



**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  
**Tuesday, February 10, 2026 – 8:00 p.m.**  
USDA Service Center, Bonsack

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

**Directors Absent:** none

**Staff Present:** Tim Miller  
Dan Naff  
Emily Williams

**Others Present:** Michael Beahm, Associate Director, Treasurer  
Jeff Munsey, Associate Director  
Tasha Snavely, Associate Director  
Jonathan Stanley, VCE-Craig County  
Derek Hancock, NRCS  
Stacy Horton, DCR

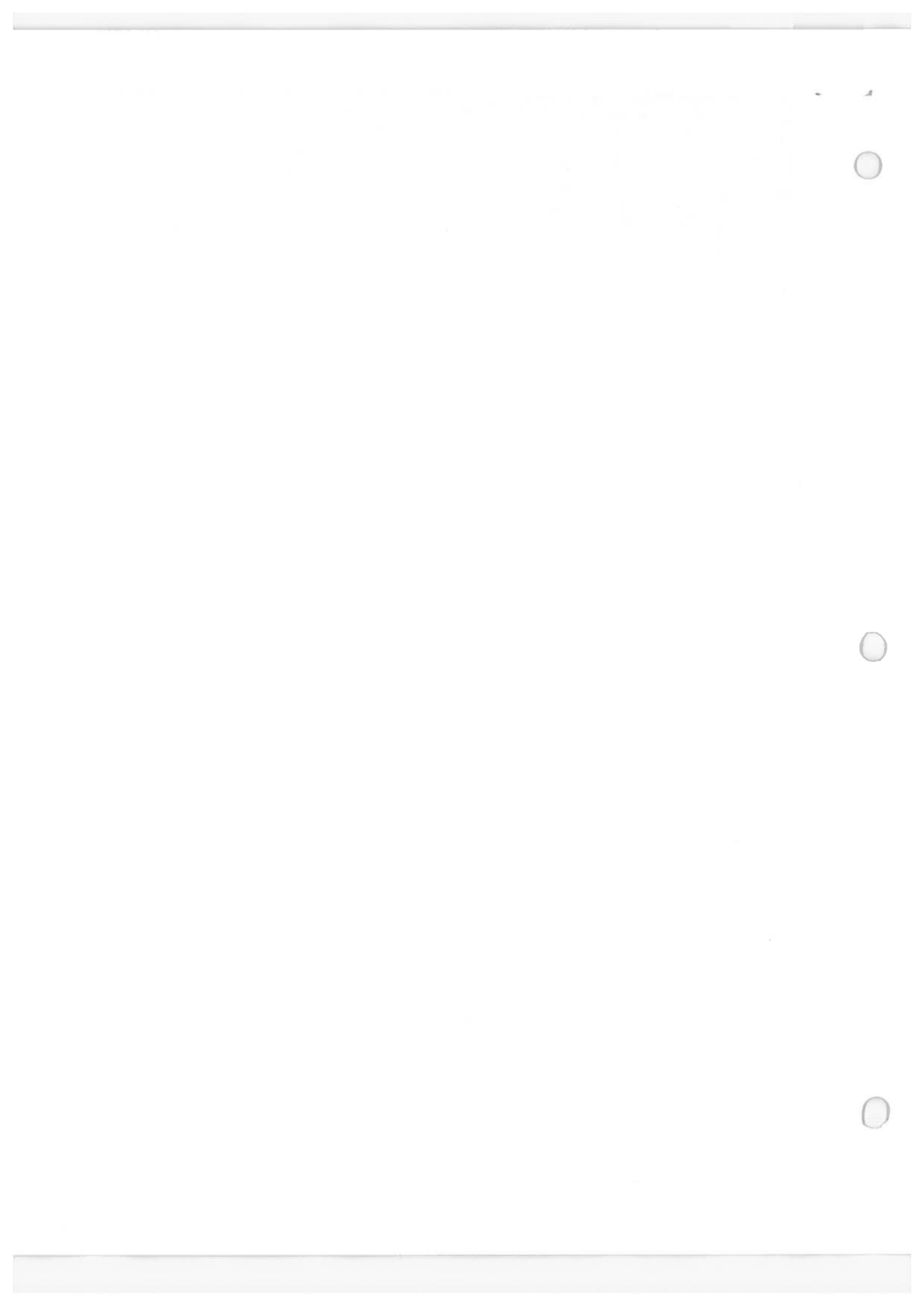
**Quorum:** Jeff Henderson called the meeting to order at 8:20 pm. Quorum was established.

**Minutes:** Minutes from the January 14, 2026, board meeting were reviewed. Andrew Keffer 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 Andrew Keffer, motion approved by unanimous consent.

**Other Business**

- Minutes from the January 14, 2026, meeting of the Budget/Finance Committee were reviewed. Preston Wickline moved to approve the minutes as presented. Second by Andrew Keffer, motion passed by unanimous consent (minutes attached).
- Minutes from the January 14, 2026, meeting of the Personnel Committee were reviewed. Preston Wickline moved to approve the minutes as presented. Second by Andrew Keffer, motion passed by unanimous consent (minutes attached).
- The new "Employee Evaluation Worksheet" was reviewed. Preston Wickline moved to approve the form based on feedback from the Personnel Committee. Second by Walter Nelson, motion passed by unanimous consent. (forms attached)
- Staff position descriptions and proposed revisions were reviewed. After discussion, Preston Wickline moved to approve revisions to the "Conservation Specialist" and "District Coordinator" position descriptions. Second by Andrew Keffer, motion passed by unanimous consent. (position descriptions attached)



- The District Personnel Policy was reviewed, including a proposed revision to the “inclement weather policy.” After discussion, Preston Wickline moved to approve the revision, second by Andrew Keffer. Motion passed by unanimous consent.

**VACS Program**

No board actions this month.

**Dams**

The cost estimate of \$805.00 from Lawrence Narehood addressing extra dam maintenance tasks was reviewed. Andrew Keffer moved to approve the cost estimate, second by Walter Nelson, motion passed by unanimous consent. (cost estimate attached)

**Conservation Specialist Report:** submitted by Dan Naff – received and placed on file (see full report)

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

**District Coordinator Report:** submitted by Tim Miller – received and placed on file (see full report)

**Agency Reports:**

- DCR – written report provided by Stacy Horton – received and placed on file (see full report)
- VCE – Jonathan Stanley provided program updates
- VDOF – No report
- FSA – No report
- NRCS – written report provided by Derek Hancock – received and placed on file (see full report)

**Adjourn:**

The meeting adjourned at 8:40 p.m. with a motion from Walter Nelson, second by Andrew Keffer.

Approved: 

Jeff Henderson, Chair

Date: 3-11-26

Respectfully submitted/prepared by: 

Tim Miller



1:26 PM

02/09/26

Cash Basis

# Mountain Castles Soil & Water Conservation District

## Profit & Loss

July 1, 2025 through February 9, 2026

Jul 1, '25 - Feb 9, 26

|                                |              |
|--------------------------------|--------------|
| Ordinary Income/Expense        |              |
| Income                         |              |
| CDs - Income                   |              |
| Interest CD 4237               | 1,460.94     |
| interest CD 4234               | 1,460.94     |
| Total CDs - Income             | 2,921.88     |
| OPERATIONS                     |              |
| DCR Operational Funds          |              |
| DCR Allocation for Operations  | 72,273.50    |
| VNRFC Base and TA Funds        | 144,707.92   |
| Total DCR Operational Funds    | 216,981.42   |
| FY Dam Maintenance             |              |
| Small Dam Repair               | 42,000.00    |
| FY Dam Maintenance - Other     | 22,640.00    |
| Total FY Dam Maintenance       | 64,640.00    |
| Cost Share                     |              |
| 2026 OCB VACS                  | 168,327.10   |
| 2026 CB VACS                   | 647,426.12   |
| Total Cost Share               | 815,753.22   |
| Total OPERATIONS               | 1,097,374.64 |
| FEDERAL SOURCES                |              |
| NRCS Dam Rehab Agreement       | 103,395.14   |
| Tinker & Glade TMDL            |              |
| Construction Cost Share        | 42,631.65    |
| TA & Ops                       | 5,757.50     |
| Total Tinker & Glade TMDL      | 48,389.15    |
| Total FEDERAL SOURCES          | 151,784.29   |
| LOCAL/OTHER SOURCES            |              |
| UJRC&D Grant                   | 1,129.40     |
| VASWCD                         |              |
| MVP Cost Share                 | 19,616.75    |
| MWEE Grant                     | 584.01       |
| Total VASWCD                   | 20,200.76    |
| Local Government Funding       |              |
| Botetourt County               | 7,000.00     |
| Total Local Government Funding | 7,000.00     |
| ATC Grant                      | 975.00       |
| Total LOCAL/OTHER SOURCES      | 29,305.16    |
| Interest                       |              |
| Operational -Bank of Fincastle | 284.59       |
| Savings - Bank of Fincastle    | 7.09         |
| Interest - Other               | 31,661.47    |
| Total Interest                 | 31,953.15    |
| Total Income                   | 1,313,339.12 |
| Gross Profit                   | 1,313,339.12 |
| Expense                        |              |
| Return of TA to DCR            | 2,446.37     |
| VCAP TA                        | 386.82       |
| Operations MCSWCD              |              |
| I. Employee Compensation       |              |

1:26 PM  
02/09/26  
Cash Basis

**Mountain Castles Soil & Water Conservation District  
Profit & Loss  
July 1, 2025 through February 9, 2026**

|   | <u>Jul 1, '25 - Feb 9, 26</u> |
|---|-------------------------------|
| <b>Technician Assistant</b>               |                               |
| Education & Training                      | 500.00                        |
| Travel/Milage                             | 333.10                        |
| FICA                                      | 541.64                        |
| Salary                                    | 7,080.00                      |
| <b>Total Technician Assistant</b>         | <u>8,454.74</u>               |
| <b>Directors</b>                          |                               |
| Meals/Expenses                            | 1,393.24                      |
| Travel/Mileage                            | 1,445.63                      |
| <b>Total Directors</b>                    | <u>2,838.87</u>               |
| <b>Education Coordinator</b>              |                               |
| Benefits                                  | 11,071.69                     |
| Education and Training                    | 1,799.15                      |
| FICA                                      | 3,693.23                      |
| Travel/mileage                            | 688.20                        |
| Salary                                    | 49,437.75                     |
| <b>Total Education Coordinator</b>        | <u>66,690.02</u>              |
| <b>VNRCF TA - Conservation Tech</b>       |                               |
| Benefits Paid                             | 11,187.05                     |
| Education & Training                      | 1,267.70                      |
| FICA & Medicare                           | 2,728.86                      |
| Salary                                    | 37,073.50                     |
| Travel/Mileage                            | 101.50                        |
| <b>Total VNRCF TA - Conservation Tech</b> | <u>52,358.61</u>              |
| <b>Total I. Employee Compensation</b>     | 130,342.24                    |
| <b>II. Office Expenses</b>                |                               |
| Marketing Services                        | 26.78                         |
| Team Building                             | 152.52                        |
| Membership Dues, Various Org              |                               |
| NACD Dues                                 | 775.00                        |
| VASCWD Support Services                   | 3,592.00                      |
| Membership Dues, Various Org - Other      | 140.00                        |
| <b>Total Membership Dues, Various Org</b> | <u>4,507.00</u>               |
| Xerox Lease (ESI)                         | 1,552.67                      |
| Phones/Internet (Cox Business)            | 1,401.33                      |
| Computer programs & software              | 2,444.60                      |
| Office Rent                               | 6,000.00                      |
| Postage                                   | 197.86                        |
| Office Equipment and Supplies             | 2,391.26                      |
| U.S. Cellular -VNRCF TA                   | 623.07                        |
| <b>Total II. Office Expenses</b>          | <u>19,297.09</u>              |
| <b>V. Education, Youth</b>                |                               |
| Classroom Resources                       | 378.26                        |
| ATC Grant                                 | 2,418.88                      |
| MCSWCD Scholarships                       | 370.00                        |
| MWEE                                      | 4,359.77                      |
| <b>Total V. Education, Youth</b>          | <u>7,526.91</u>               |
| <b>VI. Education, Public</b>              |                               |
| UJRC&D Grant                              | 892.64                        |
| Outreach                                  | 2,202.17                      |
| <b>Total VI. Education, Public</b>        | <u>3,094.81</u>               |
| <b>Vehicle</b>                            |                               |
| Maintenance                               | 1,300.37                      |

1:26 PM

02/09/26

Cash Basis

# Mountain Castles Soil & Water Conservation District

## Profit & Loss

July 1, 2025 through February 9, 2026

|                                    | Jul 1, '25 - Feb 9, 26 |
|------------------------------------|------------------------|
| Fuel                               | 730.78                 |
| Total Vehicle                      | 2,031.15               |
| VII. Other Business Expenses       |                        |
| Insurance                          |                        |
| Workmans Compensation              | 351.00                 |
| Total Insurance                    | 351.00                 |
| Total VII. Other Business Expenses | 351.00                 |
| Total Operations MCSWCD            | 162,643.20             |
| DCR - Obligated Cost-share         |                        |
| Cost Share Payments                |                        |
| 2026 CB VACS                       | 39,515.44              |
| 2023 CB CREP                       | 2,315.00               |
| 2025 OCB VACS                      | 79,433.00              |
| MVP Mitigation Funds               | 19,616.75              |
| 2024 OCB VACS                      | 105,129.69             |
| 2024 CB VACS                       | 68,628.62              |
| Total Cost Share Payments          | 314,638.50             |
| Total DCR - Obligated Cost-share   | 314,638.50             |
| DCR - Unobligated C/S Paid         |                        |
| 2023 CB CREP                       | 32,873.20              |
| 25 CB VACS Transfer ot 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                     | 103,395.11             |
| Dam Maintenance - Other            | 13,339.54              |
| Total Dam Maintenance              | 156,734.65             |
| TMDL                               |                        |
| TMDL TA and OPS                    | 2,595.85               |
| TMDL Cost Share                    | 13,169.15              |
| Total TMDL                         | 15,765.00              |
| Total Expense                      | 893,526.64             |
| Net Ordinary Income                | 419,812.48             |
| Net Income                         | 419,812.48             |

**APPROVED**

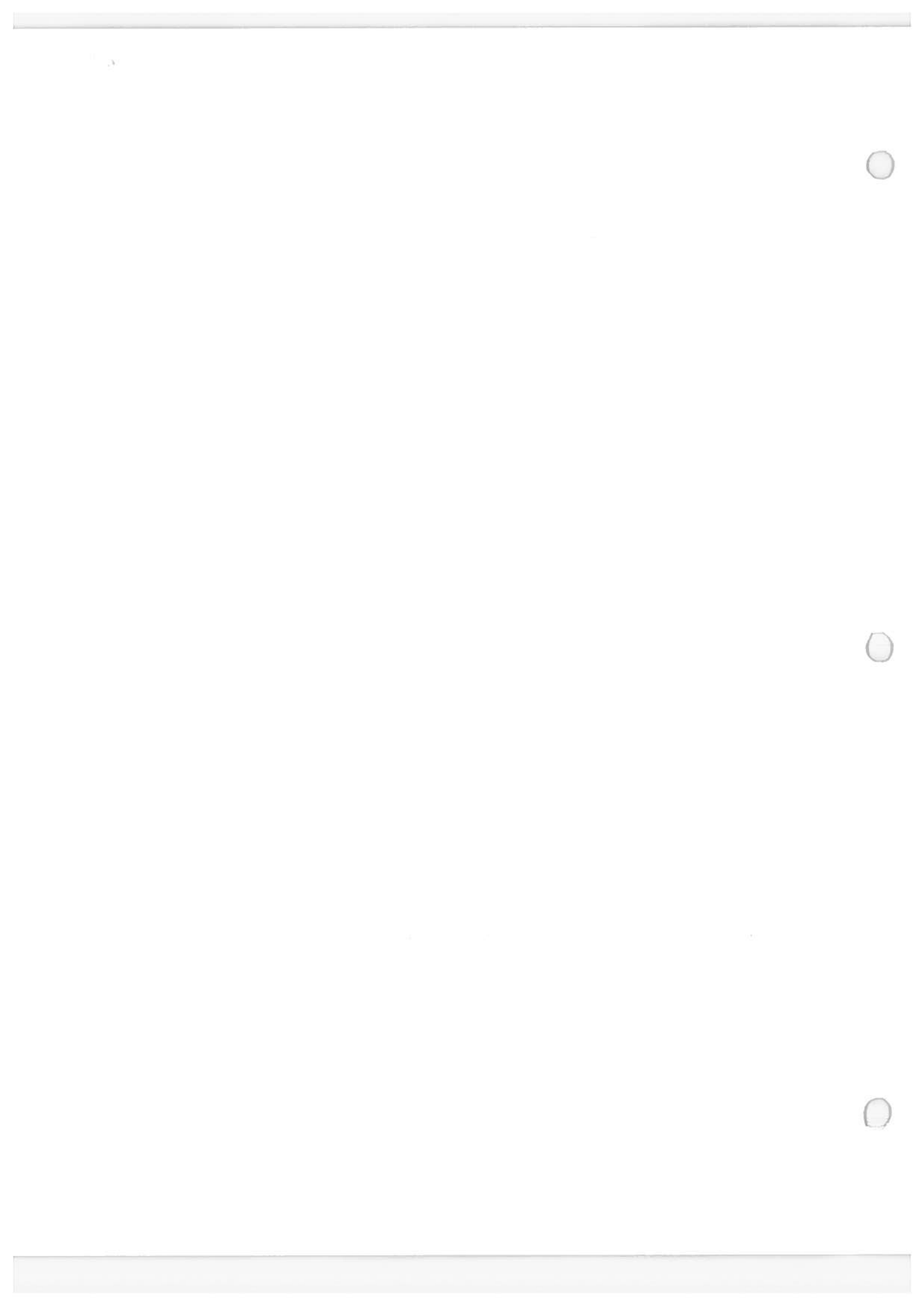
BY: 

2-19-26

APPROVED

**Mountain Castles Soil & Water Conservation District**  
**Balance Sheet**  
**As of February 9, 2026**

|                                       | <u>Feb 9, 26</u>           |
|---------------------------------------|----------------------------|
| <b>ASSETS</b>                         |                            |
| <b>Current Assets</b>                 |                            |
| <b>Checking/Savings</b>               |                            |
| COST-SHARE - First Bank               | 1,645,707.79               |
| OPERATIONAL - First Bank              | 250,459.36                 |
| TMDL - Bank of Botetourt              | 2,585.00                   |
| <b>CDs for District</b>               |                            |
| BoB CD - Personnel                    | 100,000.00                 |
| BoB CD - dam projects                 | 50,000.00                  |
| BoB CD - vehicle 2                    | 50,000.00                  |
| First Bank CD - 4234                  | 48,391.04                  |
| First Bank CD - 4237                  | 48,391.04                  |
| Bank of Botetourt Short Term CD       | 50,173.50                  |
| <b>Total CDs for District</b>         | <u>346,955.58</u>          |
| <b>First Bank Savings</b>             | <u>38,437.28</u>           |
| <b>Total Checking/Savings</b>         | <u>2,284,145.01</u>        |
| <b>Total Current Assets</b>           | <u>2,284,145.01</u>        |
| <b>TOTAL ASSETS</b>                   | <u><u>2,284,145.01</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                            |
| <b>Equity</b>                         |                            |
| Opening Bal Equity                    | 368,750.81                 |
| Retained Earnings                     | 1,495,581.72               |
| Net Income                            | 419,812.48                 |
| <b>Total Equity</b>                   | <u>2,284,145.01</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>2,284,145.01</u></u> |



# Outstanding Check Report

## July 2025 through January 2026

| Type  | Date       | Num  | Name          | Memo             | Split          | Amount        |          |
|-------|------------|------|---------------|------------------|----------------|---------------|----------|
| Check | 08/11/2025 | 3800 | Anne Jones    | June mileage     | Travel/Mileage | -19.60        | replaced |
| Check | 10/02/2025 | 3824 | Andrew Keffer | Aug-Sept mileage | Travel/Mileage | -70.00        | replaced |
|       |            |      |               |                  |                | <u>-89.60</u> |          |



# Employee Evaluation Worksheet

**Employee Name:** Dan Naff  
**Job Title:** Conservation Specialist  
**Reviewers:** \_\_\_\_\_  
**Review Period:** \_\_\_\_\_  
**Today's date:** \_\_\_\_\_

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## 1. Standard Goals (Core Expectations) (50%)

*Standard goals reflect the essential duties and performance expectations of the role. Rate performance using the scale: 1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations*

| # | Standard Goal                | Success Criteria (How achievement is measured)  | Rating (1-3) | Comments |
|---|------------------------------|---|--------------|----------|
| 1 | Administers VACS program     | Accurate and timely reporting in Conservation Application Suite (CAS); project design and cost estimate completed within 60 days of application date; annual allocation amount meets budgetary goal |              |          |
| 2 | Training                     | Maintains Conservation Planner Certification; maintains Engineering Job Approval Authority  |              |          |
| 3 | Coordinates Johns Creek Dams | Dams inspected and maintained annually; Manage Emergency Action Plan and update as needed; support repair projects and dam rehab  |              |          |

Approved 2/10/26

| # Goal | Standard | Success Criteria<br>(How achievement is measured)             | Rating<br>(1-3) | Comments |
|--------|----------|---|-----------------|----------|
| 4      | Outreach | Collaborates on District outreach (banquet, farm tours, etc.) |                 |          |

**Overall Assessment of Standard Goals:**

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**2. Stretch Goals (Growth & Development) (25%)**

*Stretch goals go beyond core duties and encourage growth, innovation, or leadership. Rate performance using the scale: 1 = Not achieved | 2 = In progress | 3 = Achieved*

| # | Stretch Goal   | Success Criteria  | Rating (1-3) | Comments |
|---|----------------|---|--------------|----------|
| 1 | VACS approvals | Approve \$1 million of cost share in PY26   |              |          |
| 2 | New practice   | Sign up at least 1 animal waste or roof runoff practice for PY26                    |              |          |
| 3 | Training       | Complete at least 14 out of 30 hours to maintain Conservation Planner Certification |              |          |

**Overall Assessment of Stretch Goals:**

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**3. Competency & Performance Indicators (25%)**

Rate performance using the scale: **1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations**

| Competency | Rating (1-3) | Comments |
|------------|--------------|----------|
|------------|--------------|----------|

Productivity / Time Management

Communication

Collaboration / Teamwork

Problem-Solving

Initiative & Leadership

Adaptability/Flexibility

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**4. Employee Self-Reflection (Optional)**

What accomplishments are you most proud of this period? What challenges did you face?

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## 5. Development Plan (Next Review Period)

Identify skills, training, or experiences to support future success.

| Development Area | Action Steps | Support Needed | Target Date |
|------------------|--------------|----------------|-------------|
|------------------|--------------|----------------|-------------|

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## 6. Overall Performance Summary

1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations

Overall Rating: \_\_\_\_\_

Reviewer Comments:

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## 7. Signatures

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Employee Evaluation Worksheet

Employee Name: Emily Williams

Job Title: Conservation Technician Assistant

Reviewers: \_\_\_\_\_

Review Period: \_\_\_\_\_

Today's date: \_\_\_\_\_

## 1. Standard Goals (Core Expectations) (50%)

Standard goals reflect the essential duties and performance expectations of the role. Rate performance using the scale: **1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations**

| Standard # | Goal         | Success Criteria (How achievement is measured)  | Rating (1-3) | Comments |
|------------|--------------|---|--------------|----------|
| 1          | VCAP         | Administers VCAP by conducting at least 5 site visits and securing at least 2 applications; maintains accurate VCAP records & reports         |              |          |
| 2          | VACS program | Accurate and timely reporting in Conservation Application Suite (CAS); assists Conservation Specialist as needed, especially with cover crops |              |          |
| 3          | Outreach     | Develops VCAP outreach materials; assists with K-12 and community outreach as needed  |              |          |

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Approved 2/10/26

**Overall Assessment of Standard Goals:**

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**2. Stretch Goals (Growth & Development) (25%)**

*Stretch goals go beyond core duties and encourage growth, innovation, or leadership. Rate performance using the scale: 1 = Not achieved | 2 = In Progress | 3 = Achieved*

| # | Stretch Goal       | Success Criteria   | Rating (1-3) | Comments |
|---|--------------------|--|--------------|----------|
| 1 | Outreach event     | Participate in one VCAP outreach event hosted by external organization (i.e. Botetourt Farmer's Market, Roanoke Valley Home and Garden Show, Blue Ridge Wildflower Plant Sale) |              |          |
| 2 | Outreach materials | Develop digital materials for Cover Crop Program and VCAP. Post resources on MGSWCD website.   |              |          |
| 3 | Training           | Obtain Chesapeake Bay Landscaping Professional certification (Level 1)   |              |          |

| # | Stretch Goal | Success Criteria | Rating (1-3) | Comments |
|---|--------------|------------------|--------------|----------|
|---|--------------|------------------|--------------|----------|

**Overall Assessment of Stretch Goals:**

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**3. Competency & Performance Indicators (25%)**

Rate performance using the scale: **1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations**

| Competency | Rating (1-3) | Comments |
|------------|--------------|----------|
|------------|--------------|----------|

- Productivity / Time Management
- Communication
- Collaboration / Teamwork
- Problem-Solving
- Initiative & Leadership
- Adaptability & Flexibility

**4. Employee Self-Reflection (Optional)**

What accomplishments are you most proud of this period? What challenges did you face?

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### 5. Development Plan (Next Review Period)

Identify skills, training, or experiences to support future success.

| Development Area | Action Steps | Support Needed | Target Date |
|------------------|--------------|----------------|-------------|
|------------------|--------------|----------------|-------------|

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### 6. Overall Performance Summary

1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations

Overall Rating: \_\_\_\_\_

Reviewer Comments:

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### 7. Signatures

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Employee Evaluation Worksheet

Employee Name: Tim Miller

Job Title: District Coordinator

Reviewers: \_\_\_\_\_

Review Period: \_\_\_\_\_

Today's date: \_\_\_\_\_

## 1. Standard Goals (Core Expectations) (50%)

Standard goals reflect the essential duties and performance expectations of the role. Rate performance using the scale: 1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations

| # | Standard Goal     | Success Criteria (How achievement is measured)   | Rating (1-3) | Comments |
|---|-------------------|--|--------------|----------|
| 1 | District Finances | Accurate and timely completion of financial documents including treasurer's report, Attachment E, grant reports, and 1099s; prompt payment for invoices and cost share; prepares annual budget; follows "Desktop Procedures" |              |          |
| 2 | District Admin    | Prepares accurate documents and reports including board minutes, Annual Plan of Work, Strategic Plan, and Annual Report; manages district records and FOIA requests; supervises staff  |              |          |
| 3 | Outreach          | Coordinates K-12 and community outreach; administers educational grants  |              |          |

Approved 2/10/26

| # Standard Goal | Success Criteria<br>(How achievement is measured) | Rating (1-3) | Comments |
|-----------------|---|--------------|----------|
| 4               |   |              |          |

**Overall Assessment of Standard Goals:**

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**2. Stretch Goals (Growth & Development) (25%)**

*Stretch goals go beyond core duties and encourage growth, innovation, or leadership. Rate performance using the scale: 1 = Not achieved | 2 = In progress | 3 = Achieved*

| # Stretch Goal | Success Criteria    | Rating (1-3)   | Comments   |
|----------------|---------------------|--|--|
| 1              | District admin      | Develop District Bylaws  |  |
| 2              | Expand K-12 program | Expand "regular" classroom programs to include 5 of 7 Botetourt County elementary schools (currently 3 of 7 at the beginning of PY 26).<br>"Regular" | programming = at least 4 classroom programs per year |

| # | Stretch Goal                 | Success Criteria   | Rating (1-3) | Comments |
|---|------------------------------|--|--------------|----------|
| 3 | Solidify Craig Co MS program | Conduct at least 3 classroom programs in 6th grade, at least 1 classroom program in 7th grade, organize 6th grade field experience, organize and fund 7th grade canoe experience |              |          |

**Overall Assessment of Stretch Goals:**

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**3. Competency & Performance Indicators (25%)**

Rate performance using the scale: **1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations**

| Competency                     | Rating (1-3) | Comments |
|--------------------------------|--------------|----------|
| Productivity / Time Management |              |          |
| Communication                  |              |          |
| Collaboration / Teamwork       |              |          |
| Problem-Solving                |              |          |
| Initiative & Leadership        |              |          |
| Adaptability/Flexibility       |              |          |

#### 4. Employee Self-Reflection (Optional)

What accomplishments are you most proud of this period? What challenges did you face?

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#### 5. Development Plan (Next Review Period)

Identify skills, training, or experiences to support future success.

| Development Area | Action Steps | Support Needed | Target Date |
|------------------|--------------|----------------|-------------|
|------------------|--------------|----------------|-------------|

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#### 6. Overall Performance Summary

1 = Needs Improvement | 2 = Meets Expectations | 3 = Exceeds Expectations

Overall Rating: \_\_\_\_\_

Reviewer Comments:

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**7. Signatures**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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Proposed change to the Mountain Castles SWCD Personnel Policy

Chapter 5 – Part H

Currently: “In case of inclement weather, District employees are expected to follow guidance provided by USDA Service Center regarding office closings. If the office is closed by the USDA, no annual leave must be taken. If an employee chooses not to report to work due to inclement weather, annual leave must be taken.”

Proposed: “In case of inclement weather, District employees will follow guidance provided by the FSA County Executive Director regarding office closings. If the County Executive Director does not close the office, the District Coordinator may close the District office if travel is deemed to be unsafe. If the office is closed due to inclement weather, District employees are expected to telework, if possible.”



**MOUNTAIN CASTLES SOIL AND WATER CONSERVATION DISTRICT**

**PERSONNEL POLICY ADDENDUM**

**I. Rationale for Addendum to the Craig County Personnel Policy**

Mountain Castles Soil and Water Conservation District is a political subdivision of the Commonwealth of Virginia. The District was organized pursuant to the provisions of Chapter 1 of Title 21 of the Code of Virginia on April 17, 1987.

The following addendum has been prepared and established for the guidance of Mountain Castles SWCD employees. It is the intention of the Board of Directors to provide this addendum to the Craig County Policy to streamline certain policies for District staff, be competitive in hiring new employees, encourage long-term employee retention, and to create a positive work environment where employees are accountable and feel valued.

All personnel policies shall be interpreted and administered by the District Personnel Committee and the District Board of Directors.

**II. Departures from the Craig County Personnel Policy**

Per the 2008 MOU with Craig County, Mountain Castles Soil and Water Conservation District will follow the Craig County Personnel Policy with the following exceptions:

| Craig County Personnel Policy                                    | Replace with...   |
|--|---|
|  |   |
| "County"   | "District"  |
| "Board of Supervisors"   | "Board of Directors"  |
| "County Administrator"   | "Board Chair"   |
| Chapter 2 – Part A<br>"Application Process"                      | <p>The District Board of Directors will determine the needs of the District for employing personnel. Recruitment methods shall include advertising in local newspapers, on the District website and social media outlets, through the VASWCD "all district" listserv, and other avenues as seen appropriate by the Board of Directors.</p> <p>After the posting deadline, the Personnel Committee and District Coordinator will interview potential applicants and will make recommendations to the full Board. Applicants who are not selected will be notified after the hiring decision has been made.</p> |
| Chapter 2 – Part C<br>"Operation of County-Owned Motor Vehicles" | Applicants for positions requiring the operation of a District-owned motor vehicle must possess a valid Virginia driver's license at the time of employment. The District reserves the right to request an employee's driving record from the Virginia Department of Motor Vehicles.  |

| <p>Chapter 3 – Part E, Section 1<br/>“Overtime Compensation for Nonexempt Employees”</p> | <p><u>Overtime Compensation for Employees</u><br/>Overtime Compensation will begin for all hours worked over the employee’s established workweek (12:01 a.m. Sunday through Saturday 12:00 midnight) for all employees regardless of exemption status. On occasion, when circumstances require irregular and unscheduled overtime work, overtime pay, in the form of compensatory leave, shall be allowed subject to the provisions of the Fair Labor Standards Act (FLSA).</p> <p>Employees are encouraged to take compensatory leave as soon after earning it as practical. Sick leave, annual leave, or holiday leave hours are not considered actual work hours for the purposes of calculating overtime.</p> <p>The District Coordinator must approve all overtime.</p> <p>Compensatory time off must be taken as soon as is practical according to the employee’s workload. If the workload makes it impractical to take compensatory leave as soon as it is earned, compensatory leave may accumulate. Accumulated “comp time” may not exceed 25 hours by the last pay period of the fiscal year.</p> |                  |                    |             |               |             |                |             |                |           |                |
|--|--|------------------|--------------------|-------------|---------------|-------------|----------------|-------------|----------------|-----------|----------------|
| <p>Chapter 3 – Part K<br/>“Worker’s Compensation”</p>                                    | <p>Clarification – worker’s compensation insurance for District employees is paid by the District, not Craig County</p>  |                  |                    |             |               |             |                |             |                |           |                |
| <p>Chapter 3 – Part O<br/>“Tuition Reimbursement Program”</p>                            | <p>Tuition Reimbursement is limited by budget constraints and is left to the discretion of the Personnel Committee.</p>  |                  |                    |             |               |             |                |             |                |           |                |
| <p>Chapter 3 – Part P<br/>“Longevity Pay”</p>  | <p>Longevity Pay is not offered to District employees</p>  |                  |                    |             |               |             |                |             |                |           |                |
| <p>Chapter 4 – Part A, Section 1<br/>“Accumulation”</p>                                  | <p>For full-time employees, replace “Years of Service” with</p> <table border="0" data-bbox="574 1433 1165 1612"> <thead> <tr> <th>YEARS OF SERVICE</th> <th>HOURS EARNED/MONTH</th> </tr> </thead> <tbody> <tr> <td>0 – 2 years</td> <td>8 hours/month</td> </tr> <tr> <td>3 - 4 years</td> <td>10 hours/month</td> </tr> <tr> <td>5 – 7 years</td> <td>12 hours/month</td> </tr> <tr> <td>8 + years</td> <td>14 hours/month</td> </tr> </tbody> </table> <p>Part-Time employees earn pro-rated vacation time based on the average number of hours worked each week (20 hours = .5 day/month; 30 hours = .75 days/month)</p> <p>Employees may accumulate annual leave not to exceed 200 hours (25 days) by the last pay period of any fiscal year or when the employee leaves District service.</p>   | YEARS OF SERVICE | HOURS EARNED/MONTH | 0 – 2 years | 8 hours/month | 3 - 4 years | 10 hours/month | 5 – 7 years | 12 hours/month | 8 + years | 14 hours/month |
| YEARS OF SERVICE   | HOURS EARNED/MONTH   |                  |                    |             |               |             |                |             |                |           |                |
| 0 – 2 years  | 8 hours/month  |                  |                    |             |               |             |                |             |                |           |                |
| 3 - 4 years  | 10 hours/month   |                  |                    |             |               |             |                |             |                |           |                |
| 5 – 7 years  | 12 hours/month   |                  |                    |             |               |             |                |             |                |           |                |
| 8 + years  | 14 hours/month   |                  |                    |             |               |             |                |             |                |           |                |

|  |  |
|--|--|
| <p>Chapter 4 – Part A, Section 3<br/>“Annual Leave Upon Termination”</p>                     | <p>Employees who leave District service are entitled to payment for annual leave up to the maximum accrual rate of 200 hours (25 days).</p> <p>In event of an employee’s death, compensation for accumulated annual leave shall be forwarded to the employee’s estate.</p>   |
| <p>Chapter 4 – Part B, Section 1<br/>“Sick Leave Accumulation”</p>                           | <p>Clarification -- Sick leave is awarded at a rate of 8 hours per month, with no maximum accumulation.</p> <p>Part-Time employees earn pro-rated sick leave based on the average number of hours worked each week (20 hours = .5 day/month; 30 hours = .75 days/month)</p> <p>If the employee has five or more years of continuous service with the District when employment ends, he/she will be paid for 25 percent of their unused sick leave, with a maximum payout of \$2,500.</p>   |
| <p>Chapter 4 – Part C<br/>“Absences for Maternity and Paternity”</p>                         | <p><u>Parental Leave</u><br/>Mountain Castles SWCD will provide parental leave to full-time employees following the birth, adoption, or foster placement of a child. Full-time employees are allowed 8 weeks of paid parental leave. Employees may also add sick leave and annual leave at their discretion. All holidays observed by the District are not counted against parental leave. During the employee’s leave, the district will seek out additional temporary help to cover their absence. The person taking leave will help the District to train the additional help before their leave begins as much as practical.</p> |
| <p>Chapter 4 – Part K<br/>“Holiday Schedule”</p>   | <p>All full-time employees are eligible to take the holiday off and to receive full pay, regardless of leave taken the day before or the day after the holiday.</p>  |
| <p>Chapter 5 – Part G<br/>“Policy Guidelines to Request the Use of County-Owned Vehicle”</p> | <p>Clarification – Coordinate District vehicle use with District Coordinator</p>   |
| <p>Chapter 5 – Part H<br/>“Severe Weather Policy”</p>  | <p>In case of inclement weather, District employees will follow guidance provided by the FSA County Executive Director regarding office closings. If the County Executive Director does not close the office, the District Coordinator may close the District office if travel is deemed to be unsafe. If the office is closed due to inclement weather, District employees are expected to telework, if possible.</p>   |

### **III. PERSONNEL MANAGEMENT**

#### **1. POSITION DESCRIPTIONS AND EMPLOYEE EVALUATIONS**

The Personnel Policy, Position Descriptions, and Evaluations shall be reviewed annually and updated as needed. Official Performance Evaluations will be conducted once each year with each employee. The District Board will use the evaluation to assess performance and make recommendations for improvement. When funds are available, the Personnel Committee may make recommendations to the Board regarding merit increases for SWCD personnel, assuming performance is appropriate for a pay increase. An interim evaluation may be conducted if requested either by the employee or the Personnel Committee. Each revision and annual review of the previously mentioned personnel documents will be documented in the official record of the District minutes by motion of the Board. All personnel documents will include the date of approval and the fiscal year in which the document is applicable. Current Position Descriptions are attached and are considered part of this policy.

#### **2. INDIVIDUAL PERFORMANCE GOALS**

At the start of the program year, each employee will write 3-4 "Individual Performance Goals" to work on during the year. Individual Performance Goals are at the discretion of the employee. Examples include new projects, initiatives, and skill improvement. Individual Performance Goals will be reviewed with the Personnel Committee at the time of the Performance Evaluation but will not be formally evaluated.

#### **3. SUPERVISION**

District personnel will be accountable to and receive supervision from the District Board and/or District Personnel Committee. Each employee is responsible for their own day-to-day accountability and must collaborate with their coworkers. Weekly schedules should be communicated to the District Coordinator.

#### **4. DISTRICT MEETINGS**

All district employees are expected to attend monthly District Board meetings.

#### **5. TRAINING**

A training plan shall be developed for each position with input from the District Coordinator, the Board of Directors, Virginia DCR, and NRCS. The plan will include videos/webinars, manuals, books, and other resources. Training shall be provided through partner agencies such as VASWCD, DCR, DEQ, NRCS, and VCE.

### **IV. EEO STATEMENT**

Mountain Castles Soil and Water Conservation District prohibits discrimination in its program on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or family status. This also applies to the placement, upgrading, transfer, demotion, layoff, termination, recruitment, advertising, or solicitation for employment, treatment during employment, rate of pay, or other forms of compensation and selection for training.

Handbook Acknowledgement

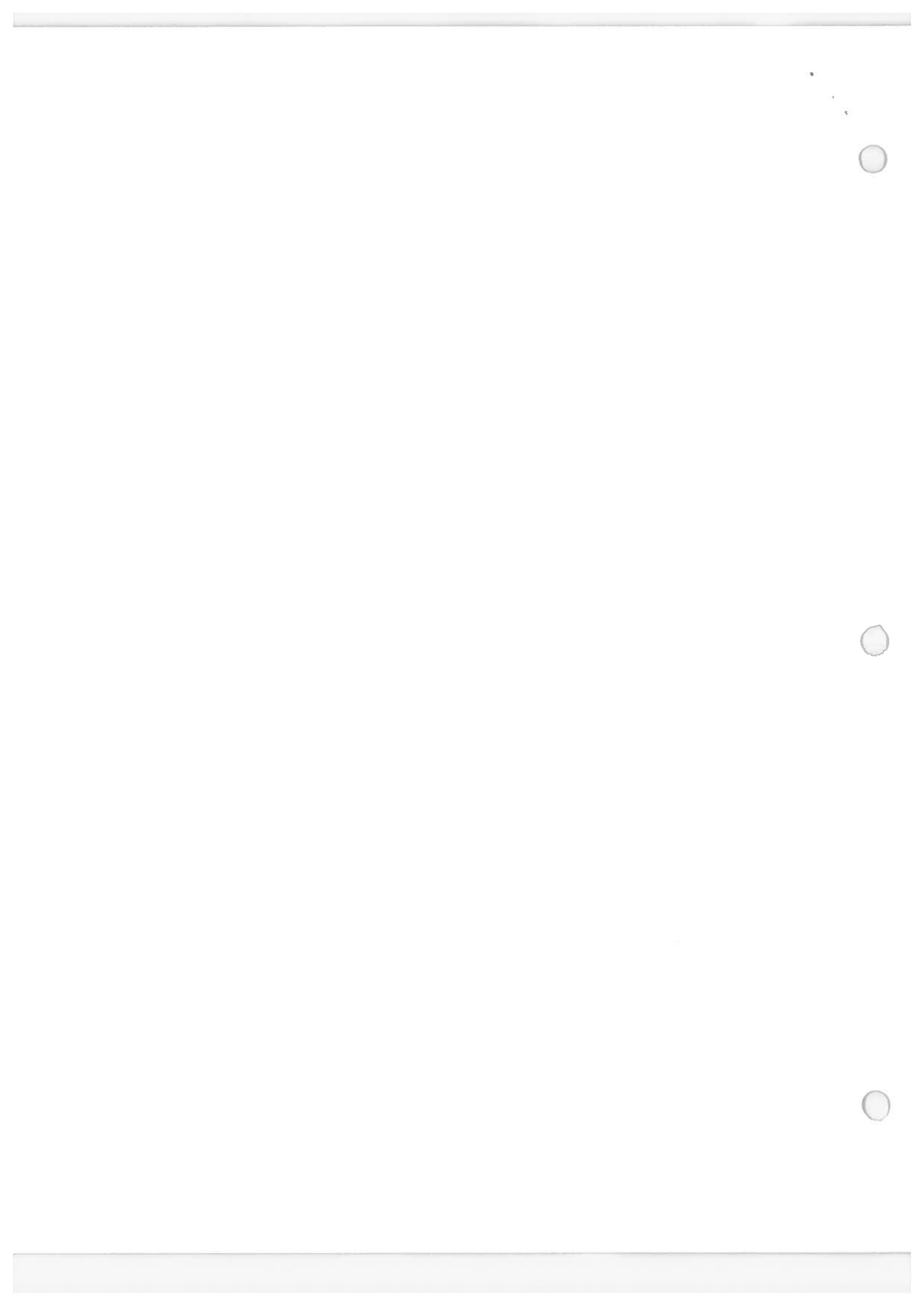
I hereby acknowledge receipt of a copy of the Craig County Employee Handbook **and** the Mountain Castles Soil & Water Conservation District Employee Handbook Addendum. This information is subject to change as situations warrant, and I understand any change in these policies may supersede, modify, or eliminate the policies in this manual.

Approved by the Mountain Castles Soil & Water Conservation District Board of Directors xx/xx/xxxx.

\_\_\_\_\_ Printed employee name

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

\_\_\_\_\_ Date





## Conservation Specialist Report:

Board of Directors Meeting

February 10, 2026

By: Daniel Naff, Conservation Specialist

### VACS Program

- No contracts or conservation plans for approval this month
- Working with Emily to get cover crop coverage checks done – the snow has set us off schedule

### Dams

- **Mowing & Maintenance Items Cost Estimate for Approval**
  - Lawrence Narehood compiled quotes for the following extra maintenance/repair items:
    - Replacing the staff gauge at Johns Creek #2 that had fallen over: **\$545.00**
    - Installing a new steel gate for the downstream access at Johns Creek #3: **\$260.00**
    - Total cost for both: **\$805.00**
- Johns Creek #1 Rehabilitation Updates
  - Met with rehab team 2/10/26
  - FNI is working on the following items:
    - RCC specs (3ft nominal thickness)
    - Erosion & sediment control plan
    - Double-checking wetlands survey
  - Plan to meet with the landowners soon to discuss more details about the design process
  - Plan to have FNI come to meet with the Board and Craig County in May/June to discuss design
  - 90% Design Submittal expected in May

### Trainings & Certifications

- Completed Trainings
  - 1/15/26: JED (2 CEUs)
  - 1/29/26: VACS Program Training
  - 1/30/26: VA Forage & Grasslands Council Training (4 CEUs)

### Misc. Updates

- PY26 Personal Goals
  - Obligate at least \$1,000,000.00 of cost-share dollars by June 30th, 2026
    - On track for \$997,917 so far, with other contracts still in the planning phase
  - Sign up at least 1 animal waste or roof runoff practice for PY26
    - I have one lead for a waste storage facility
  - Complete at least 14 out of 30 contact hours for my Conservation Planner's certification
    - 12 verified contact hours so far, with 4 awaiting verification
  - Apply to be part of the Virginia Natural Resources Leadership Institute
    - Have not applied yet



## District Coordinator MCSWCD

(Exempt) – exemption test applied 3/12/25

This position description is for a District Coordinator employed by Mountain Castles Soil and Water Conservation District (MCSWCD). This employee's core responsibility is to administer the policies of the MCSWCD Board, serve as a day-to-day functions manager to the District Conservation Specialist/Technician, coordinate education and outreach for the district, administer the Virginia Conservation Assistance Program (VCAP) and the residential septic program, if applicable. This position will perform such duties, while leveraging agency contributions from partners such as the Virginia Department of Conservation and Recreation (DCR), Natural Resources Conservation Service (NRCS), Farm Service Agency (FSA), Virginia Cooperative Extension (VCE), the Virginia Department of Environmental Quality (DEQ), and the Virginia Department of Forestry (VDOP). The employee should also provide leadership and assistance to MCSWCD in carrying out the objectives of the Strategic Plan and the Annual Plan of Work.

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

### DISTRICT OPERATIONS

- Coordinate and administer district programs as directed by the board of directors
  - Develop draft Annual Plan of Work
  - Work with the Finance Committee to develop draft annual budget to include:
    - Local government and state funding requests
    - Grant funding requests
  - Coordinate monthly board meetings
    - Prepare agenda, notification of monthly meetings and committee meetings
    - Provide general correspondence received to the board
    - Serve as recording secretary to the board
    - Provide follow-up on meeting actions
    - Serve as the FOIA officer for the district
    - Serve as Records Retentions officer for the district
  - Coordinate internal district staff activities
    - Conduct staff meetings
    - Coordinate office scheduling
    - Compile reports for board meetings
  - Coordinate and complete all annual and quarterly reporting including
    - Draft Annual Report
    - Annual staff reviews – facilitate Personnel Committee involvement
    - Quarterly and year-end grant reporting
- Serves as custodian of district financial and administrative records
  - Maintain financial records
    - Pay bills and cost share reimbursement
    - Prepare monthly financial statements
    - Complete payroll with assistance from Craig County
    - File tax documents
  - Maintain administrative files including
    - Board minutes
    - Personnel files

Approved 12/11/2024

Reviewed and revised ~~2/10/24~~ 2/10/24

- District correspondence
  - Property inventory
  - Cost share and grant records
- Destroy records based on the Commonwealth of Virginia's Records Retention schedules
- Coordinate District representation at VASWCD Annual Meeting, Area I Meetings, and ensure MCSWCD involvement on state and national associations as applicable.

## EDUCATION

- Develop, coordinate, and administer district K-12 educational programs with input from the board of directors
  - Develop, coordinate, and lead classroom programs to support district initiatives
  - Coordinate a grade-level Meaningful Watershed Educational Experience (MWEE) for all District middle school students (6<sup>th</sup>, 7<sup>th</sup>, and/or 8<sup>th</sup> grade)
  - Coordinate programs to support the educational initiatives of the Virginia Association of Soil & Water Conservation Districts including
    - Youth Conservation Camp
    - Envirothon
  - Pursue educational grants as needed
    - Develop grant funding requests
    - Manage educational grants, including reporting
  - Create, manage, and maintain district educational resource kits
  - Manage the District scholarship program
  - Coordinate and lead professional development activities for K-12 teachers, including
    - Envirothon training
    - MWEE training
    - Project WET training
    - Project WILD training
    - Project Learning Tree training
- Develop, coordinate, and administer educational programs for higher education with input from the board of directors
  - Recruit and coordinate Earth Team Volunteers (NRCS)
  - Work with local colleges and universities to implement educational programs and projects which support district initiatives
- Develop, coordinate, and administer educational programs for adults with input from the board of directors
  - Develop educational programs/materials for producers, homeowners, and the general public which support the Strategic Plan and Annual Plan of Work
    - Virginia Agricultural Cost Share Program (VACS)
    - Virginia Conservation Assistance Program (VCAP)
    - Residential Septic Program (if applicable)
  - Prepare exhibits and outreach materials for use at events such as the Botetourt County Fair and the Botetourt Farmers Market
- Manage, maintain, and create content for the district website and Facebook page
- Represent the District at meetings and events related to education and outreach initiatives, including
  - Upper James RC&D
  - Upper & Middle James Riparian Buffer Consortium
  - Blue Ridge Environmental Educators

## **SUPERVISION**

- Manage Conservation Specialist/Technician, Conservation Technician Assistant, contractors, and interns (if applicable)

## **VACS PROGRAM**

- Support technical staff in the administration of District conservation programs as directed by the board of directors
  - Virginia Agricultural BMP Cost Share and Tax Credit Program (VACS)
  - Conservation Reserve Enhancement Program (CREP)
  - Represent the District in any conservation activities as needed and/or as directed by the board
- Provide support to technical staff for conservation planning and engineering assistance
- Grant agreement(s) Management
  - Timely annual and quarterly reporting
  - Timely reporting of data as designated in grant agreement

## **VIRGINIA CONSERVATION ASSISTANCE PROGRAM (VCAP)**

- Support technical staff in the administration of the Virginia Conservation Assistance Program as directed by the board of directors and the Virginia Association of Soil and Water Conservation Districts
- Provide supervision and support for technical staff
- Represent the District in any conservation activities/trainings related to VCAP as needed or as directed by the board

## **TINKER CREEK AND GLADE CREEK RESIDENTIAL SEPTIC PROGRAM**

- Coordinate and administer the Tinker Creek and Glade Creek Residential Septic Program as directed by the Board of Directors, the Virginia Department of Health (VDH), and the Virginia Department of Environmental Quality (DEQ)
  - Create and/or utilize marketing materials and programs to inform potential applicants
  - Conduct site visits when needed and facilitate technical assistance
  - Manage residential septic applications, payments, and reporting, including quarterly reports to Virginia DEQ
  - Manage current 319 grant
  - Represent the district in any activities/trainings related to the residential septic program as needed or as directed by the board
  - Develop grant requests for future funding

## **WATERSHED DAMS**

- Support technical staff to coordinate training and technical assistance related to all maintenance and repair activities for the Johns Creek Flood Control Dams in Craig County.
- Support technical staff to coordinate with DCR Dam Engineer(s) in order to schedule the following events:
  - Table-top Exercise every 6 years
  - Annual Drills
  - Annual Owner Inspections of the dams
  - PE Inspections every 2 years with DCR's Dam Engineer

## **OTHER GENERAL DUTIES & REQUIREMENTS**

- Have a valid Virginia driver's license
- Maintain a daily calendar and record of activities
- Provide a personalized written report of recent activities and accomplishments during the monthly board meeting
- Understand and follow district policies on conduct, safety, health, EEO Statement, and use of District property and equipment
- Manage supply ordering to ensure staff are equipped with appropriate gear and supplies in the office and out in the field

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# Conservation Specialist MCSWCD

*(Exempt) – exemption test applied 3/12/25*

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

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

## DISTRICT OPERATIONS

- Support the development of a draft Annual Plan of Work
- Assist with the coordination of monthly board meetings
- Participate in the coordination of district activities
- Maintain up-to-date contract information in DCR Tracking program
  - Provide updated Tracking data needed to complete quarterly reporting
  - Provide updated Tracking data needed to compile annual report

## EDUCATION/OUTREACH

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

## CONSERVATION PROGRAMS

- Coordinate and administer district conservation programs as directed by the board of directors
  - Virginia Agricultural BMP Cost Share and Tax Credit Program (VACS)
  - Conservation Reserve Enhancement Program (CREP)
  - Serve as the district liaison for Agricultural Stewardship Act (ASA) complaints
  - Coordinate with land conservation organizations, such as the Blue Ridge Land Conservancy and Shenandoah Valley Conservancy
  - Represent the district in other conservation activities, as needed
- Perform the following to facilitate conservation practice implementation on the ground:
  - Conservation planning
    - Hold DCR Conservation Planning certification and complete continuing education requirements to maintain it
  - Engineering
    - Obtain/maintain appropriate level of Engineering Job Approval Authority (EJAA) for conservation planning as determined by the district board of directors

Approved 12/11/2024

*Reviewed and revised 2/10/26*



- Facilitate the engineering process to provide landowners with a timely design
- Track installation process and ensure BMPS meet specifications
- Facilitate/organize site visits
- Supervise training and work of conservation technician, contractor, and/or intern, if applicable

## **CONSERVATION OUTREACH**

- Work with the District Coordinator to market conservation programs to producers by helping to organize events such as farm tours, annual banquet, etc.
- Work with the District Coordinator to recognize a producer from each county for the Clean Water Farm Award
- Follow up on leads provided by the board of directors, other landowners, Virginia Cooperative Extension, NRCS, etc.

## **EDUCATION & TRAINING**

- Complete continuing education courses to maintain Conservation Planner Certification
- Attend annual meetings and training such as the Area I Spring meeting, the VACDE Employees Training at Graves Mountain Lodge, and the VASWCD annual meeting whenever possible.

## **DISTRICT DAMS**

- Coordinate and manage all maintenance and repair activities concerning the Johns Creek dams in Craig County as directed by the district board
  - Manage all maintenance contracts with consideration and assistance from the dam committee and/or board of directors
  - Schedule and coordinate routine mowing and maintenance from approved contractor(s)
  - Inspect the dams before and after maintenance to ensure compliance
- Perform the following duties and responsibilities during flooding events
  - Monitor weather patterns and conditions throughout all storm systems
  - Coordinate with staff gauge observers, Craig County Emergency Services, and all other personnel as outlined in the Emergency Action Plan (EAP)
  - Use the District's Remote Monitoring Systems to gather data and latest information on water levels
- Coordinate with DCR Dam Engineer(s) and schedule the following events:
  - Table-top exercise every 6 years
  - Annual drills
  - Annual owner inspections of the dams
  - PE Inspections every 2 years with DCR's dam engineer
- Ensure all dam safety certificates, Emergency Action Plans, and agreements are up-to-date each year
- Conduct visual inspections on the dams at least once a month
- Maintain and repair Remote Monitoring Systems
  - If in the event you cannot troubleshoot or repair the Remote Monitoring System, coordinate with the DCR Dam Engineer and/or manufacturer of the monitors



## **OTHER GENERAL DUTIES & REQUIREMENTS**

- Maintain a valid Virginia driver's license
- Maintain a daily calendar and record of activities
- Provide a personalized written report of recent activities and accomplishments during the monthly board meeting
- Understand and follow district policies on conduct, safety, health, EEO Statement, and use of district property and equipment

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# Conservation Technician Assistant MCSWCD

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

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

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

## DISTRICT OPERATIONS

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

## CONSERVATION PROGRAMS

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

## CONSERVATION OUTREACH

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

## EDUCATION/OUTREACH

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

Approved 8/13/2025

Reviewed 2/10/26

## **EDUCATION & TRAINING**

### *Required training & skills:*

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

### *Preferred training and skills:*

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

## **OTHER GENERAL DUTIES & REQUIREMENTS**

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

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Mailing Address: PO Box 1006 Rustburg, VA 24588

Phone: (434) 610-7676

Email: [DamMowing@gmail.com](mailto:DamMowing@gmail.com)

Website: [www.DamMowing.com](http://www.DamMowing.com)

Date: February 4, 2026

To: Daniel Naff

Mountain Castles SWCD - Board of Directors  
36 Executive Circle  
Roanoke, VA 24012

Mobile Phone: (540) 580-8373

Email: [daniel.naff@mountaincastles.org](mailto:daniel.naff@mountaincastles.org)

### Estimate Miscellaneous Repairs

Location ID: **John's Creek Dams #2 & #3**

**Description of Service:** Provide Vendor Support for additional visits for: other miscellaneous items would be done on a per-hour basis in addition to material/product costs that may be necessary/required. This Hourly Base Rate includes 1 man, 1 Ventrac® with owned attachments, 1 truck & 1 trailer. Usually, these resources are sufficient for most general maintenance; however, in the event additional equipment is needed/required, it would be rented and charged to Mountain Castles SWCD at the rental rate in addition to Hourly Base Rate. Additional labor (if necessary/required) would be sub-contracted and charged to Mountain Castles SWCD at the sub-contractors rate in addition to Hourly Base Rate.

• Provide labor, tools, equipment, fuel, and travel to perform the following work:

• JC#2 - Replace Staff Gauge Post: Determine and make benchmark of existing Staff Gauge elevation; Dig new hole (anticipate hitting significant rock) in close proximity; Set & brace new 2"x10' galvanized steel post with cap; Mix & pour two 80-pound bags of concrete mix [depending on dia. & depth of hole]; Remove bracing when concrete has set; Re-attach staff gauge at proper elevation using 2-hole pipe clamps/straps.

• JC#3 - Re-hang Existing Entrance Gate: Install replacement strap hinges on left-side of existing gate; Level gate and mark hinge pin location on existing gate post; Install replacement hinge pin bolts in post; Re-install gate.


NOTE: Each project includes 1 hour (2 hours total) for travel to/from the dams.

Term: One-Time Misc. Repairs

| Location(s)        | Estimated Hrs. | Labor @ \$70/Hr. | Materials | Estimated TOTAL | Estimated Grand TOTAL |
|--------------------|----------------|------------------|-----------|-----------------|-----------------------|
| Johns Creek Dam #2 | 5.5            | \$385.00         | \$160.00  | \$545.00        | <b>\$805.00</b>       |
| Johns Creek Dam #3 | 2.5            | \$175.00         | \$85.00   | \$260.00        |                       |

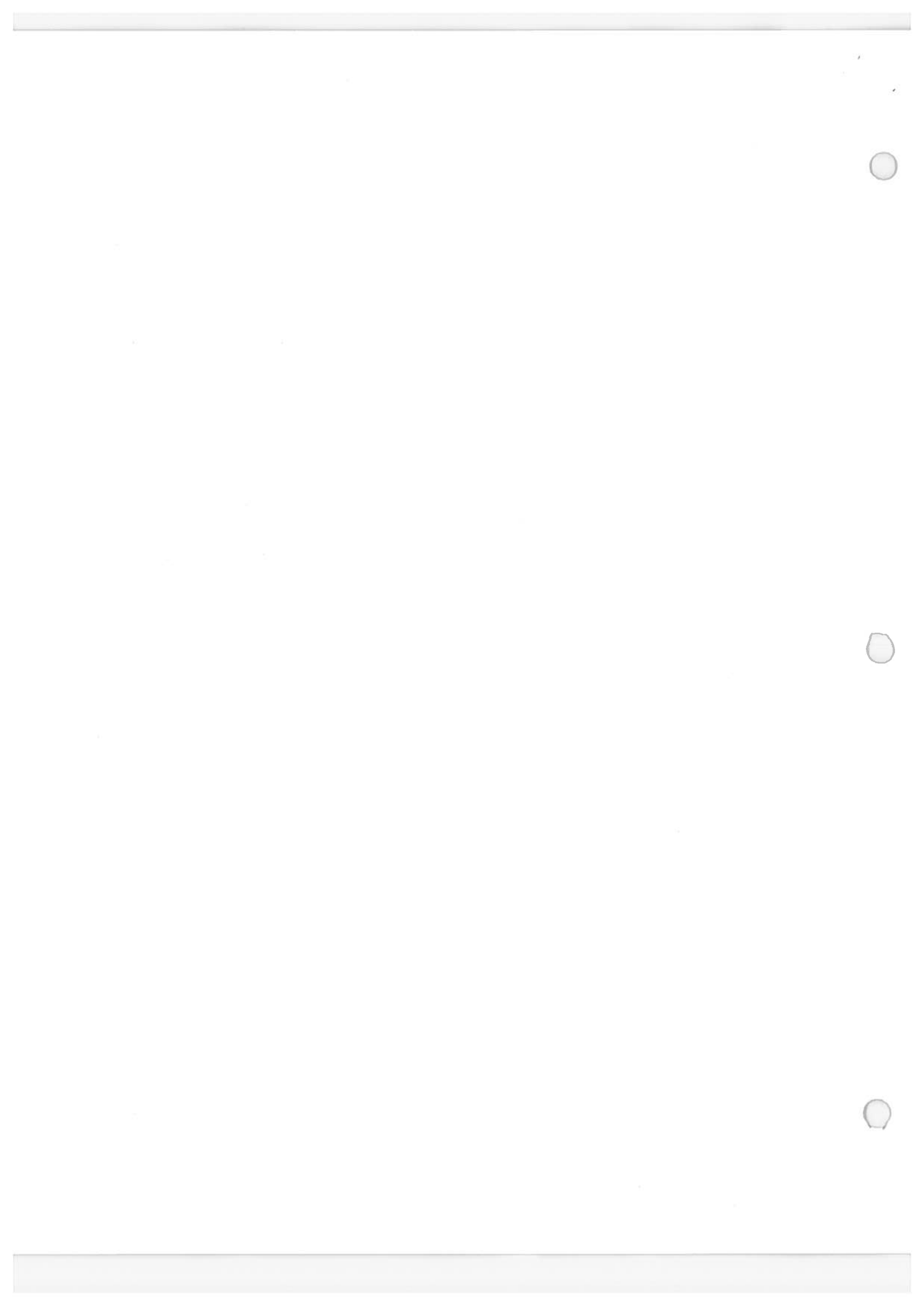
**Payment:** Payments are due 30 days after date on invoices. Payments not received within 30 days are subject to 10% late charge. Please make checks payable to: *Dam Mowing & Maintenance*.

**Signature:** *Dam Mowing & Maintenance, LLC* submits this Estimate to Mountain Castles Soil & Water Conservation District to provide a repair service on these valuable flood control dams for the estimated cost stated above.

Acceptance of Proposal: \_\_\_\_\_  \_\_\_\_\_ **Lawrence Narehood** **Date:** 2/4/2026

\_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE NOTE:** Our comments and/or observations DO NOT constitute a formal inspection, nor should it be interpreted as engineering advice. Our mission is Dam Safety - we are simply informing the Dam Owner/Operator of conditions observed at the site, conditions that may have changed since our previous visit(s), or conditions that differ from widely accepted standards. For further information, or evaluation, please consult your engineer or Virginia Department Of Conservation And Recreation Dam Safety Regional Engineer. **DISCLAIMER:** No dam is 100% fail-safe. All man-made structures will degrade over time; however, measures can be implemented that are proven to have a significant influence in prolonging the life of structures, and/or minimizing the severity of damage and losses in the event of failures. Dam Mowing & Maintenance, LLC makes NO claims or guarantees to make any impounding structure 100% fail-proof; we are merely striving to bring awareness of conditions to Dam Owners/Operators, and make advancements toward safety, integrity, and longevity.



## Conservation Technician Assistant Report

Submitted by: *Emily Williams*

for February 2026

Mountain Castles Soil and Water Conservation District Board meeting

### Virginia Conservation Assistance Program (VCAP)

#### *Information items:*

- Plan to attend Roanoke Valley Home and Garden Show with VCAP participant on Feb 21.
- Sowed native seeds for transplant
- Prepared VCAP slideshow for Winter Banquet 2026
- 45-26-0200
  - Rain Water Harvesting (RWH)
    - Final inspection completed and reimbursement paperwork submitted. Awaiting Steering Committee approval on Feb 27, 2026 .

### Virginia Agricultural Cost-Share (VACS)

#### *Information items:*

- Coverage compliance checks in progress (apprx. 75% completed). All checks to be completed by Feb. 28, 2026.
- Installed ArcGIS Pro on District Windows Surface Pro and worked with DCR helpdesk to establish direct connection for retrieval of data mapped in CAS.
- Outlined [several solutions](#) to routing and navigation for Cover Crop coverage compliance checks.

### Other

- Attended CBLP Level 1 on-line portion of hybrid course. Field training to be completed on March 11.
- Attended Virginia Agriculture BMP and Cost Share Program Training, January 29.
- Attended Designing with Natives webinar, January 21.
- Planning for 8th grade STEM project March 9 & 16.
- Reviewed an article for *Technology and Engineering Education*.
- Created ESRI Learning Plan of publicly available web courses





## District Coordinator/Education Update Report:

Board of Directors Meeting

February 10, 2026

By: Tim Miller

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

### **General Update**

- Prep for Winter Banquet
- Webinar: "Evaluating Environmental Education Programs"
- Library of VA webinars: "Records Retention 102" and "Electronic Records"
- Webinar: "VACS Overview"
- Records management (VACS files)

### **Education & Outreach**

#### Classroom programs

- 1/20 – Eagle Rock ES 4<sup>th</sup> grade (stormwater); Reach: 18
- 1/20 – Eagle Rock ES 5<sup>th</sup> grade (stormwater); Reach: 17
- 1/20 – Eagle Rock ES 2<sup>nd</sup> grade (owls); Reach: 18
- 1/22 – Troutville ES 2<sup>nd</sup> grade (owls); Reach: 35
- 1/23 – Troutville ES 5<sup>th</sup> grade (Appalachian geology); Reach: 39

#### Community programs

- 1/30 – Homeschool program @ Blue Ridge Library (deer); Reach: 18

### **Upcoming Events**

- ✓ Feb 20 – Live stake workshop in Charlottesville (Terra from RVARC to attend)
- ✓ Feb 21 – Area I Envirothon Team Training @ Bridgewater College
- ✓ Feb 26-28 – Virginia Association of Environmental Educators Conference in Richmond
- ✓ March 4-9 – Tim on vacation!



#### STAFFING UPDATES:

1. **Deputy Secretary of Natural and Historic Resources.** Adrienne Kotula has been named as the Deputy Secretary of Natural and Historic Resources. Adrienne has served as the Director of the Chesapeake Bay Commission for the past 8 years and was employed as DCR's Principle Planner early in her career.
2. **DCR Director.** Nikki Rovner has been named as the Director of DCR. Director Rovner brings decades of experience in environmental policy, government relations and natural resource stewardship. She has joined DCR after serving as the Associate State Director for The Nature Conservancy in Virginia, where she built strong partnerships with state and federal agencies, advanced conservation funding and shaped policy on land conservation, mitigation mechanisms and climate resilience. Her career also includes prior service to the Commonwealth as Deputy Secretary of Natural and Historic Resources under Governor Tim Kaine.
3. **DCR Deputy Director.** Sara Spota has been named as the Deputy Director of DCR.

#### ADMINISTRATIVE ITEMS:

1. **SPDA Account Verification.** Please remember to go <https://spda.trs.virginia.gov/search> and verify that all public fund bank accounts are collateralized in accordance with the Security for Public Deposits Act (SPDA) for the quarter ending December 31, 2025. Please be sure to verify all account information no later than March 28, 2026 and retain documentation of the verification for each account.
2. **Assets Inventory.** The Desktop Procedures manual requires that SWCDs maintain a detailed fixed assets inventory (pages 26 & 27). All inventory items should be tagged and the sequential tag number included on the inventory listing. Remember that all external data storage devices, regardless of value, must be included on the inventory list due to the important data and intellectual property stored on these devices. The fixed assets inventory should be revisited annually.
3. **Desktop Procedures Manual.** The Desktop Procedures Manual is reviewed and updated every two years and is up for review this year. The draft document will be released in February for comment. Once released, please provide any edits or suggestions that you might have to Blair Gordon by the assigned deadline. The proposed edits to the Desktop Procedures Manual will be reviewed and the final version of the Desktop Procedures approved by the VSWCB prior to July 1, 2026.

#### COST-SHARE/ TAX CREDIT/ CREP ITEMS:

1. **Conservation Planning Grant Deliverables Help Session.** The Conservation Planning Team has scheduled a Conservation Planning Grant Deliverables Help Session on February 12, 2026 from 9:00AM until 11:00AM. The purpose of the meeting is to review the conservation planning grant deliverable requirements, answer questions related to the conservation planning process, and discuss improvements highlighted in respective conservation plan mid-year reviews. Please send any questions related to the mid-year reviews, the process, or related needs to Carl and Vanessa by February 10, 2026. If you have a plan that you would like to screenshare as part of the process, please let Carl or Vanessa know in advance of the meeting so they can work through that process with you. Preregistration is not required. The meeting can be accessed at [Conservation Planning Grant Deliverables Help Session | Meeting-Join | Microsoft Teams](#).
2. **PY 2027 WFA Participation.** If your SWCD is interested in participating in the Whole Farm Approach (WFA) program in PY 2027, please let me know.
3. **Nutrient Management Plans.** There are many BMPs, including cover crop practices and animal waste practices, that require a participant to obtain a current nutrient management plan (see pages 1-4 of the VACS manual for a complete listing). The NMP must be prepared and signed by a certified nutrient management

plan writer, and must be on file at the SWCD office before such practices can be certified and paid (pages II-18 and II-19).

For participants who need a NMP, below are some important reminders and points of interest:

- ✿ Remind participants of the SWCD's deadline to receive the NMP. If the SWCD has an internal deadline that is earlier than June 30, please ensure that the deadline is clearly communicated to participants.
- ✿ Remind participants that it is wise to obtain soil test results early in the process to ensure that the NMP writer has everything necessary to prepare the plan and to ensure that there is time to handle any missing fields/information prior to the deadline.
- ✿ Remind participants that practices such as cover crops are annual practices that cannot be carried over. If a plan cannot be obtained for an annual practice before June 30, then the practice must be cancelled; there are no exceptions.
- ✿ Provide participants with all options for accessing a certified NMP writer, so they can contact a NMP writer well in advance of the deadline.
  - i. DCR Nutrient Management Specialists are available and willing to write plans, but they cannot and should not be expected to fulfill last-minute requests. Please visit DCR's Agricultural Cost-Share Marketing Toolkit to access a fillable Nutrient Management Plan one-pager that SWCDs can send to participants who have approved practices that require a nutrient management plan as a friendly reminder (<https://www.dcr.virginia.gov/soil-and-water/document/VACS-NutMgmt-FILLABLE-flyer.pdf>).
  - ii. Participants have the option of working with a private nutrient management plan writer through DCR's NM Direct Pay Program which is now available outside the Chesapeake Bay.
  - iii. Participants have the option of working with a private nutrient management plan writer via the NM-1A practice. This assumes that the SWCD has cost-share funding available to fund the NM-1A practice and that the practice ranks out for funding.
- ✿ Ultimately, it is the participant's responsibility to ensure that they obtain a NMP as required for cost-share or tax credit eligibility. It is not the SWCD's responsibility to serve as the conduit between the NMP writer and the participant.

4. **Conservation Plan Writing Reminders.** Please be reminded of the blue "i" bubbles located adjacent to the *Objectives*, *Operation* and *Assessment* sections of the Conservation Planning Module of CAS. These buttons contain details regarding the level of information needed to complete each of these sections to meet the conservation plan requirements.
5. **DEQ Clean Water Financing and Assistance Program-Ag BMP Loan Contacts.** Please note that there have been some staff changes in DEQ's CWFAP. SWCDs that work with the Blue Ridge Regional Office will continue to work with Drew Miller ([richard.miller@deq.virginia.gov](mailto:richard.miller@deq.virginia.gov)). The position of Ag BMP Program Coordinator is currently vacant and general programmatic questions are being temporarily handled by Megan O'Gorek ([megan.ogorek@deq.virginia.gov](mailto:megan.ogorek@deq.virginia.gov)) and Phil Davis ([philip.davis@deq.virginia.gov](mailto:philip.davis@deq.virginia.gov)). For more information, reference the link to the Ag BMP Loan Program: <https://www.deq.virginia.gov/water/clean-water-financing-and-assistance/virginia-clean-water-revolving-loan-fund-vcwrlf/agricultural-bmp>.
6. **Carryovers.** Please review the carryover guidelines and procedures in the manual on pages II-42 through II-46. Please stay in touch with all carryover participants to ensure that you are aware of where they are in the construction process. Remember, to exercise diligence with those projects that cannot be carried over beyond June 30, 2026 since these projects will have to be cancelled on June 30, 2026 if they do not reach completion. It is important to periodically check in on two-program year completion projects that are currently in their third program year. Remember that these practices can be carried over into a fourth program year, but this final carryover must be justified and requires DCR approval. These projects must be significantly under construction prior to applying for the final carryover into a fourth program year. The deadline for submitting carryover requests to Sara Bottenfield for approval is May 15, 2026.

#### UPCOMING CONSERVATION PLANNER CERTIFICATION COURSE DATES:

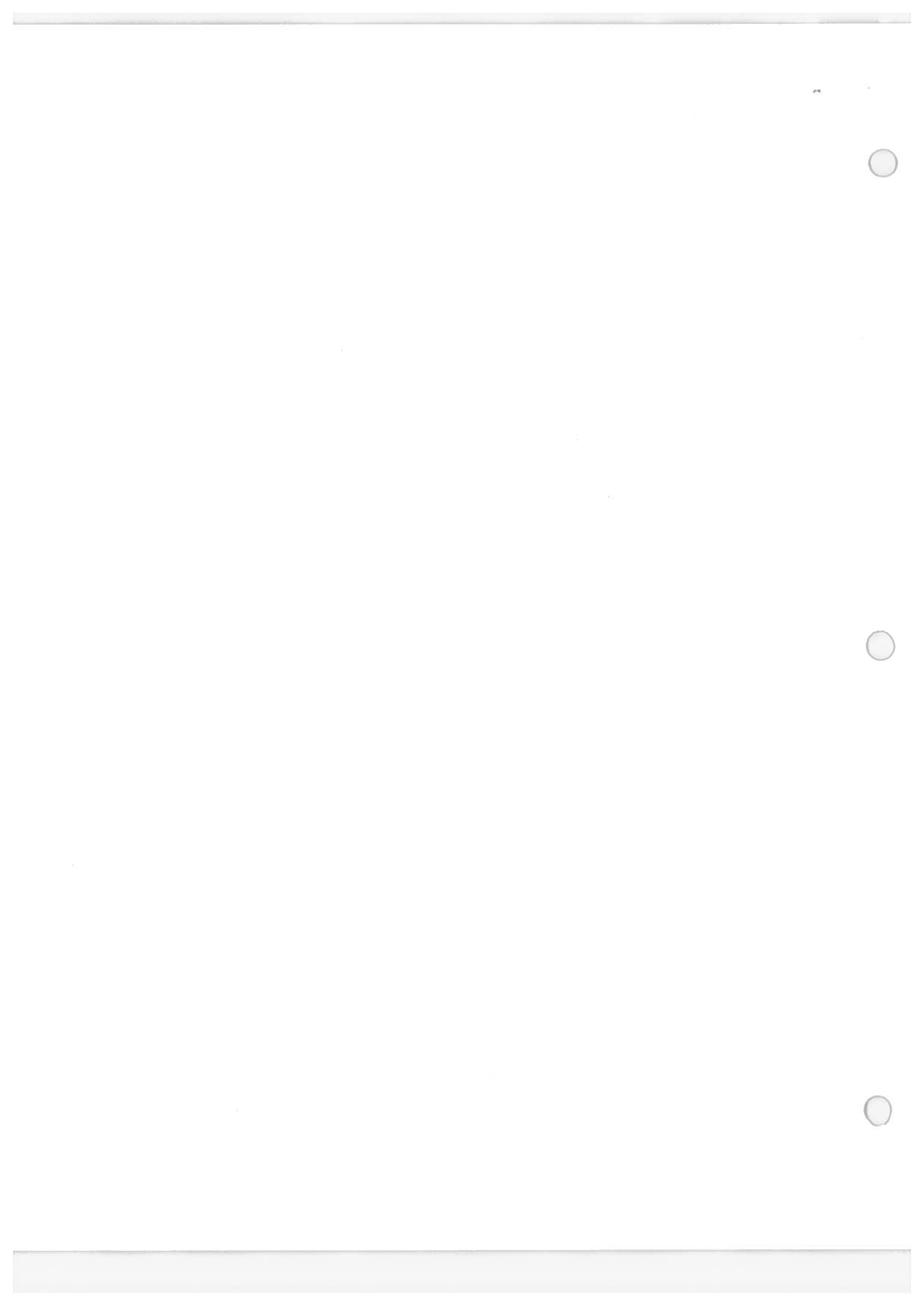
- 🌱 **April 1-2, 2026:** Conservation Selling Skills at Central Virginia Community College in Lynchburg, VA.
- 🌱 **May 20, 2026:** Stream ID Course from 8:00AM until 4:30PM in Charlottesville, VA.
- 🌱 **Summer & Winter 2026:** Nutrient Management Training Course.
- 🌱 **October 7-8, 2026:** Virginia Resource Training (Online Webinar Series).
- 🌱 **TBD:** RUSLE 2 Part A, B, C.
- 🌱 **October 14-16, 2026:** DCR Conservation Planner Course in Buckingham County (In Person Course).

#### UPCOMING EVENTS/ IMPORTANT DATES:

- 🌱 **February 12, 2026:** Conservation Planning Grant Deliverables Help Session from 9:00AM till 11:00AM.
- 🌱 **February 18, 2026:** Virginia No-Till Conference at the Rockingham Fairgrounds in Harrisonburg, VA.
- 🌱 **February 28, 2026:** Deadline to complete and enter data for all PY 2026 cover crop performance checks.
- 🌱 **March:** VSWCB Meeting and VSWCB Audit Subcommittee Meeting. Date and location TBD. The VSWCB audit subcommittee and the VSWCB will review the results of the recent financial audits conducted by RFCA as well as the results of the case file administrative audits conducted by CDCs. The VSWCB review the proposed changes to the VACS Manual for PY 2027.
- 🌱 **March 4, 2026:** Area V Meeting from 10:00AM until 2:00PM at The Prizery in South Boston, VA. The registration deadline is February 19, 2026 and the registration fee is \$35.00 per person.
- 🌱 **March 14, 2026:** Virginia General Assembly adjourns.
- 🌱 **March 24, 2026:** Area I Spring Meeting at the Virginia Horse Center in Lexington, VA.
- 🌱 **April:** VSWCB Meeting. Date and location TBD. The VSWCB is expected to finalize the PY 2027 VACS Manual, review PY 2027 Draft Policy and Grant Agreement documents, PY 2027 allocations, and the draft Desktop Procedures Manual.
- 🌱 **April 21, 2026:** NRCS Area 3 JED Meeting. The topic will be a training session on the essentials of NMP writing and reading NMPs. Worth 4 NM CEUs and will likely carry CP CEUs (to be determined when the full agenda is released). More details to come.
- 🌱 **April 22, 2026:** General Assembly reconvenes to act on Governor's amendments.
- 🌱 **April 28, 2026:** Area I Envirothon at Grand Caverns.
- 🌱 **April 29, 2026:** Area V Envirothon at Holliday Lake.
- 🌱 **May:** VSWCB Meeting. Date and location TBD. The VSWCB is expected to finalize the PY 2027 Policy and Grant Agreement documents and their respective allocations as well as the Desktop Procedures Manual.
- 🌱 **May 1, 2026:** Obligation report will be pulled from CAS for the fourth quarter disbursement. Please ensure that all approvals are in CAS by COB on April 30, 2026.
- 🌱 **May 21, 2026:** NRCS Area 2 JED Meeting. The topic will be a training session on the essentials of NMP writing and reading NMPs. Worth 4 NM CEUs and will likely carry CP CEUs (to be determined when the full agenda is released). More details to come.
- 🌱 **June 1, 2026:** Obligation report will be pulled from CAS for the mid-fourth quarter disbursement. Please ensure that all approvals are in CAS by COB on May 31, 2026.
- 🌱 **June 15, 2026:** Deadline for obligating PY 2026 VACS funds.
- 🌱 **June 30, 2026:** Deadline to complete the annual agricultural community outreach event as required by #10 of the Admin/Ops Grant Agreement. Please remember to invite VSU to speak at the event. Review the full deliverable language for more information.

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: 02/03/2026*





## BONSACK SERVICE CENTER REPORT SWCD Board Meeting

### Program Updates:

- **Environmental Quality Incentives Program (EQIP)**
  - Managing 30 contracts totaling \$1,836,141 in obligated cost assistance
    - \$990,170 of that assistance has been paid out
    - 1,112 acres of conservation
  - 14 new applications accepted for 2026
- **Conservation Stewardship Program (CSP)**
  - Managing 22 contracts totaling \$1,400,949 in obligated cost assistance
    - \$486,744 of that assistance has been paid out
    - 14,451 acres of conservation
  - 7 new applications accepted for 2026
- **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)**
  - 1 contract in construction status
    - Well has been drilled and pump has been installed
    - Currently working on watering system components
- **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

### 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, USDA-NRCS District Conservationist

