



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

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

**Board of Directors Meeting Minutes**  
**Wednesday, March 11, 2026 – 8:00 p.m.**  
USDA Service Center, Bonsack

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

**Directors Absent:** Jason Williams, Craig

**Staff Present:** Tim Miller  
Dan Naff

**Others Present:** Michael Beahm, Associate Director, Treasurer  
Jeff Munsey, Associate Director  
Jonathan Stanley, VCE-Craig County  
Evan Rasnake, FSA  
Stacy Horton, DCR

**Quorum:** Jeff Henderson called the meeting to order at 7:20 pm. Quorum was established.

**Minutes:** Minutes from the February 10, 2026, board meeting were reviewed. Preston Wickline moved to approve the minutes as presented. Second by Walter Nelson, motion approved by unanimous consent.

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

**Committee Reports:**

- BMP – no report
- Dams – Dan Naff provided updates related to the rehab project at Johns Creek #1 (see Dan's report)
- Budget/Finance – Tim Miller provided a timeline for preparing the FY27 district budget: Budget Committee to meet on May 13 with plans to approve the budget at the June board meeting.
- Personnel – Jeff Munsey reported that staff performance evaluations would be completed by the April board meeting.
- Education – Tim Miller reported the Education Committee would meet on April 8 to review scholarship applications.

**Other Business**

- The Board reviewed Army Corps of Engineers forms related to the Johns Creek #1 rehabilitation project. Walter Nelson made a motion to authorize Daniel Naff to serve as the agent representing Mountain Castles SWCD with regards to routine paperwork. Second by Andrew Keffer, motion passed by unanimous consent.

- After discussion instructing Dan to document due diligence in securing quotes to meet the District Purchasing Policy, Andrew Keffer made a motion to approve spending \$2,300.00 for the recovery of data from Dan's external hard drive. Second by Walter Nelson, motion passed by unanimous consent.
- Walter Nelson moved to add \$5,000 to the PY26 Budget for IT support (including the \$2,300 external hard drive recovery). Second by Andrew Keffer, motion passed by unanimous consent.
- A summer internship position with the District was discussed. Tabled until next meeting.
- Preston Wickline moved to use locality funding to provide a \$325 scholarship to Camp Woods & Wildlife and a \$400 scholarship for Botetourt 4-H Camp. Second by Andrew Keffer, motion passed by unanimous consent.

### VACS Program

The following contract transfers were reviewed:

- 45-15-0029
- 45-22-0022
- 45-23-0034
- 45-23-0036

Andrew Keffer moved to approve all contract transfers, second by Walter Nelson, motion passed by unanimous consent.

The following conservation plans were reviewed:

- CP-45-25-0003
- CP-45-26-0005
- CP-45-26-0007

Jeff Henderson left the room for discussion and vote. Andrew Keffer moved to approve the plan, second by Preston Wickline, motion passed by unanimous consent.

Preston Wickline moved to approve both plans, second by Walter Nelson, motion passed by unanimous consent.

The following contracts were reviewed:

- 45-26-0037; Instance #734411 (SL-6W); maximum cost share = \$64,071.00; 26 CB VACS

After discussion, Preston Wickline moved to approve the contract, second by Walter Nelson, motion passed by unanimous consent.

- 45-26-0038; Instance #733198 (SL-6W); maximum cost share = \$151,669.00; 26 OCB VACS

After discussion, Walter Nelson moved to approve the contract, second by Andrew Keffer, motion passed by unanimous consent.

- 45-26-0039; Instance #736639 (SL-1); maximum cost share = \$6,274.50 (26 CB VACS) and \$10,677.05 (OCB VACS); Total maximum combined cost share = \$16,951.55

Note: Jeff Henserson left the room for discussion and vote. After discussion, Andrew Keffer moved to approve the contract, second by Walter Nelson, motion passed by unanimous consent.

The following cost-share increase was reviewed:

- 45-25-0030; Instance #636319 (CRSL-6); new maximum cost share contribution = \$15,370.00 (2025 CB CREP); reason for CS increase: hardship waiver due to issues drilling the well

Andrew Keffer moved to approve the cost share increase pending FSA approval of the hardship waiver. Second by Walter Nelson, motion passed by unanimous consent.

**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** – Evan Rasnake provided program updates
- **NRCS** – written report provided by Derek Hancock – received and placed on file (see full report); Derek also reported the FY26 Local Working Group (LWG) meeting was held from 3pm to 5pm on March 11th. Derek sent out materials and publicly posted the meeting 14 calendar days prior to the meeting including all conservation partner representatives and board/committee chairs for both MCSWCD and FSA. The meeting was open to the public. Attendees included MCSWCD Dan Naff, USDA-FSA Evan Rasnake, USDA-NRCS Derek Hancock, VCE Jonathan Stanley, VCE Dana Acimovic. Derek reviewed funding allocations, LWG policy, and worked with members of the LWG to complete a 6-part questionnaire. Denny McCarthy, Rachel Kim and Jonathan Vest (VDOF) and Michael Tabor (Blue Ridge SWCD) did not attend the meeting, but submitted completed questionnaires.

**Adjourn:**

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

Approved:

Preston Wickline

Date:

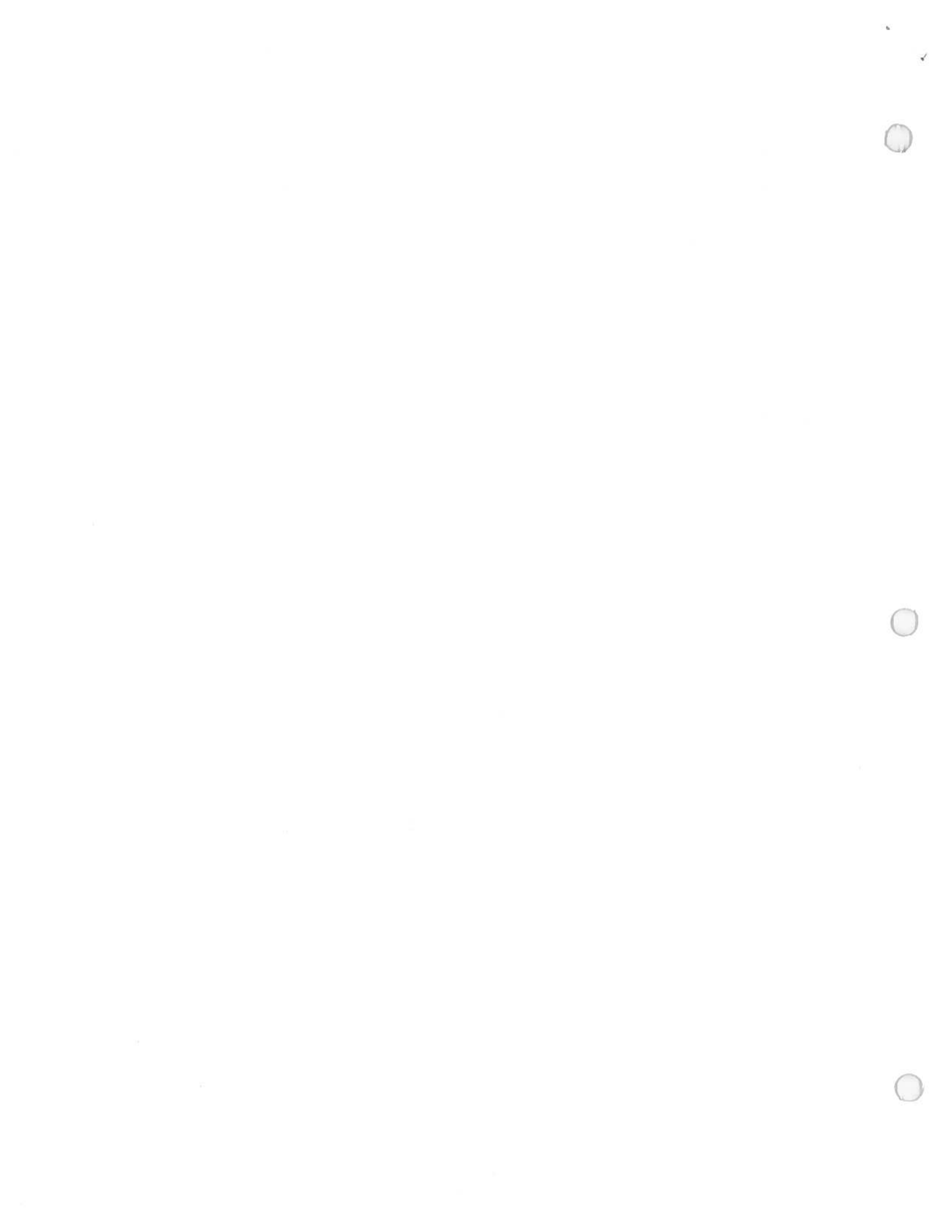
4-8-2026

Preston Wickline, Vice Chair

Respectfully submitted/prepared by:

Tim Miller

Tim Miller



11:57 AM  
 03/11/26  
 Cash Basis

**Mountain Castles Soil & Water Conservation District**  
**Profit & Loss**  
 July 1, 2025 through March 11, 2026

	<u>Jul 1, '25 - Mar 11, 26</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
CDs - Income	
Interest CD 4237	1,460.94
interest CD 4234	1,460.94
<b>Total CDs - Income</b>	<b>2,921.88</b>
<b>OPERATIONS</b>	
DCR Operational Funds	
DCR Allocation for Operations	72,273.50
VNRFC Base and TA Funds	144,707.92
<b>Total DCR Operational Funds</b>	<b>216,981.42</b>
FY Dam Maintenance	
Small Dam Repair	42,000.00
FY Dam Maintenance - Other	22,640.00
<b>Total FY Dam Maintenance</b>	<b>64,640.00</b>
Cost Share	
2026 OCB VACS	168,327.10
2026 CB VACS	647,426.12
<b>Total Cost Share</b>	<b>815,753.22</b>
<b>Total OPERATIONS</b>	<b>1,097,374.64</b>
<b>FEDERAL SOURCES</b>	
NRCS Dam Rehab Agreement	103,395.14
Tinker & Glade TMDL	
Construction Cost Share	42,631.65
TA & Ops	5,757.50
<b>Total Tinker &amp; Glade TMDL</b>	<b>48,389.15</b>
<b>Total FEDERAL SOURCES</b>	<b>151,784.29</b>
<b>LOCAL/OTHER SOURCES</b>	
UJRC&D Grant	1,129.40
VASWCD	
MVP Cost Share	19,616.75
MWEE Grant	584.01
<b>Total VASWCD</b>	<b>20,200.76</b>
Local Government Funding	
Botetourt County	7,000.00
Craig County	3,000.00
<b>Total Local Government Funding</b>	<b>10,000.00</b>
ATC Grant	975.00
<b>Total LOCAL/OTHER SOURCES</b>	<b>32,305.16</b>
<b>Interest</b>	
Operational -Bank of Fincastle	315.61
Savings - Bank of Fincastle	7.09
Interest - Other	35,968.80
<b>Total Interest</b>	<b>36,291.50</b>
<b>Total Income</b>	<b>1,320,677.47</b>
<b>Gross Profit</b>	<b>1,320,677.47</b>
<b>Expense</b>	
Return of TA to DCR	2,446.37
VCAP TA	386.82

**Mountain Castles Soil & Water Conservation District**  
**Profit & Loss**  
 July 1, 2025 through March 11, 2026

	<u>Jul 1, '25 - Mar 11, 26</u>
<b>Operations MCSWCD</b>	
<b>I. Employee Compensation</b>	
<b>Technician Assistant</b>	
Education & Training	500.00
Travel/Milage	333.10
FICA	646.06
Salary	8,445.00
	<hr/>
<b>Total Technician Assistant</b>	9,924.16
<b>Directors</b>	
Meals/Expenses	1,427.09
Travel/Mileage	1,445.63
	<hr/>
<b>Total Directors</b>	2,872.72
<b>Education Coordinator</b>	
Benefits	12,653.36
Education and Training	2,175.51
FICA	4,207.29
Travel/mileage	688.20
Salary	56,323.23
	<hr/>
<b>Total Education Coordinator</b>	76,047.59
<b>VNRCF TA - Conservation Tech</b>	
Benefits Paid	12,785.20
Education & Training	1,427.70
FICA & Medicare	3,108.54
Salary	42,236.94
Travel/Mileage	101.50
	<hr/>
<b>Total VNRCF TA - Conservation Tech</b>	59,659.88
	<hr/>
<b>Total I. Employee Compensation</b>	148,504.35
<b>II. Office Expenses</b>	
Marketing Services	26.78
Team Building	152.52
<b>Membership Dues, Various Org</b>	
NACD Dues	775.00
VASCWD Support Services	3,592.00
Membership Dues, Various Org - Other	140.00
	<hr/>
<b>Total Membership Dues, Various Org</b>	4,507.00
Xerox Lease (ESI)	1,774.48
Phones/Internet (Cox Business)	1,566.52
Computer programs & software	2,679.94
Office Rent	6,750.00
Postage	197.86
Office Equipment and Supplies	2,528.03
U.S. Cellular -VNRCF TA	700.97
	<hr/>
<b>Total II. Office Expenses</b>	20,884.10
<b>V. Education, Youth</b>	
Classroom Resources	506.21
ATC Grant	2,418.88
Camp Woods and Wildlife	325.00
MCSWCD Scholarships	770.00
MWEE	4,359.77
	<hr/>
<b>Total V. Education, Youth</b>	8,379.86
<b>VI. Education, Public</b>	
UJRC&D Grant	892.64
Outreach	2,338.74
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**Mountain Castles Soil & Water Conservation District**  
**Profit & Loss**  
 July 1, 2025 through March 11, 2026

	<u>Jul 1, '25 - Mar 11, 26</u>
Total VI. Education, Public	3,231.38
Vehicle	
Maintenance	1,860.51
Fuel	826.68
Total Vehicle	2,687.19
VII. Other Business Expenses	
Insurance	
Workmans Compensation	351.00
Total Insurance	351.00
Total VII. Other Business Expenses	351.00
Total Operations MCSWCD	184,037.88
DCR - Obligated Cost-share	
Cost Share Payments	
2025 CB CREP	12,426.50
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	327,065.00
Total DCR - Obligated Cost-share	327,065.00
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	927,347.82
Net Ordinary Income	393,329.65
Net Income	<u>393,329.65</u>



10/17/2017

**Mountain Castles Soil & Water Conservation District**  
**Balance Sheet**  
As of March 11, 2026

	<u>Mar 11, 26</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,637,588.62
OPERATIONAL - First Bank	232,095.70
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	48,391.04
First Bank CD - 4237	48,391.04
Bank of Botetourt Short Term CD	50,173.50
Total CDs for District	346,955.58
First Bank Savings	38,437.28
Total Checking/Savings	2,257,662.18
Total Current Assets	2,257,662.18
<b>TOTAL ASSETS</b>	<b>2,257,662.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	393,329.65
Total Equity	2,257,662.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,257,662.18</b>

**APPROVED**  


APPROVED

**Mountain Castles Soil & Water Conservation District**  
**Outstanding Check Report**  
July 2025 through February 2026

Type	Date	Num	Name	Memo	Account
Check	08/11/2025	3800	Anne Jones	June mileage	OPERATIONAL - First Bank
Check	10/02/2025	3824	Andrew Keffer	Aug-Sept mileage	OPERATIONAL - First Bank
Check	02/06/2026	3867	Jeff Henderson	Dec-Jan mileage reimbursement	OPERATIONAL - First Bank
Check	02/06/2026	3869	Andrew Keffer	Dec-Jan mileage reimbursement	OPERATIONAL - First Bank
General Journal	02/09/2026	BE CG 7	Anne Jones	Anne Jones lost check #3800	OPERATIONAL - First Bank
General Journal	02/09/2026	BE CG 8	Andrew Keffer	Andrew Keffer lost check #3824	OPERATIONAL - First Bank
Check	02/09/2026	3877	Anne Jones	Replaces check #3800	OPERATIONAL - First Bank
Check	02/09/2026	3878	Andrew Keffer	Replaces check #3824	OPERATIONAL - First Bank





## Conservation Specialist Report:

Board of Directors Meeting

March 11, 2026

By: Daniel Naff, Conservation Specialist

### VACS & CREP Programs

- **Contract Transfers of Responsibility for Approval**
  - 45-15-0029
  - 45-22-0022
  - 45-23-0036
  - 45-23-0036
- **Conservation Plans for Approval / Re-Approval**
  - CP-45-25-0003
  - CP-45-26-0005
  - CP-45-26-0007
- **Contracts for Approval**
  - 45-26-0037
    - **Instance #734411 (SL-6W)**
      - 0.33 acres of riparian buffer established, 544' of streambank protected
      - 50-foot setback, 15-year lifespan
      - Est. Cost / Max CS: \$63,675.00 / \$64,071.00 (CB VACS)
  - 45-26-0038
    - **Instance #733198 (SL-6W)**
      - 4.57 acres of riparian buffer established, 3,450' of streambank protected
      - 50-foot setback, 15-year lifespan
      - Est. Cost / Max CS: \$146,185.00 / \$151,669.00 (OCB VACS)
  - 45-26-0039
    - **Instance #736639 (SL-1)**
      - 25.16 acres of cornland converted to permanent grass
      - Erosion reduction of 1.12 tons/acre/year for 5 years
      - Est Cost / Max CS: \$21,763.40 / \$16,951.55
        - \$6,274.50 (CB VACS)
        - \$10,677.05 (OCB VACS)
- **Cost-share Increases for Approval (\*pending FSA approval of waiver)**
  - 45-25-0030
    - **Instance #636319 (CRSL-6)**
      - Hardship waiver due to issues drilling the well
      - Old Max SWCD Contribution: \$11,870.00 (2025 CB CREP)
      - New Max SWCD Contribution\*: \$15,370.00 (2025 CB CREP)

### Dams

- **Johns Creek 1 Rehab**
  - Received 60% design
  - Reviewed with landowners on 3/4/2026 – their main concerns:
    - General restoration of the area post-construction

- Concerns about restoring fish/wildlife to lake after draining to build riser
  - Estimated construction start in spring 2027, 18-20 months to build.
  - Expect to have 90% design by Memorial Day
    - Rehab team to meet with MCSWCD Board & County officials to go over plans and address questions/concerns
  - General update meeting held 3/10/26
    - Require three forms to be signed (2 by us, 1 by landowner)
- Johns Creek 2 Spillway Improvements SDR
  - Project funded!
  - Waiting to hear about when we can start bids.
- Attended Quarterly Dam Owners Workgroup Meeting
  - Opportunity to change from AMCi Wireless interface to Pro-texis interface for remote monitors
  - \$60 transfer fee per device
  - Interface is easier to use and configure
  - Waiting on more info from DCR

## Trainings & Certifications

- Nothing new to report

## Misc. Updates

- **External drive damaged, sent it off to have files recovered**
  - Mostly files that make work easier – all crucial/required documents are printed in case files
  - Would take hours to recreate spreadsheets and templates
  - Quote to recover at least 90% of the data and transfer on to new hard drive: \$2,230.00 (not including shipping)
  - If they cannot recover 90%, they will send us what they could recover at a reduced cost.
- Have been participating in a focus group to develop a new General Assistance module in CAS and to improve the mapping system available
- Truck work:
  - Interior detailing done on 3/3/2026
  - New front brake pads, rotors, air intake work to be done on 3/10/2026
- PY26 Goals
  - Obligate at least \$1,000,000.00 of cost-share dollars by June 30<sup>th</sup>, 2026
    - Assuming both contracts are approved tonight, \$1,147,915.21 obligated so far
  - Sign up at least 1 animal waste or roof runoff practice for PY26
    - One potential lead – waiting to make initial site visit
  - Complete at least 14 out of 30 contact hours for Conservation Planner's certification
    - 16 confirmed CEUs as of 3/5/2026
  - Apply to be part of the Virginia Natural Resources Leadership Institute
    - Applications open in April
    - Scholarships available through VASWCD.

## Conservation Technician Assistant Report

*Submitted by: Emily Williams*  
for March 2026

Mountain Castles Soil and Water Conservation District Board meeting

### Virginia Conservation Assistance Program (VCAP)

#### *Information items:*

- Attended Roanoke Valley Home and Garden Show with VCAP participant on Feb 21. Gathered contact information for contractors.
- Conducted two site assessments and delivered reports to landowners.
- 45-26-0200
  - Rain Water Harvesting (RWH)
    - February payment request was denied. Steering Committee made suggestions about changing foundation built under one of the tanks and resubmitting payment request.
    - Landowner made adjustments to tank foundation. Site visit conducted on 3/6/26 with plan to resubmit payment request to VASCWD by March 13 deadline.

### Virginia Agricultural Cost-Share (VACS)

#### *Information items:*

- Coverage compliance checks completed
- Documented [Cover Crop Coverage Check Preparation Procedures](#)
- Called potential CCI participants to gather information about interest in participating

### Other

- CBLP Field training to be completed on March 11.
- 8th grade STEM lessons delivered to 3 classes on March 9.





## District Coordinator/Education Update Report:

Board of Directors Meeting

March 11, 2026

By: Tim Miller

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

### **General Update**

- Terra Famuliner (shared employee) attended the live staking workshop in Charlottesville on behalf of the District
- Tim presented at the Virginia Association for Environmental Education Conference in Richmond

### **Education & Outreach**

#### Classroom programs

- 2/11 – Troutville ES 4<sup>th</sup> grade (freshwater mussels); Reach: 34
- 2/12 – Buchanan ES Science Club (Who Polluted the River?); Reach: 16
- 2/13 – Cloverdale ES 2<sup>nd</sup> grade (bats); Reach: 35
- 2/18 – Breckinridge ES 2<sup>nd</sup> grade (skunks); Reach: 30
- 2/19 – Troutville ES 2<sup>nd</sup> grade (raccoons); Reach: 38
- 2/20 – Troutville ES 3<sup>rd</sup> grade (water cycle); Reach: 40
- 2/23 – Eagle Rock ES 5<sup>th</sup> grade (freshwater mussels); Reach: 16
- 2/23 – Eagle Rock ES 2<sup>nd</sup> grade (wolves); Reach: 21
- 2/23 – Eagle Rock ES 4<sup>th</sup> grade (freshwater mussels); Reach: 20
- 3/11 – Greenfield Kindergarten \*\* Terra Famuliner facilitated; Reach: 60

#### Community programs

- 2/13 – 4-H/FFA Showcase; Reach: 30
- 2/17 – Presentation for Eagle Rock Ruritans; Reach: 18
- 2/21 – Area I Envrothon training @ Bridgewater College (NPS pollution); Reach: 60

### **Upcoming Events**

- ✓ 3/13 – Rain barrel workshop at Buchanan Library
- ✓ 3/24 – Area I Spring Meeting in Lexington
- ✓ 3/31 – CAMS 8<sup>th</sup> grade field trip to Carvins Cove
- ✓ 4/2 – Scholarship applications due



## ADMINISTRATIVE ITEMS:

1. **Third Quarter Reports.** Are due to the CDC by April 15. Please make sure reports are accurate and on time and that **the signed version of the report is submitted electronically on or before April 15.** Remember that the quarterly report packet should contain an original signed Attachment E form, a profit and loss statement for January 1, 2026 thru March 31, 2026 and a cash balance report with an ending date of March 31, 2026. Also, please make sure that all payments and monthly interest transactions have been recorded in CAS. All approvals should be in CAS by April 30, 2026 to be included in the disbursement.
2. **Committee Meetings.** As your SWCD schedules committee meetings to handle year-end items, please remember the following:
  - ✿ Committee meetings must be held in accordance with the Freedom of Information Act. That means that all committee meetings, including personnel committee meetings, must be advertised to the public and minutes must be taken at each meeting.
  - ✿ Reference the closed meeting guidelines if the SWCD will be discussing subject matter that is recognized by the Code of Virginia to be exempt from FOIA (please reference FOIA Code §2.2-3711(A) for a complete list of closed meeting allowances).
  - ✿ A committee report should be presented to the board at the next appointed SWCD meeting.
  - ✿ Committee meeting minutes should be handled one of two ways:
    - i. Minutes should be approved by the committee at the next committee meeting;

**OR**

    - ii. Minutes should be handled by the full board if no committee meeting is scheduled for the near future.
  - ✿ Once approved by the committee or the board, committee meeting minutes should be signed by the committee chair.
  - ✿ Please recall that per the grant agreement, committee meeting minutes must be submitted to the CDC along with regular and special-called board meeting minutes.
3. **Desktop Procedures Manual.** On February 24, 2026, Blair Gordon distributed the draft version of the Desktop Procedures Manual with proposed edits for review and comment. Please provide any edits or suggestions that you might have to Blair Gordon by the assigned deadline of March 16, 2026. The proposed edits to the Desktop Procedures Manual will be reviewed by the VSWCB in April with the final version of the Desktop Procedures to be approved by the VSWCB prior to July 1, 2026. An overview of revisions will be discussed on April 13, 2026 at 11:00AM at the VSWCD's Admin/Ops virtual meeting.

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

1. **Verifications.**
  - ✿ CY 2026 Random Verifications: Have been loaded in CAS and I will be reaching out to each SWCD to schedule verifications so they can be completed prior to June 30, 2026.
  - ✿ 2026 End of Lifespan (EOL) Verifications: Must be completed by the SWCD by September 30, 2026. Any 2026 and 2027 EOL verifications completed by the September 30 deadline will be eligible to receive the \$200/\$250 reimbursement rate.
2. **Upcoming Carryover Deadline:** Please note that only certain practices are eligible for carryover status. Please reference pages II-43 and II-44 in the VACS manual for a list of practices eligible for carryover. It is important to note that some practices listed are eligible for a one-time carryover while other practices are eligible to be carried over twice. Two-program year practices do not require formal carryover approval when moving from the first program year into the second program year but do require formal carryover approval

when moving from the second program year into the third program year. If a two-program year practice is still not completed by the end of the third program year, an additional carryover may be requested by the SWCD for approval by DCR prior to approval by the SWCD (see page II-45 and II-46 of the VACS manual). These requests are due to Sara Bottenfield by May 15, 2026.

To submit a request, please complete the following steps:

- ✎ Update the “Carryover” section of the “Measurements” tab by selecting “Other (describe in BMP comments)” as one of the justifications and entering a comment in the “Comments” box of the “General” tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request as part of the comment.
  - ✎ Send an email to Sara Bottenfield ([sara.bottenfield@dcr.virginia.gov](mailto:sara.bottenfield@dcr.virginia.gov)), copying your CDC, with the contract number, instance number, and justification. This can be in the body of the email or included as an attachment, but if submitting requests for multiple practices, please include them all in a single email.
  - ✎ Please note that the “Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27” is now available in Logi for assessing the status of carryover contracts.
  - ✎ Please reference pages II-42 through II-46 of the VACS manual for a full explanation of carryover procedures.
3. **Cover Crop Payments/ Tax Credit.** May not be issued until there is a current nutrient management plan on file at the SWCD that addresses fields approved for cost-share payment/ tax credit and until all appropriate field checks/ verifications have been made. Please keep in mind that cover crop participants receiving a tax credit must follow the same guidelines as if he/she were receiving cost-share with the added responsibility of a conservation plan since board approved conservation plans are required for all practices receiving tax credit. Just like cost-share, tax credit cannot be granted until the practice is fully completed.
  4. **Nutrient Management Plans.** As a reminder, practices such as cover crop and animal waste practices, require that a nutrient management plan be prepared and signed by a certified nutrient management planner and be on file at the SWCD before such BMPs can receive technical certification and payment. For a comprehensive listing of practices requiring a nutrient management plan, please refer to the VACS Practices Table on pages 1-4 of the VACS manual. DCR nutrient management specialists are available and willing to write plans but cannot be expected to fulfill last-minute requests. If the DCR nutrient management specialist is unable to write the NMP, the participant might wish to work with a private NMP writer via DCR’s Direct Pay Program which is now available statewide.
  5. **Cost-Share Obligations and Transfers.** If your SWCD is unable to obligate the cost-share funds provided and wishes to transfer funds to another SWCD, please let me know and I will work with Central Office to try and find a SWCD that can utilize some additional funds. Likewise, if your SWCD needs additional VACS funds, please let me know how much funding is needed. Remember that the BMPs serving as the basis for the additional funding request should be loaded in CAS at the time of the request. Please remember that all allocation transfers must include the transfer of a proportional amount (13%) of technical assistance funds. Please note that all transfers must be approved by both the giving and receiving SWCDs no later than June 15, 2026. Please recall that per the PY 2026 Cost-Share and Technical Assistance Policy, the return of VACS and TA funds to DCR is no longer an option.
  6. **Reallocation of Cost-Share to SWCDs.** There will be a reallocation of cost-share funds in the OCB area. The VSWCB will be reviewing funding availability and a listing of eligible projects at its April meeting with finalization expected at its May meeting. If your SWCD has projects that cannot be funded due to an

insufficient level of VACS funds, please ensure that the following is in CAS for each eligible application no later than **March 31, 2026**:

- 🌿 Projects are in PY 2026 CAS with a status of *Cancelled* (when selecting the status of *Cancelled*, please make sure that the “Cancellation Reason” selected is *Lack of Funding*).
- 🌿 The appropriate measurements are filled in for the instance on the “Measurements” tab.
- 🌿 The “Programs” tab reflects appropriate information in the “Estimated/Requested Cost-Share Payments” section and that “2026 OCB VACS” is selected as the funding source for the request.

**VSWCB MEETING UPDATES:**

- 🌿 **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 no later than March 31, 2026 so this information can be included in the draft policy and grant agreement documents for the April VSWCB meeting.
- 🌿 **March 20, 2026:** VSWCB Meeting and VSWCB Audit Subcommittee Meeting at Twin Lakes State Park. 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 will review the proposed changes to the VACS Manual for PY 2027.
- 🌿 **April 15, 2026:** VSWCB Meeting at Pocahontas State Park. The VSWCB is expected to finalize the PY 2027 VACS Manual, review PY 2027 Draft Policy and Grant Agreement documents, PY 2027 allocations, PY 2026 reallocation requests, and the draft Desktop Procedures Manual.
- 🌿 **May 11, 2026:** VSWCB Meeting at Twin Lakes State Park. The VSWCB is expected to finalize the PY 2027 Policy and Grant Agreement documents and their respective allocations, the Desktop Procedures Manual and the reallocation of VACS funds.

**CONSERVATION PLANNER CERTIFICATION COURSE INFORMATION:**

- 🌿 **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).
- 🌿 **Conservation Planner Certification Training Module Update:** The associated tests for the Conservation Planner Certification online courses in the COVLC are no longer required. Upon finishing the video for the training, please log the completion date in the Conservation Planning Training Module of CAS. The courses impacted by this change are listed in the chart below:

Overview of Water Quality Resource Assessment
Nitrogen Management and Concerns
Phosphorus Management and Concerns
Sediment Management
Water Bodies
Pest Management and Water Quality Implications
Water Management

**UPCOMING EVENTS/ IMPORTANT DATES:**

- 🌿 **March 14, 2026:** Virginia General Assembly adjourns.
- 🌿 **March 24, 2026:** Area I Spring Meeting at the Virginia Horse Center in Lexington, VA.
- 🌿 **March 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (<https://spda.trs.virginia.gov/search>) for the second quarter.
- 🌿 **March 30, 2026:** VASWCD District Marketing Materials Showcase at 1:30PM (virtual). Registration required at <https://us02web.zoom.us/meeting/register/GzlvdgUISaKmVAzdGAMguA>.
- 🌿 **March 31, 2026:** VASWCD Admin/Ops Committee Meeting and HR Handbook Training from 9:30AM till 11:00AM (virtual). Please take time to review the [linked Employee Handbook template](#) prior to attending the meeting. Registration required at <https://us02web.zoom.us/meeting/register/uMe8zxikOmOEpkbRrERX-g>.
- 🌿 **April 7, 2026:** VASWCD Education Committee Meeting at 2:00PM (virtual). Registration required at [https://us02web.zoom.us/meeting/register/rWU6QzQLSQOSfxR\\_bL29Q](https://us02web.zoom.us/meeting/register/rWU6QzQLSQOSfxR_bL29Q).
- 🌿 **April 8, 2026:** VASWCD Quarterly Board Meeting at the Drury Plaza Hotel in Richmond, VA. The registration deadline for the meeting is April 1, 2026.
- 🌿 **April 13, 2026:** Desktop Procedures Manual Revisions Overview at 11:00AM (virtual). Registration is required at <https://us02web.zoom.us/meeting/register/OKZTQCW-RsKCoOOSsXbVGA>.
- 🌿 **April 15, 2026.** Quarterly reports are due to the CDC.
- 🌿 **April 21, 2026:** NRCS Area 3 JED Meeting. The topic will be a training session on the essentials of NMP writing and reading NMPs. More details to come.
- 🌿 **April 21, 2026:** VASWCD Marketing Committee Meeting at 1:00PM (virtual). Registration required at [https://us02web.zoom.us/meeting/register/Q8MX4BW\\_SKmnOc5mzax-TQ](https://us02web.zoom.us/meeting/register/Q8MX4BW_SKmnOc5mzax-TQ).
- 🌿 **April 22, 2026:** General Assembly reconvenes to act on Governor's amendments (veto session).
- 🌿 **April 28, 2026:** Area I Envirothon at Grand Caverns.
- 🌿 **April 29, 2026:** Area V Envirothon at Holliday Lake.
- 🌿 **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 6, 2026:** VASWCD Golf Tournament at the Hollows Golf Course.
- 🌿 **May 15, 2026:** Deadline for submitting 4<sup>th</sup> Program Year Carryover Requests to Sara Bottenfield.
- 🌿 **May 17 & 18, 2026:** State Envirothon Competition at the Eastern Mennonite University.
- 🌿 **May 21, 2026:** NRCS Area 2 JED Meeting. The topic will be a training session on the essentials of NMP writing and reading NMPs. More details to come.
- 🌿 **June 2026:** VCAP Training. Details to follow.
- 🌿 **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 15, 2026:** Deadline for completing transfers of VACS and TA funds between SWCDs.
- 🌿 **June 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (<https://spda.trs.virginia.gov/search>) for the third quarter.
- 🌿 **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.
- 🌿 **August 18-20, 2026:** VACDE Graves Mountain Training in Syria, VA.
- 🌿 **September 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (<https://spda.trs.virginia.gov/search>) for the fourth quarter.

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: 03/06/2026*



## BONSACK SERVICE CENTER REPORT SWCD Board Meeting

### Program Updates:

- **Environmental Quality Incentives Program (EQIP)**
  - Managing 29 contracts totaling \$1,836,431.41 in obligated cost assistance
    - \$1,083,510.63 of that assistance has been paid out
    - 1052 acres of conservation
  - 14 new applications accepted for 2026
- **Conservation Stewardship Program (CSP)**
  - Managing 22 contracts totaling \$1,400,949.57 in obligated cost assistance
    - \$486,744 of that assistance has been paid out
    - 14,451 acres of conservation
  - 6 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)**
  - 39 Active Contracts
    - 36 CREP & 3 CRP Grasslands
      - Botetourt (453.6ac.) Craig (50.04ac.) Roanoke (32.68ac.)
- **Conservation Technical Assistance**
  - Several technical assistance site visits were 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 on 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 held March 11<sup>th</sup>, 2026, at Bonsack Service Center conference room 3pm - 5pm.

### 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

- No change in personnel status

Derek Hancock, USDA-NRCS District Conservationist

