

**Mountain Castles Soil and Water Conservation District
Board of Directors Regular Monthly Meeting
May 14, 2025 – USDA Bonsack Service Center**

Jeff Henderson called the meeting to order at 7:15 pm with a quorum present.

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

Directors Absent: Andrew Keffer, Craig (elected)

Staff Present: Tim Miller
Dan Naff

Others Present: Tom Williamson (associate director)
Tad Williams, DCR
Derek Hancock, NRCS
Denny McCarthy, VDOF

Minutes

April minutes were approved by unanimous consent after a motion from Walter and a second by Jason.

Treasurer's Report

The treasurer's report included the profit and loss sheet, balance sheet, and a list of outstanding checks. The treasurer's report was approved by unanimous consent after a motion from Preston, second by Jason.

Other Business

- Minutes from the April meeting of the Education Committee were approved by unanimous consent after a motion by Preston and a second by Jason.
- The payroll line item of the PY26 budget was discussed. Walter moved to provide both Tim and Dan pay increases effective July 1, 2025. After a second by Preston, the board approved a pay increase for both employees by unanimous consent.
- The board reviewed the MOU with Virginia Cooperative Extension for participation in the Voluntary Ag BMP Survey. The board agreed to the terms of the MOU by unanimous consent after a motion by Jason and a second by Walter.
- The board discussed the request by Roanoke Cement for the long-term monitoring of their riparian buffer project to be transferred to Mountain Castles SWCD. After discussion, the board declined the request since it was outside the normal scope of district work.
- The board reviewed a donation request by the James River HS FFA to financially support students attending the State FFA Convention. Preston made a motion to donate \$500 to the James River FFA, second by Walter. The motion passed by unanimous consent.

319 Contracts

The following 319 contract was reviewed by the board:

- 45-25-0052; Instance #657063; RB-4; 50% CS; max cost share = \$5,200 (pending availability of funds and/or additional funding from VA DEQ)

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

VACS Program

The following cost share increase was reviewed by the board:

- 45-25-0034; Instance #631978 (SL-6W); new maximum cost share = \$256,272.50

The cost share increase was approved by unanimous consent after a motion by Jason, second by Preston.

The following third-year contracts were reviewed for carry-over:

- 45-24-0005
- 45-24-0012
- 45-24-0040
- 45-24-0051
- 45-24-0052
- 45-24-0053

The following fourth-year contract was reviewed for carry-over:

- 45-23-0024 (already approved by Sara Bottenfield)

Preston moved to approve all carry-over contracts, second by Jason. Motion was approved by unanimous consent.

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 shared planning for the Botetourt County Fair was underway; she also shared information about the establishment of the Extension Leadership Council
- VDOF – Denny shared updates on the drought, wildfire season, riparian buffers, and tax credits
- 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 8:25 p.m. by a motion from Walter, second by Preston.

Approved:



Jeff Henderson, Chair

Date:

6-26-25

Respectfully submitted/prepared by:



Tim Miller

Mountain Castles Soil & Water Conservation District Profit & Loss

05/14/25

Cash Basis

July 1, 2024 through May 14, 2025

	Jul 1, '24 - May 14, 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	32,149.50
TA & Ops	9,380.58
Total Tinker & Glade TMDL	41,530.08
Total FEDERAL SOURCES	663,161.67
LOCAL/OTHER SOURCES	
Outreach	900.00
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	13,585.11
Interest	
Operational -Bank of Fincastle	446.58
Savings - Bank of Fincastle	5.04
Interest - Other	46,874.95
Total Interest	47,326.57
Total Income	2,000,416.97
Gross Profit	2,000,416.97
Expense	
VCAP TA	3,410.01
Operations MCSWCD	
I. Employee Compensation	
Directors	
Education & Training	315.00

Mountain Castles Soil & Water Conservation District

Profit & Loss

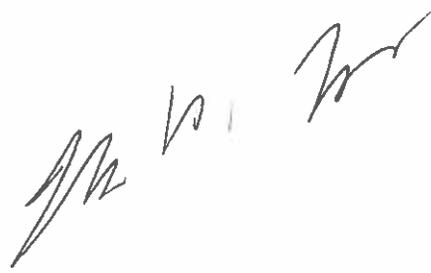
July 1, 2024 through May 14, 2025

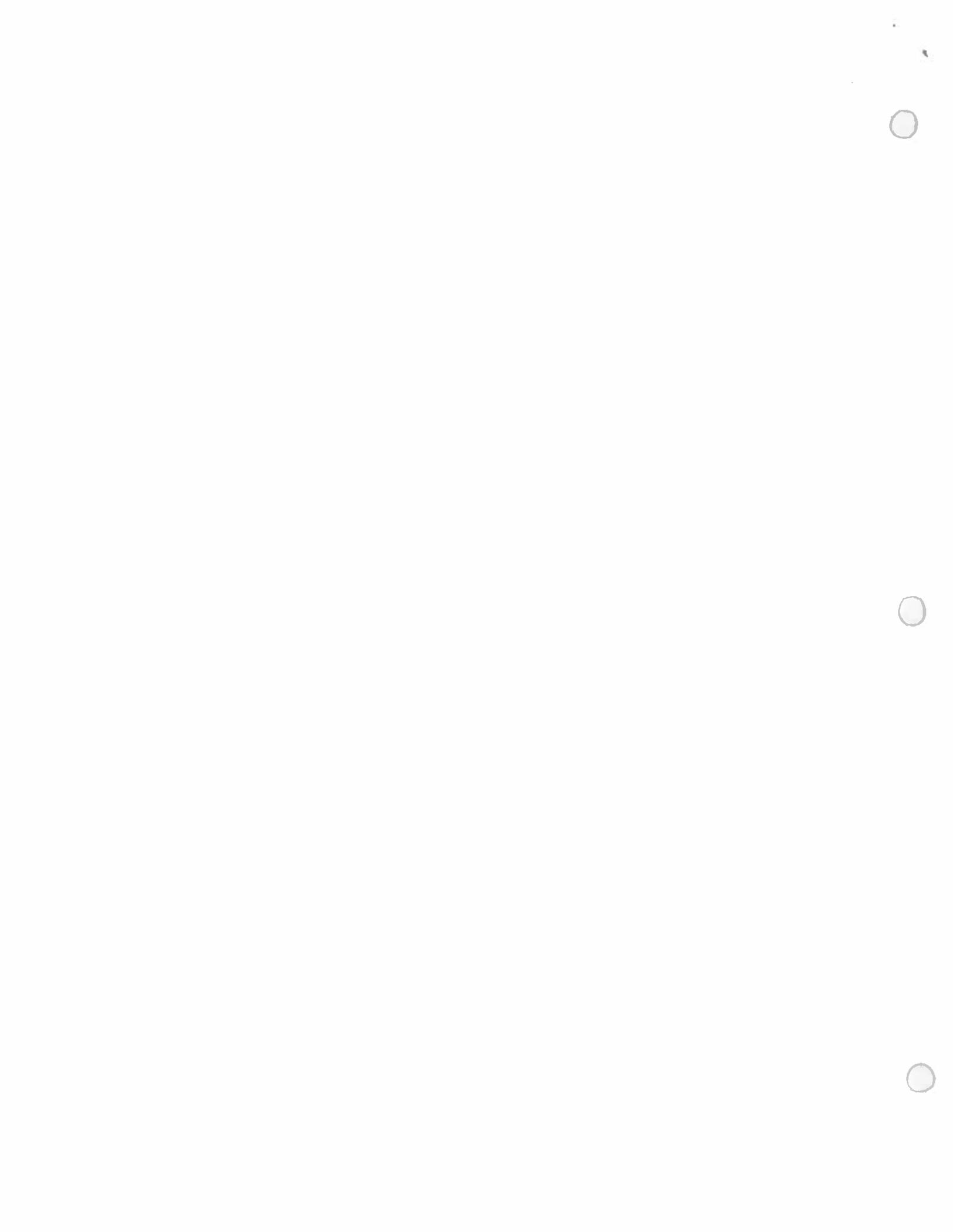
	Jul 1, '24 - May 14, 25
Meals/Expenses	1,481.58
Travel/Mileage	2,122.93
Total Directors	3,919.51
Education Coordinator	
Benefits	14,475.60
Education and Training	715.00
FICA	4,809.40
Travel/mileage	1,011.81
Salary	64,349.20
Total Education Coordinator	85,361.01
VNRCF TA - Conservation Tech	
Benefits Paid	14,282.60
Education & Training	827.14
FICA & Medicare	3,378.60
Salary	45,963.80
Travel/Mileage	31.50
Total VNRCF TA - Conservation Tech	64,483.64
Total I. Employee Compensation	153,764.16
II. Office Expenses	
Document shredding	141.95
Marketing Services	79.74
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)	2,173.01
Phones/Internet (Cox Business)	1,651.44
Computer programs & software	1,416.57
Office Rent	7,427.99
Postage	147.01
Office Equipment and Supplies	1,164.73
U.S. Cellular -VNRCF TA	784.92
Total II. Office Expenses	20,305.35
V. Education, Youth	
DCR MWEE	5,006.05
Classroom Resources	568.88
ATC Grant	1,974.98
Envirothon	94.14
MCSWCD Scholarships	5,167.64
MWEE	7,056.76
Total V. Education, Youth	19,868.45
VI. Education, Public	
UJRC&D Grant	868.37
Outreach	5,105.48
Total VI. Education, Public	5,973.85
IV. Field Expense & Equipment	
Equipment, Field	158.13
Total IV. Field Expense & Equipment	158.13
Vehicle	
Maintenance	768.13

Mountain Castles Soil & Water Conservation District Profit & Loss

July 1, 2024 through May 14, 2025

	Jul 1, '24 - May 14, 25
Fuel	1,117.06
Insurance - Vehicle	2,155.00
Total Vehicle	4,040.19
VII. Other Business Expenses	
Insurance	
Workmans Compensation	89.00
Total Insurance	89.00
Total VII. Other Business Expenses	89.00
Total Operations MCSWCD	204,199.13
DCR - Obligated Cost-share	
Cost Share Payments	
2023 CB CREP	31,101.25
2025 CB VACS Transfer to PY22	1,128.00
2025 OCB VACS	20,463.20
2025 CB VACS	189,446.74
2021 CB CREP	1,510.10
2024 CB VACS Bank Fees	6.00
2024 OCB VACS Bank Fees	3.00
2024 OCB VACS	90,776.64
2024 CB VACS	414,459.72
Total Cost Share Payments	748,894.65
Total DCR - Obligated Cost-share	748,894.65
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	16,634.04
Total Dam Maintenance	797,141.96
TMDL	
TMDL Cost Share	43,497.50
Total TMDL	43,497.50
Total Expense	1,979,113.42
Net Ordinary Income	21,303.55
Net Income	21,303.55





Mountain Castles Soil & Water Conservation District
Balance Sheet
 As of May 14, 2025

May 14, 25

ASSETS

Current Assets

Checking/Savings

COST-SHARE - First Bank	1,204,906.17
OPERATIONAL - First Bank	303,571.89
TMDL - Bank of Botetourt	13,192.78
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 1,671,131.26

Total Current Assets 1,671,131.26

TOTAL ASSETS 1,671,131.26

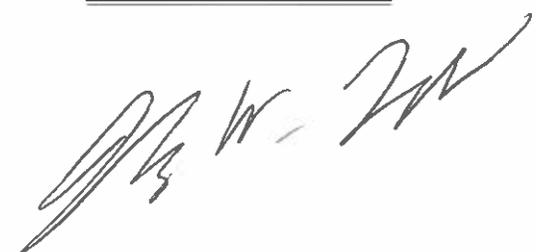
LIABILITIES & EQUITY

Equity

Opening Bal Equity	368,750.81
Retained Earnings	1,281,076.90
Net Income	21,303.55

Total Equity 1,671,131.26

TOTAL LIABILITIES & EQUITY 1,671,131.26





10:21 AM

05/14/25

Mountain Castles Soil & Water Conservation District

Not

Cleared Checks Reports

- Outstanding checks

July 2024 through April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Clr	Original Amount
Check	3662	08/12/2024	Anne Jones		OPERATIONAL - Fir...			-18.76
					Travel/Mileage	-18.76		18.76
TOTAL						-18.76		18.76
Check	3691	11/12/2024	Justin Brill		OPERATIONAL - Fir...			-34.28
					Outreach	-34.28		34.28
TOTAL						-34.28		34.28
Check	3724	02/06/2025	Thomas Williamson		OPERATIONAL - Fir...			-15.40
					Travel/Mileage	-15.40		15.40
TOTAL						-15.40		15.40
Check	3746	03/27/2025	Jason Williams		OPERATIONAL - Fir...			-71.40
					Travel/Mileage	-71.40		71.40
TOTAL						-71.40		71.40
Check	3748	03/27/2025	Michael Beahm		OPERATIONAL - Fir...			-24.50
					Travel/Mileage	-24.50		24.50
TOTAL						-24.50		24.50
Check	3750	03/27/2025	Tasha Snavelly		OPERATIONAL - Fir...			-37.80
					Travel/Mileage	-37.80		37.80
TOTAL						-37.80		37.80
Check	3751	03/27/2025	Anne Jones		OPERATIONAL - Fir...			-19.60
					Travel/Mileage	-19.60		19.60
TOTAL						-19.60		19.60
Check	3755	04/16/2025	Camp Bethel		OPERATIONAL - Fir...			-4,144.00
					MWEE	-2,561.76		2,561.76
					Outreach	-1,582.24		1,582.24
TOTAL						-4,144.00		4,144.00

reissued 5/14/25

Filters applied on this Report:

Account: All bank accounts

Amount: <=0.00

Cleared: No

Date: Custom

Detail Level: Summary only

TransactionType: Check



We work with the people who work the land.

Education & Outreach Committee Minutes

Date of meeting: April 9, 2025

Location: Mountain Castles SWCD office in Bonsack, VA

Tara Williamson called the meeting to order at 6:30 p.m.

Committee members in attendance: Tara Williamson, Walter Nelson, Andrew Keffer, Anne Jones, Tasha Snavelly, Tim Miller

The Mountain Castles SWCD Education & Outreach Committee met to review scholarship applications.

One scholarship application had been submitted to the committee for review.

After reviewing the scholarship application, the committee members agreed to recommend that Brett Smith of Lord Botetourt High School receive the \$2,000 John and Hallie Seibel Memorial Scholarship. This recommendations was presented to the full Board during the main meeting.

The committee meeting adjourned at 6:50 p.m.

Submitted by Tim Miller

TM

W. N.
5/14/25



Conservation Technician Report:

Board of Directors Meeting

May 14th, 2025

By: Daniel Naff, Conservation Technician

VACS Program

- **Cost-share Increase for Approval**
 - **45-25-0034, Instance #631978 (SL-6W)**
 - Engineering recommends replacing 3,700' of 25+ year-old 1" line with 2" line to account for friction loss and ensure system longevity
 - New max CS: \$256,272.50
- **Carry-overs for Approval**
 - **Third-year**
 - 45-24-0005
 - 45-24-0012
 - 45-24-0040
 - 45-24-0051
 - 45-24-0052
 - 45-24-0053
 - **Fourth-year (already approved by Sara Bottenfield)**
 - 45-23-0024

Dams

- Debris removal from February storms is now complete.
- JC1 Rehab Updates
 - Funding is unfrozen!
 - Meeting held 5/13/25
 - NRCS has issues with FNI's H&H report
 - Flood storage
 - Flood release levels
 - Watershed hydrology
- **Proposal for Approval – JC2 Spillway and Access Road Improvements**
 - Small Dam Repair Funding
 - Proposal from Schnabel to perform survey and design work to bridge the gap between our emergency repair and rehab
 - Topographic survey over the summer, followed by three proposed alternatives and a design and cost estimate for the selected alternative
- Held meeting with Larry Curfiss (Landowner of spillway/picnic shelter at JC2)
- Table Top Drill to be held at Johns Creek VFD on Saturday 5/17/25

Training and Certifications

- Attended virtual NRCS Grazing Practices training on 4/16/25
- Will be participating in YCC Counselor training on 5/20/25

Misc. Updates

- Helped Tim with field trip at Roanoke Cement on 4/17/25
- Helped with the Area I Envirothon on 4/29/25
- Professional goals for PY25
 - Increase my EJAA in at least 1 area
 - Approved for I&E, design, and construction for forded stream crossings
 - Sell at least \$800,000.00 dollars in VACS practices in PY25
 - \$982,376.96 approved so far
 - Complete my Conservation Planning Certification by December 2024
 - Received certification on 3/19/25
 - Lock down 1 waste storage practice for PY25
 - Roof runoff system I&E held 4/25/25
 - Producer's building was not yet eligible for practice



District Coordinator/Education Update Report:

Board of Directors Meeting

May 14, 2025

By: Tim Miller

We work with the people who work the land.

General Update

- Six VCAP site visits conducted by Emily this month
- Hosted Area I Envirothon on April 29th at McCormick Farm (10 teams attended, including one from Lord Botetourt HS)
- Budget planning for PY26

Education & Outreach

Classroom programs

- 4/22 – Troutville ES 2nd grade (color and camo); Reach: 42
- 4/22 – Eagle Rock ES 2nd grade (color and camo): Reach: 18
- 5/9 – Craig Co MS 6th grade (field trip prep): Reach: 38
- 5/14 – Troutville ES 3rd grade (soil expert patch): Reach: 43

Outdoor programs

- 4/14-15 – Read Mountain MS 7^h grade canoeing @ Oxbow Farm; Reach: 98
- 4/16 – Central Academy MS 7th grade canoeing @ Carvins Cove; Reach: 50
- 4/17 – Central Academy MS 6th grade field experience @ Roa Cement Farm; Reach: 60
- 4/23-4/24 – Read Mountain MS 6th grade field experience @ Catawba Sustainability Center; Reach: 175
- 4/29 – Area I Envirothon @ McCormick Farm; Reach: 60
- 5/7-8 Craig County MS canoeing @ Oxbow Farm; Reach: 60

Festivals

- 4/26 – Fincastle Earth Day @ Fincastle Library (native plants & VCAP)
- 5/3 – Land Lab Festival @ Craig County HS (NRCS soil arch)

Upcoming Events

- ✓ 5/16 – Lord Botetourt HS Senior Awards Assembly (Tara to present district scholarship)
- ✓ 5/19 – Craig Co MS 6th grade @ Fenwick Mines
- ✓ 6/2 – Rain barrel workshop @ Eagle Rock Library
- ✓ 6/17-25 – Tim on vacation



1) Administrative and Operational Items

- **End of Fiscal Year 2025 Checklist (Attached Page 4-5):** As we enter the 4th quarter of FY 2025, I encourage you to reference the attached checklist, which has been prepared to assist SWCDs ensure that they have satisfactorily completed many of the deliverables in the FY25 Grant Agreements.
- **SWCD Director and Admin/Manager Financial Training.** Will be held on June 6, 2025 from 9:30AM until 3:00PM at Randolph-Macon College in Ashland, VA. Sarah Adams has been confirmed as a speaker and will be discussing audit pitfalls that can occur with journal entries, voided checks, bank reconciliations and changes in liabilities, and how to appropriately handle these items in QuickBooks. There will also be an Attachment D Budget Template Q/A session and a grant writing workshop. This training will be in-person only with no virtual attendance option available.
- **Meeting Minutes Follow Up Training, May 29th @ 10 am:** You've heard the basic expectations of Robert's Rules of Order for meeting minutes, now come learn in greater detail the meeting minutes requirements for FOIA, how to properly document going into and coming out of closed meeting, documenting BMP/RMP/CP approvals, and more. Join the FOIA Council, the OAG, and DCR on the webinar! No registration required, just click the link to join: [Join the meeting now](#). This training is not a DCR requirement.
- **Audit Reports** - The Audit General Management Letter was sent to all districts on 3/26 by Blair Gordon. If this letter was not discussed at the April 2025 board meeting, then it should be discussed at the May 2025 board meeting.
- **FY27 Budget Template or Attachment D:** due to DCR by July 15.

2) Ag and Cost Share Items

- **PY 2026 VACS Program Updates Sessions:** Virtual with two identical sessions scheduled for **Thursday, June 12; 1:00 PM-4:00 PM** and **Tuesday, June 17; 9:00 AM-12:00 noon**. All technical staff must attend one of the two sessions in order for the SWCD to receive full credit for the related grant agreement deliverable.
- **Reallocation of Cost-Share to SWCDs.** There will be a reallocation of cost-share funds in the OCB area. The VSWCB will be reviewing funding availability and a listing of eligible projects at its May 28 meeting. Funds will be disbursed in FY26. If your SWCD has projects that it cannot fund due to an insufficient level of VACS funds, please ensure that the following is in CAS for each eligible application no later than **May 9, 2025**: Projects are in PY 2025 CAS with a status of *Cancelled* (when selecting the status of *Cancelled*, please make sure that the "Cancellation Reason" selected is *Lack of Funding*).
 - The appropriate measurements are filled in for the instance on the "Measurements" tab.
 - The "Programs" tab reflects appropriate information in the "Estimated/Requested Cost-Share Payments" section and that "2025 OCB VACS" is selected as the funding source for the request.
- **Please ensure that when participants self-install any portion of a BMP that the participant provides receipts for all materials purchased by the participant for the installation of the BMP component(s).** An invoice from the participant that simply lists materials and their respective cost(s) as purchased by the participant is not acceptable.
- **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. If you delay submission your board may not approve PY26 cost share contracts until after DCR approves your 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. Don't forget to include a good and implementable contingency clause.
- **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.
- **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@dcr.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.

VCAP: The VASWCD will convene both a VCAP Steering Committee and a VCAP Technical Advisory Committee to discuss and propose revisions to the Virginia Conservation Assistance Program (VCAP) for PY27. Please respond to the Feedback Survey with ideas and suggestions. Suggestions may be prioritized to manage workload and allow for thorough consideration. It will take approximately 10 minutes to complete **VCAP Program Year 2027 Feedback Survey:** <https://forms.gle/8NmxgT57Gw2LJjvW8> it is due no later than Friday, May 30 at 5:00 PM.

Upcoming Training and Important Dates

- **April 30:** All approvals must be in CAS by COB to be considered for disbursement if a disbursement is needed in May. Disbursement reports will be pulled on May 1, 2025.
- **May 7:** Overview of Nutrient Management Plans, 1:30pm;
Registration: https://us02web.zoom.us/meeting/register/c3Vu_pVDT0gP3nA8Du94tg.
- **May 14, 2025:** VASWCD Education Foundation Golf Tournament at 10:00AM at the Hollows Golf Course in Montpelier, VA.
- **May 15, 2025:** Deadline for submitting fourth year carryover requests to Sara Bottenfield (cc the CDC on requests).
- **May 18-19, 2025:** State Envirothon Competition at the University of Mary Washington in Fredericksburg, VA.
- **May 21:** Perennial Stream ID Course from 8:00AM-4:30PM in Charlottesville, VA.
- **May 28:** VSWCB Meeting, VA Farm Bureau building in Goochland
- **May 30, 2025:** All approvals must be in CAS by COB to be considered for disbursement if disbursement is needed in June. Disbursement reports will be pulled on June 1, 2025.
- **June 6, 2025:** SWCD Director and Admin/Manager Financial Training from 9:30AM until 3:00PM at Randolph-Macon College in Ashland, VA. Registration is available through the VASWCD.
- **June 12, 2025:** PY 2026 VACS Updates Session from 1:00PM until 4:00PM (virtual).

- **June 15, 2025:** All transfers of cost-share and technical assistance funds between SWCDs must be complete.
- **June 17, 2025:** PY 2026 VACS Updates Session from 9:00AM until 12:00PM (virtual).
- **July 15, 2025:** Fourth Quarter Reports and EOY and Carryover Reports are due to the CDC.
- **July 15, 2025:** PY 2027 Attachment D Budget Template is due to DCR.
- **July 30, 2025:** Deadline for resolution of all QAQC issues.
- **August 19-21, 2025:** Graves Mountain Training in Syria, VA.

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 4/28/25.

End of Fiscal Year 2025 Items: As the end of the fiscal year approaches, please be mindful that the following items must be completed, approved by SWCD boards, and recorded in the minutes by June 30, 2025, as per the grant agreements. Once documents are approved, please ensure that the new revision/approval date is included on the document. Except for Employee Performance Reviews, FLSA Position Description Tests, and Pay Action Approval Forms, you should send a copy of all items to the assigned CDC once they have received board approval. The CDC will not be able to call these items fulfilled on the assessment until they are both approved by the board and received. Remember, assessments will be conducted in July and August.

Year End Item	Notes
Review of FY 2024-2025 Annual Plan of Work & Current Strategic Plan (One review of each plan is required)	Review Only (In open board meeting; record in minutes)
Develop 2025-2029 Strategic Plan (If plan expires on or before June 30, 2025)	Board Approval Required
Develop FY 2025-2026 Annual Plan of Work	Board Approval Required
Employee Performance Evaluations (Minimum of 1 written review per year)	Keep on File at SWCD
Personnel Pay Action Approval Form (For any Salary Adjustments made; Salary Adjustments must be specifically noted in the SWCD minutes as well)	Keep on File at SWCD; *Salary Adjustments Require Board Approval
Personnel Policy (Please reference the <u>Personnel Resource Management Guide</u> as provided by the VASWCD while working through the personnel policy)	Board Approval Required
Employee Position Descriptions & Performance Expectations	Board Approval Required
FLSA Tests for Each Position Description (As per the <i>Desktop Procedures</i> , tests should be conducted a minimum of once every three years; however, within the three-year period, the current test on file should be reviewed any time there is a change in job duties or when salary adjustments are made.)	Keep on File at SWCD
Annual Review of SWCD Policies (Required policies include: Travel, Check Signing, & Purchasing, and where applicable, Vehicle Use, Credit Card, & Gift Card. Annual review also includes any additional policies that are not required but are unique to your SWCD such as computer usage policy, telework policy, policy for charging for FOIA requests, etc.) <i>* Note: The Desktop Procedures (Page 7) states that each SWCD should maintain a comprehensive manual of all SWCD policies; Recommend having a Policy Manual/Handbook (i.e. SWCD Operations Manual) with all the policies in one location.</i>	Board Approval Required, even if no changes are made to policies; Update revision date/ approval date on all documents
PY26 District Budget Final cost share amounts not yet available Admin/Operations Allocations and Base TA Allocations will remain level for PY26	Board Approval Required
Dedicated Reserve List (Unrestricted reserve funds exceeding 12 months of routine SWCD operating expenses must have a designated purpose)	Board Approval Required
PY 2026 Average Cost List (Please reference pages II-10 and II-11 of the PY25 VACS Program Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU)	Board Approval Required; Submit to Sara Bottenfield
PY 2026 Secondary Considerations (Please reference pages II-9 and II-10 of the PY25 VACS Program Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU).	Board Approval Required; Submit to Sara Bottenfield for approval

<p><i>Note- If your SWCD elects to utilize a cap that is lower than the VACS cap, please ensure that this is stated in the Secondary Considerations. Consider all implications of this decision very carefully.</i></p>	
<p>Desktop Procedures Review (1 Review/ Year Required)</p>	<p>Review in BOD Mtg or Finance Committee Mtg; Record review in minutes</p>
<p>FOIA Officer Training Completed (Training must be completed every two years based on the date of the last training taken by the FOIA Officer; Incumbent officers should check their most recent completion date)</p>	<p>Send Completion Certificate to CDC</p>
<p>Library of Virginia Records Retention Courses (5) Completed (Training must be completed every three years by the Records Officer; Incumbent officers should check their most recent completion date)</p>	<p>Send All 5 Completion Certificates to CDC</p>
<p>Compliance/ Resolution of Audit Findings (Provide written documentation of resolution of audit findings as well as controls that were put in place to prevent the issue in the future; <i>Ensure this documentation is recorded in the minutes</i>)</p>	<p>Report Completion of Requirement in Board Meeting Minutes & to CDC</p>
<p>Host at least one agricultural community outreach event during the year & Ensure VSU-Small Farm Outreach Program has been invited to participate (Event must meet <u>all</u> requirements listed in Attachment F of the Operations Grant Agreement.)</p>	<p>Send documentation of marketing efforts, email invitation to VSU regional & state SFOP representatives & agenda to CDC</p>
<p>Carryovers (Carryovers should be updated in the Ag BMP Tracking Module of CAS and the carryover list/ report should be generated from Logi for board approval and signature; just remember to allow for Logi to update overnight since changes made to an instance are not available instantaneously in Logi. If you need a Logi login, please contact Jen Edwards. Please refer to pages II-42 thru II-46 of the VACS Program Manual for more information on carryovers as well as handling of two-program year completion date practices.)</p>	<p>Board Approval Required; Board should be approving and signing the Logi carryover report and the Logi report should be attached to the minutes</p>

**** Please remember that committee meetings are public meetings and must be held in accordance with the Freedom of Information Act (Advertise, Take Minutes, Bring Minutes back to Full Board)***





BONSACK SERVICE CENTER REPORT SWCD Board Meeting

Program Updates:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 34 contracts totaling \$2,344,815.34 in obligated cost assistance
 - \$1,197,291.82 of that assistance has been paid out
- **Conservation Stewardship Program (CSP)**
 - Managing 18 contracts totaling \$1,145,399.72 in obligated cost assistance
 - \$213,061.72 of that assistance has been paid out
- **Agricultural Conservation Easement Program (ACEP)**
 - Currently managing one Wetland Reserve Program contract in Craig County on Sinking Creek.
 - Easement is being monitored annually for compliance.
 - Refer to annual monitoring report in NRCS archives.
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**
 - 4 active contracts in construction status
 - 2 in Craig 2 in Botetourt
 - 2 of 4 have had buffers planted
 - VADOF 7.8 provided to all clients
 - Checkout from VADOF completed on planted buffers
- **Conservation Technical Assistance**
 - Several technical assistance site visits made. All were to determine eligibility for cost assistance programs. Potential BMP, CREP and CSP projects may be a result of those visits.

BMP Projects/Partnership Activities

- Refer to SWCD staff reports for BMP activities.
- Continue to provide engineering support as resources are available.
- Always promote program and technical collaboration with SWCDs

Local Working Group/Public Meetings

- Local working group meeting will be held this April at Bonsack Service Center. Information to follow.

Outreach/Agency Activities/Events/ Important dates

TBD

Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days)

N/A

Earth Team Volunteer Program

- Nothing to report this month, but please encourage anyone you know who would benefit from volunteering with USDA, to contact District Conservationist Derek Hancock for more info.

VA NRCS Operational/Personnel Changes

- USDA-NRCS has no comment at this time on the new administration or its newly plans to streamline the federal government until further guidance has been given.
- No change in personnel status



Derek Hancock, District Conservationist

NATURAL RESOURCES CONSERVATION SERVICE
36 Executive Circle ♦ Roanoke, Virginia 24102
Phone: 540-795-3647 ♦ Fax: 855-714-4271
USDA is an equal opportunity provider, employer, and lender.

Chesapeake Bay Foundation Upper James May Report

- Join CBF staff at 3 locations on May 10th from 8am – 12pm for a Tree Giveaway to promote the James River Buffer program as well as the Shenandoah Ag Turnkey Program (flyers attached) and get a tree to plant, perfect for Mother's Day. Trees first come first serve – we have about 100 at each location.
- CBF staff will be attending the Upper and Middle James Riparian Consortium Steering Committee Meeting May 13th in Petersburg as well as the General Consortium meeting from 12pm-4pm.
 - Registration for the General Consortium Meeting:
<https://jamesriverconsortium.org/may-13th-consortium-meeting-at-the-appomattox-river-center-in-petersburg-va/>
- Staff are gearing up for buffer checks and maintenance on all riparian buffer sites in the James River Buffer Program as well as working with other partners (SWCD staff, NRCS, TU, etc) to get Ag BMPs completed on projects so buffers can be established on these properties in the Fall and next year.

Submitted by Lindsay Spotts, Upper James River Watershed Field Technician

Chesapeake Bay Foundation

(c): 484-678-1071

Lspotts@cbf.org

