

Cost Share Committee Meeting Minutes: September 21, 2026

Participants: Patrick Baker (Chair), Blake Henley, Jason Byrd, Rodney Taylor, Rick McSwain, and Julie Henshaw. Other attendees included: John Beck (DSWC), Anne Coan (NCFB), Lorien Deaton (DSWC), Kristina Fischer (DSWC), and Darren Layton (Alamance SWCD).

I. Welcome & Purpose

Chairman Patrick Baker opened the meeting and confirmed attendance.

Patrick shared that Lee Holcomb had a schedule conflict and could not attend. Rodney Taylor joined late due to a competing meeting.

Several members discussed ShareFile access, confirming access. As a reminder, meeting recordings are available.

Patrick reminded the Committee of its purpose:

- Review and evaluate policies across cost share programs.
- Ensure consistency, clarity, and alignment across programs.
- Develop and recommend revisions to program rules.
- BMP-specific decisions remain under each program's technical review committee.

II. Review Draft August Meeting Minutes

The committee reviewed the draft August minutes.

- Motion to approve: Rick McSwain
- Second: Blake Henley
- Motion passed unanimously.

Julie will upload the approved version to ShareFile and the website.

III. Committee Communication and Outreach

a. Internal Communication

- Julie confirmed that raw survey responses are available in ShareFile, while a PDF version without the respondent's names is available on the Committee website.
- Members discussed email notifications from the comment form. Patrick, Jason, and Rick received notifications. Blake and Julie did not; we will make adjustments so all members receive the comments directly.
- Members were reminded to test ShareFile access before the next meeting.

b. External Communication

- Patrick distributed the policy feedback form through the regional listservs to encourage district comments. It was also included in the coordinator's monthly report.
- The committee received 19 responses from district staff and supervisors.

IV. Policies to Review (track changes reflect discussion)

1. Criteria for Extension of Previous Program Year Contracts Discussion:

- Committee reviewed district comments. Several respondents expressed concern about delegating contract-extension authority to the Division Director. This change was proposed to improve efficiency for district supervisors and staff. The delegation does not reduce Commission oversight; it simply allows staff to extend contracts that meet the same criteria the Commission would use. Districts whose extension requests are denied may still appeal directly to the Commission.
- Members agreed that the draft language was clear and complete, and they were confident that delegating this authority will improve efficiency without reducing Commission oversight.
- Changed name of policy to Contract Extension Request Policy.

Actions:

- Motion to approve Contract Extension Policy revisions: Rick McSwain
- Second: Jason Byrd
- Result: Passed unanimously; policy will proceed to the Commission.
- Motion to approve policy title change to *Contract Extension Request Policy*: Jason Byrd
- Second: Blake Henley
- Result: Passed unanimously.

2. Repair Policy Revisions Discussion:

- District comments recommend adding "and returned" to clarify that canceled contracts return funds to the state program account.
- Committee unanimously supported adding this language.
- Members affirmed removing 75%/90% cost-share percentages as cost share contracts percentages can vary depending on the practice and the program.

Actions:

- Motion to approve revised repair policy including new language: Jason Byrd
- Second: Rick McSwain

- Result: Passed unanimously

Patrick will contact the Commission Chair and request to present both revised policies at a Commission meeting for consideration and action.

3. Supervisor Attendance/Presentation Requirements (Work Session / Business Session) Discussion:

- Commission requested clarification of required supervisor attendance.
- Committee agreed supervisors may participate either virtually or in person for *either* the work session or business meeting.
- If presenting at the work session, supervisors do not need to attend the business meeting unless the Commission requests further clarification.
- Members recommended adjusting "may" to "shall" or "must" where appropriate.
- Please review text below for inclusion in the following policies: Repairs, Contract Extensions, [Cost Share Program Contracts on Government-Owned Property](#), [Prohibition of Post-Approval of Contracts](#)

To fulfill this requirement, a supervisor must participate in either the Commission work session or business meeting virtually or in-person. If the district supervisor presents at the work session, attendance is not required during the Business Meeting unless the Commission has outstanding questions or requests additional clarification following the work session presentation.

Please review the two policies linked above to see if other edits are needed for discussion at the next Committee meeting.

4. New and Expanded Operations Policy — Draft Review with Comments The Committee reviewed comprehensive draft revisions.

Cropland Operations

- Eligibility linked to land use history, not operator identity.
- Land with documented crop production history (including perennial crops) within the last three years is eligible.
- Newly planted land with no production history in the last three years is not eligible.
- "Cropping history" replaced with "documented crop production."
- Relocation language removed from cropland section.

Livestock Operations

- "Increase in animal units" language removed—small numbers of animal increases do not trigger expansion.
- Expansion is based on new housing or waste structures.

- Pasture-based operations follow similar rules: land must have livestock production history for the last three years.
- Lagoon and waste structure closures remain eligible regardless of abandonment period.
- Relocation clause removed due to redundancy and confusion.

Land Use Changes (Crop ↔ Livestock)

- Conversion creates a new resource concern.
- Livestock BMP eligibility requires a three-year establishment period.
- Committee unanimously supported *Option 2* for wording.

Action: Julie prepared edits into a revised draft. Patrick will distribute the revision to district listservs.

V. Rules Review Process – tabled due to time constraints

VI. Next Steps

- **Extension Policy:** Approved; forwarded to Commission.
- **Repair Policy:** Approved; forwarded to Commission.
- **Supervisor Participation:** Revision prepared above, review in October.
- **New & Expanded Operations:** Revised draft prepared by Julie and distributed by Patrick.
- **Rules Review:** Discuss next meeting
- **Outreach:** Continue sharing updates in monthly reports and use regional listservs.

Regular Meeting Reminder: Third Monday of each month at 9:00 AM via Microsoft Teams.

Next Meeting: October 19, 2026 at 9:00 AM.