



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, September 10, 2025 – 7:00 p.m.
USDA Service Center, Bonsack

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

Directors Absent: Preston Wickline, Vice Chair, Botetourt
Andrew Keffer, Craig

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm, Treasurer
Tasha Snavely, Associate Director
Derek Hancock, NRCS
Denny McCarthy, VDOF
Tad Williams, DCR

Quorum: Jeff Henderson called the meeting to order at 7:30 pm. Anne Jones has resigned from her VCE position, and thereby the MCSWCD Board, per a conversation Tim held with the VCE state office on 9/3/25. A quorum was established, with the VCE board position officially “vacant.”

Minutes: Minutes from the August 13, 2025, board meeting were reviewed. Jason Williams moved to approve the minutes as presented. Second by Walter Nelson. 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

- Tad Williams reviewed the PY25 District Assessment (attached).
- Possible recipients of the Clean Water Farm Award were discussed. Jason Williams moved to grant Dan Naff the authority to select the district winner(s) of the Clean Water Farm Award in order to have the applications submitted by the due date. Second by Walter Nelson, motion approved by unanimous consent.
- The Board reviewed the transfer of carry-over funds from the Operational checking account to short-term CDs and the savings account. Walter made a motion to approve the following transfers of carry-over funds:
 - \$25,000 transferred from the Operational account to the savings account
 - \$50,000 transferred from the Operational account to a CD tagged “2nd new vehicle”
 - \$50,000 transferred from the Operational account to a CD tagged “Dam projects”
 - \$100,000 transferred from the Operational account to a CD tagged “Personnel/payroll expenses”Second by Jason Williams, motion approved by unanimous consent.



VACS Program

The following cost-share increase was reviewed:

- 45-24-0005; Instance #548054 (SL-6W); Cost increase of \$23,531.25 (\$9,636.50 from PY24 OCB VACS and \$15,894.75 from MVP Mitigation Funds); new maximum cost share = \$94,147.25

The following conservation plans were reviewed:

- CP-45-24-0013
- CP-45-23-0006
- CP-45-20-0007

Jason Williams moved to approve all conservation plans. Second by Walter Nelson, approved by unanimous consent.

The following VACS contracts were reviewed:

- 45-26-0005; Instance #690102 (SL-6W); 26 OCB VACS; maximum cost share = \$75,355.00; Jason Williams made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent
- 45-26-0006; Instance #703917 (SL-1); 26 CB VACS; maximum cost share = \$14,350.88. Walter Nelson made a motion to approve the instance, second by Jason Williams, motion passed by unanimous consent
- 45-26-0014; Instance #687083 (SL-6W); 26 CB VACS; maximum cost share = \$149,384.50; Jason Williams made a motion to approve the instance, second by Walter Nelson, motion passed by unanimous consent

The following cover crop contracts were reviewed:

- 45-26-0008; Instance #709528 (SL-8B); 26 CB VACS; maximum cost share = \$19,437.00
- 45-26-0009; Instance #709753 (SL-8B); 26 CB VACS-\$29,949.00; 26 OCB VACS-\$14,757.00; maximum total cost share = \$44,706.00
- 45-26-0010; Instance #709880 (SL-8B); 26 CB VACS; maximum cost share = \$3,488.00; Instance #710064 (SL-8H); 26 CB VACS; maximum cost share = \$2,312.80
- 45-26-0011; Instance #710414 (SL-8H); 26 CB VACS; maximum cost share = \$540.60
- 45-26-0012; Instance #710580 (SL-8H); 26 CB VACS; maximum cost share = \$197.60
- 45-26-0013; Instance #712978 (SL-8H); 26 CB VACS; maximum cost share = \$3,199.20; Instance #714470 (SL-8B); 26 CB VACS; maximum cost share = \$6,858.40

Walter Nelson made a motion to approve all cover crop instances and contracts, second by Jason Williams, 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 – no report
- VDOF – Denny McCarthy provided wildfire season updates, plans for education & outreach, and discussed a pine thinning incentive program
- NRCS – written report provided by Derek Hancock – received and placed on file (see full report)
- CBF – written report provided by Lindsay Spotts -- received and placed on file (see full report)



Adjourn:

The meeting adjourned at 8:30 p.m. with a motion from Walter Nelson, second by Jason Williams.

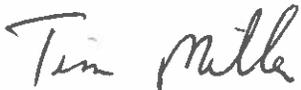
Approved:



Jeff Henderson, Chair

Date: 10/22/25

Respectfully submitted/prepared by:



Tim Miller



Mountain Castles Soil & Water Conservation District Profit & Loss

July 1 through September 9, 2025

	Jul 1 - Sep 9, 25
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operational Funds	
DCR Allocation for Operations	110,933.50
Total DCR Operational Funds	110,933.50
FY Dam Maintenance	18,000.00
Total OPERATIONS	128,933.50
FEDERAL SOURCES	
NRCS Dam Rehab Agreement	71,872.24
Tinker & Glade TMDL	
Construction Cost Share	29,462.50
TA & Ops	3,205.30
Total Tinker & Glade TMDL	32,667.80
Total FEDERAL SOURCES	104,540.04
LOCAL/OTHER SOURCES	
VASWCD	
MWEE Grant	355.00
Total VASWCD	355.00
Local Government Funding	
Botetourt County	7,000.00
Total Local Government Funding	7,000.00
Total LOCAL/OTHER SOURCES	7,355.00
Interest	
Operational -Bank of Fincastle	109.54
Interest - Other	9,066.83
Total Interest	9,176.37
Total Income	250,004.91
Gross Profit	250,004.91
Expense	
VCAP TA	240.14
Operations MCSWCD	
I. Employee Compensation	
Technician Assistant	
FICA	45.90
Salary	600.00
Total Technician Assistant	645.90
Directors	
Meals/Expenses	611.22
Travel/Mileage	252.70
Total Directors	863.92
Education Coordinator	
Benefits	3,163.34
Education and Training	525.00
FICA	1,122.93
Travel/mileage	22.40
Salary	15,010.35
Total Education Coordinator	19,844.02
VNRCF TA - Conservation Tech	
Benefits Paid	3,196.30

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1 through September 9, 2025

	<u>Jul 1 - Sep 9, 25</u>
Education & Training	436.10
FICA & Medicare	830.46
Salary	11,256.30
Travel/Mileage	63.00
Total VNRCF TA - Conservation Tech	<u>15,782.16</u>
Total I. Employee Compensation	37,136.00
II. Office Expenses	
Membership Dues, Various Org	
VASCWD Support Services	3,592.00
Membership Dues, Various Org - Other	25.00
Total Membership Dues, Various Org	<u>3,617.00</u>
Xerox Lease (ESI)	443.62
Phones/Internet (Cox Business)	558.93
Computer programs & software	363.06
Office Rent	2,250.00
Postage	103.06
Office Equipment and Supplies	428.89
U.S. Cellular -VNRCF TA	233.62
Total II. Office Expenses	<u>7,998.18</u>
V. Education, Youth	
Classroom Resources	210.68
MWEE	120.00
Total V. Education, Youth	<u>330.68</u>
VI. Education, Public	
UJRC&D Grant	892.64
Outreach	100.00
Total VI. Education, Public	<u>992.64</u>
Vehicle	
Maintenance	109.95
Fuel	342.03
Total Vehicle	<u>451.98</u>
VII. Other Business Expenses	
Insurance	
Workmans Compensation	351.00
Total Insurance	<u>351.00</u>
Total VII. Other Business Expenses	<u>351.00</u>
Total Operations MCSWCD	47,260.48
DCR - Obligated Cost-share	
Cost Share Payments	
2023 CB CREP	2,315.00
Total Cost Share Payments	<u>2,315.00</u>
Total DCR - Obligated Cost-share	2,315.00
Dam Maintenance	
Dam Repair	36,550.00
NRCS Dam Rehab	71,872.21
Dam Maintenance - Other	4,240.00
Total Dam Maintenance	<u>112,662.21</u>
TMDL	
TMDL TA and OPS	2,595.85

2:02 PM

09/09/25

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1 through September 9, 2025

	Jul 1 - Sep 9, 25
TMDL Cost Share	13,169.15
Total TMDL	15,765.00
Total Expense	178,242.83
Net Ordinary Income	71,762.08
Net Income	71,762.08

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9-10-25



Mountain Castles Soil & Water Conservation District

Balance Sheet

As of September 9, 2025

	<u>Sep 9, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,340,978.78
OPERATIONAL - First Bank	435,066.94
TMDL - Bank of Botetourt	2,585.00
CDs for District	
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>144,033.70</u>
First Bank Savings	<u>13,430.19</u>
Total Checking/Savings	<u>1,936,094.61</u>
Total Current Assets	<u>1,936,094.61</u>
TOTAL ASSETS	<u><u>1,936,094.61</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	71,762.08
Total Equity	<u>1,936,094.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,936,094.61</u></u>

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 9-10-25



Mountain Castles Soil & Water Conservation District

Outstanding Check Report

July through August 2025

Type	Date	Num	Name	Memo	Account	Class	Ctr	Split	Amount	Balance
✓ Check	02/29/2025	1808	Black Diamond Ranch...	45-23-0021. #5	COST-SHARE - First			2023 CB CREP	-2,315.00	-2,315.00
✓ Check	08/11/2025	3796	Andrew Keffer	June mileage	OPERATIONAL - First			Travel/Mileage	-70.00	-2,385.00
✓ Check	08/11/2025	3797	Jason Williams	June mileage	OPERATIONAL - First			Travel/Mileage	-71.40	-2,456.40
✓ Check	08/14/2025	3799	Michael Beahm	June mileage	OPERATIONAL - First			Travel/Mileage	-7.70	-2,464.10
✓ Check	08/11/2025	3800	Anne Jones	June mileage	OPERATIONAL - First			Travel/Mileage	-19.60	-2,483.70
✓ Check	08/13/2025	3807	Camp Bethel	YOC2025Fall-R	OPERATIONAL - First			MWEE	-120.00	-2,603.70
✓ Check	08/27/2025	3809	Emily Williams	Invoice 2025-5	OPERATIONAL - First			VCAP TA	-225.00	-2,828.70
✓ Check	08/27/2025	3810	Virginia Farm Bureau	WC 6095984	OPERATIONAL - First			Workmans Com	-351.00	-3,179.70
✓ Check	08/27/2025	3811	Dam Mowing and Mai	John's Creek D	OPERATIONAL - First			Dam Maintenance	-4,240.00	-7,419.70
✓ Check	08/27/2025	3812	Schnabel Engineering	Proj 24210029	OPERATIONAL - First			Dam Repair	-24,667.50	-32,087.20
✓ Check	08/28/2025	3813	Treasurer of Craig Co	August payroll	OPERATIONAL - First			-SPLIT-	-16,768.38	-48,855.58
									-48,855.58	-48,855.58

= not cleared as of 8/31/25

Assessment of SWCD Compliance with the FY25 Administrative and Operational Support Grant Agreement

503OPS-25-45-GF Grant Agreement for the period 7/01/24 thru 6/30/25 for Mountain Castles Soil & Water Conservation District

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and operational expenses to support District actions that address the Commonwealth's water quality and natural resource conservation needs.

By acceptance of funds the district agreed to the deliverables listed below. The Conservation District Coordinator, in conjunction with DCR Division of Soil and Water Conservation program managers and coordinators, have assessed the District's fulfillment of the deliverables:

Activity:

Grant Agreement Performance Deliverable

Fully Satisfied Partially Fulfilled Did Not Fulfill

Notes/Comments:

Grant Agreement Performance Deliverable	"A"	"B"	"C"	Notes/Comments:
<p>1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs:</p> <ul style="list-style-type: none"> • The Virginia Agricultural BMP Cost-Share Program • The Virginia Agricultural BMP Tax Credit Program • Conservation Reserve Enhancement Program (CREP) • Voluntary BMP installation • Agricultural Stewardship Act • Resource Management Plan (RMP) Program 	X			
<p>2. Wherever applicable, actively participate in the local promotion, development, and implementation of the following programs and initiatives:</p> <ul style="list-style-type: none"> • The Water Quality Improvement Act • Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions • Virginia's Healthy Waters initiatives • Nutrient Management Training and Certification Program • Conservation Planning Programs • Local TMDL development and implementation processes • Land conservation initiatives (consistent with any state-identified priorities) • Sound land use and watershed planning approaches • Environmental Education programs 	X			<p>TMDL: Managed Tinker Creek & Glade Creek Residential Septic Program. Land Conservation: Working relationship w/ Blue Ridge Land Conservancy. Dan Naff attended a workshop in May. Education: Frequent classroom programs are offered for elementary, middle and high school. Administrated a grant from the Chesapeake Bay Restoration Fund which provided the opportunity for every Botetourt County 7th grader with the opportunity to canoe on the James River. A similar grant from DCR provided the same opportunity for Craig County 7th and 8th graders; Provide a one-day field experience at Camp Bethel ("Land Day") for every Botetourt County 2nd grader. Organized a 6th grade field experience on Catawba Creek each semester (as part of a MWEI) and at Fenwick Mines for all Craig County 6th graders; Organized a field experience for 8th graders at Carvins Cove each semester; Co-hosted the Area 1 Environment at McCormick Farm; Conducted regular programming at Botetourt County Libraries, including rain barrel workshops. Held outreach programs at community events such as the Botetourt County Fair.</p>
<p>3. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.</p>	X			<p>Partnerships included: USDA NRCS, FSA, VCE and 4-H, VDOF, DEQ and VDH (septic program), Botetourt County, Botetourt County Public Schools, Craig County, Craig County Public Schools, Blue Ridge Land Conservancy, Shenandoah Valley Conservancy, Botetourt County Libraries, Chesapeake Bay Foundation, Botetourt Young Farmers, James River HS FFA, Upper James RC&D, James River Buffer Consortium, James River Association, Wetlands Watch, Roanoke-Alleghany Regional Commission, Farm Bureau Women's Committee, Roanoke Cement, Clean Valley Council, Blue Ridge Environmental Educators, Camp Bethel, Catawba Sustainability Center</p>



4. Hold monthly meetings with a quorum of District board members present.	X			12 of 12 regular meetings held w/ a quorum
5. Develop and maintain a long-term plan that enhances District capabilities, on a 4-year cycle through a process that obtains input from stakeholders, including local government(s). A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. This plan should contain, at a minimum, a discussion of district goals and/or objectives and include strategies or action items to achieve each of those goals in order to implement the applicable programs covered in this Agreement.	X			Long-term Plan Effective: 07/01/24-06/30/28. Reviewed: 1/8/25
6. Prepare and follow an annual plan of work that demonstrates how the District will implement specific strategies or action items in support of its long-term plan. A documented mid-year review of the plan is expected during a scheduled meeting of the District Board.	X			FY25 APOW Approved: 06/12/24 Annual Review: 1/8/25
7. Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC.	X			FY25 approved w/ signature copies of minutes provided via email. FY24 Annual Report submitted.
8. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2023 electronic template of the Attachment E (Project Financial Report) , submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required. Submit End of Year reports including District's Cash Balance Report and Carry Over Reports.	X			4 of 4 Attachment Es submitted on time and accurate. FY25 EOY - Cash Balance & Carryover Reports submitted 7/8/25
9. <i>DCR's Desktop Procedures for District Fiscal Operations (Procedures)</i> annually reviewed by the District Board or their Finance Committee and documented in official minutes.	X			Annual Review: 7/10/24 Finance Comm. Meetings: 4/9/25 & 5/14/25
10. When audited and when assessed annually on grant deliverables, the District acted upon the findings of the financial audit or grant deliverable assessments as directed by the VSWCB, the Audit Subcommittee of the VSWCB, and the Department.	X			Not audited in FY25. Reviewed General Audit Management Letter 4/9/25
11. District staff responsible for the District's administrative functions or financial data management and financial reporting, must attend trainings (i.e. Quickbooks, Accounting, Minutes, etc.) when provided by the Department.	X			Meeting minutes Part 1 (3/17/25) and Part 2 (5/29/25)
12. Annually review and maintain employee personnel documents including District personnel policy, position descriptions, and performance expectations. Document Pay Action Authorizations and conduct annual employee evaluations. Provide copies of the approved personnel policy and position descriptions to the CDC.	X			Personnel Policy, Job Descriptions maintained. Reviewed Personnel Policy: 12/11/24 Position Descriptions Reviewed: 12/11/24 Annual Written Employee Evaluations Completed: 3/12/25 Confirmed Pay Action Authorizations on file & current.
13. New directors are required to complete orientation training within six months of qualifying for office.	NA			No new directors in PY25.

14. In accordance with the Freedom of Information Act (FOIA), the District designated a FOIA officer and the FOIA Officer completed FOIA training every 24 months. A copy of the training certificate was provided to the District's assigned CDC, and contract information was submitted to the FOIA Council.	X			FOIA Officer: T. Miller Annual Designation: 12/11/24 Training Completion Date: 12/18/24; Renewal required on or before 12/18/26.
15. The District has a designated Records Officer on file with the Library of Virginia and the Records Officer has completed the Library of Virginia Record Retention course(s) within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia. A copy of the training certificate(s) was provided to the District's assigned CDC.	X			Records Officer: T. Miller Annual Designation: 12/11/24 Training Completion Date: 03/27/24; Renewal required on or before 03/27/27.
16. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.]	X			
17. Hosted at least one agricultural community outreach event during the year that met the conditions outlined in Attachment F (#17).	X			Event held 02/13/25; Marketed via the following venues: Flyer, Direct-mail Flyers, Newspaper/Press Releases, Social Media, Website; SWCD history, mission, directors, staff, programs covered per agenda; Clean Water Farm Award winners recognized.
18. Notified the Virginia State University-Small Farm Outreach Program of every outreach event conducted by the District focusing on agricultural producers in the manner outlined in Attachment F (#18).	X			Notified of Ag Comm. Outreach Event on 12/13/24; F. Hobbs w/ VSU-SFOP was unable to attend.
19. Submit a District Board approved, completed Attachment D (Itemized District Budget Request Form) for Fiscal Year 2027 to the Department no later than July 15, 2025.	X			Submitted 7/9/25

DCR DSWC CDC and Program Manager/Coordinator verified:

[Signature] _____ (Conservation District Coordinator) 7/31/25 _____ (Date)

[Signature] _____ (Program Manager/Coordinator) 8/25/25 _____ (Date)

Reviewed with the SWCD Board; entered and attached to the September 10, 2025 meeting minutes:



Assessment of SWCD Compliance with the FY 25 Cost-Share and Technical Assistance Grant Agreement

503CSTA-25-45 Grant Agreement for the period 7/01/24 thru 6/30/25 for Mountain Castles Soil & Water Conservation District.

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and technical delivery of the Virginia Agricultural Best Management Practices Cost-Share Program as prescribed in Section 10.1-546.1 of the Code of Virginia and addressing the Commonwealth's conservation and water quality needs.

By acceptance of funds the district agreed to the deliverables listed below. The Conservation District Coordinator, in conjunction with DCR Division of Soil and Water Conservation program managers and coordinators, have assessed the District's fulfillment of the deliverables

Activity:

Fully Satisfied Partially Fulfilled Did Not Fulfill

Notes/Comments:

Grant Agreement Performance Deliverables	"A"	"B"	"C"	
1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of: <ul style="list-style-type: none"> • The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2025); • This Grant Agreement; • All State laws and regulations. 	X			41% of FY25 CB VACS and 78% OCB VACS obligated as of 06/30/25.
2. Did the District implement VACS in accordance with the PY2025 VACS BMP Manual, including but not limited to the provisions on approval and payment of cost-share, working within District boundaries, bid process, and other administrative guidelines established in the <i>Manual</i> ?	X			Admin File Review: 8/27/24; Several minor issues were identified and later corrected.
3. Did the District properly maintain cost-share files in accordance with the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual Guidelines</i> and the Cost-Share File Administrative Review Form?	X			Admin File Review: 8/27/24; Several minor issues were identified and later corrected.
4. Did District staff implementing the VACS Program obtain the DCR Conservation Planner Certification within 24 months of hire (dependent upon availability of all required courses? If the 24 month timeline is exceeded, did staff adequately demonstrate progress towards achieving certification? Did staff maintain conservation planning certification after achieving the initial certification? During staff's certification review, were any deficiencies noted?	X			Daniel Naf certified on 3/12/25



<p>5. If applicable, did District staff implementing the VACS Program obtain and maintain the appropriate level of Engineering Job Approval Authority (EJAA) for components of the BMPs installed within District boundaries. Did District staff follow EJAA requirements and applicable standards and specifications at all times?</p>	X		Daniel Naff EJAA review and certification 5/12/25
<p>6. Prior to the District approving cost-share applications, did the District submit secondary considerations and receive Department approval of those considerations?</p>	X		Secondary Considerations submitted to & approved by DCR: 06/14/24
<p>7. Did the District act consistently with both primary and secondary considerations and act consistently with Virginia Soil and Water Conservation Board policies while also demonstrating the following priorities during the program year:</p> <ul style="list-style-type: none"> • For Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and; • For Districts in basins outside the Chesapeake Bay, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low). 	X		FY25 Average Cost List submitted prior to approving cost share contracts.
<p>8. Prior to the District approving cost-share applications, did the District Board approve an Average Cost List and submit it to the Department? Was the Average Cost List applied to contract estimates properly? If a mid-year update to the Average Cost List was made, did the District follow the proper procedures as outlined in the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual</i>?</p>	X		
<p>9. If applicable, prior to practice contract approval, was a complete and Board-approved DCR conservation plan or Resource Management Plan entered into the Conservation Application Suite or was a NRCS conservation plan, written by NRCS staff on file with the District and Board-approved? Does the plan include the practices approved by the District?</p>	X		
<p>10. Was data entered in the Conservation Application Suite accurately to the satisfaction of the Department, including the entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s).</p>	X		
<p>11. Was data entered into the Conservation Application Suite within 15 days after the end of every quarter to accurately reflect District Board approvals, cancellations, carryovers, and participant funding requests?</p>	X		



12. Were data issues corrected within 30 days from the date the District was notified of the issues or by the established deadlines? This includes issues that are found through the bi-monthly QA/QC reports, as well as other data entry issues that may be identified.	X			Staff responded in less than 30 days to address any data issues identified.
13. Did the District take appropriate action within 180 days to address all verification issues once identified?	X			
14. Did the District maintain the Conservation Application Suite within one month of payments being rendered, and other financial records by the reporting deadline for each quarter?	X			
15. Did the District submit complete and accurate End of Year Cash Balance Reports, and Carry Over Reports by the End of Year reporting deadline?	X			EOY Cost-Share Reports submitted 07/8/25.
16. Were tax credit applications approved by the District Board and was there a corresponding District Board approved soil conservation plan on file at the District for each tax credit? Were tax credits issued after practices received technical certification and did the tax credit issue date fall in the same calendar year as the technical certification date? Was all of the required tax documentation provided to the participant?	X			
17. Were applications for cost-share and tax credits approved by District Board action and individually documented in their District Board minutes (identified by contract or instance #)?	X			
18. Did District staff responsible for utilizing any component of the Department's Conservation Application Suite complete the IT Security Course by the established deadline?	X			CAS users completed required IT training course by 12/15/24 deadline.
19. Did all technical staff attend trainings, certification or recertification courses?	X			Technical staff training documented in CAS's Conservation Planner Module and on FY25 Self-Assessment Questionnaire submitted 7/3/25.
20. Did District staff participate in an annual VACS Program Update sponsored by the Department?	X			Daniel Naff - 6/13/24

DCR DSWC CDC and Program Manager/Coordinator verified:

[Signature]

(Conservation District Coordinator)

7/31/25

(Date)

[Signature]

(Program Manager/Coordinator) 8/27/25

(Date)

Reviewed with the SW/CD Board; entered and attached to the September 10, 2025 meeting minutes:
Comments: The district did an excellent job of getting cost share adopted and on the ground.



Conservation Specialist Report:

Board of Directors Meeting

September 10th, 2025

By: Daniel Naff, Conservation Specialist

VACS Program

- **Cost-Share Increase for Approval**
 - 45-24-0005
 - **Instance #548054 (SL-6W)**
 - A mistake on the cost estimate spreadsheet omitted pipeline
 - Current Max CS: \$68,616.00 (100%)
 - Cost increase of \$25,531.25, New Max CS: \$94,147.25
 - PY24 OCB VACS: ~~\$18,080.41~~ 9,636.50
 - MVP Mitigation Funds: ~~\$7,450.84~~ ~~24,877~~ 15,894.75
- **Conservation Plans for Approval / Acknowledgement**
 - CP-45-24-0013
 - CP-45-23-0006
 - CP-45-20-0007
- **Non-Cover Crop Contracts for Approval**
 - 45-26-0005
 - **Instance #690102 (SL-6W)**
 - 36.45 feet of streambank and 1.26 acres of buffer protected
 - 50-foot setback, 15-year lifespan
 - Est. Cost / Max CS: \$75,355.00 / \$75,355.00 (OCB VACS)
 - 45-26-0006
 - **Instance #703917 (SL-1)**
 - 21.30 acres converted to grass for 5 years
 - Erosion reduction of 0.10 tons/acre/year
 - Est. Cost / Max CS: \$18,424.50 / \$14,350.88 (CB VACS)
 - 45-26-0014
 - **Instance #687083 (SL-6W)**
 - 3395.01 feet of streambank and 7.66 acres of buffer protected
 - 50-foot setback, 15-year lifespan
 - Est. Cost / Max CS: \$140,192.50 / \$149,384.50 (CB VACS)
- **Cover Crop Contracts for Approval**
 - 45-26-0008
 - **Instance #709528 (SL-8B)**
 - 194.37 acres of pure-rye, planted early, and killed down after May 1st
 - Max CS: \$19,437.00 (CB VACS)
 - 45-26-0009
 - **Instance #709753 (SL-8B)**
 - 447.06 acres of pure-rye, planted early, and killed down after May 1st
 - Max CS: \$44,706.00
 - CB VACS: \$29,949.00
 - OCB VACS: \$14,757.00

- **45-26-0010**
 - **Instance #709880 (SL-8B)**
 - 34.88 acres of pure-rye, planted early, and killed down after May 1st
 - Max CS: \$3,488.00 (CB VACS)
 - **Instance #710064 (SL-8H)**
 - 115.64 acres harvested for seed/grain/straw
 - Max CS: \$2,312.80 (CB VACS)
- **45-26-0011**
 - **Instance #710414 (SL-8H)**
 - 27.03 acres harvested for seed/grain/straw
 - Max CS: \$540.60 (CB VACS)
- **45-26-0012**
 - **Instance #710580 (SL-8H)**
 - 9.88 acres harvested for seed/grain/straw
 - Max CS: \$197.60 (CB VACS)
- **45-26-0013**
 - **Instance #712978 (SL-8H)**
 - 159.6 acres harvested for seed/grain/straw
 - Max CS: \$3199.20
 - **Instance #714470 (SL-8B)**
 - 83.73 standard small grain planted early and killed down after May 1st
 - Max CS: \$6,858.40
- Spot-check visits with Tad Williams performed on 8/21/25 and we observed no issues
- Cover crop mailer sent out 8/8/25, and I have been working with Emily to get cover crops signed up

Dams

- JC1 Rehab
 - I have sent the termination request letter Dr. Edwin Martinez Martinez to officially terminate rehab agreement. I have been working with Chris Hamilton (NRCS) to tie up loose ends.
 - I have completed the final performance report and it is pending NRCS review
 - I will submit the final financial report once Jeff signs the form.
 - Meeting with FNI and DCR held 9/9/25 - 30% Design Discussion
 - Plan to...
 - Close off existing auxiliary spillway
 - Move stilling basin, toe drain to be central to the new RCC spillway
 - Install access ramps on old training dikes and on either side of RCC spillway
 - Demolish and build a new riser
 - Debating whether to install a sacrificial layer of soil/grass over RCC spillway
 - Improves aesthetics
 - Some protection from exposure on the concrete
 - Would lead to sedimentation during spillway activation
 - Added cost of replacement in rare event that the spillway activates
 - Public perception of “dam failure” if they see the sacrificial layer start to erode
 - Plan to discuss this with the Carrico family for their opinion
 - 60% Design expected in late December
- JC2 Small Dam Repair (Road / Spillway Improvements) Updates
 - Schnabel presented their proposal on 8/26/25 to me and Charles Wilson (DCR)

- Involves smoothing the spillway to match original as-built grade and armoring the approach road
- Schnabel is making final adjustments based on comments from Charles
- Mowing & Maintenance
 - Mowing scheduled for 9/22/25 – 9/26/25
 - Plan to replace an old gate at JC3 to make access easier
 - Plan to replace the staff gauge at JC2 which had fallen over sometime during the summer. The original 4'x4' treated wood post will be replaced with a steel pipe.
 - Current mowing & maintenance contract will be up for renewal or re-bidding after this fall mowing cycle.

Training and Certifications

- Completed trainings
 - Graves Mountain Training on 8/19-21/25
 - Agronomy 101
 - Advanced Agricultural Engineering
 - Native Plant Nursery Tour / Matching Natives to Needs
 - Chesapeake Bay Progress & What Lies Ahead
- Upcoming trainings
 - Dam Owners Workgroup Meeting with Active Rehab Construction at South River 19 (Augusta Co) – 9/25/25





District Coordinator/Education Update Report:

Board of Directors Meeting

September 10, 2025

By: Tim Miller

We work with the people who work the land.

General Update

- Developed new educational classroom activities
- Prep for fall field trips

Education & Outreach

Classroom programs

- 8/21 – Troutville ES 2nd grade (Turtles of VA); Reach: 45
- 8/26 – Eagle Rock ES 2nd grade (Turtles of VA); Reach: 22
- 8/26 – Eagle Rock ES 4th grade (Blue Planet); Reach: 20
- 8/26 – Eagle Rock ES 5th grade (Blue Planet); Reach: 18
- 9/3 – Buchanan ES 4th grade (National Parks); Reach: 63

Outdoor programs

- 9/10 – pCentral Academy MS 7th grade canoeing @ Carvins Clove; Reach: 27

Community Outreach

- 9/8 – Buchanan Library – Owl Pellets; Reach: 17

Upcoming Events

- ✓ 9/11 – Central Academy MS 7th grade canoeing @ Carvins Cove
- ✓ 9/16-18 – Blue Ridge Land Conservancy 4th grade “Bay Days” @ Camp Bethel
- ✓ 9/18-19 – Read Mountain MS 7th grade canoeing @ Oxbow Farm
- ✓ 10/3 – Central Academy MS 8th grade field trip to Fenwick Mines
- ✓ 10/14-10/16 – Land Days for all Botetourt 2nd graders @ Camp Bethel



Conservation Technician Assistant Report

for September 2025

Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

- Conducted 2 site assessments
 - (1) delivered site assessment report and assisted homeowner in contacting VDOT about roadway runoff concerns;
 - (2) preparing site assessment report and assisted homeowner in contacting professional engineers about stream channel stability concerns.
- Working with homeowner interested in submitting VCAP application for rain garden BMP by preparing information packet to assist in application and scheduling in person meeting with homeowner.

Virginia Agricultural Cost-Share (VACS)

- Called producers on Cover Crop program contact list as follow up to postal mailer. Several producers reported interest in submitting applications. Referred two producers to Dan for applications to programs outside the standard cover crop program.
- Working with Dan to process cover crop applications received.

Other

- Onboarding paperwork and security training for CAS access.

Submitted by: Emily Williams



1) Administrative and Operational Items

- **PY25 Admin & Operations & Cost Share Grant Agreement Assessments** will be presented at September board meetings.
- **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).
- **Return of Funds Invoice.** As PY 2025 end of year reports are processed, all SWCDs with unobligated cost-share funds will receive an invoice and a letter containing instructions for returning both unobligated cost-share funds and the associated technical assistance funds.
- **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)
- **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.
- **District TA Allocation Methodology Discussion** September 18 at 1pm -The VASWCD will be convening a virtual discussion around the issue of Technical Assistance and is seeking input and feedback about current allocation methodologies and models. SWCD Directors and staff are welcome to attend and districts from across the Commonwealth are encouraged to participate to share insights. The VASWCD is facilitating this dialogue to inform our continued advocacy on behalf of SWCDs. More information to come. Register for the zoom at <https://us02web.zoom.us/meeting/register/zaJWcNcARW0ik7hH3H-OLg>
- **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



- **COMPLETE** conservation plans must be approved prior to BMP approval, no matter when the plan was started it needs to be updated and completed prior to new BMP approvals.
- **CAS Structural Practice Completion Dates:** This is a reminder that there are practices that can be completed over two-program years. These practices are listed in the Ag BMP Manual on page II-43 under "Completed Status and Carryover Practice Status." For example, an SL-7 approved in FY26 should have a required completion date of 6/30/27.
- **CAS Data:** DCR requests that you do not delete contracts or instances, even if they are "unapproved." They should be marked "canceled" regardless. Note that there are times when "delete" is the appropriate action, but please discuss with your CDC.
- **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 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.**
- **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/vnrdf-match.
- **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 has received questions recently about the roles, responsibilities, and ability for associate directors to participate in Soil and Water District Board meetings. Please read these bullet points on what is known about these in Virginia laws and regulations:
 - Associate Directors of VA SWCDs are not referenced in Code of VA.
 - No official decision from OAG exists on what Associate Directors can and can't do.
 - OAG guidance is that all SWCDs should create and adopt an *Associate Director Job Description*. The purpose of this job description is to define clear parameters as to what Associate Directors are authorized by the local BOD to do. Without such parameters in place, it could be argued in court that all Associate Directors have all voting rights, which is clearly not the intent of an elected board nor the intention of anyone when Associate Director positions were initially created. This includes covering when an Associate Director can and cannot vote.

With that being the case, DCR is recommending that districts adopt associate director job guidelines with the following components being included:

- Examples of items to address in an *Associate Director Job Description* include:
 - Purpose of Associate Director
 - Associate Directors can be members of committees established by local BODs, thus they have voting rights on said committees.
 - Associate Directors can be Chairs of committees established by local BODs.
 - An Associate Director who is Chair of a committee may present committee recommendations to the BOD at a regular or special-called board meeting for their consideration. However, an Associate Director may not vote in such meetings.
 - An Associate Director cannot make a stand-alone motion in a regular or special-called board meeting.
 - Associate Directors can participate in discussions in a regular or special-called board meeting. They do not have voting rights.
 - Associate Directors can be invited to participate in closed meetings.

If your Soil and Water District board has already adopted a policy or guideline for associate directors, then no action needs to be taken.

- The Department of Conservation and Recreation (DCR) has issued a Request for Proposals (RFP) for riparian forest buffer maintenance activities. Through this RFP the Department seeks reimbursable proposals for projects that will assist agricultural producers with maintaining their existing riparian buffers. Proposals should anticipate conducting outreach and recruitment of producers to participate, preparing a project plan, completing necessary site preparation, and completing maintenance activities. Buffers established with or without cost-share assistance are eligible to receive maintenance under this RFP.

Full details and instructions are available on eVA:

https://mvendor.cgieva.com/Vendor/public/IVDetails.jsp?PageTitle=SO+Details&rfp_id_lot=101025&rfp_id_round=0. Proposals must be submitted by Wednesday, October 1, 2025.

Upcoming Training and Important Dates

- **September 15-16:** VSWCB, tentative in Abingdon
- **September 30:** Deadline for End of Lifespan Verifications for 2025 reimbursement; \$200/\$250 reimbursement rate.
- **October 1:** CWFA local and Grand Basin nomination forms due to CDC.
- **October 1: VASWCD Quarterly Board Meeting – October 1, 2025** – Join us Wednesday, October 1 for the VASWCD Quarterly Board Meeting at the [Drury Plaza Hotel Richmond](#). Registration form can be done online at <https://forms.gle/bJ4LW3pgHEd9hup67> due by September 24.
- **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





BONSACK SERVICE CENTER REPORT SWCD Board Meeting

Program Updates:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 35 contracts totaling \$2,391,841.21 in obligated cost assistance
 - \$1,267,565.41 of that assistance has been paid out
- **Conservation Stewardship Program (CSP)**
 - Managing 18 contracts totaling \$1,356,576.57 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
36 Executive Circle ♦ Roanoke, Virginia 24102
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USDA is an equal opportunity provider, employer, and lender.



Tim Miller <tim.miller@mountaincastles.org>

CBF September Report

1 message

Lindsay Spotts <LSpotts@cbf.org>
To: Tim Miller <tim.miller@mountaincastles.org>

Thu, Aug 28, 2025 at 3:20 PM

Hi Tim,

I hope you are doing well. I wanted to send over the report for September.

Chesapeake Bay Foundation – September 2025 Report

- Upper and Middle James Riparian Consortium is having their next general meeting September 18th in Bath County at Camp Mont Shenandoah. Registration Link attached: [Register for the Sept. 18 Consortium Meeting in Bath County | James River Consortium](#)
- CBF and Upper and Middle James Riparian Consortium is also working on a landowner buffer maintenance workshop for current landowners in the James River Buffer Program to learn how to maintain their buffers and identify invasives species within their buffers. This workshop will take place in Lexington, November 6th
- Other news: Lindsay Spotts will be leaving Chesapeake Bay Foundation as of September 8th. For any questions or inquires regarding the James River Buffer Program, please contact Alston Horn (AHorn@cbf.org) and/or Matt Kowalski (MKowalski@cbf.org) at this time.

Thank you,
Lindsay

Lindsay Spotts
Upper James River Watershed Field Technician
Chesapeake Bay Foundation
(c): 484-678-1071
Lspotts@cbf.org

