



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

Directors Present: Jeff Henderson, Chair, Botetourt
Preston Wickline, Vice Chair, Botetourt
Andrew Keffer, Craig

Directors Absent: Walter Nelson, Botetourt
Jason Williams, Craig

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm, Treasurer
Jeff Munsey, Associate Director
Derek Hancock, NRCS
Denny McCarthy, VDOF
Stacy Horton, DCR

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

Minutes: Minutes from the October 22, 2025, board meeting were reviewed. Preston Wickline moved to approve the minutes as presented. Second by Andrew Keffer. Motion approved by unanimous consent.

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

Other Business

- Tim reviewed a FOIA request received on November 10, 2025, and the district letter written in response. (both attached). No other communication has been received from the requester.
- The Board reviewed the draft of the proposed District Bylaws. After discussion, Preston Wickline moved to adopt the Bylaws as presented, including director and associate director job descriptions and committee descriptions. Second by Andrew Keffer, motion approved by unanimous consent (Bylaws attached).
- Elections for District officers for calendar year 2026 were opened by Jeff Henderson. Andrew Keffer moved to elect Jeff Henderson as chairman, second by Preston Wickline. Motion passed by unanimous consent. Andrew Keffer moved to elect Preston Wickline as vice chair, second by Jeff Henderson. Motion passed by unanimous consent. Jeff Henderson moved to elect Michael Beahm as treasurer, second by Andrew Keffer. Motion passed by unanimous consent.
- Jeff Henderson appointed the following associate directors for 2026: Michael Beahm, Jeff Munsey, Tasha Snavelly, Tom Williamson, and Tara Williamson.
- Jeff Henderson assigned the following directors, associate directors, and staff to committees for 2026:
 - BMP committee – Preston Wickline (chair), Walter Nelson, Andrew Keffer, Tom Williamson, Tasha Snavelly, Dan Naff (non-voting advisor)
 - Dams committee – Jason Williams (chair), Andrew Keffer, Jeff Munsey, Dan Naff (non-voting advisor)

- Budget/Finance committee – Michael Beahm (chair), Preston Wickline, Jason Williams, Tasha Snavelly, Tim Miller (non-voting advisor)
- Personnel committee – Jeff Munsey (chair), Michael Beahm, Jason Williams
- Education committee – Tara Willimason (chair), Walter Nelson, Andrew Keffer, Tasha Snavelly, Tim Miller (non-voting advisor)
- Jeff Henderson appointed Tim Miller as FOIA Officer and Records Retention Officer
- The board reviewed the draft 2026 meeting schedule (attached). Andrew Keffer moved to approve the meeting schedule, second by Preston Wickline, motion passed by unanimous consent.
- Andrew Keffer moved to provide a \$370 scholarship to Craig County VCE to be used for 4-H Camp. Second by Preston Wickline, motion carried by unanimous consent.
- Andrew Keffer moved to authorize Jeff Henderson to approve any tax credits, tax credit increases, and conservation plans on behalf of the Board through December 31, 2025. Second by Preston Wickline, motion passed by unanimous consent.
- The Board reviewed updates to the Emergency Action Plans for all four District dams. Preston Wickline moved to approve the Emergency Action Plans, second by Andrew Keffer, motion passed by unanimous consent.
- After discussion, Preston Wickline moved to approve a two-year extension for the dam maintenance contract to “Dam Mowing and Maintenance.” Second by Andrew Keffer, motion passed by unanimous consent.

VACS Program

The following cost-share increases were reviewed:

- 45-26-0013; Instance #712978 (SL-8H); new maximum cost share = \$3,687.00

Andrew Keffer moved to approve the cost share increase, second by Preston Wickline, motion passed by unanimous consent.

- 45-26-0034; Instance #660472 (SL-6W); new maximum cost share = \$119,340.00

Andrew Keffer moved to approve the cost share increase, second by Preston Wickline, motion passed by unanimous consent.

The following out-of-pocket tax credits were reviewed:

- 45-24-0052; Instance #584293 (SL-7); eligible tax credit: \$445.85
- 45-25-0003; Instance #590487 (SL-6W); eligible tax credit: \$1,384.96

Preston Wickline moved to approve both tax credits, second by Andrew Keffer, motion passed by unanimous consent.

The following conservation plan was reviewed:

- CP-45-25-0002

Preston Wickline moved to approve the conservation plan, second by Andrew Keffer, approved by unanimous consent.

The following VACS contract was reviewed:

- 45-26-0036; Instance #730542 (FR-3); 26 OCB VACS; maximum cost share = \$4,859.00;

Andrew Keffer 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 Stacy Horton – received and placed on file (see full report)
- **VCE** – Jonathan Stanley provided updates on pesticide recertification, the VCE-Botetourt ag and natural resources vacancy, and the upcoming Virginia Forage and Grasslands meetings
- **VDOF** – Denny McCarthy provided updates concerning prescribed burning and wildfires, and shared that a student from Lord Botetourt HS attended Camp Woods and Wildlife last summer
- **NRCS** – written report provided by Derek Hancock – received and placed on file (see full report)

Adjourn:

The meeting adjourned at 8:20 p.m. with a motion from Preston Wickline, second by Andrew Keffer.

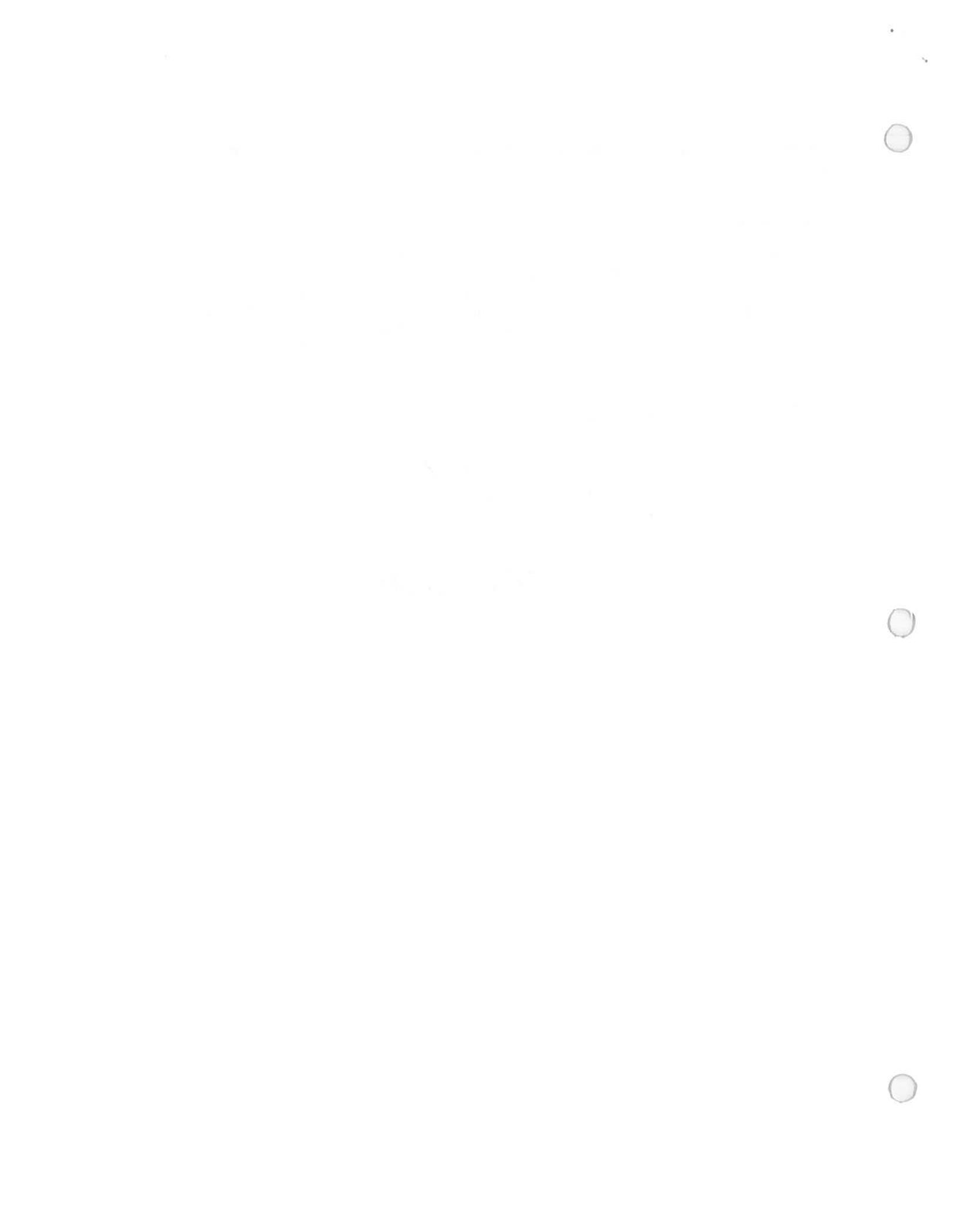
Approved: _____

Jeff Henderson, Chair

Date: 1-14-26

Respectfully submitted/prepared by: _____

Tim Miller



Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1 through December 10, 2025

	<u>Jul 1 - Dec 10, 25</u>
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operational Funds	
DCR Allocation for Operations	72,273.50
VNRCF Base and TA Funds	62,410.57
Total DCR Operational Funds	<u>134,684.07</u>
FY Dam Maintenance	
Small Dam Repair	42,000.00
FY Dam Maintenance - Other	18,000.00
Total FY Dam Maintenance	<u>60,000.00</u>
Cost Share	
2026 OCB VACS	69,137.00
2026 CB VACS	113,559.72
Total Cost Share	<u>182,696.72</u>
Total OPERATIONS	<u>377,380.79</u>
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	<u>32,667.80</u>
Total FEDERAL SOURCES	<u>104,540.04</u>
LOCAL/OTHER SOURCES	
UJRC&D Grant	1,129.40
VASWCD	
MWEE Grant	584.01
Total VASWCD	<u>584.01</u>
Local Government Funding	
Botetourt County	7,000.00
Total Local Government Funding	<u>7,000.00</u>
ATC Grant	975.00
Total LOCAL/OTHER SOURCES	<u>9,688.41</u>
Interest	
Operational -Bank of Fincastle	215.02
Savings - Bank of Fincastle	2.24
Interest - Other	21,680.09
Total Interest	<u>21,897.35</u>
Total Income	<u>513,506.59</u>
Gross Profit	<u>513,506.59</u>
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	205.21
FICA	328.20
Salary	4,290.00

Mountain Castles Soil & Water Conservation District Profit & Loss

12/10/25

July 1 through December 10, 2025

Cash Basis

	Jul 1 - Dec 10, 25
Total Technician Assistant	4,848.41
Directors	
Meals/Expenses	904.50
Travel/Mileage	995.40
	1,899.90
Total Directors	1,899.90
Education Coordinator	
Benefits	7,908.35
Education and Training	895.00
FICA	2,665.11
Travel/mileage	624.40
Salary	35,666.79
	47,759.65
Total Education Coordinator	47,759.65
VNRCF TA - Conservation Tech	
Benefits Paid	7,990.75
Education & Training	856.10
FICA & Medicare	1,969.50
Salary	26,746.62
Travel/Mileage	101.50
	37,664.47
Total VNRCF TA - Conservation Tech	37,664.47
Total I. Employee Compensation	92,172.43
II. Office Expenses	
New computers	842.17
Marketing Services	26.78
Team Building	124.83
Membership Dues, Various Org	
NACD Dues	775.00
VASCWD Support Services	3,592.00
Membership Dues, Various Org - Other	65.00
	4,432.00
Total Membership Dues, Various Org	4,432.00
Xerox Lease (ESI)	1,109.05
Phones/Internet (Cox Business)	1,070.83
Computer programs & software	1,971.53
Office Rent	4,500.00
Postage	135.46
Office Equipment and Supplies	548.07
U.S. Cellular -VNRCF TA	467.25
	15,227.97
Total II. Office Expenses	15,227.97
V. Education, Youth	
Classroom Resources	271.40
ATC Grant	2,418.88
MWEE	4,359.77
	7,050.05
Total V. Education, Youth	7,050.05
VI. Education, Public	
UJRC&D Grant	892.64
Outreach	244.20
	1,136.84
Total VI. Education, Public	1,136.84
Vehicle	
Maintenance	265.65
Fuel	541.49
	807.14
Total Vehicle	807.14
VII. Other Business Expenses	
Insurance	

4:43 PM

12/10/25

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1 through December 10, 2025

	<u>Jul 1 - Dec 10, 25</u>
Workmans Compensation	351.00
Total Insurance	351.00
Total VII. Other Business Expenses	351.00
Total Operations MCSWCD	116,745.43
DCR - Obligated Cost-share	
Cost Share Payments	
2026 CB VACS	39,515.44
2023 CB CREP	2,315.00
MVP Mitigation Funds	3,722.00
2024 OCB VACS	26,877.19
2024 CB VACS	16,340.00
Total Cost Share Payments	88,769.63
Total DCR - Obligated Cost-share	88,769.63
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	96,840.52
Total DCR - Unobligated C/S Paid	240,912.10
Dam Maintenance	
Dam Repair	40,000.00
NRCS Dam Rehab	71,872.21
Dam Maintenance - Other	4,240.00
Total Dam Maintenance	116,112.21
TMDL	
TMDL TA and OPS	2,595.85
TMDL Cost Share	13,169.15
Total TMDL	15,765.00
Total Expense	581,137.56
Net Ordinary Income	-67,630.97
Net Income	<u>-67,630.97</u>

APPROVED

APPROVED

Mountain Castles Soil & Water Conservation District
Balance Sheet
As of December 10, 2025

	<u>Dec 10, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,208,922.03
OPERATIONAL - First Bank	202,728.40
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>1,796,701.56</u>
Total Current Assets	<u>1,796,701.56</u>
TOTAL ASSETS	<u><u>1,796,701.56</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	-67,630.97
Total Equity	<u>1,796,701.56</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,796,701.56</u></u>

APPROVED


APPROVED

Mountain Castles Soil & Water Conservation District

Outstanding Check Report

July through November 2025

4:48 PM
12/10/25
Accrual Basis

Type	Date	Num	Name	Memo	Account	Class	Cir	Split	Amount	Balance
Check	08/11/2025	3800	Anne Jones	June mileage	OPERATIONAL - First...			Travel/Mileage	-19.60	-19.60
Check	09/15/2025	3818	Bank of Botetourt	Transfer to CDs	BoB CD - vehicle 2			OPERATIONAL ...	50,000.00	49,980.40
Check	09/15/2025	3818	Bank of Botetourt	Transfer to CDs	BoB CD - dam projects			OPERATIONAL ...	50,000.00	99,980.40
Check	09/15/2025	3818	Bank of Botetourt	Transfer to CDs	BoB CD - Personnel			OPERATIONAL ...	100,000.00	199,980.40
Check	10/02/2025	3824	Andrew Keffer	Aug-Sept milea...	OPERATIONAL - First...			Travel/Mileage	-70.00	199,910.40
Check	10/02/2025	3827	Michael Beahm	Aug-Sept milea...	OPERATIONAL - First...			Travel/Mileage	-23.80	199,886.60
Check	10/20/2025	3835	Hayley Ronk	Field trip mileage	OPERATIONAL - First...			Outreach	-70.70	199,815.90
Check	11/03/2025	1813	Alpine Farm	45-24-0040; 55...	COST-SHARE - First ...			2024 CB VACS	-16,340.00	183,475.90
Check	11/25/2025	1814	S & R Family Homest...	45-24-0051; In...	COST-SHARE - First ...			2024 OCB VACS	-26,877.19	156,598.71
Check	11/25/2025	3841	Treasurer of Craig Co...	November payr...	OPERATIONAL - First...			-SPLIT-	-17,059.04	139,539.67
									139,539.67	139,539.67

Jul - Nov 25





Tim Miller <tim.miller@mountaincastles.org>

11-5-2025 9

William Turner <williamhturner35@gmail.com>

Mon, Nov 10, 2025 at 9:06 AM

To: RImason@co.campbell.va.us, phmaso@wm.edu, dan1957@aol.com, mmatney@washcova.com, LauraBethMattson@vbschools.com, brandy.maxey@vaswcd.org, colleen.maxwell@vadoc.virginia.gov, ann.may@dss.virginia.gov, eric.maybach@fauquiercounty.gov, decpr.foia@rva.gov, mayermb@nnva.gov, prc.foia@rva.gov, bmclanahan@vacourts.gov, Emily.McClellan@dmas.virginia.gov, jasonm@nortonva.gov, emccown@grmedcenter.com, mmccurdy@vacourts.gov, lmcDonald@shenandoahcountyva.us, jmcgarvey@vofonline.org, cmcgee@commonwealthsavers.com, managercedarbluff@roadrunner.com, vastatevet@vdacs.virginia.gov, vote@rappahannockcountyva.gov, dmckinnon@vacourts.gov, joemcunit2@aol.com, smcniinch@vedp.org, holly.meade@fauquiercounty.gov, smeadowcroft@vacourts.gov, mr.medley19@gmail.com, patricia.melochick@hampton.gov, kmelton@nrha.us, kmerritt@vacourts.gov, dmidgett@co.accomack.va.us, jmidkiff@vacourts.gov, tim.miller@mountaincastles.org, bbmiller@vacourts.gov, smiller@fairfaxwater.org, jamie.miller@frederickwater.com, jmiller@vacourts.gov, goforclose2021@gmail.com, pr@fairfaxwater.org, lmillsaps@floydcova.org, nellieott.portroyal@gmail.com, pminson@fccps.org, cmoisan@voaa.us, dmonger@townofelkton.com, jmooney@lmoa.org, rrsawater@gmail.com, jmoore@suffolkva.us, jmoore@nrha.us, mmooore@rockymountva.org, lmoore@vacourts.gov, kknutson@nrha.us, barbara.moran@fairfaxcounty.gov, smorand@ccpsweb.org, linda.hodges@mathews.k12.va.us, smorgan@mathews.k12.va.us, jsmorgan@vacourts.gov, cmorgan@vacourts.gov, sherriffioia@cityofchesapeake.net, jlmorgan@vacourts.gov, lmorrell@co.augusta.va.us, bmorrying@princegeorgecountyva.gov, smorris.chowanbasinswcd@telpage.net, rmorsali@ebiconsulting.com, mortonm@charlottesville.org, eMoseley@vacourts.gov, cmooss@vacourts.gov, hmothershead@co.richmond.va.us, cmoyer@smv.org, amy.moyer@tjswcd.org, coatty@wisecounty.org, mullins_r@wisecounty.org, dmumford@vacourts.gov, mmunsey@co.alleghany.va.us, CMURRELL@vacourts.gov, muthvs@nnva.gov, mensley@pesassociatesinc.com, sn@titleaction.com, pnash@isleofwightus.net, marshanash@kenbridgeva.net, KNELSON@courts.state.va.us, fnelson@vacourts.gov, anester@vacourts.gov, lanester@sheriffsoffice.org, tnewcomb@rcps.us, cherise.newsoms@pps.k12.va.us, gcsofoia@goochlandva.us, snicholson@culpeperva.gov, CNicolas@vacourts.gov, riehhaus@countyofamherst.com, siobhan.nishida@cvswcd.org

November 5, 2025

William H. Turner
P.O. Box 128
Onley, VA 23418

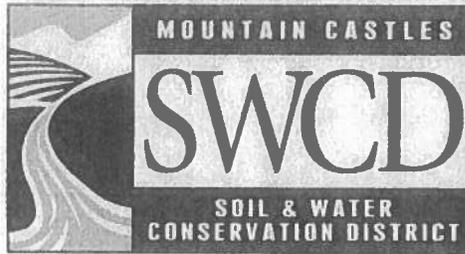
Dear FOIA officer,

Please send to me...

- 1) Copies of all SPCC credit card records in your office for 2015-present.
- 2) Copies of all personal vehicle reimbursements for business mileage for 2015- present
- 3) Copies of the states refusal to provide a state vehicle prior to the employees being reimbursed for personal vehicle mileage for state business 2015- present.
- 4) The identity of the starting point of all personal vehicle travel which must be the residence or a base point.
- 5) Copies of all Airline travel tickets for 2015- present.

Thanking you I am,

mailed 11/18/25



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36 Executive Circle, Suite 1, Roanoke, VA 24012
540-797-0217
tim.miller@mountaincastles.org
www.mountaincastles.org

We work with the people who work the land.

November 18, 2025

William Turner
PO Box 128
Onley, VA 23418

Dear Mr. Turner,

This letter is written in response to the FOIA request emailed to our office on November 10, 2025. After speaking on the phone with your associate on November 17, 2025, we determined that information about our organization would be helpful to you.

Mountain Castles Soil and Water Conservation District is a political subdivision of the Commonwealth of Virginia but is not a state agency. We receive a continuing operational grant from the Virginia Department of Conservation and Recreation; however we develop our own annual budget, which is administered by a locally elected board of directors. Decisions related to district vehicle purchasing, vehicle use, and personal mileage reimbursement are made by the board of directors and are reviewed and updated annually.

The board of directors meets monthly. The meeting minutes are available at <https://www.mountaincastles.org/board-meeting-minutes/>

If you call or email us, we can send copies of additional meeting minutes, as requested.

Please contact me if you have additional questions. I can be reached at tim.miller@mountaincastles.org or (540) 797-0217. Please note that credit card and mileage records are maintained only for the last three years. Since we have a small staff with many daily responsibilities, Mountain Castles charges \$40/hour to review and prepare records related to FOIA requests (as allowed by Virginia statute). The estimated time required for the original FOIA request is six hours (\$240.00). A 50% deposit is required for records preparation to begin.

Sincerely,

A handwritten signature in cursive script that reads "Tim Miller".

Tim Miller
District Coordinator



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Serving Botetourt & Craig Counties
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District Bylaws

SECTION 1 – PURPOSE AND BASIC PRINCIPLES

Section 1.1 – Policies and Procedures:

- A. To enable the district board of directors to transact business expeditiously and efficiently
- B. To protect the rights of each member of the board of directors
- C. To preserve a spirit of cooperation among the members of the board of directors
- D. To determine the pleasure of the board of directors on any matter

Section 1.2 – Basic Principles Underlying Policies and Procedures:

- A. Only one subject shall claim the attention of the board of directors at one time.
- B. Each item presented for consideration shall be entitled to full and free discussion. The board of directors reserves the right to set a reasonable time limit for each item.
- C. Every director has rights equal to every other director.
- D. The will of the majority must be carried out, and the right of the minority must be preserved.
- E. The personality and desires of each member should be merged into the larger unit of the Mountain Castles Soil & Water Board of Directors.

SECTION 2 – BOARD OF DIRECTORS

Section 2.1 – Directors

- A. Mountain Castles SWCD will be composed of two elected directors from Botetourt County, two elected directors from Craig County, an extension agent from either Botetourt County or Craig County, and an at-large director recommended by Mountain Castles SWCD to the Virginia Soil and Water Conservation Board, for a total of six directors.
- B. Up to two directors are elected from each member locality by registered voters in the General Election and serve a term of four years.

- C. Directors have full voting rights on the board.
- D. As provided in §10.1.536 of the Code of Virginia the Board of Directors may remove any district director for neglect of duty, including
 - 1. Failing to participate in governance of the board defined as a director failing to attend three consecutive board meetings or three consecutive meetings of any standing committee to which the director has been assigned.
 - 2. Failing to perform required official duties as defined by the Code of Virginia or by Mountain Castles SWCD.
 - 3. Failing to timely perform individual official duties as defined by Mountain Castles SWCD.
 - 4. Malfeasance in office (ex. harassment as defined by law or other acts contravening these Bylaws).
- E. Resigning directors must do so in writing to the Chair of the Mountain Castles SWCD Board of Directors.
- F. Directors will be assigned to two or more standing committees.
- G. Directors must disclose any involvement in state, federal, or locality advisory committees and/or organizations that have a direct or perceived effect on the work of the district.
- H. Any vacancies may be filled by an appointment approved by the majority of the board. Such appointment will be an interim position expiring at the end of the vacating director's term of office.
- I. Directors may not receive compensation other than compensation for expenses, including travel expenses, not to exceed amounts provided by law for state officials.
- J. As advocates for the district, directors may express their views to the media and outside entities but need to clearly identify that they are expressing their personal opinions, and not speaking for the district. Directors should be sensitive to the impact of their statements on the mission of the district.

Section 2.2 – Duties of the Board of Directors as specified by VA Code 10.1-5291

- A. Identify soil and water issues and opportunities within the district or related to the district and establish priorities for addressing these issues.
- B. Seek a comprehensive understanding of the complex issues that impact soil and water and assist in resolving the identified issues at the watershed, local, regional, state, and national levels.
- C. Engage in actions that will improve soil and water stewardship by using locally led programs.
- D. Increase understanding among community leaders, including elected officials and others, of their role in soil and water quality and improvement.
- E. Foster discussion and advancement within the community of positions and programs offered by their district.

- F. Actively participate in the activities of the district and ensure district resources are used effectively and managed wisely.
- G. Support and promote the advancement of conservation districts and their capabilities.

Section 2.3—Other Director Duties

- A. Identify local conservation needs.
- B. Represent local citizens in conservation issues.
- C. Educate others about conservation issues and programs.
- D. Work effectively with local, state and federal agencies to resolve conservation problems.
- E. Attend regularly scheduled board meetings and meetings of partner organizations.
- F. Serve on standing and ad hoc district committees and ensure quorum at such meetings.
- G. Recognize and act upon natural resource management needs.
- H. Establish district policies and develop programs to meet those needs.
- I. Promote the district as a reliable source of natural resource information and policy.
- J. Help district citizens resolve problems related to soil and water conservation.
- K. Provide guidance and direction to employees of the district for the efficient operation of the district office.
- L. Provide financial direction by taking responsibility for the proper expenditure and management of public funds; review monthly and annual financial statements; maintain a working knowledge of the budgetary process, and approach local boards of supervisors when requesting county funds.
- M. Develop and maintain a progressive public information and education program to keep citizens informed about district programs
- N. If appointed by the Chair, serve on the district's personnel committee and participate in aspects of district personnel management which may include hiring, conducting staff personnel reviews, and developing and maintaining fair personnel policies.
- O. Cultivate and recruit potential directors and associate directors.
- P. Maintain adherence to the policies of the Virginia Soil and Water Conservation Board.
- Q. Acquire and enhance the skills essential to effective directors, including leadership capabilities, personnel management, public speaking, negotiation, fiscal management, and environmental policies.

Section 2.3 – Director Training

- A. Each new director must participate in orientation training sessions as approved by DCR within six months of taking the oath of office.
- B. All directors must meet training requirements as set forth by the district, grant agreements with DCR, or policy of the VSWCB and Code of Virginia.

- C. All directors must complete Freedom of Information Act training and Conflict of Interest Act training for Locally Elected Officials within two months of assuming office and every two years thereafter.

Section 2.4 – Associate Directors

- A. Associate district directors are appointed annually by the Chair and are advisors and representatives of interests that are critical to the district. The appointment term is one year. Associate directors do not vote on board decisions but augment the knowledge and experience of directors. They receive no salary. However, they may receive reimbursement for expenses, including travel expenses that are incurred in the performance of their duties. They voluntarily assess local conservation needs and encourage cooperative efforts in achieving district conservation goals.
- B. Associate directors can be members of committees established by the Mountain Castles Board of Directors, with voting rights on said committees.
- C. Associate directors can chair district committees.
- D. An associate director who is chair of a committee may present committee recommendations to the district board of directors but may not vote in any regular or special meetings of the board of directors.
- E. An associate director cannot make a stand-alone motion in any board of directors meeting.
- F. Associate directors may participate in all board meeting discussions but may not vote.
- G. Associate directors may be invited to participate in closed meeting of the district board of directors.
- H. Other responsibilities of associate directors include
 1. Advise the board of directors in areas of interest and expertise.
 2. Educate others about conservation issues and programs.
 3. Attend board and committee meetings.
 4. Promote the district as a reliable source of natural resource information.
 5. Support a progressive public information and education program to keep citizens informed about district programs.
- I. Each new associate director is encouraged to participate in director orientation training and other available training as appropriate.

SECTION 4 – OFFICERS

Section 4.1 – Selection of Officers

- A. Officers of the Mountain Castles Board of Directors shall consist of Chair, Vice Chair, and Treasurer.

- B. Election of officers will take place at the December meeting, with nominations coming from the floor. Officers shall have a term of one calendar year, without limitation on reelection.
- C. Only those members who have served at least one year on the board shall be eligible for nomination for Chair.
- D. The Chair shall make appointments to all committees of the board of directors, effective January 1.
- E. The Chair may appoint new associate directors at any time during the year. The Chair shall reappoint current associate directors at the December meeting.

Section 4.2 – Duties of Officers

- A. The Chair shall preside over all board of directors' meetings. The Chair shall appoint district directors, associate directors, staff, and partners to serve on committees established by the board of directors. The Chair shall carry out other duties as assigned by the board.
- B. The Vice Chair may assume the duties of the Chair in the Chair's absence or the inability of the Chair to act.
- C. The Treasurer will oversee district accounting.

SECTION 5 – COMMITTEES

Section 5.1 – District Board of Directors Standing Committees

- A. The board of directors, by majority vote, may establish standing committees of the board of directors.
- B. Each standing committee shall consist of at least three members appointed by the Chair, including directors, associate directors, and district staff.
- C. Each member of the committee shall have voting rights on the committee except District staff, who serve in an advisory capacity only.
- D. The Chair shall fill a vacancy in the committee when a member resigns from the committee or the board.
- E. The Chair of the board shall serve as an ex officio member on all committees and shall have voting privileges on all committees.
- F. Each committee shall perform all duties assigned to it; however, the board may not delegate any of its statutory duties to committees. Unless explicitly authorized by board approval, no committee may commit district resources, approve an action on behalf of the district, or assume obligation on behalf of the district.
- G. The Mountain Castles Board of Directors currently recognizes the following committees:

- **BMP Committee:** Addresses the conservation issues on agricultural lands, including issues of technical assistance. Implements the Virginia Agricultural Cost Share & Tax Credit Program (VACS).
- **Dams Committee:** Addresses issues surrounding the four district-owned dams on Johns Creek in Craig County, including major rehabilitation and regular maintenance.
- **Budget & Finance Committee:** Periodically reviews financial matters of the district. Helps prepare the district's annual budget and budget revisions.
- **Personnel Committee:** Provides oversight of personnel management and personnel policies. Provides reports and recommendations to the board on personnel issues and updates to the personnel policy.
- **Education and Outreach Committee:** Supports the planning, organization, and implementation of the district's educational mission for youth and adults, including high school scholarships, Envirothon, Youth Conservation Camp, field experiences, ag field days, workshops, and classroom programs.

Section 5.2 – District Board of Directors Ad-hoc Committees

- A. The purpose of an Ad-hoc Committee is to accomplish specific purposes for which it was established, adhering to all guidelines and constraints established by the Board of Directors.
- B. The Chair shall appoint district directors, associate directors, staff, and resource persons to serve on ad hoc committees. Ad-hoc committee assignments can be made as needed. Each Ad-hoc Committee member shall have voting rights on the Ad-hoc Committee except district staff.

SECTION 6 – MEETINGS

Section 6.1 – Regular meetings

- A. An annual organizational meeting shall be held in December unless it is an election year when new directors have been elected. In this case, the organizational meeting will take place at the meeting following the new directors taking the oath of office.

- B. The following items should be addressed at the organizational meeting:
- Election of officers (see Section 4)
 - Schedule and location of regular meetings
 - Reappointment of associate directors
 - Establishing standing committees and making committee appointments for the upcoming calendar year
 - Appointment of district FOIA officer and Records Retention officer
- C. The board of directors shall annually prescribe the meeting location and time in compliance with Code of Virginia Section 15.1-536, (1950), as amended.
- D. When a regular meeting of the board of directors falls on a legal holiday, or in the event of inclement weather, the decision to hold the meeting rests with the Chair

Section 6.2 – Special meetings

- A. The board of directors may hold special meetings as necessary, in accordance with the Code of Virginia Section 15.1-538, (1950), as amended. Only specified matters shall be discussed. The board of directors shall give public notice of the time, place, and purpose of the meeting.

Section 6.3 – Closed Sessions

- A. Closed sessions shall be convened in compliance with Code of Virginia Section 2.2-3711. (A)(1-27), (1950), as amended.
- B. Unless otherwise specified by the Chair, only directors and officers may attend closed sessions. Associate directors, partners, and staff may attend upon invitation from the Chair.

Section 6.4 – Quorum and Method of Voting

- A. At any board of directors meeting, a majority of district directors currently in office shall constitute a quorum.
- B. All motions shall be duly seconded and shall be decided by a majority vote of the district directors. The Chair may choose a voice vote or show of hands. Any member may call for a roll call vote of the board of directors, and all votes, including “Abstentions,” shall be recorded in the meeting minutes.

Section 6.5 – Board of Directors to Sit in Open Session

- A. The Board of Directors shall sit in open session and anyone conducting themselves in an orderly manner may attend meetings, except closed sessions, pursuant to the Code of Virginia and the Virginia Freedom of Information Act.

Section 6.5 – Agenda and Order of Business

- A. The district coordinator, with concurrence of the Chair, shall prepare an agenda for the regularly scheduled meetings of the board of directors
- B. The order of business shall be determined by the Chair, unless modified by a majority vote of the board of directors

Section 6.6 – Motions/Minutes

- A. Any director shall be entitled to “move” or “second” any questions for any action by the board of directors
- B. All motions shall be duly seconded prior to discussion
- C. All motions shall be duly seconded prior to being voted
- D. In accordance with the Virginia Freedom of Information Act, the district shall maintain a permanent record of all minutes and activities of the board of directors in open session as public property.
- E. The District Coordinator shall maintain a permanent paper record of all district policies and procedures.
- F. Draft minutes from each board of directors and committee meeting shall be sent to district directors prior to the next monthly board meeting.

Section 6.7 – Appeal to the Board of Directors

- A. Any director may appeal to the board of directors from the decision of the Chair on any question of order or the interpretation of these Bylaws. A majority vote of those present is necessary to overrule the Chair. A second is not required.

Section 6.8 – Motion to Adjourn

- A. At a meeting of the Board of Directors, a motion to adjourn shall always be in order.

Section 6.9 – Suspending and Amending the Rules

- A. One or more of these Bylaws may be suspended with the vote of two-thirds of the district directors present.
- B. These Bylaws may be amended by majority vote of directors currently in office, provided that the proposed amendment may not be voted on unless the text thereof shall have been presented to the board of directors at a previous board of directors meeting, at which the date for a vote on the proposed amendment had been established. Any proposed amendment shall be subject to further amendment at the meeting at which the vote is taken.

Section 6.10 – Roberts Rules of Order

- A. The proceedings of the board of directors shall be governed by the latest edition of Roberts Rules of Order.

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We work with the people who work the land.

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

2026 Meeting Calendar

January 14 – Budget/Finance Committee meeting-6:00pm; Board meeting-7:00 pm

February 10* – Annual banquet at 6:00 pm; Board meeting immediately following.
Location: Fincastle Volunteer Fire Department Community Room, 25 Vine St, Fincastle

March 11 – Board meeting-7:00 pm

April 8 – Education Committee meeting-6:00 pm; Board meeting-7:00 pm

May 13 – Budget & Finance Committee meeting-6:00 pm; Board meeting-7:00 pm

June 10 – Board meeting-7:00 pm

July 8 – Board meeting-7:00 pm

August 12 – Board meeting-7:00 pm

September 9 – Board meeting-7:00 pm

October 14 – Board meeting-7:00 pm

November 10* – Board meeting-7:00 pm

December 9 – Board meeting-7:00 pm

All meetings are to be held at the USDA Service Center, 36 Executive Circle, Roanoke, VA 24012 unless otherwise noted. All meetings are open to the public.

* Denotes meeting day other than a Wednesday





Conservation Specialist Report:

Board of Directors Meeting

December 10, 2025

By: Daniel Naff, Conservation Specialist

VACS Program

- **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
 - 45-25-0003
 - **Instance #590487 (SL-6W)**
 - Out-of-pocket: \$5,539.84
 - Eligible Tax Credit: \$1,384.96
- **Conservation Plans for Approval**
 - CP-45-25-0002
- **Contract Adjustment for Approval**
 - 45-26-0034
 - **Instance #660472 (SL-6W)**
 - Requires 1,030 ft of additional pipeline
 - Old Max CS: \$110,327.50
 - New Max CS: \$119,340.00 (CB VACS)
- **Contract for Approval**
 - 45-26-0036
 - **Instance #730542 (FR-3)**
 - 1.13 acres of forested buffer planted
 - 300 trees/acre of mixed hardwoods, 15-year lifespan
 - Est. Cost / Max CS: \$4,520.00 / \$4,859.00 (OCB VACS)
- **Approval Powers for Tax Credits and End-of-Year Business Items**

Dams

- **Emergency Action Plans for Approval**
 - Johns Creek VFD Chief has left his position and is unable to fulfil his role as Johns Creek 3 Dam Observer, acting Chief Johnny Beane will take over as observer
 - Updated contact info for observers
 - Added Jeff Munsey as alternate EAP Coordinator in case I am unavailable during an emergency
 - Updated to include information about new satellite monitors
- **Two-Year Extension for Mowing & Maintenance Contract for Approval**
- **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
- Met landowner on 10/28/25 to discuss plans
- Submitted funding request to DCR for the construction phase in the spring, waiting to hear news from State Soil & Water Board
- Satellite Monitoring Update for Johns Creek 1, 2, & 3
 - Monitor installs completed on 11/7/2025
 - Working with DCR to set up contacts for alerts
 - Plan to create “view-only” guest accounts for dam observers and dam residents

Trainings & Certifications

- Recently Completed Trainings
 - 12/8/25: Grow More: Basics of Behavior Change and How to Message to Middle Adopters (1 CEU)
 - 12/8/25: Grow More: Reframing your Outreach to Meet your Audience (1 CEU)
 - 12/9/25: SWCDs as Leaders in Flood Resilience Planning
 - 12/9/25: Common Engineering Problems and How to Prevent Them (2 CEUs)
- Upcoming Trainings
 - 1/30/26: VA Forage & Grasslands Council Training (4 CEUs)

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



Met employees from East & West Kaua'i SWCD on my honeymoon trip!

Conservation Technician Assistant Report

Submitted by: Emily Williams

for December 2025

Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

Information items:

- Exploring options 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.
- 45-26-0200
 - Rain Water Harvesting (RWH)
 - VASWCD Steering Committee approved on 10/31/25
 - Homeowners have met the "Start of Project" deadline

Virginia Agricultural Cost-Share (VACS)

Information items:

- For contracts approved during October Board meeting, updated Cover Crop contracts status to "approved" and prepared approval postal mailers. Processing completed Part II as they are received.
- Communicating program requirements to participants and checking for compliance throughout the "Implementation" phase.
- Created workflow diagram for cover crop processes.
- Learned how to use Logi reporting to automate reports in workflow diagram.

Action items:

- Cover Crop Contracts for Approval
 - 45-26-0013*adjusted from 9/10/25 approval
 - Instance #712978 (SL-8H)
 - 149.33 ac. harvested for seed/grain/straw
 - Max CS: \$3,687.00

Other

- Planning for CBLP certification to be completed by March 11.
- Planning for 8th grade STEM project March 9 & 16.
- Attended Blue Ridge PRISM Winter Invasive Plant Identification Workshop on Dec. 3.
- Delivered stormwater lesson to 4th grade at Troutville Elementary on Dec. 10.





District Coordinator/Education Update Report:

Board of Directors Meeting

December 10, 2025

By: Tim Miller

We work with the people who work the land.

General Update

- Presented at the Association for Experiential Education Conference in Pittsburgh
- Attended VASWCD Annual Meeting in Williamsburg
- Submitted Botetourt County budget request (\$10,000)
- Completed annual IT training
- Awarded grant for \$8,400 from the Chesapeake Bay Restoration fund (canoeing program)

Education & Outreach

Classroom programs

- 10/22 – Breckinridge ES 2nd grade (owl pellets); Reach: 32
- 10/24 – Craig Co MS 6th grade (properties of water); Reach: 43
- 10/27 – Craig Co MS 6th grade (water cycle); Reach: 43
- 10/28 – Craig Co MS 6th grade (EnviroScape); Reach: 43
- 10/29 – Read Mountain MS 6th grade (EnviroScape); Reach: 62
- 10/30 – Read Mountain MS 6th grade (EnviroScape); Reach: 45
- 11/3 – Troutville ES 3rd grade (bat adaptations); Reach: 36
- 11/11 – Eagle Rock ES 4th grade (EnviroScape); Reach: 20
- 11/11 – Eagle Rock ES 5th grade (EnviroScape); Reach: 18
- 11/11 – Eagle Rock ES 2nd grade (turkeys); Reach: 22
- 11/12 – Troutville ES 4th grade (EnviroScape); Reach: 41
- 11/13 – Troutville ES 5th grade (Bird spectograms); Reach 39
- 11/14 – Cloverdale ES 2nd grade (turkeys); Reach: 36
- 11/19 – Breckinridge ES 2nd grade (turkeys); Reach: 30
- 11/20 – Troutville ES 2nd grade (turkeys); Reach: 37
- 11/25 – Troutville ES 3rd grade (“Good Fire”); Reach: 35
- 12/3 – Breckinridge ES 2nd grade (black bears); Reach: 29

Upcoming Events

- ✓ 1/8 – District audit
- ✓ 2/11 – Winter Awards Banquet



ADMINISTRATIVE ITEMS:

- 1. Officer Elections, Committee Appointments, Associate Director Appointments and the SWCD CY 2026 Board Meeting Schedule.** As an annual task, these items should be November, December or January board meeting agenda items for your consideration.
 - ✎ If your SWCD plans to utilize a nominating committee for the SWCD's officer election process, please make sure that the committee meeting is treated as a public meeting as per the requirements of FOIA. The nominating committee meeting must be advertised, and meeting minutes must be kept, presented to the full board and signed by the nominating committee Chair.
 - ✎ Please remember to include the appointment of a FOIA Officer and a Records Retention Officer as part of the slate of officers. *Any changes to either of these two officers should be communicated to the FOIA Council or the Library of Virginia, respectively, and the SWCD's website should be updated to reflect the new information.*
 - ✎ When making committee appointments, please note for each respective committee whether any committee appointees are being designated as "advisors" and update committee lists accordingly. Also, please keep in mind that rather than staff serving on committees as voting members, they should only serve in an advisory capacity.
 - ✎ Please review your SWCD's monthly board meeting schedule to ensure that it will work for everyone since regular board meeting attendance is expected for directors and a quorum is needed for all deliberations. **Please make a point to approve the SWCD's monthly board meeting schedule and record the action in the minutes.** If your SWCD decides to meet at one date/ time for one half of the year and a different date/ time for the other half of the year, please make sure that the motion specifies this information. Please notify your CDC (as well as the VASWCD) of any changes to board meeting dates/ times.
- 2. Bonuses.** This is the time of year when many SWCD boards begin to think about awarding bonuses to their employees. Please make sure these bonuses are referenced in the minutes as "merit-based bonuses" since tax dollars are being used to fund these bonuses. Also, please be reminded that all bonuses granted to staff by SWCD boards must be taxed appropriately. As per the July 2024 Edition of the *Desktop Procedures*, please ensure that there is an Employee Pay Action Approval form (sample found on page 54 of the *Desktop Procedures*) included in the personnel file of each employee receiving a bonus or a salary adjustment.
- 3. Finance Committee Meetings.** The Desktop Procedures for District Fiscal Operations requires that "*the finance committee (or designated group) meet at least twice a year to establish a budget and to review financial statements. Minutes of these meetings must be prepared and maintained by the district in accordance with FOIA.*" That means that the finance/ budget committee should plan to meet in the middle of the fiscal year to review and check in with the budget, so please begin planning your SWCD's finance committee meeting. Remember, since this is a committee meeting (i.e. A PUBLIC MEETING), the meeting must be advertised and minutes must be kept, presented to the full board and signed by the finance committee Chair.
- 4. Review of the Desktop Procedures Manual.** As per the Operations grant agreement, each SWCD must ensure that "*DCR's Desktop Procedures is annually reviewed by the District Board or their Finance Committee and documented in official minutes*". I will be happy to assist with the review process if needed/desired.

5. **Signed Quarterly Reports.** Are due to the CDC by January 15, 2026. Please make sure reports are signed, complete, accurate and on time. Remember that the quarterly report packet should contain an original signed Attachment E form, a profit and loss statement for October 1, 2025 thru December 31, 2025 and a cash balance report with an ending date of December 31, 2025. Also, please make sure that all payments and monthly interest have been recorded in CAS. Final disbursement letter data will be pulled on February 1, 2026, so please make sure that all approvals are in CAS by January 31, 2026.
6. **Audit Reminder.** Auditors will be visiting SWCDs in January. Please ensure that the Treasurer and the CDC are present for the exit interview.
7. **Electronic Meeting/Remote Participation Policy.** The SWCD's OAG representative, Darrell Kuntz, recently provided an electronic meeting/remote participation policy template for SWCDs to utilize to address remote participation of directors in SWCD meetings (please reference the correspondence shared by Blair Gordon via email on November 18, 2025). The template was written by the SWCD's OAG representative and fully complies with the specific electronic meeting provisions outlined in FOIA for remote participation in meetings. If your SWCD has an electronic meeting policy, please take time to review the policy that was provided by Darrell to ensure that your SWCD's policy aligns with the template. If it does not, please update your SWCD's policy accordingly. If you are not sure if your SWCD's existing policy aligns with the template provided, please reach out to Darrell Kuntz directly.

COST-SHARE/ TAX CREDIT/ CREP ITEMS:

1. **BMP Verification Follow Up.** Most verification grace periods expire in December. If issues have not been resolved at the close of the grace period, then proper steps must be taken promptly by the SWCD requiring the return of prorated funds to the SWCD. Please notify me as practices are brought back into compliance and entered into the Ag BMP Tracking Module of CAS.
2. **DCR IT Security Awareness Training.** All users of the Conservation Application Suite must complete the annual IT Security Awareness training no later than **5:00PM on December 15, 2025**. Please reference the email sent by Carl Thiel-Goin on October 28, 2025 for further instructions and ensure that you are using the Chrome web browser when accessing the training. Per the standard protocol, once you complete the training requirement, please provide a copy of your respective completion certificate to your CDC. New employees who took the IT Security Awareness Training course on or after January 1, 2025 do not need to take this course.
3. **Tax Credit Delegation of Authority.** It is the time of year to delegate authority to the SWCD Board Chair or another director to approve and sign off on tax credits or increases in tax credits for practices that are completed on or before December 31, 2025. Remember that the motion language for the delegation of authority must be specific so if the delegation of authority includes the approval of tax credits, increases in tax credits and conservation plans associated with tax credits, then the motion must specify as such.
 - 📌 Remember, the “Technical Certification Date” and the “Tax Credit Certification Signature Date” must be within the same calendar year and **MUST be on or before December 31, 2025** in order for the tax credit to be valid. Otherwise, the tax credit will have to be a calendar year 2026 tax credit and cannot be issued in the calendar year that the BMP is completed.
 - 📌 Any practice receiving a tax credit must have a complete, board-approved conservation plan. The conservation plan requirement extends to participants pursuing equipment tax credits as well.
 - 📌 Districts may not make approvals in January 2026 retroactive to December 2025.

- 🌿 For more information, please review the VACS Tax Credit Guidelines Section, particularly Pages IV-10 and IV-11 and review the tax credit training webinar was held on November 8, 2024 (<https://www.youtube.com/watch?v=iGoP83cXwZo>).
 - 🌿 Remember that any tax credits, additional tax credits and/or conservation plans addressed via the delegation of authority should be listed as such and brought before the full board in January for official recordation in the minutes.
 - 🌿 In the case of approval of additional tax credit, please retain the old Part II in the file as a matter of record and generate a new Part II that reflects the new tax credit amount and ensure that you obtain all signatures on the new Part II, just as you would with a cost-share increase.
4. **Cover Crops.** Please be mindful of the following reminders regarding cover crop practices:
- 🌿 Per the manual, *“A good stand and good growth of vegetative winter cover must be obtained by **December 15** to protect the area from nutrient leaching and runoff in the fall and winter. All cover crop plantings must maintain a minimum of 60% cover crop plant material on the enrolled acres through the lifespan of the practice. District staff will conduct field visits no later than **February 28** to verify required cover has been established.”*
 - 🌿 Regardless of whether the participant is receiving cost-share or tax credit, cover crops should be checked by the appropriate deadline provided by the specification to ensure that adequate cover has been achieved. If adequate cover has not been achieved, this is the time to cancel those practices, and in the case of cost-share, to reallocate those funds to other practices.
 - 🌿 For cover crops planted under specifications requiring a nutrient management plan, please follow up with participants to make sure that they are working toward receipt of a nutrient management plan now in order to avoid the spring crunch time and the potential of not completing the requirement by June 30, 2026. Cost-share payment or tax credit cannot be issued unless there is a current nutrient management plan on file that includes the fields receiving tax credit or cost-share.
 - 🌿 Tax credit for cover crops planted in Fall of 2025 should not be issued and practices should not be marked *Complete* in tracking until the practice is certified as complete in Spring of 2026.

UPCOMING EVENTS/ IMPORTANT DATES:

- 🌿 **December 7-9, 2025:** VASWCD Annual Meeting at the Doubletree by Hilton Hotel in Williamsburg, VA.
- 🌿 **December 10, 2025:** VSWCB Meeting at the Doubletree by Hilton Hotel in Williamsburg, VA.
- 🌿 **December 15, 2025:** Deadline for completing the IT Security Awareness Training (5:00PM).
- 🌿 **December 17, 2025:** Governor’s 2026-2028 Budget to be released.
- 🌿 **January 14, 2026:** Virginia General Assembly convenes at noon.
- 🌿 **January 15, 2026:** Quarterly reports are due to the CDC.
- 🌿 **January 27, 2026:** Virginia Forage and Grassland Conference at the Wytheville Meeting Center in Wytheville, VA. Participants are eligible to receive 2.5 Nutrient Management CEUs and 4 Conservation Planner Recertification CEUs.
- 🌿 **January 28, 2026:** Virginia Forage and Grassland Conference at the Olde Dominion Ag Complex in Chatham, VA. Participants are eligible to receive 2.5 Nutrient Management CEUs and 4 Conservation Planner Recertification CEUs.

- 🌿 **January 29, 2026:** Virginia Forage and Grassland Conference at Blue Ridge Community College in Weyers Cave, VA. Participants are eligible to receive 2.5 Nutrient Management CEUs and 4 Conservation Planner Recertification CEUs.
- 🌿 **January 29, 2026:** Virginia Agricultural BMP and Cost-Share Program “VACS 101” Training from 9:00AM till 12:00PM. This training is required for conservation planner certification. Registration required. Please reference the email from Vanessa Lewis dated December 2, 2025 for the registration link.
- 🌿 **January 31, 2026:** Deadline for providing tax credit documentation and 1099-G/1099-M/1099-NEC forms to participants.
- 🌿 **February 12, 2026:** Virginia General Assembly Crossover.
- 🌿 **February 18, 2026:** Virginia No-Till Conference at the Rockingham Fairgrounds in Harrisonburg, VA.
- 🌿 **March 14, 2026:** Virginia General Assembly adjourns.
- 🌿 **April 22, 2026:** General Assembly reconvenes to act on Governor’s amendments.
- 🌿 **June 15, 2026:** Deadline for obligating PY 2026 VACS funds.

cc: Blair Gordon, Soil and Water Conservation District Liaison
Sara Bottenfield, Agricultural Incentives Program Manager
Angela W. Ball, PhD, DCR Western Area Manager

Sent electronically to SWCD offices: 12/02/2025



BONSACK SERVICE CENTER REPORT SWCD Board Meeting

Program Updates:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 33 contracts totaling \$1,876,747 in obligated cost assistance
 - \$868,741 of that assistance has been paid out
 - 1,587 acres of conservation
- **Conservation Stewardship Program (CSP)**
 - Managing 22 contracts totaling \$1,400,949 in obligated cost assistance
 - \$438,633 of that assistance has been paid out
 - 14,451 acres of conservation
- **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
 - Both riparian buffers planted
 - Received 7.14 for both
 - 1 of the 2 is done with all infrastructure
 - The other is the process of drilling the well
- **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 was shutdown and on federal furlough from Oct. 1 – Nov.13
- No change in personnel status



Derek Hancock, District Conservationist

NATURAL RESOURCES CONSERVATION SERVICE
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