



**Mountain Castles Soil & Water Conservation District**  
*Serving Botetourt & Craig Counties*  
36 Executive Circle, Roanoke, VA 24012  
540-580-8373  
tim.miller@mountaincastles.org  
www.mountaincastles.org

We work with the people who work the land.

**Board of Directors Meeting Minutes**  
**Wednesday, August 13, 2025 – 7:00 p.m.**  
USDA Service Center, Bonsack

**Directors Present:** Jeff Henderson, Chair, Botetourt  
Jason Williams, Craig  
Andrew Keffer, Craig  
Walter Nelson, Botetourt

**Directors Absent:** Preston Wickline, Vice Chair, Botetourt  
Anne Jones, VCE-Botetourt

**Staff Present:** Tim Miller  
Dan Naff

**Others Present:** Michael Beahm, Treasurer  
Tasha Snavelly, Associate Director  
Jeff Munsey, Associate Director  
Jonathan Stanley, VCE-Craig  
Derek Hancock, NRCS  
John Woamck, NRCS

**Quorum:** Jeff Henderson called the meeting to order at 7:25 pm. Quorum was established.

**Minutes:** Minutes from the June 26, 2025, board meeting were reviewed. Andrew Keffer 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 Andrew Keffer, motion approved by unanimous consent.

**Other Business**

- The description for the new "Conservation Technician Assistant" position was reviewed (see attached).
- Jason Williams moved to approve the position description at a hiring rate of \$30/hour, with no benefits and a maximum of 1,000 hours for PY26. Second by Andrew Keffer, motion approved by unanimous consent.
- Walter Nelson moved to hire Emily Williams as Conservation Technician Assistant, effective 8/13/25. After discussion, Andrew Keffer seconded the motion. The motion was approved by unanimous consent.
- The Desktop Procedures for Fiscal Operations was reviewed.
- The FY26 District Financial Policy was reviewed (attached). The board discussed Tim Miller's proposal to increase the threshold for "Purchase Amounts" in Section 5-2. Jason Williams moved to update the Purchase Amounts. Second by Andrew Keffer, motion passed unanimously.
- The PY25 district annual report draft was reviewed. Jason Williams moved to approve the annual report. Second by Walter Nelson, motion passed by unanimous consent. See attached report.

**VACS Program**

The following conservation plans and cost-share contracts were reviewed:

- CP-45-25-0012; a motion to approve the conservation plan was made by Jason Williams. Second by Andrew Keffer, approved by unanimous consent
- 45-26-0001; Instance #659886 (SL-6W); 26 OCB VACS; maximum cost share = \$69,137.00; Jason Williams made a motion to approve the instance, second by Andrew Keffer, motion passed by unanimous consent
- CP-45-25-0001; a motion to approve the conservation plan was made by Jason Williams. Second by Andrew Keffer, approved by unanimous consent
- 45-26-0002; Instance #659001 (SL-1); 26 CB VACS; max cost share = \$6,609.49 and Instance #659002 (SL-1); 26 CB VACS; max cost share = \$5,834.67; Jason Williams made a motion to approve both instances, second by Andrew Keffer, motion passed by unanimous consent
- CP-45-20-0007; a motion to approve the conservation plan was made by Jason Williams. Second by Walter Nelson, approved by unanimous consent
- 45-26-0003; Instance #660576 (SL-1); 26 CB VACS; maximum cost share = \$10,072.56; Jason Williams made a motion to approve the instance, second by Andrew Keffer, motion passed by unanimous consent
- 45-26-0003; Instance #666738 (SL-1); 26 CB VACS; maximum cost share = \$15,092.00; Andrew Keffer made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- CP-45-20-0005; a motion to approve the conservation plan was made by Walter Nelson. Second by Andrew Keffer, approved by unanimous consent
- 45-26-0004; Instance #650618 (SL-6W); 26 CB VACS; maximum cost share = \$75,951.00; Jason Williams made a motion to approve the instance, second by Andrew Keffer, motion passed 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 – Jonathan Stanley reported the USDA Block Grant had been approved
- VDOF – no report
- NRCS – written report provided by Derek Hancock – received and placed on file (see full report); Derek introduced John Womack, who spoke to ongoing district collaboration with NRCS

**Adjourn:**

The meeting adjourned at 8:20 p.m. with a motion from Walter Nelson, second by Jason Williams.

Approved:

  
\_\_\_\_\_  
Jeff Henderson, Chair

Date:

9-10-25

Respectfully submitted/prepared by:

  
\_\_\_\_\_  
Tim Miller

**Mountain Castles Soil & Water Conservation District**  
**Profit & Loss**  
**July 1 through August 13, 2025**

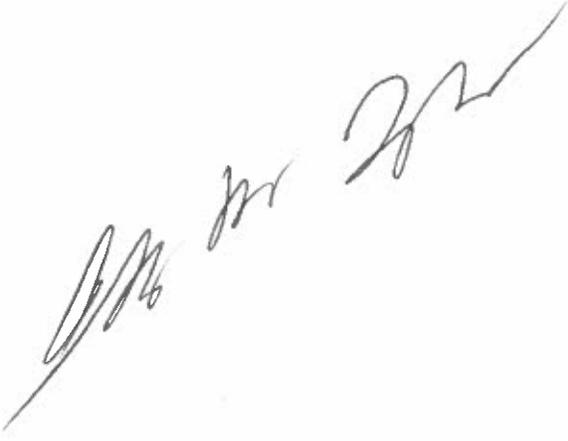
	Jul 1 - Aug 13, 25
Ordinary Income/Expense	
Income	
<b>FEDERAL SOURCES</b>	
NRCS Dam Rehab Agreement	71,872.24
Tinker & Glade TMDL	
Construction Cost Share	29,462.50
TA & Ops	3,205.30
<b>Total Tinker &amp; Glade TMDL</b>	32,667.80
<b>Total FEDERAL SOURCES</b>	104,540.04
<b>LOCAL/OTHER SOURCES</b>	
<b>VASWCD</b>	
MWEE Grant	355.00
<b>Total VASWCD</b>	355.00
Local Government Funding	
Botetourt County	7,000.00
<b>Total Local Government Funding</b>	7,000.00
<b>Total LOCAL/OTHER SOURCES</b>	7,355.00
Interest	
Operational -Bank of Fincastle	49.53
Interest - Other	4,537.75
<b>Total Interest</b>	4,587.28
<b>Total Income</b>	116,482.32
<b>Gross Profit</b>	116,482.32
Expense	
VCAP TA	15.14
<b>Operations MCSWCD</b>	
<b>I. Employee Compensation</b>	
Directors	
Meals/Expenses	148.02
Travel/Mileage	252.70
<b>Total Directors</b>	400.72
Education Coordinator	
Benefits	1,581.67
Education and Training	525.00
FICA	608.87
Travel/mileage	22.40
Salary	8,124.87
<b>Total Education Coordinator</b>	10,862.81
VNRCF TA - Conservation Tech	
Benefits Paid	1,598.15
Education & Training	35.00
FICA & Medicare	450.78
Salary	6,092.86
Travel/Mileage	63.00
<b>Total VNRCF TA - Conservation Tech</b>	8,239.79
<b>Total I. Employee Compensation</b>	19,503.32
<b>II. Office Expenses</b>	
Membership Dues, Various Org	
VASCWD Support Services	3,592.00
Membership Dues, Various Org - Other	25.00

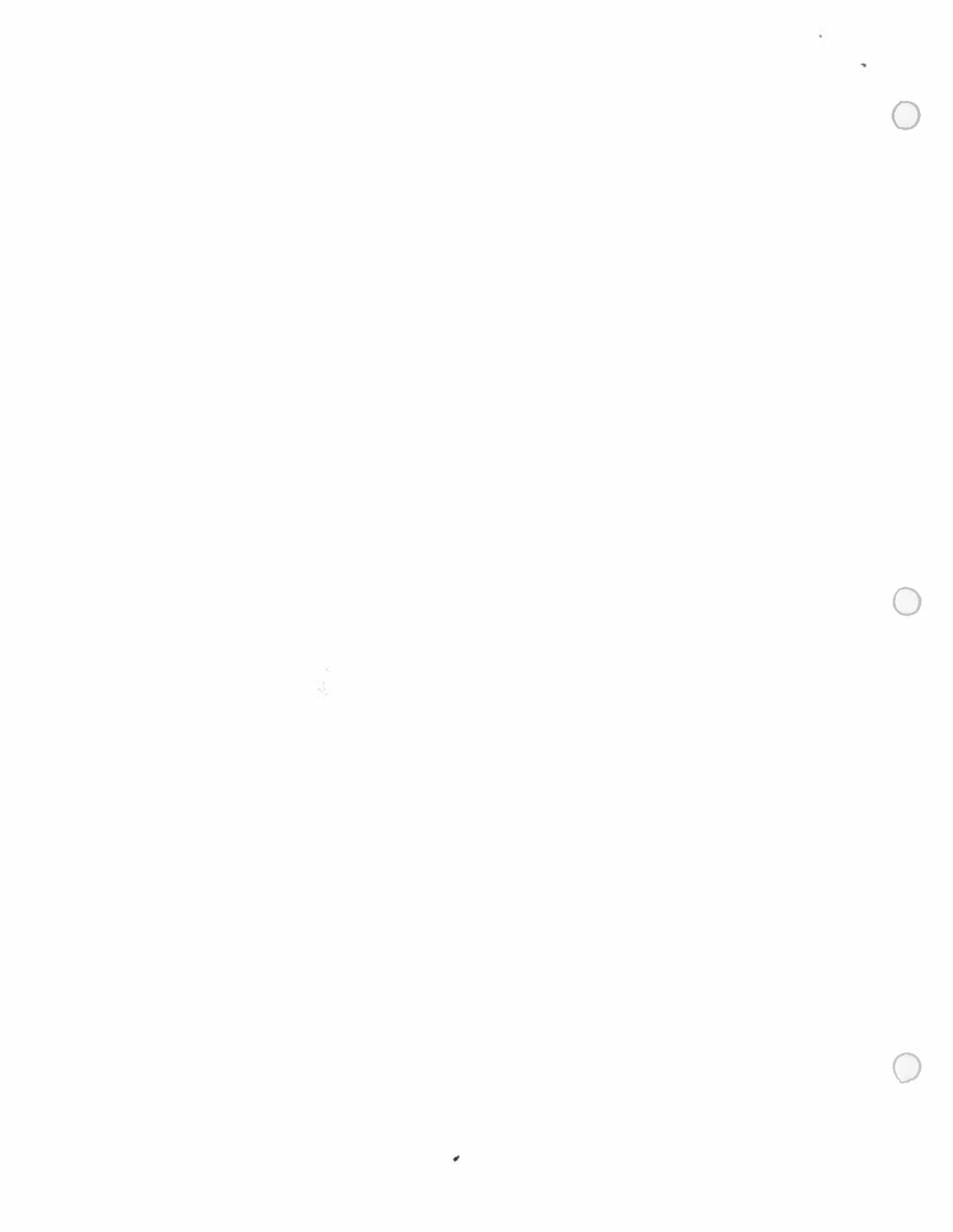
**Mountain Castles Soil & Water Conservation District**  
**Profit & Loss**  
 July 1 through August 13, 2025

	Jul 1 - Aug 13, 25
Total Membership Dues, Various Org	3,617.00
Xerox Lease (ESI)	221.81
Phones/Internet (Cox Business)	338.51
Computer programs & software	235.67
Office Rent	1,500.00
Office Equipment and Supplies	184.93
U.S. Cellular -VNRCF TA	155.76
<b>Total II. Office Expenses</b>	<b>6,253.68</b>
V. Education, Youth	
Classroom Resources	49.11
MWEE	120.00
<b>Total V. Education, Youth</b>	<b>169.11</b>
VI. Education, Public	
UJRC&D Grant	779.40
Outreach	100.00
<b>Total VI. Education, Public</b>	<b>879.40</b>
Vehicle	
Maintenance	109.95
Fuel	221.74
<b>Total Vehicle</b>	<b>331.69</b>
<b>Total Operations MCSWCD</b>	<b>27,137.20</b>
DCR - Obligated Cost-share	
Cost Share Payments	
2023 CB CREP	2,315.00
<b>Total Cost Share Payments</b>	<b>2,315.00</b>
<b>Total DCR - Obligated Cost-share</b>	<b>2,315.00</b>
Dam Maintenance	
Dam Repair	9,062.50
NRCS Dam Rehab	71,872.21
<b>Total Dam Maintenance</b>	<b>80,934.71</b>
TMDL	
TMDL TA and OPS	2,595.85
TMDL Cost Share	13,169.15
<b>Total TMDL</b>	<b>15,765.00</b>
<b>Total Expense</b>	<b>126,167.05</b>
<b>Net Ordinary Income</b>	<b>-9,684.73</b>
<b>Net Income</b>	<b>-9,684.73</b>

**Mountain Castles Soil & Water Conservation District**  
**Balance Sheet**  
As of August 13, 2025

	<u>Aug 13, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
COST-SHARE - First Bank	1,336,449.70
OPERATIONAL - First Bank	358,149.21
TMDL - Bank of Botetourt	2,585.00
<b>CDs for District</b>	
First Bank CD - 4234	46,930.10
First Bank CD - 4237	46,930.10
Bank of Botetourt Short Term CD	50,173.50
<b>Total CDs for District</b>	<u>144,033.70</u>
<b>First Bank Savings</b>	<u>13,430.19</u>
<b>Total Checking/Savings</b>	<u>1,854,647.80</u>
<b>Total Current Assets</b>	<u>1,854,647.80</u>
<b>TOTAL ASSETS</b>	<u><u>1,854,647.80</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	-9,684.73
<b>Total Equity</b>	<u>1,854,647.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,854,647.80</u></u>





# Mountain Castles Soil & Water Conservation District

## Outstanding Check Report

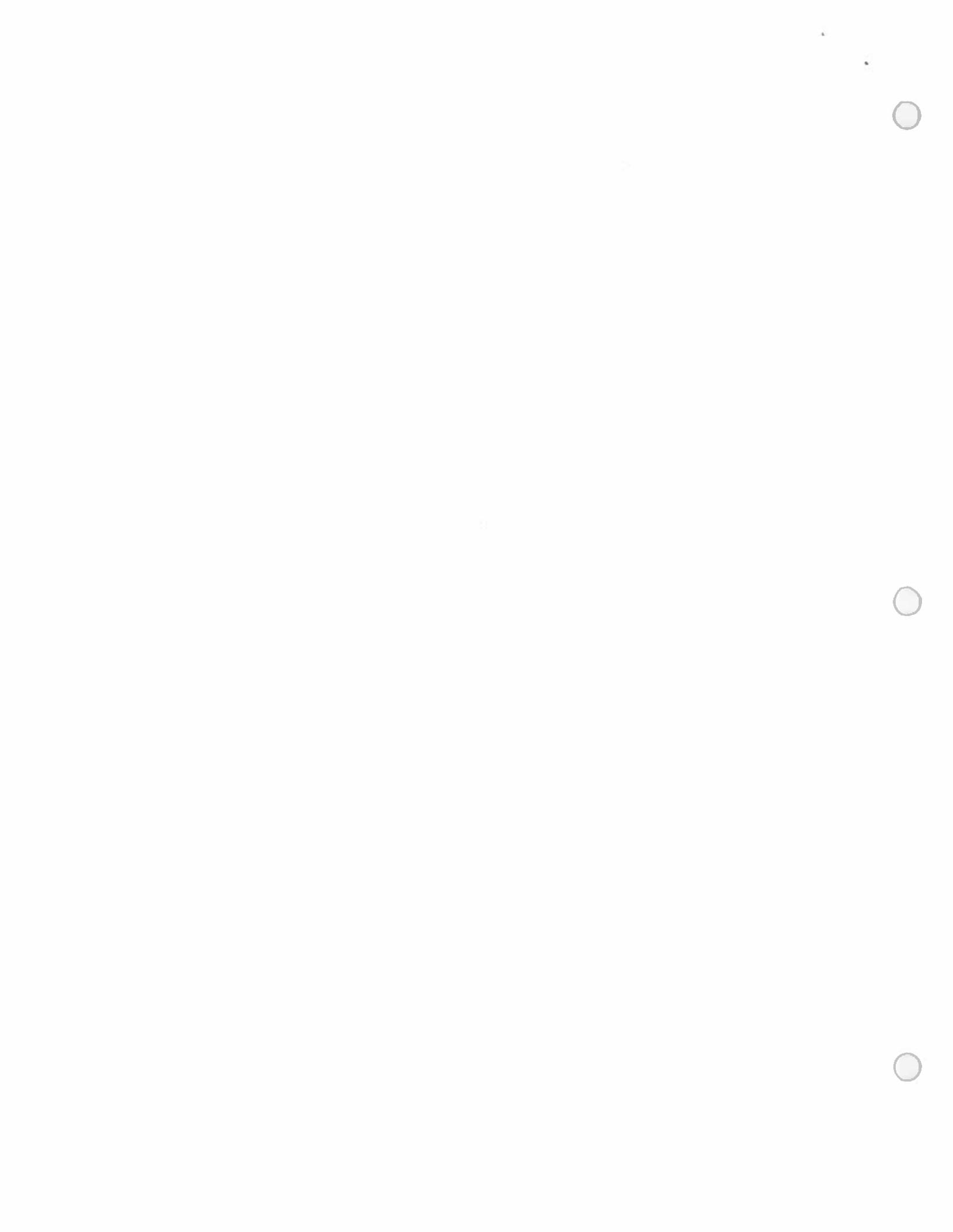
August 2024 through July 2025

1:46 PM  
08/13/25  
Accrual Basis

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Aug '24 - Jul 25										
Check	08/12/2024	3662	Anne Jones	June-July milea...	OPERATIONAL - First...			Travel/Mileage	-18.76	-18.76
Check	03/27/2025	3751	Anne Jones	Mileage reimb...	OPERATIONAL - First...			Travel/Mileage	-19.60	-38.36
Check	05/06/2025	1794	Ronald Bennett	45-25-0028 ins...	COST-SHARE - First...			2025 CB VACS	-5,313.60	-5,351.96
Check	06/09/2025	3776	Andrew Keffer	April-May Milea...	OPERATIONAL - First...			Travel/Mileage	-70.00	-5,421.96
Check	06/09/2025	3782	Anne Jones	April-May Milea...	OPERATIONAL - First...			Travel/Mileage	-39.20	-5,461.16
Check	06/26/2025	3785	Headwaters SWCD	Underground C...	OPERATIONAL - First...			Outreach	-393.60	-5,854.76
Deposit	06/30/2025	interest		interest catch-up	First Bank CD - 4234			interest CD 4234	3,017.23	-2,837.53
Deposit	06/30/2025	interest		interest catch-up	First Bank CD - 4237			interest CD 4237	3,017.23	-179.70
Deposit	06/30/2025			Deposit	Bank of Botetour Sho...			CD Interest	1,967.34	2,147.04
Check	07/17/2025	254	Emily Bailey	45-25-0040: ins...	TMDL - Bank of Botet...			-SPLIT-	-15,750.00	-13,602.96
Check	07/29/2025	1808	Black Diamond Ranch	45-23-0021: #5...	COST-SHARE - First...			2023 CB CREP	-2,315.00	-15,917.96
Check	07/31/2025	3790	Treasurer of Craig Co...	July payroll	OPERATIONAL - First...			-SPLIT-	-18,457.20	-34,375.16
Check	07/31/2025	3791	VACUDE	Graves Mounta...	OPERATIONAL - First...			Education.&_Trai...	-35.00	-34,410.16
Aug '24 - Jul 25									-34,410.16	-34,410.16

= not cleared as of 8/13/25





PY 25 Q4 Budget Year End Update					
<b>INCOME</b>		<b>Budgeted</b>	<b>Actual through June 2025</b>	<b>% of budget</b>	
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	\$ 126,526.92		127%
<b>EXPENSES</b>		<b>Budgeted</b>	<b>Actual through June 2025</b>	<b>% of budget</b>	
Dam maintenance		\$ 18,000.00	\$ 16,717.36		93%
VCAP TA		\$ 6,774.40	\$ 5,005.83		74%
Payroll		\$ 185,000.00	\$ 178,694.58		97%
Scholarships/donations		\$ 10,000.00	\$ 7,667.64		77%
Rest Fund MWEE grant		\$ 7,056.76	\$ 7,056.76		100%
ATC grant		\$ 4,006.32	\$ 1,974.98		49%
DCR MWEE grant		\$ 6,500.00	\$ 6,158.86		95%
Envirothon		\$ 951.82	\$ 94.14		10%
Classroom resources		\$ 1,000.00	\$ 763.57		76%
Outreach		\$ 6,500.00	\$ 5,745.07		88%
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	\$ 138.00		46%
Office equipment & supplies		\$ 3,000.00	\$ 1,223.20		41%
Computer software/subscriptions		\$ 2,250.00	\$ 1,646.91		73%
Document shredding		\$ 300.00	\$ 141.95		47%
Copier lease		\$ 3,000.00	\$ 2,616.63		87%
Postage		\$ 300.00	\$ 148.30		49%
Internet		\$ 2,000.00	\$ 1,961.57		98%
Accounting services		\$ 1,500.00	\$ 715.00		48%
Marketing		\$ 3,000.00	\$ 79.74		3%
Team building		\$ 400.00	\$ 247.08		62%
Rent		\$ 8,250.00	\$ 8,177.99		99%
Cell phone		\$ 1,200.00	\$ 940.67		78%
Field equipment		\$ 1,500.00	\$ 847.47		56%
Insurance		\$ 750.00	\$ 701.00		93%
Vehicle		\$ 7,000.00	\$ 5,111.58		73%

Training -Tim		\$ 1,500.00	\$ 991.60	66%
Travel-Tim		\$ 1,500.00	\$ 1,508.81	101%
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	\$ 1,943.28	65%
Travel - Directors		\$ 3,000.00	\$ 2,610.83	87%

# **Conservation Technician Assistant MCSWCD**

*Part-time (Non-exempt); 1000 hours/year maximum*

The Conservation Technician Assistant's core responsibilities are to administer the policies of the MCSWCD board, serve as a day-to-day field staff member in support of conservation programs and technical assistance, and work in support of the District Coordinator's plan to fulfill the Annual Plan of Work. This position will perform such duties, while leveraging agency contributions from partners such as the Virginia Association of Soil and Water Conservation Districts (VASWCD), Virginia Department of Conservation and Recreation (DCR), Natural Resources Conservation Service (NRCS), Farm Service Agency (FSA), Virginia Cooperative Extension (VCE), the Virginia Department of Agriculture and Consumer Services (VDACS), and the Virginia Department of Forestry (VDOF).

Roles and responsibilities for this position listed below include, but are not limited to:

## **DISTRICT OPERATIONS**

- Support the development of the Annual Plan of Work
- Assist with the coordination of monthly board meetings and provide a brief monthly report (attendance not required)
- Participate in the coordination of district activities
- Maintain up-to-date information in DCR Tracking program, as needed

## **CONSERVATION PROGRAMS**

- Work with the District Coordinator and the Conservation Specialist to administer district conservation programs as directed by the board of directors
  - Virginia Conservation Assistance Program (VCAP):
    - Complete site assessments and site assessment reports
    - Provide technical assistance
    - Facilitate application completion and review/approval
    - Facilitate project completion and certification
    - Coordinate homeowner and District reimbursement
  - Virginia Agricultural BMP Cost Share and Tax Credit Program (VACS)
  - Represent the district in other conservation activities

## **CONSERVATION OUTREACH**

- Work with the District Coordinator, Conservation Specialist, and partner organizations to market conservation programs to homeowners and producers by helping to organize community outreach events such as information sessions, library programs, BMP tours, annual banquet, etc.

## **EDUCATION/OUTREACH**

- Work with the District Coordinator to provide educational opportunities for K-12 students and adults, as needed



## **EDUCATION & TRAINING**

### *Required training & skills:*

- Become certified in the Virginia Department of Conservation and Recreation Conservation Application Suite
- Attend VCAP program updates and “water cooler” chats, as needed

### *Preferred training and skills:*

- Obtain Chesapeake Bay Landscaping Professional Certification (Level 1)
- Obtain Conservation Planner Certification through the Virginia Department of Conservation and Recreation
- Obtain the appropriate level of Engineering Job Approval Authority (EJAA) as determined by the district board of directors and the Conservation Specialist
- Attend VACDE employees training at Graves Mountain Lodge, when possible
- Attend VASWCD annual meeting, when possible

## **OTHER GENERAL DUTIES & REQUIREMENTS**

- Maintain a valid Virginia driver’s license
- Maintain a daily calendar and record of activities
- Understand and follow district policies on conduct, safety, health, EEO Statement, and use of district property and equipment

*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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We work with the people who work the land.

**District Financial Policy Handbook FY 2026**

*(also see Desktop Procedures for District Fiscal Operations)*

*Reviewed 8/13/2025*

**SECTION 1 – CHECK POLICY**

**Section 1-1: Check-Signing Policy**

- a. All checks require two signatures
- b. All authorized check signers must be approved by the Board of Directors and included as check signatories at each bank.
- c. Check signers should only sign checks presented with vouched invoices.
- d. Check signers should not sign checks payable to themselves.
- e. Check signers should never sign incomplete checks (those where date, payee, or amount is left blank).
- f. Electronic or stamped signatures are not permitted for checks.
- g. All checks should be preprinted and prenumbered with the name and address of the District.
- h. The supply of unused checks should be kept in a locked cabinet at the District office. Individuals who have check-signing authority should not have access to the supply of unused checks.
- i. **Authorized check-signers as of July 1, 2025:**  
Jeff Henderson (chair), Michael Beahm (treasurer), Andrew Keffer, Preston Wickline

**Section 1-2: Voided Checks**

- a. Voided checks should have “VOID” written on them and the signature lines obliterated to ensure alteration of the check does not occur.
- b. Voided checks should be placed in a voided checks file.
- c. Outstanding checks (maximum 6 months after check date) should be voided in Quickbooks and replaced so as not to affect the Attachment E balance from previous quarters.

## Section 1-3: Bank Reconciliations

- a. Bank statements should be reconciled on a monthly basis within 15 days of the statement closing date.
- b. Reconciliations should be prepared by the District Coordinator, who should initial and date each reconciliation report.
- c. A second individual should review, initial, and date the reconciliations and periodically review canceled checks for proper signatures. When reviewing bank reconciliations, the reviewer should check the prior month's statement and reconciliation to ensure all outstanding items from the previous month have been properly accounted for.

## SECTION 2 – CASH MANAGEMENT

### Section 2.1: Accounting Method

- a. The District shall use the *cash basis* accounting method

### Section 2.2: Petty Cash and Gift Cards

- a. The District shall not maintain a “petty cash” fund. The District credit card should be used for District purchases.
- b. The District shall not present gift cards.

## SECTION 3 – CREDIT CARDS

### Section 3-1: Credit Card Use

- a. The Board of Directors must approve the issuance of any credit card to be used
- b. The district credit card may only be used for business purposes
- c. Credit card purchases will be consistent with the approved budget. Non-budgeted purchases will be made in accordance with the District purchasing policy.
- d. Receipts are to be placed in the receipts folder and labeled with the appropriate budget category
- e. Receipts will be reviewed by the District Coordinator and the treasurer and/or board chair for accuracy and appropriateness once the credit card statement arrives
- f. A copy of each receipt should be kept with the credit card statement
- g. For lost receipts, a receipt should be created providing the store name, purchase date, purchase amount, items purchased, and purchaser
- h. Expenditures should be made in accordance with with procurement guidelines
- i. A personal credit card should not be used to make district purchases

- j. The treasurer or a Director with check-signing authority should review and initial the credit card reconciliation report before payment is made.
- k. Credit card payment should be made in full and on time to avoid finance charges or late payment fees.
- l. **Authorized users:** Card ending in 3517: Exp 3/27; Daniel Naff  
Card ending in 1255: Exp 9/26; George (Tim) Miller

## SECTION 4 – EXPENSE REIMBURSEMENTS

### Section 4-1: Personal Credit Cards

- a. Personal credit card use for business expenses is discouraged, and should be done only in rare circumstances
- b. Directors and staff may be reimbursed for business expenses made with a personal credit card if the original invoice/receipt is provided

### Section 4-2: Travel

- a. Mileage for Directors and Employees is reimbursable at the current federal IRS rate.
- b. Milage rates should be revisited by the Board of Directors when there is an IRS mileage rate change. Updates should be recorded in the meeting minutes.
- c. Expenses for business meals will be reimbursed on an actual basis; receipts must be submitted for reimbursement.
- d. Employees must submit a written report of travel to be reimbursed within 60 days of the trip. Report should include “Destination, Miles Travelled, and Reason.”
- e. Employees and Directors will be reimbursed within 60 days of incurring the expense.

## SECTION 5 – PROCUREMENT

### Section 5-1: Overview

It is the intent of the District that all purchases be made as the result of a competitive and open process that encourages participation by all qualified vendors. It is also the District’s intent that all District procurement be in accordance with the Virginia Public Procurement Act, § 11-35 of the *Code of Virginia*.

The following guidelines set forth the District policy for competitive procurement, based on the dollar amount of the anticipated purchase. It is intended that the lowest cost quotation will be accepted. However, should the District determine

that acceptance of the least costly price is not in the District's best interest, a written justification for accepting an offer other than the low bid shall be prepared and maintained as the record of district action with the quotations.

The District's annual budget is developed to cover anticipated purchases. If sufficient funds do not remain in a particular budget sub-category to cover a purchase, this shall be brought to the attention of the Board of Directors (BOD) by providing them with a copy of the "budget vs. actual" report. The BOD may then amend the annual budget.

#### Section 5-2: Purchase Amounts (revised & approved 8/13/2025)

The following serve as guidelines for procurement of goods and services:

- **Purchases less than \$1,000** – District officials and/or staff will procure goods and services using sound business practices and will endeavor to obtain the best product available for the lowest cost.
- **Purchases between \$1,000 and \$3,000** – Quotations shall be sought, where practical and available, from at least three (3) vendors. These quotations may either be in writing or by telephone. In either case, all quotations shall be maintained on file for subsequent review and inspection. If three (3) quotations are not available, circumstances shall be documented and retained on file.
- **Purchases greater than \$3,000** – At least three (3) written quotations (or sealed bids) shall be obtained for these purchases. If three (3) quotations (or sealed bids) are not obtained, circumstances must be documented and retained on file. The BOD or a committee, or those authorized by the BOD shall review quotations or bids. The decision to purchase shall be recorded in the minutes.

In the case of an emergency (i.e. securing contractor for work on a flood control dam, etc.) when obtaining three (3) written quotations (or sealed bids) is not possible, the employee or other individual(s) securing the service/purchase shall contact one or more directors for permission to proceed, followed by written documentation of circumstances involved in securing said service/purchase. This action shall be brought to the attention of the BOD at its subsequent meeting and recorded in the minutes.

#### Section 5-3: Joint Procurement

The District may participate in, sponsor, conduct, or administer a joint procurement contract in conjunction with one or more other public bodies, state or federal agencies, public institutions, or localities for the purpose of combining requirements to increase efficiency or reduce

administrative expenses in any acquisition of goods or services. Cooperative procurement shall be in accordance with VPPA § 2.2-4304 Section A.

## SECTION 6 – INVENTORY & DISPOSAL OF PROPERTY

### Section 6-1: Inventory records

An inventory list shall be developed and updated on an annual basis. This list shall be maintained in a safe, secure location where risk of damage or alteration is reduced.

The inventory list should be a detail of all fixed assets (e.g., computers, vehicles, equipment, etc.) owned and/or controlled by the District whose purchase price is \$500 or more. Any item with a purchase price of \$500 or more shall be maintained on the inventory list until it is disposed of by one of the ways listed below. All inventory items should be tagged and the tag number included on the inventory listing. The net asset should be included for each item on the inventory list.

### Section 6-2: Disposal of District Property

The following serve as guidelines for the disposal and removal from inventory of District property:

- Trade in on a replacement or acquisition of similar property.
- Advertisement for sale by receiving bids.
- Advertised public auction.
- Donation to a non-profit organization.
- Other method as declared by the BOD.

No tangible property of the District with a value greater than \$500 shall be sold or otherwise disposed by the District without authorization by the BOD, taken and recorded by an action of the BOD during a monthly or other public meeting of the District.

## SECTION 7 – VEHICLE USE POLICY

### Section 7-1: Purpose

The purpose of this policy is to set guidelines for the use of the District-owned vehicle. The District maintains an interest in providing for the official transportation needs of District staff and directors. The District seeks to maintain quality, safe transportation for such uses. Proper use, care, and supervision of District-owned vehicles is required. Drivers must be licensed to operate the vehicles they use. Only properly maintained vehicles will be made available for such uses. The transportation program will be supervised and administered by the District Board of Directors.

### Section 7-2: Licensure

- Vehicle operators must show a valid Virginia driver's license prior to obtaining authorization for District vehicle use.
- Vehicle operators must read and sign this Vehicle Use Policy prior to obtaining authorization for District vehicle use.
- Authorized vehicle operators must immediately notify the District Board of Directors if charged with ANY traffic violation while operating a District vehicle.
- Authorized vehicle operators must immediately notify the District Board of Directors if their license has been or revoked.

### Section 7-3: Conditions of Use

- District-owned vehicles are to be used for official business only. Personal use is prohibited.
- Relatives of District employees who are not on official District business may ride in a District-owned vehicle at any time, unless authorized by the District Board.
- Hitchhikers may not be transported in District-owned vehicles.
- District-owned vehicles may be used to obtain meals and other necessities while on official travel.
- The District Board of Directors must approve all out-of-state travel using a District-owned vehicle.

#### Section 7-4: General Vehicle Operating Rules

- Drivers must obey all traffic laws.
- Seat belts must be worn at all times.
- Drivers must record trip information in the vehicle logbook for each use.
- Alcohol and illegal drug use is prohibited while traveling in a District-owned vehicle. Persons found in violation of this rule are subject to immediate termination. Authorized vehicle users are advised to carefully consider using a District-owned vehicle when taking certain prescription drugs.
- Smoking in a District-owned vehicle is prohibited.
- Weather conditions must be evaluated and travel should be postponed when conditions are hazardous. This includes, but is not limited to fog, heavy rain, ice, high winds, etc.
- Under no circumstances should keys be left in a District-owned vehicle when not in operation.
- District-owned vehicles should not be left on non-residential streets or highways overnight, unless required due to mechanical failure. Towing costs due to improper parking are the responsibility of the driver.
- Any fines and parking citations incurred by the driver are the responsibility of the driver and not the District. Persons incurring fines for traffic violations must report them to the Board of Directors as soon as practically feasible. They may be subject to disciplinary action by the District which could include loss of driving privileges.
- Personal property left in District-owned vehicles when not in operation is the responsibility of the operator/passenger. Loss or damage to personal items is the responsibility of the operator/passenger.

#### Section 7-5: Maintenance and Care

- The Conservation Technician/Specialist will be responsible for the monitoring and control of routine maintenance, repair, and cleaning.
- It is the responsibility of the driver to routinely check fluid levels and tire pressure.
- Trash should be removed from the vehicle at the end of each use.

#### Section 7-6: Accidents

- A driver using a District-owned vehicle who is involved in an accident should contact the police immediately.

- The driver should obtain the names, addresses, phone numbers, and license numbers of all parties involved in the accident or witnesses to the accident.
- The District Coordinator should be notified of the accident as soon as practicable.
- The driver should refer to instructions on the insurance card found in the glove compartment of the vehicle.
- If the vehicle is safely operable, it should be driven to the District office.
- If the vehicle is not safely operable, with guidance from the police, the vehicle should be towed to a nearby service facility.
- The District Coordinator will be responsible for determining estimates and repairs.

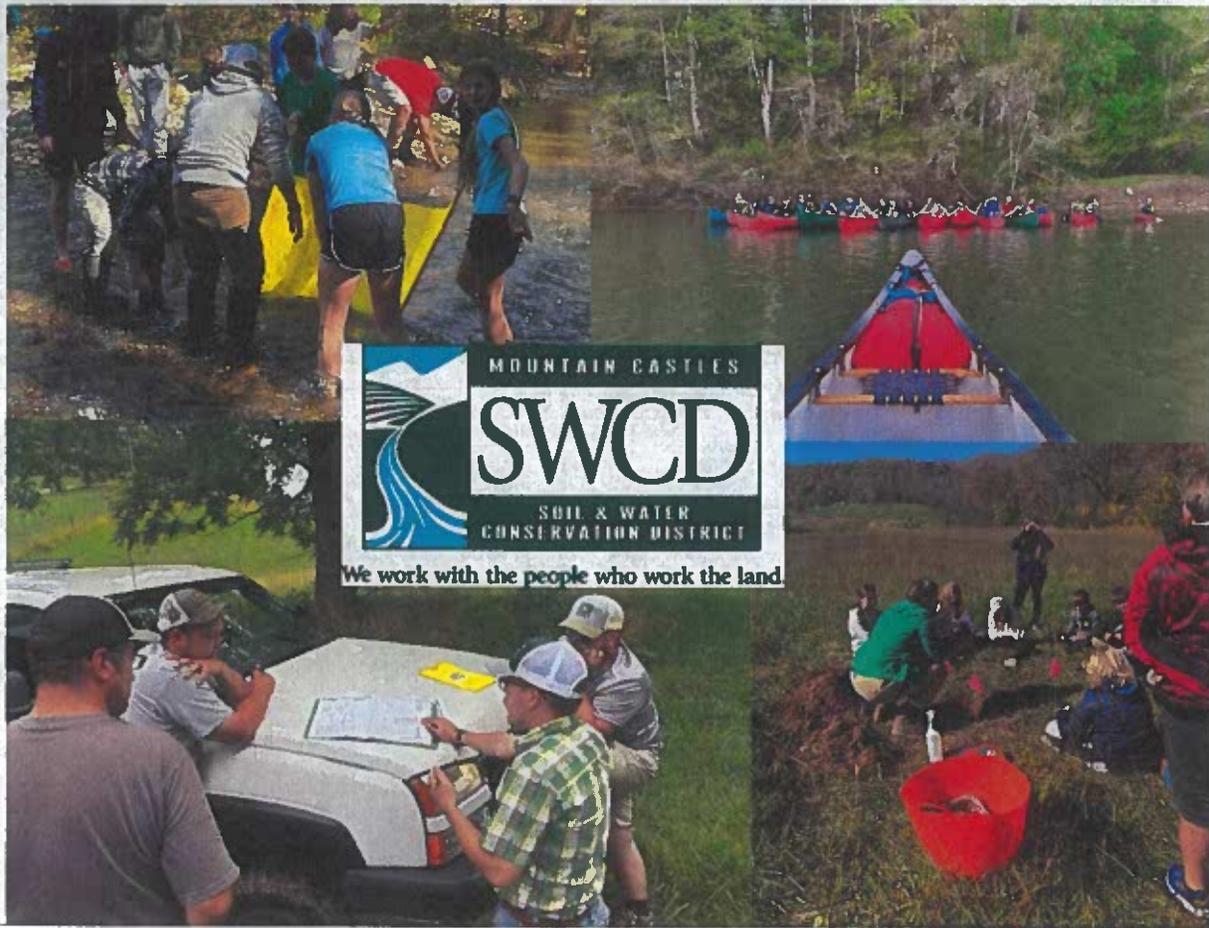
Section 7-7: Other circumstances

- A privately owned vehicle may be used on official business if the District-owned vehicle is not available or circumstances warrant it. The driver may submit mileage for reimbursement.
- Directors and staff attending the same workshop, conference, or other event should carpool whenever possible.

I agree to follow the rules outlined in the District Vehicle Use Policy.

\_\_\_\_\_ Employee signature                      \_\_\_\_\_ Date

# Mountain Castles Soil & Water Conservation District



We work with the people who work the land.

## 2025 District Update

It was another record-setting year for the district, with almost one million dollars allocated for the construction of new Best Management Practices (BMPs) in Botetourt County and Craig County. With a record amount of cost share dollars for the Virginia Agricultural Cost Share Program (VACS) available for program year 2026, we know there will be many BMPs put on the ground over the next few years.

The district paid out over \$800,000 for VACS projects completed in the 2024 program year, which ended June 30. Demand continued for the Tinker & Glade Creek Residential septic program, with over \$55,000 paid in cost share.

Over ten site assessments were completed for the Virginia Conservation Assistance Program (VCAP), as interest grew this year. The district will be adding a part-time position during the upcoming program year to conduct VCAP site assessments and to assist with the VACS program.

The district's education and outreach program reached over 3,500 students and adults through classroom programs, workshops, and field trips. Educational grants from the Virginia Department of Conservation and Recreation and the Chesapeake Bay Restoration Fund provided meaningful field experiences for middle school students in Botetourt and Craig. For the second year in a row, the district co-hosted the Area I Envirothon in April with Natural Bridge SWCD.

The district cannot do this work without collaborative efforts from our partners. Our partners include the Virginia Department of Conservation and Recreation (DCR), Natural Resources Conservation Service (NRCS), the Virginia Association of Soil & Water Conservation Districts, Botetourt County, Craig County, Farm Service Agency (FSA), Virginia Department of Forestry, Virginia Department of Environmental Quality, Virginia Cooperative Extension, the Virginia Department of Health, the Chesapeake Bay Restoration Fund, Shenandoah Valley Conservancy, Blue Ridge Land Conservancy, the Roanoke Valley-Alleghany Regional Commission, the Catawba Sustainability Center, and Roanoke Cement Company.

# The District At Work

## Financial Report

### Program Year 2025 Cost Share Distributions

#### VA Agricultural Cost Share Program (VACS)

Chesapeake Bay watershed	\$ 709,412
Outside the Chesapeake Bay watershed	\$ 111,240

#### Roanoke River Implementation Plan

Tinker and Glade Creek Septic Program	\$ 55,998
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**Total cost share distribution — all programs \$ 876,650**



### Program Year 2025 District Operations

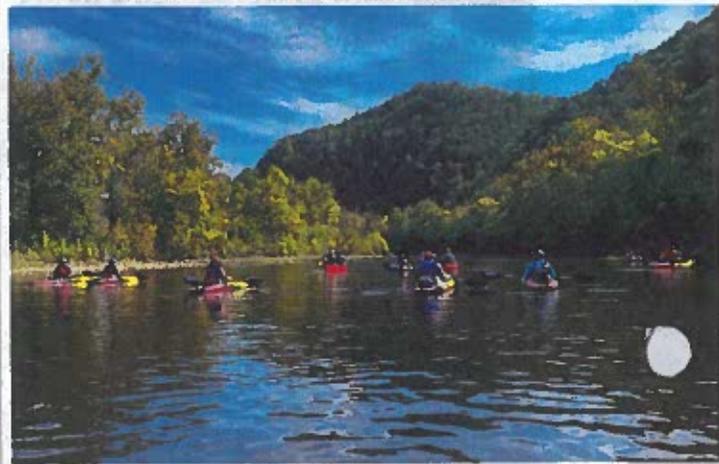
#### Income

Income — state & federal sources	\$ 319,115
Income — Botetourt & Craig	\$ 10,000
Dam maintenance — state sources	\$ 18,000
Educational grants	\$ 16,273
Interest income (includes CDs)	\$ 8,548
<b>Total operational income</b>	<b>\$ 371,936</b>

#### Expenses

Operations & Education	\$ 244,498
Dam Maintenance	\$ 16,717
<b>Total operational expenses</b>	<b>\$ 261,215</b>

## Education & Outreach



### Program Year 2025 Small Dam Repair and Dam Rehabilitation

#### Income

Small Dam Repair — state sources	\$ 159,742
Johns Creek #1 Rehabilitation — federal sources	\$ 693,504

#### Expenses

Small Dam Repair — state sources	\$ 160,876
Johns Creek #1 Rehabilitation — federal sources	\$ 621,632

Activities held	89
Partner organizations	14
Total participants	3,615
Social media reach	10,000+
Grants received	\$ 16,273
Scholarships awarded	\$ 3,668

## Johns Creek Dams

Mountain Castles SWCD and Craig County co-own four flood control dams on Johns Creek. Maintenance operations on the dams are completed twice per year. All dams are inspected annually.

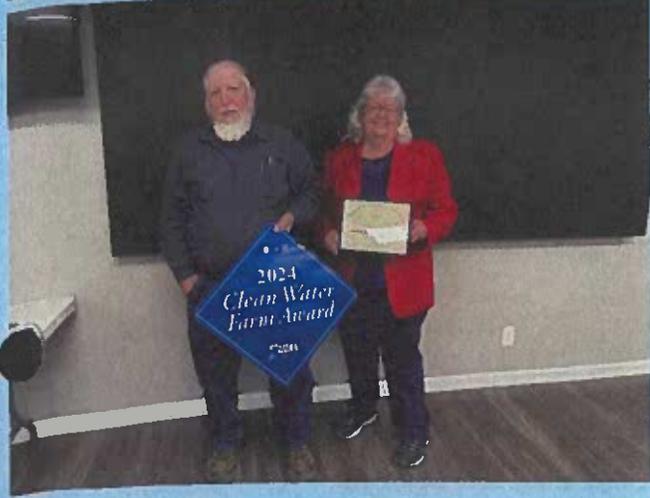
Johns Creek Dam #1 Rehabilitation to improve spillway capacity is moving along through the design phase with a final design expected by summer of 2026.

The District completed two small dam repair projects and has started a new one on Johns Creek Dam #2, whose rehabilitation is next on the state's list. The District also successfully worked with our local partners to ensure public safety during high water levels from Hurricane Helene and heavy February rains.

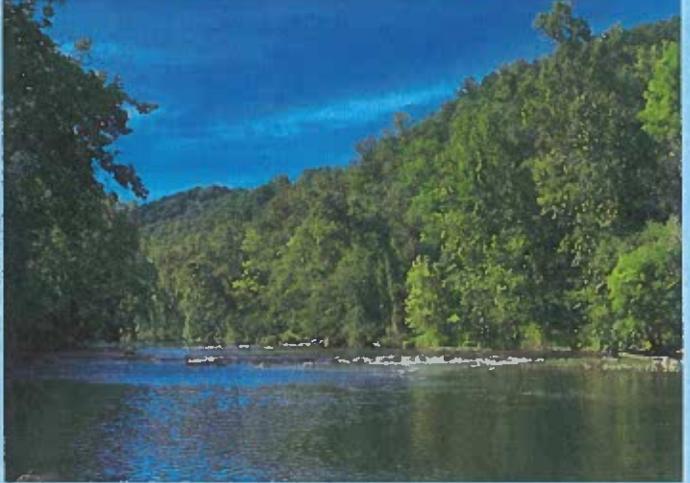
More information about the dams is available on the district website.



# Clean Water Farm Awards

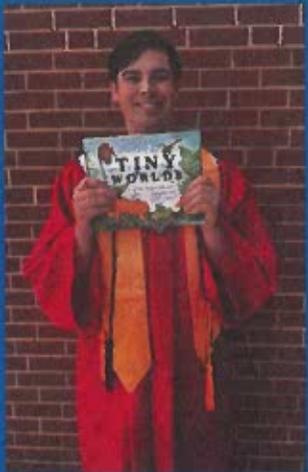


2024 Clean Water Farm Awards were recognized at the annual banquet in February: Tessa and Joe Haynes of Botetourt County (top) and John and Mary Hunter of Craig County (bottom).



Stream exclusion infrastructure such as this watering trough installed by Tessa Haynes (top) are critical to helping us meet our pollution goals for the James River and the Chesapeake Bay.

## Brett Smith



## Scholarships

- John and Hallie Seibel Scholarship — \$2,000  
**Brett Smith**, Lord Botetourt HS (Washington & Lee)
- Harold P. Entsminger Honorary Scholarship (James River HS) — \$2,000; not awarded in 2025
- George Todd Memorial Scholarship (Craig County HS) — \$2,000; not awarded in 2025





## **Mountain Castles SWCD**

**[www.mountaincastles.org](http://www.mountaincastles.org)**

**(540) 580-8373**

### **District Board of Directors**

#### **Elected Directors**

Jeffrey W. Henderson, Chair - Botetourt County  
 Preston Wickline, Vice Chair - Botetourt County  
 Andrew Keffer - Craig County  
 Jason Williams - Craig County

#### **Appointed Directors**

Walter Nelson, Botetourt County  
 Jonathan Stanley, VCE

#### **Associate Directors**

Michael Beahm, Treasurer  
 Jeff Munsey  
 Tasha Snavely  
 Tom & Tara Williamson

#### **District Staff**

Tim Miller, District Coordinator  
 (540) 797-0217  
[tim.miller@mountaincastles.org](mailto:tim.miller@mountaincastles.org)  
 Daniel Naff, Conservation Technician  
 (540) 580-8373  
[daniel.naff@mountaincastles.org](mailto:daniel.naff@mountaincastles.org)  
 Emily Williams, Conservation Technician Assistant  
[emily.williams@mountaincastles.org](mailto:emily.williams@mountaincastles.org)

#### **Conservation District Coordinator**

Tad Williams, DCR

## **Conservation Partners**

Department of Conservation and Recreation (DCR)  
 Botetourt County Board of Supervisors  
 Botetourt County Schools  
 Craig County Board of Supervisors  
 Craig County Schools  
 United States Department of Agriculture  
 Natural Resources Conservation Service (NRCS)  
 Farm Service Agency (FSA)  
 Shenandoah Valley Conservancy  
 Blue Ridge Land Conservancy  
 Virginia Cooperative Extension  
 Virginia Association of Soil & Water Conservation Districts  
 Virginia Department of Forestry  
 National Association of Conservation Districts  
 Virginia Department of Wildlife Resources  
 Virginia Department of Environmental Quality  
 Virginia Department of Health  
 Upper James Resource Conservation & Development Council  
 Virginia State University Small Farm Outreach Program  
 Roanoke-Valley Alleghany Regional Commission  
 Catawba Sustainability Center  
 Roanoke Cement Company  
 James River Association  
 Upper and Middle James Buffer Consortium



The Commonwealth of Virginia supports Mountain Castles Soil and Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation.



## Conservation Specialist Report:

Board of Directors Meeting

August 13<sup>th</sup>, 2025

By: Daniel Naff, Conservation Specialist

### VACS Program

- **Contracts and Conservation Plans for Approval**
  - **45-26-0001 / CP-45-25-0012**
    - **Instance #659886 (SL-6W)**
      - 1,788.22 Feet of streambank & 1.76 acres of buffer protected
      - 50-foot setback, 15-year lifespan
      - Est. Cost / Max CS: \$67,025.00 / \$69,137.00
  - **45-26-0002 / CP-45-25-0001**
    - **Instance #659001 (SL-1)**
      - 9.81 acres converted to grass for 5 years
      - Erosion reduction of 0.69 tons/acre year
      - Est. Cost / Max CS: \$8,485.65 / \$6,609.49
    - **Instance #659002 (SL-1)**
      - 8.66 acres converted to grass for 5 years
      - Erosion reduction of 0.82 tons/acre/year
      - Est. Cost / Max CS: \$7,490.90 / \$5,834.67
  - **45-26-0003 / CP-45-20-0007**
    - **Instance #660576 (SL-1)**
      - 14.95 acres converted to grass for 5 years
      - Erosion reduction of 0.36 tons/acre/year
      - Est. Cost / Max CS: \$12,931.75 / \$10,072.56
    - **Instance #666738 (SL-1)**
      - 22.4 acres converted to grass for 5 years
      - Erosion reduction of 0.27 tons/acre/year
      - Est. Cost / Max CS: \$19,376.00 / \$15,092.00
  - **45-26-0004 / CP-45-20-0005**
    - **Instance #650618 (SL-6W)**
      - 1,822.06 feet of streambank and 1.5 acres of buffer protected
      - 35-foot setback, 15-year lifespan
      - Est. Cost / Max CS: \$82,390.00 / \$75,951.00
- Spot-check visits with Tad Williams scheduled on 8/21/25
- Cover crop mailer sent out 8/8/25

### Dams

- **JC1 Rehab**
  - Worked with DCR and NRCS to draft a letter to Dr. Edwin Martinez Martinez to officially terminate rehab agreement
    - Once signed and mailed, I will navigate the termination process with NRCS & DCR
    - There will be a return of funds involved, but DCR will cover the costs.
  - Meeting held 8/12/25

- 30% Design expected in early September
- Discussed parameters of stepped RCC spillway design and stilling basin
- 60% Design expected in late December
- JC2 Small Dam Repair (Road / Spillway Improvements) Updates
  - Schnabel expects to have three designs ready for our review by September
  - Submitted Small Dam Repair Funding Request to Charles Wilson for initial disbursement
- Current mowing & maintenance contract will be up for renewal or re-bidding after this fall mowing.

### **Training and Certifications**

- Completed trainings
  - VA-Graze Training (Small Ruminants) on 6/30/25\*
  - Creating Engineering Designs in Adobe on 7/29/25
- Upcoming trainings
  - Graves Mountain Training on 8/19-21/25

### **Misc. Updates**

- Had fun at Youth Conservation Camp
- Honeymoon scheduled for November 12 – 21, 2025
- Hitting the ground with Derek, trying to get projects ready for PY26



## District Coordinator/Education Update Report:

Board of Directors Meeting

August 13, 2025

By: Tim Miller

**We work with the people who work the land.**

### **General Update**

- End of FY25 reporting
- Set up files for FY26
- Records maintenance
- Met with Ian and Genevieve from Wetlands Watch about flood resiliency planning for our area
- Updated/created “Financial Policy Handbook”
- Warehouse organization
- VCAP site visits (Eagle Rock & Johns Creek)
- Teacher planning meetings

### **Education & Outreach**

#### Classroom programs

- None this month

#### Outdoor programs

- 8/11 – Library/Homeschool pollinator program at Big Spring Park (Reach: 10)

#### Community Outreach

- 8/2 – Botetourt County Fair (Underground Classroom)
- 8/7 – Partner Paddle on the James River (Upper James RC&D grant)

### **Upcoming Events**

- ✓ 9/8 – Buchanan Library program
- ✓ 9/10-11 – Central Academy MS 7<sup>th</sup> grade canoeing @ Carvins Cove
- ✓ 9/16-18 – Blue Ridge Land Conservancy 4<sup>th</sup> grade “Bay Days” @ Camp Bethel
- ✓ 9/18-19 – Read Mountain MS 7<sup>th</sup> grade canoeing @ Oxbow Farm



### 1) Administrative and Operational Items

- **PY26 1<sup>st</sup> Quarter Cost Share disbursement letters will be sent on August 29<sup>th</sup>.** Please have all approved cost share practices marked as such by August 22.
- **Dedicated Reserves:** On page 14 of the 2024 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. *“Public funds ... are provided to districts not for savings, but strictly for the performance of conservation.”* **Board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). With the books now closed for FY25, this action should be placed on SWCD board meeting agendas before 9/30 in Quarter1 of FY26 so that necessary transfers can be made on the Attachment E Q1 Report and in Q1 QuickBooks.
- **FY25 SWCD Annual Report** should be approved by 9/30. (suggested but no longer required by grant agreement)
- **SPDA Verification deadline** for the quarter that ended 6/30/25. Link to verify accounts <https://spda.trs.virginia.gov/search>

### 2) Ag and Cost Share Items

- **Cost Share File Admin Audits (formerly known as Admin File Reviews) & Financial Audits:** If your district is scheduled for a financial audit in PY26 there will also be a cost share file admin audit. For districts that are not scheduled for a financial audit in PY26 there will not be a cost share file admin audit. If a one-year financial audit is required by the audit subcommittee of the VSWCB or due to staff changes, there will not be a cost share file admin audit.
- **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.
- **Clean Water Farm Award** nominations for Local and Grand Basin awards **are due October 1<sup>st</sup>.** 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.**
- **DCR has established a new process to request a letter of support or in-kind match of funds from the Virginia Agricultural Cost-Share (VACS) Program for grant project proposals.** A description of the process and the new request form can be found at: [www.dcr.virginia.gov/soil-and-water/vnrcf-match](http://www.dcr.virginia.gov/soil-and-water/vnrcf-match).

### 3) DCR-DSWC News: Staffing Updates and Vacations

- **Jennifer Ciminelli, Data Services Manager:** Started 7/10/25. Email address is: [jennifer.ciminelli@dcr.virginia.gov](mailto:jennifer.ciminelli@dcr.virginia.gov); Work Phone: 804-845-2189.
  - **Sara Bottenfield** will be on vacation from July 28- Aug. 10
  - **Jen Edwards** will be on vacation from Aug. 11-Aug. 29
- To streamline things while Jen is out, here are some general guidelines for directing requests
- Account unlocks/password resets – Roland
  - Creating new user accounts – Roland
  - Participant address/phone changes – Roland
  - Variances/EANS – overriding cost share estimates – Roland

- Logi report requests – Roland
- WFA Import issues – Roland/hold until September if possible
- ‘Unlocking’ instances/setting them back to Approved for edits – CDCs
- Contract/BMP Transfers – Blair

Those last two bullets are always true, not just while Jen is away.

#### **Upcoming Training and Important Dates**

- **August 19-21, 2025:** Graves Mountain Training in Syria, VA
- **September 15-16:** VSWCB, tentative in Abingdon
- **September 30:** Deadline for End of Lifespan Verifications for 2024 reimbursement; \$200/\$250 reimbursement rate.
- **October 1:** CWFA local and Grand Basin nomination forms due to CDC.
- **Oct. 4-Oct. 12:** Tad will be on vacation
- **December 7-9, 2024:** VASWCD Annual Meeting; Doubletree by Hilton Hotel, Williamsburg
- **December 10:** VSWCB Meeting, Doubletree by Hilton Hotel, Williamsburg

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

*Electronically sent to SWCD offices 8/4/25.*



## BONSACK SERVICE CENTER REPORT SWCD Board Meeting

### Program Updates:

- **Environmental Quality Incentives Program (EQIP)**
  - Managing 35 contracts totaling \$2,365,788.97 in obligated cost assistance
    - \$1,226,011.15 of that assistance has been paid out
- **Conservation Stewardship Program (CSP)**
  - Managing 18 contracts totaling \$1,311,164.57 in obligated cost assistance
    - \$203,467.57 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)**
  - 2 active contracts in construction status
    - 1 in Craig 1 in Botetourt
    - 1 of the 2 has the buffer planted
    - 1 of the 2 is done with all infrastructure
  - 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

NATURAL RESOURCES CONSERVATION SERVICE  
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