

**Virginia Soil and Water Conservation Board  
Audit Subcommittee  
Wednesday, December 11, 2024  
Hotel Roanoke  
Richmond, Virginia**

**TIME AND PLACE**

The meeting of the Audit Subcommittee of the Virginia Soil and Water Conservation Board took place at 9:00 a.m. on Wednesday, December 11, 2024, at the Hotel Roanoke, located in Roanoke, Virginia.

**VIRGINIA SOIL AND WATER CONSERVATION BOARD AUDIT SUBCOMMITTEE MEMBERS PRESENT**

Adam D. Wilson, Chair  
Charles A. Arnason  
John Schick

**VIRGINIA SOIL AND WATER CONSERVATION BOARD MEMBERS PRESENT**

Robert Mills  
Charles Newton  
Leigh Pemberton  
Charles Newton

**DCR STAFF PRESENT**

Christine Watlington Jones, Policy and District Services Manager  
Paul Saunders, Senior Policy Analyst  
Blair Gordon, SWCD Liaison  
Denney Collins, Conservation District Coordinator  
Olivia Leatherwood, Conservation District Coordinator  
Marissa Roland, Eastern Area Manager  
Angela Ball, Western Area Manager  
Lorie Stevens, Conservation District Coordinator  
Jerry Rauch, Conservation District Coordinator

**OTHERS PRESENT**

Bob Lund, Colonial SWCD  
Amy Walker, Colonial SWCD  
Kemper Marable, Hanover-Caroline SWCD  
Hunter Gravatt, Hanover-Caroline SWCD  
Anna Moreau, Hanover-Caroline SWCD  
Abigail Ainsley, Hanover-Caroline SWCD  
Donna Kirby, Tazewell SWCD  
Wayne Davis, Colonial SWCD  
Brianna Moring, James River SWCD  
Carey Lynn Allen, James River SWCD  
Carolyn Daughters, Thomas Jefferson SWCD

Martha Moore, Virginia Farm Bureau Federation

**ESTABLISHMENT OF A QUORUM**

With three (3) members of the Audit Subcommittee present, a quorum was established.

**CALL TO ORDER AND INTRODUCTIONS**

Mr. Wilson called the meeting to order at 9:00 a.m. and asked for introductions.

**APPROVAL OF MINUTES FROM SEPTEMBER 18, 2024**

**ACTION**

Mr. Arnason moved that the minutes from the September 18, 2024, meeting of the Virginia Soil and Water Conservation Board Audit Subcommittee be approved as submitted. Mr. Schick seconded, and the motion carried.

**REVIEW OF PERFORMANCE IMPROVEMENT PLANS FROM SOIL AND WATER CONSERVATION DISTRICTS** – *Christine Watlington Jones, Policy and District Services Manager*

*Hanover-Caroline Soil and Water Conservation District*

Ms. Watlington Jones presented the subcommittee with the performance improvement plan as submitted by the Hanover-Caroline Soil and Water Conservation District.

Mr. Pemberton, Chair of the Hanover-Caroline SWCD, spoke on his districts proposed PIP.

**ACTION**

Mr. Arnason moved that the Audit Subcommittee of the Virginia Soil and Water Conservation Board approve the Performance Improvement Plan (PIP) as submitted by Hanover-Caroline Soil and Water Conservation District (District).

Mr. Wilson seconded, and the motion carried.

*James River Soil and Water Conservation District*

Ms. Watlington Jones presented the subcommittee with the performance improvement plan as submitted by the James River Soil and Water Conservation District.

Ms. Allen addressed the committee concerning James River's PIP.

**ACTION**

Mr. Arnason moved that the Audit Subcommittee of the Virginia Soil and Water Conservation Board approve the Performance Improvement Plan (PIP) as submitted by James River Soil and Water Conservation District (District).

Mr. Schick seconded, and the motion carried.

**APPROVAL OF AMENDMENTS TO PREVIOUS ACTION TAKEN REGARDING HOLSTON RIVER SOIL AND WATER CONSERVATION DISTRICT** - *Christine Watlington Jones, Policy and District Services Manager*

Ms. Watlington Jones presented the subcommittee's previous motion and staff's recommendation for amendment:

**Motion adopted by the Subcommittee on September 18, 2024:**

The Audit Subcommittee of the Virginia Soil and Water Conservation Board directs the Department to send a Letter of Notice (LON) to the Holston River Soil and Water Conservation District for receiving one "B" score and one "C" score for not fulfilling certain grant deliverables in accordance with the *FY2024 Administrative and Operational Support Grant Agreement*. Holston River Soil and Water Conservation District (District) will receive a LON for not fulfilling the following Deliverable:

Administrative and Operational Support Grant Deliverables

**Deliverable 9** (*DCR's Desktop Procedures for District Fiscal Operations (Procedures) annually reviewed by the District Board or their Finance Committee and documented in official minutes.*)

Additionally, the Subcommittee recommends additional oversight related to **Deliverable 7** of the *FY2024 Administrative and Operational Support Grant Agreement (Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC.)*.

Therefore, the Subcommittee directs the following actions:

1. To ensure actions taken by the District Board are accurately documented and to ensure the appropriate procedures are adhered to related to closed meetings, the District will attend the minutes training provided by the Department on either Wednesday, October 2, 2024 or Monday, October 7, 2024. Any additional training on minutes or Board procedures provided by the Department or by the Virginia Association of Soil and Water Conservation Districts must be attended by the appropriate District staff. a. Copies of the minutes developed for each meeting held by the District will be provided to the District's Conservation District Coordinator within 14 working days of the meeting. If errors are found, or edits are recommended, the District will address the errors and edits to the extent possible.

2. To ensure the District is aware of and adheres to the financial standards established in the *Desktop Procedures for District Fiscal Operations (July 1, 2024)*, the District will review the *Desktop Guide* no later than November 30, 2024. This review will be documented in official Board minutes. Documentation demonstrating compliance with

this condition must be provided to the Department no later than Friday, December 6, 2024.

**ACTION**

Mr. Schick moved that the Subcommittee amend the motion adopted on September 18, 2024 to remove reference to the specific training dates of October 2, 2024 and October 7, 2024. The appropriate District staff must attend any training on minutes or Board procedures provided by the Department of by the Virginia Association of Soil and Water Conservation Districts. Sufficient notice will be provided to the appropriate District staff of the training to enable District staff attendance.

Mr. Arnason seconded, and the motion carried.

**LIST OF DISTRICTS TO BE AUDITED IN FY2025** - *Christine Watlington Jones, Policy and District Services Manager*

Ms. Watlington Jones presented the subcommittee with the following list of Districts that will be audited during the coming cycle:

SWCD	To Be Audited in PY25			
	Regular 2 yr Audit	1 yr Special Full Audit Required	1 yr Full Audit Requested Due to Staff Changes/Stay on Cycle	1 yr Federal Audit
Appomattox River	1			
Big Sandy				
Big Walker	1			
Blue Ridge	1			
Chowan Basin			1	
Clinch Valley				
Colonial	1			
Culpeper	1			
Daniel Boone				
Eastern Shore	1			
Evergreen	1			
Halifax				
Hanover-Caroline	1			
Headwaters	1			
Henricopolis				
Holston River				
James River				
John Marshall				
Lake Country				
Lonesome Pine				
Lord Fairfax				
Loudoun			1	
Monacan	1			
Mountain				
Mountain Castles				
Natural Bridge				
New River	1			
Northern Neck	1			
Northern Virginia	1			
Patrick	1			
Peaks of Otter	1			
Peanut				
Peter Francisco				
Piedmont	1			
Pittsylvania	1			
Prince William				
Robert E. Lee			1	
Scott County	1			
Shen. Valley				
Skyline	1			
Southside				
Tazewell				
Thomas Jefferson	1			
Three Rivers				
Tidewater	1			
Tri-County/City				
Virginia Dare	1			
<b>Total</b>	<b>22</b>	<b>0</b>	<b>3</b>	<b>0</b>

**PUBLIC COMMENT**

A representative from James River SWCD question whether they should be on the list of those to be audited. As no special audit was required by either the Audit Subcommittee or the Board, the James River SWCD will be audited in FY2026.

There was no other public comment.

**NEXT MEETINGS**

March 2025, location to be determined

**ADJOURN**

There being no further business. Mr. Arnason moved to adjourn. Mr. Schick seconded, and the motion carried. The meeting adjourned at 9:09 a.m.

DRAFT