

**Mountain Castles Soil and Water Conservation District
Board of Directors Regular Monthly Meeting
April 9, 2025 – USDA Bonsack Service Center**

Jeff Henderson called the meeting to order at 7:08 pm with a quorum present.

Directors Present: Jeff Henderson, Chair, Botetourt (elected)
Preston Wickline, Vice Chair, Botetourt (elected)
Andrew Keffer, Craig (elected)
Jason Williams, Craig (elected)
Walter Nelson, Botetourt (appointed)
Anne Jones, VCE – Botetourt (appointed)

Directors Absent: none

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm (associate director – Treasurer)
Tasha Snavelly (associate director)
Jeff Munsey (associate director)
Tara Williamson (associate director)
Tad Williams, DCR
Ed McCoy
John Bukeit
Kathi Bukeit

Minutes

March minutes were approved by unanimous consent after a motion from Preston and a second by Jason.

Treasurer's Report

The treasurer's report included the profit and loss sheet, balance sheet, actual-to-budgeted expenses through the third quarter, and a list of outstanding checks. The treasurer's report was approved by unanimous consent after a motion from Jason, second by Walter.

Other Business

- Ed McCoy and John Bukeit representing the Blue Ridge chapter of Quail Forever discussed an MOU recently signed by Pheasants Forever and Quail Forever and NACD. Potential partnerships with Mountain Castles were discussed.
- Minutes from the March meeting of the Personnel Committee were approved by unanimous consent after a motion by Andrew and a second by Jason. *(see attached) tm*
- Walter moved to promote Dan to the position of "Conservation Specialist," based on Dan's attainment of DCR's "Conservation Planner" certification and an excellent performance review from the Personnel Committee. Second by Jason, the motion was approved by unanimous consent.
- Tara reported that the Education Committee received one application for a district scholarship. The committee recommended Brett Smith of Lord Botetourt High School be awarded the \$2,000 John and Hallie Seibel Memorial Scholarship. The scholarship was awarded by unanimous consent after a motion by Walter, and a second by Jason.
- Tim provided budget updates from the Finance Committee meeting. The Finance Committee is scheduled to meet again on May 14th.
- The board reviewed the audit sub general management letter from DCR and the entity-wide management letter from Robinson, Farmer, Cox Associates PLLC.

319 Contracts

The following 319 contracts were reviewed by the board:

- 45-25-0047; Instance #652197; RB-4; 50% CS; max cost share = \$6,250 (replaces instance #651061)
- 45-25-0050; Instance #652198; RB-4; 50% CS; max cost share = \$6,250
- 45-25-0051; Instance #652200; RB-5; 50% CS; max cost share = \$14,250

Walter moved to approve all 319 contracts, second by Jason, motion passed by unanimous consent.

VACS Program

The following Conservation Plans were reviewed by the board:

- CP-45-25-0009

Plan was approved by unanimous consent after a motion by Jason, second by Andrew.

- CP-45-25-0010

Plan was approved by unanimous consent after a motion by Jason, second by Walter.

The following VACS contract was reviewed by the board:

- 45-25-0049; Instance #651882 (SL-1); max cost share = \$5,934.77

The contract was approved by unanimous consent after a motion by Jason, second by Andrew.

The following modification was made to an "Extreme Act of Nature Change for Approval"

- 45-22-0004; Instance #462669 (SL-6W); new maximum cost share = \$2,030.00

The medication was approved by unanimous consent after a motion by Jason, second by Andrew, pending DCR approval.

Conservation Technician Report: submitted by Dan Naff – received and placed on file (see full report)

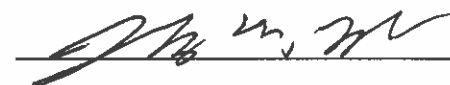
District Coordinator Report: submitted by Tim Miller – received and placed on file (see full report)

Agency Reports:

- DCR - highlights of written report provided by Tad Williams; received and placed on file (see full report)
- VCE - Anne provided a crop weather report and shared upcoming VCE events
- VDOF - no report
- NRCS – written report provided by Derek Hancock – received and placed on file (see full report)
- CBF – written provided by Lindsay Spotts – received and placed on file (see full report)

The meeting adjourned at 8:00 p.m. by a motion from Walter, second by Preston.

Approved: _____



Jeff Henderson, Chair

Date: 5/14/25

Respectfully submitted/prepared by: _____



Tim Miller

1:38 PM

04/08/25

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1, 2024 through April 8, 2025

	Jul 1, '24 - Apr 8, 25
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operational Funds	
DCR Allocation for Operations	144,547.00
VNRCF Base and TA Funds	140,340.45
Total DCR Operational Funds	284,887.45
FY Dam Maintenance	
Small Dam Repair	158,876.33
FY Dam Maintenance - Other	18,000.00
Total FY Dam Maintenance	176,876.33
Cost Share	
2025 CB CREP	26,699.26
2025 OCB VACS	246,184.20
2025 CB VACS	535,973.14
2024 OCB VACS	5,141.04
PY21 CREP	582.20
Total Cost Share	814,579.84
Total OPERATIONS	1,276,343.62
FEDERAL SOURCES	
NRCS Dam Rehab Agreement	621,631.59
Tinker & Glade TMDL	
Construction Cost Share	18,334.50
TA & Ops	6,141.18
Total Tinker & Glade TMDL	24,475.68
Total FEDERAL SOURCES	646,107.27
LOCAL/OTHER SOURCES	
Outreach	840.00
UJRC&D Grant	621.61
VASWCD	
MVP Cost Share	6,400.00
Total VASWCD	6,400.00
Local Government Funding	
Craig County	3,000.00
Local Government Funding - Other	1,688.50
Total Local Government Funding	4,688.50
ATC Grant	975.00
Total LOCAL/OTHER SOURCES	13,525.11
Interest	
Operational -Bank of Fincastle	403.05
Savings - Bank of Fincastle	5.04
Interest - Other	42,106.43
Total Interest	42,514.52
Total Income	1,978,490.52
Gross Profit	1,978,490.52
Expense	
VCAP TA	2,336.83
Operations MCSWCD	
I. Employee Compensation	
Directors	
Education & Training	315.00

Mountain Castles Soil & Water Conservation District

Profit & Loss

04/08/25

July 1, 2024 through April 8, 2025

Cash Basis

	Jul 1, '24 - Apr 8, 25
Meals/Expenses	1,262.87
Travel/Mileage	2,122.93
Total Directors	3,700.80
Education Coordinator	
Benefits	13,028.04
Education and Training	715.00
FICA	4,328.46
Travel/mileage	1,011.81
Salary	57,914.28
Total Education Coordinator	76,997.59
VNRCF TA - Conservation Tech	
Benefits Paid	12,854.34
Education & Training	827.14
FICA & Medicare	3,040.74
Salary	41,367.42
Travel/Mileage	31.50
Total VNRCF TA - Conservation Tech	58,121.14
Total I. Employee Compensation	138,819.53
II. Office Expenses	
Document shredding	141.95
Accounting Services	715.00
Team Building	195.99
Membership Dues, Various Org	
NACD Dues	775.00
VASCWD Support Services	3,592.00
Membership Dues, Various Org - Other	40.00
Total Membership Dues, Various Org	4,407.00
Xerox Lease (ESI)	1,951.20
Phones/Internet (Cox Business)	1,496.39
Computer programs & software	1,318.19
Office Rent	6,677.99
Postage	74.01
Office Equipment and Supplies	1,089.23
U.S. Cellular -VNRCF TA	707.05
Total II. Office Expenses	18,774.00
V. Education, Youth	
DCR MWEE	2,257.49
Classroom Resources	508.72
ATC Grant	1,974.98
Envirothon	94.14
MCSWCD Scholarships	5,167.64
MWEE	4,495.00
Total V. Education, Youth	14,497.97
VI. Education, Public	
UJRC&D Grant	868.37
Outreach	3,357.12
Total VI. Education, Public	4,225.49
IV. Field Expense & Equipment	
Equipment, Field	158.13
Total IV. Field Expense & Equipment	158.13
Vehicle	
Maintenance	768.13
Fuel	1,046.00

1:38 PM

04/08/25

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1, 2024 through April 8, 2025

	Jul 1, '24 - Apr 8, 25
Insurance - Vehicle	2,155.00
Total Vehicle	3,969.13
VII. Other Business Expenses	
Insurance	
Workmans Compensation	89.00
Total Insurance	89.00
Total VII. Other Business Expenses	89.00
Total Operations MCSWCD	180,533.25
DCR - Obligated Cost-share	
Cost Share Payments	
2025 OCB VACS	15,278.20
2025 CB VACS	133,435.14
2021 CB CREP	1,510.10
2024 CB VACS Bank Fees	6.00
2024 OCB VACS Bank Fees	3.00
2024 OCB VACS	81,295.00
2024 CB VACS	414,459.72
Total Cost Share Payments	645,987.16
Total DCR - Obligated Cost-share	645,987.16
DCR - Unobligated C/S Paid	
2023 SR CREP	6,570.90
2022 OCB VACS	41,561.58
2024 CB VACS	39,534.36
2021 CB CREP	2,729.60
2023 CB VACS	30,785.73
2023 OCB VACS	10,875.00
2022 CB VACS	49,913.00
Total DCR - Unobligated C/S Paid	181,970.17
Dam Maintenance	
Dam Repair	158,876.33
NRCS Dam Rehab	621,631.59
Dam Maintenance - Other	9,234.04
Total Dam Maintenance	789,741.96
TMDL	
TMDL Cost Share	26,535.00
Total TMDL	26,535.00
Total Expense	1,827,104.37
Net Ordinary Income	151,386.15
Net Income	151,386.15

W. S. L.
5-20-25

1:38 PM

04/08/25

Cash Basis

Mountain Castles Soil & Water Conservation District

Balance Sheet

As of April 8, 2025

	Apr 8, 25
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,303,045.14
OPERATIONAL - First Bank	342,368.02
TMDL - Bank of Botetourt	6,340.28
CDs for District	
First Bank CD - 4234	43,912.87
First Bank CD - 4237	43,912.87
Bank of Botetourt Short Term CD	48,206.16
Total CDs for District	136,031.90
First Bank Savings	13,428.52
Total Checking/Savings	1,801,213.86
Total Current Assets	1,801,213.86
TOTAL ASSETS	1,801,213.86
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,281,076.90
Net Income	151,386.15
Total Equity	1,801,213.86
TOTAL LIABILITIES & EQUITY	1,801,213.86

M. L. H.
5-20-25



PY 25 Q3 Budget Year-to Date Update					
INCOME			Budgeted	Actual through March 2025	% of budget
Operational grant			\$ 144,547.00	\$ 144,547.00	100%
Dam Maintenance			\$ 18,000.00	\$ 18,000.00	100%
VNRCF Base TA			\$ 38,660.00	\$ 38,660.00	100%
VNRCF additional TA			\$ 100,000.00	\$ 101,680.45	102%
EXPENSES			Budgeted	Actual through March 2025	% of budget
Dam maintenance			\$ 84,215.61	\$ 9,234.04	11%
VCAP TA			\$ 6,774.40	\$ 2,336.83	34%
Payroll			\$ 185,000.00	\$ 132,533.28	72%
Scholarships/donations			\$ 10,000.00	\$ 5,167.64	52%
Rest Fund MWEE grant			\$ 7,056.76	\$ 4,495.00	64%
ATC grant			\$ 4,006.32	\$ 999.98	25%
DCR MWEE grant			\$ 6,500.00	\$ 2,257.49	35%
Envirothon			\$ 951.82	\$ 94.14	10%
Classroom resources			\$ 1,000.00	\$ 508.72	51%
Outreach			\$ 6,500.00	\$ 4,225.49	65%
RC&D grant			\$ 1,769.62	\$ 868.37	49%
VASWCD support fees			\$ 4,000.00	\$ 3,592.00	90%
NACD dues			\$ 775.00	\$ 775.00	100%
Other dues/memberships			\$ 300.00	\$ 40.00	13%
Office equipment & supplies			\$ 3,000.00	\$ 1,089.23	36%
Computer software/subscriptions			\$ 2,250.00	\$ 1,318.19	59%
Document shredding			\$ 300.00	\$ 141.95	47%
Copier lease			\$ 3,000.00	\$ 1,951.20	65%
Postage			\$ 300.00	\$ 74.01	25%
Internet			\$ 2,000.00	\$ 1,496.39	75%
Accounting services			\$ 1,500.00	\$ 715.00	48%
Marketing			\$ 3,000.00	\$ -	0%
Team building			\$ 400.00	\$ 195.99	49%
Rent			\$ 8,250.00	\$ 5,927.99	72%
Cell phone			\$ 1,200.00	\$ 707.05	59%
Field equipment			\$ 1,500.00	\$ 158.13	11%
Insurance			\$ 750.00	\$ 89.00	12%
Vehicle			\$ 7,000.00	\$ 3,969.13	57%

Training -Tim		\$	1,500.00	\$	715.00	48%
Travel-Tim		\$	1,500.00	\$	1,011.81	67%
Training - Dan		\$	2,000.00	\$	827.14	41%
Travel-Dan		\$	800.00	\$	31.50	4%
Training - Directors		\$	1,500.00	\$	315.00	21%
Meals - Directors		\$	3,000.00	\$	1,262.87	42%
Travel - Directors		\$	3,000.00	\$	2,122.93	71%

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04/08/25

Accrual Basis

Mountain Castles Soil & Water Conservation District Custom Transaction Detail Report

July 1, 2024 through April 8, 2025

Outstanding checks

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Jul 1, '24 - Apr 8, 25										
Check	08/12/2024	3662	Anne Jones	June-July mil	OPERATIONAL -			Travel/Mileage	-18 76	-18 76
Check	10/07/2024	3684	Anne Jones	Aug-Sept mil	OPERATIONAL -			Travel/Mileage	-18 76	-37 52
Check	11/12/2024	3691	Justin Brill	food reimbur	OPERATIONAL -			Outreach	-34 28	-71 80
Check	12/02/2024	3705	Anne Jones	PY25 Oct-No	OPERATIONAL -			Travel/Mileage	-37 52	-109 32
Check	02/06/2025	3724	Thomas Williamson	PY 25 Dec-J	OPERATIONAL -			Travel/Mileage	-15 40	-124 72
Check	02/06/2025	3726	Anne Jones	PY 25 Dec-J	OPERATIONAL -			Travel/Mileage	-39 20	-163 92
Check	03/12/2025	244	Elizabeth G. Poff	45-25-0048	TMDL - Bank of Bo			TMDL Cost S	-225 60	-388 92
Check	03/12/2025	245	Tonscia R. Osborne	45-25-0042	TMDL - Bank of Bo			TMDL Cost S	-6,250 00	-6,638 92
Check	03/12/2025	246	Aaron D. Beymer	45-25-0045	TMDL - Bank of Bo			TMDL Cost S	-175 00	-6,813 92
Check	03/12/2025	247	Amrit Baniya	45-25-0043	TMDL - Bank of Bo			TMDL Cost S	-2,725 00	-9,538 92
Check	03/12/2025	3736	Bank of Botetourt	Feb credit card	VISA - Bank of Bot			OPERATION	1,570 55	-7,968 37
Check	03/17/2025	3738	Emily Williams	Invoice 2025	OPERATIONAL -			VCAP TA	-867 86	-8,836 23
Check	03/24/2025	248	Tempral Newbill	45-25-0046	TMDL - Bank of Bo			TMDL Cost S	-3,560 00	-12,396 23
Check	03/24/2025	1781	Cave Hill Dairy	45-25-0026	COST-SHARE - Fi			2025 OCB VA	-1,908 60	-14,304 83
Check	03/24/2025	1782	Flowing Spring Farm	45-25-0025	COST-SHARE - Fi			2025 CB VACS	-5,283 30	-19,588 13
Check	03/24/2025	1783	Glen Valley Farms	45-25-0029	COST-SHARE - Fi			2025 CB VACS	-7,625 60	-27,213 73
Check	03/24/2025	1784	Heck's Dairy	45-25-0018	COST-SHARE - Fi			2025 CB VACS	-2,990 80	-30,204 53
Check	03/24/2025	1785	Jason A. Martin	45-25-0019	COST-SHARE - Fi			2025 CB VACS	-3,351 00	-33,555 53
Check	03/24/2025	1786	Joe W. Martin	45-25-0005	COST-SHARE - Fi			2025 CB VACS	-1,465 80	-35,021 33
Check	03/24/2025	1789	Elizabeth K. Leffel	45-25-0017	COST-SHARE - Fi			2025 CB VACS	-562 40	-35,583 73
Check	03/24/2025	1788	E H Stevens Farm	45-25-0022	COST-SHARE - Fi			2025 CB VACS	-5,532 30	-41,116 03
Check	03/24/2025	1791	Orchard View Far	45-25-0012	COST-SHARE - Fi			2025 CB VACS	-1,767 00	-42,883 03
Check	03/27/2025	3741	Buchanan Town I	Invoice 2025-1	OPERATIONAL -			Outreach	-600 00	-43,483 03
Check	03/27/2025	3742	Treasurer of Craig	March payroll	OPERATIONAL -			-SPLIT-	-14,725 92	-58,208 95
Check	03/27/2025	3743	Jeff Henderson	Mileage reim	OPERATIONAL -			Travel/Mileage	-64 40	-58,273 35
Check	03/27/2025	3744	Preston Wickline	Mileage reim	OPERATIONAL -			Travel/Mileage	-46 90	-58,320 25
Check	03/27/2025	3745	Andrew Keffer	Mileage reim	OPERATIONAL -			Travel/Mileage	-116 20	-58,436 45
Check	03/27/2025	3746	Jason Williams	Mileage reim	OPERATIONAL -			Travel/Mileage	-71 40	-58,507 85
Check	03/27/2025	3747	Walter Nelson	Mileage reim	OPERATIONAL -			Travel/Mileage	-72 80	-58,580 65
Check	03/27/2025	3748	Michael Beahm	Mileage reim	OPERATIONAL -			Travel/Mileage	-24 50	-58,605 15
Check	03/27/2025	3749	Jeff Munsey	Mileage reim	OPERATIONAL -			Travel/Mileage	-21 70	-58,626 85
Check	03/27/2025	3750	Tasha Snaveley	Mileage reim	OPERATIONAL -			Travel/Mileage	-37 80	-58,664 65
Check	03/27/2025	3751	Anne Jones	Mileage reim	OPERATIONAL -			Travel/Mileage	-19 60	-58,684 25
Check	03/27/2025	3752	Tim Miller	Mileage reim	OPERATIONAL -			Travel/mileage	-362 60	-59,046 85
Check	04/01/2025	echeck	LJJH Property LLC		OPERATIONAL -			Office Rent	-750 00	-59,796 85
Check	04/08/2025	3753	A. Morton Thomas	Invoice #404	OPERATIONAL -			Dam Repair	-9,865 00	-69,661 85
Jul 1, '24 - Apr 8, 25									-69,661.85	-69,661.85



We work with the people who work the land.

Personnel Committee Minutes

Date of meeting: March 12, 2025

Location: Mountain Castles SWCD office in Bonsack, VA

Jeff Munsey called the meeting to order at 6:10 p.m.

Committee members in attendance: Michael Beahm, Anne Jones, Jeff Munsey

Not present: Jason Williams

The Mountain Castles SWCD Personnel Committee met to discuss employee evaluations for 2024-25 and to review exemption status for those employees with respect to FLSA.

The employee evaluations were reviewed by the committee and agreed to unanimously for recommendation to the MCSWCD Board. In the view of the Personnel Committee, both employees performed very well in 2024-25. The individual performance evaluations were shared with each employee after the main Board meeting.

After deliberation, the Personnel Committee members agreed that both employees should be classified as exempt under FLSA rules. However, consideration should be given to how many hours employees are working, and under what circumstances, with respect to compensatory time. These recommendations were presented to the full Board during the main meeting.

The committee meeting adjourned at 6:35 p.m.

Submitted by Jeff Munsey, Personnel Committee Chair

 8/18/25 4/9/25





Conservation Technician Report:

Board of Directors Meeting

April 9th, 2025

By: Daniel Naff, Conservation Technician

VACS Program

- **Conservation Plans for Approval**
 - **CP-45-25-0009**
 - For no-till drill tax credit
 - **CP-45-25-0010**
 - Linked with contract 45-25-0049
- **VACS Contracts for Approval**
 - **45-25-0049, Instance #651882 (SL-1)**
 - 10.38 acres of cornfield converted to grass for 5 years
 - Soil loss reduction of 2.7 tons/acre/year
 - Max CS: \$5,934.77
- **Extreme Act of Nature Change for Approval (pending DCR Approval)**
 - **45-22-0004, Instance #462669 (SL-6W)**
 - 255' of stream exclusion fencing to be replaced, 0.25 acres of riparian buffer added (no new buffer payment)
 - Old max CS: \$2,450.00
 - New max CS: \$2,030.00

Dams

- **Post Storm Debris Removal Update**
 - Waiting on Lawrence Narehood's equipment to get out of the shop
- **JC1 Rehab Updates**
 - FNI submitted new H&H report
 - Unable to meet on 4/8/25, plan to discuss next month
 - Funding is still frozen, so we cannot make payments yet
- **JC2 Road Post-Flood Repair**
 - DCR believes that a designed solution is necessary
 - Designed solution likely will involve armoring & grading
 - Waiting on Charles Wilson to give me direction

Training and Certifications

- Received DCR Certified Conservation Planner letter on 3/19/2025
- Completed EJAA review with Ben Chester on 4/4/2025 – approved for I&E, design, & construction for stream crossings

Misc. Updates

- Planning on being a counselor for Youth Conservation Camp July 13th – 19th @ Virginia Tech
- Professional goals for PY25
 - Increase my EJAA in at least 1 area
 - EJAA review on 4/4/2025

- Sell at least \$800,000.00 dollars in VACS practices in PY25
 - \$951,705.71 approved so far
- Complete my Conservation Planning Certification by December 2024
 - Received certification on 3/19/2025
- Lock down 1 waste storage practice for PY25
 - Roof runoff system I&E meeting scheduled for 4/25/25



We work with the people who work the land.

District Coordinator/Education Update Report:

Board of Directors Meeting

April 9, 2025

By: Tim Miller

General Update

- Attended minutes training webinar
- Co-hosted VCAP information session (with Blue Ridge SWCD) on March 18th at Green Ridge Rec Center in Roanoke
- Hosted Area I Spring Meeting on March 25th at the Wilson Warehouse in Buchanan
- Budget planning for PY26

Education & Outreach

Classroom programs

- 3/14 – Read Mountain MS 6th grade (EnviroScape); Reach: 70
- 3/19 – Troutville ES 2nd grade (seed dispersal); Reach: 42
- 3/21 – Cloverdale ES 2nd grade (seed dispersal); Reach: 41
- 3/31 – Troutville ES 4th grade (James River Study); Reach: 42
- 4/7 – Troutville ES 3rd grade (soils); Reach: 43

Outdoor programs

- 3/20 – Lord Botetourt HS ecology (Roaring Run); Reach: 20
- 4/9 – Central Academy MS (Fenwick Mines); Reach: 25

Upcoming Events

- ✓ 4/11 – CAMS 8th grade field trip @ Fenwick Mines
- ✓ 4/14-15 – RMMS 7th grade canoeing @ Oxbow Farm
- ✓ 4/16 – CAMS 7th grade canoeing @ Carvins Cove
- ✓ 4/17 – CAMS 6th grade field trip to Roanoke Cement
- ✓ 4/23-24 RMMS 6th grade field trip to Catawba Sustainability Center
- ✓ 4/29 – Area I Envirothon @ McCormick Farm
- ✓ 5/3 – Land Lab Field Day at Craig Co HS (NRCS soil arch)
- ✓ 5/7-8 CCMS canoeing @ Oxbow Farm
- ✓ 5/12 – CCMS 6th grade @ Fenwick Mines

April 2025 – Conservation District Coordinator (CDC) Report

Tad Williams; Conservation District Coordinator
DCR-Division of Soil and Water Conservation
tad.williams@dcr.virginia.gov | 540-414-1278

1) Administrative and Operational Items

- **Third Quarter Reports.** Are due to the CDC by April 15. Please make sure reports are accurate and on time and that the signed version of the report is submitted electronically on or before April 15. Remember that the quarterly report packet should contain an original signed Attachment E form, a profit and loss statement for January 1, 2025 thru March 31, 2025 and a cash balance report with an ending date of March 31, 2025. Also, please make sure that all payments and monthly interest transactions have been recorded in CAS. All approvals should also be in CAS by April 15.
- **Audit Reports** - The VA Soil and Water Conservation Board (VSWCB) met 03/19/25 to review information provided by the auditors. The General Management Letter will be sent to all 47 SWCDs soon. Please be sure to include that letter in a future board meeting packet and take the time to review. Adhere to the recommendations made within the letter to ensure that your SWCD is in good standing.
 - **Fine for Paying VA Sales Tax:** The VSWCB did fine SWCDs, at a flat rate fee of \$250, who were found during the recent audits to have paid VA sales tax. Be sure you are not paying VA sales tax.
- **FY26 Budget:** SWCD board approval by June 30.
- **FY26 Annual Plan of Work:** SWCD board approval by June 30.
- **FY27 Budget Template:** due to DCR by July 15.
- **Meeting Minutes follow-up:** Here is the link to the recorded training: <https://youtu.be/s-wok1T-kL8>
- **Committee Meetings:** As your SWCD schedules committee meetings to handle end-of-fiscal year items, please remember the following:
 - Make sure that committee meetings are held in accordance with the Freedom of Information Act. That means that all committee meetings, including Personnel Committee meetings, must be advertised to the public and minutes must be taken at each meeting.
 - Remember to reference the closed meeting guidelines in the event that the SWCD will be discussing subject matter that is recognized by the Code of Virginia to be exempt from FOIA (Reference FOIA Code §2.2-3711(A) for a complete list of closed meeting allowances).
 - A committee report should be presented to the board at the next appointed SWCD meeting.
 - Committee meeting minutes should be handled one of two ways:
 - Minutes should be approved by the committee at the next committee meeting; OR
 - Minutes should be approved by the full board at a regular board meeting if no committee meeting is scheduled for the near future.
 - Once approved by the committee or Board of Directors, committee meeting minutes should be signed by the committee chair. Per the grant agreement, committee meeting minutes must be submitted to the CDC

2) Ag and Cost-Share Items

- **CY 2025 Random Verifications (spot checks) and 25,26 & 27 EOL BMP Verifications:** Lists have been provided to SWCD staff. Over the summer/fall DCR will accompany the SWCD on the Random Verifications.
- **PY 2026 Secondary Considerations:** Require DCR approval. Must be submitted for review and approval on or before **06/30/25** to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. Please cc your CDC. Remember that if your SWCD chooses to lower the PY26 participant cap, you must document that in the Secondary Considerations.
- **PY 2026 Average Cost List:** requires local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and copy your CDC.
- **Conservation Plan Signature Page Reminder.** As conservation plans are approved, please remember to upload the plan's signature page into CAS promptly after receiving board approval and signature. Remember that the

board approval signature should be the last signature that goes on the signature page of the conservation plan and should be obtained at the time of plan approval. Also, please remember to document the date of board approval of the conservation

- **The requirement for districts to obligate 90% of cost share dollars no longer exists.** Any unobligated cost share funds, even if they have been disbursed will need to be returned to DCR with appropriate TA.
- **Cost-Share Obligations and Transfers.** If your SWCD is unable to obligate the cost-share funds provided and wishes to transfer funds to another SWCD, please let me know and I will work with Central Office to try and find a SWCD that can utilize some additional funds. Likewise, if your SWCD needs additional VACS funds, please let me know how much funding is needed. Remember that the BMPs serving as the basis for the additional funding request should be loaded in CAS at the time of the request. Please remember that all allocation transfers must include the transfer of a proportional amount (13%) of technical assistance funds. Please note that all transfers must be approved by both the giving and receiving SWCDs no later than June 15, 2025. Please recall that per the PY 2025 Cost-Share and Technical Assistance Policy, the return of VACS and TA funds to DCR is no longer an option.
- **TAC and PY27 VACS Program Recommendations:** DCR will convene a Technical Advisory Committee (TAC) to consider and recommend changes to the PY27 Virginia Agricultural Cost-Share (VACS) Program. **Suggestions for the TAC must be submitted to Sara Bottenfield, Agricultural Incentives Program Manager (sara.bottenfield@dcv.virginia.gov) no later than April 30, 2025.** Please submit your most critical items for the future of the VACS Program. Suggestions will be reviewed for eligibility and assigned to the appropriate TAC subcommittee or to DCR for consideration. Any suggestions that have been considered and tabled by the TAC within the past 3 years will not be eligible. Suggestions may be prioritized to manage workload and allow for thorough consideration.

- For Soil and Water Conservation Districts, state code [§ 62.1-44.119.3](#) now includes the following: *Each soil and water conservation district shall report to the Department of Conservation and Recreation recommendations for improving the disbursement of funding and for program efficiencies that would expedite disbursement of funds provided through the Virginia Natural Resources Commitment Fund established under § 10.1-2128.1. Include these recommendations with your TAC suggestion submissions.*
- Participants from last year's TAC & those who expressed interest in becoming participants will be contacted later to confirm participation. **If your district has not participated on the TAC before but would like to, contact Sara Bottenfield by 4/30.**

- **Carryovers:** Encourage VACS participants to complete their projects in time for payment prior to the end of the fiscal year to reduce carryovers into FY26. Keep in mind that only certain practices are eligible for carryover status. Districts should reference Pages II-42-II-46 of the *FY25 VACS Program Manual* for a list of practices eligible for carryover and an explanation of the carryover procedures. Practices approved in FY25 that are listed as "two-year completion date eligible" do not need formal board approval prior to the end of this FY. Other practices substantially under construction and eligible for carryover will need approval by SWCD boards prior to COB 06/30/25.

Carryover BMPs coming to the end of their third PY and not expected to be complete by 06/30/25 can only be carried over again with prior approval from DCR. Requests to carry over BMPs a 3rd time into a 4th PY must be submitted to Sara Bottenfield, Ag Incentives Program Manager, by May 15. For each practice requested, District staff will need to:

- Update the Carryover section of the Measurements tab by selecting 'Other (describe in BMP comments)' as one of the justifications and entering a comment on the General tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request in the comment.
- Send an email to Sara (sara.bottenfield@dcv.virginia.gov), copying your CDC, with the contract number, instance number, and justification. This can be in the body of the email or as an attachment, but if submitting requests for multiple practices please include them all in a single email.

The "Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY26" is available in Logi for assessing Carryovers.

3) DCR-DSWC News: Staffing Updates

- **Alex Hessler, Small Farms Nutrient Management Specialist:** Started 3/17/25. Email address is: alex.hessler@dcr.virginia.gov; Work Phone: 540-290-3602.
- **Vanessa Lewis, Conservation Training Specialist:** Started 3/25/25. Email address is: vanessa.lewis@dcr.virginia.gov;

Upcoming Training and Important Dates

- **April 16:** VSWCB Meeting, Drury Hotel; Richmond
- **April 17:** VASWCD Meeting, Drury Hotel; Richmond
- **April 29:** Area I Envirothon, McCormick Farm, Raphine, VA
- **April 30:** Area V Envirothon, Gentry Farm, Ringgold, VA
- **May/June:** VSWCB Meeting, Location TBD
- **May 7:** Overview of Nutrient Management Plans, 1:30pm;

Registration: https://us02web.zoom.us/meeting/register/c3Vu_pVDT0qP3nA8Du94tg.

cc: Blair Gordon, Soil and Water Conservation District Liaison
Sara Bottenfield, Agricultural Incentives Program Manager
Dr. Angela Ball, Western Area Manager

Electronically sent to SWCD offices 3/31/25.

BONSACK 2nd quarter summary

- What is your most notable accomplishment so far this FY?
 - Processed 28 EQIP/CSP applications for FY25
 - 7 have been pre-approved so far
 - 5 high tunnels and 2 CAP 106 FMPs
 - Currently managing 36 EQIP contracts totaling \$2,351,854 in obligated cost assistance
 - \$1,170,289 of that assistance has been paid out
 - 7 of those are preapproved applications from FY2025
 - RCs include High Tunnels, Wildlife, Cattle Exclusion, Animal Waste
 - Managing 18 CSP contracts totaling \$1,145,399 in obligated cost assistance
 - \$213,061 of that assistance has been paid out
 - No active farm bill contacts have expired
- How are you supporting our agency goals in FY25?
 - Currently have new program applications and existing contracts in all available farm bill programs
 - CRP, EQIP and CSP-all variations
 - Assisted local partners like SWCD and VADOF in the promotion of their programs alongside ours on approximately 9 different site visits so far in Quarters 1 & 2 in FY25
 - Independently conducted 6 technical assistance Quarters 1 & 2 in FY25
 - Processing all 1026s within 30 days or less on average
 - 4 1026s received and processed
- What do you hope to achieve before our next performance review?
 - All preapproved farm bill applications taken to contract and obligated within 60 days of preapproval
 - Address all contracts expiring contracts for calendar year 2025
 - Attend at least one summer grazing event and promote NRCS programs and TA
 - Ex: SWCD pasture walk, VCE field days, etc.
 - Reach at least 10 new clients
 - Service as much TA requests intermittent with workload as possible
 - Try to reach more of the small farm community with initiatives like HT or transitioning-to-organic
 - Increase HU clients in these areas
- Under each Element in Your Plan Highlight Top 3 Accomplishments
 - **ELEMENT #1 - Mission Results-Oriented (Supervisory)**
 - Currently managing 54 farm bill contracts for \$3,497,253 in obligated financial assistance
 - Signed up participants in all core resource concern areas in EQIP FY25
 - All FY25 applications have met eligibility and ranking deadlines
 - **ELEMENT #2 – Leadership and Supervision**
 - Conducted 2nd quarter performance review via teams and email with time for feedback on supervisor and obtained personal write-up for each employee regarding their accomplishments
 - Reviewed EJAA and ESJAA charts with employees
 - Reviewed all EEO and Ethics policy with employees
 - **ELEMENT #3 – Customer Experience (Supervisory)**
 - Attended FSA emergency partners committee meeting regarding storm damage relief
 - 9 site visits conducted with 2 or more conservation partners, 2 of which were HU clients
 - Attended Area I SWCD spring meeting in Buchanan, VA to support MCSWCD
 - **ELEMENT #4 - Program Delivery**
 - Processed 28 EQIP/CSP applications for FY25
 - 7 EQIP applications preapproved and taken to contract so far in QTR. 1 & 2
 - Currently managing 54 contracts totaling \$3,497,253 in obligated cost assistance

IRCS Bonsack - FY2025					1st Quarter (Oct to Dec)	2nd Quarter (Jan to March)	3rd Quarter (April to June)	4th Quarter (July to Sept)	Total
o. of 2023 planned practices					NA	31			
o. of 2024 planned practices					NA	77			
o. of 2025 planned practices					NA	211			
o. of contracts set to expire by 12/31/2025					NA	5			
o. of ECP applications received					0	0	0	0	0
o. of EWP site visits made					0	0	0	0	0
Contract Reviews completed					0	31	0	0	31
o. of mods submitted					5	2	0	0	7
o. of cancellations submitted					0	0	0	0	0
o. of terminations submitted					0	0	0	0	0
o. of Contract 153s submitted					1	1	0	0	2
o. of Advanced Payments you have pending					0	0	0	0	0
o. SWCD Meetings attended					3	3	0	0	6
o. of status reviews completed for CRP/CREP					0	0	0	0	0
o. of CREP/CRP applications received					0	0	0	0	0
o. of CREP/CRP plans developed					0	0	0	0	0
o. of outreach activities where you gave a presentation					0	0	0	0	0
o. of practices paid					58	9	0	0	67
Total amount Dollar Amount Paid					\$ 124,319.00	\$ 28,713.00	\$ -	\$ -	\$ 153,032.00
Total no. of applications received in FY 2025					28	0	0	0	28
o. of applications moved to contracts (FY2025)					0	7	0	0	7
o. of AD-1026 Hel determination requests received					4	0	0	0	4
o. of AD-1026 Wetland determination requests received					0	0	0	0	0

Chesapeake Bay Foundation Upper James April Report

April 8th and 9th, CBF staff will be hosting 2 volunteer replants at 2 landowner sites in the James River Buffer Program in Raphine, VA. These sites are seeing lower than average survival rates due to a variety of different reasons, so we will be replanting 250 trees total on both sites to help improve the survival rates of these buffers to make sure they grow into successful forested buffers.

- Registration Links for both dates below:
 - <https://events.cbf.org/verdantbuffer>
 - <https://events.cbf.org/sideoatsbuffer>

Submitted by Lindsay Spotts, Upper James River Watershed Field Technician

Chesapeake Bay Foundation

(c): 484-678-1071

Lspotts@cbf.org

