



Mountain Castles Soil & Water Conservation District
Serving Botetourt & Craig Counties
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We work with the people who work the land.

Board of Directors Meeting Minutes
Thursday, June 26, 2025 – 7:00 p.m.
USDA Service Center, Bonsack

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

Directors Absent: none

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm, Treasurer
Evan Rasnake, FSA
Denny McCarthy, VDOF
Doug Morris, VDOF

Quorum: Jeff Henderson called the meeting to order at 7:15 pm. Quorum was established.

Minutes: Minutes from the May 14, 2025, board meeting were reviewed. Preston Wickline moved to approve the minutes as presented. Second by Jason Williams. Motion approved by unanimous consent.

Treasurer's Report: Jason Williams moved to accept the attached report; second by Walter Nelson, motion approved by unanimous consent.

Other Business

- The PY26 cost share and operational grant agreements from DCR were reviewed. Jason Williams moved to approve both grant agreements. Second by Walter Nelson, motion approved by unanimous consent.
- The minutes from the April 9, 2025, and May 14, 2025, Budget/Finance Committee meetings were reviewed. Jason Williams moved to approve both sets of minutes. Second by Walter Nelson, motion approved by unanimous consent.
- The PY26 budget was reviewed. Preston Wickline moved to approve the budget as presented. Second by Jason Williams, motion approved by unanimous consent.
- The PY26 Annual Plan of Work was reviewed. Jason Williams moved to approve the Annual Plan of Work. Second by Andrew Keffer, motion passed unanimously.
- The "Attachment D" budget template was reviewed. Walter Nelson moved to approve the budget template as presented. Second by Jason Williams, motion passed unanimously.
- Walter Nelson moved to appoint Jeff Henderson to approve any last-minute end-of-program-year business. Second by Jason Williams, motion passed unanimously.
- Daniel Naff presented design alternatives for the Johns Creek #1 Dam Rehabilitation. Discussion. Jason Williams moved to accept the design alternative proposed by Freese & Nichols, Inc. instead of the NRCS Plan EA. Second by Andrew Keffer, motion passed by unanimous consent.

319 Contracts

The following 319 contracts were reviewed:

- 45-25-0040; instance #657538; RB-5; 50% CS; max cost share = \$15,750 (pending availability of funds and/or additional funding from VA DEQ); replaces instance #648257
- 45-25-0053; instance #658150; RB-4; 75% CS; max CS = \$9,375 (pending additional 319 funds from VA DEQ)

Walter Nelson moved to approve all 319 contracts pending funding from VA DEQ . Second by Jason Williams, motion passed by unanimous consent.

The following 319 contracts were reviewed for carry-over into PY26:

- 45-25-0040; instance #657538
- 45-25-0052; instance #657063
- 45-25-0053; instance #658150

Jason Williams moved to approve all 319 contract carry-overs. Second by Preston Wickline, motion passed unanimously.

VACS Program

VACS secondary considerations and revised average cost list for PY26 were reviewed. Discussion. Preston Wickline made a motion to approve the secondary considerations and the PY26 average cost list. Second by Jason Williams, motion passed unanimously.

The following cost share increase was reviewed:

- 45-25-0003; Instance #590487 (SL-6W); new maximum cost share = \$79,433.00

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

The following tax credits were reviewed:

- 45-22-0022; instance #468187 (SL-6N); out-of-pocket expense: \$4,046.46; tax credit: \$1,011.62
- 45-25-0049; instance #651882 (SL-1); out-of-pocket expense: \$2,458.93; tax credit: \$614.73

Walter Nelson moved to approve all tax credits, second by Jason Williams. 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** – written report provided by Tad Williams – received and placed on file (see full report)
- **VCE** - Anne provided updates on the Botetourt Co Fair, the upcoming feeder cattle sale, and the voluntary Ag BMP survey
- **VDOF** – Denny McCarthy shared updates on the drought and a new cull tree removal practice from VDOF. He introduced Doug Morris and shared timber harvest statistics for Botetourt and Craig.
- **NRCS** – written report provided by Derek Hancock – received and placed on file (see full report)
- **FSA** – Evan Rasnake provided updates related to spring crop reporting and County Committee nominations and provided crop insurance reminders
- **CBF** – written provided by Lindsay Spotts – received and placed on file (see full report)

The meeting adjourned at 8:15 p.m. with a motion from Walter Nelson, second by Andrew Keffer.

Approved:



Jeff Henderson, Chair

Date: 8/13/25

Respectfully submitted/prepared by:



Tim Miller



Mountain Castles Soil & Water Conservation District Profit & Loss

July 1, 2024 through June 26, 2025

Jul 1, '24 - Jun 26, 25

Ordinary Income/Expense		
Income		
OPERATIONS		
DCR Operational Funds		
DCR Allocation for Operations	144,547.00	
VNRFC Base and TA Funds	165,186.92	
Total DCR Operational Funds		309,733.92
FY Dam Maintenance		
Small Dam Repair	159,741.83	
FY Dam Maintenance - Other	18,000.00	
Total FY Dam Maintenance		177,741.83
Cost Share		
25 CB VACS transfer to PY20	6,081.25	
25 CB VACS transfer to PY22	2,450.00	
2025 CB CREP	26,699.26	
2025 OCB VACS	246,184.20	
2025 CB VACS	696,357.16	
2024 OCB VACS	5,141.04	
PY21 CREP	582.20	
Total Cost Share		983,495.11
Total OPERATIONS		1,470,970.86
FEDERAL SOURCES		
NRCS Dam Rehab Agreement	693,503.80	
Tinker & Glade TMDL		
Construction Cost Share	32,149.50	
TA & Ops	9,380.58	
Total Tinker & Glade TMDL		41,530.08
Total FEDERAL SOURCES		735,033.88
LOCAL/OTHER SOURCES		
DCR MWEE	6,191.58	
Outreach	900.00	
UJRC&D Grant	621.61	
VASWCD		
MVP Cost Share	6,400.00	
MWEE Grant	8,400.00	
Total VASWCD		14,800.00
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		28,176.69
Interest		
Operational -Bank of Fincastle	491.80	
Savings - Bank of Fincastle	5.04	
Interest - Other	51,769.53	
Total Interest		52,266.37
Total Income		2,286,447.80
Gross Profit		2,286,447.80
Expense		
VCAP TA		5,005.83

Mountain Castles Soil & Water Conservation District Profit & Loss

July 1, 2024 through June 26, 2025

Jul 1, '24 - Jun 26, 25

Operations MCSWCD	
I. Employee Compensation	
Directors	
Education & Training	315.00
Meals/Expenses	1,943.28
Travel/Mileage	2,610.83
	4,869.11
Total Directors	4,869.11
Education Coordinator	
Benefits	15,923.16
Education and Training	951.60
FICA	5,290.34
Travel/mileage	1,508.81
Salary	70,784.12
	94,458.03
Total Education Coordinator	94,458.03
VNRCF TA - Conservation Tech	
Benefits Paid	15,710.86
Education & Training	827.14
FICA & Medicare	3,716.46
Salary	50,560.18
Travel/Mileage	31.50
	70,846.14
Total VNRCF TA - Conservation Tech	70,846.14
District Coordinator	
Education & Training	40.00
	40.00
Total District Coordinator	40.00
	170,213.28
Total I. Employee Compensation	170,213.28
II. Office Expenses	
Document shredding	141.95
Marketing Services	79.74
Accounting Services	715.00
Team Building	247.08
Membership Dues, Various Org	
NACD Dues	775.00
VASCWD Support Services	3,592.00
Membership Dues, Various Org - Other	138.00
	4,505.00
Total Membership Dues, Various Org	4,505.00
Xerox Lease (ESI)	2,616.63
Phones/Internet (Cox Business)	1,961.57
Computer programs & software	1,646.91
Office Rent	8,177.99
Postage	148.30
Office Equipment and Supplies	1,223.20
U.S. Cellular -VNRCF TA	940.67
	22,404.04
Total II. Office Expenses	22,404.04
V. Education, Youth	
DCR MWEE	6,158.86
Classroom Resources	763.57
ATC Grant	1,974.98
Envirothon	94.14
MCSWCD Scholarships	7,667.64
MWEE	7,056.76
	23,715.95
Total V. Education, Youth	23,715.95
VI. Education, Public	
UJRC&D Grant	868.37
Outreach	5,745.07
	6,613.44

Mountain Castles Soil & Water Conservation District Profit & Loss

July 1, 2024 through June 26, 2025

	Jul 1, '24 - Jun 26, 25
Total VI. Education, Public	6,613.44
IV. Field Expense & Equipment	
Equipment, Field	847.47
Total IV. Field Expense & Equipment	847.47
Vehicle	
Maintenance	1,542.92
Fuel	1,413.66
Insurance - Vehicle	2,155.00
Total Vehicle	5,111.58
VII. Other Business Expenses	
Insurance	
General Liability	150.00
Workmans Compensation	551.00
Total Insurance	701.00
Total VII. Other Business Expenses	701.00
Total Operations MCSWCD	229,606.76
DCR - Obligated Cost-share	
Cost Share Payments	
2023 CB CREP	46,946.75
2025 CB VACS Transfer to PY22	1,128.00
2025 OCB VACS	20,463.20
2025 CB VACS	221,267.51
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
2022 - CB VACS	24,099.49
Total Cost Share Payments	820,660.41
Total DCR - Obligated Cost-share	820,660.41
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	160,876.33
NRCS Dam Rehab	621,631.59
Dam Maintenance - Other	16,717.36
Total Dam Maintenance	799,225.28
TMDL	
TMDL Cost Share	55,997.50
Total TMDL	55,997.50
Total Expense	2,092,465.95
Net Ordinary Income	193,981.85
Net Income	193,981.85

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Mountain Castles Soil & Water Conservation District

Balance Sheet

As of June 26, 2025

	<u>Jun 26, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,306,950.26
OPERATIONAL - First Bank	386,706.10
TMDL - Bank of Botetourt	692.78
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	1,843,809.56
Total Current Assets	1,843,809.56
TOTAL ASSETS	1,843,809.56
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,281,076.90
Net Income	193,981.85
Total Equity	1,843,809.56
TOTAL LIABILITIES & EQUITY	1,843,809.56

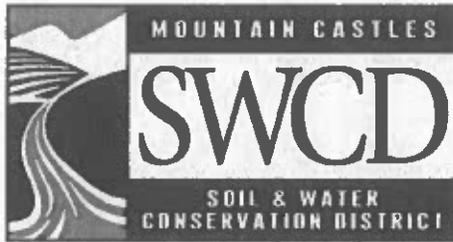
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Mountain Castles Soil & Water Conservation District Outstanding Check Report July 2024 through May 2025

Type	Date	Num	Name	Memo	Account	Class	Cir	Split	Amount
Check	08/12/2024	3067	Anne Jones	June-July mil...	OPERATIONAL - Fir...			Travel/Mileage	-18.76
Check	11/12/2024	3097	Justin Brill	food reimburs...	OPERATIONAL - Fir...			Outreach	-34.28
Check	02/06/2025	3724	Thomas Williamson	PY 25 Dec-Ja...	OPERATIONAL - Fir...			Travel/Mileage	-15.40
Check	03/27/2025	3751	Anne Jones	Mileage reimp...	OPERATIONAL - Fir...			Travel/Mileage	-19.60
Check	05/06/2025	1794	Ronald Bennett	45-25-0028; i...	COST-SHARE - Fir...			2025 CB VACS	-5,313.60
Check	05/06/2025	1799	Flying H. Farms, LLC	45-25-0021; i...	COST-SHARE - Fir...			2025 CB VACS	-17,447.00
Check	05/12/2025	3759	Camp Bethel	YOC20250507	OPERATIONAL - Fir...			DCR MWEE	-1,980.00
Check	05/14/2025	1801	James E. Huffman	45-23-0048; l...	COST-SHARE - Fir...			2023 CB CREP	-31,101.25
Check	05/16/2025	3763	Washington and Lee	Brett Smith sc...	OPERATIONAL - Fir...			MCSWCD Sch...	-2,000.00
Check	05/20/2025	3765	VASWCD Education...	Admin & Dire...	OPERATIONAL - Fir...			Education & Tr...	-40.00
Check	05/29/2025	252	Stephanie Sparks	#45-25-0047; ...	TMDL - Bank of Bot...			TMDL Cost Sh...	-6,250.00
Check	05/29/2025	1803	John W. Rader	45-25-0037; l...	COST-SHARE - Fir...			2025 CB VACS	-19,328.00
Check	05/29/2025	3766	Emily Williams	Invoice 2025-4	OPERATIONAL - Fir...			VCAP TA	-1,595.82
Check	05/29/2025	3767	Virginia Farm Burea...	WC 6095984	OPERATIONAL - Fir...			Workmans Co...	-462.00
Check	05/30/2025	3768	Hannabass & Rowe	balance of inv...	OPERATIONAL - Fir...			Maintenance	-686.36
Check	05/30/2025	3769	Schnabel Engineerin...	Project 24210...	OPERATIONAL - Fir...			Dam Repair	-2,000.00
									-88,292.07

Jul '24 - May 25



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Budget & Finance Committee Minutes

Date of meeting: April 9, 2025

Location: Mountain Castles SWCD office in Bonsack, VA

Jeff Henderson called the meeting to order at 6:05 p.m.

Committee members in attendance: Jeff Henderson, Preston Wickline, Jason Williams, Tasha Snavelly, and Tim Miller

The Mountain Castles SWCD Budget & Finance Committee met to discuss the preliminary PY 2026 budget.

The committee reviewed estimated income and expenses for PY26, including payroll expenses. The committee discussed the need for a new part-time employee to assist Dan. The use of "carry-over" income from previous years was discussed.

Tim discussed the possibility of sharing an additional employee with the Roanoke Valley – Alleghany Regional Commission for the last two quarters of PY26 to help with education programs, especially spring field trips.

Jeff H. asked that a raise be factored in for both Tim and Dan to start in July, in addition to the expected cost of living increase instituted by the state and Craig County.

The committee plans meet again on May 14th to review updates.

The committee meeting adjourned at 6:30 p.m.

Submitted by Tim Miller



We work with the people who work the land.

Budget & Finance Committee Minutes

Date of meeting: May 14, 2025

Location: Mountain Castles SWCD office in Bonsack, VA

Jeff Henderson called the meeting to order at 7:00 p.m.

Committee members in attendance: Jeff Henderson, Preston Wickline, Jason Williams, and Tim Miller

The Mountain Castles SWCD Budget & Finance Committee met to discuss the payroll line item in the PY 2026 budget.

The Committee reviewed the draft PY26 budget and discussed the possibility of pay increases for both Tim and Dan. An additional pay increase was discussed for Dan, based on his obtaining Conservation Planner Certification.

The Committee decided to put the employee pay increase before the full board without a Committee recommendation.

The committee meeting adjourned at 7:10 p.m.

Submitted by Tim Miller

A handwritten signature in black ink, appearing to read "Tim Miller", written over the printed name.

Mountain Castles Soil & Water Conservation District

FY 26 Budget

Approved 6/26/25

NEW INCOME FY26

NEW INCOME

Operational Grant	\$	144,547.00
Dam Maintenance	\$	18,000.00
County Support Funding	\$	8,000.00
VNRCF Base TA	\$	38,660.00
VNRCF Cost Share TA	\$	98,750.00
TMDL TA	\$	4,000.00
RC&D Grant	\$	1,200.00
Total Admin & Ops Support	\$	313,157.00
Total Small Dam Repair (State Sources)		
NRCS Johns Creek #1 Rehabilitation (Federal Sources)		
2026- CB VACS (CB) (100%)	\$	1,933,899.00
2026 - OCB VACS (OCB) (100%)	\$	333,809.00
Total Cost Share	\$	2,267,708.00
FY26 New Income	\$	2,580,865.00

CARRYOVER FUNDS

CARRYOVER

State Sources

DCR Operating Funds	\$	80,000.00
Dam Maintenance	\$	60,000.00
VNRCF - T/A	\$	110,000.00
VCAP TA	\$	1,700.00
Rest. Fund MWEE Grant	\$	8,400.00
RC&D Grant	\$	522.86
Envirothon Grant	\$	951.82
Total Operational Carryover	\$	261,574.68

Small Dam Repair (State Sources)

\$ 495.64

NRCS Dam #1 Rehab Funding (Federal Sources)

\$ 1,990.00

Local/Other Sources

Local Government	\$	7,341.67
ATC Grant	\$	3,656.34
Total Local/Other Sources	\$	10,998.01

Savings Account (First Bank)	\$	13,428.52
CD - new vehicle (Bank of Botetourt)	\$	46,930.10
CD - Education program (Bank of Botetourt)	\$	46,930.10
CD - Personnel (Bank of Botetourt)	\$	50,173.50
Total CDs and Savings	\$	157,462.22

Total Local Sources and CDs \$ 168,460.23

Total Carryover (without cost share) \$ 443,518.56

VCAP TA (contractor, travel, marketing materials)		\$	1,700.00
Payroll			
Payroll - 2 F/T employees; 1 P/T employee (1000 hrs max)			
	Payroll - Subtotal	\$	230,000.00
Education / Public Relations:			
Sholarships/Donations		\$	8,000.00
HS scholarships			
VASWCD YCC			
Camp Woods & Wildlife			
4H Camp for Botetourt & Craig			
FFA Banquet & Convention			
Education			
ATC Grant		\$	1,500.00
Rest. Fund MWEE Grant		\$	8,400.00
Envirothon		\$	500.00
Classroom Resources		\$	850.00
Outreach			
Outreach events (Winter banquet, farm tour)		\$	7,500.00
RC&D Grant		\$	1,200.00
RVARC shared employee (175 hrs)		\$	7,000.00
VASWCD Support Fees		\$	3,750.00
NACD Dues		\$	775.00
Other dues/memberships		\$	175.00
	Education/Public Relations Subtotal:	\$	39,650.00
Operating Expenses:			
Office equipment and supplies		\$	2,750.00
Computer software/subscriptions		\$	2,750.00
Laptop for new staff		\$	1,250.00
Copier lease		\$	2,750.00
Postage		\$	250.00
Internet/old phone #		\$	2,500.00
Accounting Services: Brown Edwards		\$	1,000.00
Marketing (hats, t-shirts, printing)		\$	1,000.00
Team Building		\$	350.00
Rent, LJH Properties		\$	9,225.00
Telephone - US Cellular (VNRCF)		\$	1,100.00
Field Equipment - Conservation		\$	700.00
Insurance (workman's comp, general liability)		\$	750.00
Vehicle (fuel, maintenance, and insurance)		\$	7,750.00
	Office & Operations Subtotal	\$	34,125.00
Training & Travel:			
District Coordinator			
Education & Training		\$	1,700.00
Travel		\$	1,500.00
Conservation Technician			
Education & Training		\$	1,700.00
Travel		\$	250.00
New P/T staff			
Education & Training		\$	1,500.00
Travel		\$	1,000.00

RVARC shared employee		\$	500.00
Directors & Associate Directors		\$	500.00
Education & Training		\$	800.00
Meals		\$	3,000.00
Travel		\$	3,000.00
	Training and Travel Subtotal	\$	15,450.00
	Total Operational expense without dam repair/rehab	\$	338,925.00
Savings Account			13,428.52
CDs - DISTRICT			
CD - New vehicle		\$	46,930.10
CD - Educational programming		\$	46,930.10
CD - Personnel		\$	50,173.50
	Total CDs and Savings:		157,462.22



Approved 6/26/25

Mountain Castles Soil & Water Conservation District
& Natural Resources Conservation Service
Annual Plan of Work
PY 2026

Mountain Castles Soil & Water Conservation District (MCSWCD) and Natural Resources Conservation Service (NRCS) programs will include the following activities:

1. MCSWCD Operations

- a. Comply with terms and conditions set forth in the MCSWCD's operational grant agreement to ensure completion of grant deliverables
- b. Prepare and approve the annual MCSWCD budget
- c. Request funding from 2 counties by providing an overview of District activities and services, as well as an estimate of the cost-share funds distributed within their county prior to their budget preparation
- d. Distribute information to Directors, Associate Directors, local governments, and partner agencies
- e. Implement the MCSWCD Strategic Plan
- f. Direct customers to agencies and organizations for services not provided by the MCSWCD and NRCS
- g. Adhere to all MCSWCD policies and procedures
- h. Comply with DCR's audit request of MCSWCD finances as needed/required

2. Conservation Programs

- a. Work with NRCS to administer and provide technical assistance to landowners through the Virginia Agricultural Cost Share (VACS) Program as set forth in the cost-share grant agreement and in coordination with NRCS, while striving to engage as many new program participants as possible
- b. Work with DEQ to administer and provide technical assistance for the Tinker Creek and Glade Creek Residential Septic Program
- c. Assist NRCS with the implementation of USDA programs including CREP, CRP, EQIP, and CSP
- d. Provide conservation planning assistance to agricultural producers
- e. Approve Nutrient Management Plans for MCSWCD producers who wish to receive a tax credit for the Virginia Investment Tax Credit Program and provide guidance to producers, tax preparers, and equipment dealers
- f. Administer and provide technical assistance for the Virginia Conservation Assistance Program (VCAP)

3. Partnerships

- a. Work collaboratively with localities and partners to address local natural resource concerns and provide input regarding local conservation programs
- b. Support DCR, NRCS, VCE, VCC, UJRC&D, VASWCD, DOF, DEQ, USFS, VA DWR, FSA, VACDE, VDACS, USGS, CBP, BRLC, BFM, CVC, and other partners whose programs and activities complement MCSWCD and NRCS goals
- c. Support the TMDL process for watersheds located within MCSWCD counties
- d. Provide environmental recommendations to VDOT and other state and federal agencies
- e. Work with NRCS to conduct local working group meeting to provide feedback on USDA and other programs

4. Conservation Education and Outreach

- a. Provide conservation programs and presentations to schools, clubs, and organizations
- b. Staff and/or Board members will participate in relevant public meetings/events to present evidence-based conservation information to encourage informed decision-making
- c. Staff will participate in governmental workgroups and attend meetings focused on areas of conservation concerns and other natural resource issues, as needed

- d. Conduct a local Envirothon competition and sponsor at least one team to the Area I Envirothon competition
- e. Sponsor the attendance of high school students to Youth Conservation Camp and support VDOF Camp Woods and Wildlife
- f. Offer scholarships to local students within MCSWCD and submit a nominee for consideration of a VASWCD Educational Foundation scholarship
- g. Work with schools to incorporate and enhance sustainability education
- h. Develop and maintain an informative and updated website
- i. Develop and maintain an informative and updated Facebook page
- j. Distribute MCSWCD outreach materials and other conservation literature
- k. Offer conservation resources to educators and partners
- l. Contact local media outlets and distribute news releases in reference to conservation efforts and activities
- m. Recognize outstanding conservation efforts by awarding two Clean Water Farm Awards (one for Craig and one for Botetourt)
- n. Recognize partners for outstanding accomplishments in the conservation of natural resources
- o. Provide topographic, soils, farm, and flood hazard maps and offer interpretations of data
- p. Promote an Internship/Volunteer Program and administer, as needed

5. Dam Maintenance/Flood Prevention Operations

- a. Comply with DCR's dam maintenance regulations
- b. Monitor dam safety regulations and impacts in accordance with DCR policies
- c. Seek and apply for grants to fund dam maintenance projects
- d. Work with partners and private landowners to schedule and conduct annual operation and maintenance needs inspections
- e. Administer existing dam maintenance contract for annual mowing and maintenance needs to address deficiencies found during annual inspections in the continuing effort to obtain regular operation and maintenance certificates for all four dams
- f. Work with localities to ensure that GIS data from Dam Break Inundation Studies is utilized and that Emergency Action Plans are approved and updated and "tested" by holding tabletop exercises for the 4 MCSWCD maintained dams
- g. Work with partners on preventative maintenance and upkeep of all dams
- h. Work with DCR to prepare for and implement required upgrades and modifications
- i. Continue to work with NRCS to complete the ongoing rehabilitation of Johns Creek Dam #1 and coordinate with NRCS in the submission of requests for federal assistance for the eventual rehabilitation of other dams on Johns Creek

6. Staff and Board Development

- a. At least one Board member will attend a quarterly Virginia Association of Soil and Water Conservation Districts (VASWCD) Board meeting and/or the VASWCD Annual Meeting and provide a summary of the meeting(s)
- b. At least one Director/Associate Director will attend and participate in at least 2 District education/outreach events
- c. Directors will attend 2 trainings/meetings regarding MCSWCD operations and other soil and water-related issues
- d. All technical staff will obtain appropriate Conservation Planning Certification within 24 months of being hired and continue to work towards higher levels of certification

- e. All technical staff will develop and maintain the skills necessary for Engineering Job Approval Authority
- f. Technical staff will attend 2 trainings/meetings and administrative staff will attend 2 trainings/meetings regarding MCSWCD operations, job duties, and other soil and water-related issues
- g. The Personnel Committee will conduct annual evaluations and provide feedback regarding knowledge and skills
- h. All staff will complete required DCR trainings and certifications

The Commonwealth of Virginia supports the Mountain Castles Soil & Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Virginia Department of Conservation and Recreation. The District also receives local support provided by Botetourt County and Craig County. All programs and services are offered on a non-discriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or disability.

Activities Calendar for District & NRCS Work Plan PY 2026

July

1. Prepare binders, folders and files for new FY – Staff
2. Records maintenance – Records Retention Officer
3. Update K-12 educational program offerings – Staff
4. Prepare and submit Quarterly Reports to DCR and DEQ – Staff
5. Prepare and submit End of Year Reporting to DCR – Staff
6. Prepare and submit Budget Template to DCR, if applicable – Budget Committee/Staff
7. Contact cover crop participants - Staff
8. Plan for partner paddle on the James River (field day) – Staff

August

1. Review Desktop Procedures for Fiscal Operations and District financial policies – Board
2. Prepare and distribute BMP spot-check correspondence – Staff
3. Update Residential Septic Guidelines, if necessary – Staff
4. Prepare and publish Annual Report for previous program year – Staff
5. Contact Envirothon coaches – Staff
6. Prepare for fall field trips – Staff
7. Hold partner paddle on the James River (field day) – Staff

September

1. Complete and submit ASA Policy Form to VDACS – Staff/Board
2. Conduct BMP spot checks – Staff
3. Assist with Blue Ridge Land Conservancy "Bay Day" – Staff
4. Conduct fall field trips (or Oct) – Staff/Partners
5. Select Clean Water Farm recipients – Board/Staff
6. Submit Conservation Teacher of the Year Nominees to VASWCD (if applicable) – Education Committee/Staff
7. Prepare and submit Chesapeake Bay Restoration Fund grant application (as needed) – Staff
8. Renew domain name and web site – Staff

October

1. Review status of dam O&M certificates – Dam Committee/NRCS/Staff
2. Prepare and submit Quarterly Reports to DCR and DEQ – Staff
3. Conduct Land Day at Camp Bethel – Staff
4. Attend Area I Envirothon Planning Committee Meeting – Staff

November

1. Submit budget request to Botetourt County
2. Review and update MSWCD Director responsibilities/job description, Associate Director responsibilities/job description and District Committee descriptions- Staff/Board
3. Make legislator contacts – Board
4. Ask for VDOF recommendations for the District Forestry Award -- Board

December

1. Submit budget request to Craig County
2. Elect MCSWCD officers - Board
3. Conduct cover crop spot-checks - Staff
4. Approve tax credits for out-of-pocket expenses (VACS contracts) and mail letters - Board/staff
5. Appoint/reappoint associate directors - Board chair
6. At December board meeting, delegate tax credit approval authority to director through 12/31
7. Prepare for Winter Banquet/Outreach event

January

1. Prepare and send 1099s - Staff
2. Records maintenance - Records Retention Officer
3. Prepare and submit Quarterly Reports to DCR and DEQ - Staff
4. Distribute information on Youth Conservation Camp, Camp Woods and Wildlife, scholarships, poster contest, etc. - Staff
5. Prepare for spring field trips - Staff
6. Prepare committee assignments for upcoming year - Board chair
7. Review Four Year Strategic Plan - Board
8. Review Annual Plan of Work - Board
9. Approve new IRS mileage rate - Board
10. Prepare for Winter Banquet/Outreach event
11. Select Conservation Educator of the Year - Staff

February

1. Host Winter Banquet/Outreach event - Staff and Board
2. Complete Freedom of Information Act (FOIA) Training, if needed - District FOIA Officer
3. Prepare for spring field trips - Staff
4. Review personnel policy - Personnel Committee/Board
5. Review employee position descriptions and evaluation forms - Personnel Committee/Board

March

1. Schedule annual dam inspections - NRCS/Staff
2. Conduct employee evaluations - Personnel Committee
3. Complete annual Record Retention Training - District Record Retention Officer
4. Prepare for spring field trips - Staff

April

1. Conduct annual dam inspections - NRCS/Staff
2. Budget planning - Finance/Budget Committee
3. Attend Area I Spring Meeting - Staff/Board
4. Select MCSWCD scholarship recipients & submit VASWCD Scholarship nominee - Education Committee
5. Conduct spring field trips- Staff/Partner Agencies
6. Prepare and submit Quarterly Reports to DCR and DEQ - Staff
7. Promote Soil & Water Stewardship Week, Earth Day, and Arbor Day - Staff

May

1. Budget planning – Finance/Budget Committee
2. Conduct spring field trips – Staff/Partner Agencies
3. Select Youth Conservation Camp attendees & submit to VASWCD – Education Committee/Staff
4. Participate in local high school awards programs to recognize scholarship recipients – Staff/Education Committee/Board

June

1. Prepare budget for new FY – Staff/Budget Committee
2. Finalize and approve FY Budget – Staff/Board
3. Prepare DCR Budget Template, if applicable (every other year) – Staff/Budget Committee
4. Update K-12 educational programs – Staff
5. Review and approve Cost Share Program Secondary Considerations and Average Cost List – Staff/Board
6. Complete CDC's Self-Assessment Questionnaire – Staff
7. Approve Cost Share Program Carry Over List – Staff/Board
8. Review and approve the Annual Plan of Work for the new fiscal year - NRCS/Board/Staff
9. Approve interagency agreements – Board
10. Conduct a Local Working Group meeting to submit recommendations for improvement in the delivery of Farm Bill Conservation Programs – NRCS/Board/Staff
11. Complete web site revisions – Staff

The Commonwealth of Virginia supports the Mountain Castles Soil & Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Virginia Department of Conservation and Recreation. The District also receives local support provided by Botetourt County and Craig County. All programs and services are offered on a non-discriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or disability.

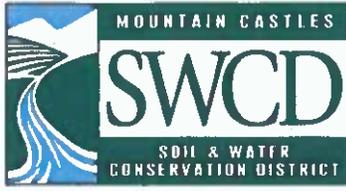
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Approved 6/26/25

Mountain Castles Soil & Water Conservation District
Serving Botetourt & Craig Counties since 1987
36 Executive Circle, Roanoke, VA 24012
(540) 580-8373 | www.mountaincastles.org

Mountain Castles SWCD Secondary Considerations for Program Year 2026

When necessary, in addition to ranking applications by the priority watersheds and best management practices (BMPs) as listed in the PY26 VACS Manual, the following considerations will be used.

Higher priority will be given to applications that:

- Include fields that have highly erodible soil or those with a high leaching index;
- Include fields with karst topography that could have a substantial impact on groundwater quality;
- Produce the greatest reductions to stream bank erosion and sedimentation;
- Support an applicant's existing conservation plan;
- Have the lowest Conservation Efficiency Factor (among similar BMPs);
- Maximize effective conservation on a higher total number of acres;
- Include applicants with a history of successful participation in previous conservation programs (i.e., applicant has consistently and in a timely manner installed practices after receiving approval for funding);
- Effectively reduce non-point source pollutant loads from the greatest # of animal units;
- Practices that store and apply waste from confined animal feeding operations according to a Comprehensive Nutrient Management Plan;
- Implement new conservation practices versus the maintenance of existing BMPs; and
- Include the establishment of forest riparian buffers;

In addition, the MCSWCD will implement and enforce programmatic caps as outlined in the PY26 VACS Manual.

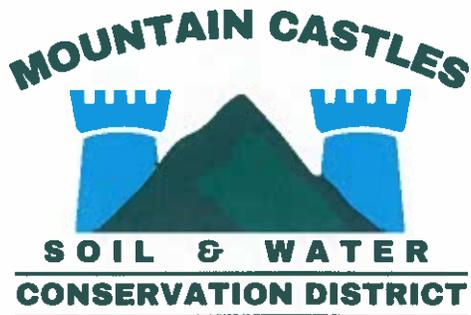
Approved 6/26/25

Mountain Castles SWCD PY26 Average Cost List - FINAL DRAFT

For any items not on this list that are eligible for cost share, Mountain Castles SWCD will use the listed unit price from the most recent NRCS cost list for Virginia. If an item is not on either list, District employees will research and select a reasonable cost.

NRCS Practice Code	Practice Name	Unit	PY26 Unit Cost	PY25 Unit Cost
313	Animal Waste Facility - Concrete Pit 370 cy - 1000 cy	Cu Yd.	\$200.00	\$125.00
313	Animal Waste Facility - Earth Pit < 1000 cy	Cu Yd.	\$20.00	\$14.00
313	Animal Waste Facility - Postframe, Earth Floor, 8" - 2' Wall	Sq. Ft.	\$27.00	\$13.80
313	Animal Waste Facility - Roof, Concrete Floor, 4'-6' Wall	Sq. Ft.	\$36.00	\$33.36
313	Animal Waste Facility - Roof, Concrete Floor, 8" Curb	Sq. Ft.	\$33.00	\$27.60
313	Animal Waste Facility - Roof, Earth Floor, 8' Wall	Sq. Ft.	\$30.00	\$20.00
313	Private Engineer Fee for Dry Manure Storage Structure	Each	\$7,000.00	\$5,000.00
313	Private Engineer Fee for Liquid Manure Storage Structure	Each	\$9,000.00	\$7,000.00
316	Animal Mortality Facility - Incinerator	Lbs	\$35.00	\$23.44
316	Animal Mortality Facility - Poultry (per bin)	Each	\$5,500.00	\$2,000.00
316	Animal Mortality Facility - Poultry (per square footage)	Sq. Ft.	\$34.00	\$24.00
317	Composting Facility	Each	\$5,400.00	\$5,400.00
342	Critical Area Treatment	Acre	\$4,500.00	\$3,480.00
359	Waste Treatment Lagoon	Each	\$80,000.00	\$80,000.00
362	Diverslon	Ln. Ft.	\$4.00	\$2.70
367	Roofs & Covers - Post Frame Roof, Bedrock Foundation	Sq. Ft.	\$27.00	\$17.00
382	Fence - Exclusion Fencing (incl. high-tensile, woven wire, barbed wire, etc.)	Ln. Ft.	\$6.75	\$6.00
382	Fence - Interior Cross Fencing (incl. high-tensile, woven wire, barbed wire, etc.)	Ln. Ft.	\$5.50	\$4.75
382	Fence - Supplement for Extreme Conditions	Ln. Ft.	\$1.00	\$1.00
382	Fence Charger	Each	\$550.00	\$500.00
382	Gate (2 each per stream crossing, 1 each per buffer area, and segment of cross fence)	Each	\$350.00	-
410	Excavation - Grade Stabilization for Construction of Dry Animal Waste Structure	Each	\$12,000.00	\$8,640.00
410	Excavation - Grade Stabilization for Construction of Liquid Animal Waste Structure	Each	\$30,000.00	\$28,800.00
412	Grassed Waterway - Grass Establishment	Acre	\$4,000.00	\$3,852.00
468	Lined Waterway or Outlet	Acre	\$2,000.00	\$1,800.00
512	Pasture & Hay Planting - Cool Season Grasses	Acre	\$475.00	\$365.00
512	Pasture & Hay Planting - Warm Season Grasses	Acre	\$500.00	\$425.00
516	Pipeline - Valve Box (for watering facilities)	Each	\$250.00	\$100.00
516	Pipeline - All Diameters (PVC or PE)	Ln. Ft.	\$7.50	\$6.25
516	Pipeline - Installation Under Road	Ln. Ft.	\$100.00	\$48.00
516	Pipeline - Public Connection	Each	\$5,000.00	\$1,000.00
516	Pipeline - Quick Coupler (incl. valve box)	Each	\$200.00	\$54.00
516	Pipeline - Sleeving	Ln. Ft.	\$3.50	\$3.00
516	Pipeline - Supplement for Extreme Conditions	Ln. Ft.	\$1.25	\$1.25
533	New Electric Service & Meter (incl. pole, bracing, panel, wires, fence, labor, etc.)	Each	\$9,000.00	\$7,000.00
533	Pumping Plant - Electric	Each	\$7,000.00	\$6,400.00
533	Pumping Plant - Housing (e.g. shed, underground vault, direct-bury, etc.)	Each	\$3,000.00	\$2,000.00
533	Pumping Plant - Ram	Each	\$2,500.00	\$1,950.00
533	Pumping Plant - Solar	Each	\$12,000.00	\$11,000.00
558	Roof Runoff Management System - Downspouts and Drain Line	Ln. Ft.	\$14.00	\$6.50
558	Roof Runoff Management System - Gutters	Ln. Ft.	\$12.00	\$8.14
561	Heavy Use Area Protection - Concrete	Sq. Ft.	\$12.50	\$8.30
561	Heavy Use Area Protection - Gravel and Geotextile	Sq. Ft.	\$10.00	\$4.38
574	Spring Development	Each	\$6,500.00	\$4,000.00
575	Animal Trails and Walkways - Armored Culvert, UngROUTed Riprap	Sq. Ft.	\$9.00	\$5.00
575	Animal Trails and Walkways - Concrete	Sq. Ft.	\$8.75	\$4.92
575	Animal Trails and Walkways - Culvert	Sq. Ft.	\$4.25	\$4.18
575	Animal Trails and Walkways - Gravel and Fabric	Sq. Ft.	\$5.25	\$4.38
578	Stream Crossing - 1 Culvert (any diameter)	Sq. Ft.	\$4.75	\$3.30

578	Stream Crossing - 2+ Culverts (any diameter)	Sq. Ft.	\$6.00	\$4.90
578	Stream Crossing - Concrete Ford	Sq. Ft.	\$5.75	\$5.40
578	Stream Crossing - Gravel & Geotextile Ford	Sq. Ft.	\$5.25	\$5.00
580	Streambank and Shoreline Protection (Riprap Alone)	Ln. Ft.	\$120.00	\$120.00
580	Streambank and Shoreline Protection (Riprap Placed w/ Root Wads)	Ton	\$40.00	\$40.00
580	Streambank and Shoreline Protection (Riprap Toe)	Ln. Ft.	\$50.00	\$50.00
580	Streambank and Shoreline Protection (Root Wads)	Ln. Ft.	\$40.00	\$40.00
580	Streambank and Shoreline Protection (Vegetation)	Ln. Ft.	\$20.00	\$20.00
600	Terrace	Ln. Ft.	\$4.50	\$1.50
612	Tree / Shrub Establishment - Conifers (300 trees per acre, incl. site prep)	Acre	\$800.00	\$250.00
612	Tree / Shrub Establishment - Hardwoods (300 trees per acre, incl. site prep)	Acre	\$4,000.00	\$2,400.00
614	Watering Facility - 2 Hole Trough (incl. concrete, gravel, & geotextile)	Each	\$3,500.00	\$3,000.00
614	Watering Facility - 4 Hole Trough (incl. concrete, gravel, & geotextile)	Each	\$4,000.00	\$3,500.00
614	Watering Facility - 6 Hole Trough (incl. concrete, gravel, & geotextile)	Each	\$4,500.00	\$4,000.00
614	Watering Facility - Concrete / Plastic Reservoir	Each	\$7,500.00	\$7,200.00
614	Watering Facility - Concrete Trough	Each	\$2,750.00	\$2,160.00
614	Watering Facility - Frost Proof Hydrant	Each	\$400.00	\$200.00
614	Watering Facility - Portable Trough	Each	\$300.00	\$200.00
614	Watering Facility - Tie-in to existing system	Each	\$500.00	\$200.00
614	Watering Facility - Tire Trough	Each	\$3,000.00	\$2,100.00
638	Water and/or Sediment Control Basin	Each	\$2,500.00	\$2,500.00
642	Water Well	Each	\$35,000.00	\$14,000.00
Other	Fee for Site Plan Added to Engineering	Each	\$4,000.00	\$3,000.00
Other	Fee for Stream Bank Stabilization	Each	\$3,000.00	\$3,000.00
Other	Fee for VDOT Road Crossing	Each	\$3,300.00	\$3,300.00
Other	Fees - Miscellaneous	Cost	Locally specific	-
Other	Herbicide, Fertilizer, & Lime Application	Acre	\$350.00	\$280.00
Other	Misc. Seeding (incl. tractor, implementation, and operator)	Acre	\$60.00	\$50.00
Other	Misc. Tillage / Site Prep (incl. tractor, implementation, and operator)	Acre	\$40.00	\$34.00
Other	Straw or Mulch Hay - Round Bale	Each	\$65.00	\$25.00
Other	Straw or Mulch Hay - Square Bale	Each	\$5.00	\$5.00



Conservation Specialist Report:

Board of Directors Meeting

June 26th, 2025

By: Daniel Naff, Conservation Specialist

VACS Program

- **Cost-share Increase for Approval**
 - **45-25-0003, Instance #590487 (SL-6W)**
 - Soil conditions and water table depth resulted in 525' deep well with steel casing all the way down. The final bill was \$32,000.00, exceeding our \$14,000 price.
 - Sara Bottenfield allowed us to use NRCS's cost for "Well, Excessive Casing Required" (\$45.75/ft) per a clause in our Avg Cost List.
 - Producer agreed to extend their buffer from 35'-50' for 100% cost-share rate
 - Old max CS: \$72,956.75
 - New max CS: \$79,433.00
- **Out-of-pocket Tax Credit for Approval**
 - **45-22-0022, Instance # 468187 (SL-6N)**
 - Out-of-pocket after cost-share: \$4, 046.46
 - 25% tax credit: \$1,011.62
 - **45-25-0049, Instance #651882 (SL-1)**
 - Out-of-pocket after cost-share: \$2,458.93
 - 25% tax credit: \$614.73
- **PY26 Average Cost List for Approval**
 - Cost updates for most components
 - Consolidated site prep, labor, etc. for pasture and tree planting
 - Simplified components with heavy/medium/light or similar scenarios

Dams

- **JC1 Rehab – Design Decision Required**
 - Disagreement with Gannet/Flemming's Plan EA and FNI's Proposed Alternative
 - FNI does not agree with the use of USGS Stream Stats to calculate the curve number
 - Soil designations had been reassigned since the Plan EA was released
 - FNI's alternative results in fewer overall downstream impacts, but a few structures will experience flooding increases up to 1" compared to the Plan EA
 - NRCS does not like that there are any increases in impact on any structures from the Plan EA
 - Board needs to decide which design parameters we want to follow
- **JC2 SDR (Road / Spillway Improvements) Updates**
 - Met surveyors on site 6/11/25
 - Met with Charles Wilson & Mat Lyons to discuss our goals for the project on 6/17/25
- Lawrence Narehood began routine mowing 6/9/25 and finished on 6/13/25.
- Table Top Drill cancelled due to power outage, new date TBD

Training and Certifications

- Completed trainings

- NRCS VA-Graze Training (Cow/Calf to Grass Finishing Operation) on 6/2/25*
- Soil Health Coalition Training on 6/16/25
- PY26 VACS Update Training on 6/17/25
- Upcoming trainings
 - VA-Graze Training (Small Ruminants) on 6/30/25*

Misc. Updates

- Youth Conservation Camp for July 13 – 19, 2025
- Vacation scheduled for July 20 – 26, 2025
- Honeymoon scheduled for November 12 – 21, 2025
- Professional goals for PY25
 - Increase my EJAA in at least 1 area
 - Met
 - Sell at least \$800,000.00 dollars in VACS practices in PY25
 - Met
 - Complete my Conservation Planning Certification by December 2024
 - Mostly met
 - Lock down 1 waste storage practice for PY25
 - I&E with Ben Chester scheduled for 6/12/25
 - Potential for roof runoff, dry-stack storage, and seasonal feeding facility.
 - Farmer did not want cost-shared solution – just advice.



District Coordinator/Education Update Report:

Board of Directors Meeting

June 26, 2025

By: Tim Miller

We work with the people who work the land.

General Update

- Emily participated in the Troutville Elementary Career Day
- Tara presented the John & Hallie Seibel Memorial Scholarship to Brett Smith at the LBHS Senior Awards Assembly
- Brett also won a \$2,000 VASWCD state-wide scholarship
- We received an Upper James RC&D grant to host a partner paddle on the James (planning for early August)
- Attended in-person admin/ops training in Richmond and virtual electronic records training

Education & Outreach

Classroom programs

- 5/15 – Troutville ES 2nd grade (VA opossum); Reach: 40
- 5/15 – Eagle Rock ES 2nd grade (bats); Reach: 16
- 5/20 – Cloverdale ES 2nd grade (web of life); Reach: 42

Outdoor programs

- 5/19 Craig County 6th grade @ Fenwick Mines; Reach: 50

Community Outreach

- 6/2 – Rain Barrel workshop @ Eagle Rock Library; Reach: 12

Upcoming Events

- ✓ 8/2 – Botetourt County Fair (“Underground Classroom” trailer)
- ✓ August TBA – “Partner Paddle” on the James River



1) Administrative and Operational Items

- **FY26 Grant Agreements:** Approve at June meetings. Return signed copy to DCR, retain copy for your records.
- **FY25 4th Qtr. and End of Year Attachment E and Related Financial Report Reviews – Due 07/15/24:** In addition to the routine submission of the Attachment E, Balance Sheet, and Profit & Loss, the 4th qtr. reports are to include the FY24 Attachment E “roll-up”, Year-End Cash Balance Report, and Carryover Reports. Instructions for completion were sent to SWCD staff via email on 05/22/25.
- **FY25 Self-Assessment Questionnaire Due on or before 07/15/24:** Administrative and/or managerial staff submit the questionnaire; however, technical staff should assist with providing data. Sent to SWCD staff via email on 05/07/25.
- **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.
- **FY27 Budget Template or Attachment D:** due to DCR by July 15.
- **The Virginia Soil and Water Conservation Board adopted the Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations (Fiscal Year 2026) on May 28, 2025. The FY2026 policy supersedes the FY2025 policy.**
 - One of the revisions to the FY2026 policy removes the requirement to return the technical assistance funding to the Department associated with a previous year’s carryover practice. Districts are authorized to reobligate the cost-share funds associated with the cancelled practice during FY2026 but any cost-share funds associated with a cancelled practice that are not reobligated must be returned to the Department. However, Districts will not be required to return any of the technical assistance funds associated with the cancelled contract’s cost-share funds.

2) Ag and Cost Share Items

- **Keep CAS AgBMP Tracking Module Data Updated:** All data entry should be completed and accurate by 07/15/25. Utilize the reports that are available on the Reports>Emailed Reports page within CAS. Specially, under the QA section on that page, use the BMPs and (if you participate) the WFA BMPs reports.
- **Verifications:**
 - **2025 End of Lifespan (EOL) BMP Verifications:** To be completed by 09/30/25. Any 2025 and 2026 EOLs completed by 09/30/25 will qualify for an incentive payment. \$200/\$250 reimbursement rate.
 - **CY 2025 Random Verifications:** Will be scheduled by T. Williams w/ SWCD staff this fall.
- **Training Required for Ag Tech staff** (virtual) Must attend one of each to meet grant agreement deliverable:
- **VACS Program Updates:**
 - June 12, Thursday, 1:00 - 4:00 pm** Register: <https://events.gcc.teams.microsoft.com/event/fe2eb8cb-8a6d-47f9-be83-fc7f8a99463b@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
 - June 17, Tuesday, 9:00am - Noon** Register: <https://events.gcc.teams.microsoft.com/event/9fd0067f-b5c9-4ac0-9881-5e6119003897@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
- **CAS/Tracking Updates: July 8, Tuesday, 1:00 - 2:30 pm and July 24, Thursday, 9:30 - 11:00 am.** Details soon.

- **Clean Water Farm Award** nominations for Local and Grand Basin awards are due **October 1st**. CWFA forms can be found online on the DCR website. No nomination forms will be accepted after Oct 1. All **signatures and approvals must be obtained no later than your September Board meeting**. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) **Basin Nominations require a nomination cover sheet**, a 1–2-page summary, 6 or more photos, one preferably with the nominee & his farm entrance sign.
- **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.
- **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.
- **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.

Upcoming Training and Important Dates

- **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).
- **June 19, 2025:** Juneteenth Holiday, All state offices closed
- **June 19-June 25:** Tad will be on vacation
- **July 4, 2025:** July 4th Holiday, All state offices
- **July 8, 2025:** CAS/Tracking Updates from 1-2:30pm (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 24, 2025:** CAS/Tracking Updates from 9:30-11am (virtual)
- **July 30, 2025:** Deadline for resolution of all QAQC issues.
- **August 19-21, 2025:** Graves Mountain Training in Syria, VA.
- **October 1, 2025:** Clean Water Farm and Grand Basin Nominations are due to your CDC

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 6/2/25.



BONSACK SERVICE CENTER REPORT SWCD Board Meeting

Program Updates:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 35 contracts totaling \$2,327,655.44 in obligated cost assistance
 - \$1,205,251.37 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
 - 3 of 4 have had buffers planted
 - 2 of 4 are done with everything
 - 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 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

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Chesapeake Bay Foundation Upper James June Report

- CBF staff are attending a Buffer Workshop at Stroud Water Research Center on Wednesday June 4th to learn about Strouds methods for implementing riparian buffers as well as other impacts to streams and watersheds. They will be having another workshop June 12th, registration link is below. Lots of great events to check out on their website as well.
 - <https://stroudcenter.org/event/watershed-restoration-workshop/>
- CBF staff are getting into summer buffer maintenance and survival checks. Working with contractors, each site in the James River Buffer Program gets maintenance each summer and survival checks to calculate survival percentages for each buffer. We will then replant any buffers below 70% survival.
- As always, if you know of anyone who is interested in the buffer program, please send them to the James River Buffer Program for more information – they can then apply on the website for an initial site visit.
 - <https://www.jamesriverbuffers.org/how-the-program-works.html>

Submitted by Lindsay Spotts, Upper James River Watershed Field Technician

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