

## **Teleconference/Virtual**

### **AGENDA**

Board of Wildlife Resources  
Finance, Audit, and Compliance Committee  
7870 Villa Park Drive  
Henrico, Virginia 23228

May 20, 2021  
1:00 pm

Committee Members: Mr. Brian Vincent, Chair, Mr. Tom Sadler, Dr. Mamie Parker, Mr. Rovel Brown

DWR Staff Liaison: Mr. Darin Moore

1. Call to Order and Welcome  
Mr. Brian Vincent

This meeting is proceeding under Item 4-0.01, subsection G of the Appropriation Act and section 2.2-3708.2 of the Code of Virginia. It is being held by electronic communication, as the COVID-19 virus has made a physical meeting of the Committee impracticable. This emergency imposed by COVID-19 is observed by Executive Orders issued by the Governor of Virginia. The Committee's actions today shall be solely limited to those matters included on the agenda; there is no public comment on non-agenda items. All of these proposed actions are statutorily required or necessary to continue operations and discharge lawful purposes, duties, and responsibilities of the Board.

2. Approval of the March 16, 2021 Meeting Minutes  
Mr. Brian Vincent

**Final Action**

3. Public Comments – Non Agenda Items

Mr. Brian Vincent

4. FY21 – Third Quarter Financial Report  
Mr. Darin Moore

5. FY22 Budget Proposal: Operating and Capital  
Mr. Darin Moore

**Action**

6. Federal Audit Update  
Mr. Darin Moore

7. Director’s Report  
Mr. Ryan Brown

8. Chairman’s Report  
Mr. Brian Vincent

9. Additional Business/Comments  
Mr. Brian Vincent

10. Next Meeting Date: To be Announced  
Mr. Brian Vincent

11. Adjournment  
Mr. Brian Vincent

Teleconference and Virtual

DRAFT Meeting Minutes

Finance, Audit, and Compliance Committee  
Board of Wildlife Resources  
7870 Villa Park Drive, Board Room  
Richmond, Virginia 23228

March 16, 2021  
10:00 am

**Present:** Mr. Brian Vincent, **Chair**, Dr. Mamie Parker; Mr. Rovel Brown; **Absent:** Mr. Tom Sadler; **Board Members in attendance:** Mr. Leon Boyd and Ms. Tammy Jo Grimes; **Executive Director:** Mr. Ryan Brown; **Director's Working Group:** Mr. Lee Walker, Mr. Gary Martel, Mr. Darin Moore, Dr. Mike Bednarski, and Ms. Paige Pearson, Colonel John Cobb

The Committee Chair welcomed everyone and call the Virtual meeting to order at 10:00 am. The Chair noted for the record that a quorum was present for the meeting.

The Chair read the meeting procedure notice.

This meeting is proceeding under Item 4-0.01; subsection G of the Appropriation Act and sections 2.2-3708.2 of the Code of Virginia. It is being held by electronic communication, as the COVID-19 virus has made a physical meeting of the Committee impracticable. This emergency imposed by COVID-19 is observed by Executive Orders issued by the Governor of Virginia. The Board's actions today shall be solely limited to those matters included on the agenda; all of these proposed actions are statutorily required or necessary to continue operations and discharge lawful purposes, duties, and responsibilities of the Board.

The Chair called on the Board Secretary for a Roll Call Vote: Ayes: Vincent, Parker, Brown, Boyd and Grimes.

The Chair welcomed new Board members Ms. Tammy Grimes and Mr. Rovel Brown.

**Approval of the January 15, 2021, 2020 Meeting Minutes:** The Chair called for a motion to approve the minutes of the January 15, 2021 Finance, Audit, and Compliance Committee meeting. Dr. Parker made a motion to approve the minutes of the January 15, 2021 Committee meeting. Brian Vincent seconded the motion.

The Board Secretary called the roll. Ayes: Vincent, Parker, Brown

**Public Comments- Non Agenda Items:** The Chair called for Public Comments, hearing none, he moved on with the Agenda.

**Go Outdoors Virginia: Then and Now:** The Chair call on Mr. Darin Moore and Ms. Doreen Richmond for a presentation.

Mr. Moore and Ms. Richmond gave a presentation on Go Outdoors Virginia: Then and Now.

After discussion and comments, the Chair thanked Mr. Moore and Ms. Richmond for their presentation.

**IT/GIS Projects and how they support the DWR Mission:**

The Chair called on Mr. Darin Moore and Mr. Jay Kapalczynski for a presentation.

Mr. Moore and Mr. Kapalczynski gave a presentation on IT/GIS Projects and how they support the DWR Mission.

After discussion and comments, the Chair thanked Mr. Moore and Mr. Kapalczynski for their presentation.

**DWR Internal Audit Charter:**

The Chair called on Mr. Darin Moore for an update.

Mr. Moore gave an update on the DWR Internal Audit Charter.

After discussion and comments, the Chair thanked Mr. Moore for his update.

The Chair called for a motion, Dr. Parker made a motion, Mr. Chair, I move that the Finance, Audit, and Compliance Committee move to the full Board the update of the DWR Internal Audit Charter. It was seconded by Mr. Brown. The Board Secretary called a Roll Call Vote: Ayes: Vincent, Parker, Brown

**Director's Report:** The Chair called on Mr. Ryan Brown for the Director's Report.

The Director reported:

- The Director thanked all the speakers for their informative presentations.
- The Director welcomed the 2 new Board members to the Board and Mr. Brown to the FAC Committee.
- The Director made comments on the State Budget and where the agency is at this point.

**Chair's Report:** The Chair thanked everyone for attending the Finance, Audit, and Compliance Committee Meeting and thanked staff for their work on all the excellent presentations. The Chair's congratulated Dr. Mamie Parker for all of her recent accomplishments.

The Chair asked if anyone had any additional comments or business, hearing none, he announced the next Finance, Audit, and Compliance meeting would be determined. The meeting was adjourned at 11:25 am.

Respectfully submitted,

Frances Boswell  
/s/



# DWR Finance, Audit, and Compliance Meeting

## May 20, 2021





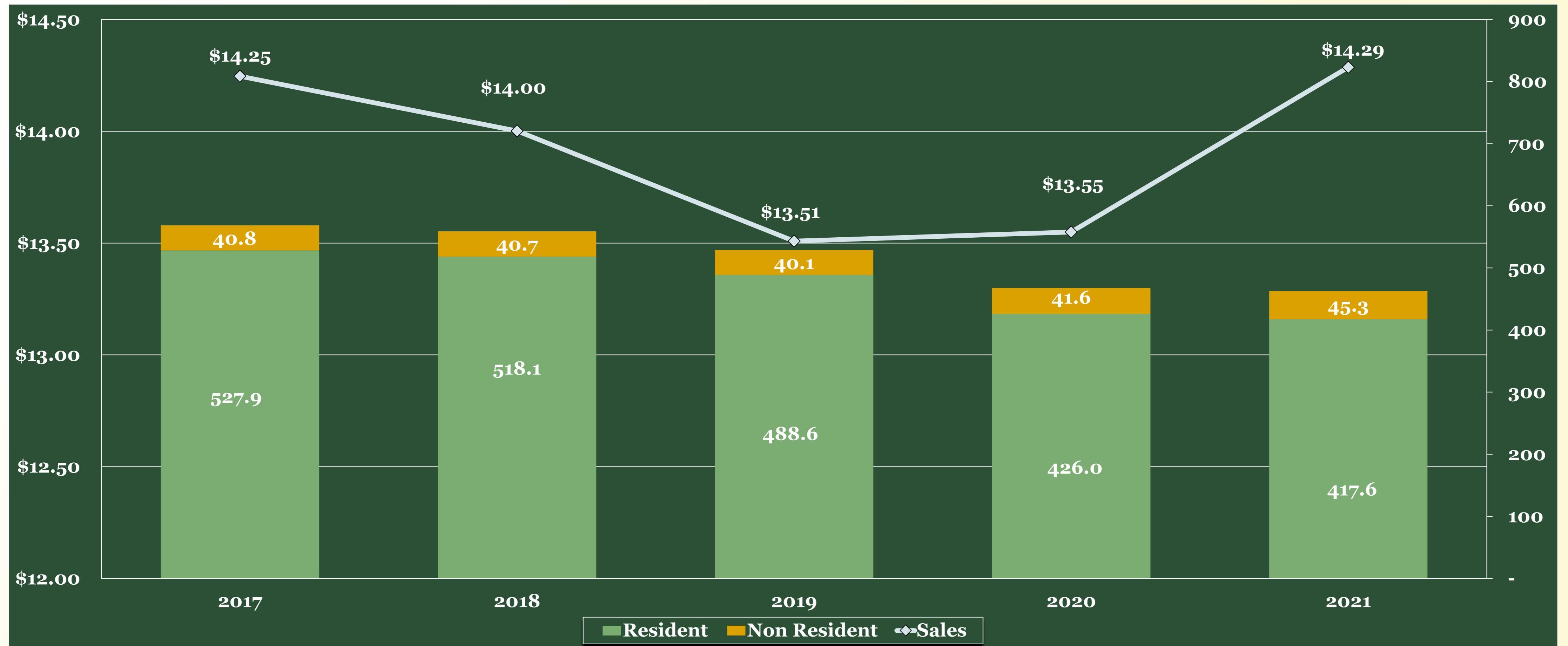


## **Financial Report as of 30 Apr 2021**



# FY17-21 Sales Comparison - Hunting

## Jul 1 – Apr 30



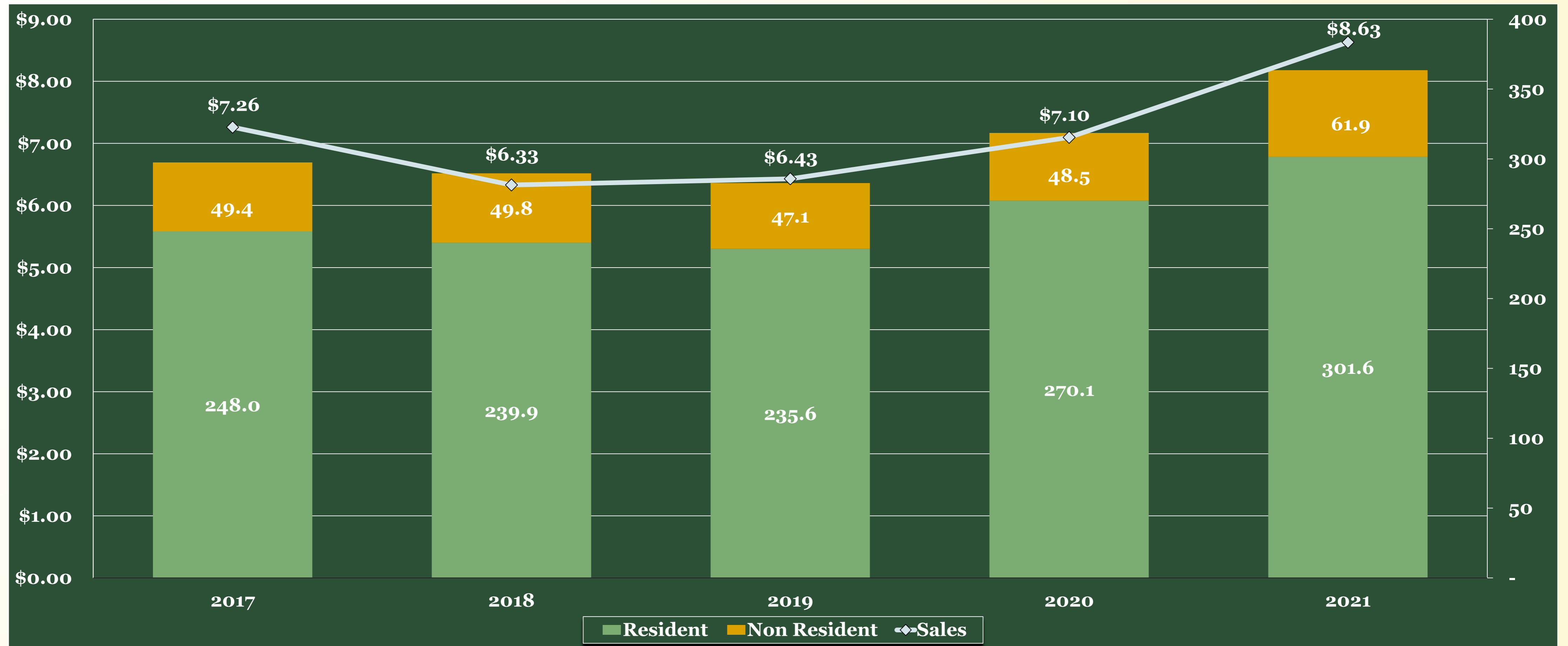
\$ In Millions  
License Sold In Thousands





# FY17-21 Sales Comparison - Fishing

## Jul 1 – Apr 30

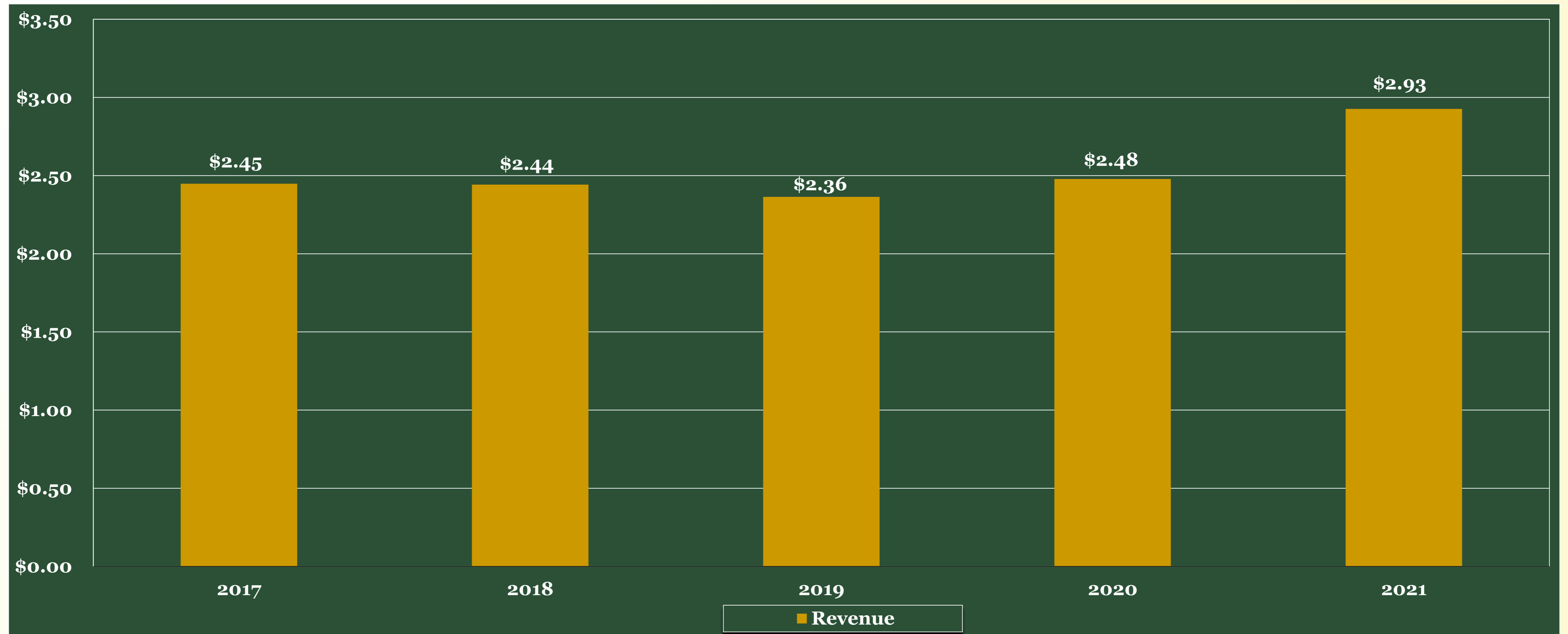


\$ In Millions  
License Sold In Thousands



# FY17-21 Revenue Comparison - Boat

## Jul 1 – Apr 30



\$ In Millions



# FY18-21 Federal Revenue & Reimbursements

## Jul 1 – Apr 30

<b>Federal Grant Program</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Boating Safety</b>	\$1,400	\$2,008	\$1,592	\$1,508
<b>Sport Fish Restoration (DJ)</b>	\$2,901	\$3,128	\$3,021	\$2,543
<b>State Wildlife Grant (SWG)</b>	\$549	\$1,182	\$1,086	\$76
<b>Wildlife Restoration (PR)</b>	\$17,343	\$11,580	\$9,004	\$5,405

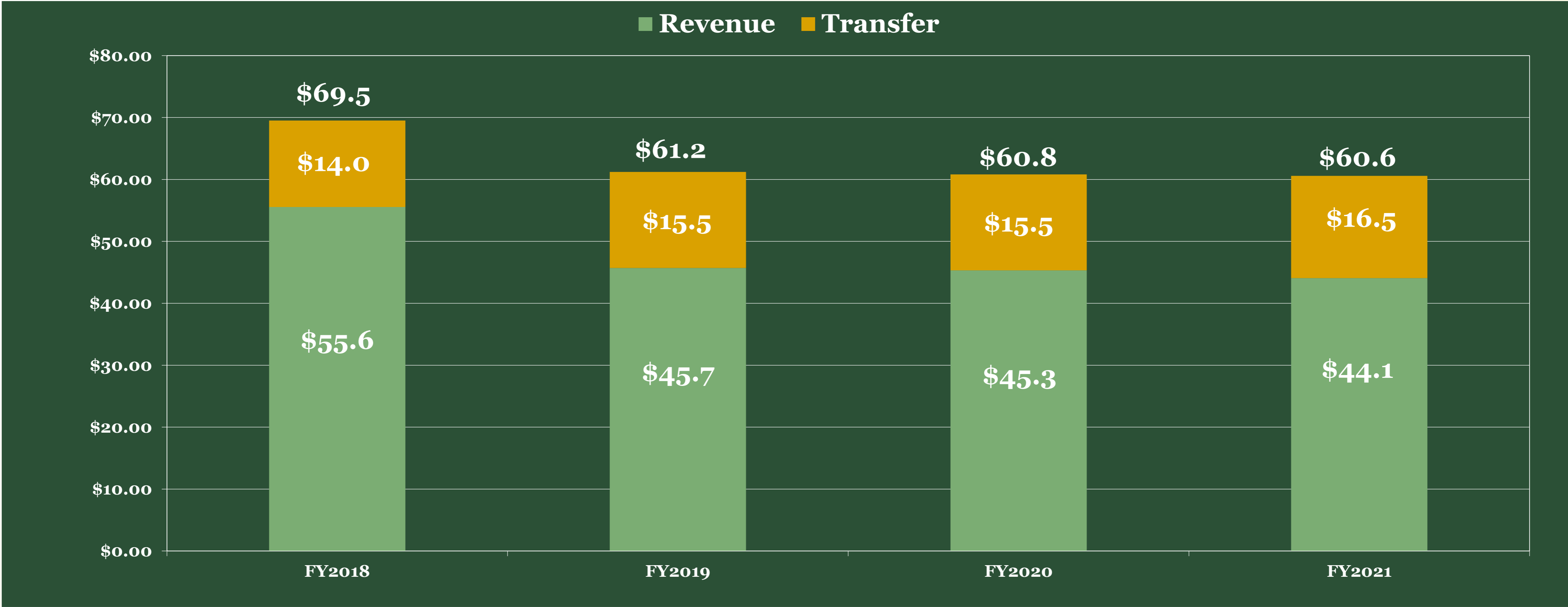
\$ In Thousands





# FY18-21 Total Revenue and Transfers

## Jul 1 – Apr 30



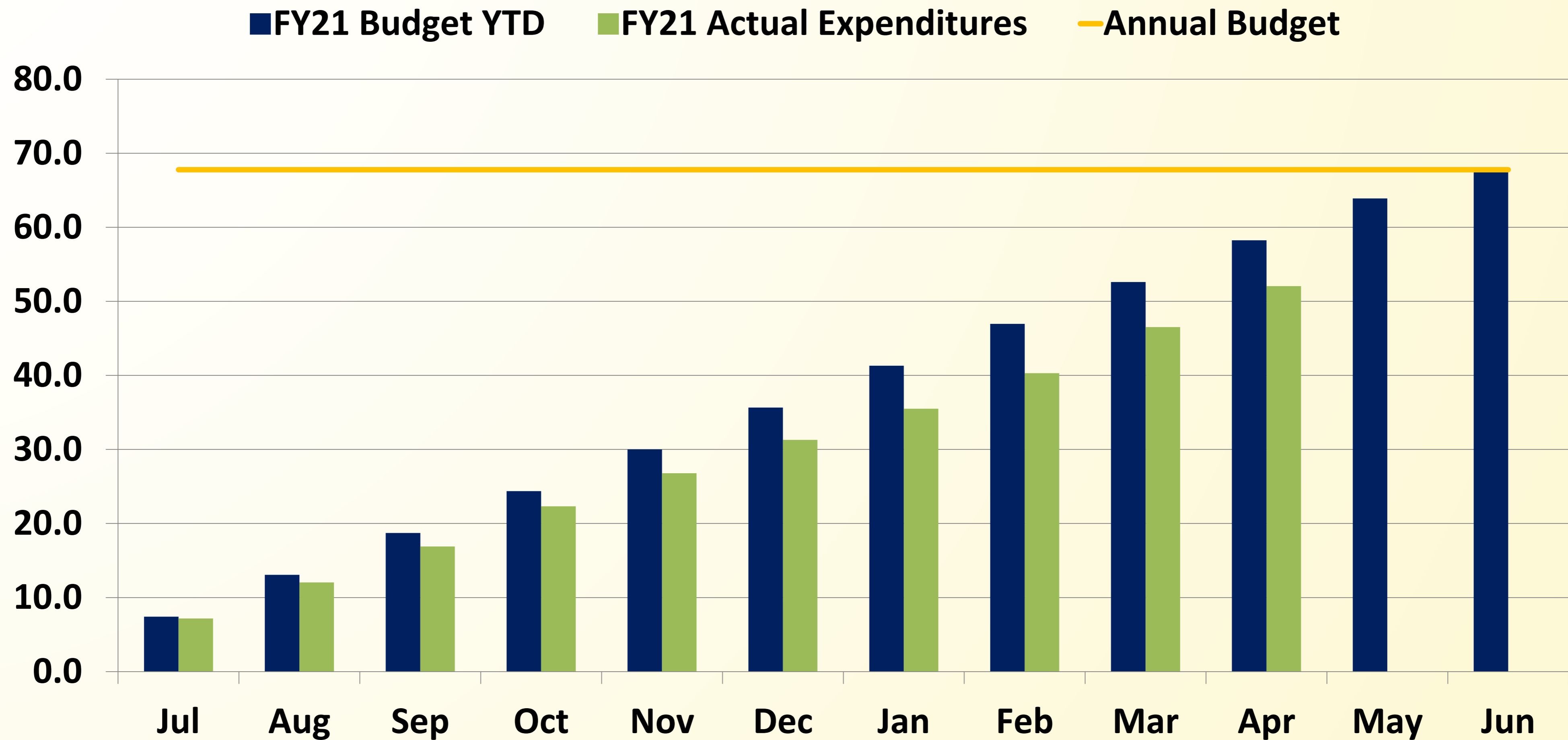
\$ In Millions

\*FY18 includes Mitigation funds and additional PR funds for land purchases.



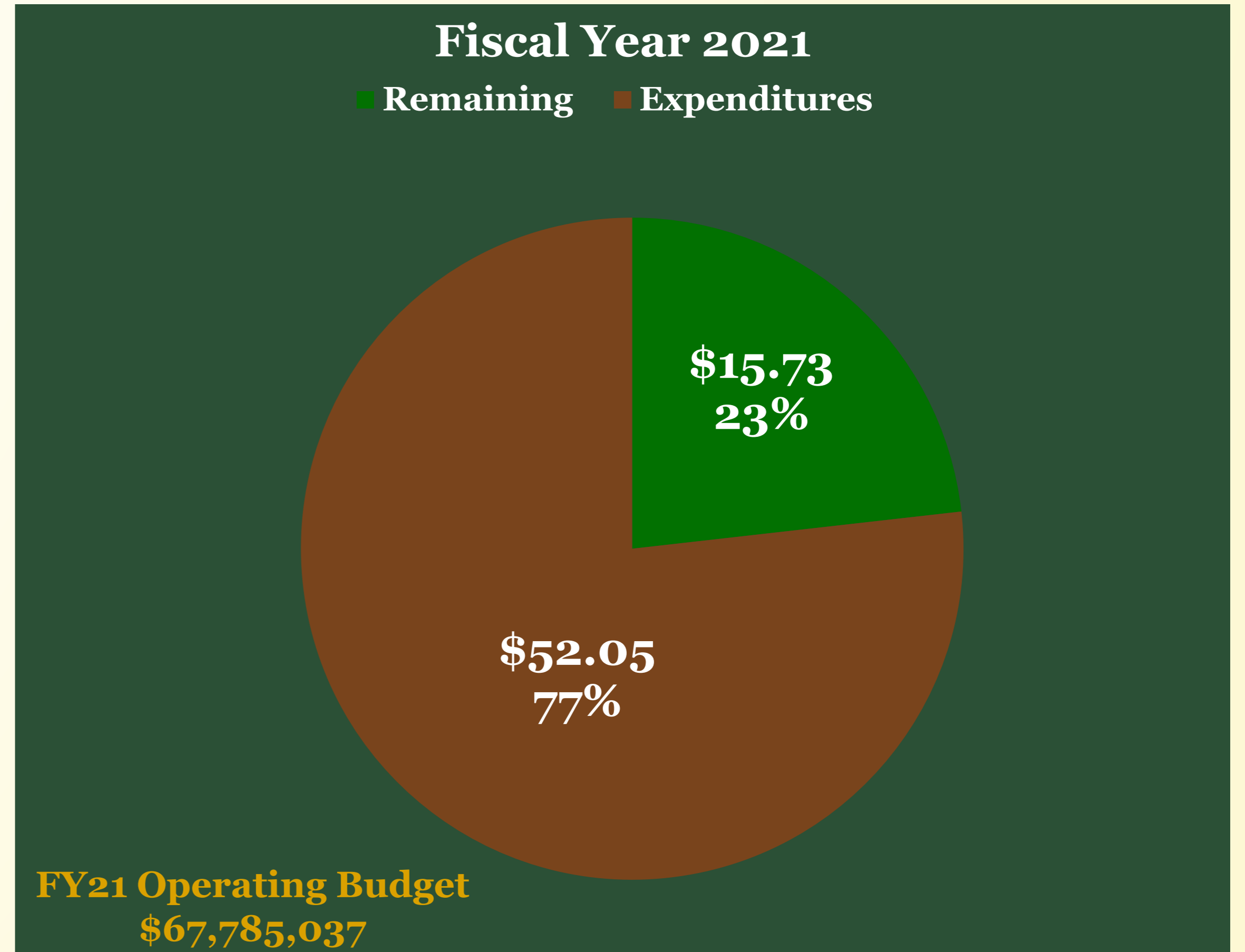
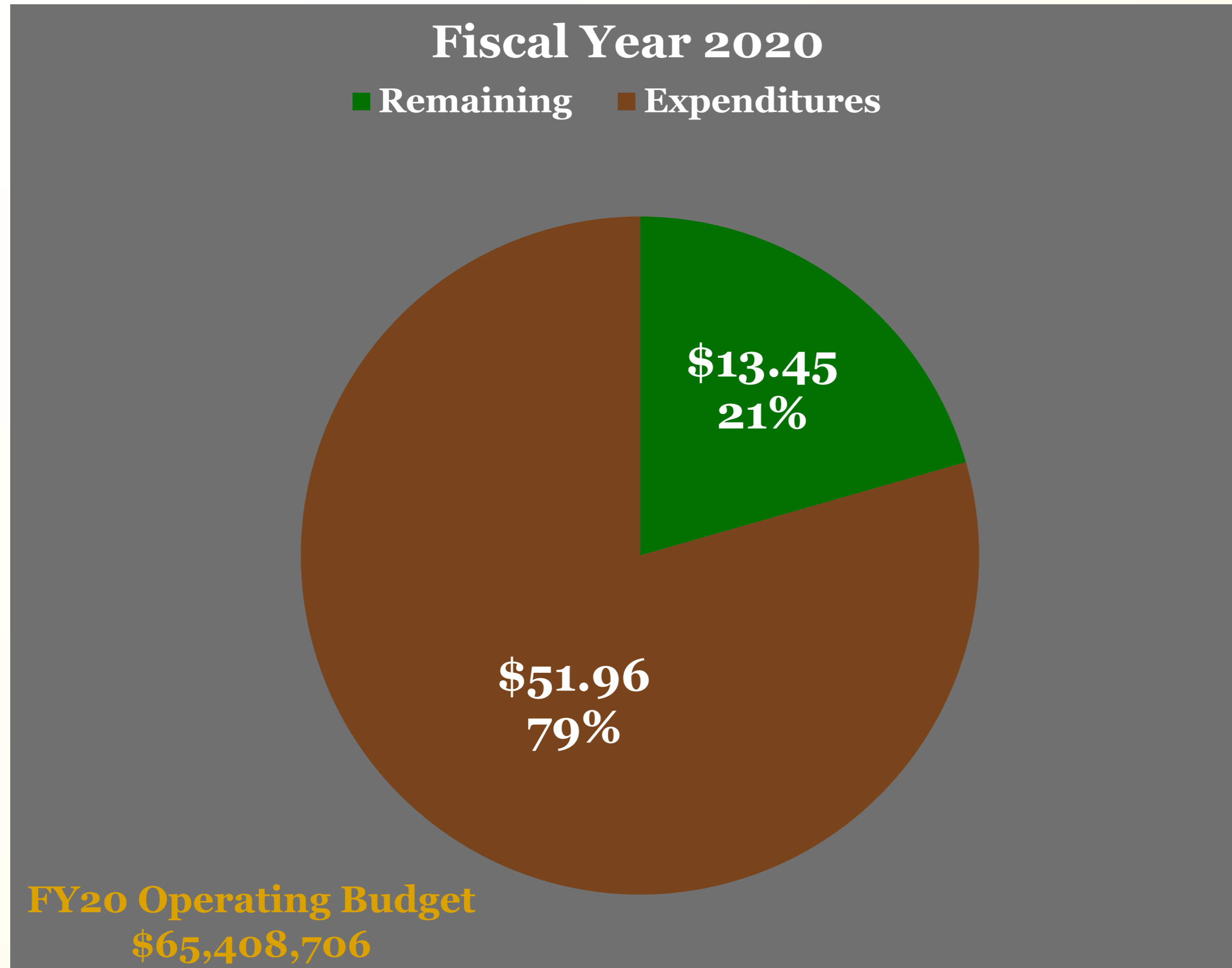
# FY21 Budget Performance

## Jul 1 – Apr 30



# FY21 Operating Budget vs Expenditures

## Jul 1 – Apr 30

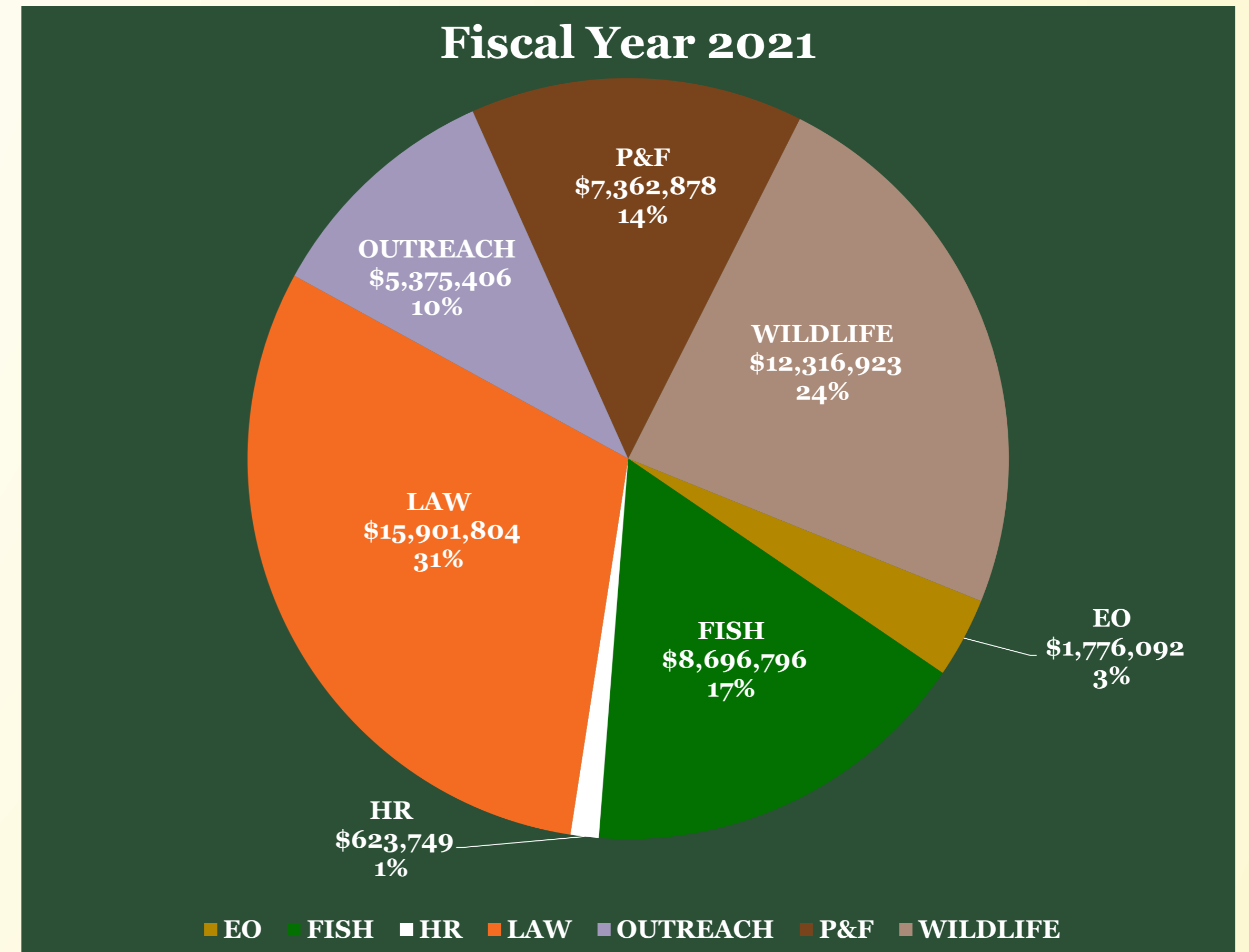
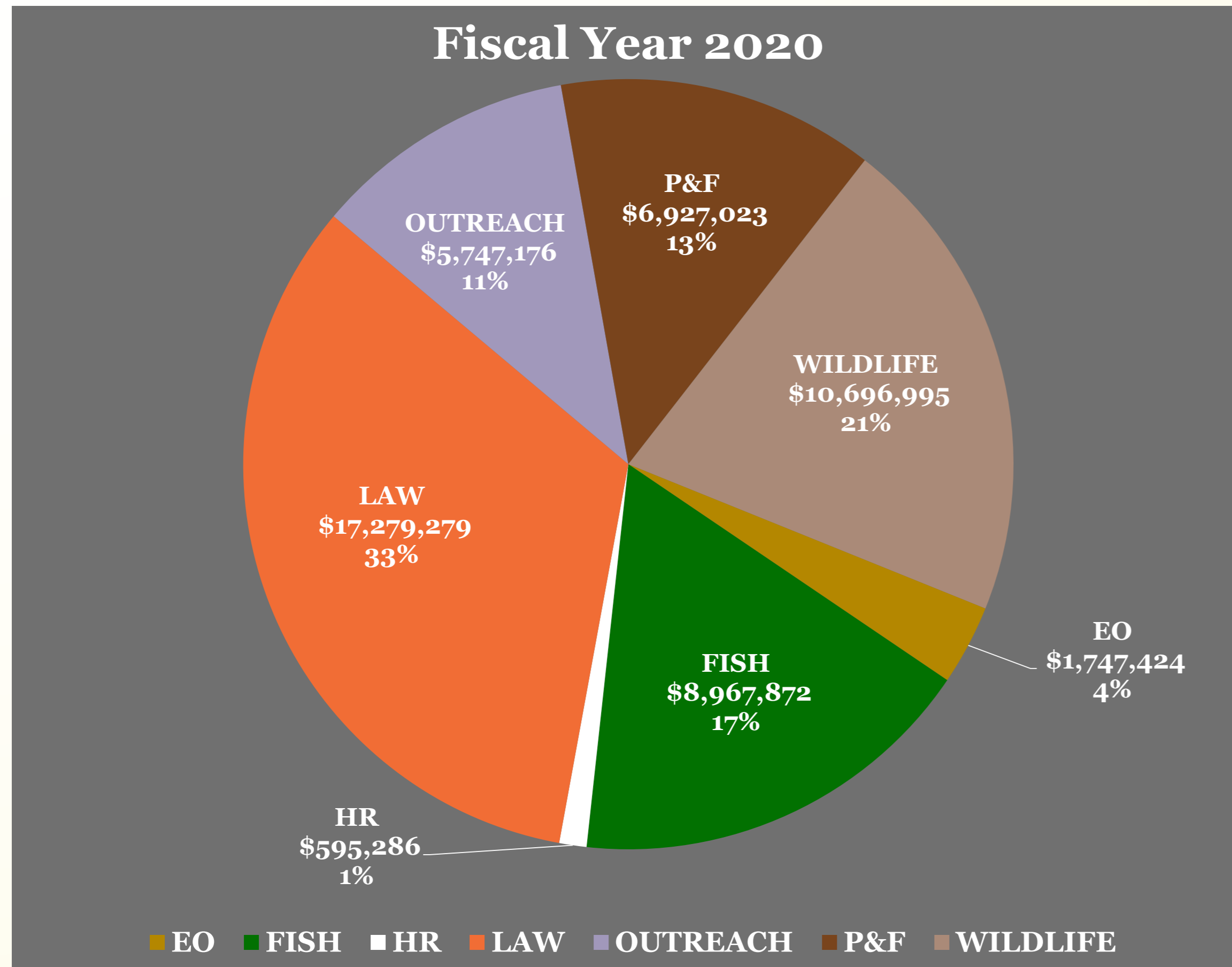


\$ In Millions



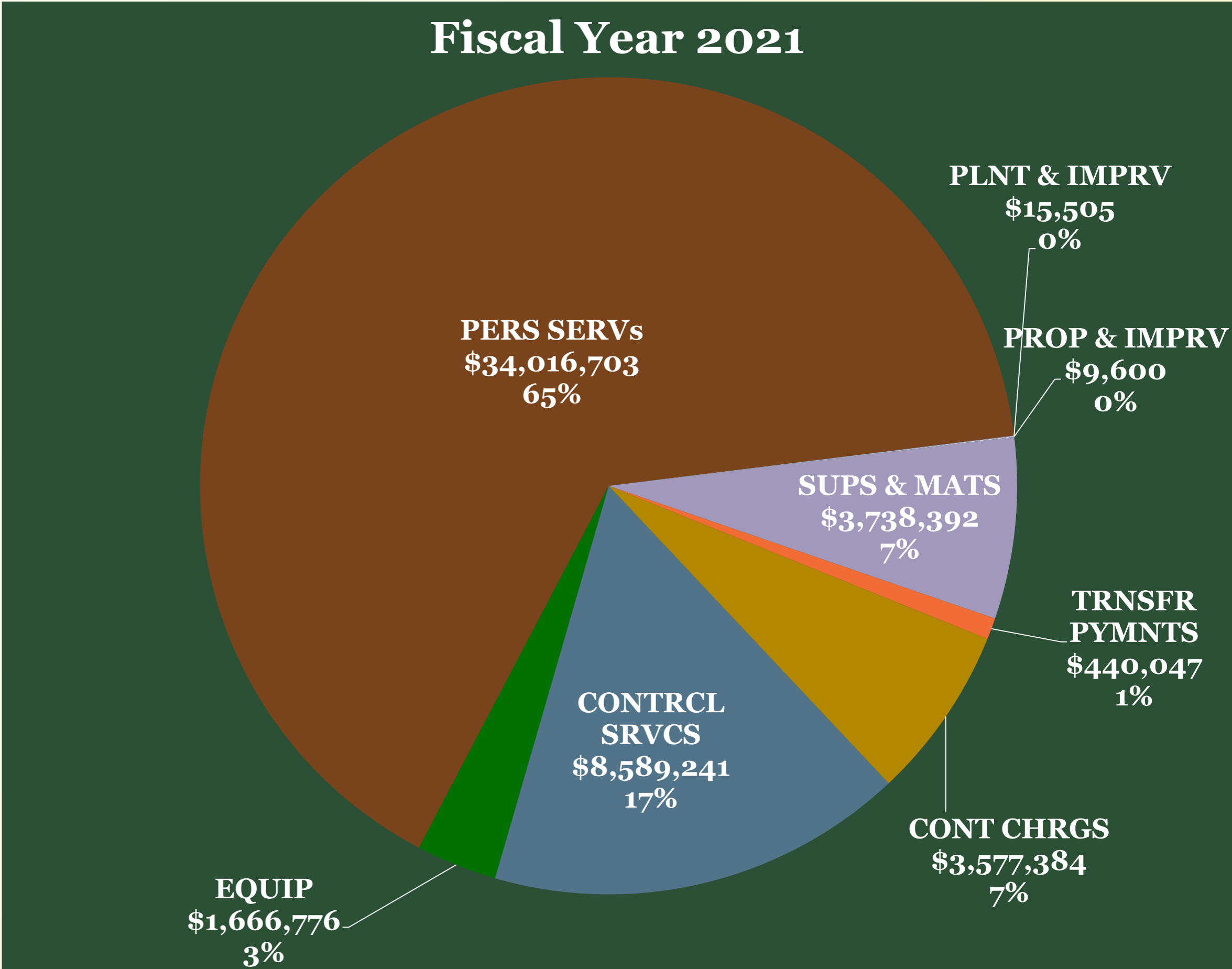
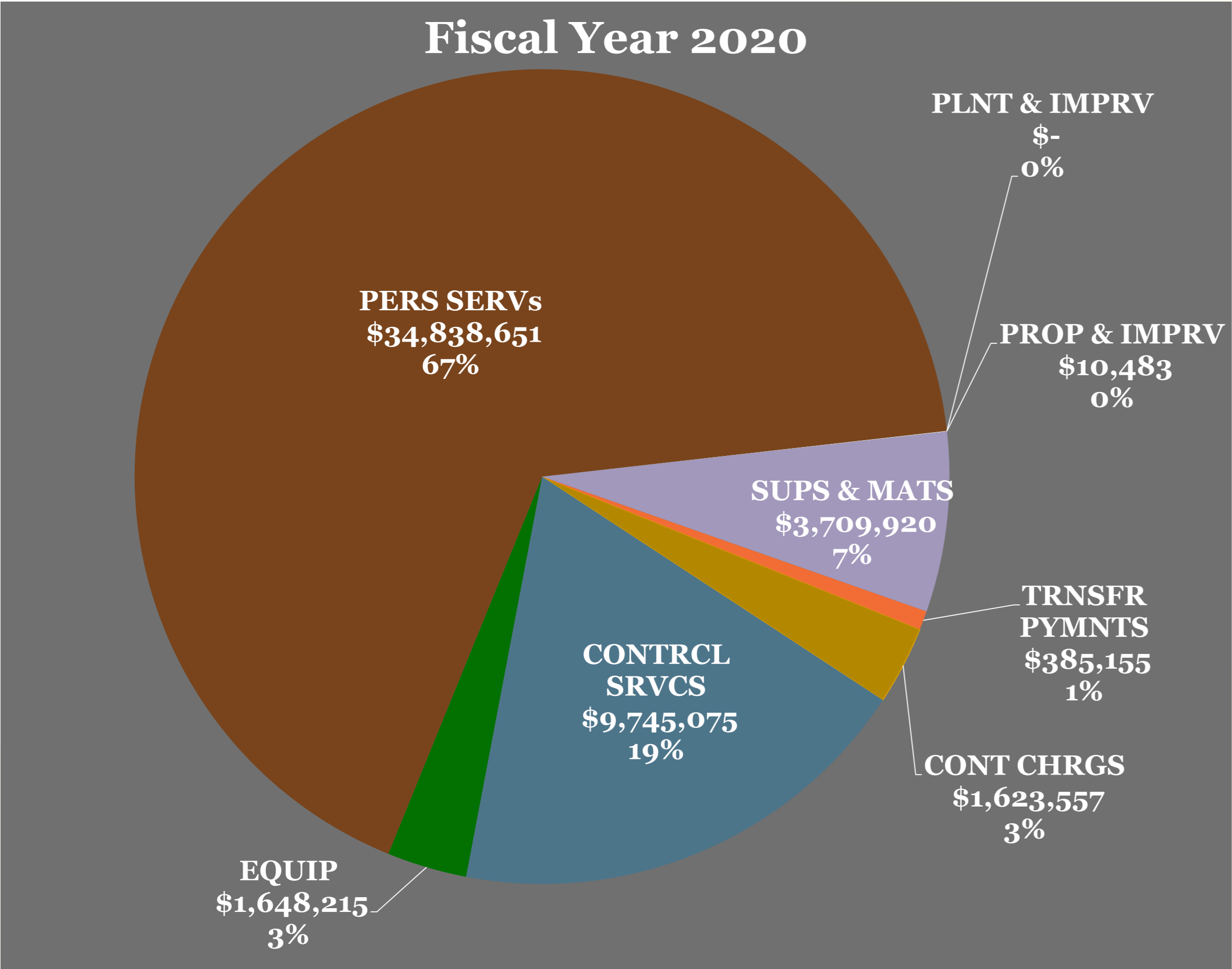
# FY21 Operating Expenditures by Division

## Jul 1 – Apr 30



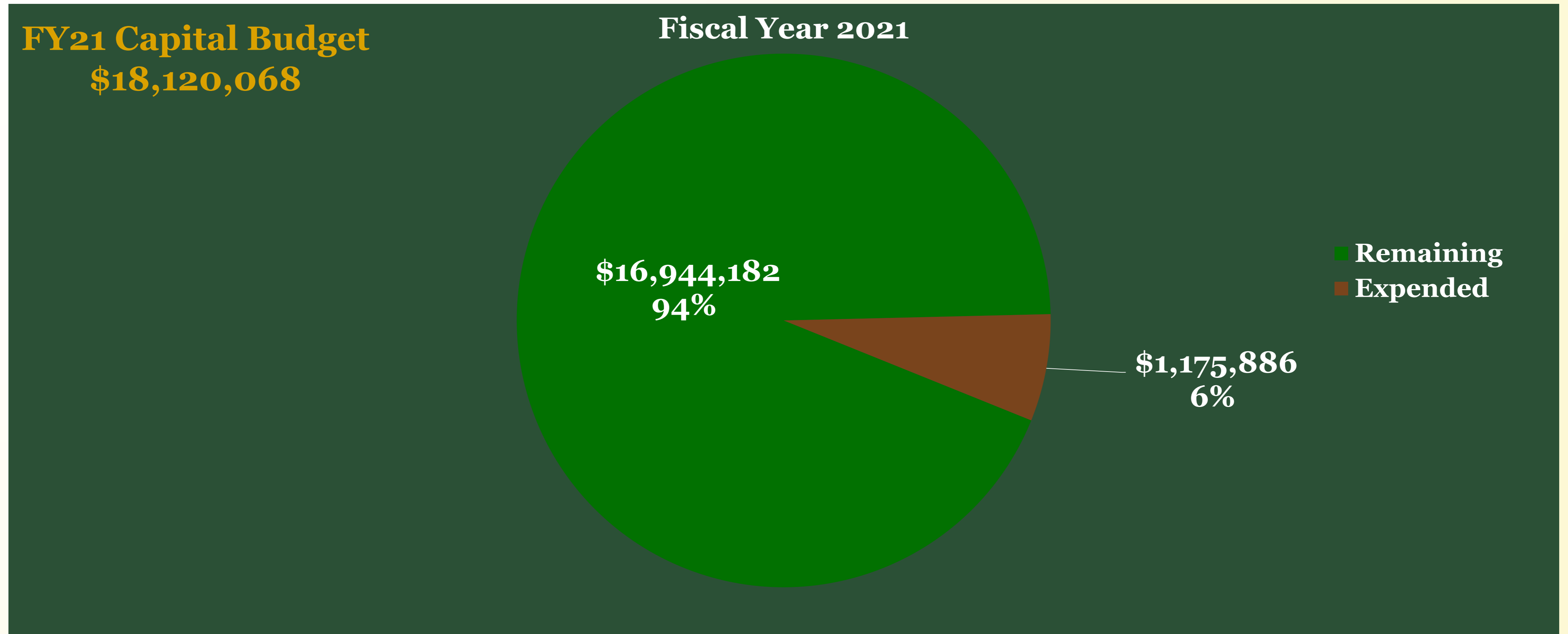
# FY21 Operating Expenditures by Account

## Jul 1 – Apr 30



# FY21 Capital Budget vs Expenditures

## Jul 1 – Apr 30





# FY21 Capital Expenditures by Project

## Jul 1 – Apr 30

Project #	Project Name	FY21 Budget	FY21 Expended	% Spent	# of Projects
13316	Maintenance Reserve	\$944,389	\$329,654	34.9%	4
18103	Improvement for Facilities, Services, etc.	\$800,000	\$2,866	0.4%	4
18104	Land Acquisition	\$14,774,218	\$101,752	0.7%	14
18105	Dam Safety Program	\$798,201	\$480,626	60.2%	5
18106	Boating Access - New or Renovations	\$460,460	\$900	0.2%	6
17970	High Hazard Dam Safety - Bond Projects	\$342,800	\$260,089	75.9%	2
<b>Total</b>		<b>\$18,120,068</b>	<b>\$1,175,887</b>	<b>6.5%</b>	<b>35</b>





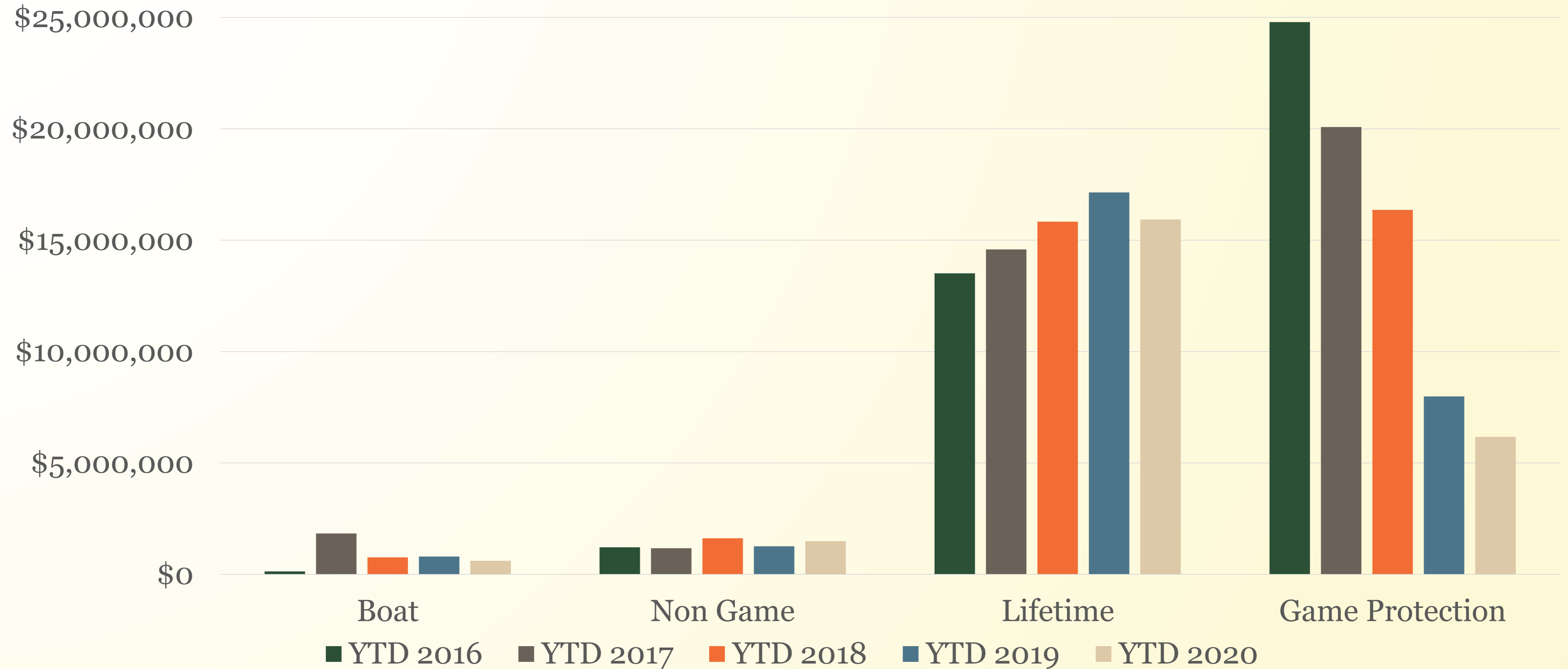
DEPARTMENT OF  
**GAME & INLAND  
FISHERIES**

CONSERVE. CONNECT. PROTECT.

## **FY22 Budget Proposal**



# FY16-20 End of Year Fund Balance





# FY21-22 Biennial Budget

## FY22 (July 1, 2021—June 30, 2022)

- Operating Appropriation is **\$67.9M in FY21 and \$66.8M in FY22.**
- Includes specific appropriation requests for MITIGATION FUNDS.
- Each fiscal year also includes an additional \$2.1M for Central Appropriation Adjustments, to be absorbed within existing revenue.
- General Assembly removed 3.0% bonuses in FY21 and added 5.0% raises for eligible employees in FY22.

- Capital Appropriation REQUEST was \$9.25M in FY21 and \$9.25M in FY22.

- \$5.5M in Watercraft Sales and Use “Transfers” in each FY21 & FY22
- \$11M in HB38 “Transfers” in each FY21 & FY22.



# **FY 2022**

# ***Operating Budget***

# ***Request***

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Personnel and Non-Personnel Proposal:

**\$64,430,529**

***(FY21 was \$63,846,582)***

Mitigation/New Funding Proposal: **\$6,743,415**

Total Operating Budget Proposal: **\$71,173,944**



# FY22 Operating Budget Considerations

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- Budget Team and DWG Responsibilities
- Fund Balances and Federal Grant Eligibility
- Increased Personnel and Central Costs
- Current vacancies prioritized
- Division Priorities
  - Executive Office/HR:** Diversity, Equity, & Inclusion; Training
  - Outreach:** Private lands access, Customer service, Online education
  - Wildlife:** Black Bear, Elk Management, Habitat Management/Enhancement on public/private Lands, Watchable Wildlife, Wetlands Restoration, Wildlife Health
  - Law Enforcement:** Academy Class, Structure, Accreditation, Training and Development
  - Fisheries:** Fish Local VA, Human Dimensions
  - Planning and Finance:** Deep Dive into Budget Drivers



# FY22 Operating Base Budget Summary

Division	FY21 Personnel	FY21 Non-Personnel	FY22 Personnel	FY22 Non-Personnel
Executive Office	\$1,827,895	\$329,858	\$1,999,529	\$342,973
Fisheries	\$7,660,695	\$3,670,660	\$7,779,041	\$3,411,722
Wildlife	\$7,703,750	\$5,729,310	\$8,373,912	\$4,905,385
Human Resources	\$719,524	\$12,500	\$725,508	\$12,500
Law Enforcement	\$16,085,158	\$4,148,993	\$16,050,771	\$4,588,459
Outreach	\$4,371,307	\$2,603,541	\$4,117,522	\$2,975,180
Planning & Finance	\$3,628,124	\$5,355,267	\$3,720,406	\$5,427,621
<b>Total</b>	<b>\$41,996,454</b>	<b>\$21,850,129</b>	<b>\$42,766,690</b>	<b>\$21,663,839</b>





# FY21-22 Operating Mitigation Budget Summary

<b>Program</b>	<b>FY21</b>	<b>FY22</b>
Fisheries (DuPont)	\$312,551	\$378,222
Wildlife (Dominion)	\$3,026,184	\$2,958,607
Wildlife (HRBT)	\$600,000	\$1,820,683
New Federal Money	N/A	\$1,585,904
<b>Total</b>	<b>\$3,938,735</b>	<b>\$6,743,415</b>





# FY22 Operating Budget Summary

Division	FY22 Personnel	FY22 Non-Personnel	FY22 TOTAL	% Share
Executive Office	\$1,999,529	\$342,973	\$2,342,502	3.64%
Fisheries	\$7,779,041	\$3,411,722	\$11,190,763	17.37%
Wildlife	\$8,373,912	\$4,905,385	\$13,279,296	20.61%
Human Resources	\$725,508	\$12,500	\$738,008	1.15%
Law Enforcement	\$16,050,771	\$4,588,459	\$20,639,230	32.03%
Outreach	\$4,117,522	\$2,975,180	\$7,092,702	11.01%
Planning & Finance	\$3,720,406	\$5,427,621	\$9,148,027	14.20%
<b>Total</b>	<b>\$42,766,690</b>	<b>\$21,663,839</b>	<b>\$64,430,529</b>	<b>100.00%</b>

\*Does not include Mitigation/New Federal Fund Amounts



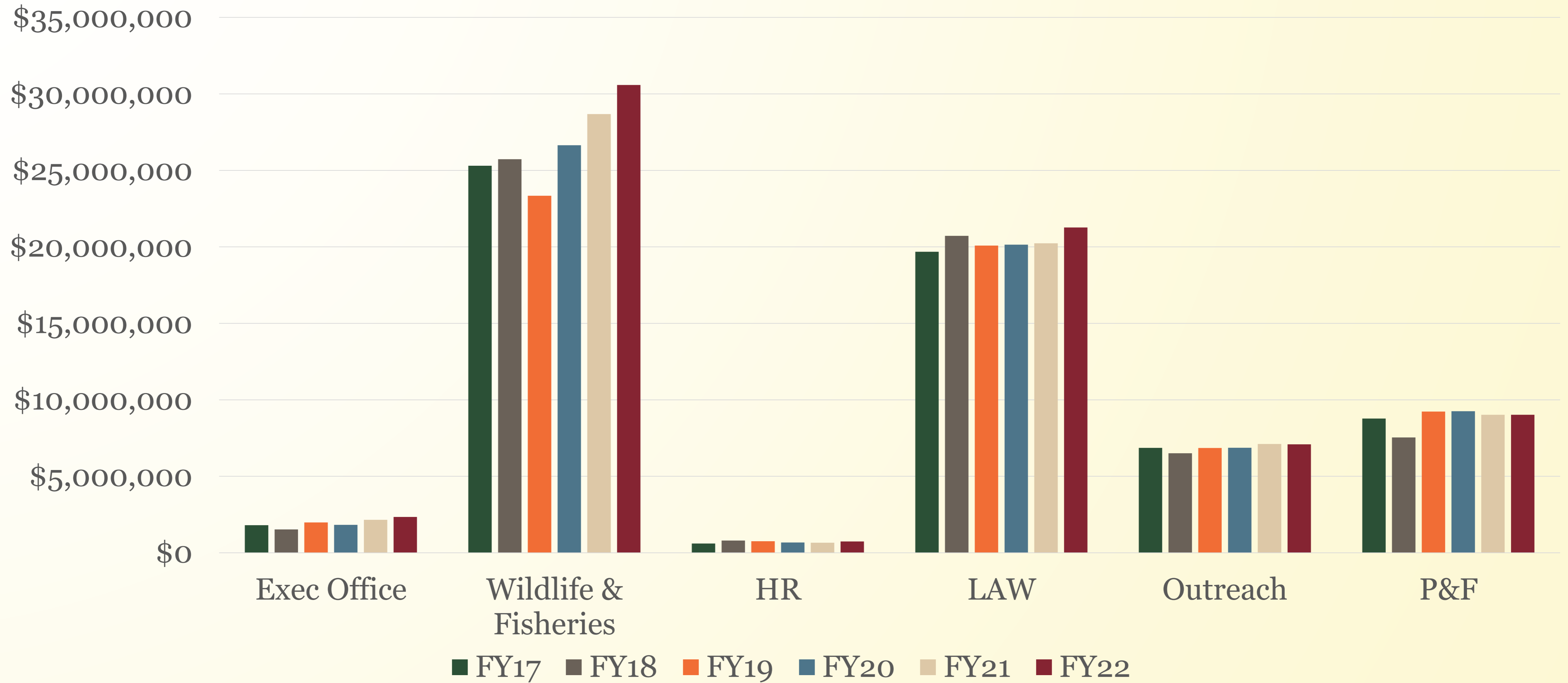
# Operating Budget Division Share: FY21-22

Division	FY21 Budget	FY21 % Share	FY22 Budget	FY22 % Share
EO	\$2,157,753	3.38%	\$2,342,502	3.64%
Fisheries	\$11,331,355	17.75%	\$11,190,763	17.37%
Wildlife	\$13,433,060	21.04%	\$13,279,296	20.61%
HR	\$732,024	1.15%	\$738,008	1.15%
Law	\$20,234,151	31.69%	\$20,639,230	32.03%
Outreach	\$6,974,848	10.92%	\$7,092,702	11.01%
P&F	\$8,983,391	14.07%	\$9,148,027	14.20%
<b>Total</b>	<b>\$63,846,582</b>	<b>100.00%</b>	<b>\$64,430,529</b>	<b>100.00%</b>

\*Does not include Mitigation/New Federal Fund Amounts



# Operating Budget Division Trends



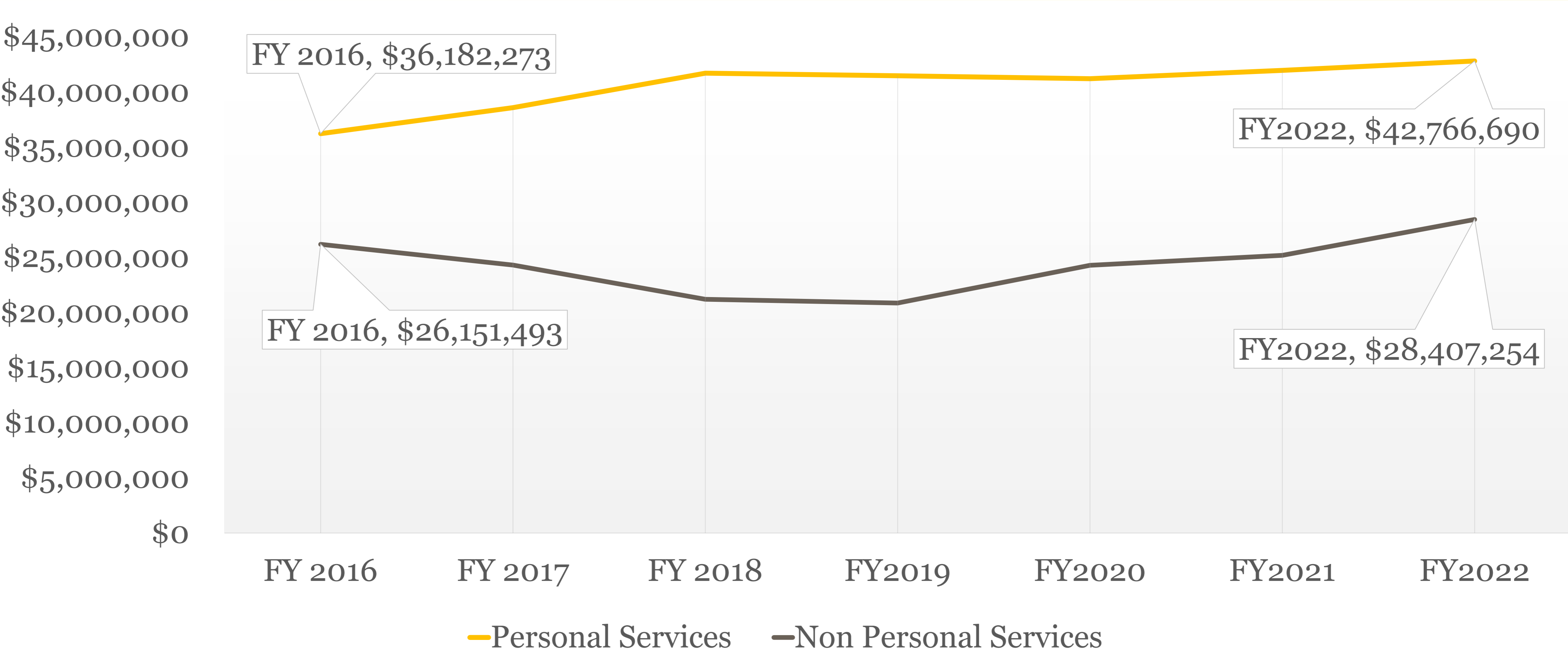
# Operating Budget Staffing Trends

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	FY17	FY18	FY19	FY20	FY21	FY22
Full-Time Employees	463	469	461	453	448	446
Wage Employees	97	98	86	95	88	68



# Operating Budget Trends (Per v. Non-Per)





# Operating Budget Division Staffing: FY20-22

Division Staffing	FTE '20	Wage '20	FTE '21	Wage '21	FTE '22	Wage '22
Exec. Office	12	1	13	2	14	2
Fisheries	82	39	78	40	83	24
Wildlife	82	29	75	26	82	23
HR	5	1	6	1	6	1
Law	194	7	197	5	188	4
Outreach	44	16	46	12	41	11
P&F	34	5	33	2	32	3
<b>TOTAL</b>	<b>453</b>	<b>98</b>	<b>448</b>	<b>88</b>	<b>446</b>	<b>68</b>



**FY 2022**  
***Capital Budget***  
***Preliminary Request***

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**Overall Proposal: \$4,850,000**



# FY22 Capital Budget Considerations

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- Budgeting to account for increased Operating Budget costs
- Hatchery Renovations
- Fishing Access
- Completion of Capital Bonds Projects and Reimbursements for High Hazard Dams
- Insurance Claim Projects
- Construction-Ready Boating Access Site Projects and Repairs
- Strategic Review for all DWR infrastructure



# FY22 Capital Budget Preliminary Request

Project Description	Capital Account	Funding	Cost Estimate
King & Queen Hatchery New Pond Liners - 9 & 10	Maintenance Reserve	State	\$800,000.00
King & Queen - Replace Generators	Maintenance Reserve	State	\$450,000.00
Amelia - Reconstruct Fishing Pier	WMA Improvements	Federal	\$400,000.00
Chandler's Mill	State Dam Safety	State	\$500,000
Lower Powhatan Dam Repair	State Dam Safety	State	\$500,000.00
King & Queen Icehouse Dam Repair	State Dam Safety	State	\$1,000,000.00
Palmyra Landing	Boating Access	Federal	\$440,000.00
Briery Creek Landing	Boating Access	Federal	\$360,000
Lawnes Creek Landing	Boating Access	State/Insurance	\$400,000.00
<b>TOTAL</b>			<b>\$4,850,000</b>



# Questions?

**Motion:** To recommend adoption of the FY22 Operating Budget and Capital Budget, as presented.





# 2020 Federal Audit

- ❑ Federal Expenditures/Activities during SFY 2019-2020 (July 1, 2018 – June 30, 2020)
- ❑ Initial Findings and Recommendations:
  1. Ensuring the correct sub-recipient vs. contractor determinations for all third-party agreements
  2. Treating Program funds correctly as pass-through for subawards or contracts
  3. Ineligible Federal expenditures claimed by the University of Tennessee for the National Bobwhite Conservation Initiative (NBCI)
- ❑ Auditors are currently reviewing records for in-kind match and wrapping up the “field work.” Completion expected soon.





# Final Questions

