



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, October 22, 2025 – 7:00 p.m.
USDA Service Center, Bonsack

Directors Present: Jeff Henderson, Chair, Botetourt
Preston Wickline, Vice Chair, Botetourt
Walter Nelson, Botetourt

Directors Absent: Jason Williams, Craig
Andrew Keffer, Craig

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm, Treasurer, Associate Director
Tom Williamson, Associate Director
Jeff Munsey, Associate Director
Jonathan Stanley, VCE
Derek Hancock

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

Minutes: Minutes from the September 10 board meeting and October 2 special meeting were reviewed. Walter Nelson moved to approve the September minutes as presented. Second by Preston Wickline. Motion was approved by unanimous consent. Preston Wickline moved to approve the October minutes as presented. Second by Walter Nelson. Motion was approved by unanimous consent.

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

Other Business

- The board reviewed VCAP contract 45-26-0200: Rain Water Harvesting (RWH); maximum cost share = \$8,354.42. After discussion, Walter Nelson moved to approve the RWH contract pending approval by the VCAP Steering Committee; second by Preston Wickline, motion approved by unanimous consent.
- Botetourt County budget request amount was discussed; Jeff Henderson recommended Tim request \$10,000 from Botetourt County for FY27.
- District outreach event for PY 26 was discussed. Board will revisit at the December meeting.
- After discussion, the board decided to cancel the November meeting. The next scheduled board meeting will be December 10.

VACS Contracts

The following tax credits were reviewed:

- 45-24-0052; Instance #584293 (SL-7); eligible tax credit: \$445.85
- 45-26-0003; Instance #660676 (SL-1); eligible tax credit: \$714.80; Instance #666738 (SL-1); eligible tax credit: \$1,071.00

Preston Wickline moved to approve all tax credits. Second by Walter Neslon, motion passed by unanimous consent.

The following conservation plans were reviewed:

- CP-45-24-0006
- CP-45-26-0003
- CP-45-26-0004

Preston Wickline moved to approve all conservation plans. Second by Walter Nelson, approved by unanimous consent.

The following VACS contracts were reviewed:

- 45-26-0007; Instance #714663 (FR-3); 26 CB VACS; maximum cost share = \$2,802.76 (adjusted from Oct 2 meeting); Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0007; Instance #727935 (SL-6W); 26 CB VACS; maximum cost share = \$19,350.32; Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent
- 45-26-0028; Instance #646521 (SL-6W); 26 CB VACS; maximum cost share = \$106,771.13. Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent
- 45-26-0034; Instance #660472 (SL-6W); 26 CB VACS; maximum cost share = \$110,327.50; Walter Nelson made a motion to approve the instance, pending endangered species review. Second by Preston Wickline, motion passed by unanimous consent
- 45-26-0035; Instance #721790 (SL-6W); 26 CB VACS; maximum cost share = \$53,751.00; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0035; Instance #721885 (SL-7); 26 CB VACS; maximum cost share = \$7,740.00; Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent

The following cover crop contracts were reviewed:

- 45-26-0012; Instance #724842 (SL-8B); 26 CB VACS; maximum cost share = \$779.40; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0012; Instance #710580 (SL-8H); 26 CB VACS-\$408.00; 26 OCB VACS-\$101.40; maximum cost share = \$510.40; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0015; Instance #718968 (SL-8H); 26 CB VACS; maximum total cost share = \$1,136.60; Preston Wickline left the room during the discussion and vote; Walter Nelson made a motion to approve the instance, second by Jeff Henderson, motion passed by unanimous consent
- 45-26-0017; Instance #720423 (SL-8B); 26 CB VACS; maximum cost share = \$5,086.00; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0018; Instance #720429 (SL-8H); 26 CB VACS; maximum cost share = \$2,776.00; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0019; Instance #721737 (SL-8B); 26 CB VACS; maximum cost share = \$1,990.40; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0020; Instance #720498 (SL-8H); 26 CB VACS; maximum cost share = \$256.20; Instance #720532 (SL-8M); 26 CB VACS; maximum cost share = \$1,755.60; Walter Nelson made a motion to approve both instances, second by Preston Wickline, motion passed by unanimous consent

- 45-26-021; Instance #720889 (SL-8B); 26 OCB VACS; maximum cost share = \$3,734.40; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0022; Instance #721728 (SL-8B); 26 CB VACS; maximum cost share = \$18,622.00; Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent
- 45-26-0023; Instance #721754 (SL-8M); 26 OCB VACS; maximum cost share = \$2,333.10; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0024; Instance #721794 (SL-8B); 26 CB VACS; maximum cost share = \$25,329.50; Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent
- 45-26-0025; Instance #721836 (SL-8B); 26 CB VACS; maximum cost share = \$7,798.50; Instance #721804 (SL-8H); 26 CB VACS; maximum cost share = \$856.00; Preston Wickline made a motion to approve both instances, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0026; Instance #724447 (SL-8B); 26 CB VACS; maximum cost share = \$9,652.00; Instance #724448 (SL-8H); 26 CB VACS; maximum cost share = \$1,333.00; Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent
- 45-26-0027; Instance #724467 (SL-8H); 26 CB VACS-\$366.40; 26 OCB VACS-\$2,168.80; maximum cost share = \$2,535.20; Jeff Henderson left the room during the discussion and vote; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0029; Instance #725097 (SL-8H); 26 OCB VACS; maximum cost share = \$447.40; Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent
- 45-26-0030; Instance #725124 (SL-8B); 26 CB VACS; maximum cost share = \$5,609.70; Preston Wickline made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0031; Instance #725200 (SL-8H); 26 CB VACS; maximum cost share = \$432.00; Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent
- 45-26-0032; Instance #725889 (SL-8H); 26 CB VACS; maximum cost share = \$2,000.00; Instance #725890 (SL-8M); 26 CB VACS; maximum cost share = \$9,515.35; Walter Nelson made a motion to approve both instances, second by Preston Wickline, motion passed by unanimous consent
- 45-26-0033; Instance #727367 (SL-8B); 26 CB VACS; maximum cost share = \$5,361.00; Walter Nelson made a motion to approve the instance, second by Preston Wickline, motion passed by unanimous consent

Conservation Specialist 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)

Conservation Technician Assistant Report: submitted by Emily Williams – received and placed on file (see full report)

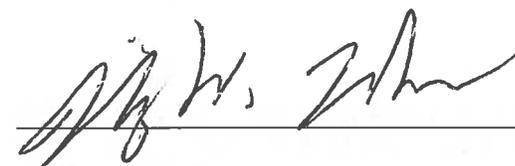
Agency Reports:

- DCR – written report provided by Tad Williams – received and placed on file (see full report)
- VCE – Jonathan Stanley provided VCE updates, including a November 20th Pasture Walk and upcoming pesticide recertification
- VDOF – no report
- NRCS – no report

Adjourn:

The meeting adjourned at 8:05 p.m. with a motion from Walter Nelson, second by Preston Wickline.

Approved:


Jeff Henderson, Chair

Date: 12/10/25

Respectfully submitted/prepared by:


Tim Miller

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1 through October 21, 2025

Jul 1 - Oct 21, 25

Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operational Funds	
DCR Allocation for Operations	72,273.50
VNRCF Base and TA Funds	62,410.57
	<hr/>
Total DCR Operational Funds	134,684.07
FY Dam Maintenance	
Small Dam Repair	42,000.00
FY Dam Maintenance - Other	18,000.00
	<hr/>
Total FY Dam Maintenance	60,000.00
Cost Share	
2026 OCB VACS	69,137.00
2026 CB VACS	113,559.72
	<hr/>
Total Cost Share	182,696.72
	<hr/>
Total OPERATIONS	377,380.79
FEDERAL SOURCES	
NRCS Dam Rehab Agreement	71,872.24
Tinker & Glade TMDL	
Construction Cost Share	29,462.50
TA & Ops	3,205.30
	<hr/>
Total Tinker & Glade TMDL	32,667.80
	<hr/>
Total FEDERAL SOURCES	104,540.04
LOCAL/OTHER SOURCES	
UJRC&D Grant	1,129.40
VASWCD	
MWEE Grant	355.00
	<hr/>
Total VASWCD	355.00
Local Government Funding	
Botetourt County	7,000.00
	<hr/>
Total Local Government Funding	7,000.00
ATC Grant	975.00
	<hr/>
Total LOCAL/OTHER SOURCES	9,459.40
Interest	
Operational -Bank of Fincastle	155.86
Savings - Bank of Fincastle	2.24
Interest - Other	13,723.84
	<hr/>
Total Interest	13,881.94
	<hr/>
Total Income	505,262.17
	<hr/>
Gross Profit	505,262.17
Expense	
Return of TA to DCR	2,446.37
VCAP TA	386.82
Operations MCSWCD	
I. Employee Compensation	
Technician Assistant	
Education & Training	25.00
Travel/Milage	162.51
FICA	135.41
Salary	1,770.00
	<hr/>

Mountain Castles Soil & Water Conservation District

Profit & Loss

10/21/25

July 1 through October 21, 2025

Cash Basis

	<u>Jul 1 - Oct 21, 25</u>
Total Technician Assistant	2,092.92
Directors	
Meals/Expenses	696.14
Travel/Mileage	662.90
	<u>1,359.04</u>
Total Directors	1,359.04
Education Coordinator	
Benefits	4,745.01
Education and Training	895.00
FICA	1,636.99
Travel/mileage	350.00
Salary	21,895.83
	<u>29,522.83</u>
Total Education Coordinator	29,522.83
VNRFC TA - Conservation Tech	
Benefits Paid	4,794.45
Education & Training	806.10
FICA & Medicare	1,210.14
Salary	16,419.74
Travel/Mileage	101.50
	<u>23,331.93</u>
Total VNRFC TA - Conservation Tech	23,331.93
Total I. Employee Compensation	56,306.72
II. Office Expenses	
Membership Dues, Various Org	
NACD Dues	775.00
VASCWD Support Services	3,592.00
Membership Dues, Various Org - Other	25.00
	<u>4,392.00</u>
Total Membership Dues, Various Org	4,392.00
Xerox Lease (ESI)	665.43
Phones/Internet (Cox Business)	740.56
Computer programs & software	1,497.21
Office Rent	2,250.00
Postage	127.61
Office Equipment and Supplies	436.90
U.S. Cellular -VNRFC TA	311.48
	<u>10,421.19</u>
Total II. Office Expenses	10,421.19
V. Education, Youth	
Classroom Resources	210.68
ATC Grant	2,400.00
MWEE	4,359.77
	<u>6,970.45</u>
Total V. Education, Youth	6,970.45
VI. Education, Public	
UJRC&D Grant	892.64
Outreach	244.20
	<u>1,136.84</u>
Total VI. Education, Public	1,136.84
Vehicle	
Maintenance	265.65
Fuel	461.36
	<u>727.01</u>
Total Vehicle	727.01
VII. Other Business Expenses	
Insurance	
Workmans Compensation	351.00
	<u>351.00</u>
Total Insurance	351.00

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1 through October 21, 2025

	<u>Jul 1 - Oct 21, 25</u>
Total VII. Other Business Expenses	351.00
Total Operations MCSWCD	75,913.21
DCR - Obligated Cost-share	
Cost Share Payments	
2026 CB VACS	25,164.56
2023 CB CREP	2,315.00
MVP Mitigation Funds	3,722.00
Total Cost Share Payments	<u>31,201.56</u>
Total DCR - Obligated Cost-share	31,201.56
DCR - Unobligated C/S Paid	
2023 CB CREP	32,873.20
25 CB VACS Transfer of FY22	1,322.00
25 CB VACS Transfer to FY20	6,081.25
2024 OCB VACS	18,080.41
25 OCB VACS	26,443.16
25 CB VACS	41,797.71
2023 SR CREP	14,046.60
2024 CB VACS	3,427.25
2022 CB VACS	<u>96,840.52</u>
Total DCR - Unobligated C/S Paid	240,912.10
Dam Maintenance	
Dam Repair	40,000.00
NRCS Dam Rehab	103,395.11
Dam Maintenance - Other	<u>4,240.00</u>
Total Dam Maintenance	147,635.11
TMDL	
TMDL TA and OPS	2,595.85
TMDL Cost Share	<u>13,169.15</u>
Total TMDL	15,765.00
Total Expense	<u>514,260.17</u>
Net Ordinary Income	<u>-8,998.00</u>
Net Income	<u><u>-8,998.00</u></u>

•
•



Mountain Castles Soil & Water Conservation District

Balance Sheet

As of October 21, 2025

	<u>Oct 21, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,258,533.85
OPERATIONAL - First Bank	211,749.55
TMDL - Bank of Botetourt	2,585.00
CDs for District	
BoB CD - Personnel	100,000.00
BoB CD - dam projects	50,000.00
BoB CD - vehicle 2	50,000.00
First Bank CD - 4234	46,930.10
First Bank CD - 4237	46,930.10
Bank of Botetourt Short Term CD	50,173.50
Total CDs for District	<u>344,033.70</u>
First Bank Savings	<u>38,432.43</u>
Total Checking/Savings	<u>1,855,334.53</u>
Total Current Assets	<u>1,855,334.53</u>
TOTAL ASSETS	<u><u>1,855,334.53</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	-8,998.00
Total Equity	<u>1,855,334.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,855,334.53</u></u>

[Handwritten Signature]
[Handwritten Signature]
 10-22-25



Mountain Castles Soil & Water Conservation District Outstanding Check Report

July through September 2025

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
Jul - Sep 25										
Check	08/11/2025	3800	Anne Jones	June mileage	OPERATIONAL - ...			Travel/Mileage	-19.60	-19.60
Check	09/09/2025	3816 ✓	Cathy Phoenix	Sept board d...	OPERATIONAL - ...			Meals/Expens...	-175.00	-194.60
Check	09/10/2025	3817 ✓	Treasurer of Virginia	Return of F...	OPERATIONAL - ...			Return of TA t...	-2,446.37	-2,640.97
Check	09/15/2025	1809 ✓	DCR Finance	Invoice #626...	COST-SHARE - Fi...			-SPLIT-	-240,912.10	-243,553.07
Check	09/15/2025	3818 ✓	Bank of Botetourt	Tranfer to CDs	BoB CD - vehicle 2			OPERATION...	50,000.00	-193,553.07
Check	09/15/2025	3818 ✓	Bank of Botetourt	Tranfer to CDs	BoB CD - dam proj...			OPERATION...	50,000.00	-143,553.07
Check	09/15/2025	3818 ✓	Bank of Botetourt	Tranfer to CDs	BoB CD - Personnel			OPERATION...	100,000.00	-43,553.07
Check	09/23/2025	3819 ✓	Camp Bethel	YOC20250414	OPERATIONAL - ...			MWEE	-4,110.00	-47,663.07
Check	09/23/2025	1810 ✓	Mary O. Hunter	45-24-0052, ...	COST-SHARE - Fi...			MVP Mitigatio...	-3,722.00	-51,385.07
									-51,385.07	-51,385.07



PY 26 Q1 Budget Update				
INCOME		Budgeted	Actual through Sept 2025	% of budget
Operational grant		\$ 144,547.00	\$ 72,273.50	50%
Dam Maintenance		\$ 18,000.00	\$ 18,000.00	100%
VNRCF Base TA		\$ 38,660.00	\$ 38,660.00	100%
VNRCF additional TA		\$ 98,750.00	\$ 23,750.57	24%
EXPENSES		Budgeted	Actual through Sept 2025	% of budget
Dam maintenance		\$ 18,000.00	\$ 4,240.00	24%
VCAP TA		\$ 1,768.57	\$ 386.82	22%
Payroll		\$ 230,000.00	\$ 52,607.57	23%
RVARC shared employee		\$ 7,000.00		0%
Scholarships/donations		\$ 8,000.00		0%
Rest Fund MWEE grant		\$ 8,517.72	\$ 4,359.77	51%
ATC grant		\$ 1,500.00		0%
Envirothon		\$ 500.00		0%
Classroom resources		\$ 850.00	\$ 210.68	25%
Outreach		\$ 7,500.00	\$ 100.00	1%
RC&D grant		\$ 1,200.00	\$ 892.64	74%
VASWCD support fees		\$ 3,750.00	\$ 3,592.00	96%
NACD dues		\$ 775.00	\$ 775.00	100%
Other dues/memberships		\$ 300.00	\$ 25.00	8%
Office equipment & supplies		\$ 2,750.00	\$ 436.90	16%
Computer software/subscriptions		\$ 2,750.00	\$ 1,497.21	54%
Copier lease		\$ 2,750.00	\$ 665.43	24%
Postage		\$ 250.00	\$ 127.61	51%
Internet		\$ 2,500.00	\$ 740.56	30%
Accounting services		\$ 1,000.00		0%
Marketing		\$ 1,000.00		0%
Team building		\$ 350.00		0%
Rent		\$ 9,225.00	\$ 2,250.00	24%
Cell phone		\$ 1,100.00	\$ 311.48	28%
Field equipment		\$ 700.00		0%
Insurance		\$ 750.00	\$ 351.00	47%
Vehicle		\$ 7,750.00	\$ 727.01	9%

Training -Tim		\$ 1,700.00	\$ 895.00		53%
Travel-Tim		\$ 1,500.00	\$ 350.00		23%
Training - Dan		\$ 1,700.00	\$ 806.10		47%
Travel-Dan		\$ 250.00	\$ 63.00		25%
Training-Emily		\$ 1,500.00	\$ 25.00		2%
Travel-Emily		\$ 1,000.00	\$ 162.51		16%
Travel-Terra		\$ 500.00			0%
Training - Directors		\$ 800.00			0%
Meals - Directors		\$ 3,000.00	\$ 696.14		23%
Travel - Directors		\$ 3,000.00	\$ 662.90		22%



Conservation Specialist Report:

Board of Directors Meeting

October 22, 2025

By: Daniel Naff, Conservation Specialist

VACS Program

- **Updates from 10/2/2025 Meeting**
 - Average cost-list update not eligible due to DCR policy stating that once Districts have begun approving cost-share for the planning year, they must ask DCR to approve an increase to the average cost list based on bills that show a marked increase in material costs from when the current cost list was originally approved. The waste storage approval for contract 45-26-0007 is void.
- **25% Out-of-pocket Tax Credits for Approval**
 - **45-24-0052**
 - **Instance #584293 (SL-7)**
 - Out-of-pocket: \$1,783.40
 - Eligible Tax Credit: \$445.85
 - **45-26-0003**
 - **Instance #660676 (SL-1)**
 - Out-of-pocket: \$2,859.19
 - Eligible Tax Credit: \$714.80
 - **Instance #666738 (SL-1)**
 - Out-of-pocket: \$4,284.00
 - Eligible Tax Credit: \$1,071.00
- **Conservation Plans for Approval**
 - CP-45-24-0006
 - CP-45-26-0003
 - CP-45-26-0004
- **Non-Cover Crop Contracts for Approval**
 - **45-26-0007**
 - **Instance #714663 (FR-3, readjustment from last meeting)**
 - 2 acres of hardwood buffer for 15 years
 - Piggy-back with NRCS
 - Total estimated cost and incentive payment: \$8,600.00
 - Total NRCS Contribution: \$5,797.24
 - Max CS: \$2,802.76 CB VACS
 - **Instance #727935 (SL-6W)**
 - 2 acres of riparian buffer established and 1,333.36 feet of bank protected
 - 35-foot setback, 15-year lifespan
 - Helps with a loafing lot system for 40 dry cows
 - Piggy-back with NRCS
 - Total estimated cost and buffer payment: \$30,062.50
 - Total NRCS Contribution: \$10,712.18
 - Max CS: \$19,350.32 CB VACS



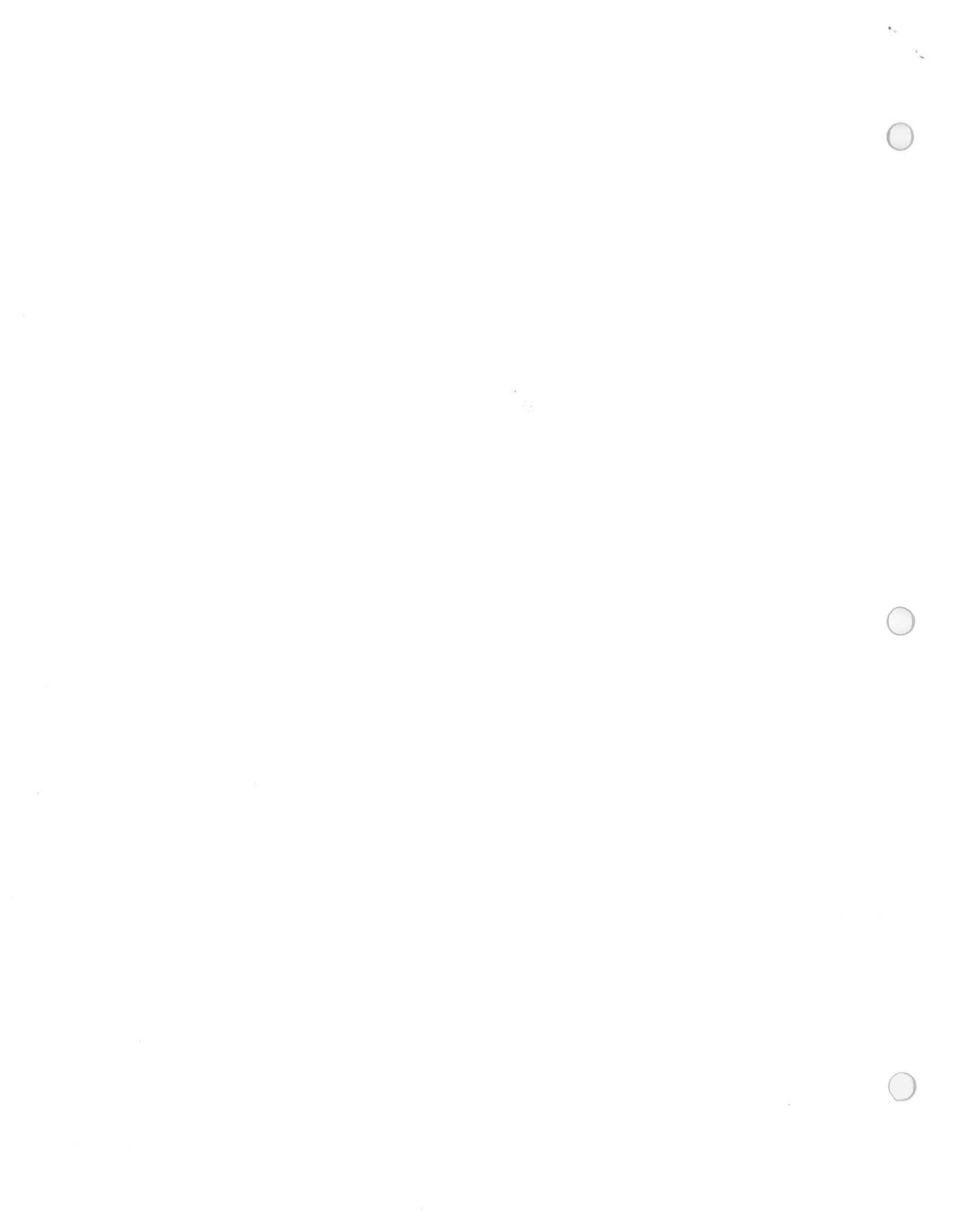
- 45-26-0028
 - Instance #646521 (SL-6W)
 - 20 cow/calf pairs excluded from 6161.55 feet of streambank and 7.90 acres of riparian buffer established
 - 35-foot setback, 15-year lifespan
 - Est. Cost / Max CS: \$108,101.25 / \$106,771.13 CB VACS
- 45-26-0034 *Pending USFWS/DWR review for listed species*
 - Instance #660472 (SL-6W)
 - 10 cow/calf pairs excluded from sensitive seeps, 7,809.72 feet of streambank and 36.44 acres of buffer established (payment capped at 15 acres)
 - 50-foot setback, 15-year lifespan
 - Est. Cost / Max CS: \$92,327.50 / 110,327.50 CB VACS
- 45-26-0035
 - Instance #721790 (SL-6W)
 - 6 heifers and 3 horses excluded from 1,513.21 feet of streambank and 1.69 acres of riparian buffer
 - 35-foot setback, 15-year lifespan
 - Est. Cost / Max CS: \$57,470.00 / \$53,751.00 CB VACS
 - Instance #721885 (SL-7)
 - 6 heifers and 14.75 acres in rotational grazing
 - 35-foot existing setback, 15-year lifespan
 - Est. Cost. / Max CS: \$9,675.00 / \$7,740.00 CB VACS
- Cover Crop Contracts for Approval – See Emily’s Report

Dams

- Johns Creek 1 Rehab
 - Met on 10/14/25 with landowners, DCR, and Freese & Nichols to go over 30% designs
 - Confirmed that we will not be installing a sacrificial soil layer
 - Addressed questions about spillway width, access, etc.
 - 60% design anticipated by end of December 2025
- Johns Creek 2 SDR – Spillway Improvements Design
 - Received complete design sheets and cost estimate from Schnabel
 - Smoothing out grade of spillway to match as-built surveys
 - Armoring road for easy repair
 - Submitted project closeout request to Charles Wilson
 - Meeting scheduled with landowner for 10/28/25 to discuss plans
 - Submitted funding request to DCR for the construction phase in the spring

Misc. Updates

- Helped Land Day Field Trip at Camp Bethel 10/15/25
- Got married 10/18/2025
- Have been working with Emily to train her in CAS and VACS policy and she has been doing great



Conservation Technician Assistant Report

Submitted by: Emily Williams

for October 22, 2025

Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

- Delivered site assessment report that was pending from September Board report to landowner in Craig Co.;
- Conducted two follow-up site visits and one office visit with homeowners preparing VCAP 45-26-0200;
- Planning for two VCAP outreach events in spring 2026 coordinated with BR SWCD: RV Home and Garden Show and Blue Ridge Wildflower Society Native Plant sale.
- Contracts for Approval
 - 45-26-0200
 - Rain Water Harvesting (RWH)
 - Cost-share: \$8,354.42
 - Pending VASWCD Steering Committee approval on 10/31/25

Virginia Agricultural Cost-Share (VACS)

- Called producers on Cover Crop program contact list to remind them of enrollment deadline;
- For contracts approved during September Board meeting, updated Cover Crop contracts status to “approved” and prepared approval postal mailers.
- Processed Cover Crop applications received and prepared them for approval as contracts at October Board meeting;
- Cover Crop Contracts for Approval
 - 45-26-0012* adjusted from 9/10/25 approval
 - Instance #7244842 (SL-8B)
 - Early, rye, standard kill down
 - Max CS: \$779.40 CB VACS
 - Instance #710580 (SL-8H)
 - 25.52 harvested for seed/grain/straw
 - Max CS: \$510.40
 - \$408.00 CB VACS
 - \$101.40 OCB VACS
 - 45-26-0015
 - Instance #718968 (SL-8H)
 - 56.38 ac harvested for seed/grain/straw
 - Max CS: \$1,136.60 CB VACS
 - 45-26-00157
 - Instance #720423 (SL-8B)
 - 50.86 ac. planted early, all-rye, with May kill down
 - Max CS: \$5,086.00 CB VACS
 - 45-26-0018
 - Instance #720429 (SL-8H)
 - 138.80 ac. harvested for seed/grain/straw
 - Max CS: \$2,776.00

Conservation Technician Assistant Report

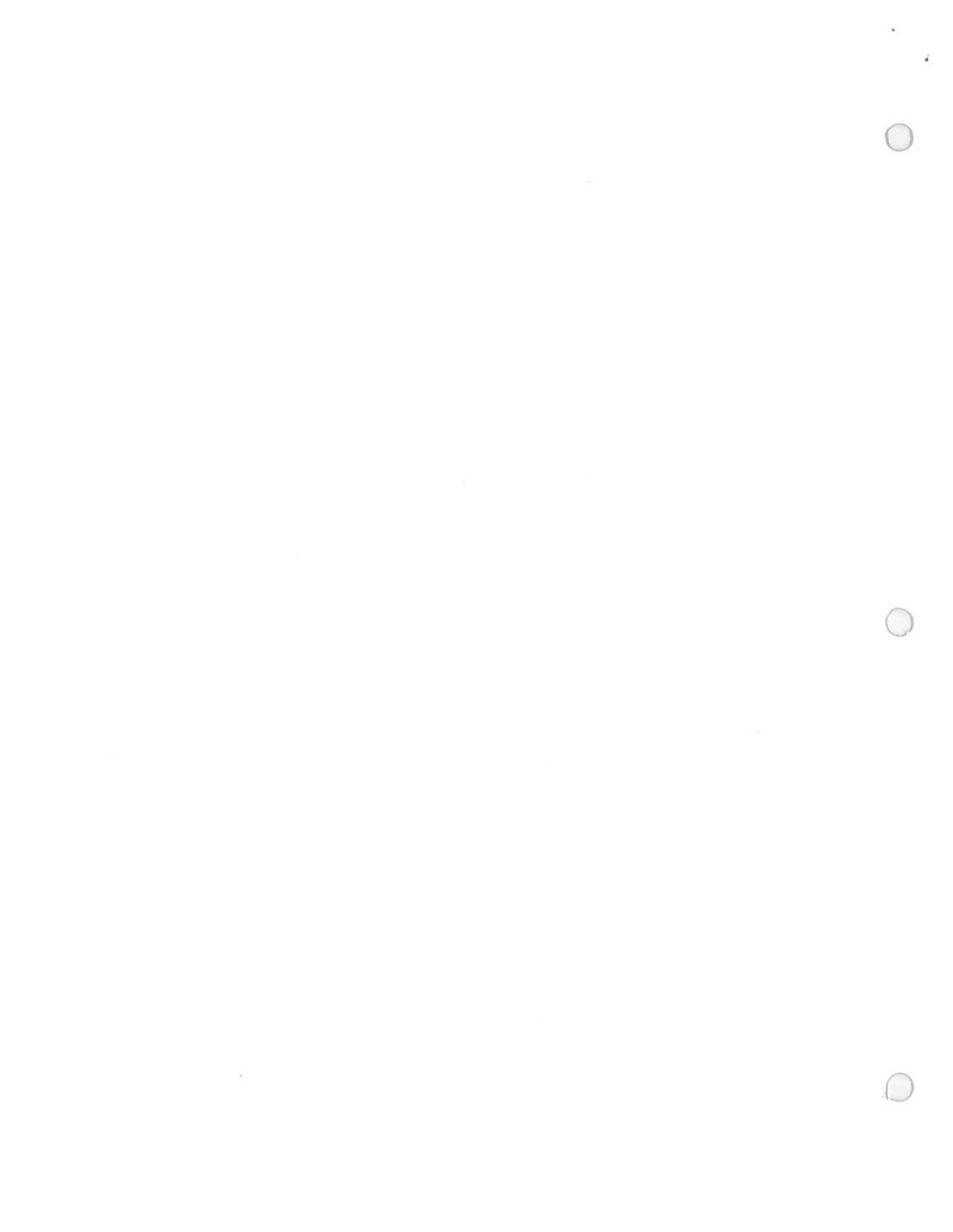
- 45-26-0019
 - Instance #721737 (SL-8B)
 - 24.88 ac. Planted early, assorted small grains, May kill down
 - Max CS: \$1,990.40 CB VACS
- 45-26-0020
 - Instance #720498 (SL-8H)
 - 12.81 ac. harvested for seed/grain/straw
 - Max CS: \$256.20 CB VACS
 - Instance #720532 (SL-8M)
 - 58.52 ac. Standard planting, assorted small grain, May kill down
 - Max CS: \$1,755.60 CB VACS
- 45-26-0021
 - Instance #720889 (SL-8B)
 - 46.68 ac. Early planting, assorted small grain, May kill down
 - Max CS: \$3,734.40 OCB VACS
- 45-26-0022
 - Instance #721728 (SL-8B)
 - 186.22 ac. Early planting, all rye, May kill down
 - Max CS: \$18,622.00 CB VACS
- 45-26-0023
 - Instance #721754 (SL-8M)
 - 42.42 ac. Early planting, assorted small grains, May kill down
 - Max CS: \$2,333.10 OCB VACS
- 45-26-0024
 - Instance #721794 (SL-8B)
 - 361.85 ac. standard, pure rye, May kill down
 - Max CS: \$25,329.50 CB VACS
- 45-26-0025
 - Instance #721836 (SL-8B)
 - 156.75 ac
 - 50.95 ac early, assorted small grains, standard kill down
 - 105.80 ac standard, assorted small grains, standard kill down
 - Max CS: \$7,798.50 CB VACS
 - Instance #721804 (SL-8H)
 - 42.80 ac. harvested for seed/grain/straw
 - Max CS: \$856.00 CB VACS
- 45-26-0026
 - Instance #724447 (SL-8B)
 - 96.52 ac. Early, pure rye, May kill down
 - Max CS: \$9,652.00 CB VACS
 - Instance #724448 (SL-8H)
 - 66.65 ac. harvested for seed/grain/straw
 - Max CS: \$1,333.00 CB VACS
- 45-26-0027
 - Instance #724467 (SL-8H)
 - 126.76 ac. harvested for seed/grain/straw
 - Max CS: \$2,535.20
 - \$366.40 CB VACS
 - \$2,168.80 OCB VACS
- 45-26-0029
 - Instance #725097 (SL-8H)

Conservation Technician Assistant Report

- 22.37 ac. harvested for seed/grain/straw
- Max CS: \$447.40 OCB VACS
- 45-26-0030
 - Instance #725124 (SL-8B)
 - 62.33 ac. Early, triticale, May kill down
 - Max CS: \$5,609.70 CB VACS
- 45-26-0031
 - Instance #7525200 (SL-8H)
 - 21.60 ac. harvested for seed/grain/straw
 - Max CS: \$432.00 CB VACS
- 45-26-0032
 - Instance #725889 (SL-8H)
 - 100 ac. harvested for seed/grain/straw
 - Max CS: \$2,000 CB VACS
 - Instance #725890 (SL-8M)
 - 146.39 ac Early, pure rye, late kill down
 - Max CS: \$9,515.35 CB VACS
- 45-26-0033
 - Instance #727367 (SL-8B)
 - 53.61 ac. Early, pure rye, late kill down
 - Max CS: \$5,361.00 CB VACS

Other

- Attended virtual CAS training relevant to managing Cover Crop applications on 9/18/2025.
- Attended "Meet the BMPs" in person training on 9/29/25.
- Attended Blue Ridge PRISM "Invasive Plants in Autumn" webinar on 10/8/25.
- Led field trips on 10/14/2025 and 10/16/2025.
- Planning for 8th grade STEM project in February 2026.





District Coordinator/Education Update Report:

Board of Directors Meeting

October 22, 2025

By: Tim Miller

We work with the people who work the land.

General Update

- Attended Area I Envirothon planning meeting
- Attended freshwater mussel curriculum workshop by the James River Association
- Submitted Chesapeake Bay Restoration Fund grant application for 2026-2027
- District audit scheduled for January 8

Education & Outreach

Classroom programs

- 9/12 – Cloverdale ES 2nd grade (owl pellets); Reach: 30
- 9/16 – Eagle Rock ES 2nd grade (Oh Deer!); Reach: 18
- 9/16 – Eagle Rock ES 4th grade (Ask the Bugs); Reach: 20
- 9/16 – Eagle Rock ES 5th grade (Ask the Bugs); Reach: 18
- 9/22 – Troutville ES 3rd grade (Fish Adaptations); Reach: 35
- 9/24 – Troutville ES 4th grade (All the Water in the World); Reach: 38
- 9/25 – Troutville ES 2nd grade (amphibians); Reach: 37
- 10/8 – Troutville ES 4th grade (water cycle); Reach: 38

Outdoor programs

- 9/11 – Central Academy MS 7th grade canoeing @ Oxbow Farm; Reach: 28
- 9/18-19 – Read Mountain MS 7th grade canoeing @ Oxbow Farm; Reach: 92
- 10/1 – Central Academy MS gifted students @ Fenwick Mines (orienteering); Reach: 43
- 10/2 – Read Mountain MS gifted students @ Fenwick Mines (orienteering); Reach: 52
- 10/3 – Central Academy MS 8th grade @ Fenwick Mines (SOL review); Reach: 55
- 10/14=16 – Land Day @ Camp Bethel for all 2nd grade; Reach: 255

Community Outreach

- 9/27 – Eagle Rock Library Ag Day (soils and composting)

Upcoming Events

- ✓ 11/6-11/8 – Association for Experiential Education Conference
- ✓ 12/7-12/9 – VASWCD Annual Meeting

October 2025 – Conservation District Coordinator (CDC) Report

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



1) Administrative and Operational Items

- **Quarterly reports due on Wednesday, October 15.** This includes attachment E plus QuickBooks cash balance sheet and P&L for the quarter. The “official” excel version of attachment E must be used throughout the course of the year. Please use the same workbook and corresponding tab for each quarter to ensure that all values roll together for the End of Year Report (last tab).
- **Dates for Obligations data pull and Disbursement letters:**
 - Pull obligations Nov. 1, letters to DCR Nov. 10, dated to SWCDs Nov. 14
 - Pull obligations Feb. 1, letters to DCR Feb 9, dated to SWCDs Feb. 12
 - Pull obligations May 1, letters to DCR May 6, dated to SWCDs May 11
 - Pull obligations June 1, letters to DCR June 3, dated to SWCDs June 8
- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. Most directors took this in 2023 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov> Each module is specific to your role so select “Local elected officials or EDAs/IDAs” to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. Let both your SWCD administrative staff and your local jurisdiction’s clerk know your completion date
- **ASA Policy.** Per the annual request of Darrell Marshall of VDACS, please revisit and update your district’s policy regarding the handling to Ag Stewardship Act Complaints (this includes primary and secondary contact information). If there are no changes to your district’s existing policy, please send an email to Darrell Marshall that provides the date that the board discussed the policy and states that there are no changes to your SWCD’s existing policy. If there are changes (remember that this includes changes to the primary and secondary contacts as well as the preferred procedure), a new form must be submitted to VDACS.
- **Ag Outreach Event to Fulfill FY26 Admin/Ops Grant Agreement Deliverables: Plan NOW!** SWCDs should look at your FY26 calendar and start planning for the required agricultural community outreach event, to be held before 06/30/26. Remember the following criteria must be met per the grant agreement:

#10. The District hosted at least one agricultural community outreach event during the year that met the following:

1. Was marketed through at least one venue that directed towards producers with small farms or producers considered socially disadvantaged;
2. Included an introduction of District, programs, staff and directors; and
3. Included a discussion featuring local agricultural producers that utilized the VACS Program;
4. Provided notice to partners, including the Virginia State University Small Farm Outreach Program, of the event and provided an opportunity to partners to participate in the agenda

2) Ag and Cost Share Items

- **CAS-related issues and help requests can now be sent to a new DSWC CAS Help Desk email at dswc-cas-help@dcr.virginia.gov.** Beginning the week of September 22nd, emails sent to Jen Edwards will receive an out-of-office message directing you to submit your re-quest to the new DSWC Help Desk email. Data Services will be reviewing all incoming emails and prioritizing requests accordingly. You can send requests to unlock contracts directly to CDCs.
- **Update to VACS Definition of Applicant:** The Virginia Soil and Water Conservation Board met on September 16 and approved a mid-year amendment to the VACS Manual to revise the definition of 'applicant'. In the Guidelines and Glossary sections of the manual, the definition of 'applicant' now includes the following: "Any individual, landowner, agent, operator of record, or business entity who is determined to have knowingly

misrepresented its compliance status with the VACS Program to a District or District Representative may, upon a determination of a Board of District Directors, not be considered an “applicant” for a period of at least five (5) years. In rendering such a determination, the Board of District Directors shall evaluate all available evidence in a public meeting and any related resolutions must be passed by a majority vote of a quorum of District Directors.”

▪ **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.
- **Nutrient Management Plans (NMP):** There are many VACS practices where the producer must be fully implementing a current nutrient management plan prepared by a certified nutrient management planner and a copy on file with the SWCD before cost-share payments or tax credits can be issued. (Pages 1-4 of the *PY26 VACS Program Manual* for a complete list)

- It is the SWCD’s responsibility to make participants aware of this requirement & to provide participants with contact information for nutrient management planner, private or public. There is a list of certified private planners on DCR’s website.
- The request to write the plan should be **well in advance of practice completion, ideally in the fall** when sign up is taken and before the cover crop is planted. A NMP needs to be written in a timely manner.
- DCR nutrient management specialists are available to write nutrient management plans but cannot always fulfill last minute requests and cannot write a plan without soil test results, crop rotation (crop to be planted after the cover crop) and field maps with location and acreages. A NMP for crops can only be written for a maximum of 3 years past the date of the soil samples results. Plans can be written for 1-3 years, but most cover crop plans are for 1 year, maybe 2.
- As you are signing up cover crop participants in PY26, please tell participants to take soil tests before the cover crop is planted and request an NMP in the fall/summer. I suggest that you set some district deadlines and include in your approval letter or prepare separate correspondence for cover crop applicants that outlines the steps required to receive payment at your district. While the participant is ultimately responsible for meeting the expectations of the VACS program, they also need to be made aware of those expectations. Putting it in writing clearly shifts the responsibility from the district and the planner to the participant.
- DCR created [one-pager](#) for districts to market nutrient management planning.

3) DCR-DSWC News:

- **DCR is pleased to announce that Rebecca “Becky” Hubble** is the new conservation district coordinator (CDC) in the Western area. Her service area will be Big Walker SWCD, Evergreen SWCD, Holston River SWCD, New River SWCD, and Skyline SWCD. She officially started 09/25/25. Phone: 804-997-5069; Email: becky.hubble@dcr.virginia.gov. Stacy Horton will be CDC for Mountain Castles SWCD and Peaks of Otter SWCD effective November 1, 2025.

Upcoming Training and Important Dates

- **Oct. 4-Oct. 12:** Tad will be on vacation
- **Oct. 13:** Columbus Holiday
- **Nov. 11:** Veterans Day Holiday
- **Nov. 27 & 28:** Thanksgiving Holiday (State offices will close early on Nov. 26)
- **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 9/30/25.