

**Virginia Soil and Water Conservation Board  
Thursday, April 19, 2018  
Virginia Horse Center, Lexington, Virginia**

**TIME AND PLACE**

The meeting of the Virginia Soil and Water Conservation Board convened at 12:20 p.m. on Thursday, April 19, 2018 at the Virginia Horse Center, in Lexington, Virginia.

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

Richard A. Street, Chair	Stephen Lohr
Barry L. Marten, Vice Chair	Cindy Smith
Mario Albritton	Adam Wilson
Chuck Arnason	Clyde Cristman, DCR Director, Ex Officio
Gray Coyner	David Kriz for John A. Bricker, NRCS, Ex Officio
Janette Kennedy	Dr. Bobby Grisso, VCE, Invitee

**DEPARTMENT OF CONSERVATION AND RECREATION STAFF MEMBERS PRESENT**

Rochelle Altholz, Deputy Director for Administration and Finance  
Michael Fletcher, Board and Constituent Services Liaison  
Kimberly Freiburger, Policy Analyst  
Darryl Glover, Director, Division of Soil and Water Conservation  
Melissa Jackson, Budget Manager  
Lisa McGee, Policy Director  
Sharon Partee, Finance Director  
Isaac Sarver, Deputy for Board and Constituent Services  
Christine Watlington, Policy and Regulatory Coordinator  
Amy Walker, Conservation District Coordinator  
Matthew Gooch, Office of the Attorney General

**OTHERS PRESENT**

Martha Moore, Virginia Farm Bureau Federation  
Dr. Kendall Tyree, Virginia Association of Soil and Water Conservation Districts

**ESTABLISHMENT OF A QUORUM**

With nine (9) members of the Board present, a quorum was established.

**CALL TO ORDER**

Chairman Street called the meeting to order at 12:20 p.m.

**APPROVAL OF MINUTES FROM MARCH 29, 2018**

Mr. Wilson moved that the minutes of the March 29, 2018 meeting of the Virginia Soil and Water Conservation Board be approved as submitted. Mr. Coyner seconded.

**DIRECTOR'S REPORT** – *Clyde E. Cristman, DCR Director*

Mr. Cristman reported that the House of Delegates has adopted their version of the Governor's introduced budget. He noted that the Senate still had to convene to take up the matter of the budget. He advised that the Board continue with business assuming that there will be no changes in the funding proposed in the introduced budget, but noted that final action on District funding could not be taken until the budget is approved.

Chairman Street advised that the Board might have to move the date of the May 17, 2018 meeting.

**DAM SAFETY AND FLOODPLAIN MANAGEMENT DIVISION REPORT**

*Dam Safety, Flood Prevention, and Protection Assistance Fund Grant Update – Christine Watlington, Policy and Regulatory Coordinator*

Ms. Watlington provided the following update regarding the Dam Safety, Flood Prevention, and Protection Assistance Fund. She noted that staff would bring final recommendations to the next meeting for Board approval. The vast majority of projects submitted were for high hazard dams.

Dam Safety, Flood Prevention and Protection Assistance Fund  
2018 Grant Application Summary

Applications Deadline	March 30, 2018 – 4:00 pm
Recommendations to the Board	May 17, 2018
Awards Effective	July 1, 2018
Total Number of Applications Received	43
Total All Projects Cost Per Applications	5,588,866.55
Total Requests Exceeding Available Funds	(366,035.77)
Number of Dam Safety Projects	38
Total Amount Requested for Dam Safety	1,093,410.00
Number of Floodplain Projects	5
Total Amount Requested for Floodplains	172,625.77

**SOIL AND WATER CONSERVATION DIVISION REPORT**

*Revision of Guidance for Precision Agriculture Equipment for Tax Credit Approval – Christine Watlington*

Ms. Watlington advised that this document had not been revised since 1996. DCR formed a workgroup to review the guidance which included both Department and District technical staff. She noted that many of the revisions were formatting. Equipment requirements and terms were updated to reflect new technologies and industry standards.

**BOARD ACTION**

Mr. Marten moved that the Board approve the revisions to the Guidance for Precision Agriculture Equipment for Tax Credit Approval as submitted by staff. Mr. Wilson seconded and the motion carried unanimously.

*Approval of Board’s Fiscal Year 2019 Virginia Agricultural Cost-Share (VACS) BMP Manual – Christine Watlington*

Ms. Watlington reviewed additional edits to the 2019 Virginia Agricultural Cost-Share (VACS) BMP Manual. She advised that no comments had been received from the Districts regarding the draft changes. She noted that additional edits had been made to ensure the consistency of terms and to address comments received from the Board at the March meeting.

**BOARD ACTION**

Mr. Coyner moved that the Virginia Soil and Water Conservation Board approve the 2019 Virginia Agricultural Cost-Share BMP Manual as presented and that the Department be authorized to make nonsubstantive changes to include formatting and stylistic changes as necessary. Ms. Kennedy seconded and the motion carried unanimously.

*Training Curriculum for Districts – Darryl Glover, Director, Division of Soil and Water Conservation*

Mr. Glover reviewed the proposed training curriculum for Soil and Water Conservation District personnel.

Soil and Water Conservation District Personnel Training Topics and Courses

	District Directors	District Administrative Staff	District Technical Staff
Mandatory	New Director Training - Provided by DCR 9in Person) Within six months from taking the Oath of Office  FOIA (if FOIA Officer) Annually DLS – Freedom of Information Act – FOIA (COVLC or in Person) COIA - OAG Conflict of Interest Act Training (in person every two years when provided by OAG)	FOIA Officer - FOIA Training Annually, DLS – Freedom of Information Act – FOIA (COVLC or in Person)  Accounting for Districts and Quickbooks Training or other financial training - When Provided by DCR (in person)  IT Security Course (Annually – for DCR web application suite users) Library of Virginia Record Retention (in Person or online resources. Complete within first year of hire and at least every three years)	It Security Course (Annually) VACS Program Manual - Periodically provided by DCR (in Person)  RMP/CP Module Access - Provided by DCR (in Person)  VACS Program Update (Annually) – Provided by DCR (in Person)
Recommended	VASWCD Trainings (in Person) Basic Parliamentary Procedures (in Person) Personnel Management - MVP Enhancing Employee Performance Modules I-IV - I. Introduction to Supervision	COIA - OAG Conflict of Interest Act Training  Driver Safety - DGS Fleet Driver Safety and Policy Lesson (COVLC)	Conservation Planning Certification (online and in Person classes) Engineering workshop - Provided by DCR/NRCS (in Person)  Driver Safety

	<ul style="list-style-type: none"> <li>- II. Managing the Work Process</li> <li>- III. Delegation</li> <li>- IV. Motivation for Improved Performance (COVLC)</li> </ul> <p>MVP Conflict Management Skills (COVLC)</p> <p>VACS Program Update</p> <ul style="list-style-type: none"> <li>- Provided by DCR (in Person)</li> </ul>	<p>VACS Program Update</p> <ul style="list-style-type: none"> <li>- Provided by DCR (in Person)</li> </ul> <p>Ag BMP Tracking Program</p> <ul style="list-style-type: none"> <li>- Provided by DCR (in Person)</li> </ul> <p>VASWCD Trainings (in Person)</p> <p>Conservation Selling Skills</p> <ul style="list-style-type: none"> <li>- Periodically provided by DCR (in Person)</li> </ul> <p>Environmental Educators are encouraged to take the recommended Administrative courses and</p> <ul style="list-style-type: none"> <li>- Project Learning Tree Workshop</li> <li>- Project Wild Workshop</li> <li>- Project WET Workshop</li> </ul>	<ul style="list-style-type: none"> <li>- DGS Fleet Driver Safety and Policy Lesson (COVLC)</li> </ul> <p>JEDs</p> <ul style="list-style-type: none"> <li>- Provided by NRCS (in Person)</li> </ul> <p>VACDE Trainings (in Person)</p> <p>VASWCD Trainings (in Person)</p> <p>COIA</p> <ul style="list-style-type: none"> <li>- OAG Conflict of Interest Act Training</li> </ul> <p>Effective Presentation and Instruction (in Person)</p> <p>Conservation Selling Skills</p> <ul style="list-style-type: none"> <li>- Periodically provided by DCR (in Person)</li> </ul>
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Mr. Coyner noted that he had received comments regarding the requirement for District Directors to undergo COIA training on a two-year basis. He suggested that additional opportunities be given for Directors to take the training if they are unable to attend the scheduled training in their area. The Department agreed to discuss additional training opportunities with both the Office of the Attorney General's Office and the Association of Soil and Water Conservation Districts.

**BOARD ACTION**

Mr. Marten moved that the Virginia Soil and Water Conservation Board approve the Training Curriculum for Districts as presented by staff. Mr. Wilson seconded and the motion carried unanimously.

*Re-Allocation of District Funding – Darryl Glover*

Mr. Glover noted that the Board had addressed reallocation of funding between Districts at the March meeting. He presented a proposal from staff that, unless there is a carry forward practice established by the District, that unexpended cost-share funds revert to DCR for reallocation by the Board in September.

**BOARD ACTION**

Mr. Lohr moved that the Virginia Soil and Water Conservation Board direct that any state cost-share funds previously allocated or disbursed to Districts, not previously recovered by the Department via reallocation procedures, that remain unobligated at the close of FY18 shall be recovered by the Department unless the District either has a backlog of unfunded 2015 SL-6s or has approved 2015 SL-6s not yet paid. Ten (10%) percent of the unobligated cost-share balance may remain with the District (unless waived by the District) to make adjustments to existing cost-share practices. Any reallocated cost-share funds shall be held in reserve by the Department until the first Board meeting of FY2019. Ms. Smith seconded and the motion carried.

*Review of DRAFT Board Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2019 – Christine Watlington*

Ms. Watlington reviewed the DRAFT Board Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2019. She noted that the Board would vote on these in final form at the next meeting. The policy has been revised to accurately reflect FY2019 dates, to amend the contract funding amounts for the Association of Soil and Water Conservation Districts, and to more accurately reflect the cost of District audits. As the introduced budget maintains level funding for District administration and operations, the funding allocations remain the same as the previous year in this draft. Depending on the funding provided by the final, adopted state budget, the allocations in this policy may need to be revised.

*Review of DRAFT Administration and Operations Funding Contract and Deliverables – Christine Watlington*

Ms. Watlington noted that the contract and deliverables were revised with the appropriate FY2019 dates, included the recommended training curriculum, and had amended grant deliverables. She noted that this would be presented in final form at the next meeting.

*Review of DRAFT Board Policy on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations for Fiscal Year 2019 – Christine Watlington*

Ms. Watlington advised that this document had been edited to include all the updated 2018 HUC rankings. Additional edits will be made to include the technical assistance and cost-share allocations for each District. Those allocations will be based on the introduced budget and would be revised depending on the final, approved budget.

Ms. Watlington also noted that this would be presented in final form at the next meeting.

*Review of DRAFT Cost-Share and Technical Assistance Contract and Deliverables – Christine Watlington*

Ms. Watlington presented the draft document and noted that a final version would be presented at the next meeting.

It was noted at the meeting that the policies and the grant agreements would be provided to the Board for additional comment and review; Dr. Tyree will also provide the policies and grant agreements to the Districts for review and an opportunity to comment.

**OLD BUSINESS**

Chairman Street noted that the letter in support of the Virginia Environmental Science Repository Project had been sent as per the Board's direction at the March meeting.

**NEW BUSINESS**

Mr. Glover announced that Blair Gordon had accepted the position of District Liaison. He also advised that interviews were completed for the second Ag BMP Engineer and that DCR anticipated making an offer soon.

Mr. Glover presented the following schedule for the Chesapeake Bay TMDL Phase III WIP Agricultural Sector Kickoff Meetings.

**Chesapeake Bay TMDL Phase III WIP  
Agricultural Sector  
Kickoff Meeting**

10 a.m. to 1:00 p.m.

- 1.) Welcome and Purpose– Deputy Secretary Ann Jennings or DCR
- 2.) Chesapeake Bay Cleanup 2017 Progress & 2025 Goals – DEQ
- 3.) Agricultural Sector Schedule – DCR
  - a. Meetings in May, August, and potentially October
  - b. All sectors meet together in November through the PDCs
- 4.) Crosswalk Bay Program BMPs to VACS BMPs – DCR
- 5.) Priority Ag BMPs for each VASWCD Area – DCR
- 6.) Draft Ag BMP Input Deck (w/2017 progress) – DEQ
- 7.) 2025 BMP Projections/Reporting Format – DCR
- 8.) Cost estimates & Ag Needs Assessments - DCR
- 9.) CAST Training available - DEQ
- 10.) Q&A, Action Items - DCR

**Dates and Locations of Agricultural Sector Meetings in May 2018**

May 3 – Area III – Pocahontas State Park, Powhatan Hall

May 9 – Area VI – Tidewater AREC  
6321 Holland Rd, Suffolk 23437

May 16 – Area I – Augusta County Government Center  
75 Government Center Lane, Verona 24482

May 22 – Area II – Culpeper Library  
271 Southgate Shopping Center, Culpeper 22701

**SWCDs joining adjacent VASWCD Areas**

Area I Blue Ridge, Peaks of Otter, R.E. Lee, Skyline (tbd)

Area III Peter Francisco, Piedmont, Southside (tbd)

**NEXT MEETINGS**

- May 17, 2018, Pocahontas State Park, Chesterfield Virginia
- September 27, 2018, Richmond
- December 5, 2018, Hotel Roanoke, Roanoke, Virginia

**PUBLIC COMMENT**

Dr. Tyree noted that she appreciated the opportunity to share information with the Districts and advised that she would bring back comments to the next Board meeting.

There was no further public comment.

**ADJOURN**

There was no further business and the meeting adjourned at 1:30 p.m.