally, candidates must complete at least one field reviewed Resource Management System (RMS) plan for a conservation management unit (CMU) on either crop or pasture land based on the land use most commonly planned in the work area.
 - It remains the Department's desire to collaborate with NRCS to deliver the necessary in-person trainings and use the AgLearn courses already developed.
 - Absent any agreement with NRCS, the Department is looking to plan, develop, and provide the training classes needed to fulfill the requirements for DCR conservation plan certification and recertification.
 - We will be able to facilitate some of the online trainings through the use of the Commonwealth of Virginia Knowledge Center.
 - In late February, Secretary Ward requested a meeting with Mr. Bricker to discuss collaboration.
 - "We support the Department's efforts to provide enhanced training and planning support and are confident that it can be done in a manner complimentary to the Natural Resources Conservation Service's work. I would like to meet with you to discuss our ongoing efforts and to determine how best to coordinate them. Together, I'm confident we can equip Virginia's Soil and Water Conservation Districts with the training and tools necessary to meet both their state and federal conservation planning needs."

Next Steps

- Staff are following up on recommendations from the SAG on the creation of Environmental Assessment Worksheets.
- An updated presentation is being developed for use at the upcoming annual Soil and Water Conservation District cost-share training sessions.
- Meetings with other DCR Divisions and state agencies will continue to be held to further develop processes for addressing state resources and requirements. Good automated processes are already in place and being refined for threatened and endangered species and other state species of concern. Where necessary, Memorandums of Understanding will be developed to formalize processes for resource evaluations and assessments.
- Creation of a DCR conservation planning certification training protocol and certification renewal requirements must be developed. Our specific course of action remains contingent on discussions with NRCS, but in the meantime, the Department is exploring other avenues for the provision of the training materials.
- A Policy and Procedure manual will be developed for Board consideration. This document will provide guidance to participants going through the certification and recertification processes through DCR. It will provide guidance on conservation plan requirements and detailed instructions on the entire plan development and approval process. Planner roles and planning abilities will be defined in this manual.

- DCR will continue to encourage the Districts to obtain NRCS training and certification to the extent possible and we will continue to honor such certification.

Fiscal Database Development Overview – Roland Owens, Conservation Programs Data Manager

Mr. Owens gave the following update regarding the fiscal database development.

The DCR-DSWC (DCR) entered into a contract with WorldView Solutions, Inc. in January to assist the Division in developing System Architecture, Database Design, Software Design and System Roadmap documentation for the integration of a complete Financial Management solution into DCR's existing AgBMP Tracking/Conservation Planning/Resource Management Planning system. DCR asked that the solution be focused on five main areas:

1. Full tracking of all financial support provided to DCR, and to the SWCDs from DCR, for water quality program delivery and implementation, including the ability to input fiscal year budgets by subprogram, funding source, cost code, and project codes, and to track project expenditures and match use by fiscal year. This includes tracking initial fiscal year of allocation, even when funds are subsequently transferred and/or expended in other program years.
2. The ability to calculate allocations to SWCDs for Administration and Operations and for Cost-Share and Technical Assistance and the ability to generate contracts for each SWCD.
3. Integration between the AgBMP Tracking Module and other DCR financial data management systems.
4. Automation of financial data management transactions.
5. Clear and concise reporting of all financial data by both DCR and SWCDs including the ability for SWCDs to perform all of their required financial reporting, as well as generating information for annual audits.

The first four of these items are largely, if not entirely, focused on the needs of DCR and the Board to better track financial data and automate what are now manual process to better serve the Districts. The fifth item in this list is focused on providing solutions to the Districts to better help them manage financial data as it relates to reporting needs. To help DCR address these District needs, a stakeholders group was assembled, with input from Kendall Tyree at the Virginia Association of Soil and Water Conservation Districts, to provide input to the requirements gathering process. The membership of this group includes the follow DCR and District Staff:

- Deanna Fehrer – Piedmont SWCD
- Michelle Carter – Three Rivers SWCD
- Lorie Stevens – Holston River SWCD
- Joann Neale – Culpeper SWCD
- Elizabeth Dellinger – Shenandoah Valley
- Kathy Clarke – Northern Neck SWCD
- Tara Williams – Peanut SWCD
- Angie Ball – DCR CDC
- Blair Gordon – DCR CDC
- Gary Moore – VACS Program Manager
- Stephanie Martin – District Liaison

- Wendy Howard Cooper – Business Manager
- Darryl Glover – DSWC Director
- David Dowling – Deputy Director
- Barbara McGarry – RMP Program
- Amanda Pennington – District Dam Safety Program

The first step in this project was the development of a Needs Assessment. The purpose of this business needs assessment was to gather, document, and assess information about the current state of financial data management at the DSWC and across the SWCDs to ultimately inform the development of a system architecture and database design describing a proposed solution that will address the needs and gaps identified over the course of the assessment. WorldView Solutions conducted 10 different meetings with the stakeholders identified above, including a meeting on February 15, 2017 at WorldView's office with District stakeholders as a group.

The first draft of the Needs Assessment Document was delivered to DCR on March 17, 2017 and after some initial feedback from DCR staff a revised Needs Assessment Document was provided to the stakeholders group as a whole on March 21, 2017. Two sets of comments were received from individual District stakeholders and were incorporated into the Final Needs Assessment Document which was delivered to DCR on March 30, 2017. A final minor modification was made to the Final Needs Assessment Document on April 10, 2017 and this document was also provided to the stakeholders group.

The Final Needs Assessment Document noted that improved tracking of financial data would support more complete, accurate, and efficient reporting, both from the SWCDs to DCR and from DCR to its funding sources. To meet those overarching needs the document proposed any solution must include:

1. Full tracking of all financial support provided to DCR, and to the SWCDs from DCR, for water quality program delivery and implementation, including the ability to input fiscal year budgets by subprogram, funding source, cost code, and project codes and to track project expenditures by fiscal year. This includes tracking the initial fiscal year of allocation, even when funds are subsequently transferred and expended in other program years.
2. The ability to calculate allocations to SWCDs for Administration and Operations and for Cost-Share as well as Technical Assistance (TA).
3. The ability to generate the *Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations* document as well as any derived contract documents for each SWCD.
4. Integration between the AgBMP Tracking Module and other DCR financial data management systems.
5. Automation of financial data management transactions.
6. Clear and concise reporting of all financial data by both DCR and SWCDs including the ability for SWCDs to perform all their required financial reporting, as well as generating information for annual audits.
7. Incorporation of the collection and aggregation of budget template data from SWCDs.
8. Migration and transformation of existing financial data to enable the generation of historic financial reports.

It is important to note that item #1 above is referencing the needs for DCR to better track the funds DCR provides to districts and does not include any tracking of additional monies Districts receive from other sources beyond Attachment E reporting. The Final Needs Assessment Document goes on to state that any proposed solution should address these stated needs in order to solve the following major issues and gaps present in the current system:

- Lack of up-to-date funding program balances and representation of funding status.
- Difficulty tracking funds across multiple fiscal years.
- Labor-intensive manual financial data entry, manipulation, and reconciliation.
- Incomplete picture of all DCR and non-DCR funding to SWCDs.
- Lack of a complete, centralized database leading to dual data entry and various data being tracked in individual spreadsheets.
- Lack of standardization in financial data management and reporting practices across SWCDs.

The next step this project is the development of Draft System Architecture and Software and Database design documents. WorldView provided DCR an early look at their Draft DCR Financial Tracking System Architecture document on April 3, 2017 to ensure they were headed in the correct direction for DCR/District needs. This document was forwarded to the stakeholders group on April 4, 2017 for review.

Part of the recommendations in this document addressed a gap that had been identified in the Needs Assessment: Lack of standardization in financial data management and reporting practices across SWCDs. WorldView proposed in the Draft System Architecture that a standardized Chart of Accounts be developed for use in QuickBooks, and a software connector be developed that would allow the system to harvest data for reporting purposes such as Attachment E. WorldView's assessment identified that the data resided in the two systems so a software solution might ease some District reporting burden.

A conference call coordinated by Kendall Tyree was held with District stakeholders on April 12, 2017 to discuss this specific recommendation and provide an opportunity for additional input into the development of System Architecture and Software and Database design documents. Outcomes of that call included:

- SWCD stakeholders were in agreement that recommendations within the current draft report about interfacing of the tracking program with QB should be removed and not pursued further. Likewise standardization of a chart of accounts was unfavorable, even if it was considered optional.
- Attachment E should continue to provide districts the most flexibility.
- The completed WorldView report should provide better clarity of whether changes will impact DCR efforts or rather be an item of SWCD relevance (ex. budget language we discussed in architectural document).
- Staff continued to be in agreement that items such as allocation letters, grant documentation, and even budget template incorporation into tracking would be beneficial.
- Trainings and conversation should continue through stakeholder calls as needed, training tailored to technical/administrative staff at Graves Mountain, and sessions for the Annual Meeting should be planned. Meetings that Darryl Glover organizes with Area Chairs and District Directors in each respective area provide an additional venue for conversation and information sharing on the big picture of this project.

A meeting was held with WorldView following this conference call to relay that the concept of interfacing with QuickBooks should be dropped from the System Architecture document and that future drafts of the document should specify which recommendations would impact DCR, which would impact Districts, and which would impact both, so District stakeholders could better review recommendations. WorldView will address these items in future drafts of the document. DCR also committed to hold a bi-weekly conference call with District stakeholders to answer any questions and gather input. These calls have been scheduled through June 7, 2017 which is the expected end date of the project.

Next steps in the Financial System Requirements Gathering Project include prioritization of the needs/gaps identified in the Final Needs Assessment Document (currently ongoing), the development of the drafts of the System Architecture, Database Design, Software Design and System Roadmap documentation (expected by end of April), finalization of those documents (expected early-mid May) and finally the development of detailed cost estimates for system implementation (expected mid-late May).

Division Update – Darryl Glover, Director, Division of Soil and Water Conservation

Mr. Glover presented the following written report.

Madam Chairwoman, members of the Virginia Soil and Water Conservation Board, please accept this Soil and Water Conservation Division Report.

Livestock Stream Exclusion Update

As of April 1, 2017, the backlog in SL-6 practices that remain in pending status (awaiting funding) was less than 500 practices at an estimated \$25 million. Over 1700 SL-6 practices have been completed statewide and just under 500 others have been approved by local Soil and Water Conservation Districts (Districts) and are awaiting completion. Nearly 6.5 million linear feet of stream banks have already been protected statewide. Once all 2,700 projects have been completed, this will increase to approximately 10 million linear feet of stream banks will be protected.

Resource Management Plans

Interest in Resource Management Plans (RMPs) by producers continues to grow. As of April 1, 376 RMPs have been developed. The Department has awarded contracts funded by \$120,000 in federal funds for additional RMP development in the Chesapeake Bay watershed. In addition, there has recently been some sign up at Soil and Water Conservation Districts for the RMP-1 (plan development) cost-share practice. As noted previously, the Department will shift greater emphasis to RMP implementation (RMP-2) and certification in FY 2018. Certification of several RMPs has occurred since this Board met in March. The first meeting of the RMP Legislative Study group will be on May 17, 2017. The recommendations of the RMP study stakeholder group are due by October 1. The WQIF Study group will meet on the same dates as the RMP study.

Nutrient Management

The Urban Nutrient Management Coordinator vacancy was re-advertised through April 17. This position has been vacant since January.

There are currently 199 golf courses with approved nutrient management plans. All golf courses in Virginia are required to have a plan by June 30th.

Funding for poultry litter transport out of the Chesapeake Bay watershed was recently fully obligated.

Stakeholder Groups

The BMP Verification application project is proceeding. A project work plan has been prepared and functional priorities for the project scope have been selected. The contractor is currently working on ways to track spot checks that result in the need for maintenance and/or repairs.

Both the financial database development and Conservation Planning Program have been updated via separate reports at this meeting.

District Director Resignations and Appointments, Stephanie Martin, Soil and Water Conservation District Liaison

Ms. Martin presented the list of District Director resignations and appointments.

Northern Virginia

Resignation of Scott J. Cameron, Fairfax County, effective January 19, 2017, elected director position (term of office expires 1/1/20).

Appointment of Elaine Tholen, Fairfax County, to fill the unexpired term of Scott J. Cameron (term of office to begin upon qualifying* through 1/1/20).

Three Rivers

Resignation of Raymond S. Thomas, Essex County, effective March 23, 2017, elected director position (term of office expires 1/1/20).

Appointment of Keith Balderson, Essex County, to fill the unexpired term of Raymond S. Thomas (term of office to begin upon qualifying* through 1/1/20).

Virginia Dare

Resignation of Daniela Cossu, City of Virginia Beach, effective March 23, 2017, elected director position (term of office expires 1/1/20).

**NOTE: to qualify, an appointed Director shall complete and file the Oath of Office prior to assuming the title and responsibilities of District Director. An appointed Director may not act in the office or function before taking the Oath.*

BOARD ACTION

Mr. Ingle moved that the Virginia Soil and Water Conservation Board approve the list of District Director resignations and appointments as presented by staff. Mr. Lohr seconded and the motion carried.

Review of Desktop Procedures for District Operations

Ms. Martin presented the draft of the “Desktop Procedures for District Fiscal Operations.” She noted that there were few changes from the previous document.

Changes included:

- Edits to reflect Code changes in COIA.
- Clarification of cash management to distinguish between cash basis and accrual methods.

Mr. Coyner noted that remaining references to Board should be, where appropriate, changed to BOD (Board of Directors).

A discussion of district check signing procedures occurred and it was noted that districts typically establish their own policies to control this function. It was discussed that this existed based on audit comments provided by the auditors, real life examples where this has been shown to be a concern, and the need for fiscal prudence to protect the Commonwealth’s funds and to prevent loss that the department bonds the districts for.

It was suggested that some districts might find it very difficult to have a district board member with check signing authority attend the audit exit interview. The department agreed to look at this.

Ms. Martin advised that no action was necessary by the Board. The Procedures will be before the Board at the May meeting for final approval.

Lake Barcroft Watershed Improvement District’s FY18 Budget

Ms. Martin presented the request from the Northern Virginia SWCB for the approval of the Lake Barcroft Watershed Improvement District FY18 Budget.

BOARD ACTION

Mr. Coyner moved that the Virginia Soil and Water Conservation Board approve the Lake Barcroft Watershed Improvement District FY 2017 budget as submitted by the Northern Virginia SWCD and presented by DCR staff. Mr. Lohr seconded and the motion was approved.

COIA/FOIA Training

The COIA/FOIA Training was deferred to the May 23, 2017 Board meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Virginia Association of Soil and Water Conservation Districts’ Board Appointment Recommendations to the Board for Consideration (Nominations for Areas V and VI)

Dr. Tyree presented the following recommendations from the Virginia Association of Soil and Water Conservation Districts. She noted that, as required by Code, the Association had consulted with the Virginia Farm Bureau Federation and the Virginia Agribusiness Council. These recommendations are to fill the positions of Daphne Jamison and C. Frank Brickhouse, Jr. whose terms are expiring. Neither Ms. Jamison nor Mr. Brickhouse are eligible for reappointment.

The Association recommended the following:

Area V Representative:

Wilkie Chaffin, Director, Piedmont Soil and Water Conservation District

Charles (Chuck) Arnason, Director & Farmer, Piedmont Soil and Water Conservation District

Area VI Representative:

Richard Taylor, Director, Appomattox River Soil and Water Conservation District

Mario Albritton, Director and Farmer, Virginia Dare Soil and Water Conservation District

Mr. Dowling advised that, due to the required composition of the Board as defined in § 10.1-502 of the Code of Virginia, at least one of the new appointees must be a farmer.

BOARD ACTION

Mr. Coyner moved that the Virginia Soil and Water Conservation Board endorse the appointment recommendations as presented by the Association and that these be forwarded to the Secretary of the Commonwealth for consideration and action. Mr. Street seconded and the motion carried.

PUBLIC COMMENT

Virginia Association of Soil and Water Conservation Districts

Dr. Tyree advised that the Association Quarterly Board meeting would be held on June 21, 2017. Director and administrator training will be held the preceding day on June 20.

There was no additional public comment.

ADJOURN

There was no further business and the meeting adjourned at 2:10 p.m.

Respectfully submitted,

Daphne W. Jamison
Chair

Clyde E. Cristman
DCR Director