

**NORTH CAROLINA SOIL AND WATER CONSERVATION COMMISSION
RALEIGH, NORTH CAROLINA
BUSINESS SESSION AGENDA
TELECONFERENCE
DRAFT**

BUSINESS SESSION

NC Department of Agriculture
Division of Soil & Water Conservation
216 West Jones Street
Raleigh, NC 27603
April 20, 2020
1:15 PM

Call-in #: 1-888-363-4734 Access Code: 9031247#
<https://ncagr.webex.com> Access: 614 491 153 and Password: SWCC

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. Cost Share Program Policy Revisions

Ms. Julie Henshaw

A. Program year due dates

B. Program review policy

IV. PUBLIC COMMENTS

V. ADJOURNMENT



**NORTH CAROLINA
SOIL & WATER CONSERVATION COMMISSION
BUSINESS MEETING MINUTES
April 20, 2020**

**TELECONFERENCE
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NC Department of Agriculture
Division of Soil & Water Conservation
216 W. Jones Street
Old Health Building
Raleigh, NC 27603

Commission Members	Guests	Guests
Wayne Collier	Rick McSwain	Amanda Kirby
Blount Knowles	Kayla Mounce	John Mayberry
John Langdon	Jeff Parker	Mike Kenley
Myles Payne	Kristina Fischer	Wally Walker
Derek Potter	Jeff Parker	DC Howard
Mike Willis	Allie Dinwiddie	Mike Bowman
Commission Counsel	Sandra Weitzel	Tom Ellis
Phillip Reynolds	Randy Willis	Jonathan Creeson
Guests	Tyler Ross	James Vincent
Vernon Cox	Daphne Cartner	Teresa Furr
David Williams	Paula Day	Anne Coan
Helen Wiklund	Blake Henley	JB Reeves
Joshua Vetter	Nancy McCormick	Jake Barbee
Julie Henshaw	Daniel McClellan	Ken Parks
Jeff Young	Eric Pare	Brandon Young
Michael Shepherd	Cindy Phelps	Billy Corbin
Lisa Fine	Kelly Hedgepeth	Tom Hill
Michelle Lovejoy	Josh Pate	Hermes Goudes
Cayle Aldridge	Gerald Dorsett	Bryan Evans

Chairman Langdon called the meeting to order at 1:17 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. None were

declared. Chairman Langdon welcomed everyone and provided guidelines for the meeting. Director Cox stated the agenda needs to be approved and read the agenda items.

1. **Approval of Agenda:** Chairman Langdon asked for a motion to approve the agenda. Commissioner Payne motioned to approve the agenda and Commissioner Collier seconded. Motion carried.
2. **Cost Share Program Policy Revisions:** Director Cox recognized Ms. Julie Henshaw to present.

2A. Program Year Due Dates: Ms. Henshaw stated the Division proposes revising certain programmatic deadlines in response to the pandemic. The Division requests extending the deadline from June 1, 2020 to June 30, 2020 for the following:

- Technical Assistance Billing
 - Invoices received before the June 30 deadline will be guaranteed payment, however, payment may not be made until after the fiscal year end
- Strategic Plan

In addition, the date for submitting annual spot check forms is extended to September 30, 2020.

Chairman Langdon asked for a motion to approve the three recommendations for the Program Year Due Dates. Commissioner Knowles motioned to approve all three recommended revised due dates and Commissioner Willis seconded. Motion carried.

2B. Program Review Policy: Ms. Henshaw stated this is a request for Exception to the Program Review Policy. The Commission's policy states that the Division will conduct program reviews of at least 18 districts each year. Division staff request consideration of a policy exception to the number of program reviews required to be completed in FY2020. Program reviews were delayed until the changes to structural use policy were approved and the COVID-19 pandemic has also curtailed travel. Division staff will not be able to meet the requirement this year. This is a one-time exception to conducting 18 program reviews. The intent is not to double up the program reviews for next year beginning July 1 but to return to a regular schedule.

Chairman Langdon asked for a motion to approve. Commissioner Collier motioned to approve the request for the Program Review Policy and Commissioner Payne seconded. Motion carried.

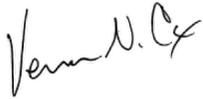
Public Comments: Director Cox thanked the Commissioners for their participation and stated this will help the districts as they move forward in meeting the program requirements. Director Cox announced that Josh Vetter is the new program manager for the Agriculture Cost Share Program (ACSP). Mr. Vetter replaced Kelly Hedgepeth, who left the Division. The Division is preparing the job advertisement for Mr. Vetter's previous job, as the AgWRAP coordinator.

Commissioner Collier stated Mr. Vetter has done an excellent job in reviewing the Agriculture Cost Share incentives and is confident that he will do a great job in his new position

Ms. Henshaw asked the Commission to consider rescheduling the July Commission meeting to the last week in July or first week in August, since the program due dates have been extended to June 30. This will allow Division staff to provide a complete and correct mailout. Chairman Langdon stated the May Commission meeting will most likely be a teleconference.

Adjournment: Chairman Langdon asked for a motion to adjourn. Commissioner Willis motioned to adjourn the meeting and Commissioner Potter seconded. Motion carried.

Meeting adjourned at 1:37 p.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 May 20, 2020.

FY2020 PROGRAM YEAR DUE DATES

- | | |
|-----------------------------|---|
| 1. October 15 | Technical assistance billing (02 NCAC 59D .0108) |
| 2. January 15 | Technical assistance billing |
| 3. March 1 | Spring supplemental allocation requests due |
| 4. April 15 | Technical assistance billing |
| 5. May 15 | Requests for payment and technical assistance invoices from grant funds to be paid this fiscal year. |
| 6. June 30
applicable) | Technical assistance billing (Pre-bill for month of June if |
| <u>the District for the</u> | <u>Failure to meet this deadline could result in no payment to</u> |
| | <u>fourth quarter billing. Please note invoices received before</u> |
| | <u>the June 30 deadline will be guaranteed payment,</u> |
| | <u>however, payment may not be made until after the fiscal</u> |
| | <u>year end.</u> |
| | Strategic Plans due |
| 7. June 30 | Division must receive by 5:00 p.m.
All contracts encumbering current program year funds.
(02 NCAC 59D .0103, .0104, .0105) |
| | Extension requests due to Division. |
| | Requests for payment due for contracts about to expire. |
| 8. September 30 | Spot Check Forms due (02 NCAC 59D .0109) |

Request for Exception to Program Review Policy

The [Program Review Policy](#) states that *the division, under authority of the commission, conducts program reviews of at least 18 districts each year.*

Division staff respectfully request consideration of a policy exception to the number of program reviews required to be completed in FY2020. Program reviews were delayed until the changes to structural use policy were approved and the COVID-19 pandemic has curtailed travel. As a result, Division staff will not be able to meet the requirement this year.