

NORTH CAROLINA SOIL AND WATER CONSERVATION COMMISSION  
RALEIGH, NORTH CAROLINA  
WORK SESSION AGENDA  
DRAFT

**WORK SESSION**

Macon County SWCD Office  
191 Thomas Heights Road  
Franklin, NC 28734  
September 21, 2021  
6:00 p.m.

**BUSINESS SESSION**

Macon County SWCD Office  
191 Thomas Heights Road  
Franklin, NC 28734  
September 22, 2021  
9:00 a.m.

**I. CALL TO ORDER**

The State Government Ethics Act mandates that at the beginning of any meeting the Chair reminds all the members of their duty to avoid conflicts of interest and inquire as to whether any member knows of any conflict of interest or potential conflict with respect to matters to come before the Commission. If any member knows of a conflict of interest or potential conflict, please state so at this time.

**II. PRELIMINARY – Business Meeting**

Welcome – Cell phones set to silent or \$100 donation

Chairman John Langdon

**III. BUSINESS**

1. Approval of Agenda

Chairman John Langdon

2. Approval of Meeting Minutes

Chairman John Langdon

A. July 20, 2021 Work Session Meeting Minutes

B. July 21, 2021 Business Session Meeting Minutes

C. September 8, 2021 Special-Called Business Meeting Minutes

3. Division Report

Director Vernon Cox

4. Association Report

President Blount Knowles

5. Executive Director's Report

Mr. Bryan Evans

6. NRCS Report

Mr. Tim Beard

7. Consent Agenda

A. Supervisor Appointments

Mr. David Williams

B. Supervisor Contracts

Mr. Joshua Vetter

8. Durham Supervisor Appointment

Director Vernon Cox

- 9. Job Approval Authority Mr. Jeff Young
  - A. Applications
  - B. Technical Competency Requirements
  
- 10. Proposed Amendments for Subchapter 59A Organization and Operation Rules Director Vernon Cox
  
- 11. Tropical Storm Fred Report Ms. Julie Henshaw
  
- 12. Henderson Soil and Water Conservation District Impaired/Impacted Allocation Mr. Joshua Vetter
  
- 13. CCAP Ownership Report Mr. Tom Hill
  
- 14. District Issues Mr. Joshua Vetter
  - A. CCAP Stream Restoration Policy Exception Request Guilford SWCD
  
- 15. Onboard Training for New District Staff Mr. Joshua Vetter

**IV. PUBLIC COMMENTS**

**V. ADJOURNMENT**

DRAFT

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B. Supervisor Contracts

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Director Vernon Cox

- 9. Job Approval Authority
  - A. Applications Ms. Sandra Weitzel
  - B. Technical Competency Requirements Mr. Rick McSwain
  
- 10. Proposed Amendments for Subchapter 59A Organization and Operation Rules Director Vernon Cox
  
- 11. Tropical Storm Fred Report Ms. Julie Henshaw
  
- 12. Henderson Soil and Water Conservation District Impaired/Impacted Allocation Mr. Joshua Vetter
  
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  - A. CCAP Stream Restoration Policy Exception Request Mr. Joshua Vetter  
Guilford SWCD
  
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DRAFT





**NORTH CAROLINA  
SOIL & WATER CONSERVATION COMMISSION  
WORK SESSION MEETING MINUTES  
September 21, 2021**

Department of Agriculture  
Division of Soil & Water Conservation  
Macon County Soil & Water Conservation District Office  
191 Thomas Heights Road  
Franklin, NC 28734

<b>Commission Members</b>	<b>Guests</b>	<b>Guests</b>
John Langdon	Kristina Fischer	Keith Larick
Wayne Collier	Joshua Vetter	Eileen Langdon
Blount Knowles	Helen Wiklund	Allie Dinwiddie
Chris Hogan	Rick McSwain	George Teague
Chris Hughes	Bryan Evans	Scott Melvin
Derek Potter	Cayle Aldridge	Gail Hughes
Mike Willis - online	Ralston James	Ken Parks
<b>Commission Counsel</b>	Lisa Fine	Eric Pare
Phillip Reynolds	Tom Hill	Fredrick Cox
<b>Guests</b>	Sydney Mucha	Sarah Clancy
Vernon Cox	Millie Langley	Doug Johnson
David Williams	Rudy Langley	Sandra Weitzel
Julie Henshaw	Jamey Walker	Daphne Cartner

Chairman Langdon called the meeting to order at 6:49 p.m. Chairman Langdon inquired whether any Commission members need to declare any conflict of interest, or appearance of conflict of interest, that may exist for agenda items under consideration, as mandated by the State Ethics Act. Chairman Langdon stated the meeting guidelines.

- 1. Approval of Agenda:** Chairman Langdon asked for comments on the agenda. None were declared.
- 2. Approval of Meeting Minutes:** Chairman Langdon asked for comments on the minutes. Commissioner Collier stated the minutes are in order.
- 3. Division Report:** Chairman Langdon recognized Director Vernon Cox to present. A copy of the report is included as an official part of the minutes. Director Cox stated the report will be presented tomorrow.

4. **Association Report:** Chairman Langdon recognized President Blount Knowles to present. A copy of the report is included as an official part of the minutes. President Knowles stated the report will be presented tomorrow.
5. **Executive Director's Report:** Chairman Langdon recognized Mr. Bryan Evans to present. A copy of the report is included as an official part of the minutes. Mr. Evans stated the report will be presented tomorrow.
6. **NRCS Report:** Chairman Langdon asked if Mr. Beard will be in attendance to present at the meeting tomorrow. Director Cox stated Mr. Beard will present the NRCS report tomorrow as a virtual participant. A copy of the report is included as an official part of the minutes.
7. **Consent Agenda:** Chairman Langdon recognized Mr. David Williams and Mr. Joshua Vetter to present. A copy of the reports is included as an official part of the minutes.

**7A. Supervisor Appointments:**

- Charles Ballard, Avery SWCD, filling the unexpired elected term of Shirley Ann Coleman for 2018-2022 with an attached resignation letter from Ms. Coleman
- Shirley Ann Coleman, Avery SWCD, filling the unexpired appointed term of Jack Wiseman for 2018-2022 with an attached resignation letter from Mr. Wiseman
- James Tyler Ross, Buncombe SWCD, filling the unexpired elected term of William Hamilton (deceased) for 2018-2022

Chairman Langdon stated on page 2 of the supervisor appointment form, the answers should be filled out in more detail. Commissioner Willis stated the Commission does not know all the candidates, and the districts need to be more involved in vetting a candidate. Mr. Ralston James stated the supervisor appointment of Mr. Ray Briggs, a candidate from Guilford SWCD, is missing from the Consent Agenda. Chairman Langdon agreed to include the Guilford supervisor appointment to the Consent Agenda.

**7B. Supervisor Contracts:** 3 contracts; totaling \$33,955

8. **Durham Supervisor Appointment:** Chairman Langdon recognized Director Vernon Cox to present. A copy of the report is included as an official part of the minutes. Director Cox reminded the Commission that the Durham supervisor appointment was removed from the July Commission agenda. In the interim, two additional individuals have indicated their interest in being appointed to the vacancy resulting from the resignation of Ms. Laura Marie Davis from the Durham District Board. The Commission has the authority to appoint any resident of a district to their local Board who is willing to serve in that capacity. The qualifications of the three individuals who have applied to fill the vacancy are being presented to the Commission. Chairman Langdon and Commissioner Collier both noted the importance of keeping agricultural representation on local district boards.
9. **Job Approval Authority:** Chairman Langdon recognized Ms. Sandra Weitzel and Mr. Rick McSwain to present. A copy of the report is included as an official part of the minutes.

- 9A. Applications:** Ms. Weitzel stated there are six applications for Job Approval Authority and five are for NRCS equivalent and one is a new application. The applications have been reviewed to verify technical competency for Job Approval Authority (JAA). Ms. Weitzel stated that with Mr. Young's retirement, Ms. Weitzel will be responsible for administering the JAA program.
- 9B. Technical Competency Requirements:** Mr. McSwain stated the technical competencies are broken down into Job Classes I-V with more detailed information for each class and are highlighted in red. Previously, Job Class I read *All*, which meant the applicant could request JAA for everything. The remaining BMPs in red, on page 1, will be reviewed for JAA adoption by the JAA Workgroup.

Director Cox stated Mr. McSwain will serve as interim chairman for the JAA Workgroup upon Mr. Young's retirement. Mr. Scott Melvin will serve as interim Technical Services Section Chief.

Chairman Langdon requested Mr. McSwain to call him directly to be notified of all upcoming meetings and activities of the workgroup.

- 10. Proposed Amendments for Subchapter 59A Organization and Operation Rules:** Chairman Langdon recognized Director Vernon Cox to present. A copy of the report is included as an official part of the minutes. Director Cox stated the draft rules were presented at the May Commission meeting to implement supervisor training requirements as specified in legislation adopted in 2018. The meeting schedule for the public hearings was presented, and there were no public comments received during the public hearings. One written comment was received, which stated the number of credits, which is currently six per term should be changed to six per year. Director Cox stated the number of hours required by term is established by statute and any changes to this requirement is beyond the authority of the Commission.

There was much discussion about the requirement to attend the basic training course for District Supervisors. Counsel Reynolds stated that any motion to approve the draft rules should include language to delegate authority to Division staff to approve any technical corrections that may be required by the Rules Review Commission Counsel.

There was more discussion that the School of Government (SOG) is the one entity that provides supervisor training; however, the Commission is not bound to the School of Government (SOG) training and can select another entity to provide this training. Commissioner Collier stated there needs to be required training for supervisors, as our programs and environment change. Commissioner Collier stated he will make a motion to approve subchapter 59A and delegate authority to Division staff to approved technical changes that may be required by the Rules Review Commission Counsel.

- 11. Tropical Storm Fred Report:** Chairman Langdon recognized Ms. Julie Henshaw to present. A copy of the report is included as an official part of the minutes. Ms. Henshaw stated the key highlights include:

- Requested funds have been allocated to five of the seven impacted districts

- Director Cox approved the modifications to the Disaster Pasture Renovation BMP to include hayland

**12. Henderson Soil and Water Conservation District Impaired/Impacted Allocation:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes. Mr. Vetter stated the allocation is for impaired/impacted funds. The funds were requested in the Henderson District's strategic plan. The requested amount is \$50K, and the allocation is \$10,454, which comes from unallocated cost share funds.

**13. CCAP Ownership Report:** Chairman Langdon recognized Mr. Tom Hill to present. A copy of the report is included as an official part of the minutes. Mr. Hill stated the current requirements for residential ownership are 5 years, non-residential is 10 years, and abandoned well closure is a one-year maintenance period. Projects funded by grants have the same maintenance period. There are more maintenance issues with some BMPs, particularly vegetation and erosion issues due to storm events. Excluding abandoned well closures from the analysis, the Entity to Individual ratio is about 60% to 40%.

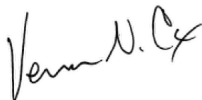
**14. District Issues:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes.

**14A. CCAP Stream Restoration Policy Exception Request:** Mr. Vetter stated this is an exception request from Guilford County. Included in your packet is a letter from the district, a letter from the design engineer, as well as pictures highlighting the problem, and the engineer's design. This is a buffer variance request for a sewer line pipe. Ms. Millie Langley, Mr. Jamey Walker, and Mr. George Teague from Guilford were present to answer questions.

**15. Onboard Training for New District Staff:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes. Mr. Vetter stated the purpose of the onboard training is to offer training, tools, and materials for new district staff about the Cost Share Programs.

**IV. Public Comments:** No public comments.

**V. Adjournment:** Meeting adjourned at 8:43 p.m.




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Vernon N. Cox, Director  
Division of Soil & Water Conservation, Raleigh, N.C.




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Helen Wiklund, Recording Secretary

***These minutes were approved by the North Carolina Soil & Water Conservation Commission on , 2021.***



**NORTH CAROLINA  
SOIL & WATER CONSERVATION COMMISSION  
BUSINESS SESSION MEETING MINUTES  
September 22, 2021**

Department of Agriculture  
Division of Soil & Water Conservation  
Macon County Soil & Water Conservation District Office  
191 Thomas Heights Road  
Franklin, NC 28734

<b>Commission Members</b>	<b>Guests</b>	<b>Guests</b>
John Langdon	Rick McSwain	Kayla McCoy
Wayne Collier	Ken Parks	Adam Simon
Blount Knowles	Tim Beard	Daniel McClellan
Chris Hogan	Tom Hill	Allie Dinwiddie
Chris Hughes	Sydney Mucha	Gail Hughes
Derek Potter	Michael Shepherd	Mark Walton
Mike Willis - online	Sandra Weitzel	Eric Pare
<b>Commission Counsel</b>	Fredrick Cox	Annette Adams
Phillip Reynolds	Tom Gerow	Sarah Clancy
<b>Guests</b>	Anne Coan	Lisa Fine
Vernon Cox	James Ferguson	Keith Larick
David Williams	Doug Johnson	Randy Cabe
Julie Henshaw	Eileen Langdon	Ryan Manning
Kristina Fischer	Millie Langley	Rudy Langley
Joshua Vetter	Jamey Walker	Bill Yarborough
Helen Wiklund	George Teague	James Massey
Kaleb Rathbone	Jeff Young	Rob Baldwin
Bryan Evans	Travis Smith	Shelby Cook
Cayle Aldridge	Scott Melvin	Wilkes SWCD
Ralston James	Robert Moore	Daphne Cartner

Chairman Langdon called the meeting to order at 9:00 a.m. Chairman Langdon inquired whether any Commission members need to declare any conflict of interest, or appearance of conflict of interest, that may exist for agenda items under consideration, as mandated by the State Ethics Act. Chairman Langdon stated the meeting guidelines.

- 1. Approval of Agenda:** Chairman Langdon asked for approval of the agenda. Commissioner Potter moved to approve the agenda and Commissioner Hughes seconded. Motion carried.
- 2. Approval of Meeting Minutes:** Chairman Langdon asked for approval of the minutes.

- 2A. July 20, 2021 Work Session Meeting Minutes
- 2B. July 21, 2021 Business Session Meeting Minutes
- 2C. September 8, 2021 Business Session Meeting Minutes

Commissioner Collier moved to approve the minutes and Commissioner Knowles seconded. Motion carried.

3. **Division Report:** Chairman Langdon recognized Director Vernon Cox to present. A copy of the report is included as an official part of the minutes. Director Cox stated the following:

- Coronavirus Update
  - Governor Cooper extends the State of Emergency Declaration through November 2021
  - DSWC Operations continue with teleworking options
- Personnel Update
  - Reorganization of Technical Services Section
- JAA Update
  - Sandra Weitzel will handle training coordinator duties
    - New employee curriculum
    - JAA priorities by Area
    - Identify training needs/resources
    - Process JAA applications and coordinate review/approval
    - Maintain training calendar and communicate training opportunities to District/Division staff
- Legislative Update
  - Waiting for approved budget
- EWP Contribution Agreement with NRCS
  - Division will provide assistance for field data surveys and damage survey reports for impacted areas due to Tropical Storm Fred

Assistant Commissioner, Mr. Kaleb Rathbone, welcomed everyone to Macon County. Mr. Rathbone stated North Carolina is a very diverse agricultural state. This was demonstrated by the tours to Mr. Brown and Mr. Hutchins farms yesterday.

- Successful Mountain State Fair in September, but attendance was down
- Legislative Update
  - Funds will be available to assist farmers for flood relief after Tropical Storm Fred
  - NCDA is working to help supplement those that are receiving funds from Federal programs
  - State Budget will hopefully provide money for the Stream Debris Removal Program and authorize an ongoing, recurring program
  - Commissioner Troxler, Speaker Moore, and Representative Gillespie visited the Cruso community and saw the storm and debris impacts to the community

There was discussion about the need to understand the impacts from the stream debris, which is an issue across the state. The waterways need to be open and unrestricted. The Stream Debris Removal Program is not about cleaning up but about preparing for the next storm.

- November Meeting at the Steve Troxler Agricultural Sciences Center in Raleigh
  - Agricultural Sciences Center Tour on Tuesday, November 16, at 3 p.m.
  - Work Session; Tuesday at 6 p.m., and Business Meeting; Wednesday at 9 a.m.

Chairman Langdon asked everyone to introduce themselves.

- 4. Association Report:** Chairman Langdon recognized President Blount Knowles to present. A copy of the report is included as an official part of the minutes. President Knowles stated the following:

- Annual Meeting on January 9-11, 2022 at the Sheraton Imperial in RTP
- Soil and Water Building at the State Fairgrounds will be completed by October 14 with a ribbon cutting ceremony
- Leadership Development Training to begin by the end of the year
- National Executive Director's Conference in Asheville on September 27-30, 2021

- 5. Executive Director's Report:** Chairman Langdon recognized Mr. Bryan Evans to present. A copy of the report is included as an official part of the minutes. Mr. Evans stated the following:

- Legislative Update
  - Streamflow Rehabilitation Program is being proposed to address statewide stream maintenance needs and additional funding for the Community Conservation Assistance Program (CCAP) is requested to help address stormwater treatment as it relates to water quality and flooding
- Western Flooding
  - Surveyed the damage from Tropical Storm Fred in September and participated in training events in Haywood County
  - Providing staff resources of District personnel to help complete Field Data Reports (FDR) and Damage Survey Reports (DSR) with local staff from Haywood, Buncombe and Transylvania counties

- 6. NRCS Report:** Chairman Langdon recognized Mr. Tim Beard to present. A copy of the report is included as an official part of the minutes. Mr. Beard stated the following:

- National Update
  - Announced appointment of new Associate Chief Louis Aspey
- State Update
  - Hired 46 entry-level employees
  - On-site Professional Development Training scheduled from October 4-15 across the state
  - Emergency Watershed Protection (EWP) Program is working with local communities to recover from Tropical Storm Fred
  - Announced the 2022 Environmental Quality Incentives Program (EQIP) application deadline is October 29, 2021
  - Coronavirus Agricultural Relief Program (CARP) Update

- First quarter of FY2022, NRCS will provide additional funds for seven practices that have been impacted by increases in material prices. Additional payments will be issued to producers that have implemented these practices between January 1, 2021 and December 31, 2021

**7. Consent Agenda:** Chairman Langdon asked for approval of the consent agenda. Commissioner Potter moved to approve the consent agenda and Commissioner Hughes seconded. Motion carried.

**7A. Supervisor Appointments:**

- Charles Ballard, Avery SWCD, filling the unexpired elected term of Shirley Ann Coleman for 2018-2022 with an attached resignation letter from Ms. Coleman
- Shirley Ann Coleman, Avery SWCD, filling the unexpired appointed term of Jack Wiseman for 2018-2022 with an attached resignation letter from Mr. Wiseman
- James Tyler Ross, Buncombe SWCD, filling the unexpired elected term of William Hamilton (deceased) for 2018-2022
- Ray Briggs, Guilford SWCD, filling the unexpired elected term of Antoinette Weaver for 2020-2024 with an attached resignation letter from Ms. Weaver

**7B. Supervisor Contracts:** 3 contracts; totaling \$33,955

A copy of the report is included as an official part of the minutes.

Chairman Langdon called a break at 9:53 a.m. The meeting resumed at 10:07 a.m.

**8. Durham Supervisor Appointment:** Chairman Langdon recognized Director Vernon Cox to present. A copy of the report is included as an official part of the minutes. Director Cox reminded the Commission that the Durham supervisor appointment was removed from the July Commission agenda. In the interim, two additional individuals have indicated their interest in being appointed to the vacancy resulting from the resignation of Ms. Laura Marie Davis from the Durham District Board. The Commission has the authority to appoint any resident of a district to their local Board who is willing to serve in that capacity. The qualifications of the three individuals who have applied to fill the vacancy are being presented to the Commission.

Chairman Langdon asked for a motion. Commissioner Willis moved to approve Kenyon Patrick Browning and Commissioner Hughes seconded. Motion carried.

**9. Job Approval Authority:** Chairman Langdon recognized Mr. Jeff Young to present. A copy of the report is included as an official part of the minutes.

**9A. Applications:** Mr. Young stated there are six applications for JAA being brought before the Commission.

Chairman Langdon asked for approval of the applications. Commissioner Hughes moved to approve the applications and Commissioner Potter seconded. Motion carried.



**9B. Technical Competency Requirements:** Mr. Young stated there are four technical competency requirements to be considered by the Commission. The JAA Workgroup recommends that these practices, due to their complexity, include Job Classes for these four practices. The new information regarding job classes is highlighted in red.

Chairman Langdon asked for approval of the technical competency requirements. Commissioner Hughes moved to approve the technical competency requirements and Commissioner Potter seconded. Motion carried.

Mr. Young stated there are 34 practices remaining for which technical competency requirements must be identified. The yellow highlighted practices do not require a signature for design approval, i.e., wells. The green highlighted practices relate to irrigation and may need certification by certified irrigation designer. The red highlighted practices are heavily engineered as it relates to structures and public safety/health. The JAA Workgroup will have to consider whether it is appropriate to grant job approval authority for these practices to non-engineers. The BMPs highlighted with the white background will be the next to review Technical Competency Requirements.

Mr. McSwain stated he has been part of the JAA Workgroup for two years. The transition will be smooth, and the workgroup will keep the process going after Mr. Young's retirement.

Chairman Langdon stated he would like Mr. McSwain to call him to remind him of any upcoming meetings and to take personal time when he misses a meeting to give him an update.

Mr. Shepherd stated he currently serves as president on the board of directors for the Irrigation Association and will assist with competency requirements for irrigation practices.

**10. Proposed Amendments for Subchapter 59A Organization and Operation Rules:** Chairman Langdon recognized Director Vernon Cox to present. A copy of the report is included as an official part of the minutes. Director Cox stated at the May meeting the Commission approved draft rules that proposed implementing supervisor training requirements as adopted by the Legislature. The public hearing schedule for the rules was presented. There was one written public comment that was received that stated, *"the recommendation that the number of credits, currently six per term, should be changed to six per year."* The response to this comment is that the number of training hours required per term is established by Statute and any change to this requirement is beyond the authority of the Commission. The rules being presented to the Commission for final adoption remain unchanged from those presented to the Commission at their May meeting.

Counsel Reynolds recommended that additional language be added to the rule based on concerns stated by Commissioner Potter and Commissioner Willis during the work session, about what basic training is, its evolution, and potential board changes from year to year. Mr. Reynolds stated by adding the following two paragraphs, it will clarify Rule 02 NCAC 59A .0202.

*(e) The Commission shall review and approve Basic Training curriculum annually and publish the approved curriculum on its web site.*

*(f) Basic Training Credits shall meet the requirements contained in Rule 02 NCAC 59A .0204(a).*

Commissioner Hughes moved to approve the rules with the additional language proposed by Counsel and Commissioner Knowles seconded. Commissioner Collier suggested that Commissioner Hughes rephrase the motion by stating, *“I move that the Commission adopt the Hearing Officer’s Report, and approve the proposed rules, as amended, and delegate to staff to make any necessary technical changes requested by Counsel for the Rules Review Commission.”* Commissioner Hughes agreed to the restated motion.

Chairman Langdon asked for comments. Commissioner Potter stated he is not opposed to the requirement for six hours of training but opposes the rule because he is against the Commission telling a local district what training they need.

Commissioner Willis stated the amended verbiage has resolved any issues with tying the Association to the School of Government. Commissioner Willis is for training and the district boards need to encourage newly elected or appointed supervisors to take training. It is necessary to not tie the supervisor to specific training.

Chairman Langdon asked the Commissioners to respond by voice vote whether they are in favor of the motion or opposed to the motion. All Commissioners voted in favor of the motion, except Commissioner Potter who was opposed.

**11. Tropical Storm Fred Report:** Chairman Langdon recognized Ms. Julie Henshaw to present. A copy of the report is included as an official part of the minutes. Ms. Henshaw stated that 7 counties were impacted by T.S. Fred and were eligible to request disaster recovery funds. The Commission approved several practices for the T.S. Fred Disaster Response Program at its September 8, 2021 meeting. The Commission delegated authority to the Director to approve modifications needed for BMP implementation and to approve allocations to all eligible districts. Since the September 8 Commission meeting, the Director approved revisions to the Disaster Pasture Renovation BMP, to include hayland. Five of the seven counties requested and received allocations ranging from \$24K-\$53K.

**12. Henderson Soil and Water Conservation District Impaired/Impacted Allocation:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes. Mr. Vetter stated the allocation is for impaired/impacted funds. The funds were requested in the Henderson District’s strategic plan, but a survey was submitted incorrectly in Formsite. The requested amount is \$50K, and the proposed allocation is \$10,454, which comes from unallocated cost share funds.

Chairman Langdon asked for approval of the allocation. Commissioner Hughes moved to approve the allocation and Commissioner Potter seconded. Motion carried.

**13. CCAP Ownership Report:** Chairman Langdon recognized Mr. Tom Hill to present. A copy of the report is included as an official part of the minutes. Mr. Hill presented the following:

- Below is the list of requirements for maintenance of CCAP practices
  - 10-years for non-residential properties (Entity)
  - 5-years for residential properties (Individual)
- Abandoned well closures have a 1-year maintenance period

- All the contracts are in CS2 and presented data from 2017-2021
- 51 non-residential and 33 residential properties participated in the CCAP Program from 2017 – present
- Practices favored by ownership
  - Stream restoration/stabilization: Individual – 15; Entity – 8
  - Marsh sills: Individual – 2; Entity – 20
- Spot check data shows BMPs out of compliance, the number of BMPs spot checked, and BMPs needing maintenance
- Some practices showed maintenance issues were related to education or minor erosion issues
  - Breakdown: Individual – 3; Entity – 25
- Overall analysis shows higher maintenance needs associated with vegetation and erosion issues caused by storm events
- Noted that the variance in ownership and maintenance requirements has been consistent since the inception of the program and is primarily due to the type of BMP being installed.

**14. District Issues:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes.

**14A. CCAP Stream Restoration Policy Exception Request:** Mr. Vetter stated the request comes from the Guilford SWCD. The request is for a buffer variance due to the proximity to a sewer line.

Chairman Langdon asked for approval of the policy exception request. Commissioner Hughes moved to approve the policy exception request and Commissioner Hogan seconded. Motion carried.

**15. Onboard Training for New District Staff:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes. Mr. Vetter explained how the cost share program implements onboard training for new district staff. The goal is to provide training to new district staff, which is an individualized one-on-one training, within 60 days of hire. A standard training template is used. Additional training opportunities are offered throughout the year. Other new training resources available include a Contract Entry Guidance Document and Video, a Contracting Process Flow Chart, an updated BMP web page with summary tables, BMP common component tables and a Receipts Summary Sheet. Cost Share staff is also working on a Request for Payment Guidance Document. All of this information is available on the Division's website.

**IV. Public Comments:** Chairman Langdon suggested that Director Cox direct the Area Coordinators to submit an update on behalf of the Area Chairs about the activities and plans for their area. Commissioner Willis stated a representative from the District Employees Association (DEA) should similarly be asked to submit a report about what District employees see as needs for the districts. Director Cox stated there should be a discussion about the frequency of submitting additional reports. Commissioner Hughes suggested a report can be submitted from the spring and fall area meeting minutes. Chairman Langdon requested a meeting to discuss this issue with Director Cox, Deputy Director Williams and Mr. Bryan Evans of the Association.

Chairman Langdon stated the Commission has recommended that at least two active farmers should serve on each district board, however, not all districts have the talent. The Durham SWCD provided three applicants for supervisor appointment, and the individual that was chosen met the farming criteria. The Commission's justification for the agricultural representative is based upon the importance of the Commission's Agriculture Cost Share Program and AgWRAP Program.

Ms. Sandra Weitzel stated the District Employees Association (DEA) is involved with the Job Approval Authority (JAA) process. Ms. Weitzel has had meetings with Mr. Jason Byrd, who is very active with the training component, the BMPs per area, and sits on the Job Approval Authority (JAA) Workgroup.

Mr. James Ferguson stated that Haywood County was hit hard by Tropical Storm Fred. Mr. Ferguson stated that when he was Area Chair, Governor Hunt called to get information about what the water level was in every hog lagoon in the state and asked for the information within ten days. Chairman Langdon stated he owns four hog lagoons, which must be surveyed, and the records are kept on a weekly basis, which is inspected by the Division of Water Resources.

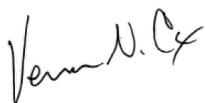
Mr. Keith Larick stated on behalf of Farm Bureau, there has been a lot of work completed at Howard Brown's farm to install manageable BMPs to demonstrate water quality protections are in place. Farm Bureau is working on funding for additional programs and flood mitigation. When putting practices and programs in place, it is important to get input from districts, extension staff, and landowners.

Commissioner Collier stated as a member of the board of Farm Bureau, we do not always have a voice in those discussions, and thanks to the Association and Farm Bureau, they have been a good advocate to support the Commission.

Chairman Langdon stated it is important for the Commission to improve and work together as a team. He added when Mr. James Ferguson was Commission chair, and Governor Hunt was nominated for the Hall of Fame, we worked across the aisle. There would not be a Division, Commission, or Cost Share Programs today, if not for Mr. James Ferguson and Governor Hunt. We need to unite and strive to be a team. Chairman Langdon stated we need to have supervisor training, so the Legislators are informed, and district supervisors are engaged.

Chairman Langdon thanked everyone for their participation and for our partners for being here.

**V. Adjournment:** Meeting adjourned at 11:41 a.m.



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Vernon N. Cox, Director  
Division of Soil & Water Conservation, Raleigh, N.C.



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Helen Wiklund, Recording Secretary

***These minutes were approved by the North Carolina Soil & Water Conservation Commission on , 2021.***



**NORTH CAROLINA  
SOIL & WATER CONSERVATION COMMISSION  
WORK SESSION MEETING MINUTES  
July 20, 2021**

NC Farm Bureau Office  
1809 S. Brightleaf Blvd.  
Auditorium  
Smithfield, NC 27577

<b>Commission Members</b>	<b>Guests</b>	<b>Guests</b>
John Langdon	Julie Henshaw	Greg Walker
Wayne Collier	Kristina Fischer	Annette Adams
Blount Knowles	Joshua Vetter	Rick McSwain
Chris Hogan	Helen Wiklund	Charles Hill
Chris Hughes	Bryan Evans	Dewitt Hardee
Derek Potter	Cayle Aldridge	Don Rogers
Mike Willis	Lisa Fine	James Massey
<b>Commission Counsel</b>	Sydney Mucha	Lena Simmons
Phillip Reynolds	Ken Parks	Sandra Weitzel
<b>Guests</b>	Tom Hill	Michael Shepherd
Vernon Cox	Allie Dinwiddie	Paula Day
David Williams	Eric Pare	Amanda Sand
Jeff Young	Keith Larick	

Chairman Langdon called the meeting to order at 6:09 p.m. Chairman Langdon inquired whether any Commission members need to declare any conflict of interest, or appearance of conflict of interest, that may exist for agenda items under consideration, as mandated by the State Ethics Act. Chairman Langdon stated the meeting guidelines.

1. **Approval of Agenda:** Chairman Langdon stated Consent Agenda Item 7A will be removed from tomorrow's agenda.
2. **Approval of Meeting Minutes:** Chairman Langdon asked for comments on the minutes. Commissioner Collier stated the minutes are in order.

**2A. May 18, 2021 Work Session Meeting Minutes**

**2B. May 19, 2021 Business Session Meeting Minutes**

3. **Division Report:** Chairman Langdon recognized Director Vernon Cox. Director Cox stated the Division report will be presented at the Business Meeting. A copy of the report is included as an official part of the minutes. Director Cox also noted that a new piece of equipment is being used

for this meeting called a Meeting Owl. The Owl has a microphone, speaker, and camera to provide virtual access to those who are not able to attend in person.

Chairman Langdon paused the meeting and asked everyone to go around the room and introduce themselves.

4. **Association Report:** Chairman Langdon recognized President Blount Knowles. President Knowles stated the report will be presented at the Business Meeting tomorrow. A copy of the report is included as an official part of the minutes.
5. **NRCS Report:** Chairman Langdon asked if Mr. Beard will present the report tomorrow. Director Cox stated Mr. Beard will present the report tomorrow.
6. **Stream Buffers for Forestry in NC:** Chairman Langdon asked if Mr. Gerow will present the report tomorrow. Director Cox stated Mr. Gerow will present the report tomorrow. Director Cox stated there was discussion about stream buffers and their impacts at the May Commission meeting. Mr. Gerow will discuss some of these issues at tomorrow's meeting.
7. **Consent Agenda:** Chairman Langdon recognized Mr. Eric Pare, Mr. Joshua Vetter and Mr. Jeff Young to present. Copies of the reports are included as an official part of the minutes.

**7A. Supervisor Appointments:** *(Item has been removed from the agenda)*

- Phoebe K. Gooding, Durham SWCD, filling the unexpired appointed term of Ms. Laura Marie Davis for 2020-2024 with attached resignation letter from Ms. Davis

**7B. Supervisor Contracts:** 4 contracts; totaling \$36,692

**7C. Technical Specialist Designation:**

- Anthony Growe, Richmond County Field Crops, Livestock Extension Agent, Waste Utilization Planning/Nutrient Management (WUP/NM) category
- Lauren Green, NCSU Cooperative Extension Area Specialist Agent, Poultry, Waste Utilization Planning/Nutrient Management (WUP/NM) category
- Jeb Smith, Duplin County SWCD Soil Conservation Tech, Waste Utilization Planning/Nutrient Management (WUP/NM) category

8. **Job Approval Authority:** Chairman Langdon recognized Mr. Jeff Young to present. A copy of the report is included as an official part of the minutes.

**8A. Applications:** Mr. Young stated there are seven applications for approval.

**8B. Technical Competency Requirements:** Mr. Young stated the Job Approval Authority (JAA) Workgroup reviewed eight Best Management Practices (BMPs). Of the eight BMPs reviewed, there are four BMPs (Stream Crossings, Sediment Control Basin, Water Control Structure, and Grade Stabilization Structure) that require additional review because of potential health or safety issues. The remaining four practices will be recommended for Commission approval.

**9. Agriculture Cost Share Program:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes. Mr. Vetter highlighted the Cost Share Program's accomplishments for FY 2021. There were 1,021 new contracts totaling over \$7.8M. The top five counties were listed where contracts were created, and funds were encumbered. There were 1,050 requests for payments and over \$6.2M was paid out.

**9A. Detailed Implementation Plan:** Mr. Vetter stated a Technical Assistance Allocation section was added to the Plan. Table 2 was revised by adding Residue and Tillage Management, updating Sod-Based Rotation, removed four Incentives Practices, and added a BMP Technical Competency requirements section for Job Approval Authority (JAA).

**9B. Average Cost List:** Mr. Vetter stated there were several changes to the list, which include a formatting change to combine the repetitive area unit costs, an addition of Cover Crops, Residue and Tillage Management, and Sod-Based Rotation practices, change to combine the Micro-Irrigation and Well costs into one system based on actual cost, and cost adjustments based on Producer Price Indexes. The Well and Pump cost adjustments for the Stream Protection Well will change from \$2,000 - \$2,400 to \$3,700 - \$4,440, and there is a change in the linear foot price for Stream Protection Wells from \$12 to \$20. The Well and Pump cost adjustments for Agrichemical Facility will match the Stream Protection Wells costs. For FY 2022, it is also recommended that the Average Cost List prices be adjusted. The Technical Review Committee recommends a 9.8% increase to the average cost of all components in the average cost list, but only for new contracts. Prior year contracts would not be eligible for additional funding to cover the increase in average costs. This increase will not impact maximum cost share amounts. This increase will exclude Cover Crops, Residue and Tillage Management, Sod-Based Rotation, and Well and Pump components. The average costs will be re-analyzed for FY 2023.

**9C. District Financial Assistance Allocation:** Mr. Vetter stated for FY 2022 the Strategic Plan for the Agriculture Cost Share Program is as follows:

- 100 counties requested \$15,968,348 for regular Cost Share funds (CS)
- 52 counties requested \$2,509,175 for the Impaired and Impacted streams initiative (II)

SOURCE	AMOUNT
2022 Appropriation	\$ 4,016,998
Rollover from cancelations, releases and unencumbered funds (FY 2015 – 2021)	\$ 1,033,242
TOTAL AVAILABLE FUNDS	\$ 5,050,240
5% Contingency Reserve	\$ 200,850
<b>Total Allocation FY 2022</b>	<b>\$ 4,849,390</b>

- Total allocated FY 2021 = \$4,849,390
  - Regular ACSP (CS) Total = \$4,249,390
  - Impaired/Impacted (II) Total = \$500,000
  - CREP (CE) Total = \$100,000

- CS and II funds were allocated to all districts
- Funds are allocated using the allocation parameters described in rule 02 NCAC 59D .0103
- \$20,000 minimum allocation per district; unless the district requested less

Chairman Langdon called a break at 7:08 p.m. The meeting resumed at 7:20 p.m.

**10. Technical Assistance Allocation:** Chairman Langdon recognized Ms. Julie Henshaw to present. A copy of the report is included as an official part of the minutes. Ms. Henshaw stated a special-called meeting took place in February to approve the change in allocation, due to the implementation of the new Cost Share Program Rules. Most of the allocations were approved in February and are in effect for three years. There are unaccounted for funds from Richmond SWCD, since they did not have a technical employee working for a full year and has a remaining fund balance, and Hoke SWCD did not request a Technical Assistance Allocation. This is a request for a supplemental technical assistance allocation that comes from Richmond and Hoke counties. The awards per district were highlighted. The minimum amount is \$20K per district, and the maximum amount is \$30K per district.

**11. Agricultural Water Resources Assistance Program:** Chairman Langdon recognized Ms. Sydney Mucha to present. A copy of the report is included as an official part of the minutes.

**11A. Detailed Implementation Plan:** Ms. Mucha stated the Cooperator Acknowledgement Forms were added to all BMPs and BMP Quick Reference Tables were added/updated. The changes to the Detailed Implementation Plan (DIP) were highlighted, which includes shifting the goals to the top, clarifying the reallocation process, updating the regional application process, removing the Micro-Irrigation BMP, and adding the Livestock Water Storage BMP.

**11B. Average Cost List:** Ms. Mucha highlighted the changes to the Average Cost List which includes the removal of Micro-Irrigation, replacement of Area Unit Costs with statewide Unit Cost, adding the design component for Conservation Irrigation Conversion, adding the statement on the Livestock Water Storage BMP and the practice cap, increasing the well pump cap to match the Cost Share Programs cap of \$3,700 (75%) to \$4,440 (90%), and a 9.8% increase to tanks and well housing.

**11C. District Financial Assistance Allocation:** Ms. Mucha stated the total allocations requested was over \$4.7M with \$141,375 rolling over from last year's allocation. Only 90 counties requested funds, 74 counties received the minimum allocation of \$7,500, and four counties requested less than the minimum allocation amount.

**12. Community Conservation Assistance Program:** Chairman Langdon recognized Mr. Tom Hill to present. A copy of the report is included as an official part of the minutes.

**12A. Detailed Implementation Plan:** Mr. Hill highlighted the proposed changes to the DIP for FY 2022, which includes:

- Page 1, Background



- Removed the language regarding the integration of the Cost Share Program Rules
- Page 3, Figure 3
  - Recommended a Statewide allocation of \$9,605 (to start the year with \$10,000 in this fund) for repair contracts only, the recommended Technical and Administrative Assistance district allocation is \$20,519, added language to the last sentence to clarify that grant-funded projects may not comply with the contract caps compared to those projects funded solely through state appropriations.
- Page 4, Fiscal Year 2022 Goals, Section II added “*and Commission*” to the Job Approval Authority (JAA) procedures to reflect the new policy
- Page 7, this page is new and added Table 1 for BMPs, Life Expectancy, and Practice Type
- Discussed the timeline for the CCAP regional applications, which includes site assessments and selection of the highest-ranking project to meet the program requirements

Mr. Hill stated a CCAP Proprietorship Report will be presented at the September Commission meeting.

- 13. Cost Share Programs Spot Check Report:** Chairman Langdon recognized Mr. Ken Parks to present. A copy of the report is included as an official part of the minutes. Mr. Parks stated the report will be presented tomorrow. The number of contracts out of compliance varies from year to year but are generally very few in number.
- 14. Contract Extension Requests:** Chairman Langdon recognized Ms. Julie Henshaw to present. A copy of the report is included as an official part of the minutes.
- 14A. Contract Extensions for Contracts Meeting May 2021 Policy Exception:** Ms. Henshaw stated the reasons for these contract extensions is due to engineering, Job Approval Authority (JAA), design delays, weather, sickness, or other related issues. All the contracts listed in Item 14A meet one or more of the exceptions approved by the Commission in May and also meet the extension criteria.
- 14B. Contract Extension Requests:** Ms. Henshaw stated there are only four contract extension requests that did not meet the contract extension policy exception adopted by the Commission in May 2021. A district supervisor from each district will attend the meeting tomorrow to present their extension request and to answer any questions. There is a process improvement planned for FY 2022 with a new online Cancellation Form and a new online 6-month extension form for districts to use with the Division following up.
- 15. District Issues:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes. Mr. Vetter stated the request is for post approval of two Stanly Agriculture Cost Share Program contracts. Both contracts were approved by the district, but the RFP was not submitted in CS2, because the new employee in Stanly County did not understand the process. A new SOP is being created for new employees to instruct them on how to enter contracts in CS2. The SOP will be available to all employees. The supervisor and staff will be in attendance tomorrow.

**15A. Post Approval Contract 84-2021-001:** Mr. Vetter stated this request is to grant post approval of a contract with William Howerton for cropland conversion to trees in the amount of \$5,176.

**15B. Post Approval Contract 84-2020-802:** Mr. Vetter stated this request is to grant post approval of a contract with Kenneth Linker for an AgWRAP well in the amount of \$6,309.

**16. Supervisor Training Credit Report:** Chairman Langdon recognized Ms. Kristina Fischer to present. A copy of the report is included as an official part of the minutes. Ms. Fischer stated supervisors are required to attend six hours of training per term, and the following training credits have been awarded by the Division:

- Annual Meeting: 285.25 STCs awarded to 176 supervisors at 1.0 STCs per meeting
- Basic Training for SOG Training: 504 STCs awarded to 84 supervisors at 6.0 STCs per meeting
- Area Spring Meetings: Ranged from 1.5 STCs - 2.25 STCs based on program / presenters
- Local training events: 1.0 STCs – 2.0 STCs

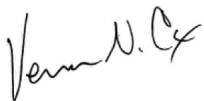
There is a link on the Division's web site so each individual supervisor can view their individual training credits. The board of supervisors need to know how many training hours each supervisor has completed. Commissioner Knowles stated the chairman of each board should be aware of the training credit hours of their supervisors. Commissioner Collier stated each district should present a report every 2-3 months. Ms. Fischer stated the regional coordinators prepare a training report.

#### IV. Public Comments:

Chairman Langdon reminded the Commissioners of the group photo tomorrow morning.

Director Cox stated he enjoyed being able to meet with the Commission again in person, and he commended the Commission for everything that was done to perform Commission business, when the meetings were held virtually.

**V. Adjournment:** Meeting adjourned at 8:52 p.m.




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Vernon N. Cox, Director  
Division of Soil & Water Conservation, Raleigh, N.C.




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Helen Wiklund, Recording Secretary

***These minutes were approved by the North Carolina Soil & Water Conservation Commission on , 2021.***



**NORTH CAROLINA  
SOIL & WATER CONSERVATION COMMISSION  
BUSINESS SESSION MEETING MINUTES  
July 21, 2021**

NC Farm Bureau Office  
1809 S. Brightleaf Blvd.  
Auditorium  
Smithfield, NC 27577

<b>Commission Members</b>	<b>Guests</b>	<b>Guests</b>
John Langdon	Michelle Raquet	Jason Byrd
Wayne Collier	Anne Coan	Anne Herring
Blount Knowles	Annette Adams	Tom Potter
Chris Hogan	Sydney Mucha	Stephen Sperry
Chris Hughes	Greg Walker	Tyler Ross
Derek Potter	Lucas Baxley	Vickie Ryder
Mike Willis	Kaitlyn Johnson	Don Rogers
<b>Commission Counsel</b>	Fredrick Cox	Cruise Gibbs
Phillip Reynolds	Sarah Clancy	Abigail Haselton
<b>Guests</b>	Bob Dennis	Gary Holtzmann
Vernon Cox	Kayla McCoy	Mitchell Miller
David Williams	Daniel McClellan	Nathaniel Woolard
Julie Henshaw	Lena Simmons	Dewitt Hardee
Kristina Fischer	Frankie Singleton	Gerald Dorsett
Joshua Vetter	Adam Hilton	Quinton Cooper
Helen Wiklund	Edward Long	Tammi Remsburg
Bryan Evans	Brian Lannon	Angie Quinn
Cayle Aldridge	Travis Smith	Dietrich Kilpatrick
Lisa Fine	Henry Faison	Barton Grover
Rick McSwain	Nancy McCormick	Jamey Walker
Ken Parks	Brad Moore	Charles Bass III
Tom Hill	Randy Freeman	Rodney Wright
Eric Pare	Elliot Swain	Kristian Stewart
Tom Gerow, Jr.	Forsyth SWCD	Patrick Baker
Jeff Young	Eddie Culberson	Brody Brown
Sandra Weitzel	Kenny Ray	Richard Gustafson
Allie Dinwiddie	Brandy Oldham	Scott Shoulars
Keith Larick	Curtis Furr	Vincent Lewis
Tim Beard	Rebecca Brickner	Michael Dupree
Paula Day	Kristy Dail	Jessica Thompson
Gail Hughes	Charles Bass	
Daphne Cartner	Andrew Cox	

Chairman Langdon called the meeting to order at 9:02 a.m. Chairman Langdon inquired whether any Commission members need to declare any conflict of interest, or appearance of conflict of interest, that may exist for agenda items under consideration, as mandated by the State Ethics Act. Chairman Langdon stated the meeting guidelines and thanked the Johnston County Farm Bureau for the use of their meeting facility and the Johnston SWCD staff for their assistance with the Commission tour and meeting.

1. **Approval of Agenda:** Chairman Langdon asked for approval of the revised agenda. Item 7A has been removed. Commissioner Hughes moved to approve the revised agenda and Commissioner Hogan seconded. Motion carried.
2. **Approval of Meeting Minutes:** Chairman Langdon asked for approval of the minutes. Commissioner Collier moved to approve the minutes and Commissioner Knowles seconded. Motion carried.

**2A. May 18, 2021 Work Session Meeting Minutes**

**2B. May 19, 2021 Business Session Meeting Minutes**

3. **Division Report:** Chairman Langdon recognized Director Vernon Cox. A copy of the report is included as an official part of the minutes. Director Cox presented the following:
  - Coronavirus Update
    - State of Emergency Declaration extended through July 30, 2021
  - Personnel Update
  - Legislative Update
    - Senate Budget includes two engineer positions and \$138M in stream debris removal funding
    - House Bill 431 includes a provision to establish Statewide Stream Repair Funding per NCASWCD Resolution and an addition of \$1.5M for CCAP funding
  - Teleconference equipment purchased for the Districts
  - Emergency Watershed Program Agreement for disaster events and train the partners
    - More trainings scheduled in August and September
  - September Meeting in Macon County on the 22nd with a trout farm tour and produce operation tour on the 21st
  - Public Hearing for the draft rules today at 1 p.m., and the comments period is open
    - Virtual public hearing on August 3rd and the public comment period closes on August 16
4. **Association Report:** Chairman Langdon recognized President Blount Knowles. A copy of the report is included as an official part of the minutes. President Knowles presented the following:
  - 2022 Annual Meeting will be held in person; location to be determined
  - Contract signed for the new State Fair Building with a memorial for Dr. Hugh Hammond Bennett
  - Face-to-face Leadership Development Training for District Supervisors is scheduled for later this year

- National Executive Directors Conference in Asheville from September 27-30
5. **NRCS Report:** Chairman Langdon recognized Mr. Tim Beard. A copy of the report is included as an official part of the minutes. Mr. Beard presented the following:
- Coronavirus Update
    - Only 25% of staff allowed in the State and Area offices and 50% at field level
    - Other restrictions include no in-classroom training, unless mission critical, no group meetings, or indoor events
    - Outdoor training is approved
  - National Update
    - Terry Cosby named NRCS Chief
  - State Update
    - EWP Floodplain Easements: 12 applications; 475 acres
    - Watershed Rehabilitation Program: seven active agreements for dam sites with funding at the National level for approximately \$3.1M
    - Financial Assistance Programs Update: over 90% obligated for EQIP and closing the program out by the end of July
    - Staff is working on CSP Classic with an initial allocation of \$7M for North Carolina but \$29M is in demand
    - North Carolina selected to participate in the Climate Smart Agriculture and Forestry Program; there is \$10M in the program and North Carolina is receiving \$1M; the program is being offered to 48 states, and the application deadline is July 23
6. **Stream Buffers for Forestry in NC:** Chairman Langdon recognized Mr. Tom Gerow to present. A copy of the report is included as an official part of the minutes. Mr. Gerow presented the following:
- NC Forest Service serves every county in the State
  - Forest Practices Guidelines (FPGs) are required for water quality, which are Statewide required performance standards
  - NCFCS Water Quality staff complete approximately 3-4K annual site inspections
  - North Carolina Forest Practices Guidelines (FPGs) are authorized by the North Carolina Sedimentation Pollution Control Act 02 NCAC 60C .0100 to .0209, which provides an exemption for Forestry to obtain an approved erosion and sedimentation control plan as long as the FPGs are in compliance
  - FPGs only apply to “forestry-related” land-disturbing activities
  - Stream Buffers are required through the Streamside Management Zone (SMZ), any intermittent stream, any perennial stream, and any perennial waterbody
  - Compared the Stream Buffer Requirements under the FPG Requirements of SMZ and Riparian Buffer Rules
  - Tree Blow-Down / Windthrow – few (if any) targeted studies to assess for a windstorm
  - Ongoing BMP Update / Revision
    - Strive for simplicity and ease of implementation, lessons learned from assessments, address emerging issues, the reoccurrence of frequent storms and resource protection, standardize 50’ statewide SMZ and establish a minimum

width of 20' for an undisturbed buffer, limit removals to no-more-than 50% of basal area, if timber is harvested in SMZ, keep equipment 10' from the edge of the stream, and consider other objectives in addition to water quality (windscreen, habitat, seed-trees, etc.)

Chairman Langdon called a break at 10:35 a.m. The meeting resumed at 10:47 a.m.

7. **Consent Agenda:** Chairman Langdon asked for approval of the consent agenda. Commissioner Hughes moved to approve the revised consent agenda and Commissioner Knowles seconded. Motion carried.

**7B. Supervisor Contracts:** 4 contracts; totaling \$36,692

**7C. Technical Specialist Designation:**

- Anthony Growe, Richmond County Field Crops, Livestock Extension Agent, Waste Utilization Planning/Nutrient Management (WUP/NM) category
- Lauren Green, NCSU Cooperative Extension Area Specialist Agent, Poultry, Waste Utilization Planning/Nutrient Management (WUP/NM) category
- Jeb Smith, Duplin County SWCD Soil Conservation Tech, Waste Utilization Planning/Nutrient Management (WUP/NM) category

Copies of the reports are included as an official part of the minutes.

8. **Job Approval Authority:** Chairman Langdon recognized Mr. Jeff Young to present. A copy of the report is included as an official part of the minutes.

**8A. Applications:** Mr. Young stated there are seven applications.

Chairman Langdon asked for approval of the Applications. Commissioner Hughes moved to approve the applications and Commissioner Potter seconded. Motion carried.

**8B. Technical Competency Requirements:** Mr. Young stated there are four practices recommended for approval, which include Land Smoothing, Grassed Waterway, Rock-Lined Waterway or Outlet, and Subsurface Drain Tile.

Chairman Langdon asked for approval of the Technical Competency requirements. Commissioner Hughes moved to approve the Technical Competency Requirements and Commissioner Potter seconded. Motion carried.

9. **Agriculture Cost Share Program:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes.

**9A. Detailed Implementation Plan:** Mr. Vetter stated a Technical Assistance Allocation section has been added to the Plan, Table 2 was revised to reflect changes in eligible practices, and added a BMP Technical Competency Requirements section as required by the Commission's new JAA rule.

Chairman Langdon asked for approval of the Detailed Implementation Plan. Commissioner Collier moved to approve the Detailed Implementation Plan and Commissioner Knowles seconded. Motion carried.

**9B. Average Cost List:** Mr. Vetter stated there are four changes to the list. A formatting change that combined repetitive area costs, the addition of Cover Crops, Residue and Tillage Management and Sod-Based Rotation BMPs and costs, a change in the Micro-Irrigation and Well costs to be consistent with AgWRAP, and an increase in the average cost of all components in the average cost list by 9.8% based on the Producer Price Index (PPI) for all commodities. The Cost Share rate increase will not impact the maximum cost share amounts. There is no recommended rate increase for Cover Crops, Residue and Tillage Management, Sod-Based Rotation, and Well and Pump Components.

Chairman Langdon proposed Mr. Vetter create a new work group to discuss the Average Cost List and include Mr. Bryan Evans.

Chairman Langdon asked for approval of the Average Cost List. Commissioner Knowles moved to approve the Average Cost List and Commissioner Willis seconded. Motion carried

**9C. District Financial Assistance Allocation:** Mr. Vetter stated in FY 2022, the total requests are as follows:

- 100 counties requested \$15,968,348 for regular Cost Share funds (CS)
- 52 counties requested \$2,509,175 for Impaired and Impacted stream initiative (II)

SOURCE	AMOUNT
2022 Appropriation	\$ 4,016,998
Rollover from cancelations, releases and unencumbered funds (FY 2015 – 2021)	\$ 1,033,242
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 5,050,240</b>
5% Contingency Reserve	<b>\$ 200,850</b>
<b>Total Allocation FY 2022</b>	<b>\$ 4,849,390</b>

- Regular ACSP (CS) Total = \$4,249,390
- Impaired/Impacted (II) Total = \$500,000
- CREP (CE) Total = \$100,000
- \$20K minimum allocation unless districts request less

Chairman Langdon asked for approval. Commissioner Willis moved to approve the District Financial Assistance Allocation and Commissioner Potter seconded. Motion carried.

**10. Technical Assistance Allocation:** Chairman Langdon recognized Ms. Julie Henshaw to present. A copy of the report is included as an official part of the minutes. Ms. Henshaw stated a special-called meeting took place in February to approve the change in allocation, due to the implementation of the new Cost Share Program Rules. Most of the allocations were approved in February and are in effect for three years. There are unaccounted for funds from Richmond SWCD, since they did not have a technical employee working for a full year and therefore have a

remaining fund balance, and Hoke SWCD did not request a Technical Assistance Allocation. This allocation is for a non-recurring, one-year award of \$44,000 among the 99 counties.

Chairman Langdon asked for approval. Commissioner Hughes moved to approve the Technical Assistance Allocation and Commissioner Willis seconded. Motion carried.

- 11. Agricultural Water Resources Assistance Program:** Chairman Langdon recognized Ms. Sydney Mucha to present. A copy of the report is included as an official part of the minutes.

**11A. Detailed Implementation Plan:** Ms. Mucha stated the following updates:

- Cooperator Acknowledgement Forms added to all BMPs
- BMP Quick Reference Tables were added to the web site and
- Highlighted the DIP changes

Chairman Langdon asked for approval of the Detailed Implementation Plan. Commissioner Collier moved to approve the Detailed Implementation Plan and Commissioner Knowles seconded. Motion carried.

**11B. Average Cost List:** Ms. Mucha highlighted the changes to the Average Cost List.

Chairman Langdon asked for approval of the Average Cost List. Commissioner Knowles moved to approve the Average Cost List and Commissioner Hogan seconded. Motion carried

**11C. District Financial Assistance Allocation:** Ms. Mucha stated the total requested allocation is \$4.7M and the total available funding is \$1M with a 70%/30% split between District Allocations (70%) and Regional Allocations (30%). Seventy-four counties will receive the minimum allocation amount of \$7,500, and four counties requested less than the minimum allocation amount.

Chairman Langdon asked for approval. Commissioner Hughes moved to approve the District Financial Assistance Allocation and Commissioner Knowles seconded. Motion carried.

- 12. Community Conservation Assistance Program:** Chairman Langdon recognized Mr. Tom Hill to present. A copy of the report is included as an official part of the minutes.

**12A. Detailed Implementation Plan:** Mr. Hill stated the proposed changes include the following:

- Page 1, Background
  - Removed the language regarding the integration of the Cost Share Program Rules
- Page 3, Figure 3
  - BMP Implementation—increased the proposed Statewide allocation by \$9,605 (to start the year with \$10,000 in this fund) for repair contracts only
  - Technical and Administrative Assistance—updated the district allocation to \$20,519



- Added language to the last sentence to clarify the usage of grant funds, when coupled with state allocated funds
- Page 4, Fiscal Year 2022 Goals, Section II
  - Added “*and Commission*” to the Job Approval Authority (JAA) procedures to reflect the new policy
- Page 7, Table 1
  - Added Table 1 for BMPs, Life Expectancy, and Practice Type

Chairman Langdon asked for approval. Commissioner Hughes moved to approve the Detailed Implementation Plan and Commissioner Willis seconded. Commissioner Hogan stated the community needs to be aware and know the function of this program. The Legislature needs to recognize it and know how the funds are utilized. Motion carried.

Mr. Hill added we are looking at funding the highest-ranking applications that meet the Commission’s guidelines and will present the report at the January Commission meeting.

**13. Cost Share Programs Spot Check Report:** Chairman Langdon recognized Mr. Ken Parks to present. A copy of the report is included as an official part of the minutes. Mr. Parks stated the policy and the definitions. The 2021 Summary includes:

- Annual spot checks were received from all 96 districts
- 195 district supervisors participated
- 1,068 contracts were spot checked across all three programs
- 98.1% were in compliance
- Total contracts for all programs for PY 2021: 1,067 vs. PY 2020: 1,013
- Spot Check Summary: Common BMPs Found Out of Compliance
  - Cropland Conversion to Grass
  - Grassed Waterways
  - Long Term No-Till
- For all contracts found out of compliance or needing maintenance, districts will work with the cooperators to repair, reimplement, or repay a prorated amount of contract funds

**14. Contract Extension Requests:** Chairman Langdon recognized Ms. Julie Henshaw to present. A copy of the report is included as an official part of the minutes.

**14A. Contract Extensions for Contracts Meeting May 2021 Policy Exception:** Ms. Henshaw stated there are 120 extension requests from 46 districts. At its May meeting, the Commission waived the supervisor attendance requirement for contracts pending for JAA, contracts with designs provided with less than 1 year to install, COVID-related hardship, and weather. All the contracts listed in 14A meet the extension criteria and are recommended for extension.

Chairman Langdon asked for approval of the contract extensions. Commissioner Knowles moved to approve the contract extensions and Commissioner Collier seconded. Commissioner Potter stated some of these are old contracts, and we need to be a good steward of the money and get these contracts on the ground. Commissioner Collier stated the supervisors and technical staff need to work towards implementing these contracts. Motion carried.

**14B. Contract Extension Requests:** Ms. Henshaw stated the individual districts will present each request. Mr. Dietrich Kilpatrick and Mr. Patrick Baker will present Craven SWCD Contract #25-2019-001.

Mr. Baker stated all the work has been completed for this lagoon closure, which has been converted into a pond. The paperwork is incorrect, and NRCS and the contractor have been contacted. There are problems that were discovered regarding the application of waste, which may require revision of the waste plan. The engineer will need one month or more to resolve the issues and for NRCS to make a final decision.

Chairman Langdon asked for approval of the extension request for Craven Contract #25-2019-001. Commissioner Potter moved to approve the extension request to the January meeting and Commissioner Hughes seconded. Motion carried.

Ms. Henshaw stated Duplin SWCD will present Contract #31-2019-804, which is an AgWRAP water supply well and pump extension. Ms. Ann Herron stated this is a request for an extension on an AgWRAP contract. Ms. Angie Quinn stated the landowner was confused and thought the district and NRCS was one in the same office. The landowner applied for a well and irrigation system and was working on different aspects of the well. The producer received a letter from NRCS that his contract was canceled. The district contacted the owner asking about the status of the contract, and the producer had the district confused with NRCS. Although there was a misunderstanding, the producer is ready to move forward to install the practice.

Chairman Langdon asked for approval of Duplin Contract #31-2019-804. Commissioner Knowles moved to approve the extension request and Commissioner Hughes seconded. Motion carried.

Ms. Henshaw stated Onslow SWCD will present Contract #67-2019-504 for a CCAP Critical Area Planting Project and Contract #67-2019-901 for a CREP Cropland Conversion to Trees Project. Mr. Vincent Lewis asked for an extension on the contracts. Ms. Kristian Stewart presented Contract #67-2019-504, which is for the Town of Swansboro to repair the source of a broken pipe before repairing the erosion to the critical area project. There are two rain gardens and two cisterns plus a small French drain with erosion problems. All the BMPs have been completed, but not the critical area around the French drain, since the erosion was coming from a broken pipe. The Town of Swansboro did not have the funds in their FY 2021 budget, so they are requesting an extension to use FY 2022 funds.

Chairman Langdon asked for approval of Onslow Contract #67-2019-504. Commissioner Hughes moved to approve the extension request and Commissioner Hogan seconded. Motion carried.

Ms. Stewart presented Contract #67-2019-901 and stated all the BMPs have been completed except for the disking for one more year. The cooperator, Mrs. Morton, passed away in February 2021, and her son took over the contract. The paperwork must go into a Trust and the contract transferred into his name, which will then be completed.

Chairman Langdon asked for approval of Onslow Contract #67-2019-901. Commissioner Knowles moved to approve the extension request and Commissioner Hughes seconded. Motion carried.

Ms. Henshaw will follow-up with the districts on the older contracts and will establish some process improvements by offering trainings to the districts. There is also a new on-line Cancellation Form that will be uploaded to CS2, and a new on-line 6-Month Extension Form. The districts will also be sent reminders to reduce the number of extension requests.

- 15. District Issues:** Chairman Langdon recognized Mr. Joshua Vetter to present. A copy of the report is included as an official part of the minutes. Mr. Vetter stated these are for two post-approval contracts from Stanly SWCD. Mr. Curtis Furr and Ms. Rebecca Brickner will present the contracts.

**15A. Post Approval Contract #84-2021-001:** Mr. Curtis Furr stated Ms. Amanda Kirby was called into military service and Ms. Rebecca Brickner replaced Ms. Kirby. Ms. Kirby did not have time to train Ms. Brickner and information was entered incorrectly into CS2. The landowner has been contacted and the contract is in compliance. Ms. Kirby is working with Ms. Lisa Fine and Mr. Ralston James on both contracts.

Chairman Langdon asked for approval of the contracts. Commissioner Hughes moved to approve the Contracts #84-2021-001 and #84-2020-802 and Commissioner Potter seconded. Motion carried.

Chairman Langdon asked Ms. Brickner for her insight into what can be done to improve district employee training. Ms. Brickner stated the efforts to build the online training library, the process flow for a more-simplified manual, troubleshooting CS2, and relying on the Division staff and those in neighboring districts for assistance.

**15B. Post Approval Contract #84-2020-802:** *(Item 15B was included and approved in one motion with Item 15A.)*

- 16. Supervisor Training Credit Report:** Chairman Langdon recognized Ms. Kristina Fischer to present. A copy of the report is included as an official part of the minutes. Ms. Fischer stated the Supervisor Training Credits (STCs) have been awarded by the Division, and the credits are broken down by trainings. A summary table for the credit hours by term was highlighted.

Chairman Langdon stated a quarterly report should be generated to manage the STCs. Ms. Fischer stated there is a list on the Division's web site and the regional coordinators can promote trainings so the supervisors can receive the appropriate trainings and hours.

#### **IV. Public Comments:**

Chairman Langdon stated we need to be reminded that everyone is part of a whole team, which includes the Division of Soil & Water Conservation, the NC Association of Soil & Water Conservation Districts, the Commission, district supervisors, district employees, the Attorney General's office, and the District Employees Association (DEA). Every person has a talent and we should not underestimate the importance of your talent and being part of a whole. We need to deliver successful programs and be mindful of the taxpayer dollars. The Legislators need to recognize us and the importance of our work. Technology has a place and it has been useful over the last year, but it is not a fix-all because it is important to gather together.

Mr. Dietrich Kilpatrick thanked the Commission for changing the cover crop planting dates. With the high prices of wheat, it should help the farmers. Mr. Kilpatrick stated it is nice to see the Commission on the road and extended an invitation to the Commission to meet in Craven County.

Commissioner Willis asked if Mr. Jason Byrd has any information about the CET. Mr. Byrd stated there is excitement about the upcoming trainings and the JAA Program. Employee morale has improved, and he appreciates Chairman Langdon stating everyone in our partnership is important from the technicians to those in the field. The relationships we have with the farmers is important.

Mr. Keith Larick stated we have been working on climate and agricultural practices and most of those practices have a water quality benefit, which includes the Commission's programs. The Farm Bureau is working with the NC Association of Soil & Water Conservation Districts and the Division of Soil & Water Conservation on this effort.

Director Vernon Cox reminded everyone of the public hearing at 1 p.m. today.

**V. Adjournment:** Chairman Langdon asked for a motion to adjourn. Commissioner Potter moved to adjourn the meeting and Commissioner Willis seconded. Motion carried and the meeting adjourned at 12:17 p.m.



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Vernon N. Cox, Director  
Division of Soil & Water Conservation, Raleigh, N.C.



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Helen Wiklund, Recording Secretary

***These minutes were approved by the North Carolina Soil & Water Conservation Commission on , 2021.***



**NORTH CAROLINA  
SOIL & WATER CONSERVATION COMMISSION  
BUSINESS SESSION MEETING MINUTES  
September 8, 2021**

Department of Agriculture  
Division of Soil & Water Conservation  
Special-Called Teams Meeting

Commission Members	Guests	Guests
John Langdon	Sandra Weitzel	Elliot Swain
Wayne Collier	Daphne Cartner	Mark Ferguson
Blount Knowles	Tim Beard	Tom Gerow
Chris Hogan	Rick McSwain	Jeff Parker
Chris Hughes	Ken Parks	Keith Larick
Derek Potter	Tom Hill	Amanda Sand
Mike Willis	Allie Dinwiddie	Lena Simmons
<b>Commission Counsel</b>	Ralston James	Kenneth Campbell
Phillip Reynolds	Sydney Mucha	Brian Loadholt
<b>Guests</b>	Scott Melvin	Emily Nelson
Vernon Cox	Travis Smith	Jake Stokes
David Williams	Dewitt Hardee	Kara Cassels
Julie Henshaw	Cindy Safrit	Marybeth Watkins
Kristina Fischer	Paula Day	Mark Byrd
Joshua Vetter	Eric Pare	Mark Walton
Helen Wiklund	Eddie Culberson	Mary Waligora
Jeff Young	Wilkes SWCD	Mitchell Womack
Bryan Evans	Charles Bass	Cruise Gibbs
Cayle Aldridge	Chelsea Ricks	Bill Yarborough
Lisa Fine	Brian Lannon	Gary Cox

Chairman Langdon called the meeting to order at 8:02 a.m. Chairman Langdon inquired whether any Commission members need to declare any conflict of interest, or appearance of conflict of interest, that may exist for agenda items under consideration, as mandated by the State Ethics Act. Chairman Langdon stated the meeting guidelines.

1. **Approval of Agenda:** Chairman Langdon asked for approval of the agenda. Commissioner Collier moved to approve the agenda and Commissioner Knowles seconded. Motion carried.
2. **Consideration of Draft Cost Share Program Response to Tropical Storm Fred Damage:** Chairman Langdon recognized Ms. Julie Henshaw to present. Ms. Henshaw stated there are five policy waivers to approve in response to Tropical Storm Fred. The Division of Soil and Water Conservation is working with the Department of Agriculture and Consumer Services to assess

circumstances where existing cost share policies may impede or enable efficient response to the damages caused by Tropical Storm Fred. The policy waivers are listed below:

- Approve a policy waiver to permit grazing or harvesting of crops on acres affected by ACSP contracts for conservation cover, cover crop, crop residue management, and nutrient scavenger crop as needed to supplement lost forage.
- Approve a waiver to the [Prohibition of Post-Approval of Contracts](#) policy for best management practices funded through the Tropical Storm Fred Disaster Response Funding codes back to the date of the storm, August 17, 2021.
- Authorize the Division Director to approve additional policy waivers to respond to this disaster if needed between Commission meetings. Any additional policy waivers approved will be presented at the next commission meeting.
- Authorize the Division Director to approve Agriculture Cost Share Program allocations in between Commission meetings to speed the availability of resources to program participants. Allocations will be made using parameters set in 02 NCAC 59D .0103 and presented at the next Commission meeting.
- Approve refunding Agriculture Cost Share Program contingency funding should additional appropriations for disaster response become available.

These policy waiver recommendations shall be effective immediately and remain in effect through the end of the fiscal year unless the Commission takes action to rescind them sooner.

The current eligible counties are as follows: Avery, Buncombe, Haywood, Madison, Transylvania, Watauga, and Yancey.

Commissioner Hughes moved to approve the policy waiver recommendations and Commissioner Willis seconded. Motion carried.

- 3. Practices for Disaster Response:** Chairman Langdon recognized Ms. Julie Henshaw to present. Ms. Henshaw stated there are six Best Management Practices (BMPs) being presented for approval. Many of these BMPs are an improved version that districts have used in previous disaster responses. The two new practices to the Disaster Response Program are the Cover Crop practice and the Disaster Livestock Stream Crossing practice, but they are the same or similar to BMPs that are available in the Agriculture Cost Share Program (ACSP).

**3A. Cover Crop**

**3B. Disaster Livestock Stream Crossing**

**3C. Disaster Pasture Renovation**

**3D. Disaster Winter Forage Crop**

**3E. Emergency Access Restoration**

**3F. Non-Field Farm Road Repair**

Chairman Langdon asked for a motion to approve the six BMPs. Commissioner Knowles moved to approve the six BMPs and Commissioner Hughes seconded. Motion carried.

- 4. Approval to Use Agriculture Cost Share Program (ACSP) Contingency Funds for Tropical Storm Fred Disaster Response:** Chairman Langdon recognized Ms. Julie Henshaw to present. Ms. Henshaw stated the Division can fund and provide relief based on Rule 02 NCAC 59D .0103 (c), which states, "...95 percent of the annual appropriation shall be allocated to districts accounts administered by the Division. The Division shall retain five percent of the annual appropriation as a contingency to be used to respond to an emergency or natural disaster." The Division is proposing to use the 5% contingency, which is equivalent to \$200,850 available from the allocation made at the July Commission meeting. The eligible districts can make the requests through an on-line form. Allocations will be made by following the Agriculture Cost Share Program (ACSP) allocation parameters set in the rule. The first round of allocations will be made next Thursday, giving districts one week to enter their requests.

Commissioner Hughes moved to approve the ACSP Contingency Funds for Tropical Storm Fred and Commissioner Collier seconded. Motion carried.

Chairman Langdon excused himself from the meeting and Vice Chairman Collier presided over the remainder of the meeting. Vice Chairman Collier recognized Director Vernon Cox to present.

- 5. Director's Report:** Director Cox shared some pictures he took during a trip to the western part of the state accompanied by Bryan Evans and David Williams. The pictures showed the damages from Tropical Storm Fred.

**IV. Public Comments:** Vice Chairman Collier asked for comments. No comments were declared.

**V. Adjournment:** Meeting adjourned at 8:33 a.m.



Vernon N. Cox, Director  
Division of Soil & Water Conservation, Raleigh, N.C.



Helen Wiklund, Recording Secretary

***These minutes were approved by the North Carolina Soil & Water Conservation Commission on , 2021.***

# Coronavirus Update: Eff. until 8/31/21

- Governor Cooper extends State of Emergency Declaration through November, 2021.
- DSWC Operations
  - Returning to Office with Teleworking Option



NCDA&CS Division of Soil and Water Conservation  
Vernon Cox, Director  
September 22, 2021





# Personnel

- **New Hires:**

- Soil Scientist (Patrick Mitchell) – 9/21/21

- **Vacancies:**

- Envir. Specialist/Area Coordinator (Allie Dinwiddie) – Offer
- Engineer II (Tim Kennedy) – Reclassification
- Environmental Program Supervisor III (Jeff Young) – Pending Reorganization
- Administrative Specialist I (Bria Wortham) - Advertising



NCDA&CS Division of Soil and Water Conservation  
Vernon Cox, Director  
September 22, 2021



# JAA Update

- Sandra Weitzel Training Coordinator Duties:
  - New Employee Curriculum: Training Plan to gain Basic Job Skills for New Employees
  - JAA Priorities by Area
  - Identify Training Needs/Resources
  - Process JAA Applications & Coordinate Review/Approval
  - Maintain Training Calendar and Communicate Training Opportunities to District/Division Staff



# Legislative Update

- TBD...



NCDA&CS Division of Soil and Water Conservation  
Vernon Cox, Director  
September 22, 2021



# November Meeting

- Location: Steve Troxler Agricultural Sciences Center – Raleigh, NC
- Ag. Sciences Center Tour: November 16<sup>th</sup> (3:00 p.m.)
- Work Session: November 16<sup>th</sup> (6:00 p.m.)
- Business Meeting: November 17<sup>th</sup> (9:00 a.m.)



NCDA&CS Division of Soil and Water Conservation  
Vernon Cox, Director  
September 22, 2021





## Association Report to the Commission

September 22, 2021

### 2021 Legislative Actions

The NC General Assembly has been having a lot of discussion about flood resiliency. We have met with several legislators to support our request for the Streamflow Rehabilitation Assistance Program. We are still hopeful for funding for this program along with CCAP. We are watching other General Assembly funding sources as well that may assist CCAP.

### Association 2022 Annual Meeting

The Executive Committee decided to move forward with an in-person Annual meeting on January 9-11, 2022. We are currently working on the contract with Sheraton Imperial at Research Triangle Park, as they have been a very accommodating facility to work with in the past.

### State Fair Building

The State Fair building that will house the Soil and Water Conservation Districts is in construction. Soil and Water Conservation will have recognition on the building for its contribution for the facility. The building is on target to be completed by this year's State Fair, which will be October 14-24, 2021.



### Leadership Development

We are working toward an in-person delivery of this training with plans to conduct it by the end of 2021.

### National Executive Directors Conference

We will be hosting the 2021 National Executive Directors Conference in Asheville September 27-30. We are excited to highlight NC and the many projects we have ongoing. This is done in coordination with NACD and approximately 20 participants are anticipated.



**Association Executive Director's  
Report to the Commission  
September 22, 2021**

**Legislative Report**

I have been included in several meetings with Legislators from the eastern and western parts of the state to discuss our proposed Streamflow Rehabilitation Program to address a state-wide stream maintenance. Support is there, but there has been some back and forth as to where debris removal funds will go and Legislators' thoughts centering around storm related funding. We are promoting a pro-active program to address stream flow issues on a regular basis to be better prepared for storms. Included in these discussions are the benefits of additional Community Conservation Assistance Funding (CCAP) to help address stormwater treatment as it relates to flooding as well as water quality benefits.

**Western Flooding**

The Association has been participating in getting District staff prepared to do the needed field assessments following storm events that could qualify for the Emergency Watershed Protection Program (EWPP). I joined Vernon Cox in a visit to western counties the week of September 1 and visited with the training in the Cruso area of Haywood County. This area was hit extremely hard from the effects of Tropical Storm Fred. We are working to provide assistance for staff resources of District personnel to help complete Field Data Reports (FDR) and Damage Survey Reports (DSR).

# Natural Resources Conservation Service (NRCS)

## North Carolina - The Update



### National Update

#### New Associate Chief Names

On August 10, 2021, USDA NRCS Chief Terry Crosby announced Louis Aspey as the new Associate Chief. As Associate Chief, Louis will work to ensure that the agency's conservation mission and vision are carried out in-line with priorities established by the Chief, while also emphasizing continued excellence in customer service. Prior to his Associate Chief selection, Louis served as the national Deputy Chief for Management and Strategy where he led the standup of the Office of Urban Agriculture and Innovative Production, oversaw workload analytics, budget formulation and execution, outreach and partnerships, strategic support services, and international programs. Louis has served in numerous leadership roles and positions over his 20 year career, most recently as the State Conservationist in West Virginia, before coming to Washington, D.C.

### State Update

#### Building Capacity

Since the beginning of the calendar year, NRCS has been working hard to utilize our Direct Hiring Authority (DHA) to build capacity. DHA is an appointing (hiring) authority that the Office of Personnel Management (OPM) can give to Federal agencies for filling vacancies when a critical hiring need or severe shortage of candidates exists. Under DHA, 46 new hires have been selected for positions across the state. This includes, 24 Soil Conservationist, 10 Soil Conservationist Technicians, 6 Civil Engineers, 3 Soil Scientist, 2 Natural Resource Specialist and 1 Civil Engineering Technician. For more information on DHA and newly hired positions, contact Odessa Armstrong at [Odessa.Armstrong@usda.gov](mailto:Odessa.Armstrong@usda.gov).

#### Trainings for 2022

Starting in Fiscal Year (FY) 2022, NRCS will establish Professional Development Weeks to continue to make employee development a priority in NC. During the period of October 4 through 15, 2021, conservation planners will dedicate most of their time to conduct activities that will continue to assist them accomplish their certification as conservation planners. The Professional Development Week strategy will cover the next three-years. This strategy will be in addition to other conservation trainings planned for FY 22.

It is anticipated that in FY22, NRCS will provide opportunities on pastureland management, and soil health as training topics. For more information on NRCS professional development trainings, contact Rafael Vega at [Rafael.Vega@usda.gov](mailto:Rafael.Vega@usda.gov).

#### Emergency Watershed Protection (EWP) Program

On August 17, 2021, Tropical Storm Fred impacted the state, resulting in the loss of lives, homes and livelihoods in Western North Carolina counties. NRCS is working with local counties to assist after the storm. EWP, a federal emergency recovery program, helps local communities recover after a natural disaster strikes. EWP authorities offer NRCS the flexibility to help local communities cope with adverse impacts resulting from natural disasters.

Currently, NRCS has received one EWP sponsor request from Transylvania County, but anticipates more. On September 1, 2021, (Virtual), and September 2, 2021, (In Person), NRCS will be conducting sponsor EWP training in Western North Carolina. For more information on EWP and EWP Sponsor Trainings, contact Jim Kjelgaard at [Jim.Kjelgaard@usda.gov](mailto:Jim.Kjelgaard@usda.gov).

**North Carolina  
Natural  
Resources  
Conservation  
Service**





### Environmental Quality Incentives Program (EQIP)

USDA NRCS in North Carolina announced the 2022 EQIP application **Deadline of October 29, 2021**, for farms and private landowners to be considered for available funding. NRCS accepts EQIP applications year-round but makes funding selections at specific times during the fiscal year. NRCS is encouraging producers and private landowners to submit their applications as soon as possible to meet the October 29, 2021, deadline for funding consideration. NRCS provided approximately \$26 million in EQIP funding to eligible North Carolina farmers, ranchers, forest landowners and private landowners in FY2021.

### Fiscal Year 2021, Programs Update (As of August 30, 2021)

Program	Allocation	Applications Received	Approved Contracts	Total Obligated	Obligated Acres
CSP Classic	\$7,000,000	193	41	\$3,051,878	10,602
CSP Renewal	\$1,400,000	38	30	\$1,352,261	13,036
CSP GCI	\$71,000	35	22	\$34,825	396
EQIP	\$26,000,000	2,303	455	\$22,969,751	44,249
EQIP (Climate Smart)	\$1,000,000	112	0	0	0

### Coronavirus Agricultural Relief Program (CARP)

COVID-19 has disrupted agricultural output and global supply chains. Over the past year, prices on commodities (e.g., lumber, steel, polyvinyl chloride, and concrete) that are commonly used for NRCS practices and activities have increased dramatically. These increased material prices have increased contract management activities associated with delayed practice implementation and cancellation requests. For participants who continue to implement their practices within their contracts, the increased material prices have generated additional financial costs that neither the participant nor NRCS anticipated at the time of contract obligation. To reduce the impacts to participants and ensure that contracts can be implemented in a timely manner, NRCS conducted an economic analysis on practices to determine which were most likely to be affected by increase in commodity prices for at least five Farm Bill programs spanning fiscal years (FYs) 2015 through 2021. As part of this, NRCS has identified seven practices that are eligible to receive additional funding to assist participants to offset the increase cost of materials. In order to receive CARP assistance the practices within awarded contracts must have been or must be installed between January 1, 2021 and December 31, 2021. NRCS is working to begin processing CARP payments in the first quarter of the FY2022. Participants that are determined to be eligible for the CARP payment will be notified vial mail.

For more information on CARP, please contact Julius George at [Julius.George@usda.gov](mailto:Julius.George@usda.gov).

**Contacts:**  
**State Conservationist—Timothy A. Beard**  
 (Tel) 919.873.2100  
**State Public Affairs—Stuart Lee**  
 (Tel) 919.873.2107  
 (Email) [Stuart.Lee@usda.gov](mailto:Stuart.Lee@usda.gov)





DIVISION OF SOIL AND WATER CONSERVATION  
 North Carolina Department of Agriculture & Consumer Services  
 1614 Mail Service Center • Raleigh, NC 27699-1614  
 919.733.2302 • www.ncagr.gov/swc/

INTERNAL USE ONLY:  
 Appointed / **Elected Seat**  
 Current Term: 2018-2022 *HW*

**NOMINATION FOR APPOINTMENT OF SUPERVISOR**

Complete and submit online on your district's SharePoint page; keep original for your file

The supervisors of the Avery Soil and Water Conservation District of Avery County, North Carolina have nominated the individual listed below for APPOINTMENT as a district supervisor in accordance with N.C.G.S. 139-7 for a term of office commencing Sept. 22, 2021 and ending December 20, 2022 to fill the expired or un-expired term of Shirley Ann Coleman *5 HW*

Name of nominee: Charles Ballard  
 Address of nominee, City, State, Zip: 82 Powdermill ck Rd. Newland NC 28657  
 Email address of nominee: Charles.ballard@nutrien.com  
 Home phone: \_\_\_\_\_  
 Mobile phone: 828-260-1833  
 Business phone: 828-733-6001  
 Occupation: Warehouse Manager  
 Age: 36  
 Education: High School Graduate  
 Positions of leadership NOW held by nominee: n/A  
 Former occupations or positions of leadership contributing to nominee's qualifications: n/A  
 Other pertinent information: n/A

Dates of previous attendance at Basic Training for Soil & Water Conservation District Supervisors training, if applicable: n/A  
 Is nominee willing to attend Basic Training for Soil & Water Conservation District Supervisors within the first year after appointment? Check for "Yes"   
 Has the nominee been contacted to determine their willingness to serve? Check for "Yes"   
 Has the program and purpose of the soil and water conservation district been explained to the nominee? Check for "Yes"   
 Is the nominee willing to attend and participate in local district meetings? Check for "Yes"   
 Is the nominee willing to attend and participate in Area meetings? Check for "Yes"   
 Is the nominee willing to attend and participate in State meetings? Check for "Yes"

**Signatures**

I hereby certify that the board of supervisors considered the Guiding Principles for Supervisor Nomination for Appointment shown on the reverse of this nomination form when selecting the above supervisor candidate for nomination. I also certify that this nomination has been considered and approved by a majority of the members of the board of supervisors and entered in the official minutes of the board.

X David L. Banner 8/9/21  
 SWCD Chair (or Vice Chair if Chair is being nominated) Date  
 Printed name: David L. Banner

I hereby certify that the above information is true and accurate.  
 X Charles Ballard 8-4-21  
 Individual nominated for appointment Date  
 Printed name: Charles Ballard

## Support for Nomination Relative to Guiding Principles for Nomination of Supervisor for Appointment/Reappointment

1. Number of current District Supervisors actively engaged in, or recently retired from, an agricultural operation? \_\_\_\_\_  
Is the nominee actively engaged in, or recently retired from, an agricultural operation? Y  N   
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_
2. Will the appointment bring new leadership skills to the board? Y  N  If yes, explain: \_\_\_\_\_  
Different opinions, outlook, mindset, ideas and suggestions
3. Will the appointment strengthen the political connection/influence of the district, especially at the county level?  
Y  N  If yes, explain: have working relationship w/county commissioners
4. Will the appointment provide representation from a portion of the county not currently represented by a supervisor?  
Y  N  If yes, explain: lowe end of the county.
5. Will the appointment provide a better opportunity to work with a segment of agriculture not currently being served?  
Y  N  If yes, explain: reaching out and communicating with a younger generation
6. Will the appointment improve opportunities to work with non-traditional partners (e.g., land trust, forest landowners, grant making organizations, environmental advocacy groups)? Y  N  If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
7. Will the appointment improve the make-up of the board from an agricultural/nonagricultural perspective? Y  N   
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
8. Will the appointment improve the diversity of the board? Y  N  If yes, describe: Younger Generation
9. Has the nominee shown past involvement in an organization beyond the local level? Y  N  If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
10. Will the appointment strengthen the District's opportunity to raise funds? Y  N  If yes, explain: \_\_\_\_\_  
Being able to reach a younger generation and willingness to ask.
11. Will the appointment strengthen the District's education, marketing, and outreach efforts? Y  N  If yes, explain: \_\_\_\_\_  
willingness to learn and apply to these different areas.
12. Other justification in support of the nomination: Small background in agriculture, working for a large company that supplies and supports farming



**Avery Soil & Water Conservation District**

P.O. Box 190 – 146 West B Street

Newland, NC 28657

Phone: 828-733-2291

Fax: 828-737-0217

ATTACHMENT 7 A

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July 19, 2021

N.C. Department of Agriculture & Consumer Services  
Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

Dear Sirs,

I am resigning from my elected position on the board of the Avery Soil & Water Conservation District and I am requesting approval to become an appointed member of this same board.

Sincerely,

*Shirley Ann Coleman*

Shirley Ann Coleman, Treasurer  
Avery SWCD

---



Jack Wiseman



DIVISION OF SOIL AND WATER CONSERVATION  
North Carolina Department of Agriculture & Consumer Services  
1614 Mail Service Center • Raleigh, NC 27699-1614  
919.733.2302 • www.ncagr.gov/swc/

INTERNAL USE ONLY:  
Appointed / Elected Seat  
Current Term: 2018-2022 *HW*

**NOMINATION FOR APPOINTMENT OF SUPERVISOR**

Complete and submit online on your district's SharePoint page; keep original for your file

The supervisors of the Avery Soil and Water Conservation District of Avery County, North Carolina have nominated the individual listed below for APPOINTMENT as a district supervisor in accordance with N.C.G.S. 139-7 for a term of office commencing July 15 2021 and ending December 30, 2022 to fill the expired or un-expired term of Jack Wiseman Sept 22, 2021 (BH) *5 HW*

Name of nominee: Shirley Ann Coleman  
Address of nominee, City, State, Zip: P.O. Box 1522 Newland NC 28657  
Email address of nominee: SColemandrance@bellsouth.net  
Home phone: 828-737-9258  
Mobile phone: 828-482-6576  
Business phone: NA  
Occupation: Retired Community College Instructor (Biology & Anatomy & Physiology)  
Age: 74  
Education: AA Lees McRae College; BS Biology ASU; MA Education WCU; Post Grad ASU  
Positions of leadership NOW held by nominee: Transportation Advisory Board, Chair Avery County  
Former occupations or positions of leadership contributing to nominee's qualifications: Served for 6 yrs. as Chair of Avery County Agriculture Advisory Board - Farmland Preservation  
Other pertinent information: Served on Avery County Soil & Water Board since 2010  
Elected member - Blue Ridge Conservancy Board - Chamber of Commerce Board  
Dates of previous attendance at Basic Training for Soil & Water Conservation District Supervisors training, if applicable: 2011 & 2018

Is nominee willing to attend Basic Training for Soil & Water Conservation District Supervisors within the first year after appointment? Check for "Yes"   
Has the nominee been contacted to determine their willingness to serve? Check for "Yes"   
Has the program and purpose of the soil and water conservation district been explained to the nominee? Check for "Yes"   
Is the nominee willing to attend and participate in local district meetings? Check for "Yes"   
Is the nominee willing to attend and participate in Area meetings? Check for "Yes"   
Is the nominee willing to attend and participate in State meetings? Check for "Yes"

**Signatures**

I hereby certify that the board of supervisors considered the Guiding Principles for Supervisor Nomination for Appointment shown on the reverse of this nomination form when selecting the above supervisor candidate for nomination. I also certify that this nomination has been considered and approved by a majority of the members of the board of supervisors and entered in the official minutes of the board.

David L Berven  
SWCD Chair (or Vice Chair if Chair is being nominated) Date 8/3/21  
Printed name: David L Berven

I hereby certify that the above information is true and accurate.

X Shirley Ann Coleman  
Individual nominated for appointment Date 8/1/21  
Printed name: Shirley ANN Coleman



## Support for Nomination Relative to Guiding Principles for Nomination of Supervisor for Appointment/Reappointment

1. Number of current District Supervisors actively engaged in, or recently retired from, an agricultural operation? 5  
Is the nominee actively engaged in, or recently retired from, an agricultural operation? Y  N   
If yes, describe. Ann Coleman grew up on the family farm in Avery County. The family grew truck crops & beef cattle. When she retired she returned to the farm and now has beef cattle on the property
2. Will the appointment bring new leadership skills to the board? Y  N  If yes, explain: Ann will continue to attend all regular board meetings, Area meetings, Annual meeting, do spot checks, meet with County Manager, Commissioners, Senators and representatives relating to soil & water issues
3. Will the appointment strengthen the political connection/influence of the district, especially at the county level? Y  N  If yes, explain: Ann has a good working relationship with our County Manager, County Finance Officer, & Commissioners. She attends most Commissioner meetings.
4. Will the appointment provide representation from a portion of the county not currently represented by a supervisor? Y  N  If yes, explain: Am from the Squirrel Creek area of the county.
5. Will the appointment provide a better opportunity to work with a segment of agriculture not currently being served? Y  N  If yes, explain: \_\_\_\_\_
6. Will the appointment improve opportunities to work with non-traditional partners (e.g., land trust, forest landowners, grant making organizations, environmental advocacy groups)? Y  N  If yes, explain: Ann has served on the Board of Directors for Blue Ridge Conservancy, she has a conservation easement on her farm with them. She also is active in the Farmland Preservation Program, and served on the Avery County Ag. Advisory Board
7. Will the appointment improve the make-up of the board from an agricultural/nonagricultural perspective? Y  N   
If yes, explain: I am a female so I can bring a different perspective to the board.
8. Will the appointment improve the diversity of the board? Y  N  If yes, describe: Ann is the only female member of the Board
9. Has the nominee shown past involvement in an organization beyond the local level? Y  N  If yes, explain: \_\_\_\_\_
10. Will the appointment strengthen the District's opportunity to raise funds? Y  N  If yes, explain: Ann has worked with & will continue to work with RE and Blue Ridge Environmental Group to secure needed funds to improve stream restoration in Avery County
11. Will the appointment strengthen the District's education, marketing, and outreach efforts? Y  N  If yes, explain: Ann works with the 5<sup>th</sup> Grade Field Day activities in Avery County
12. Other justification in support of the nomination: Ann can be depended on to attend all meetings, and is available at the spur of the moment to do whatever is necessary to make the Avery Soil & Water District Board function.



**Avery Soil & Water Conservation District**

P.O. Box 190 – 146 West B Street

Newland, NC 28657

Phone: 828-733-2291

Fax: 828-737-0217

ATTACHMENT 7A

---

June 23, 2021

N.C. Department of Agriculture & Consumer Services  
Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

Dear Sirs,

Due to illness I am forced to resign from the Avery Soil & Water Conservation District Board.

I have enjoyed my 26 years of service on the Board and will greatly miss it.

Sincerely,

*Jack Wiseman, Sr.*

Jack Wiseman, Vice-Chairman  
Avery SWCD

---





**DIVISION OF SOIL AND WATER CONSERVATION**  
 North Carolina Department of Agriculture & Consumer Services  
 1614 Mail Service Center • Raleigh, NC 27699-1614  
 919.733.2302 • www.ncagr.gov/swc/

**INTERNAL USE ONLY:**  
 Appointed / **Elected Seat**  
 Current Term: 2018-2022

**NOMINATION FOR APPOINTMENT OF SUPERVISOR**

Complete and submit online on your district's SharePoint page; keep original for your file

The supervisors of the Buncombe County Soil and Water Conservation District of Buncombe County, North Carolina have nominated the individual listed below for APPOINTMENT as a district supervisor in accordance with N.C.G.S. 139-7 for a term of office commencing ~~9/28/2021~~ <sup>9/22/2021</sup> and ending 12/5/2022 to fill the expired or un-expired term of William Hamilton <sup>JFW</sup>.

Name of nominee: James Tyler Ross  
 Address of nominee, City, State, Zip: 422 Day Lily Drive, Leicester, NC 28748  
 Email address of nominee: tyler.swcd@gmail.com  
 Home phone: \_\_\_\_\_  
 Mobile phone: 828-337-5552  
 Business phone: 828-649-9099  
 Occupation: Soil Conservationist - Director of Madison County Soil and Water Conservation District  
 Age: 36  
 Education: BS in Natural Resource Conservation and Management with concentration in Soil and Water Resources  
 Positions of leadership NOW held by nominee: Elder at New Life Community Church; Vice Chair of NC BHA  
 Former occupations or positions of leadership contributing to nominee's qualifications: NDA Southern Appalachian President; NDA State Conservation/Habit Chair; Area I Representative, NC DEA  
 Other pertinent information: District Director for Madison County Soil and Water Conservation District

Dates of previous attendance at Basic Training for Soil & Water Conservation District Supervisors training, if applicable: 2016  
 Is nominee willing to attend Basic Training for Soil & Water Conservation District Supervisors within the first year after appointment? Check for "Yes"   
 Has the nominee been contacted to determine their willingness to serve? Check for "Yes"   
 Has the program and purpose of the soil and water conservation district been explained to the nominee? Check for "Yes"   
 Is the nominee willing to attend and participate in local district meetings? Check for "Yes"   
 Is the nominee willing to attend and participate in Area meetings? Check for "Yes"   
 Is the nominee willing to attend and participate in State meetings? Check for "Yes"

**Signatures**

I hereby certify that the board of supervisors considered the Guiding Principles for Supervisor Nomination for Appointment shown on the reverse of this nomination form when selecting the above supervisor candidate for nomination. I also certify that this nomination has been considered and approved by a majority of the members of the board of supervisors and entered in the official minutes of the board.

X *Dary Higgins* 8-13-21  
 SWCD Chair (or Vice Chair if Chair is being nominated) Date  
 Printed name: \_\_\_\_\_

I hereby certify that the above information is true and accurate.  
 X *J. Tyler Ross* 8/17/21  
 Individual nominated for appointment Date  
 Printed name: J. Tyler Ross

## Support for Nomination Relative to Guiding Principles for Nomination of Supervisor for Appointment/Reappointment

1. Number of current District Supervisors actively engaged in, or recently retired from, an agricultural operation? 1  
Is the nominee actively engaged in, or recently retired from, an agricultural operation? Y  N   
If yes, describe. District Director for Madison SWCD
- 
2. Will the appointment bring new leadership skills to the board? Y  N  If yes, explain: Mr. Ross had functioned in leadership roles in his District, the NC District Employees Association, his church, and other organizations.
- 
3. Will the appointment strengthen the political connection/influence of the district, especially at the county level? Y  N  If yes, explain: Mr. Ross is well known in the community, and a skilled communicator who is always ready and willing to interact with local, state, and other leaders to effect change and solicit support
- 
4. Will the appointment provide representation from a portion of the county not currently represented by a supervisor? Y  N  If yes, explain: \_\_\_\_\_
- 
5. Will the appointment provide a better opportunity to work with a segment of agriculture not currently being served? Y  N  If yes, explain: Mr. Ross is a strong advocate of wildlife and forestry programs, and is knowledgeable in those areas. He has advocated for those programs in his work and personal life. Strong ties to forestry community.
- 
6. Will the appointment improve opportunities to work with non-traditional partners (e.g., land trust, forest landowners, grant making organizations, environmental advocacy groups)? Y  N  If yes, explain: Mr. Ross is experienced in working with multiple conservation/wildlife organizations; works with forest landowners on forestry/wildlife habitat
- 
7. Will the appointment improve the make-up of the board from an agricultural/nonagricultural perspective? Y  N  If yes, explain: Mr. Ross is adept at working with both agricultural operators and those in the urban sector as well.
- 
8. Will the appointment improve the diversity of the board? Y  N  If yes, describe: \_\_\_\_\_
- 
9. Has the nominee shown past involvement in an organization beyond the local level? Y  N  If yes, explain: Mr. Ross holds/has held multiple positions at state and regional levels.
- 
10. Will the appointment strengthen the District's opportunity to raise funds? Y  N  If yes, explain: Mr. Ross typically has new and innovative ideas about fundraising and has grant writing experience.
- 
11. Will the appointment strengthen the District's education, marketing, and outreach efforts? Y  N  If yes, explain: Mr. Ross is a conservationist at heart and readily communicates with the media and others. He has experience with environmental education as well.
- 
12. Other justification in support of the nomination: There is no other justification in support of the nomination.
-





DIVISION OF SOIL AND WATER CONSERVATION  
 North Carolina Department of Agriculture & Consumer Services  
 1614 Mail Service Center • Raleigh, NC 27699-1614  
 919.733.2302 • www.ncagr.gov/swc/

INTERNAL USE ONLY:  
 Appointed / Elected Seat  
 Current Term:

**NOMINATION FOR APPOINTMENT OF SUPERVISOR**

Complete and submit online on your district's SharePoint page; keep original for your file

The supervisors of the GUILFORD Soil and Water Conservation District of GUILFORD County, North Carolina have nominated the individual listed below for APPOINTMENT as a district supervisor in accordance with N.C.G.S. 139-7 for a term of office commencing 10/1/2021 and ending 12/1/2024 to fill the expired or un-expired term of Antoinette Weaver.

Name of nominee: Harold Ray Briggs, Jr  
 Address of nominee, City, State, Zip: 2210 Hickswood Rd, High Point, NC 27265  
 Email address of nominee: Rbriggs1948@gmail.com  
 Home phone: 336-454-0337  
 Mobile phone: 336-823-7981  
 Business phone: NA  
 Occupation: Retired  
 Age: 72  
 Education: B/S Business Administration  
 Positions of leadership NOW held by nominee: Associate Supervisor  
 Former occupations or positions of leadership contributing to nominee's qualifications: District Supervisor for 8 years 2012 - 2020  
 Other pertinent information: \_\_\_\_\_

Dates of previous attendance at Basic Training for Soil & Water Conservation District Supervisors training, if applicable: 2/2013  
 Is nominee willing to attend Basic Training for Soil & Water Conservation District Supervisors within the first year after appointment? Check for "Yes"   
 Has the nominee been contacted to determine their willingness to serve? Check for "Yes"   
 Has the program and purpose of the soil and water conservation district been explained to the nominee? Check for "Yes"   
 Is the nominee willing to attend and participate in local district meetings? Check for "Yes"   
 Is the nominee willing to attend and participate in Area meetings? Check for "Yes"   
 Is the nominee willing to attend and participate in State meetings? Check for "Yes"

**Signatures**

I hereby certify that the board of supervisors considered the Guiding Principles for Supervisor Nomination for Appointment shown on the reverse of this nomination form when selecting the above supervisor candidate for nomination. I also certify that this nomination has been considered and approved by a majority of the members of the board of supervisors and entered in the official minutes of the board.

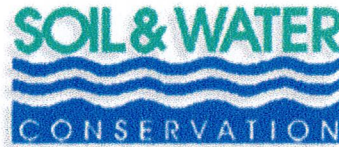
X George Y. Teague  
 SWCD Chair (or Vice Chair if Chair is being nominated) \_\_\_\_\_ Date 8-4-2021  
 Printed name: George Y. Teague

I hereby certify that the above information is true and accurate.  
 X Harold R. Briggs, Jr  
 Individual nominated for appointment \_\_\_\_\_ Date 8/04/2021  
 Printed name: Harold R. Briggs, Jr.

**Support for Nomination Relative to Guiding Principles for Nomination of Supervisor for Appointment/Reappointment**

1. Number of current District Supervisors actively engaged in, or recently retired from, an agricultural operation? 3  
Is the nominee actively engaged in, or recently retired from, an agricultural operation? Y  N   
If yes, describe. \_\_\_\_\_
2. Will the appointment bring new leadership skills to the board? Y  N  If yes, explain: Ray is a natural leader; he has worked hard to learn about Soil & Water Districts as well as agriculture, cost share and education programs.
3. Will the appointment strengthen the political connection/influence of the district, especially at the county level? Y  N  If yes, explain: Ray does bring a different point of view, from a different area of the county as well as different political connections. however Ray is open minded and open to new ideas.
4. Will the appointment provide representation from a portion of the county not currently represented by a supervisor? Y  N  If yes, explain: Ray is from the city of High Point, where we have no other representation.
5. Will the appointment provide a better opportunity to work with a segment of agriculture not currently being served? Y  N  If yes, explain: Ray can bring better perspective for our work with small, specialty crop farms as well as more of the community conservation aspect, with our large urban/suburban population.
6. Will the appointment improve opportunities to work with non-traditional partners (e.g., land trust, forest landowners, grant making organizations, environmental advocacy groups)? Y  N  If yes, explain: Ray has always been open to working with outside groups whenever possible.
7. Will the appointment improve the make-up of the board from an agricultural/nonagricultural perspective? Y  N  If yes, explain: Yes, as a non-farmer, he will bring more of an urban perspective which is needed in this urban county.
8. Will the appointment improve the diversity of the board? Y  N  If yes, describe: \_\_\_\_\_
9. Has the nominee shown past involvement in an organization beyond the local level? Y  N  If yes, explain: \_\_\_\_\_  
No, not yet. He is very supportive of others and may seek positions in the future himself.
10. Will the appointment strengthen the District's opportunity to raise funds? Y  N  If yes, explain: \_\_\_\_\_  
His experience and enthusiasm should be great help to raising funds for the district.
11. Will the appointment strengthen the District's education, marketing, and outreach efforts? Y  N  If yes, explain: \_\_\_\_\_  
Ray has appeared on TV and attended County Comm. meetings to promote district programs.
12. Other justification in support of the nomination: He has served as a supervisor for 2 previous terms. Hi is currently serving as an Associate Supervisor (since January 2021).





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GUILFORD SOIL & WATER CONSERVATION DISTRICT

3309 Burlington Road, Greensboro, NC 27405 Phone: 336-641-2440 Fax: 336-641-2441

August 10, 2021

Mr. John Langdon, NC Soil & Water Commission Chair  
NC Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

Dear Mr. Langdon,

The Guilford Soil & Water Conservation District Board regrets to inform you that Ms. Antoinette Weaver, Guilford SWCD Supervisor has resigned effective August 3, 2021. She is moving out of the state. Her letter of resignation is attached.

To fill her unexpired term, which began December 7, 2020, the Guilford board of supervisors voted unanimously to nominate Ray Briggs of High Point and former SWCD Supervisor. His nomination form is also attached.

If you have further questions, please contact Jamey Walker at 336-641-2440 or email [jwalker1@guilfordcountync.gov](mailto:jwalker1@guilfordcountync.gov)

Sincerely,

A handwritten signature in blue ink that reads "George Y. Teague".


George Y. Teague  
Guilford SWCD Board Chair

To Whom It May Concern,

It is with a heavy heart that I am writing to you today in regards to my resignation from the Guilford County Soil and Water Board. My fiance's position requires us to move out of state by the end of next month and I will no longer be able to perform my duties as a District Supervisor. This will be effective immediately for I will be unable to attend the August meeting. I am very grateful to all of the board members and staff for the hard work and dedication to the county. If there is anything I can do to ensure that this transition is smooth please let me know.

Best Regards,

-Antoinette Weaver

  
8/3/2021

# ATTACHMENT 7B

## NC Cost Share Programs Supervisor Contract: Soil and Water Conservation Commissic

County	Contract Number	Supervisor Name	BMP	Contract Amount	Comments
Camden	15-2021-006	Don Lee Keaton	Cover Crop	\$ 4,468	
Currituck	27-2022-002	Manly West	Land Smoothing	\$ 7,460	
Union	90-2021-008	Evan Haigler	Drystack	\$ 22,027	

Total Number of Supervisor Contracts: 3

Total \$33,955

**ADDENDUM TO APPLICATION FOR ASSISTANCE  
NORTH CAROLINA COMMISSION COST SHARE PROGRAMS**

As a Soil and Water District Supervisor, for the Camden Soil and Water Conservation District, I have applied for, or stand to benefit\* from, a contract under a commission cost share program. I did not vote on the approval or denial of the application or attempt to influence the outcome of any action on the application. The proposed contract is for the installation of the following best management practices.

Program: ACSP

Best management practice: Cover Crop

Contract number: 15-2021-006 Contract amount: \$ 4,468

Score on priority ranking sheet:

Cost Share Rate: <sup>100%</sup>~~75%~~ If different than 75%, please list % percent: 100%

Reason: Incentive BMP

Relative rank (e.g., ranked 8th out of 12 projects considered): 1<sup>st</sup> out of 2 projects

Were any higher or equally ranked contracts denied? No

If yes, give an explanation as to why the supervisor's contract was approved over the other contracts:

Supervisor name: Don Lee Keaton

Don Lee Keaton  
(District Supervisor's signature)

7/15/2021  
Date

Approved by:

Alma W. Staples  
(District Chairperson's signature)

7/15/2021  
Date

The Soil & Water Commission has approved the subject application for a contract.

\_\_\_\_\_  
(SWCC Chairperson's signature)  
(Pursuant G.S. 139-8(b)(2))

\_\_\_\_\_  
Date

\*Beneficiaries include but are not limited to applicant, landowner, and/or business partners.

## ADDENDUM TO APPLICATION FOR ASSISTANCE NORTH CAROLINA COMMISSION COST SHARE PROGRAMS

As a Soil and Water District Supervisor, for the Albemarle/Currituck Soil and Water Conservation District, I have applied for, or stand to benefit\* from, a contract under a commission cost share program. I did not vote on the approval or denial of the application or attempt to influence the outcome of any action on the application. The proposed contract is for the installation of the following best management practices.

Program: NC Cost Share

Best management practice: Land Smoothing-Heavy

Contract number: 27-2022-002

Contract amount: \$ 7,460.00

Score on priority ranking sheet: 60

Cost Share Rate: 75 % If different than 75%, please list % percent:  
Reason:

Relative rank (e.g., ranked 8th out of 12 projects considered): 1 out 1

Were any higher or equally ranked contracts denied? No

If yes, give an explanation as to why the supervisor's contract was approved over the other contracts:

---

Supervisor name: Manly West

Manly West  
(District Supervisor's signature)

8/12/2021  
Date

Approved by:

William L. Powell  
(District Vice-Chairperson's signature)

8/12/2021  
Date

The Soil & Water Commission has approved the subject application for a contract.

\_\_\_\_\_  
(SWCC Chairperson's signature)  
(Pursuant G.S. 139-8(b)(2))

\_\_\_\_\_  
Date

\*Beneficiaries include but are not limited to applicant, landowner, and/or business partners.

## ADDENDUM TO APPLICATION FOR ASSISTANCE NORTH CAROLINA COMMISSION COST SHARE PROGRAMS

As a Soil and Water District Supervisor, for the Union County Soil and Water Conservation District, I have applied for, or stand to benefit\* from, a contract under a commission cost share program. I did not vote on the approval or denial of the application or attempt to influence the outcome of any action on the application. The proposed contract is for the installation of the following best management practices.

Program: ACSP

Best management practice: Dry Stack

Contract number: 90-2021-008

Contract amount: \$22,027

Score on priority ranking sheet: 115

Cost Share Rate : 75 % If different than 75%, please list % percent:  
Reason:

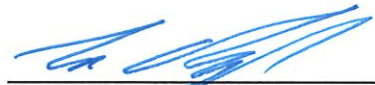
Relative rank (e.g., ranked 8th out of 12 projects considered): 8th

Were any higher or equally ranked contracts denied? No

If yes, give an explanation as to why the supervisor's contract was approved over the other contracts:

---

Supervisor name: Evan Haigler

  
\_\_\_\_\_  
(District Supervisor's signature)

7-20-21  
\_\_\_\_\_  
Date

Approved by:

  
\_\_\_\_\_  
(District Chairperson's signature)

7/20/21  
\_\_\_\_\_  
Date

The Soil & Water Commission has approved the subject application for a contract.

\_\_\_\_\_  
(SWCC Chairperson's signature)  
(Pursuant G.S. 139-8(b)(2))

\_\_\_\_\_  
Date

\*Beneficiaries include but are not limited to applicant, landowner, and/or business partners.





DIVISION OF SOIL AND WATER CONSERVATION  
North Carolina Department of Agriculture & Consumer Services  
1614 Mail Service Center • Raleigh, NC 27699-1614  
919.733.2302 • www.ncagr.gov/swc/

INTERNAL USE ONLY:  
Appointed / Elected Seat  
Current Term: 2020-2024

**NOMINATION FOR APPOINTMENT OF SUPERVISOR**

Complete and submit online on your district's SharePoint page; keep original for your file

The supervisors of the \_\_\_\_\_ Soil and Water Conservation District of \_\_\_\_\_ County, North Carolina have nominated the individual listed below for APPOINTMENT as a district supervisor in accordance with N.C.G.S. 139-7 for a term of office commencing 9/22/2021 and ending 12/2/2024 to fill the expired or un-expired term of Laura Marie Davis.

Name of nominee: Kenyon Patrick Browning  
Address of nominee, City, State, Zip: 1500 Infinity Rd, Durham, NC, 27712  
Email address of nominee: kbrowning2727@gmail.com  
Home phone: \_\_\_\_\_  
Mobile phone: 919 606 1467  
Business phone: \_\_\_\_\_  
Occupation: Retired/Farmer  
Age: 75  
Education: masters of Education  
Positions of leadership NOW held by nominee: Farm Bureau (Durham) Boardmember, FPB  
Former occupations or positions of leadership contributing to nominee's qualifications: \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

Dates of previous attendance at Basic Training for Soil & Water Conservation District Supervisors training, if applicable: N/A

Is nominee willing to attend Basic Training for Soil & Water Conservation District Supervisors within the first year after appointment? Check for "Yes"

Has the nominee been contacted to determine their willingness to serve? Check for "Yes"

Has the program and purpose of the soil and water conservation district been explained to the nominee? Check for "Yes"

Is the nominee willing to attend and participate in local district meetings? Check for "Yes"

Is the nominee willing to attend and participate in Area meetings? Check for "Yes"

Is the nominee willing to attend and participate in State meetings? Check for "Yes"

**Signatures**

I hereby certify that the board of supervisors considered the Guiding Principles for Supervisor Nomination for Appointment shown on the reverse of this nomination form when selecting the above supervisor candidate for nomination. I also certify that this nomination has been considered and approved by a majority of the members of the board of supervisors and entered in the official minutes of the board.

X  
SWCD Chair (or Vice Chair if Chair is being nominated)  
Printed name: \_\_\_\_\_

\_\_\_\_\_  
Date

I hereby certify that the above information is true and accurate.

X Kenyon P. Browning  
Individual nominated for appointment  
Printed name: Kenyon Patrick Browning

Sept, 09, 2021  
Date

## Support for Nomination Relative to Guiding Principles for Nomination of Supervisor for Appointment/Reappointment

1. Number of current District Supervisors actively engaged in, or recently retired from, an agricultural operation? 2  
Is the nominee actively engaged in, or recently retired from, an agricultural operation? Y  N   
If yes, describe. Engaged in RAISING GRASS-FED Beef + COW/CALF.
2. Will the appointment bring new leadership skills to the board? Y  N  If yes, explain: Background in various leadership roles.
3. Will the appointment strengthen the political connection/influence of the district, especially at the county level? Y  N  If yes, explain Longtime resident of Northern Durham County - know many people in community.
4. Will the appointment provide representation from a portion of the county not currently represented by a supervisor? Y  N  If yes, explain: UNKNOWN
5. Will the appointment provide a better opportunity to work with a segment of agriculture not currently being served? Y  N  If yes, explain: \_\_\_\_\_
6. Will the appointment improve opportunities to work with non-traditional partners (e.g., land trust, forest landowners, grant making organizations, environmental advocacy groups)? Y  N  If yes, explain: \_\_\_\_\_
7. Will the appointment improve the make-up of the board from an agricultural/nonagricultural perspective? Y  N   
If yes, explain: Yes, I am engaged in farming.
8. Will the appointment improve the diversity of the board? Y  N  If yes, describe: \_\_\_\_\_
9. Has the nominee shown past involvement in an organization beyond the local level? Y  N  If yes, explain: Farm Bureau, North Carolina Football Coaching Association, NCCA,
10. Will the appointment strengthen the District's opportunity to raise funds? Y  N  If yes, explain: \_\_\_\_\_
11. Will the appointment strengthen the District's education, marketing, and outreach efforts? Y  N  If yes, explain: Involved in local 4-H / FFA efforts.
12. Other justification in support of the nomination: Interest in future of agriculture in Durham County.



**DIVISION OF SOIL AND WATER CONSERVATION**  
 North Carolina Department of Agriculture & Consumer Services  
 1614 Mail Service Center • Raleigh, NC 27699-1614  
 919.733.2302 • www.ncagr.gov/swc/

INTERNAL USE ONLY:  
**Appointed** / Elected Seat  
 Current Term: 2020 - 2024

### NOMINATION FOR APPOINTMENT OF SUPERVISOR

Complete and submit online on your district's SharePoint page; keep original for your file

The supervisors of the Durham Soil and Water Conservation District of Durham County, North Carolina have nominated the individual listed below for APPOINTMENT as a district supervisor in accordance with N.C.G.S. 139-7 for a term of office commencing 7/21/2021 and ending 12/2/2024 to fill the expired or un-expired term of Laura Marie Davis.

Name of nominee: Phoebe K Gooding  
 Address of nominee, City, State, Zip: 1205 N. Mineral Springs Rd Durham 27703  
 Email address of nominee: goodingphoebe@gmail.com  
 Home phone: 802-490-0258  
 Mobile phone: ''  
 Business phone: ''  
 Occupation: Farmer @ Hawk's Nest Healing Gardens, Program manager @ Toxic Free NC  
 Age: 41  
 Education: M.S. Environmental Studies, B.S. Natural Resources  
 Positions of leadership NOW held by nominee: none  
 Former occupations or positions of leadership contributing to nominee's qualifications: Environmental Justice advocate + organizer, Brattleboro Sustainable Energy Coalition, Rich Earth Institute  
 Other pertinent information: Trout Unlimited stream surveyor, Masters Project thesis on Water Quality + Community Science  
 Dates of previous attendance at Basic Training for Soil & Water Conservation District Supervisors training, if applicable: N/A  
 Is nominee willing to attend Basic Training for Soil & Water Conservation District Supervisors within the first year after appointment? Check for "Yes"   
 Has the nominee been contacted to determine their willingness to serve? Check for "Yes"   
 Has the program and purpose of the soil and water conservation district been explained to the nominee? Check for "Yes"   
 Is the nominee willing to attend and participate in local district meetings? Check for "Yes"   
 Is the nominee willing to attend and participate in Area meetings? Check for "Yes"   
 Is the nominee willing to attend and participate in State meetings? Check for "Yes"

#### Signatures

I hereby certify that the board of supervisors considered the Guiding Principles for Supervisor Nomination for Appointment shown on the reverse of this nomination form when selecting the above supervisor candidate for nomination. I also certify that this nomination has been considered and approved by a majority of the members of the board of supervisors and entered in the official minutes of the board.

X Talmage Layton  
 SWCD Chair (or Vice Chair if Chair is being nominated)  
 Printed name: Talmage Layton

6/28/21  
 Date

I hereby certify that the above information is true and accurate.

X Phoebe K Gooding  
 Individual nominated for appointment  
 Printed name: Phoebe K Gooding

6/29/21  
 Date

**Marochak, Lisa D.**

---

**From:** Laura Marie Davis <lauramarietdavis1@gmail.com>  
**Sent:** Tuesday, May 18, 2021 3:36 PM  
**To:** Marochak, Lisa D.  
**Subject:** Letter of Resignation

Hello,

This is my official notice that I will no longer be able to serve on the Durham Soil & Water Conservation District Board after June 11th as I'll be moving out of state. I'm confident that the Board will be able to appoint a capable new member from one of our dedicated Associates. (There will also be a Board-appointed vacancy on the Durham City-County Environmental Affairs Board.)

I've truly enjoyed serving the District for the past three years and I'm glad to know that Durham will continue to be a leader in both urban and rural soil & water conservation.

Sincerely,  
Laura Marie Davis

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**Laura Marie (LM) Davis** (*they/them or she/her*)  
Chair, Durham Environmental Affairs board  
[LinkedIn](#) | [Twitter](#)

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## Support for Nomination Relative to Guiding Principles for Nomination of Supervisor for Appointment/Reappointment

1. Number of current District Supervisors actively engaged in, or recently retired from, an agricultural operation? 2  
Is the nominee actively engaged in, or recently retired from, an agricultural operation? Y  N   
If yes, describe. Yes, Phoebe Gooding and her family own Hawk's Nest Healing Gardens. They grow and sell vegetables, seed starter plants and farm fresh eggs at local farmers markets. They also, offer garden consultations and workshops.
2. Will the appointment bring new leadership skills to the board? Y  N  If yes, explain: \_\_\_\_\_
3. Will the appointment strengthen the political connection/influence of the district, especially at the county level? Y  N  If yes, explain \_\_\_\_\_
4. Will the appointment provide representation from a portion of the county not currently represented by a supervisor? Y  N  If yes, explain: Yes, the appointment lives in the 27703-zip code and we currently don't have any board members from that area.
5. Will the appointment provide a better opportunity to work with a segment of agriculture not currently being served? Y  N  If yes, explain: We are a diverse District, but we feel that the appointments connections with the Black Farmers Market and her farm clients could help us expand in areas not currently served.
6. Will the appointment improve opportunities to work with non-traditional partners (e.g., land trust, forest landowners, grant making organizations, environmental advocacy groups)? Y  N  If yes, explain: Environmental Justice and Food Security
7. Will the appointment improve the make-up of the board from an agricultural/nonagricultural perspective? Y  N  If yes, explain: \_\_\_\_\_
8. Will the appointment improve the diversity of the board? Y  N  If yes, describe: \_\_\_\_\_
9. Has the nominee shown past involvement in an organization beyond the local level? Y  N  If yes, explain: \_\_\_\_\_
10. Will the appointment strengthen the District's opportunity to raise funds? Y  N  If yes, explain: Has experience with fund raising

**Support for Nomination Relative to Guiding Principles for Nomination of Supervisor for Appointment/Reappointment**

11. Will the appointment strengthen the District's education, marketing, and outreach efforts? Y  N  If yes, explain  
Appointment has experience teaching environmental education, experience selling at farmers markets and outreach efforts around environmental justice.

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12. Other justification in support of the nomination: M.S. degree in Environmental Studies and B.S. degree in Natural Resources.



DIVISION OF SOIL AND WATER CONSERVATION  
North Carolina Department of Agriculture & Consumer Services  
1614 Mail Service Center • Raleigh, NC 27699-1614  
919.733.2302 • www.ncagr.gov/swc/

INTERNAL USE ONLY:  
Appointed / Elected Seat  
Current Term: 2020-2024

**NOMINATION FOR APPOINTMENT OF SUPERVISOR**

Complete and submit online on your district's SharePoint page; keep original for your file

The supervisors of the \_\_\_\_\_ Soil and Water Conservation District of \_\_\_\_\_ County, North Carolina have nominated the individual listed below for APPOINTMENT as a district supervisor in accordance with N.C.G.S. 139-7 for a term of office commencing 9/22/2021 and ending 12/2/2024 to fill the expired or un-expired term of Laura Marie Davis.

Name of nominee: TERENCE PRIESTER  
Address of nominee, City, State, Zip: 3118 FORRESTAL DRIVE, DURHAM, NC 27703  
Email address of nominee: tpriester@terencepriester.com  
Home phone: 9196274503  
Mobile phone: 9196274503  
Business phone: \_\_\_\_\_

Occupation: Senior Pastor and Area Outreach Coordinator  
Age: 34

Education: BS CRIMINAL JUSTICE, MASTER PUBLIC ADMINISTRATION, MASTER OF DIVINITY  
Positions of leadership NOW held by nominee: ASSOCIATE SUPERVISOR DCSW, REGIONAL DIRECTOR N.C. DEM PARTY

Former occupations or positions of leadership contributing to nominee's qualifications: ASSOCIATE SUPERVISOR, AREA OUTREACH COORDINATOR, IMPLEMENTATION DIRECTOR, MENTAL HEALTH CO

Other pertinent information: HOMEOWNER IN DURHAM COUNTY, NC  
LANDOWNER IN HALIFAX COUNTY, NC AND GRANVILLE COUNTY, NC

Dates of previous attendance at Basic Training for Soil & Water Conservation District Supervisors training, if applicable: N/A

Is nominee willing to attend Basic Training for Soil & Water Conservation District Supervisors within the first year after appointment? Check for "Yes"

Has the nominee been contacted to determine their willingness to serve? Check for "Yes"

Has the program and purpose of the soil and water conservation district been explained to the nominee? Check for "Yes"

Is the nominee willing to attend and participate in local district meetings? Check for "Yes"

Is the nominee willing to attend and participate in Area meetings? Check for "Yes"

Is the nominee willing to attend and participate in State meetings? Check for "Yes"

**Signatures**  
I hereby certify that the board of supervisors considered the Guiding Principles for Supervisor Nomination for Appointment shown on the reverse of this nomination form when selecting the above supervisor candidate for nomination. I also certify that this nomination has been considered and approved by a majority of the members of the board of supervisors and entered in the official minutes of the board.

X \_\_\_\_\_ Date \_\_\_\_\_  
SWCD Chair (or Vice Chair if Chair is being nominated)  
Printed name: \_\_\_\_\_

I hereby certify that the above information is true and accurate.

X Terence Priester Date 08-27-2021  
Individual nominated for appointment  
Printed name: Terence Priester, M.A., M.Div.



## Support for Nomination Relative to Guiding Principles for Nomination of Supervisor for Appointment/Reappointment

1. Number of current District Supervisors actively engaged in, or recently retired from, an agricultural operation? 1 OR 2  
 Is the nominee actively engaged in, or recently retired from, an agricultural operation? Y  N   
 If yes, describe. Nominee has 6.23 acres of land which is used for Agribusiness. Nominee has also assisted grandfather with the family's Agriculture and Agribusiness ops. in Halifax, NC for over 15 years. Nominee is a homeowner in Durham, NC.
2. Will the appointment bring new leadership skills to the board? Y  N  If yes, explain: The appointment will bring new leadership skills to the board, because I have strong community networks and experience in raising funds to help move the District forward.
3. Will the appointment strengthen the political connection/influence of the district, especially at the county level?  
 Y  N  If yes, explain I work daily with politicians in my roles as Sec/Treasurer of Precinct 30, Regional Director of the AAC/NC Dem Party, and Associate Supervisor of Durham County Soil/Water. The appointment would reinforce common initiatives within the District.
4. Will the appointment provide representation from a portion of the county not currently represented by a supervisor?  
 Y  N  If yes, explain: This appointment will provide representation for Precinct 30-1 (East Durham) which is currently not represented by a supervisor.
5. Will the appointment provide a better opportunity to work with a segment of agriculture not currently being served?  
 Y  N  If yes, explain: This appointment will provide a better opportunity to work on enhancing food security, green spaces, and community gardening in urban areas, city limits and rural areas of East Durham as well as other parts.
6. Will the appointment improve opportunities to work with non-traditional partners (e.g., land trust, forest landowners, grant making organizations, environmental advocacy groups)? Y  N  If yes, explain: This appointment will be used to not only improve opportunities to work with them, but to foster programs that will strengthen the District's relationship, community engagement and involvement with its citizens.
7. Will the appointment improve the make-up of the board from an agricultural/nonagricultural perspective? Y  N   
 If yes, explain: I have experienced both rural and urban living. Growing up in a city/large metropolitan area and then in rural area, I've learned the importance of having community-centered and focus programs that actually work for the District and those within it.
8. Will the appointment improve the diversity of the board? Y  N  If yes, describe: I will be the only African-American man with Native-American descent as well as the only pastor within the community on the board. At 34 yrs old, I'm also the youngest man on the board.
9. Has the nominee shown past involvement in an organization beyond the local level? Y  N  If yes, explain: I have been working with the District in numerous capacities, including work for AREA IV. I also serve as Regional Director of African American Caucus (15 counties in NC). I am also Social Justice Director of United Church Fellowship in SE Region and PIA Director of Phi Beta Sigma in NC.
10. Will the appointment strengthen the District's opportunity to raise funds? Y  N  If yes, explain: I have strong fundraising experience. I have creative methods and skills to raise funds that will not only strengthen my District, but the State of North Carolina and the programs and initiatives that we facilitate.
11. Will the appointment strengthen the District's education, marketing, and outreach efforts? Y  N  If yes, explain: I am very active in my community as a pastor, father, community leader, and Sigma. This appointment will be used to improve community involvement, and my community relationships will influence the District's community with us getting the results we desire Education, marketing and in outreach efforts.
12. Other justification in support of the nomination:  
I am the only nominee that has both the education and experience in serving as District Supervisor. I've served as Associate Supervisor for over a year now. I've learned so much from those serving alongside me. I know my District, and I want to see it thrive, I have what it takes to make Durham a better place to live.



JAA APPLICANTS FOR CONSIDERATION AT THE SEPTEMBER 22, 2021 NC SWCC MEETING					
			TYPE OF JAA	APPLICATION	
	APPLICANT NAME	EMPLOYER	REQUESTED	DATE	JAA RECOMMENDED FOR APPROVAL
1	Mark Walton	Harnett SWCD	Design Submittal	7/30/2021	1. Pond Site Assessment 2. Water Needs Assessment
2	James L. Warner	Hoke SWCD	Comparable NRCS JAA	8/3/2021	1. 327-Conservation Cover 2. 327-ATR-Abandoned Tree Removal 3. 328-Sod-based Rotation 4.329-Long Term No-till 5. 329-CTS-3-year Conservation Tillage System 6. 340-Cover Crops 7. 340-CRM-Crop Residue Management 8. 340-NSCC-Nutrient Scavenger Cover Crop 9. 342-Critical Area Planting 10. 386-Field Border 11. 512-Cropland Conversion 12. 512-PR-Pasture Renovation 13. 612-Pastureland Conversion

JAA APPLICANTS FOR CONSIDERATION AT THE SEPTEMBER 22, 2021 NC SWCC MEETING					
	APPLICANT NAME	EMPLOYER	TYPE OF JAA REQUESTED	APPLICATION DATE	JAA RECOMMENDED FOR APPROVAL
3	Jamey Walker	Guilford SWCD	Comparable NRCS JAA	8/4/2021	1. 317-Manure Composting Facility 2. 327-Conservation Cover 3. 327-ATR-Abandoned Tree Removal 4. 328-Sod-based Rotation 5. 329-Long Term No-till 6. 329-CTS-3-Year Conservation Tillage System 7. 340-Cover Crops 8. 340-CRM-Crop Residue Management 9. 340-NSCC-Nutrient Scavenger Cover Crop 10. 342-Critical Area Planting 11. 362-Diversion 12. 382-Livestock Exclusion Fence 13. 386-Field Border 14. 390-Riparian Buffer 15. 393-Filter Strip 16. 412-Grassed Waterway 17. 412-GS-CC-Grassed Swale 18. 466-Land Smoothing 19. 512-Cropland Conversion 20. 512-PR-Pasture Renovation 21. 528-Prescribed Grazing 22. 558-Rooftop Runoff Management System 23. 558-SWM-Storm Water Management 24. 560-Agricultural Road Repair/Stabilization 25. 561-Heavy Use Area Protection 26. 561-ASAA-All-Season Agricultural Access 27. 578-Stream Crossing 28. 585-Stripcropping 29. 590-Nutrient Management
					30. 590-PNM-Precision Nutrient Management 31. 590-PAA-Precision Agrichemical Application 32. 595-Insect Control System 33. 612-Pastureland Conversion

JAA APPLICANTS FOR CONSIDERATION AT THE SEPTEMBER 22, 2021 NC SWCC MEETING					
	APPLICANT NAME	EMPLOYER	TYPE OF JAA REQUESTED	APPLICATION DATE	JAA RECOMMENDED FOR APPROVAL
4	Millie Langley	Guilford SWCD	Comparable NRCS JAA	8/5/2021	1. 327-Conservation Cover 2. 327-ATR-Abandoned Tree Removal 3. 328-Sod-based Rotation 4. 329-Long Term No-till 5. 329-CTS-3-Year Conservation Tillage System 6. 340-Cover Crops 7. 340-CRM-Crop Residue Management 8. 340-NSCC-Nutrient Scavenger Cover Crop 9. 342-Critical Area Planting 10. 362-Diversion 11. 382-Livestock Exclusion Fence 12. 386-Field Border 13. 390-Riparian Buffer 14. 393-Filter Strip 15. 412-Grassed Waterway 16. 412-GS-CC-Grassed Swale 17. 466-Land Smoothing 18. 512-Cropland Conversion 19. 512-PR-Pasture Renovation 20. 528-Prescribed Grazing 21. 560-Agricultural Road Repair/Stabilization 22. 561-Heavy Use Area Protection 23. 561-ASAA-All-Season Agricultural Access 24. 578-Stream Crossing 25. 585-Stripcropping 26. 590-Nutrient Management 27. 590-PNM-Precision Nutrient Management 28. 590-PAA-Precision Agrichemical Application 29. 595-Insect Control System
					30. 590-PNM-Precision Nutrient Management 31. 590-PAA-Precision Agrichemical Application 32. 595-Insect Control System 33. 612-Pastureland Conversion

JAA APPLICANTS FOR CONSIDERATION AT THE SEPTEMBER 22, 2021 NC SWCC MEETING					
	APPLICANT NAME	EMPLOYER	TYPE OF JAA REQUESTED	APPLICATION DATE	JAA RECOMMENDED FOR APPROVAL
5	Gail Hughes	Division of Soil and Water Conservation	Comparable NRCS JAA	8/30/2021	1. 327-Conservation Cover 2. 327-ATR-Abandoned Tree Removal 3. 328-Sod-based Rotation 4. 329-Long Term No-till 5. 329-CTS-3-Year Conservation Tillage System 6. 340-Cover Crops 7. 340-CRM-Crop Residue Management 8. 340-NSCC-Nutrient Scavenger Cover Crop 9. 342-Critical Area Planting 10. 362-Diversion 11. 382-Livestock Exclusion Fence 12. 386-Field Border 13. 390-Riparian Buffer 14. 393-Filter Strip 15. 412-Grassed Waterway 16. 412-GS-CC-Grassed Swale 17. 466-Land Smoothing 18. 512-Cropland Conversion 19. 512-PR-Pasture Renovation 20. 528-Prescribed Grazing 21. 561-Heavy Use Area Protection 22. 561-ASAA-All-Season Agricultural Access 23. 575-Stock Trail and Walkway 24. 578-Stream Crossing 25. 585-Stripcropping 26. 590-Nutrient Management 27. 590-PNM-Precision Nutrient Management 28. 590-PAA-Precision Agrichemical Application 29. 595-Insect Control System
					30. 600-Terrace 31. 606-Subsurface Drain Tile 32. 612-Pastureland Conversion 33. 656-Constructed Wetland for Land Application

JAA APPLICANTS FOR CONSIDERATION AT THE SEPTEMBER 22, 2021 NC SWCC MEETING					
			TYPE OF JAA	APPLICATION	
	APPLICANT NAME	EMPLOYER	REQUESTED	DATE	JAA RECOMMENDED FOR APPROVAL
6	Ashley Smith	Wayne SWCD	Comparable NRCS JAA	9/10/2021	1. 329-Long Term No-till 2. 329-CTS-3-Year Conservation Tillage System 3. 590-Nutrient Management 4. 590-PNM-Precision Nutrient Management 5. 590-PAA-Precision Agrichemical Application 6. 590-CNSM-Concentrated Nutrient Source Management System

**BMPs Remaining for JAA Adoption**

1	657	Wetlands Restoration System
2	351	Abandoned Well Closure
3	642	Water supply well
4	642-SPW	Stream Protection Well
5	595	Insect Control System
6	441-MI-AW	Micro-irrigation system conversion AgWRAP
7	442-CI-AW	Conservation irrigation conversion AgWRAP
8	441-BPS	Backflow Prevention System (Chemigation or Fertigation)
9	441	Micro-Irrigation System
10	580	Stream Restoration
11	590-LBR	Lagoon Biosolids Removal Practice
12	590-MLTI	Manure/Litter Transportation Incentive
13	378	Agriculture Water Supply/reuse pond
14	309	Agrichemical Containment and Mixing Facility
15	309-AHF	Agrichemical Handling Facility
16	309-PAMS	Portable Agrichemical Mixing Station*
17	313	Agricultural Water Collection System
18	378-AP-RR	Agricultural Pond Restoration/Repair
19	636	Agricultural water collection and reuse system
20	561-LFA	Livestock Feeding Area
21	313-DS	Drystack
22	313-FWS	Feeding/Waste Storage Structure
23	313-WSP	Waste Storage Pond
24	313-RAO	Retrofit of On-going Animal Operations
25	316	Livestock Mortality Management System - Incinerator
26	317	Manure Composting Facility
27	359	Waste Treatment Lagoon
28	360	Closure of Abandoned Waste Impoundment
29	366	Livestock Mortality Management System - Other Systems
30	558-SWM	Storm Water Management System
31	590	Waste Application System
32	590-CNSM	Concentrated Nutrient Source Management System
33	632	Solids Separation from Tank-Based Aquaculture Production
34	656	Constructed Wetland for Land Application

**Legend**

	Next BMPs for TCR
	JAA not required
	Irrigation specialty
	Engineer required



**SEDIMENT CONTROL BASIN**

PRACTICE DESCRIPTION				JOB CLASSES				
Code	Practice	Controlling Factor	Units	Job Class I	Job Class II	Job Class III	Job Class IV	Job Class V
350	Sediment Control Basin	Hazard Class		A	A	A	A	A
		Effective Height (EH)	feet	15	20	25	30	35
		Storage x EH	acre-feet <sup>2</sup>	500	1,000	2,000	2,500	3,000
		Drainage Area	acres	100	400	1,000	2,500	4,000
		Conduit Diameter	inches	12	24	36	42	48
Prerequisites				Practice Knowledge, Skills, Abilities (KSAs)				
<p>1. Employee must fulfill ALL the Technical Competency Requirements listed for this practice, and submit the specified number of plans for review for to receive JAA.</p> <p>2. Working knowledge of SWCC JAA Policy and Procedures, applicable conservation practice standard, and BMP policies.</p> <p>3. Capability to complete "The NRCS-CPA-52 Environmental Evaluation Worksheet" or comparable site assessment form.</p> <p>4. Working knowledge of Web Soil Survey, Suitabilities and Limitations Ratings.</p> <p>5. Capability to perform layout and construction checking following applicable procedures and Notekeeping format contained in Technical Release 62.</p>				<p>1. Knowledge of NRCS Construction Specification 21 - Excavation and 23 - Earthfill.</p> <p>2. Ability to layout a sediment control basin to capture and detain sediment-laden runoff, or other debris for a sufficient length of time to allow it to settle out in the basin.</p> <p>3. Development of related computations and analyses to develop plans and specifications including but not limited to geology, soil mechanics, hydrology, hydraulics, structural design, and vegetation.</p> <p>4. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06).</p> <p>5. Development of as-built or "red-line" drawings (NEM Part 512, Construction, Subpart F – As-builts, 512.50 through 512.52).</p> <p>6. Certification the installation meets applicable standards and specifications and is in compliance with permits (NEM Part 505 – Non-NRCS Engineering Services, Subpart A - Introduction, 505.3).</p>				
PRACTICE PHASES								
INVENTORY AND EVALUATION (I&E)			DESIGN (D)			CONSTRUCTION & CERTIFICATION (C&C)		
<p>1. Independently complete a minimum of two I&amp;E packets on separate Planning Land Units (PLU) to identify and document resource concerns using the latest NRCS-CPA-52 Form (or equivalent) and GIS mapping tools (i.e. ArcMap, Toolkit, or Conservation Desktop) to develop Conservation Plan Maps.</p> <p>2. Use the latest NRCS-CPA-52 (Sections A thru P) or comparable site assessment form to independently recommend and document resource alternatives/alternative action(s) needed to meet the client's objective and achieve the intended purpose to mitigate associated resource concerns for two different Planning Land Units (PLU).</p> <p>3. Complete the appropriate "CONSERVATION PLANNING CRITERIA, RESOURCE CONCERNS &amp; SPECIAL ENVIRONMENTAL CONCERNS CHECKLIST (see EFOTG, Section II) or comparable form, and ALL applicable resource assessments tools, such as erosion prediction tools, calculations, surveys, and soils investigations necessary to document existing resource conditions, resource concerns, and short-term/long term effects of proposed alternatives.</p>			<p>1. Independently complete a minimum of two designs/specifications for the desired practice on separate Planning Land Units (PLU) in accordance with the most recent SWCC BMP standard and policies.</p> <p>2. Independently fulfill/complete the "Design" deliverables in accordance with the most recent eFOTG practice Statement of Work (SOW), including O&amp;M guidance, and any applicable Job Sheet(s), Implementation Requirements, or comparable SWCC practice specification sheet(s).</p> <p>3. Completion of the latest NRCS-CPA-52 Worksheet, Sections A through P or comparable site assessment form.</p>			<p>1. Independently complete a minimum of two construction/certification "check-outs" for the desired practice on separate Planning Land Units (PLU) in accordance with the most recent SWCC BMP standard and policies.</p> <p>2. Independently fulfill/complete the "Installation" &amp; "Check Out" deliverables in accordance with the most recent eFOTG practice Statement of Work (SOW) or comparable SWCC form(s).</p> <p>3. Independently compile, record, and complete practice certification activities using the latest NC-CPA-09 Form ("Conservation Practice Certification Form") or comparable form.</p>		

**GRADE STABILIZATION STRUCTURE**

PRACTICE DESCRIPTION				JOB CLASSES				
Code	Practice	Controlling Factor	Units	Job Class I	Job Class II	Job Class III	Job Class IV	Job Class V
410	Grade Stabilization Structure	Hazard Class		A	A	A	A	A
		Effective Height (EH)	feet	15	20	25	30	35
		Storage x EH	acre-feet <sup>2</sup>	500	1,000	2,000	2,500	3,000
		Drainage Area	acres	100	400	1,000	2,500	4,000
		Conduit Diameter	inches	12	24	36	42	48
TECHNICAL COMPETENCY REQUIREMENTS								
Prerequisites				Practice Knowledge, Skills, Abilities (KSAs)				
1. Employee must fulfill ALL the Technical Competency Requirements listed for this practice, and submit the specified number of plans for review for to receive JAA. 2. Working knowledge of SWCC JAA Policy and Procedures, applicable conservation practice standard, and BMP policies. 3. Capability to complete "The NRCS-CPA-52 Environmental Evaluation Worksheet" or comparable site assessment form. 4. Working knowledge of Web Soil Survey, Suitabilities and Limitations Ratings. 5. Capability to perform layout and construction checking following applicable procedures and Notekeeping format contained in Technical Release 62.				1. Knowledge of NRCS Construction Specification 21 - Excavation and 23 - Earthfill. 2. Knowledge of structures including embankments, full-flow open type, island type, side inlet, open weir, and pipe drops. 3. Development of related computations and analyses to develop plans and specifications including but not limited to geology, soil mechanics, hydrology, hydraulics, structural design, vegetation, environmental and safety considerations. 4. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06). 5. Development of as-built or "red-line" drawings (NEM Part 512, Construction, Subpart F – As-builts, 512.50 through 512.52). 6. Certification the installation meets applicable standards and specifications and is in compliance with permits (NEM Part 505 – Non-NRCS Engineering Services, Subpart A - Introduction, 505.3).				
PRACTICE PHASES								
INVENTORY AND EVALUATION (I&E)			DESIGN (D)			CONSTRUCTION & CERTIFICATION (C&C)		
1. Independently complete a minimum of two I&E packets on separate Planning Land Units (PLU) to identify and document resource concerns using the latest NRCS-CPA-52 Form (or equivalent) and GIS mapping tools (i.e. ArcMap, Toolkit, or Conservation Desktop) to develop Conservation Plan Maps.  2. Use the latest NRCS-CPA-52 (Sections A thru P) or comparable site assessment form to independently recommend and document resource alternatives/alternative action(s) needed to meet the client's objective and achieve the intended purpose to mitigate associated resource concerns for two different Planning Land Units (PLU).  3. Complete the appropriate "CONSERVATION PLANNING CRITERIA, RESOURCE CONCERNS & SPECIAL ENVIRONMENTAL CONCERNS CHECKLIST (see EFOTG, Section II) or comparable form, and ALL applicable resource assessments tools, such as erosion prediction tools, calculations, surveys, and soils investigations necessary to document existing resource conditions, resource concerns, and short-term/long term effects of proposed alternatives.			1. Independently complete a minimum of two designs/specifications for the desired practice on separate Planning Land Units (PLU) in accordance with the most recent SWCC BMP standard and policies.  2. Independently fulfill/complete the "Design" deliverables in accordance with the most recent eFOTG practice Statement of Work (SOW), including O&M guidance, and any applicable Job Sheet(s), Implementation Requirements, or comparable SWCC practice specification sheet(s).  3. Completion of the latest NRCS-CPA-52 Worksheet, Sections A through P or comparable site assessment form.			1. Independently complete a minimum of two construction/certification "check-outs" for the desired practice on separate Planning Land Units (PLU) in accordance with the most recent SWCC BMP standard and policies.  2. Independently fulfill/complete the "Installation" & "Check Out" deliverables in accordance with the most recent eFOTG practice Statement of Work (SOW) or comparable SWCC form(s).  3. Independently compile, record, and complete practice certification activities using the latest NC-CPA-09 Form ("Conservation Practice Certification Form") or comparable form.		

**STREAM CROSSING**

PRACTICE DESCRIPTION				JOB CLASSES				
Code	Practice	Controlling Factor	Units	Job Class I	Job Class II	Job Class III	Job Class IV	Job Class V
578	Stream Crossing	Bank Height Culvert Diameter Drainage Area	feet inches acres	4 18 250	6 24 500	8 36 1,000	10 48 2,500	All 72 All
<b>4</b>								
Prerequisites				Practice Knowledge, Skills, Abilities (KSAs)				
<p>1. Employee must fulfill ALL the Technical Competency Requirements listed for this practice, and submit the specified number of plans for review for to receive JAA.</p> <p>2. Working knowledge of SWCC JAA Policy and Procedures, applicable conservation practice standard, and BMP policies.</p> <p>3. Capability to complete "The NRCS-CPA-52 Environmental Evaluation Worksheet" or comparable site assessment form.</p> <p>4. Working knowledge of Web Soil Survey, Suitabilities and Limitations Ratings.</p> <p>5. Capability to perform layout and construction checking following applicable procedures and Notekeeping format contained in Technical Release 62.</p>				<p>1. Knowledge of NRCS Construction Specification 21 - Excavation and 23 - Earthfill.</p> <p>2. Knowledge of crossing types (bridge, culvert, ford) as well as soils, geology, fluvial geomorphology, and topography that are suitable for construction of a stream crossing.</p> <p>3. Development of related computations and analyses to develop plans and specifications including but not limited to geology, soil mechanics, hydrology, hydraulics, structural design, vegetation, and soil bioengineering.</p> <p>4. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06).</p> <p>5. Development of as-built or "red-line" drawings (NEM Part 512, Construction, Subpart F – As-builts, 512.50 through 512.52).</p> <p>6. Certification the installation meets applicable standards and specifications and is in compliance with permits (NEM Part 505 – Non-NRCS Engineering Services, Subpart A - Introduction, 505.3).</p>				
PRACTICE PHASES								
INVENTORY AND EVALUATION (I&E)			DESIGN (D)			CONSTRUCTION & CERTIFICATION (C&C)		
<p>1. Independently complete a minimum of two I&amp;E packets on separate Planning Land Units (PLU) to identify and document resource concerns using the latest NRCS-CPA-52 Form (or equivalent) and GIS mapping tools (i.e. ArcMap, Toolkit, or Conservation Desktop) to develop Conservation Plan Maps.</p> <p>2. Use the latest NRCS-CPA-52 (Sections A thru P) or comparable site assessment form to independently recommend and document resource alternatives/alternative action(s) needed to meet the client's objective and achieve the intended purpose to mitigate associated resource concerns for two different Planning Land Units (PLU).</p> <p>3. Complete the appropriate "CONSERVATION PLANNING CRITERIA, RESOURCE CONCERNS &amp; SPECIAL ENVIRONMENTAL CONCERNS CHECKLIST (see EFOTG, Section II) or comparable form, and ALL applicable resource assessments tools, such as erosion prediction tools, calculations, surveys, and soils investigations necessary to document existing resource conditions, resource concerns, and short-term/long term effects of proposed alternatives.</p>			<p>1. Independently complete a minimum of two designs/specifications for the desired practice on separate Planning Land Units (PLU) in accordance with the most recent SWCC BMP standard and policies.</p> <p>2. Independently fulfill/complete the "Design" deliverables in accordance with the most recent eFOTG practice Statement of Work (SOW), including O&amp;M guidance, and any applicable Job Sheet(s), Implementation Requirements, or comparable SWCC practice specification sheet(s).</p> <p>3. Completion of the latest NRCS-CPA-52 Worksheet, Sections A through P or comparable site assessment form.</p>			<p>1. Independently complete a minimum of two construction/certification "check-outs" for the desired practice on separate Planning Land Units (PLU) in accordance with the most recent SWCC BMP standard and policies.</p> <p>2. Independently fulfill/complete the "Installation" &amp; "Check Out" deliverables in accordance with the most recent eFOTG practice Statement of Work (SOW) or comparable SWCC form(s).</p> <p>3. Independently compile, record, and complete practice certification activities using the latest NC-CPA-09 Form ("Conservation Practice Certification Form") or comparable form.</p>		

**WATER CONTROL STRUCTURE**

PRACTICE DESCRIPTION				JOB CLASSES				
Code	Practice	Controlling Factor	Units	Job Class I	Job Class II	Job Class III	Job Class IV	Job Class V
587	Water Control Structure	Hazard Class		A	A	A	A	A
		Effective Height (EH)	feet	15	20	25	30	35
		Storage x EH	acre-feet <sup>2</sup>	500	1,000	2,000	2,500	3,000
		Drainage Area	acres	100	400	1,000	2,500	4,000
		Conduit Diameter	inches	12	24	36	42	48
		Flashboard Discharge	feet <sup>3</sup> /second	10	20	40	80	200
		Weir Discharge	feet <sup>3</sup> /second	50	150	250	350	500
TECHNICAL COMPETENCY REQUIREMENTS								
Prerequisites				Practice Knowledge, Skills, Abilities (KSAs)				
<p>1. Employee must fulfill ALL the Technical Competency Requirements listed for this practice, and submit the specified number of plans for review for to receive JAA.</p> <p>2. Working knowledge of SWCC JAA Policy and Procedures, applicable conservation practice standard, and BMP policies.</p> <p>3. Capability to complete "The NRCS-CPA-52 Environmental Evaluation Worksheet" or comparable site assessment form.</p> <p>4. Working knowledge of Web Soil Survey, Suitabilities and Limitations Ratings.</p> <p>5. Capability to perform layout and construction checking following applicable procedures and Notekeeping format contained in Technical Release 62.</p>				<p>1. Knowledge of NRCS Construction Specification 21 - Excavation and 23 - Earthfill.</p> <p>2. Knowledge of the water management systems that conveys water, controls the direction or rate of flow, maintains a desired water surface elevation, or measures water.</p> <p>3. Development of related computations and analyses to develop plans and specifications including but not limited to geology, soil mechanics, hydrology, hydraulics, structural design, and vegetation.</p> <p>4. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06).</p> <p>5. Development of as-built or "red-line" drawings (NEM Part 512, Construction, Subpart F – As-builts, 512.50 through 512.52).</p> <p>6. Certification the installation meets applicable standards and specifications and is in compliance with permits (NEM Part 505 – Non-NRCS Engineering Services, Subpart A - Introduction, 505.3).</p>				
PRACTICE PHASES								
INVENTORY AND EVALUATION (I&E)			DESIGN (D)			CONSTRUCTION & CERTIFICATION (C&C)		
<p>1. Independently complete a minimum of two I&amp;E packets on separate Planning Land Units (PLU) to identify and document resource concerns using the latest NRCS-CPA-52 Form (or equivalent) and GIS mapping tools (i.e. ArcMap, Toolkit, or Conservation Desktop) to develop Conservation Plan Maps.</p> <p>2. Use the latest NRCS-CPA-52 (Sections A thru P) or comparable site assessment form to independently recommend and document resource alternatives/alternative action(s) needed to meet the client's objective and achieve the intended purpose to mitigate associated resource concerns for two different Planning Land Units (PLU).</p> <p>3. Complete the appropriate "CONSERVATION PLANNING CRITERIA, RESOURCE CONCERNS &amp; SPECIAL ENVIRONMENTAL CONCERNS CHECKLIST (see EFOTG, Section II) or comparable form, and ALL applicable resource assessments tools, such as erosion prediction tools, calculations, surveys, and soils investigations necessary to document existing resource conditions, resource concerns, and short-term/long term effects of proposed alternatives.</p>			<p>1. Independently complete a minimum of two designs/specifications for the desired practice on separate Planning Land Units (PLU) in accordance with the most recent SWCC BMP standard and policies.</p> <p>2. Independently fulfill/complete the "Design" deliverables in accordance with the most recent eFOTG practice Statement of Work (SOW), including O&amp;M guidance, and any applicable Job Sheet(s), Implementation Requirements, or comparable SWCC practice specification sheet(s).</p> <p>3. Completion of the latest NRCS-CPA-52 Worksheet, Sections A through P or comparable site assessment form.</p>			<p>1. Independently complete a minimum of two construction/certification "check-outs" for the desired practice on separate Planning Land Units (PLU) in accordance with the most recent SWCC BMP standard and policies.</p> <p>2. Independently fulfill/complete the "Installation" &amp; "Check Out" deliverables in accordance with the most recent eFOTG practice Statement of Work (SOW) or comparable SWCC form(s).</p> <p>3. Independently compile, record, and complete practice certification activities using the latest NC-CPA-09 Form ("Conservation Practice Certification Form") or comparable form.</p>		

# SWCC

## Amendments to SubChapter 59A

### Schedule

- June 15, 2021: Public Comment Period Opens
- July 21, 2021: 1<sup>st</sup> Public Hearing (In-Person & Virtual)
- Aug. 3, 2021: 2<sup>nd</sup> Public Hearing (Virtual – 7:00 p.m.)
- Aug. 16, 2021: Public Comment period closes
- Sept. 15, 2021: Commission reviews public comments and considers vote on final rules.
- Oct. – Nov.: Rules Review Commission reviews rules.
- Jan. 1, 2022: Proposed effective date



**SOIL AND WATER CONSERVATION COMMISSION  
Public Hearing – Supervisor Training Program Rules  
July 21, 2021**

**Johnston County Farm Bureau Office  
1809 S. Brightleaf Boulevard  
Smithfield, NC 27577**

NC Department of Agriculture  
Division of Soil & Water Conservation

<b>Attendees</b>	
John Langdon	Phillip Reynolds
Vernon Cox	Chris Hughes
David Williams	Helen Wiklund
Bryan Evans	Blount Knowles
Kristina Fischer	Wayne Collier, Jr.
Rick McSwain	Keith Larick
Cayle Aldridge	Eric Pare
Anne Coan (Remote)	Julie Hardy (Remote)

The General Assembly recently enacted Session Law 2018-113 which requires training for appointed and elected soil and water conservation district supervisors under General Statute 139-7.2. Under Session Law 2016-113, the General Assembly provided authority for the Soil and Water Conservation Commission to establish a training program for all district supervisors under General Statute 139-4(d).

A public hearing was held to receive comments on draft rules 02 NCAC 59A .0201 - .0204, .0301, .0302, amended rules 02 NCAC 59A .0101 - .0103, and repeal the rule cited as 02 NCAC 59A .0104.

Chairman Langdon called the meeting to order at 1:00 p.m.

**Public Comments:** No public comments were made.

**Adjournment:** Meeting adjourned at 1:32 p.m.



**SOIL AND WATER CONSERVATION COMMISSION**  
**Public Hearing – Supervisor Training Program Rules**  
**August 3, 2021**

**WEBINAR**  
**Microsoft Teams**

NC Department of Agriculture  
Division of Soil & Water Conservation

<b>Attendees</b>
John Langdon
Vernon Cox
David Williams
Bryan Evans
Kristina Fischer
Steve Killian

The General Assembly recently enacted Session Law 2018-113 which requires training for appointed and elected soil and water conservation district supervisors under General Statute 139-7.2. Under Session Law 2016-113, the General Assembly provided authority for the Soil and Water Conservation Commission to establish a training program for all district supervisors under General Statute 139-4(d).

A public hearing was held to receive comments on draft rules 02 NCAC 59A .0201 - .0204, .0301, .0302, amended rules 02 NCAC 59A .0101 - .0103, and repeal the rule cited as 02 NCAC 59A .0104.

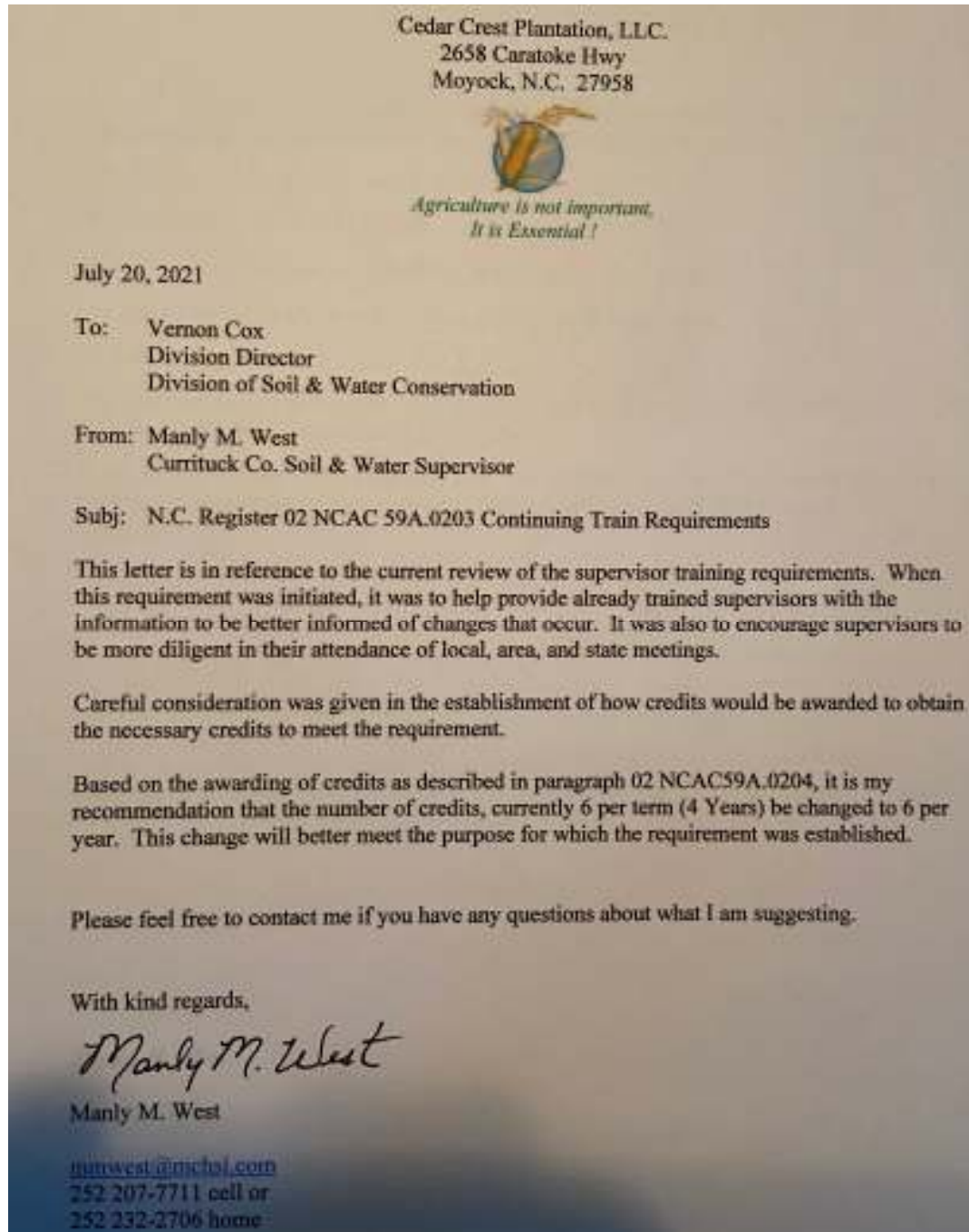
Chairman Langdon called the meeting to order at 7:00 p.m.

**Public Comments:** No public comments were made.

**Adjournment:** Meeting adjourned at 7:21 p.m.

**SOIL AND WATER CONSERVATION COMMISSION**  
**Public Comment Period: 6/15/2021-8/16/2021**

The following written comments were received on the draft rules 02 NCAC 59A .0201 - .0204, .0301, .0302, amended rules 02 NCAC 59A .0101 - .0103, and repeal the rule cited as 02 NCAC 59A .0104.



**RESPONSE: *The number of hours required per term is established by statute. A change to this requirement is beyond the authority of the Commission.***

## CHAPTER 59 - SOIL AND WATER CONSERVATION COMMISSION

## SUBCHAPTER 59A - ORGANIZATION AND OPERATION

SECTION .0100 – GENERAL PROVISIONS**02 NCAC 59A .0101 OBJECTIVES**

The ~~commission~~Commission administers a comprehensive statewide soil and water conservation program, giving technical, administrative, and financial assistance to local ~~districts~~Districts; giving planning assistance to local sponsors of small watershed projects under Public Law 83-566; giving technical and administrative assistance to complete the soils resource inventory for the state; and developing and implementing ~~an agricultural non-point source pollution program~~state cost share programs for water quality and water quantity.

*History Note:* Authority G.S. 106-840;  
 Eff. February 1, 1976;  
 Amended Eff. August 1, 1982;  
 Transferred from 15A NCAC 06A .0101 Eff. May 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 19, 2015;  
Amended Eff. January 1, 2022

**02 NCAC 59A .0102 ADDRESS**

Division of Soil and Water Conservation  
 Department of ~~Environment, Health, and Natural Resources~~Agriculture & Consumer Services  
216 West Jones Street  
Raleigh, North Carolina 27603  
Arhdale Building  
512 North Salisbury Street  
P.O. Box 276871614 Mail Service Center  
 Raleigh, North Carolina 27699-1614~~44~~

*History Note:* Authority G.S. 106-840; 106-841;  
 Eff. February 1, 1976;  
 Amended Eff. June 1, 1990; September 1, 1982; December 5, 1980; November 1, 1978;  
 Transferred from 15A NCAC 06A .0107 Eff. May 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 19, 2015;  
Amended Eff. January 1, 2022.

**02 NCAC 59A .0103 DEFINITIONS**

As used in this Chapter:

- (1) "Association"~~(4)~~ means the North Carolina Association of Soil & Water Conservation Districts  
~~(1)(2)~~ "Commission" means the Soil and Water Conservation Commission;  
~~(2)(3)~~ "Department" means the Department of Environment, Health, and Natural ResourcesAgriculture & Consumer Services;  
~~(3)(4)~~ "District" means a Soil and Water Conservation District and does not mean a watershed improvement district or a drainage district or a county or municipal service district;  
~~(4)(5)~~ "Division" means the Division of Soil and Water Conservation;  
~~(5)(6)~~ "Public Law 83-566" means the Watershed Protection and Flood Prevention Act of 1954, P.L. 83-566, 68 Stat. 666 [codified at 16 U.S.C. 1001-07 (1976)];  
~~(6)(7)~~ "Supervisor" means a member of the district body.

*History Note:* Authority G.S. 106-840;  
Eff. September 1, 1982;  
Amended Eff. June 1, 1990;  
Transferred from 15A NCAC 06A .0108 Eff. May 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 19, 2015-;  
Amended Eff. January 1, 2022.

02 NCAC 59A .0104 is proposed for repeal as follows:

**02 NCAC 59A .0104 — SUPERVISOR VACANCIES**

~~Grounds for removal of District supervisors is set forth in G.S. 139-7. Evidence of neglect of duty shall include, but is not limited to, the ceasing to discharge the duties of the office over a period of three consecutive months except when prevented by sickness. District boards shall advise the commission in writing of the failure of any supervisor to so discharge his duties over the three month period.~~

~~*History Note:* Authority, G.S. 106-840;  
Eff. September 1, 1986;  
Amended Eff. July 1, 1988;  
Transferred from 15A NCAC 06A .0109 Eff. May 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 19, 2015-  
Repealed Eff. January 1, 2022.~~

**SECTION .0200 – SUPERVISOR TRAINING PROGRAM****02 NCAC 59A .0201 GENERAL**

Training is required to ensure Supervisors remain knowledgeable and skilled in soil, water, and natural resources conservation, and the duties and responsibilities of Supervisors. This training shall serve to enhance the overall capacity of local Districts to deliver their programs and services.

The Commission shall provide oversight for a Supervisor Training Program, including both required and continuing training requirements. The Commission may delegate its authority to approve specific training courses and related credits to the Division. The Commission shall retain authority to consider appeals for decisions to deny or limit credit for courses or events.

*History Note:* Authority, G.S. 139-4(d)(13) and G.S. 139-7.2;  
Eff. January 1, 2022.

**02 NCAC 59A .0202 REQUIRED BASIC TRAINING**

- (a) All Supervisors shall complete Basic Training for Soil and Water Conservation District Supervisors.
- (b) Participation in this required basic training course shall be completed within the first year of service as an elected or appointed Supervisor.
- (c) For Supervisors serving prior to December 2022, documentation of previous participation in this required basic training course shall meet the requirement outlined in Rule .0202(a) of this Subchapter.
- (d) For Supervisors that are re-elected in December 2022 that have not previously participated in this required basic training course, participation shall be required in 2023, or at the next available offering.

*History Note: Authority, G.S. 139-4(d)(13);  
Eff. January 1, 2022.*

**02 NCAC 59A .0203 CONTINUING TRAINING REQUIREMENTS**

- (a) All Supervisors shall obtain six Supervisor Training Credits per term; Supervisor Training Credits are outlined in Rule .0204 of this Subchapter.
- (b) Supervisor Training Credits earned for required training in Rule .0202 of this Subchapter shall be credited toward the requirements of this Rule.

*History Note: Authority, G.S. 139-4(d)(13) and G.S. 139-7.2;  
Eff. January 1, 2022.*

**02 NCAC 59A .0204 SUPERVISOR TRAINING CREDITS**

- (a) Supervisor Training Credits will be assigned as one credit being equal to one hour of instruction that deals with content relevant to the topics included in paragraph (b) of this Rule. Credits are approved in 15-minute increments.
- (b) Credits shall be awarded for training that covers the following topics:
  - (1) Soil, water, and natural resources conservation; and, or,
  - (2) Duties and responsibilities of Supervisors.
- (c) Credits may be attained:
  - (1) At local board meetings when presentation is delivered by a knowledgeable professional; or,
  - (2) At local board meetings using resource materials approved by the Commission; or,
  - (3) Through classroom training, field days, or events sponsored by the District, the Association, the Commission, the Division, the Natural Resources Conservation Service, or the School of Government of the University of North Carolina at Chapel Hill; or,
  - (4) At another event or activity approved by the Commission that meets the requirements outlined in paragraph (b) of this Rule; or,
  - (5) At other events or activities individually approved by the Commission which meet the requirements of this Rule. Requests shall be submitted in writing to the Commission through the Division. Supervisors may submit a request for Supervisor Training Credit hours for training achieved beyond items (1) – (4) of this paragraph. Supervisor requests shall provide documentation for how the other events or activities meet requirements outlined in paragraph (b) of this Rule.
- (d) Credits shall not be given for the same course or resource materials more than two times in a given term. Supervisors shall strive to receive training diversity.
- (e) The record of credits earned shall be maintained by the Division. Awarded credits shall be posted on the Division website. Supervisors shall be responsible to verify recorded credits.

*History Note: Authority, G.S. 139-4(d)(13) and G.S. 139-7.2;  
Eff. January 1, 2022.*

SECTION .0300 — SUPERVISOR REMOVAL02 NCAC 59A .0301 SUPERVISOR REMOVAL PROCEDURES AND REPORTING

- (a) Grounds for removal of District Supervisors are set forth in G.S. 139-7. Evidence of neglect of duty shall include, but is not limited to, the failure to attend three consecutive regularly scheduled district meetings, except when prevented by illness. Evidence of neglect of duty shall also include the failure of sitting Supervisors to meet training requirements set forth in 02 NCAC 59A Section .0200.
- (b) District boards shall submit a Supervisor attendance report, annually, for all members. This report shall be delivered by January 31 each year. Reports shall cover the time period beginning December 1, and ending November 30, of the previous year.
- (c) Each District board, through its Chair or other appropriate member of the board, shall notify the Commission of any member that has failed to attend three consecutive regularly scheduled meetings, except when prevented by illness. Notification from the District shall include the explanation for non-attendance and the actions that the District board has taken to address the Supervisor's attendance.
- (d) The Division shall provide training documentation to the Commission each year following Basic Training for Soil and Water Conservation District Supervisors, and a summary of Supervisor Training Credits outlined in Rule .0204, at the end of each term.
- (e) The Inquiry Committee outlined in 02 NCAC 59A .0302 shall review documentation submitted to the Commission by the Districts and the Division, and shall take action as outlined in this Rule.
- (f) When the Inquiry Committee determines that sufficient cause exists for a Commission hearing, the Commission shall take hardship; including illness, financial and familial obligations, and circumstances beyond the control of the Supervisor, into consideration prior to removal from office for neglect of duty.
- (g) At least 30-days prior to the consideration of removing a Supervisor from office, the Commission, through the Division, shall provide the Supervisor notice of the grounds for which removal is being considered, as well as the opportunity to provide a written response within 15-days of receiving the notice.
  - (1) The copy of the notice shall be transmitted to the Supervisor by certified United States Mail, return receipt requested, or by any other means by which a delivery receipt can be provided.
  - (2) The notice shall include the date, time, and location of the meeting at which removal will be considered, and inform the Supervisor of the opportunity to address the Commission.
  - (3) The notice shall also notify the Supervisor that the failure to submit a written response and failure to appear before the Commission may be considered evidence that the Supervisor does not object to being removed.
  - (4) A copy of the notice shall also be forwarded to the District board of which the Supervisor is a member. The copy of the notice may be transmitted to the District board electronically or by United States Mail, First Class. The District board may, but is not required to, submit information in support of, or opposition to, the Supervisor's removal.
- (h) When the matter comes before the Commission, the Supervisor shall be allowed an opportunity to address the Commission and provide information regarding the matter. The time period for addressing the Commission shall be limited to 15 minutes, unless a longer period is allowed by the Commission Chair.
- (i) If the matter comes before the Commission at the request of a District board, then a member of the District board shall present the request to the Commission and shall provide the Commission with information in support of the request. Any information provided to the Commission to support a District board's request shall also be provided to the Supervisor at issue.
- (j) The Commission may also hear information from Division staff and from the District board, including the District board's staff. Upon request, the Commission Chair may allow other individuals who have relevant information regarding the matter to be heard.
- (k) If after considering the material before it the Commission acts to remove the Supervisor, the Commission shall notify the Supervisor in writing.
- (l) In making its decision, the Commission shall consider the information in the record before it, including the information received during the hearing.

*History Note:* Authority, G.S. 106-840 and G.S. 139-7;  
Eff. January 1, 2022.

02 NCAC 59A .0302 INQUIRY COMMITTEE

- (a) When a Supervisor is considered for removal under paragraph (a) of Rule .0301, an Inquiry Committee will take preliminary actions, prior to any decision needed by the Commission. The Inquiry Committee shall be appointed by the Commission Chair annually. The Inquiry Committee shall include three members; the Commission Chair shall make member replacements when a conflict of interest or need for recusal exists.
- (b) Upon receipt of written notice from a District, or supervisor training documentation provided by the Division, the Inquiry Committee will determine if written explanation is required from the Supervisor. When necessary, the Inquiry Committee, through the Division, shall request any supplemental information to be provided by the Supervisor in writing within 30-days. The request shall be transmitted to the Supervisor by certified United States Mail, return receipt requested, or by any other means by which a delivery receipt can be provided.
- (c) After reviewing written documentation from the District and any written information provided by the Supervisor, the Inquiry Committee may:
  - (1) Determine that sufficient cause exists for a Commission hearing; or,
  - (2) Determine that basic or continuing training requirements may be extended by one year; or,
  - (3) Determine that a hearing is unnecessary and the matter will be closed without further action.

*History Note: Authority, G.S. 106-840 and G.S. 139-7;  
Eff. January 1, 2022.*

DRAFT



CHAPTER 59 - SOIL AND WATER CONSERVATION COMMISSION

SUBCHAPTER 59A - ORGANIZATION AND OPERATION

SECTION .0100 – GENERAL PROVISIONS

**02 NCAC 59A .0101 OBJECTIVES**

The Commission administers a comprehensive statewide soil and water conservation program, giving technical, administrative, and financial assistance to local Districts; giving planning assistance to local sponsors of small watershed projects under Public Law 83-566; giving technical and administrative assistance to complete the soils resource inventory for the state; and developing and implementing state cost share programs for water quality and water quantity.

*History Note: Authority G.S. 106-840;  
Eff. February 1, 1976;  
Amended Eff. August 1, 1982;  
Transferred from 15A NCAC 06A .0101 Eff. May 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 19, 2015;  
Amended Eff. January 1, 2022*

**02 NCAC 59A .0102 ADDRESS**

Division of Soil and Water Conservation  
Department of Agriculture & Consumer Services  
216 West Jones Street  
Raleigh, North Carolina 27603  
1614 Mail Service Center  
Raleigh, North Carolina 27699-1614

*History Note: Authority G.S. 106-840; 106-841;  
Eff. February 1, 1976;  
Amended Eff. June 1, 1990; September 1, 1982; December 5, 1980; November 1, 1978;  
Transferred from 15A NCAC 06A .0107 Eff. May 1, 2012;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 19, 2015;  
Amended Eff. January 1, 2022.*

**02 NCAC 59A .0103 DEFINITIONS**

As used in this Chapter:

- (1) "Association" means the North Carolina Association of Soil & Water Conservation Districts
- (2) "Commission" means the Soil and Water Conservation Commission;
- (3) "Department" means the Department of Agriculture & Consumer Services;
- (4) "District" means a Soil and Water Conservation District and does not mean a watershed improvement district or a drainage district or a county or municipal service district;
- (5) "Division" means the Division of Soil and Water Conservation;
- (6) "Public Law 83-566" means the Watershed Protection and Flood Prevention Act of 1954, P.L. 83-566, 68 Stat. 666 [codified at 16 U.S.C. 1001-07 (1976)];
- (7) "Supervisor" means a member of the district body.

*History Note: Authority G.S. 106-840;  
 Eff. September 1, 1982;  
 Amended Eff. June 1, 1990;  
 Transferred from 15A NCAC 06A .0108 Eff. May 1, 2012;  
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 19, 2015;  
 Amended Eff. January 1, 2022.*

02 NCAC 59A .0104 is proposed for repeal as follows:

*Repealed Eff. January 1, 2022.*

**SECTION .0200 – SUPERVISOR TRAINING PROGRAM**

**02 NCAC 59A .0201 GENERAL**

Training is required to ensure Supervisors remain knowledgeable and skilled in soil, water, and natural resources conservation, and the duties and responsibilities of Supervisors. This training shall serve to enhance the overall capacity of local Districts to deliver their programs and services.

The Commission shall provide oversight for a Supervisor Training Program, including both required and continuing training requirements. The Commission may delegate its authority to approve specific training courses and related credits to the Division. The Commission shall retain authority to consider appeals for decisions to deny or limit credit for courses or events.

*History Note: Authority, G.S. 139-4(d)(13) and G.S. 139-7.2;*

**Eff. January 1, 2022.02 NCAC 59A .0202 REQUIRED BASIC TRAINING**

- (a) All Supervisors shall complete Basic Training for Soil and Water Conservation District Supervisors.
- (b) Participation in this required basic training course shall be completed within the first year of service as an elected or appointed Supervisor.
- (c) For Supervisors serving prior to December 2022, documentation of previous participation in this required basic training course shall meet the requirement outlined in Rule .0202(a) of this Subchapter.
- (d) For Supervisors that are re-elected in December 2022 that have not previously participated in this required basic training course, participation shall be required in 2023, or at the next available offering.

*History Note: Authority, G.S. 139-4(d)(13);  
 Eff. January 1, 2022.*

**02 NCAC 59A .0203 CONTINUING TRAINING REQUIREMENTS**

- (a) All Supervisors shall obtain six Supervisor Training Credits per term; Supervisor Training Credits are outlined in Rule .0204 of this Subchapter.
- (b) Supervisor Training Credits earned for required training in Rule .0202 of this Subchapter shall be credited toward the requirements of this Rule.

*History Note: Authority, G.S. 139-4(d)(13) and G.S. 139-7.2;  
Eff. January 1, 2022.*

**02 NCAC 59A .0204 SUPERVISOR TRAINING CREDITS**

- (a) Supervisor Training Credits will be assigned as one credit being equal to one hour of instruction that deals with content relevant to the topics included in paragraph (b) of this Rule. Credits are approved in 15-minute increments.
- (b) Credits shall be awarded for training that covers the following topics:
  - (1) Soil, water, and natural resources conservation; and, or,
  - (2) Duties and responsibilities of Supervisors.
- (c) Credits may be attained:
  - (1) At local board meetings when presentation is delivered by a knowledgeable professional; or,
  - (2) At local board meetings using resource materials approved by the Commission; or,
  - (3) Through classroom training, field days, or events sponsored by the District, the Association, the Commission, the Division, the Natural Resources Conservation Service, or the School of Government of the University of North Carolina at Chapel Hill; or,
  - (4) At another event or activity approved by the Commission that meets the requirements outlined in paragraph (b) of this Rule; or,
  - (5) At other events or activities individually approved by the Commission which meet the requirements of this Rule. Requests shall be submitted in writing to the Commission through the Division. Supervisors may submit a request for Supervisor Training Credit hours for training achieved beyond items (1) – (4) of this paragraph. Supervisor requests shall provide documentation for how the other events or activities meet requirements outlined in paragraph (b) of this Rule.
- (d) Credits shall not be given for the same course or resource materials more than two times in a given term. Supervisors shall strive to receive training diversity.
- (e) The record of credits earned shall be maintained by the Division. Awarded credits shall be posted on the Division website. Supervisors shall be responsible to verify recorded credits.

*History Note: Authority, G.S. 139-4(d)(13) and G.S. 139-7.2;  
Eff. January 1, 2022.*

## SECTION .0300 – SUPERVISOR REMOVAL

**02 NCAC 59A .0301 SUPERVISOR REMOVAL PROCEDURES AND REPORTING**

- (a) Grounds for removal of District Supervisors are set forth in G.S. 139-7. Evidence of neglect of duty shall include, but is not limited to, the failure to attend three consecutive regularly scheduled district meetings, except when prevented by illness. Evidence of neglect of duty shall also include the failure of sitting Supervisors to meet training requirements set forth in 02 NCAC 59A Section .0200.
- (b) District boards shall submit a Supervisor attendance report, annually, for all members. This report shall be delivered by January 31 each year. Reports shall cover the time period beginning December 1, and ending November 30, of the previous year.
- (c) Each District board, through its Chair or other appropriate member of the board, shall notify the Commission of any member that has failed to attend three consecutive regularly scheduled meetings, except when prevented by illness. Notification from the District shall include the explanation for non-attendance and the actions that the District board has taken to address the Supervisor's attendance.
- (d) The Division shall provide training documentation to the Commission each year following Basic Training for Soil and Water Conservation District Supervisors, and a summary of Supervisor Training Credits outlined in Rule .0204, at the end of each term.
- (e) The Inquiry Committee outlined in 02 NCAC 59A .0302 shall review documentation submitted to the Commission by the Districts and the Division, and shall take action as outlined in this Rule.
- (f) When the Inquiry Committee determines that sufficient cause exists for a Commission hearing, the Commission shall take hardship; including illness, financial and familial obligations, and circumstances beyond the control of the Supervisor, into consideration prior to removal from office for neglect of duty.
- (g) At least 30-days prior to the consideration of removing a Supervisor from office, the Commission, through the Division, shall provide the Supervisor notice of the grounds for which removal is being considered, as well as the opportunity to provide a written response within 15-days of receiving the notice.
  - (1) The copy of the notice shall be transmitted to the Supervisor by certified United States Mail, return receipt requested, or by any other means by which a delivery receipt can be provided.
  - (2) The notice shall include the date, time, and location of the meeting at which removal will be considered, and inform the Supervisor of the opportunity to address the Commission.
  - (3) The notice shall also notify the Supervisor that the failure to submit a written response and failure to appear before the Commission may be considered evidence that the Supervisor does not object to being removed.
  - (4) A copy of the notice shall also be forwarded to the District board of which the Supervisor is a member. The copy of the notice may be transmitted to the District board electronically or by United States Mail, First Class. The District board may, but is not required to, submit information in support of, or opposition to, the Supervisor's removal.
- (h) When the matter comes before the Commission, the Supervisor shall be allowed an opportunity to address the Commission and provide information regarding the matter. The time period for addressing the Commission shall be limited to 15 minutes, unless a longer period is allowed by the Commission Chair.
- (i) If the matter comes before the Commission at the request of a District board, then a member of the District board shall present the request to the Commission and shall provide the Commission with information in support of the request. Any information provided to the Commission to support a District board's request shall also be provided to the Supervisor at issue.
- (j) The Commission may also hear information from Division staff and from the District board, including the District board's staff. Upon request, the Commission Chair may allow other individuals who have relevant information regarding the matter to be heard.
- (k) If after considering the material before it the Commission acts to remove the Supervisor, the Commission shall notify the Supervisor in writing.
- (l) In making its decision, the Commission shall consider the information in the record before it, including the information received during the hearing.

*History Note: Authority, G.S. 106-840 and G.S. 139-7;  
Eff. January 1, 2022.*

**02 NCAC 59A .0302 INQUIRY COMMITTEE**

- (a) When a Supervisor is considered for removal under paragraph (a) of Rule .0301, an Inquiry Committee will take preliminary actions, prior to any decision needed by the Commission. The Inquiry Committee shall be appointed by the Commission Chair annually. The Inquiry Committee shall include three members; the Commission Chair shall make member replacements when a conflict of interest or need for recusal exists.
- (b) Upon receipt of written notice from a District, or supervisor training documentation provided by the Division, the Inquiry Committee will determine if written explanation is required from the Supervisor. When necessary, the Inquiry Committee, through the Division, shall request any supplemental information to be provided by the Supervisor in writing within 30-days. The request shall be transmitted to the Supervisor by certified United States Mail, return receipt requested, or by any other means by which a delivery receipt can be provided.
- (c) After reviewing written documentation from the District and any written information provided by the Supervisor, the Inquiry Committee may:
  - (1) Determine that sufficient cause exists for a Commission hearing; or,
  - (2) Determine that basic or continuing training requirements may be extended by one year; or,
  - (3) Determine that a hearing is unnecessary and the matter will be closed without further action.

*History Note: Authority, G.S. 106-840 and G.S. 139-7;  
Eff. January 1, 2022.*

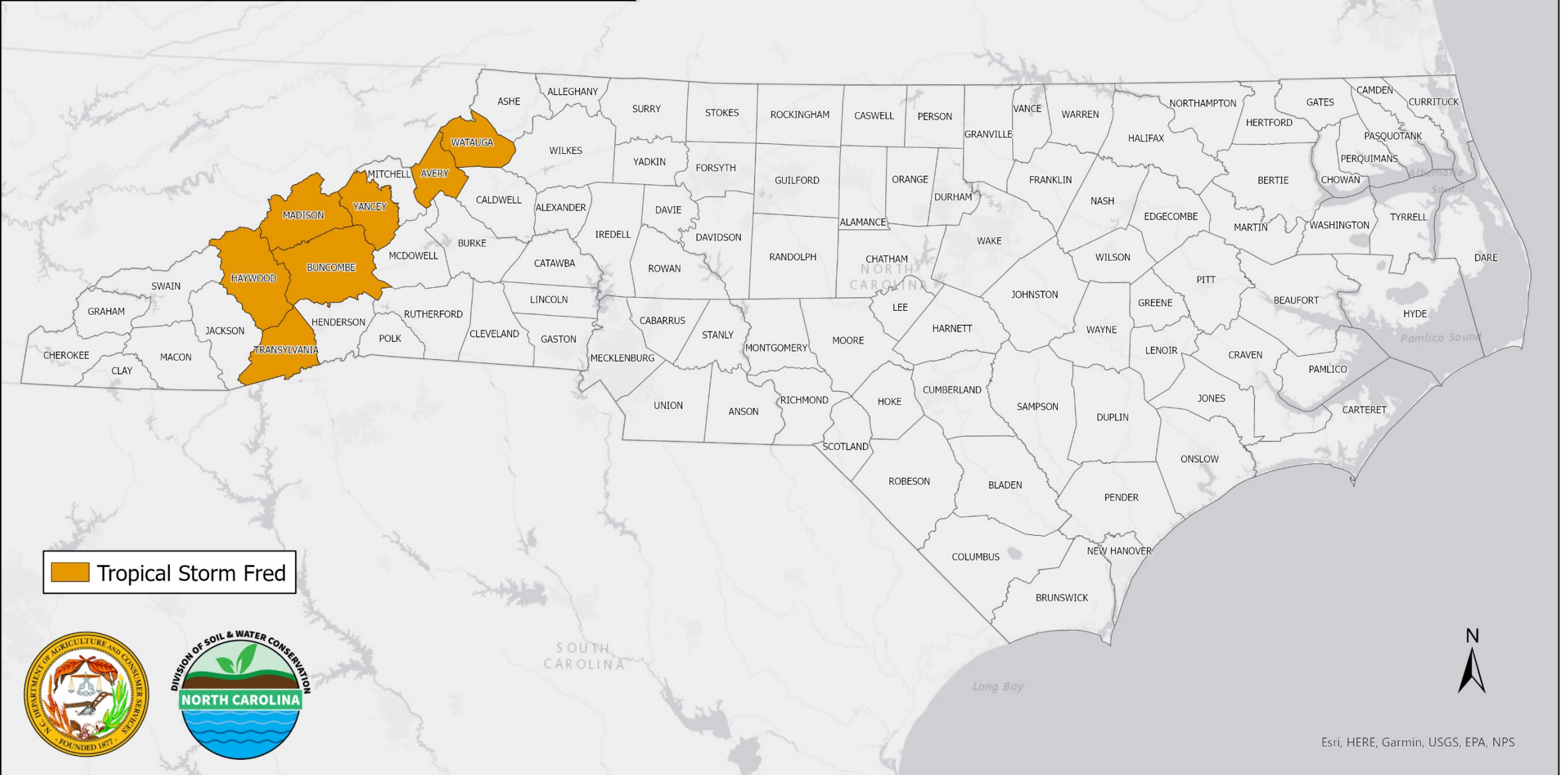
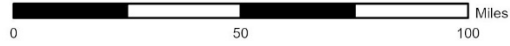
# Tropical Storm Fred Report

Soil and Water Conservation Commission Meeting  
September 22, 2021



# North Carolina Counties Eligible to Receive Disaster Recovery Funds

August 17, 2021



 Tropical Storm Fred





# Eligible Practices for Disaster Response

- A. [Cover Crop](#)
- B. [Disaster Livestock Stream Crossing](#)
- C. [Disaster Pasture/Hayland Renovation](#) - *Revised*
- D. [Disaster Winter Forage Crop](#)
- E. [Emergency Access Restoration](#)
- F. [Non-Field Farm Road Repair](#)



# Updates

Per approvals granted during the September 8, 2021 called meeting, the following actions have been taken:

1. The Director approved revisions to the Disaster Pasture Renovation BMP to include hayland. The revised BMP is enclosed for reference.
2. Allocations were made to all eligible districts requesting funding on September 16, 2021. *The approved allocation will be shared via email as the Commission packet was prepared on Sept. 13.*



# Allocations

District	Amount Requested	Amount Allocated
Avery	\$0	\$0
Buncombe	\$70,290	\$53,209
Haywood	\$75,000	\$49,006
Madison	\$100,000	\$49,635
Transylvania	\$24,000	\$24,000
Watauga	\$0	\$0
Yancey	\$25,000	\$25,000
<b>Total</b>	<b>\$294,290</b>	<b>\$200,850</b>

# Response Implementation

- Division staff held two webinars with eligible districts .
- Based on district feedback, BMP policy revisions were prepared.
- Methods to track funding, program support and technical assistance have been implemented.

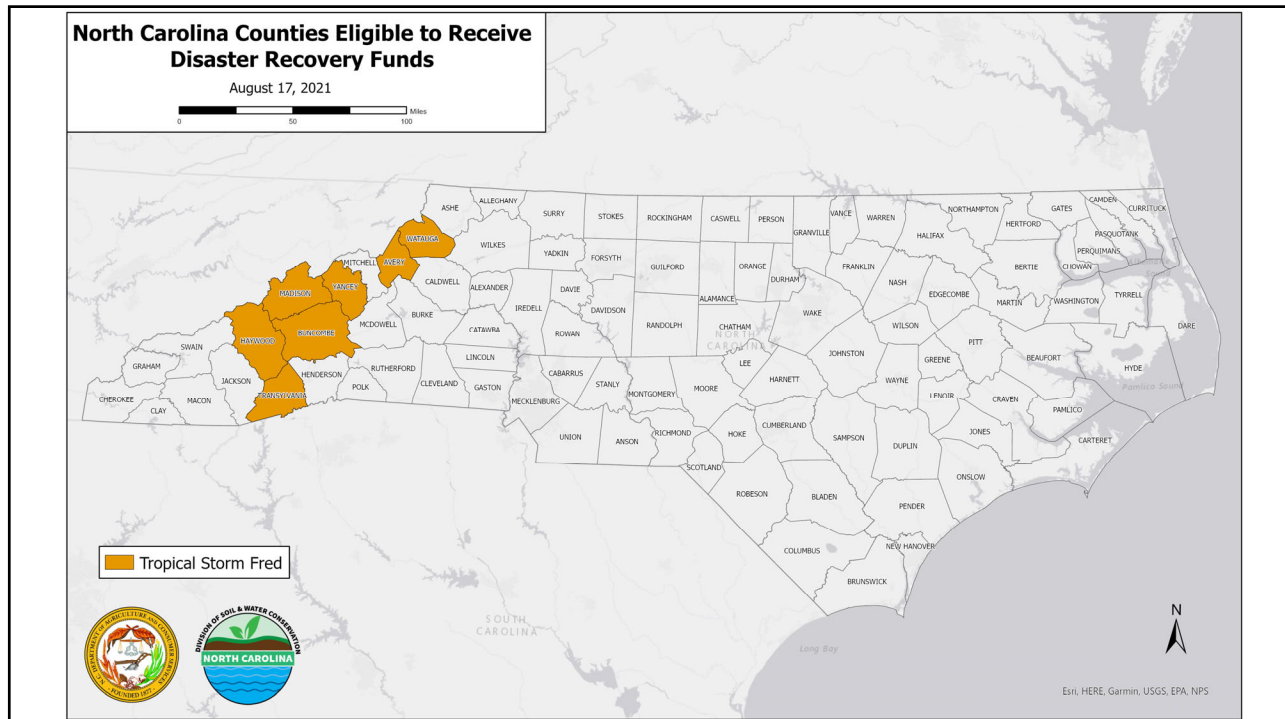


# Tropical Storm Fred Report

Soil and Water Conservation Commission Meeting  
September 22, 2021



1



2

## Eligible Practices for Disaster Response

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3

## Updates

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4

## Response Implementation

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**Disaster Pasture/Hayland Renovation**

Definition/Purpose

A Pasture Renovation Practice means to establish and maintain a conservation cover of grass, where disaster has caused damage to pasture or hayland vegetation, including sprayfields. Benefits may include reduced soil erosion, sedimentation and pollution from dissolved and sediment-attached substances.

Policies

1. This practice must not be used to convert idle farmland to pastures or hayfields.
2. The cooperators must manage fertility, stocking rates, and stop/start grazing heights (shown in the Target Grazing Height table), to minimize the potential for cost shared fields to be overgrazed and to ensure that a good stand is maintained.
3. Grazing animals shall be excluded from renovated pastures until forage reaches desired start grazing height as shown in the Target Grazing Height table.

Species	Growth Periods	Target Grazing Height -----inches-----	
		to start	to stop
Bermudagrass: Common, hybrid & seeded varieties	Apr-Sep	4-6	2-3
	Frosted	3+	2-3
Bluegrass, Kentucky with White Clover	Mar-May	4-6	2-3
	Jun-Aug	6-8	2-4
	Sep-Oct	6-8	2-3
	Nov-Feb	4-6	2-3
Fescue or Orchardgrass with/without Ladino Clover	Feb-Mar	4-6	2-3
	Apr-Jun	6-8	2-3
	Jul-Aug	6-8	3-4
	Sep-Oct	6-8	2-3
Red Clover and mixtures with cool-season grasses	Nov-Jan	4-6	2-3
	Apr-May	6" to bud	3-4
	Jun-Sep	10" to bud	3-4
Switchgrass, Indiangrass, Big Bluestem	Nov-Dec	Frosted	2-3
	Apr-Jun	14-18	5-7
	Jul-Aug	18-22	5-7
	Sep-Oct	16-20	8-12

4. The cooperators must manage fertility and forage harvesting according to the USDA-NRCS Forage Harvest Management Standard to ensure that a good stand is maintained.
5. All NC Agriculture Cost Share Program policies relative to vegetation seeding rates and times are to be followed.
6. When determining the acreage for which payments can be made for this practice, only the acreage actually planted shall be considered. The area occupied by farm roads, best management practices, ditches, structures, etc. shall not be included in planted acreage. Payment shall be made once vegetation is established.

7. This practice shall be based on actual costs with a cap of \$225/acre charge to ACSP (up to \$270/acre if applicant qualifies as a beginning/limited resource farmer or is in an Enhanced Voluntary Agricultural District).
8. This practice can be used in conjunction with the Disaster Winter Forage Crop BMP.

<b>DISASTER PASTURE RENOVATION</b>	
<b>Maintenance Period</b>	10 years
<b>BMP Units</b>	Acres
<b>Required Effects</b>	ACRES_AFFECTED ANIMAL TYPE ANIMAL UNITS
<b>JAA/NRCS Standard</b>	<a href="#">ECS - 511 – Forage Harvest Management</a> <a href="#">ECS – 512 – Pasture and Hay Planting</a>
<b>CS2 Reference Materials</b>	NC-ACSP-11 Signature Page Map with BMP location, fields, and roads.

**ATTACHMENT 12**

	<b>Impaired/Impacted Earmark (II)</b>	
<b>DISTRICT</b>	<b>REQUESTED</b>	<b>ALLOCATION</b>
HENDERSON	\$ 50,000	\$ 10,454

<b>SOURCE</b>	<b>AMOUNT</b>
AVAILABLE FUNDS (CS)	\$ 68,411



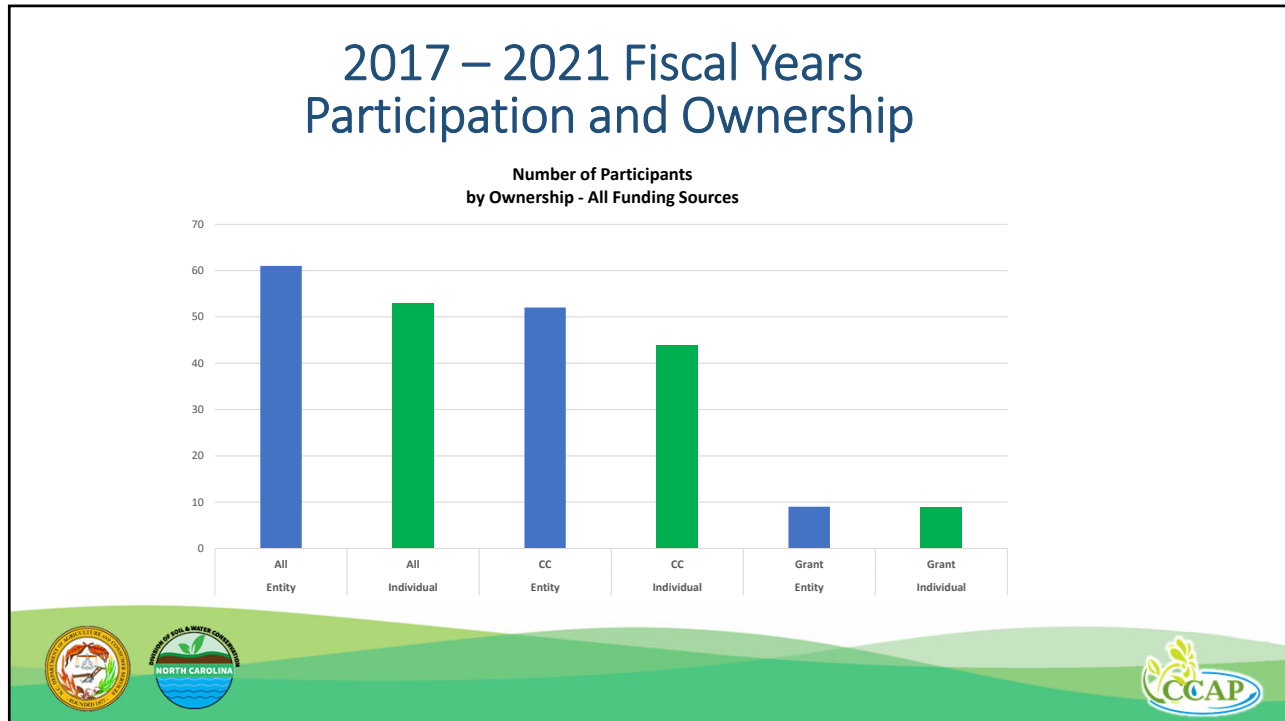
1

## CCAP Program Participation

Background

- The Commission requested data regarding CCAP Program participation by ownership
- Requirements for maintenance of CCAP practices is currently:
  - 10-years for non-residential properties (Entity)
  - 5-years for residential properties (Individual)
  - *Abandoned well closures have a 1-year maintenance*

2



3

## Analysis of the Data 2017 - 2021

- Abandoned well closures have a practice life of 1-year due to the nature of the practice
- Adjusting for the maintenance period, we have a total of 51 non-residential and 33 residential properties participating in the CCAP program from 2017 - present

4

## Analysis of the Data - continued 2017 - Present

Some practices are distinctly favored by ownership

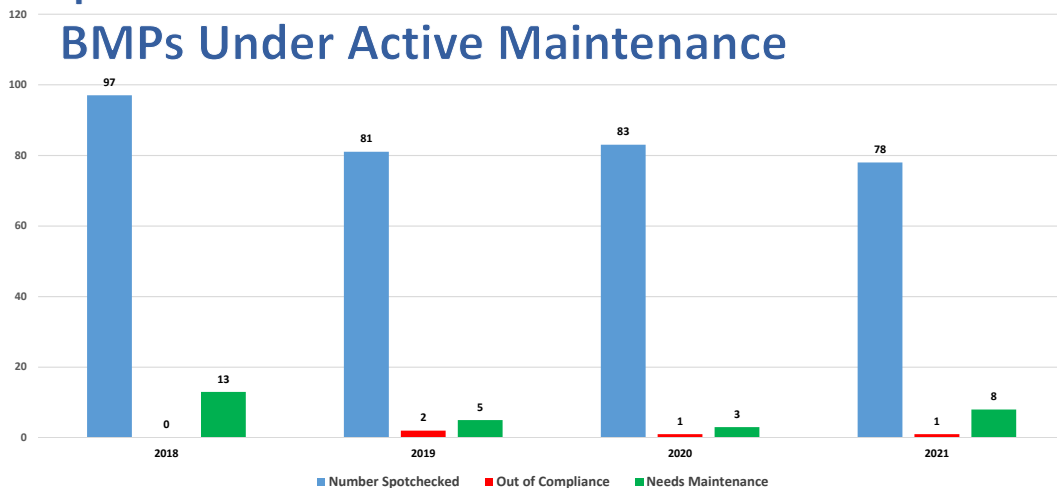
- **Stream restoration/stabilization**
  - Individual – 15
  - Entity – 8
- **Marsh sills**
  - Individual – 2
  - Entity – 20

*The remainder are fairly well distributed by ownership*

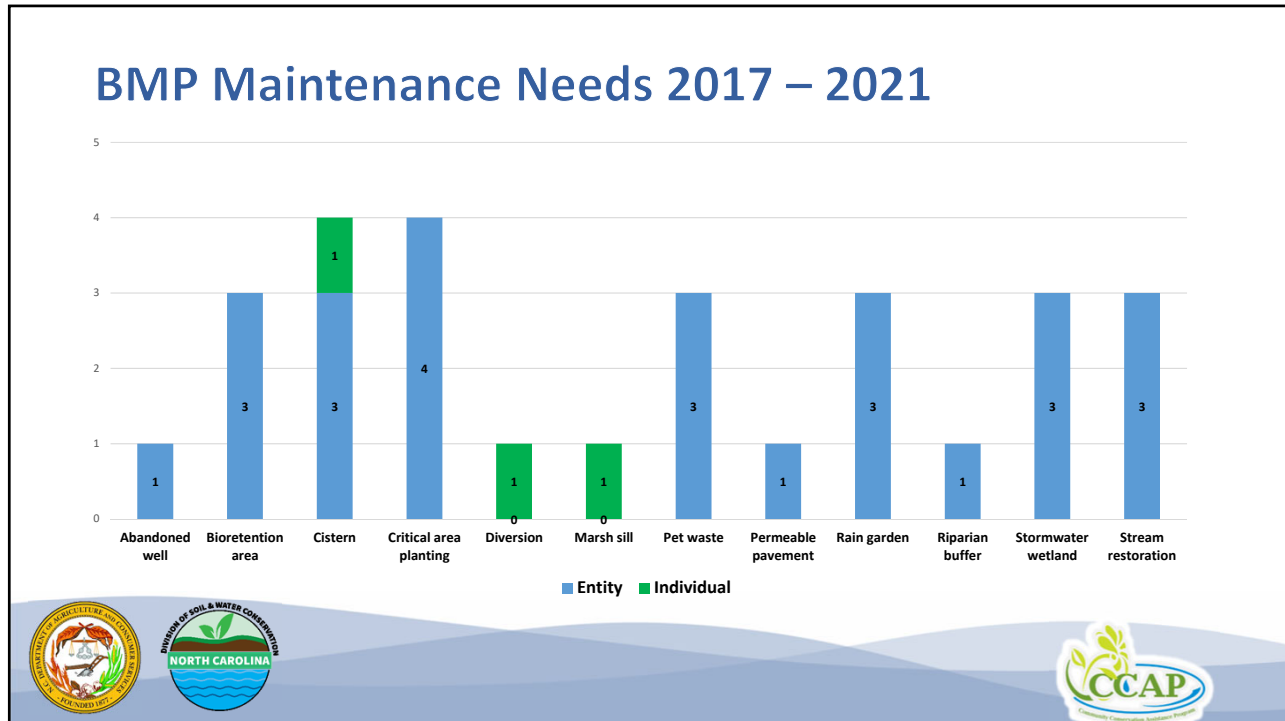


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## Spotcheck Data 2017 – 2021 BMPs Under Active Maintenance



6



7

## Overall Analysis

- Some practices show higher maintenance needs
  - Bioretention area, Cisterns, Critical area plantings, Permeable pavement, Pet waste receptacles, stormwater wetlands, stream restoration
- Districts do a good job on spotchecking and follow-up on maintenance
- Removing the abandoned well closures, the Entity to Individual ratio is about 60% to 40%

8



## Considerations in Adjusting Maintenance Requirements

- The variances in ownership and maintenance requirements have been consistent since the program inception
- This is primarily due to the type of BMP
- Majority of issues relate to vegetation needs and minor erosion, often as a result from storms that exceed the design event





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**GUILFORD SOIL & WATER CONSERVATION DISTRICT**

3309 Burlington Road, Greensboro, NC 27405 Phone: 336-641-2440 Fax: 336-641-2441

September 2, 2021

Mr. John Langdon, Chairman  
Soil & Water Conservation Commission  
NCDA & CS, Div. of Soil and Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

**RE: Buffer Variance Request**

Dear Mr. Langdon:

The Guilford Soil & Water Conservation District would like to request a variance for the Buffer requirement for the Contract listed below:


**41-2021-501 Stoney Creek HOA Stream Restoration Project;  
Funding \$15,000 (CC) + \$32,800 (CCG)**

This project is a stream restoration project funded partially through NCDEQ-WRDG and CCAP. The stream, Rock Creek has encroached on the walking path/sewer line access and the above ground sewer line itself. Currently the total width between the *sewer line* and top of bank is 12 to 13 feet at the closest point. McAdams Engineering is currently working to develop a design that will stabilize the bank as well as reduce and eliminate the bank erosion.

The CCAP BMP for Stream Restoration requires a minimum buffer width of 10 feet. Due to the sewer line being so close to the stream, a 10 foot buffer will be impossible to achieve. Please see attached letter and exhibits from McAdams Engineering for estimated attainable buffer width.

The Guilford Soil & Water Conservation District would respectfully request a variance or exemption to allow a buffer width less than 10 feet for this contract.

Kind Regards,

  
George Y Teague  
Guilford SWCD, Chairman

Cc: Tom Hill, Josh Vetter, Daphne Cartner



September 2, 2021

Guilford Soil & Water Conservation District  
(Guilford County Agricultural Center)  
3309 Burlington Road  
Greensboro, NC 27405

**Re: Rock Creek Stream Restoration Project CCAP Funding – Request for Buffer Variance**

Dear District Staff,

Located approximately 250 linear feet upstream of the Burlington Road culvert in Whitsett is an approximately 100 linear foot section of the right bank for Rock Creek that has failed and is actively eroding. Immediately adjacent to the stream on the same side is a walking trail that is owned and maintained by the Stoney Creek Homeowner's Association, and a City of Greensboro sanitary sewer line located roughly 15-ft away from the existing bank. The streambank failure has damaged the walking trail and is threatening the integrity of the sanitary sewer line. The Stoney Creek Homeowner's Association is seeking to stabilize the stream bank to prevent future impairment to the nature trail, sanitary sewer, and stream channel.

McAdams has proposed a combination of boulder structures and vegetated soil lifts to stabilize the bank and the stream channel (see attached exhibit). The proposal includes installing a boulder toe revetment along the toe of the eroding bank and restoring the bank up to existing grade with vegetated soil lifts. The proposal also includes an in-channel structure known as a boulder J-Hook, located immediately upstream of the eroding bank, to redirect flows away from the outside bank and prevent degradation to the stabilized bank and channel.

We are seeking CCAP support to help fund the project but because of the proximity of the sanitary sewer line and walking trail, the required 20-ft buffer width is not feasible. However, the proposal will allow for an 8-ft buffer width, so we are requesting approval of the lesser setback in submittal of the CCAP application.

Sincerely,  
**MCADAMS**

Rebecca Stubbs, PE  
Project Manager, Water Resources  
[rstubbs@mcadamsco.com](mailto:rstubbs@mcadamsco.com)  
direct: (919) 287-0740



**Figure 1:** Eroding bank of Rock Creek – March 25, 2021





Figure 2: Eroding bank of Rock Creek – January 27, 2019





**PLAN INFORMATION**

PROJECT NO.	FOR-19072
FILENAME	FOR19072x
CHECKED BY	RAS
DRAWN BY	RAS
SCALE	AS NOTED
DATE	09.01.2021

# ROCK CREEK STREAM RESTORATION BUFFER EXHIBIT

WHITSETT, NC 27377

The John R. McAdams Company, Inc.  
2905 Meridian Parkway  
Durham, NC 27713

phone 919. 361. 5000  
fax 919. 361. 2269  
license number: C-0293, C-187

www.mcadamsco.com



**MCADAMS**



NC GRID (NAD83)

GRAPHIC SCALE



1 inch = 30 ft.

20' STREAM BUFFER

8' STREAM BUFFER

EXISTING AERIAL  
SANITARY SEWER LINE  
(TYP.)

PROPOSED 2'  
ENGINEERED SOIL LIFT  
(TYP.)

EXISTING GRAVEL  
WALKING TRAIL (TYP.)

EXISTING MINOR  
CONTOUR (TYP.)

EXISTING MAJOR  
CONTOUR (TYP.)

EXISTING TOE  
(TYP.)

EXISTING THALWEG  
(TYP.)

EXISTING TOP OF  
BANK (TYP.)

PROPOSED BOULDER  
VANE WITH BOULDER  
J-HOOK (TYP.)

PROPOSED BOULDER  
TOE REVETMENT (TYP.)  
APPROX. 100 LF

\*LOCATIONS SHOWN ON THIS EXHIBIT ARE BASED OFF OF A COMBINATION OF PUBLICLY AVAILABLE GEOSPATIAL DATA AND MCADAMS SURVEY DATA

D:\Projects\StoneyCreek\000STN2101.00 - StoneyCreek HDA Contract\04-Production\Water Resources\Due Diligence\Current Drawings\FOR19072x-NEW.dwg, 9/2/2021 9:10:55 AM, Jerrigan, Cameron

# NC Cost Share Programs Onboard Training for New District Staff



1

## Outline

1. Share onboarding process
2. Review training opportunities
3. Highlight new resources



2



## Onboarding process

- Provide training to new district staff within 60 days of hire
  - Individualized
  - In-person or Remote



3

## Onboarding process

- Standard Training Template
  - Most prevalent BMPs in District
  - DSWC Organization
  - Tech Services contacts
  - Cost Share Programs
  - Important Policies
  - FY Due Dates
  - Contract Development and CS2
  - Program updates



4

# Training Opportunities

- Cost Share Programs Workshop
  - February - March
- New Employee Orientation (NEO)
  - May
- Conservation Employee Training (CET)
  - August
- District Employee Training Series



5

# New Resources

- Contract Entry Guidance Document and Videos

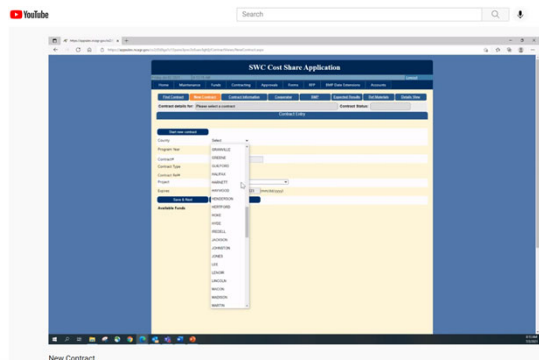
**Contract Creation Instructions for District Staff**

This document was developed to assist district staff with the creation of cost share contracts in CS2. Please follow the instructions below to enter a contract into CS2 AFTER your district board has approved the application. If you have questions that are not answered by this document, please contact your cost share specialist at the Division.

**Contract Entry**

1. Log in to CS2 using the link: <https://ncsp.nc.gov/ncsp2/>
2. Click on the Contracting tab.
3. Click on the New Contract tab.
4. Select your district from the drop-down.
5. Program year will auto-populate.
6. Enter contract number:
  - Number number and use any available.
  - Need 2 or 3 for the CS2 system. The numbering system is determined for each program. CS2 requires 3 digit contract numbers.
  - 001 Conservation Reserve Program contracts
  - 002 Conservation Reserve Program contracts
  - 003 Conservation Reserve Program contracts
  - 004 Conservation Reserve Program contracts
  - 005 Conservation Reserve Program contracts
  - 006 Conservation Reserve Program contracts
  - 007 Conservation Reserve Program contracts
  - 008 Conservation Reserve Program contracts
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  - 048 Conservation Reserve Program contracts
  - 049 Conservation Reserve Program contracts
  - 050 Conservation Reserve Program contracts
7. Check contract type from drop-down (ORIGINAL, REPAIR, SUPPLEMENTAL).
8. Assign an original contract, a reference number to the original contract. It should be entered in the contract number field. If you are entering a reference number to the original contract, you must enter the original contract number in the CS2 system.
9. Select project type (NCRP, CRP or Disaster)
10. Expiration date will auto-populate. Do not change.
11. Click Save & Next.

Available funds will display funding available per program.

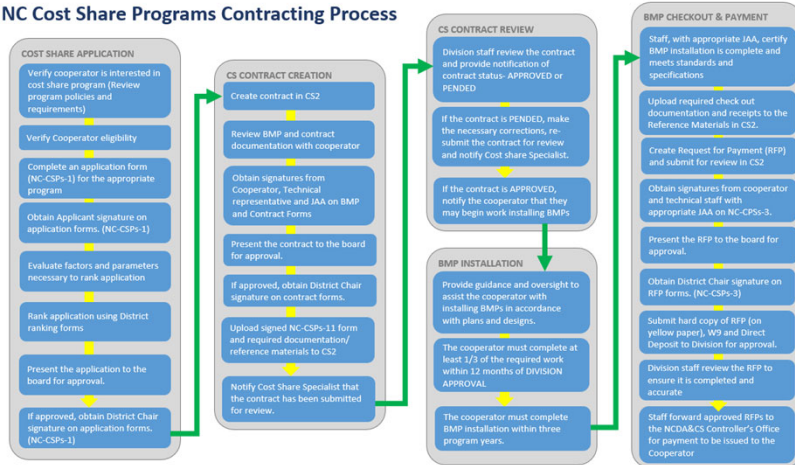


6

# New Resources

- Contracting Process flow chart

NC Cost Share Programs Contracting Process



7

# New Resources

- Updated BMP webpage format and summary tables

Home Programs Services Divisions Newsroom Contact

Online Contracting System  
Reports  
Technical Review Committee  
Tools & Resources  
Training Opportunities

ACSP  
AgWRAP  
CCAP  
CS<sup>2</sup>  
Program Reviews

Search Soil and Water  
  
Search

### Critical Area Planting

A Critical Area Planting means an area of highly erodible land that cannot be stabilized by ordinary conservation treatment on which permanent perennial vegetative cover is established and protected to improve water quality. Benefits may include reduced soil erosion and sedimentation.

Maintenance Period	10 years
BMP Units	Acres
Required Effects	<ul style="list-style-type: none"> <li>Soil saved</li> <li>Phosphorus saved</li> <li>Acres affected (planted acres)</li> </ul>
JAA/NRCS Standards	<ul style="list-style-type: none"> <li>ECS - 342 - Critical Area Planting</li> <li>ECS - 382 - Fence (supporting practice)</li> </ul>
Cost Information	<ul style="list-style-type: none"> <li>Average cost (75% or 90%)</li> </ul>
CS2 Reference Materials	<ul style="list-style-type: none"> <li>NC-ACSP 11 Signature Page</li> <li>Map with BMP location, fields and roads</li> </ul>
Additional Spot-check Requirements	None

ACSP Policy Summary



8

# New Resources

- BMP common components tables

This table contains the most common components contracted in CS2 for this BMP. Additional components may be contracted if they are required in BMP designs.

BMP	COMMON COMPONENTS	UNITS
Grassed Waterway	GRADING	
	GRADING-Extra heavy, 9in-12in avg	ACRE
	GRADING-Heavy, 6in-9in avg	ACRE
	GRADING-Maximum heavy >12in avg	ACRE
	GRADING-Medium, 3in-6in avg	ACRE
	GRADING-Minimum, <=1/4 acre	JOB
	MATTING	
	MATTING-Excelsior, installed	SqYd
	PIPE	
	PIPE-Perf drain w/filter cloth	LinFT
	PDE-Perf drain w/gravel filter	LinFT
	STONE	
	STONE-Area 1 & 2 Riprap, Ton	TONS
	STONE-Area 1 Riprap, CuYd	CuYd
	STONE-Area 3 Riprap, CuYd	CuYd
	STONE-Area 3 Riprap, Ton	TONS
	STONE-Gravel (Area 3)	TONS
	STONE-gravel (Areas 1 & 2)	TONS
	VEGETATION	
	VEGETATION-bag lime, seed and fertilizer	ACRE
	VEGETATION-bulk lime and seed	ACRE
	VEGETATION-Mulch, matting/installed	SqYd
	VEGETATION-Mulch, netting	SqFT
	VEGETATION-Mulch, small grain straw	ACRE
	VEGETATION-seedbed prep AREA 1 & 2	ACRE
	VEGETATION-seedbed prep AREA 3	ACRE



# New Resources

- Receipts Summary Sheet

## NC COST SHARE PROGRAMS RECEIPTS SUMMARY

Contract Number  Cost Share Percent 75%

BMP Component	Vendor	Date of Sale	Cost on Receipt	Cost to CSP
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00



# New Resources

- Request for Payment Guidance Document and Videos (in progress)

- A The amount of money remaining in the contract will show here.
- B Any previous payments will be listed under "RFP Transactions".
- C All BMPs and components from the contract will populate in the "BMP Details" section.
- D Make sure you enter the BMP Implemented Units and the JAA level for the BMP (multiple fields add up to one value). This is a record of how much of the BMP is installed.
- E Districts should click on the blue "select" on the left that corresponds to the components that are to be paid in the current RFP.
- F The "Component Details" box will pop up below. This is where the information on what was installed is entered by clicking on the blue "Edit".
- G Boxes will appear for you to enter the amount installed for the components under "Current Units" and "Actual Amount". Then go back and click on "Update" on the left to capture that data.
  - Repeat this step for all components that are to be paid in this current RFP.
- H After the component details are entered the total amount to be paid should be entered in the "Cooperators" section. Click on the blue "edit" and fill in the amount "In Process" and then click on "Update" on the left.
- I If this RFP completes the contract in full, check the box by "Cancel Remaining Funds" – even if it is 100% paid out.
  - Once everything is entered, select "Submit for Approval".
  - After you submit the RFP, you can now print a copy from the Forms menu on the contracting screen.



# Questions?

