



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, April 8, 2026 – 7:00 p.m.
USDA Service Center, Bonsack

Directors Present: Preston Wickline, Vice Chair, Botetourt
Walter Nelson, Botetourt
Jason Williams, Craig
Jonathan Stanley, VCE-Craig County

Directors Absent: Jeff Henderson, Chair, Botetourt
Andrew Keffer, Craig

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm, Associate Director, Treasurer
Jeff Munsey, Associate Director
Tasha Snavelly, Associate Director
Stacy Horton, DCR
Derek Hancock, NRCS

Quorum: Preston Wickline called the meeting to order at 7:30 pm. Quorum was established.

Minutes: Minutes from the March 11, 2026, board meeting were reviewed. Walter Nelson moved to approve the minutes as presented. Second by Jason Williams, motion approved by unanimous consent.

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

Committee Reports:

- BMP – no report
- Dams – no report
- Budget/Finance – Budget Committee to meet on May 13 to work on draft budget for PY27.
- Personnel – Jeff Munsey reported that the Personnel Committee met before the Board Meeting to complete employee evaluations during a closed session. The Personnel Committee recommended the Board accept the employee evaluations. Jason Williams moved to accept the recommendations of the Personnel Committee, second by Walter Nelson, motion passed by unanimous consent.
- Education – Tasha Snavelly reported that the Education Committee met before the Board meeting to review scholarship applications. The Education Committee recommended the following applicants be awarded \$2,000 scholarships from the district: Georgia Miller, James River HS; Carter Calfee, Craig County HS; Tiffany Ratliff, Craig County HS. The Committee recommended that Carter Calfee's application be sent to the VASWCD for consideration of additional VASWCD scholarships. Jason Williams moved to accept the recommendations of Education Committee, second by Walter Nelson, motion passed by unanimous consent.

Other Business

- The Board reviewed the "District Cost Share File Administrative Audit Results" letter and the "General Audit Results" letter.
- After discussion, Jason Williams moved to change the district vehicle insurance policy to Virginia Farm Bureau Insurance. Second by Walter Nelson, motion passed by unanimous consent.
- After discussion, Jason Williams moved to allow JL Computers Inc. to set up file sharing and secure file backup for District computers and devices. Second by Walter Nelson, motion passed by unanimous consent.
- Jonathan Stanley moved to approve the content of a letter of support from the Board to Delegate Terry Austin regarding the state budget. Second by Jason Williams, motion passed by unanimous consent. (letter attached)
- After discussion, Jason Williams moved to hire Mikayla Petty as a summer intern with a stipend of up to \$2,000 and up to \$500 in mileage reimbursement. Second by Walter Nelson, motion passed by unanimous consent.
- The Board discussed whether to take a formal position on the Google Data Center to be built in Botetourt County. Given the lack of detailed information available to the public, the consensus of the Board was not to take a position at this time.

319 Contracts

The following 319 contract was reviewed:

- 45-26-0041; Instance #737613; RB-5 (Alternative Onsite Sewage System); 50% cost share; maximum cost share = \$15,750

Jason Williams moved to approve the 319 contract, second by Jonathan Stanley, motion passed by unanimous consent.

VCAP

The following VCAP contract was reviewed:

- 45-26-0200; Rain Water Harvesting (RWH); final cost share amount = \$8,356.00

Walter Nelson moved to approve the cost share payment, second by Jason Williams, motion passed by unanimous consent.

VACS Program

The following contract was reviewed for tax credit:

- 45-25-0039; Instance #625015 (SL-6W); eligible tax credit: \$1,335.38

Jason Williams moved to approve the tax credit, second by Jonathan Stanley, motion passed by unanimous consent.

The following cost share increase was reviewed:

- 45-25-0030; Instance #636318 (CRFR-3); new max cost share = \$263.00 (2025 CB CREP). The increase is being requested because FSA increased the base rate for tree planting after the contract was approved; DCR has confirmed funding availability to accommodate the increase (\$64.10).

Walter Nelson moved to approve the cost share increase, second by Jason Williams, motion passed by unanimous consent.

The following conservation plan was reviewed for re-approval:

- CP-45-25-0003

Jason Williams moved to approve the plan, second by Jonathan Stanley, motion passed by unanimous consent.

The following contract was reviewed for re-approval because the original approval included both 2026 CB VACS and 2026 OCB VACS funding under a single instance and the instance needed to be split into two separate instances to accommodate the acreage covered by each of the respective funding sources for reporting purposes:

- 45-26-0039; Instance #736639 (SL-1); maximum cost share = \$15,226.75; 26 OCB VACS; Instance #737612 (SL-1); maximum cost share = \$1,724.80; 26 CB VACS

After discussion, Walter Nelson moved to approve the contract, second by Jonathan Stanley, 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 shared upcoming VCE events and provided an update to the Hurricane Helene grant
- VDOF – no report
- FSA – no report
- NRCS – in addition to a written report provided (received and placed on file), Derek Hancock reported that he is serving as the acting District Conservationist in Bedford for 120 days (see full report)

Adjourn:

The meeting adjourned at 8:55 p.m. with a motion from Walter Nelson, second by Jason Williams. Motion passed by unanimous consent.

Approved: _____

Jeff Henderson, Chair

Date: _____

5/13/26

Respectfully submitted/prepared by: _____

Tim Miller

Tim Miller

2:24 PM

04/08/26

Cash Basis

Mountain Castles Soil & Water Conservation District
Balance Sheet
 As of April 8, 2026

	Apr 8, 26
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,576,365.70
OPERATIONAL - First Bank	296,630.66
TMDL - Bank of Botetourt	2,585.00
CDs for District	
BoB CD Personnel 4	50,991.78
BoB CD - Personnel 3	50,991.78
BoB CD - dam projects	50,991.78
BoB CD - vehicle 2	50,991.78
BoB CD Education	48,391.04
BoB CD vehicle 1	48,391.04
BoB CD Personnel 1	50,341.75
Total CDs for District	351,090.95
First Bank Savings	38,442.02
Total Checking/Savings	2,265,114.33
Total Current Assets	2,265,114.33
TOTAL ASSETS	2,265,114.33
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	400,781.80
Total Equity	2,265,114.33
TOTAL LIABILITIES & EQUITY	2,265,114.33

Preston Wickles

2:23 PM

04/08/26

Cash Basis

Mountain Castles Soil & Water Conservation District**Profit & Loss**

July 1, 2025 through April 8, 2026

	Jul 1, '25 - Apr 8, 26
Ordinary Income/Expense	
Income	
CDs - Income	
Interest CD 4237	1,460.94
interest CD 4234	1,460.94
CD - Bank of Botetourt	
CD Interest	4,135.37
Total CD - Bank of Botetourt	4,135.37
Total CDs - Income	7,057.25
OPERATIONS	
DCR Operational Funds	
DCR Allocation for Operations	144,547.00
VNRFC Base and TA Funds	158,273.33
Total DCR Operational Funds	302,820.33
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	173,186.10
2026 CB VACS	746,916.42
Total Cost Share	920,102.52
Total OPERATIONS	1,287,562.85
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
Craig County	3,000.00
Total Local Government Funding	10,000.00
ATC Grant	975.00
Total LOCAL/OTHER SOURCES	32,305.16
Interest	
Operational -Bank of Fincastle	355.89
Savings - Bank of Fincastle	11.83
Interest - Other	40,956.48
Total Interest	41,324.20
Total Income	1,520,033.75

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Mountain Castles Soil & Water Conservation District

04/08/26

Profit & Loss

Cash Basis

July 1, 2025 through April 8, 2026

	Jul 1, '25 - Apr 8, 26
Gross Profit	1,520,033.75
Expense	
Return of TA to DCR	2,446.37
VCAP TA	386.82
Operations MCSWCD	
I. Employee Compensation	
Technician Assistant	
Education & Training	500.00
Travel/Milage	437.21
FICA	765.40
Salary	10,005.00
Total Technician Assistant	11,707.61
Directors	
Meals/Expenses	1,696.31
Travel/Mileage	1,819.75
Total Directors	3,516.06
Education Coordinator	
Benefits	14,235.03
Education and Training	2,175.51
FICA	4,721.35
Travel/mileage	913.68
Salary	63,208.71
Total Education Coordinator	85,254.28
VNRCF TA - Conservation Tech	
Benefits Paid	14,383.35
Education & Training	1,372.70
FICA & Medicare	3,488.22
Salary	47,400.38
Travel/Mileage	101.50
Total VNRCF TA - Conservation Tech	66,746.15
Total I. Employee Compensation	167,224.10
II. Office Expenses	
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
Total Membership Dues, Various Org	4,507.00
Xerox Lease (ESI)	1,996.29
Phones/Internet (Cox Business)	1,731.71
Computer programs & software	2,815.29
Office Rent	6,750.00
Postage	275.86
Office Equipment and Supplies	2,738.81
U.S. Cellular -VNRCF TA	778.87
Total II. Office Expenses	21,773.13
V. Education, Youth	
Classroom Resources	542.40
ATC Grant	2,418.88
Envirothon	118.90
Camp Woods and Wildlife	325.00
MCSWCD Scholarships	770.00
MWEE	4,359.77

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04/08/26

Cash Basis

Mountain Castles Soil & Water Conservation District**Profit & Loss**

July 1, 2025 through April 8, 2026

	Jul 1, '25 - Apr 8, 26
Total V. Education, Youth	8,534.95
VI. Education, Public	
UJRC&D Grant	892.64
Outreach	2,338.74
Total VI. Education, Public	3,231.38
Vehicle	
Maintenance	3,287.68
Fuel	979.87
Total Vehicle	4,267.55
VII. Other Business Expenses	
Insurance	
Workmans Compensation	351.00
Total Insurance	351.00
Total VII. Other Business Expenses	351.00
Total Operations MCSWCD	205,382.11
DCR - Obligated Cost-share	
Cost Share Payments	
2026 OCB VACS	2,498.40
2025 CB CREP	12,426.50
2026 CB VACS	46,538.44
2023 CB CREP	2,315.00
2025 OCB VACS	79,433.00
2025 CB VACS	161,038.50
MVP Mitigation Funds	19,616.75
2024 OCB VACS	105,129.69
2024 CB VACS	68,628.62
Total Cost Share Payments	497,624.90
Total DCR - Obligated Cost-share	497,624.90
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	1,119,251.95
Net Ordinary Income	400,781.80

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Mountain Castles Soil & Water Conservation District

04/08/26

Profit & Loss

Cash Basis

July 1, 2025 through April 8, 2026

Net Income

Jul 1, '25 - Apr 8, 26

400,781.80

Preston Wickett

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

Type	Date	Num	Name	Memo	Account	Amount
Check	02/06/2026	3867	Jeff Henderson	Dec-Jan mileage reimbursement	OPERATIONAL - First Bank	-31.90
Check	02/09/2026	3877	Anne Jones	Replaces check #3800	OPERATIONAL - First Bank	-19.60
Check	03/31/2026	3884	Treasurer of Craig County	March payroll	OPERATIONAL - First Bank	-17,801.82
						-17,853.32



PY 26 Q3 Budget Update					
INCOME			Budgeted	Actual through March 2026	% of budget
Operational grant			\$ 144,547.00	\$ 144,547.00	100%
Dam Maintenance			\$ 18,000.00	\$ 22,640.00	126%
VNRCF Base TA			\$ 38,660.00	\$ 38,660.00	100%
VNRCF additional TA			\$ 98,750.00	\$ 119,613.33	121%
Locality Funding			\$ 13,000.00	\$ 3,000.00	23%
EXPENSES			Budgeted	Actual through March 2026	% of budget
Dam maintenance			\$ 18,000.00	\$ 13,339.54	74%
VCAP TA			\$ 1,768.57	\$ 386.82	22%
Payroll			\$ 230,000.00	\$ 158,207.44	69%
RVARC shared employee			\$ 7,000.00		0%
Scholarships/donations			\$ 8,000.00	\$ 1,095.00	14%
Rest Fund MWEE grant			\$ 8,517.72	\$ 4,359.77	51%
ATC grant			\$ 1,500.00	\$ 1,443.88	96%
Envirothon			\$ 500.00		0%
Classroom resources			\$ 1,000.00	\$ 506.21	51%
Outreach			\$ 7,500.00	\$ 2,338.74	31%
RC&D grant			\$ 1,200.00	\$ 892.64	74%
VASWCD support fees			\$ 3,750.00	\$ 3,592.00	96%
NACD dues			\$ 775.00	\$ 775.00	100%
Other dues/memberships			\$ 300.00	\$ 140.00	47%
Office equipment & supplies			\$ 4,000.00	\$ 2,528.03	63%
Computer software/IT			\$ 8,000.00	\$ 2,679.94	33%
Copier lease			\$ 2,750.00	\$ 1,996.29	73%
Postage			\$ 350.00	\$ 197.86	57%
Internet			\$ 2,500.00	\$ 1,566.52	63%
Accounting services			\$ 1,000.00		0%
Marketing			\$ 1,000.00	\$ 26.78	3%
Team building			\$ 350.00	\$ 152.52	44%
Rent			\$ 9,225.00	\$ 6,750.00	73%
Cell phone			\$ 1,100.00	\$ 700.97	64%
Field equipment			\$ 700.00		0%
Insurance			\$ 750.00	\$ 351.00	47%
Vehicle			\$ 7,750.00	\$ 2,687.19	35%

Training -Tim			\$ 2,200.00	\$ 2,175.51		99%
Travel-Tim			\$ 1,500.00	\$ 688.20		46%
Training - Dan			\$ 1,700.00	\$ 1,427.70		84%
Travel-Dan			\$ 500.00	\$ 101.50		20%
Training-Emily			\$ 1,500.00	\$ 500.00		33%
Travel-Emily			\$ 1,000.00	\$ 333.10		33%
Travel-Terra			\$ 500.00			0%
Training - Directors			\$ 800.00			0%
Meals - Directors			\$ 3,000.00	\$ 1,427.09		48%
Travel - Directors			\$ 3,000.00	\$ 1,445.63		48%



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Personnel Committee Minutes

Personnel Committee Minutes

Date of meeting: April 8, 2026

Location: USDA Service Center in Bonsack, VA

Committee members in attendance: Jeff Munsey (Chair), Michael Beahm, Jason Williams

Call to Order: Jeff Munsey called the meeting to order at 6:06 p.m.

Purpose: The Mountain Castles SWCD Personnel Committee met to conduct staff evaluations

Business items:

At 6:10 pm, Beahm made a motion to go into closed meeting accordance with the Virginia Freedom of Information Act § 2.2-3711(A)(1) to conduct and discuss employee performance evaluations for PY 2026. Williams seconded the motion and it carried.

At 6:55 pm, pursuant to the Code of Virginia § 2.2-3712(D), a motion was made by Williams to certify that, to the best of each member's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed during the Closed Meeting. Beahm seconded the motion and it carried.

Employee performance evaluations were agreed to by the committee for recommendation to the MCSWCD Board.

The remaining discussion concerned a possible bonus system for MCSWCD employees. No formal recommendations were developed, and the committee agreed that additional discussions were needed with the Budget Committee to determine feasibility.

Submitted by Jeff Munsey and Tim Miller

Signature of Committee Chair

Jeff Munsey

Date 5-13-26





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Education & Outreach Committee Minutes

Date of meeting: April 8, 2026

Location: USDA Service Center in Bonsack, VA

Committee members in attendance: Tasha Snavely (acting Chair), Walter Nelson, and Jonathan Stanley

Call to Order: Tasha Snavely called the meeting to order at 6:06 p.m.

Purpose: The Mountain Castles SWCD Education & Outreach Committee met to review scholarship applications.

Business items:

The Committee used the attached rubric to review nine scholarship applications – eight from Craig County High School and one from James River High School.

The Committee recommended the following \$2,000 scholarships be awarded:

- James River High School: Georgia Miller
- Craig County High School: Carter Calfee and Tiffany Ratliff

The Committee recommended Carter Calfee's application be sent to the VASWCD for consideration of additional scholarships.

Adjourn: The committee meeting adjourned at 7:08 p.m.

Submitted by Tasha Snavely and Tim Miller

Signature of acting Committee Chair Tasha Snavely Date 05-13-2026

Scholarship Rubric for _____

Standard	Value range	Multiply by	Score
Intended major/course of study is in natural resources conservation, agriculture, environmental science, or a related field	0 – does not meet the standard 1 – somewhat meets the standard 2 – meets the standard 3 – exceeds the standard	5	
Essay makes a personal connection to conservation and shows understanding of relevant conservation practices, especially related to water quality.	0 – does not meet the standard 1 – somewhat meets the standard 2 – meets the standard 3 – exceeds the standard	5	
The applicant mentions personal connections to the District (Envirothon, classroom programs and field trips, Youth Conservation Camp, family participation in VACS, etc.)	0 – does not meet the standard 1 – somewhat meets the standard 2 – meets the standard 3 – exceeds the standard	3	
The applicant mentions personal connections to partner programs (FFA, 4-H, Dept of Forestry, etc.)	0 – does not meet the standard 1 – somewhat meets the standard 2 – meets the standard 3 – exceeds the standard	2	
Application is complete (transcript, letters of recommendation) and submitted by the deadline	0 – does not meet the standard 1 – somewhat meets the standard 2 – meets the standard 3 – exceeds the standard	2	
Other factors	List other considerations here:	1	
Total score	27 point minimum		

David L. Bulova
Secretary of Natural and Historic Resources

Nikki Rovner
Director

Sarah Spota
Deputy Director



Frank N. Stovall
Deputy Director
for Operations

Darryl Glover
Deputy Director for
Dam Safety,
Floodplain Management and
Soil and Water Conservation

Laura Ellis
Deputy Director for
Administration and Finance

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

March 20, 2026

Mr. Jeffrey Henderson, Chair
Mountain Castles Soil and Water Conservation District
36 Executive Circle, Suite 1
Roanoke, Virginia 24012

Re: District Cost Share File Administrative Audits Results and Cost Share Contract Part II

Dear Mr. Henderson:

Earlier this calendar year, staff from Robinson, Farmer, Cox Associates (RFCA), under contract with the Department of Conservation and Recreation (Department), completed an audit for your District for the fiscal year(s) that ended on June 30, 2024, and June 30, 2025.

During the audit, a revised Part II of a VACS contract was missing from a cost-share file. The increase for the cost estimate was approved by the District and documented in the minutes. Section 12 of the *FY2025 Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations* and Section 16 of the *FY2025 Cost-share and Technical Assistance grant agreement* states:

For any practice funded in whole or in part by the VACS Program, a VACS contract must be completed and signed in its entirety by both the appropriate District staff, District Director, and the participant. For any practice marked complete and issued payment on or after July 1, 2022, failure to obtain the appropriate signatures on a VACS contract in its entirety will result in the amount provided in VACS cost-share funding for the practice, including the associated technical assistance funding, being withheld from the District's cost-share and technical assistance allocation for the next fiscal year by the Department. VACS cost-share files will be examined during financial audits, administrative cost share file reviews, and verifications to ensure the appropriate signatures have been obtained.

The Virginia Soil and Water Conservation Board, at the recommendation of the Audit Subcommittee, directs the Department to withhold \$500 of the District's FY2027 administration and operations allocation as a penalty for the incomplete Part II, rather than requiring full repayment of the cost-share funding and technical assistance for this practice.

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Natural Heritage • Dam Safety and Floodplain Management • Land Conservation • Public Safety and Law Enforcement

Your Department Conservation District Coordinator, Stacy Horton, is available should you have any questions or comments concerning this audit and to assist with further discussion related to the audit findings.

Sincerely,

A handwritten signature in black ink, appearing to read "John T. Schick". The signature is written in a cursive style with a horizontal line above the first part of the name.

John Schick, Chair
Audit Subcommittee
Virginia Soil and Water Conservation Board

cc: Michael Beahm, Treasurer, Mountain Castles Soil and Water Conservation District
Tim Miller, District Coordinator, Mountain Castles Soil and Water Conservation District
Stacy Horton, Department of Conservation and Recreation

David L. Bulova
Secretary of Natural and Historic Resources

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Dam Safety,
Floodplain Management and
Soil and Water Conservation

Laura Ellis
Deputy Director for
Administration and Finance

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

March 20, 2026

MEMORANDUM

TO: Soil and Water Conservation District Chairpersons

FROM: John Schick, Chairman, Audit Subcommittee

A handwritten signature in blue ink, appearing to read "John Schick".

SUBJECT: District Audit Results with Comments and Recommendations

Under contract with the Department of Conservation and Recreation (DCR), staff from Robinson, Farmer, Cox Associates (RFC) completed an audit for twenty-three Districts for the fiscal year(s) that ended on June 30, 2024, and June 30, 2025. Additionally, three one-year audits were completed due to employee turnover. RFC should have provided you a copy of the results of your District's audit already. Additionally, DCR staff completed Cost-Share File Administrative Audits for Districts that had a financial audit completed.

There continue to be several repeat issues noted by the auditors and DCR staff across most Districts including the lack of documented approvals for checks and accounts payable disbursements, SPDA verifications, and cost-share conservation notes, and the failure to use the bid process for cost share components over \$50,000. While these issues have not generated significant findings for most Districts, they continue to need further attention. Repeat comments in future audits will generate findings.

Furthermore, any specific area(s) of concern identified in your District audit should be addressed immediately. Repeat comments found in the next audit cycle will likely result in additional actions being directed by the Subcommittee and potential financial penalties. I cannot over emphasize the importance of sound fiscal and cost-share management. We are all entrusted with public monies so the careful management of these funds is paramount to our success and in maintaining the public confidence in our organizations.

As a reminder, the Soil and Water Conservation *District Desktop Procedures for Operations* is being updated for fiscal year 2027. Copies of the final approved procedures will be provided to each District Treasurer and administrative staff person later this summer and an electronic version of the procedures will be available on the DCR website. It is imperative that every District Director familiarizes themselves with the procedures and ensures that they are implemented correctly.

Your CDC is available should you have any questions or comments concerning the audits and to assist with further discussions and corrective actions related to the audit comments and recommendations.

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ROBINSON, FARMER, COX ASSOCIATES, PLLC
Certified Public Accountants

DATE: March 9, 2026

MEMORANDUM TO: Virginia Department of Conservation and Recreation
Division of Soil and Water Conservation

FROM: Robinson, Farmer, Cox Associates (RFC)

REGARDING: FY24 and FY25 Audits

We were engaged by the Virginia Department of Conservation and Recreation (DCR) to audit the statements of cash receipts and disbursements for twenty-five Soil and Water Conservation Districts (the Districts) in Virginia. In planning and performing our audits of the statements of cash receipts and disbursements of the Districts, we considered the Districts' internal control structure to plan our auditing procedures for the purpose of expressing our opinions on the statements of cash receipts and disbursements and not to provide assurance on the internal control structure.

However, during our audits, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our twenty-four reports on the statements of cash receipts and disbursements of the Districts. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies.

Insured Bank Accounts

Effective July 1, 2023, the Commonwealth of Virginia's amended Security for Public Deposits Act ("SPDA") regulations *require* Virginia public depositors to use the Treasury web-based Public Funds Search feature to ensure the banks they use are accurately reporting their public funds to the Treasury Board. DCR has made it a requirement that all Districts confirm their bank balances quarterly on the SPDA web site. There were several Districts that were not confirming all of their bank balances. Some failed to confirm their CD balances, and some failed to do it every quarter. We recommend that Districts perform this task every quarter for all bank accounts.

Dual Approvals on Disbursements

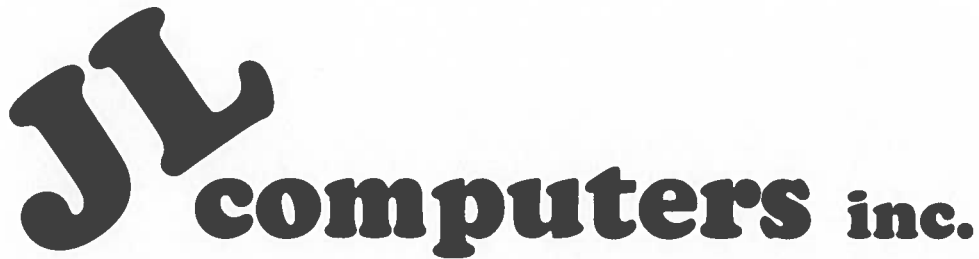
There were several districts where we observed disbursements that were made without obtaining two signatures of approval. We recommend compliance with the Desktop Guide that requires two signatures of approval on all payment invoices.

Travel Reimbursements

We noticed an increase in travel reimbursements being paid that were over 60 days from the date of the original purchases by the recipient of the reimbursements. We recommend that all costs being reimbursed by a District be done within 60 days.

Cost Shares - Part II Signatures

Carryover signatures and project completion dates were not always appropriately filled out on the Part II Form stored in the project folder despite being approved in other places. Project completion dates should also be appropriately entered on the Part II to ensure that project carryover approvals are appropriately received in a timely manner. Updating Part II Forms when new project estimates are done or additional funding becomes available also helps to create a clear audit trail and supports the amounts paid on the Part III Form. Part II Forms should also be approved by all applicable individuals, including the applicant if the project did not previously require the applicant's signature when the project was originally approved.



8833 Cloverdale Rd.
Troutville, VA. 24175
(540)992-5909
Fax (540)992-6683

March 25, 2026

Mountain Castles Soil & Water Conservation District
Attn Tim Miller

MS Office 365 Business Standard	\$15.00 mo or \$13.13 mo(yr commitment) or \$150.00 yr ea.
SaaS Backup for o365	\$3.00 mo. ea.
SentinelOne EDR (antivirus)	\$4.00 mo. ea.
Inky Spam & Phishing Filtering	\$4.50 mo. ea.

Soc Services \$10 mo. ea.
24x7x365 Monitoring of Computer, EDR and o365

With the o365 Business we can create folders and share them between the users for a central cloud based storage and also sync it to the machines for offline access. O365 also offers collaboration in word and excel docs.

With this we could move your email to o365 instead of google and get rid of the google email charge.

This would also replace the personal Microsoft o365.

If there are any questions, please call.

Larry Etzler
540-520-4822 Cell



Mountain Castles Soil & Water Conservation District
Serving Botetourt & Craig Counties
36 Executive Circle, Suite 1, Roanoke, VA 24012
540-797-0217
tim.miller@mountaincastles.org
www.mountaincastles.org

We work with the people who work the land.

April 8, 2026

The Honorable Terry L. Austin
General Assembly Building
Room 807
201 North 9th Street
Richmond, VA 23219

Dear Delegate Austin,

I am writing to ask for your support for the inclusion of funds as outlined in the Senate budget, for three key conservation programs administered by Mountain Castles Soil and Water Conservation District: the Agriculture Best Management Practice program (VACS), the Virginia Conservation Assistance Program (VCAP), and dam rehabilitation funding.

Specifically, please support the Senate funding levels for the **Virginia Agricultural Cost Share (VACS) Program**, which helps farmers voluntarily implement conservation practices that improve water quality and protect working lands. In FY 26 alone, our relatively small district has allocated over \$1.1 million to farmers in Botetourt County and Craig County. This includes farms impacting the James River as well as farms in the New River and Roanoke River watersheds. The House budget reduces this program by **\$36.2 million** statewide, which would significantly limit the ability of SWCDs like ours to assist producers across the Commonwealth. We respectfully ask that you protect full Ag BMP cost share and technical assistance funding and ensure that Virginia continues to lead the nation in agriculture conservation and Chesapeake Bay restoration.

Equally important, we strongly encourage you to support the Senate's **\$8 million investment in the Virginia Conservation Assistance Program (VCAP)**. VCAP is one of the Commonwealth's most effective tools for addressing nutrient and sediment runoff from developed lands by helping homeowners, small businesses, and other community institutions install practices such as living shorelines, rain gardens, conservation landscaping, permeable pavement, and other stormwater solutions. Our district recently worked with a homeowner in Eagle Rock to install a rainwater harvesting system. Projects like this one provide measurable water quality benefits, reduce stormwater runoff, and help Virginia meet its restoration goals while engaging citizens in practical conservation solutions. Demand for VCAP continues to grow rapidly. Since its inception in 2016, state-wide participation has increased by more than 300%, demonstrating both strong public interest and the effectiveness of this voluntary approach. We have also seen a significant increase in interest for VCAP in both Botetourt County and Craig County. Our staff completed six VCAP site visits in FY26, which is more than in a usual

year. Funding VCAP at \$8 million as demonstrated by the Senate versus the House \$2 million investment will allow us to build upon this momentum.

Finally, we strongly encourage you to support the Senate's **restoration of \$25 million for SWCD dam rehabilitation funding**, which was removed from the Governor's proposed budget and not included in the House version. Along with Craig County, Mountain Castles SWCD co-owns four flood control dams on Johns Creek. The largest of these dams is currently undergoing an \$11+ million rehabilitation. A second dam on Johns Creek is just beginning the lengthy rehabilitation process. All four of our aging dams were built in the late 1960s and are classified as "high hazard" dams.

Together, these budget provisions support our Board's local commitment to conservation. I respectfully ask that you prioritize these investments in the final budget.

I am happy to discuss any of these issues further. You can contact me directly at (540) 293-2782 or contact our District Coordinator, Tim Miller, at (540) 797-0217.

Sincerely,

Jeffrey W. Henderson
Board of Directors Chair
Mountain Castles Soil & Water Conservation District
Serving Botetourt County & Craig County



Conservation Specialist Report:

Board of Directors Meeting

April 8, 2026

By: Daniel Naff, Conservation Specialist

VACS & CREP Programs

- **Out-of-Pocket Tax Credit for Approval**
 - 45-25-0039
 - **Instance #625015 (SL-6W)**
 - Out-of-pocket after cost-share: \$5,431.50
 - Eligible 25% tax credit: \$1,335.38
- **CREP Cost-share Increases for Approval**
 - 45-25-0030
 - **Instance #636318 (CRFR-3)**
 - FSA increased the base rate for tree planting after the contract was approved and we did not catch this until we were ready to process payment.
 - Sara Bottenfield has confirmed fund availability for the increase (\$64.10)
 - Old Max SWCD Contribution: \$198.90 (2025 CB CREP)
 - New Max SWCD Contribution: \$263.00 (2025 CB CREP)
- **Conservation Plan for Re-Approval**
 - CP-45-25-0003
- **VACS Contract for Re-Approval**
 - 45-26-0039
 - **Instance #736639 (SL-1)**
 - 22.6 acres of cropland converted to permanent grass
 - Erosion reduction of 0.91 tons/acre/year for 5 years
 - Est Cost / Max CS: \$19,549.00 / \$15,226.75 (2026 OCB VACS)
 - **Instance #736639 (SL-1) Instance #737612 *tn***
 - 2.56 acres of cropland converted to permanent grass
 - Erosion reduction of 0.19 tons/acre/year for 5 years
 - Est Cost / Max CS: \$2,214.40 / \$1,724.80 (2026 CB VACS)
- Working with Emily to process cover crop payments for non-May 1st kill-downs

Dams

- **Johns Creek 2 Small Dam Repair Project – Spillway and Road Improvements**
 - **DCR / SWCD Grant Agreement for Approval**
 - Total of \$360,000 approved based on estimates from last year's design project.
 - Board needs to approve, sign, and return to Charles Wilson (DCR).
 - **Amendment Request for Engineering Services, Bid and Construction Phase Services for JC2 Access Road Improvements**
 - Small dam repair firm Schabel Engineering will help with providing bid packet, facilitating bid process, and oversee construction work.
 - Board needs to approve, sign, and return to Schnabel.
- Satellite monitors all online and functional as of 3/29/26
- Johns Creek 1 Rehab

- Regular meeting scheduled for 4/14/26
- Updates TBD

Trainings & Certifications

- Attended virtual Whole Farm Approach training hosted by Shenandoah Valley SWCD
- Will be attending VFGC Fence Building School on 4/29/26

Misc. Updates

- External Hard Drive Update
 - Received email today saying the platter is too damaged for them to access the files [••
 - I have been able to find most of the key files via looking through emails or recreating templates
 - They will return the hard drive for cost of shipping if we want.
- I have been participating on the VACDE Conservation Planning Committee discussions to review the proposed changes to the conservation planning certification curriculum and facilitated a meeting for Area I employees to voice their comments and concerns.
- I will be a Youth Conservation Camp counselor again July 12th-18th
- Attended Area I Spring Meeting with Tim March 24th
- PY26 Goals
 - Obligate at least \$1,000,000.00 of cost-share dollars by June 30, 2026
 - As of 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 after cover crops are done
 - 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 April 2026

Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

Information items:

- One site assessment scheduled for April 2.
- Attended CBLP Field training on March 11. Exam to be completed by April 12.
- Planning to attend Blue Ridge Wildflower Society Native Plant Sale on May 2.

Action items:

- 45-26-0200
 - Rain Water Harvesting (RWH)
 - Payment request submitted in March 2026 was approved by VASWCD Steering Committee.
 - Final CS: \$8,356.00* adjusted by +\$1.58 from \$8,354.42 approval in October 2025.

Virginia Agricultural Cost-Share (VACS)

Information items:

- Called CC participants to remind them of program requirements before issuing payment.
- Attended WFA information session on April 1.



District Coordinator/Education Update Report:

Board of Directors Meeting

April 8, 2026

By: Tim Miller

We work with the people who work the land.

General Update

- Attended Area I Spring meeting in Lexington
- Attended PRISM interest meeting organized by VDOF
- Presented at DCR "EnviroLearn" teacher workshop at Claytor Lake State Park
- Submitted TMDL contract modifications to DEQ; new funds = \$60,417.00, including TA

Education & Outreach

Classroom programs

- 3/12 – Breckinridge ES 2nd grade (color adaptations); Reach: 30
- 3/17 – Eagle Rock ES 5th grade (Appalachian geology); Reach: 16
- 3/17 – Eagle Rock ES 2nd grade (VA opossum); Reach: 22
- 3/17 – Read Mountain MS 6th grade ** Terra Famuliner facilitated; Reach: 60
- 3/18 – Troutville ES 4th grade (natural resources); Reach: 33
- 3/18 – Read Mountain MS 6th grade ** Terra Famuliner facilitated; Reach: 62
- 3/20 – Troutville ES 2nd grade (Wolves of Yellowstone); Reach: 38
- 3/20 – Troutville ES 3rd grade (water cycle); Reach: 40
- 3/21 – McCleary ES Natural Resources Day (grades 3 and 5) (soil and freshwater mussels); Reach: 52
- 3/21 – Cloverdale ES 2nd grade ** Terra Famuliner facilitated; Reach: 34
- 3/30 – Troutville ES 3rd grade (simple machines in the environment); Reach: 36
- 4/7 – Eagle Rock ES 2nd grade (seeds); Reach: 21

Outdoor programs

3/31 – Central Academy MS 8th grade @ Cavins Cove; Reach: 50

Community programs

- 3/12 – Eagle Rock Library Freshwater Mussels program; Reach: 7
- 3/13 – Buchanan Library Rain Barrel workshop; Reach: 8
- 3/28 – Eagle Rock Library Snakes of VA program; Reach: 5

Upcoming Events

- ✓ 4/15-16 – Central Academy MS canoeing @Carvins Cove
- ✓ 4/22-23 – Read Mountain MS canoeing @ Oxbow Farm
- ✓ 4/23-24 -- Read Mountain MS field day @ Catawba Sustainability Center
- ✓ 4/25 – Earth Day Celebration in Fincastle
- ✓ 5/2 – Land Lab Ag Fair @ Craig County HS

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. **Audit Update.** The VSWCB Audit Subcommittee met on March 20 and reviewed the General Management Letter from Robinson Farmer Cox and Associates along with the results of the Cost-Share File Administrative Audits performed by CDCs. The General Management Letter has been transmitted to all 47 SWCDs along with each SWCD's respective audit reports. Please review the letter and adhere to the recommendations made within the letter to ensure that your SWCD is in good standing.

Noteworthy Items for All SWCDs:

- i. Please ensure that all bank account information is verified through the Virginia Department of Treasury's SPDA Public Funds Account Search System (<https://spda.trs.virginia.gov/Login.aspx>) on a quarterly basis and documentation of verification of each account is maintained on file at the SWCD. This quarterly verification is a requirement per the Virginia Security for Public Deposits Act.
- ii. Please ensure that two signatures are obtained on all invoices prior to payment.
- iii. Please ensure that all travel reimbursements are made within 60 days of the original receipt date/ date of purchase. Mileage should be reimbursed within 60 days of the travel date. Remember that this is an IRS requirement.
- iv. **Contract Part II Forms:**
 1. Please ensure that Part II forms include all necessary signatures, including all carryover signatures, prior to issuing payment on a contract.
 2. Please ensure that the Required Completion Date is appropriately recorded on the Part II form, being mindful of whether the practice is an annual practice, a one-program year completion date practice or a two-program year completion date practice.
 3. If additional cost-share or tax credit is approved for a practice, please make sure that a new Part II is generated for the increase and that the original Part II is maintained in the file. The new Part II must have all required signatures.
- v. Please ensure that conservation notes are maintained in the cost-share file and that the VACS bid process is appropriately followed where required and a bid sheet is maintained in the file documenting whether the bid process is needed for specifically listed VACS practices (reference pages II-37 thru II-41 of the VACS manual for more information).
- vi. Remember that any verbal comments noted in the financial audit and comments noted in the Cost-Share File Administrative Audit that are found to be repeat items in the next audit cycle become formal findings.

COST-SHARE/ TAX CREDIT/ CREP ITEMS:

1. **PY 2027 VACS Program Updates Sessions.** Will be virtual this year and two identical sessions are scheduled for:
 - 📅 VACS Updates Session #1:
Wednesday, June 17 from 1:00PM till 4:00PM
 - 📅 VACS Updates Session #2:
Tuesday, June 23 from 9:00AM till 12:00PM
 - 📅 Remember that **all** technical staff must attend one of the two VACS Updates sessions in order for the SWCD to receive full credit on the assessment for attending.
2. **2026 BMP Technical Advisory Committee Items of Interest:**
 - 📅 Suggestions for consideration by the 2026 TAC must be submitted to Sara Bottenfield no later than April 30, 2026. Suggestions will be reviewed for eligibility and assigned to the appropriate TAC subcommittee or to DCR for consideration.
 - 📅 Suggestions may be prioritized to manage workload and allow for thorough consideration. To expedite TAC discussions please consider including a sentence or two with your suggestion that explains the reasoning behind it.
 - 📅 For Soil and Water Conservation Districts, §62.1-44.119:3 includes the following language:
Each soil and water conservation district shall report to the Department of Conservation and Recreation recommendations for improving the disbursement of funding and for program efficiencies that would expedite disbursement of funds provided through the Virginia Natural Resources Commitment Fund established under §10.1-2128.1. Please include these recommendations when submitting TAC suggestion submissions.
 - 📅 TAC meetings and minutes will be posted on the Virginia Regulatory Town Hall (<https://townhall.virginia.gov/v/meetings.cfm>; select “Department of Conservation and Recreation” from the “Agency” dropdown and “Virginia Soil and Water Conservation Board” from the “Regulatory Board” dropdown and select the appropriate time period).
3. **Transfer of Unobligated Funds from a Prior Program Year.** Per the PY 2026 Cost-Share and Technical Assistance Grant Agreement, funds that were obligated to a prior year’s carryover contract that is cancelled in the current program year can be transferred to PY 2026 and re-obligated to a new PY 2026 contract. If your SWCD is interested in doing this, please notify me so that I can work with Data Services staff to set up the appropriate funding source in CAS.
 - 📅 *“For any contracts that (i) were entered into prior to FY2026, (ii) were carried over in accordance with the guidelines established in the applicable Virginia Agricultural Cost-Share (VACS) BMP Manual, and (iii) were cancelled after the fiscal year in which the contract was entered into:*
 - i. *The District is authorized to re-obligate the cost-share funds associated with the cancelled contract to new contracts during FY 2026;*
 - ii. *The District must return to the Department any cost-share funds associated with the cancelled contract that are not re-obligated by the end of FY 2026; and*

iii. *The District is not required to return any technical assistance funds associated with the cancelled contract's cost-share funds."*

- 4. Conservation Planning Supplemental Documents.** At the request of SWCDs, DCR's Conservation Planning staff will be providing some supplemental assistance documents. By late April SWCDs can expect to receive a Checklist of Grant Agreement Deliverable Requirements as well as an example of the Objective, Description of Operation and Assessment Summary. DCR's Conservation Planning staff have also provided some clarification below in response to questions about the difference between the conservation plan grant deliverable requirement and the conservation plan review process:

-  **Conservation Planning Grant Agreement Requirement:** To meet the requirement of producing a complete conservation plan.
-  **Conservation Plan Review:** To provide professional development in conservation planning and often entails taking a closer look at a plan and providing comments that will benefit the planner's future work.
-  **Both processes have the expectation that a conservation plan will meet the conservation plan writing standards of quality.**

- 5. Conservation Plan Signature Page.** This is an ongoing issue in Conservation Planning QAQC reports. Please make sure that the signature page of the conservation plan is uploaded into CAS directly upon approval of the conservation plan. This should be done when entering the Conservation Plan Board Approval Date in CAS. Remember that the board signature should be the last signature received on the conservation plan signature page.

- 6. Carryover Reports.** The *Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27* is now available in Logi. The report can be accessed using the following map: *Logi>Shared Report>District Year End Reports>Fiscal Year Closeout Reports>Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY27*. SWCDs should be running these reports, checking in with participants and noting the color-coded text and highlighting referenced at the top of the report for guidance on whether instances can be carried over into the next fiscal year or if they must be cancelled.

- 7. Draft Conservation Planning Curriculum with Tiered Approach.** This document has been shared with SWCDs at Area meetings and via email. It is still in draft form and feedback/comments are welcome. Please take time to review the document and provide any questions/comments to Carl Thiel-Goin (carl.thiel-goin@dcr.virginia.gov) or Vanessa Lewis (vanessa.lewis@dcr.virginia.gov) no later than April 22, 2026.

VSWCB MEETING UPDATES:

-  **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.
-  **June 2026:** VSWCB Meeting. Date and location TBD. The VSWCB is expected to finalize the PY 2027 Policy and Grant Agreement documents and their respective allocations, and the Desktop Procedures Manual.

CONSERVATION PLANNER CERTIFICATION COURSE INFORMATION:

-  **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:

- 🌳 **April 7, 2026:** VASWCD Education Committee Meeting at 2:00PM (virtual). Registration required at https://us02web.zoom.us/meeting/register/rWU6QzQLSQOSfxrA_bL29Q.
- 🌳 **April 8, 2026:** VASWCD Quarterly Board Meeting at the Drury Plaza Hotel in Richmond, VA.
- 🌳 **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 20, 2026:** CAS Tips and Tricks Session at 11:30AM.
- 🌳 **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.
- 🌳 **April 22, 2026:** General Assembly reconvenes to act on Governor's amendments (veto session).
- 🌳 **April 23, 2026:** General Assembly will hold a special session to address the state budget.
- 🌳 **April 28, 2026:** Area I Envirothon at Grand Caverns.
- 🌳 **April 29, 2026:** Area V Envirothon at Holliday Lake.
- 🌳 **April 30, 2026:** Deadline for submitting suggestions to Sara Bottenfield for consideration by the TAC.
- 🌳 **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 4th 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 and Reallocation Funds.
- 🌳 **June 17, 2026:** VACS Updates Session from 1:00PM until 4:00PM (virtual).
- 🌳 **June 23, 2026:** VACS Updates Session from 9:00AM until 12:00PM (virtual).
- 🌳 **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.
- 🌳 **September 30, 2026:** Deadline for completing PY 2027 and PY 2028 EOL Verifications in exchange for the incentive payment.



YEAR END LIST:

Please note that some items in the list below are grant agreement requirements and some are not. Those that are not required by the grant agreement are referenced in the Desktop Procedures or the Code of Virginia, so please ensure that they are completed.

Year End Item	Notes
Develop 2026-2027 Annual Plan of Work	Board Approval Required
Employee Performance Evaluations Minimum of 1 Review/ Year	- Keep on File at SWCD - Document Completion of Evaluations in SWCD Minutes
Personnel Pay Action Approval Form - Required for any Salary Adjustments made, including bonuses. - Salary Adjustments must be specifically noted in the SWCD minutes.	- Keep on File at SWCD - Salary Adjustments Require Board Approval
Employee Position Descriptions & Performance Expectations	Board Approval Required
FLSA Tests for Each Position Description As per the Desktop Procedures manual, tests should be conducted a minimum of once every three years; however, within the three-year period, the current test on file should be reviewed any time there is a change in job duties or when salary adjustments are made. <i>Annual testing of position descriptions is preferred.</i>	Keep on File at SWCD
Annual Review of SWCD Policies - Required policies include: Personnel, Travel, Check Signing & Purchasing, and where applicable, Vehicle Use, Credit Card & Gift Card. Annual review also includes any additional policies that are not required but are unique to your SWCD such as computer usage policy, telework policy, policy for charging for FOIA requests. - Please reference the <u>Personnel Resource Management Guide</u> as provided by the VASWCD while working through the personnel policy. - For additional assistance, remember that the OAG is always available to review and provide comments on SWCD policies. <i>Note- The Desktop Procedures manual states that each SWCD should maintain a comprehensive manual of all SWCD policies (page 7).</i>	- Board Approval Required (Even if no changes are made to policies) - Update revision date/ approval date on all documents
PY 2027 District Budget - Final Dollar Amounts Not Yet Available. - Admin/Operations Allocations and Base TA Allocations are being revisited by the VSWCB per the PY 2027 Budget Template exercise so SWCDs should not expect level allocation amounts. - Draft PY 2027 Addition to Base TA Allocations and PY 2027 VACS Allocations will be contained in the Draft PY 2027 Cost-Share and Technical Assistance Policy document that will be made available in advance of the April 15, 2026 VSWCB meeting. These amounts will be calculated based on the proposed budget amounts from the House. - Finance Committee should meet twice a year so please plan appropriately.	Board Approval Required

Dedicated Reserve List - Unrestricted reserve funds exceeding 12 months of routine SWCD operating expenses must have a designated purpose. - Must be finalized no later than the July SWCD meeting.	Board Approval Required
PY 2027 Average Cost List - Please consider any recent increases in materials costs. - Must be approved prior to approval of PY 2027 applications. - Please reference pages II-10 and II-11 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU. - Don't forget to include a good and implementable contingency clause.	- Board Approval Required - Submit to Sara Bottenfield & CDC - Required by Grant Agreement
PY 2027 Secondary Considerations - Must be approved prior to approval of PY 2027 applications. - Please reference pages II-9 and II-10 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU. <i>Note- If your SWCD elects to utilize a cap that is lower than the VACS cap, please ensure that this is stated in the secondary considerations. Consider all implications of this decision very carefully.</i>	- Board Approval Required - Submit to Sara Bottenfield & CDC - DCR AIPM Approval Required - Required by Grant Agreement
Desktop Procedures Review 1 Review/ Year Required	- Review in BOD Meeting or Finance Committee Meeting - Record review in Minutes - Required by Grant Agreement
FOIA Officer Training Completed - Training must be completed every two years based on the date of the last training taken by the FOIA Officer. - Incumbent officers should check their most recent completion date.	Required by Code of Virginia
Library of Virginia Records Retention Courses (5) Completed - Training must be completed every three years by the Records Officer. - Incumbent officers should check their most recent completion date.	Required by Code of Virginia
Compliance/ Resolution of Audit Findings - Provide written documentation of resolution of audit findings as well as controls that were put in place to prevent the issue in the future. - Ensure this documentation is recorded in the minutes.	Report Completion of Requirement in Board Meeting Minutes & to CDC
Host at least one agricultural community outreach event during the year & Ensure VSU- Small Farm Outreach Program Event must meet <u>all</u> requirements listed in Deliverable #10 of the Operations Grant Agreement (please reference the list for more information).	- Send documentation of marketing efforts, email invitation to VSU regional & state SFOP representatives & agenda to CDC - Required by Grant Agreement
Carryovers Once provided, please follow the directions listed in the EOY packet. Carryover reports that are not legible or are printed too small to read will not be accepted.	- Board Approval Required - Board should be approving and signing



- ❖ Please plan to approve all possible carryover applicants even if you think they may reach completion prior to June 30, 2026. It would be best to go ahead and carry over all potential contracts as opposed to scheduling a special-called meeting to handle additional carryovers.
- ❖ Carryovers should be updated in the Conservation Application Suite (CAS) and the carryover list/ report should be generated from Logi for board approval and signature.
- ❖ Remember to allow Logi to update overnight since changes made to an instance are not available instantaneously in Logi.
- ❖ If you need a Logi login or a password reset, please contact the Data Services Helpdesk.
- ❖ Please refer to pages II-42 thru II-46 of the VACS manual for more information on carryovers as well as handling of two-program year completion date practices.

- the Logi carryover report
- ❖ The Logi report should be attached to the minutes
- ❖ Submit signed carryover report to the CDC with year-end reports
- ❖ Please note that there are two date blanks on the report. One blank is for the board approval date. The other is for the director signature date.

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: 04/02/2026





BONSACK NRCS MONTHLY REPORT

Derek W. Hancock, District Conservationist
April 2026

Farm Bill Program Workload:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 29 contracts totaling \$1,826,642 in obligated cost assistance
 - \$1,088,488 of that assistance has been paid out
 - 1052.9 acres of conservation contracted
 - 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 contracted
 - 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 case file.
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**
 - 39 Active Contracts
 - 36 CREP & 3 CRP Grasslands
 - **Total acres contracted:**
 - 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 such as BMP, EQIP, CSP or CREP.

BMP Projects/Partnership Activities:

- Refer to SWCD staff reports on BMP activities.
- Continue to provide engineering and conservation planning support as resources are available.
- Always promote program and technical collaboration with SWCDs.

Local Working Group/Public Meetings:

- Local working group meeting was held on March 11th, 2026. All partners contributed to answering a data collection questionnaire from NRCS.

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:

- Serving as acting District Conservationist in Bedford for a period of 120 days.

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