



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

We work with the people who work the land.

Board of Directors Meeting Minutes
Wednesday, June 10, 2026 – 7:00 p.m.
USDA Service Center, Bonsack

Directors Present: Jeff Henderson, Chair, Botetourt
Preston Wickline, Vice Chair, Botetourt
Andrew Keffer, Craig
Walter Nelson, Botetourt
Jonathan Stanley, VCE-Craig County

Directors Absent: Jason Williams, Craig

Staff Present: Tim Miller
Dan Naff

Others Present: Jeff Munsey, Associate Director
Stacy Horton, DCR
Derek Hancock, NRCS
Evan Rasnake, FSA
Makayla Petty

Quorum: Jeff Henderson called the meeting to order at 7:18 p.m. A quorum was established.

Minutes: Minutes from the May 13, 2026, board meeting were reviewed. Preston Wickline moved to approve the minutes as presented. Second by Jonathan Stanley, motion approved by unanimous consent.

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

Committee Reports:

- BMP – no report
- Dams – Minutes from the May 10, 2026, meeting of the Dams Committee were reviewed. Andrew Keffer moved to approve the minutes as presented, second by Walter Nelson, motion passed by unanimous consent.
- Budget/Finance – Minutes from the May 10, 2026, meeting of the Budget/Finance Committee were reviewed. Preston Wickline moved to approve the minutes as presented, second by Jonathan Stanley, motion passed by unanimous consent.
- Personnel – no report
- Education – Tim provided updates concerning scholarship presentations



Other Business

- The Board reviewed the preliminary PY27 district budget. Jonathan Stanley moved to approve the budget as presented, second by Andrew Keffer, motion passed by unanimous consent. (see attached budget)
- After discussion, Andrew Keffer moved to approve the following one-time employee bonuses: Tim Miller - \$1,652.51; Dan Naff - \$1,239.22. Second by Walter Nelson, motion passed by unanimous consent.
- The Board reviewed the VACS Field Verification Report
- Walter Nelson moved to delegate authority to Jeff Henderson to approve and sign PY27 cost share and admin/ops grant agreements from DCR on behalf of the Board. Second by Andrew Keffer, motion passed by unanimous consent.

319 Contracts

The following 319 contract was reviewed:

- 45-26-0043; Instance #738890; RB-5 (alternative system replacement); 50% cost share; maximum cost share = \$15,750

Walter Nelson moved to approve the 319 contract, second by Preston Wickline, motion passed by unanimous consent.

The following 319 contracts were reviewed for carry-over:

- 45-26-0041; Instance #737613; RB-5 (alternative system replacement); 50% CS; maximum CS=\$15,750
- 45-26-0042; Instance #737843; RB-4 (system replacement); 50% CS; max CS = \$4,250
- 45-26-0043; Instance #738890; RB-5 (alternative system replacement); 50% CS; max CS = \$15,750

Andrew Keffer moved to approve the 319 contract carry-over requests, second by Walter Nelson motion passed by unanimous consent.

VACS Program

The following contracts were reviewed for tax credit:

- 45-26-0016; Instance #719142 (SL-1); eligible tax credit: \$4,477.74
- 45-26-0035; Instance #712790 (SL-6W); eligible tax credit: \$1,240.88; Instance #721885 (SL-7); eligible tax credit: \$432.25

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

The following second-year carry-over requests were reviewed:

Note: Jeff Henderson left the room before the discussion and vote.

- 45-26-0002; Instance #659001 (SL-1) and #659002 (SL-1)
- 45-26-0039; Instance #736639 (SL-1) and #737612 (SL-1)

Walter Nelson moved to approve the carry-over requests, second by Andrew Keffer, motion passed by unanimous consent. Jeff Henderson returned to the room after the vote.

The following third-year carry-over requests were reviewed:

Note: Andrew Keffer left the room before the discussion and vote.

- 45-25-0007; Instance #578519 (SL-6W)
- 45-25-0008; Instance #604245 (WP-2N) and Instance #584443 (SL-6W)
- 45-25-0034; Instance #631978 (SL-6W)

Preston Wickline moved to approve the carry-over requests, second by Walter Neslon, motion passed by unanimous consent. Andrew Keffer returned to the room after the vote.

The following fourth-year carry-over request was reviewed:

Note: Walter Nelson left the room before the discussion and vote.

- 45-24-0040; Instance #474695 (SL-7)

Andrew Keffer moved to approve the carry-over requests, second by Jonathan Stanley, motion passed by unanimous consent. Walter Nelson returned to the room after the vote.

After Jeff Henderson, Andrew Keffer, and Walter Nelson left the room, the Board reviewed the VACS Carry-over Report. Preston Wickline moved to approve the report, second by Jonathan Stanley, motion carried. (see attached report) Jeff Henderson, Andrew Keffer, and Walter Nelson returned to the room after the vote.

Andrew Keffer moved to delegate authority to Preston Wickline to approve any potential revisions to the Carry-over Report before June 30, 2026. 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 VCE updates, including the hiring of a Botetourt County ag and natural resources agent
- VDOF – no report
- FSA – Evan Rasnake provided FSA program updates, including the new drought relief program
- NRCS – written report provided received and placed on file (see full report)

Adjourn:

The meeting adjourned at 8:15 p.m. with a motion from Walter Nelson, second by Andrew Keffer. Motion passed by unanimous consent.

Approved:

Preston Wickline

Date: 7-8-26

~~Jeff Henderson, Chair~~

Preston Wickline, Vice chair

Respectfully submitted/prepared by:

Tim Miller

Tim Miller

1:52 PM

06/10/26

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1, 2025 through June 10, 2026

APPROVED

Jul 1, '25 - Jun 10, 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

VNRCF Base and TA Funds

184,222.23

Total DCR Operational Funds

328,769.23

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

1,313,511.75

FEDERAL SOURCES

NRCS Dam Rehab Agreement

103,395.14

Tinker & Glade TMDL

Construction Cost Share

42,631.65

TA & Ops

6,224.50

Total Tinker & Glade TMDL

48,856.15

Total FEDERAL SOURCES

152,251.29

LOCAL/OTHER SOURCES

UJRC&D Grant

1,129.40

VASWCD

MVP Cost Share

19,616.75

VCAP Cost Share Income

8,356.00

VCAP TA

1,200.00

MWEE Grant

584.01

Total VASWCD

29,756.76

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

41,861.16

Interest

Operational -Bank of Fincastle

429.26

Savings - Bank of Fincastle

11.83

Interest - Other

49,767.38

Total Interest

50,208.47

1:52 PM

06/10/26

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1, 2025 through June 10, 2026

	Jul 1, '25 - Jun 10, 26
Total Income	1,564,889.92
Gross Profit	1,564,889.92
Expense	
Return of TA to DCR	2,446.37
VCAP Cost Share	8,356.00
VCAP TA	386.82
Operations MCSWCD	
I. Employee Compensation	
Intern stipend	
Intern mileage	321.26
Intern stipend - Other	700.00
Total Intern stipend	1,021.26
Technician Assistant	
Education & Training	500.00
Travel/Milage	600.34
FICA	920.31
Salary	12,030.00
Total Technician Assistant	14,050.65
Directors	
Meals/Expenses	2,099.41
Travel/Mileage	2,271.43
Total Directors	4,370.84
Education Coordinator	
Benefits	17,398.37
Education and Training	2,175.51
FICA	5,749.47
Travel/mileage	1,222.53
Salary	76,979.67
Total Education Coordinator	103,525.55
VNRCF TA - Conservation Tech	
Benefits Paid	17,579.65
Education & Training	1,372.70
FICA & Medicare	4,247.58
Salary	57,727.26
Travel/Mileage	101.50
Total VNRCF TA - Conservation Tech	81,028.69
Total I. Employee Compensation	203,996.99
II. Office Expenses	
Marketing Services	1,000.00
Team Building	284.70
Membership Dues, Various Org	
NACD Dues	775.00
VASCWD Support Services	3,592.00
Membership Dues, Various Org - Other	244.00
Total Membership Dues, Various Org	4,611.00
Xerox Lease (ESI)	2,450.95
Phones/Internet (Cox Business)	2,062.02
Computer programs & software	3,086.40
Office Rent	8,250.00
Postage	362.76
Office Equipment and Supplies	3,020.85
U.S. Cellular -VNRCF TA	969.30
Total II. Office Expenses	26,097.98

1:52 PM

06/10/26

Cash Basis

Mountain Castles Soil & Water Conservation District Profit & Loss

July 1, 2025 through June 10, 2026

	Jul 1, '25 - Jun 10, 26
V. Education, Youth	
Classroom Resources	833.96
ATC Grant	2,418.88
Envirothon	201.55
MCSWCD Scholarships	8,145.00
MWEE	8,517.72
Total V. Education, Youth	20,117.11
VI. Education, Public	
UJRC&D Grant	892.64
Outreach	4,850.17
Total VI. Education, Public	5,742.81
IV. Field Expense & Equipment	
Equipment, Field	35.96
Total IV. Field Expense & Equipment	35.96
Vehicle	
Maintenance	3,287.68
Fuel	1,366.14
Insurance - Vehicle	1,435.32
Total Vehicle	6,089.14
VII. Other Business Expenses	
Insurance	
Workmans Compensation	941.00
Total Insurance	941.00
Total VII. Other Business Expenses	941.00
Total Operations MCSWCD	263,020.99
DCR - Obligated Cost-share	
Cost Share Payments	
2026 OCB VACS	26,359.80
2025 CB CREP	27,951.00
2026 CB VACS	228,500.67
2023 CB CREP	2,315.00
2025 OCB VACS	79,433.00
2025 CB VACS	161,038.50
MVP Mitigation Funds	24,616.75
2024 OCB VACS	105,129.69
2024 CB VACS	68,628.62
2023 CB VACS	39,777.50
Total Cost Share Payments	763,750.53
Total DCR - Obligated Cost-share	763,750.53
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

1:52 PM

06/10/26

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1, 2025 through June 10, 2026

	Jul 1, '25 - Jun 10, 26
Dam Maintenance - Other	17,259.54
Total Dam Maintenance	160,654.65
TMDL	
TMDL TA and OPS	2,595.85
TMDL Cost Share	13,169.15
Total TMDL	15,765.00
Total Expense	1,455,292.46
Net Ordinary Income	109,597.46
Net Income	109,597.46

1:53 PM

06/10/26

Cash Basis

Mountain Castles Soil & Water Conservation District**Balance Sheet**

As of June 10, 2026

	Jun 10, 26
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,320,302.71
OPERATIONAL - First Bank	261,509.31
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	1,973,929.99
Total Current Assets	1,973,929.99
TOTAL ASSETS	1,973,929.99
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	109,597.46
Total Equity	1,973,929.99
TOTAL LIABILITIES & EQUITY	1,973,929.99

1:59 PM
06/10/26
Accrual Basis

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

Type	Date	Num	Name	Memo	Account	Amount
Check	02/09/2026	3877	Anne Jones	Replaces check #3800	OPERATIONAL - First Bank	-19.60
Check	04/21/2026	3900	Camp Bethel	YOC20260414	OPERATIONAL - First Bank	-4,090.00
Check	05/13/2026	3903	Camp Bethel	YOC20260513	OPERATIONAL - First Bank	-1,280.00
Check	05/29/2026	1844	Watahala Farm, Ronald L. Bennett	45-26-0033; Inst 727367; SL-8B	COST-SHARE - First Bank	-4,824.90
Check	05/29/2026	1845	John Etzler, V	45-26-0012; Inst 724482 & 710580	COST-SHARE - First Bank	-1,004.60
						<u>-11,219.10</u>



PY26 Budget Update through 5/31/26						
INCOME			Budgeted	Actual through May 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	\$ 145,562.23		147%
VCAP TA				\$ 1,200.00		
Locality Funding			\$ 13,000.00	\$ 3,000.00		23%
EXPENSES			Budgeted	Actual through May 2026		% of budget
Dam maintenance			\$ 18,000.00	\$ 17,259.84		96%
VCAP TA			\$ 1,768.57	\$ 386.82		22%
Payroll			\$ 230,000.00	\$ 193,332.31		84%
RVARC shared employee			\$ 7,000.00			0%
Scholarships/donations			\$ 8,145.00	\$ 8,145.00		100%
Rest Fund MWEE grant			\$ 8,517.72	\$ 8,517.72		100%
ATC grant			\$ 1,500.00	\$ 1,443.88		96%
Envirothon			\$ 500.00	\$ 201.55		40%
Classroom resources			\$ 1,000.00	\$ 833.96		83%
Outreach			\$ 7,500.00	\$ 4,850.17		65%
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	\$ 244.00		81%
Office equipment & supplies			\$ 4,000.00	\$ 2,964.80		74%
Computer software/IT			\$ 8,000.00	\$ 2,950.61		37%
Copier lease			\$ 2,750.00	\$ 2,450.95		89%
Postage			\$ 350.00	\$ 275.86		79%
Internet			\$ 2,500.00	\$ 1,896.90		76%
Accounting services			\$ 1,000.00			0%
Marketing			\$ 1,000.00	\$ 1,000.00		100%
Team building			\$ 350.00	\$ 284.70		81%
Rent			\$ 9,225.00	\$ 8,250.00		89%
Cell phone			\$ 1,100.00	\$ 891.41		81%

Field equipment		\$ 700.00	\$ 35.96		5%
Insurance		\$ 750.00	\$ 351.00		47%
Vehicle		\$ 7,750.00	\$ 5,966.83		77%
Training - Tim		\$ 2,200.00	\$ 2,175.51		99%
Travel-Tim		\$ 1,500.00	\$ 1,222.53		82%
Training - Dan		\$ 1,700.00	\$ 1,372.70		81%
Travel-Dan		\$ 500.00	\$ 101.50		20%
Training-Emily		\$ 1,500.00	\$ 500.00		33%
Travel-Emily		\$ 1,000.00	\$ 600.34		60%
Travel-Makayla		\$ 500.00	\$ 321.36		64%
Training - Directors		\$ 800.00			0%
Meals - Directors		\$ 3,000.00	\$ 1,829.92		61%
Travel - Directors		\$ 3,000.00	\$ 2,271.43		76%

**Mountain Castles Soil & Water Conservation District
FY 27 Budget version 1.0**

<u>NEW INCOME FY27</u>					
				<u>NEW INCOME</u>	
Operational Grant				\$ 144,047.00	(less \$500)
Dam Maintenance				\$ 18,000.00	
County Support Funding				\$ 8,000.00	(3K Craig; 5K Bot)
VNRCF Base TA				\$ 48,809.00	as of 5/19
VNRCF Cost Share TA				\$ 112,806.00	(based on \$930,311 allocated-40%)
TMDL TA				\$ 4,000.00	
RC&D Grant				\$ 1,200.00	
Total Admin & Ops Support		***		\$ 336,862.00	
2027- CB VACS (CB) (100%)				\$ 1,975,778.00	as of 5/19
2027 - OCB VACS (OCB) (100%)				\$ 350,000.00	as of 5/19
Total Cost Share				\$ 2,325,778.00	
FY27 New Income				\$ 2,662,640.00	
<u>CARRYOVER FUNDS</u>					
	<u>State Sources</u>			<u>CARRYOVER</u>	
DCR Operating Funds				\$ 23,365.51	
Dam Maintenance				\$ 17,498.25	
VNRCF - T/A				\$ 31,924.73	
VCAP TA				\$ 1,768.57	
Rest. Fund MWEE Grant				\$ 8,400.00	
RC&D Grant				\$ 759.62	
Envirothon Grant				\$ 951.82	
Total Operational Carryover				\$ 84,668.50	
Local/Other Sources				\$ 7,341.67	
Local Government				\$ 2,212.46	
ATC Grant				\$ 9,554.13	
Total Local/Other Sources				\$ 38,442.02	(thru 3/30)
Savings Account (First Bank)				\$ 48,391.04	
CD - new vehicle (Bank of Botetourt)					

Approved 6/10/24

Office equipment and supplies			\$	4,000.00	State-Admin/Ops	
Computer software/subscriptions			\$	4,000.00	State-Admin/Ops	
Copier lease			\$	2,750.00	State-VNRCF	
Postage			\$	350.00	State-Admin/Ops	
Internet/old phone #			\$	2,500.00	State-VNRCF	
Marketing (hats, t-shirts, printing)			\$	750.00	State-VNRCF	
Team Building			\$	350.00	State-Admin/Ops	
Rent, LJH Properties			\$	9,225.00	State-Admin/Ops	
Telephone - US Cellular (VNRCF)			\$	1,100.00	State-VNRCF	
Field Equipment - Conservation			\$	500.00	State-VNRCF	
Insurance (workman's comp, general liability)			\$	850.00	State-Admin/Ops	
Vehicle (fuel, maintenance, and insurance)			\$	8,500.00	State-VNRCF	
		Office & Operations Subtotal	\$	34,875.00		
Training & Travel:						
District Coordinator						
Education & Training			\$	1,500.00	State-Admin/Ops	
Travel			\$	1,500.00	State-Admin/Ops	
Conservation Specialist						
Education & Training			\$	5,450.00	State-VNRCF	includes \$3950 for VNRI
Travel			\$	500.00	State-VNRCF	
Conservation Technician Assistant						
Education & Training			\$	1,500.00	State-VNRCF	
Travel			\$	1,000.00	State-VNRCF	
Directors & Associate Directors						
Education & Training			\$	800.00	State-Admin/Ops	
Meals			\$	3,000.00	State-Admin/Ops	
Travel			\$	3,250.00	State-Admin/Ops	
		Training and Travel Subtotal	\$	18,500.00		
		Total Operational expense without dam repair/rehab ***	\$	339,818.57	\$ 7,243.43	under/over income
Savings Account						
				38,442.02		
CDs - DISTRICT						
CD - New vehicle			\$	48,391.04		
CD - Educational programming			\$	48,391.04		
CD - Personnel			\$	50,341.75		
CD - Dam projects			\$	50,991.78		
CD -- New vehicle 2			\$	50,991.78		
CD -- Personnel 2			\$	50,991.78		

CD -- Personnel 3				\$	50,991.78				
			Total CDs and Savings:		338,541.19				
			TOTAL FY27 EXPENSES + CDs	\$	4,227,623.27				
			Board approval date:	1/14/2026					
			Signed:						



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

REPLY TO:

Radford Regional Office
220-C East Main Street
Radford, Virginia 24141
Telephone (540) 553-1945

May 15, 2026

Mr. Jeffrey Henderson, Chair
Mountain Castles SWCD
36 Executive Circle, Suite 1
Roanoke, VA 24012

RE: CY 2026 Field Verification Report

Dear Mr. Henderson:

This year, as in years before, DCR, in conjunction with each district office, conducted verifications on agricultural practices installed under the Virginia Agricultural Cost-Share Program. The verification process involves visiting each farm to ensure that the practice is maintained and functioning properly.

This year, Daniel Naff and I visited four practices. All the practices discussed here were installed and functioning with no current need for additional maintenance on practices to ensure they continue to function and/or stop any water quality impacts. My field reports have been recorded in the Conservation Application Suite (CAS) and are accessible to staff by way of the instance identification number listed below.

Number of Practices Inspected:	04
Instance 463423	
Instance 205987	
Instance 620131	
Instance 515131	
Number of Practices Installed, Properly Functioning and Maintained	04
Number of Practices Installed, Not Properly Functioning or Maintained	00

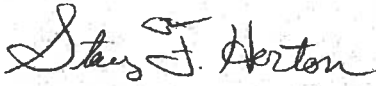
Mountain Castles Soil & Water Conservation District has certainly put some good conservation work on the ground. I very much enjoyed visiting these practices and spending time with the district staff.

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

A century of protecting Virginia's natural and cultural treasures.

**State Parks • Soil and Water Conservation • Planning and Recreation Resources
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation • Public Safety and Law Enforcement**

Sincerely,

A handwritten signature in black ink, appearing to read "Stacy F. Horton". The signature is fluid and cursive, with the first name "Stacy" being more prominent.

Stacy F. Horton
Conservation District Coordinator

CC: Michael Beahm, Treasurer, MCSWCD
Tim Miller, District Coordinator, MCSWCD
Daniel Naff, Conservation Specialist, MCSWCD
Emily Williams, Conservation Technician Assistant, MCSWCD
Angela W. Ball, PhD, DCR Western Area Manager

*Electronically submitted to the SWCD 05/15/2026
Signed hard-copy on file at the DCR Radford office.*



Conservation Specialist Report:

Board of Directors Meeting

June 10, 2026

By: Daniel Naff, Conservation Specialist

VACS & CREP Programs

- **Out-of-Pocket Tax Credits for Approval**
 - **45-26-0016, Instance #719142 (SL-1)**
 - Out-of-pocket: \$17,910.94
 - Tax credit eligible: \$4,477.74
 - **45-26-0035**
 - **Instance #712790 (SL-6W)**
 - Out-of-pocket: \$4,963.50
 - Tax credit eligible: \$1,240.88
 - **Instance #721885 (SL-7)**
 - Out-of-pocket: \$1,729.00
 - Tax credit eligible: \$432.25
- **Second-year Carryovers for Approval**
 - **45-26-0002, Instances #659001 & 659002 (both SL-1)**
 - Drought prohibited the producer from planting in fall 2025 and spring 2026.
 - Plans to plant this fall which is their last allowable planting season before we have to cancel
 - **45-26-0039, Instances #736639 & 737612 (both SL-1)**
 - Producer planted in late May and grass has sprouted
 - Waiting on bills from Rockingham Co-op so we can pay out
- **Third-year Carryovers for Approval**
 - **45-25-0007, Instance #578519 (SL-6W)**
 - Fence is done
 - Producer is waiting on well driller to begin watering system
 - **45-25-0008, Instances #604245 (WP-2N) & 584443 (SL-6W)**
 - Issues finding contractor for well/power
 - Contractor hopes to begin this summer
 - **45-25-0034, Instance #631978 (SL-6W)**
 - Very large contract, 75% done
 - Completion is expected by December
- **Fourth-year Carryover for Approval**
 - **45-24-0040, Instance #474695 (SL-7)**
 - Project is 90% done, completion expected by August
 - DCR has approved carryover already.
- **Update on Fourth-year Carryover Status for Contract 45-24-0012**
 - Sent letter via USPS certified mail on 5/14/2026. Letter was received on 5/15/2026.
 - Deadline for having a copy in our hands is 6/15/2026.
 - Have not yet received the letter

- Cover crop payments have finished up except for 1 participant who has not returned any calls since February.
- Average Cost List is 99% done – waiting on a few projects to finish up before finalizing components.
- Worked with our intern Makayla Petty who has,
 - Attended site visits with Derek and I
 - Checked out a completed project and compiled as-built data,
 - Calculated cost-share payments and entered data in CAS
 - Contacted all potential CCI participants to gauge interest and organized them by geographic area to help schedule visits
 - A bunch of other helpful things

Dams

- Johns Creek 1 Rehab Update
 - 90% Design has been compiled and is awaiting senior-level review from Freese & Nichols
 - FNI will review the design at the July 8th board meeting.
 - I plan to send an official invitation to Craig County Board of Supervisors.
 - This will be an opportunity to ask questions.
 - Environmental permitting should be done on time for the 100% Design which is expected in late July.
- Johns Creek 2 Small Dam Repair Project Update
 - Met with Mat Lyons & Charles Wilson on 5/27/26
 - Tentative schedule:
 - June 16 – Draft bid package will be provided to the SWCD by Schnabel. The SWCD will provide comments to Schnabel by June 23.
 - June 26 – Schnabel will provide final bid package to SWCD.
 - June 29 – SWCD will post bid package on eVA; the bidding process, document postings and addenda will be handled through eVA.
 - July 10 – Mandatory pre-bid conference.
 - July 15 – Last day for bidders to submit questions.
 - July 31 – Bid opening by SWCD.
 - August 7 – Schnabel will provide SWCD a bid tabulation and recommendation for award.
 - August 21 – Contract award by SWCD.
 - September 14 – estimated NTP/construction start date, actual date TBD based on contractor input, SWCD decision.
 - Construction period
 - 30 days from NTP for substantial completion
 - 60 days from NTP for final completion

Trainings & Certifications

- New owner at Johns Creek 2 – Ken Southern
 - Bought Parcel 79-A-11 which includes the lake, the embankment, and the hayfield between the embankment and South Reservoir Rd.
 - Spoke with him about our role in the dam, made clear that no structures are to be built on the dam or its appurtenant structures – only plans to build storage shed below the dam.
- Biannual PE inspection scheduled for 6/11/26 with Charles Wilson
- Mowing completed by Lawrence 5/29/26. Will be checking during tomorrow's inspections

- No updates this month.

Misc. Updates

- I will be on leave from June 22nd-26th and July 3rd-7th for vacation
- I will be a Youth Conservation Camp counselor again July 12th-18th
- PY26 Goals
 - Obligate at least \$1,000,000.00 of cost-share dollars by June 30, 2026
 - As of tonight, \$1,150,883.26 obligated so far
 - Sign up at least 1 animal waste or roof runoff practice for PY26
 - My one lead is selling their farmland and has not responded to my calls.
 - 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
 - Submitted application on Memorial Day

Conservation Technician Assistant Report

Submitted by: Emily Williams
for June 2026

Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

Information items:

- Conducted site assessment at potential riparian buffer property on 5/14/2026. Site is under consideration for VACS or NRCS program.
- Met with participant further considering BMP installation after receiving site assessment report.
- Developed procedures for VCAP riparian buffer analysis.
- Developed heatmap creation procedures for VCAP Ranking function to support landowner decision making.
- Scheduled meeting for 6/10/26 with contractor experienced in residential stormwater BMP design and installation.

Action items:

- (none)

Virginia Agricultural Cost-Share (VACS)

Information items:

- Preparing to offer Whole Farm Approach to cover crop participants in PY27.
 - Met with technicians from Shenandoah Valley SWCD to discuss options for offering WFA.
- Updated flow chart of cover crop processes used during PY26. Plan to review with Dan and identify improvements for PY27.
- Preparing PY27 Cover Crop mailer for July delivery

Action items:

- (none)

Other

Registered for PY 27 VACS Updates, 06/23/2026

Registered for Blue Ridge PRISM summer invasive plants ID webinar, 06/16/2026



District Coordinator/Education Update Report:

Board of Directors Meeting

June 10, 2026

By: Tim Miller

We work with the people who work the land.

General Update

- Budget planning for PY27
- Warehouse clean-out and reorganization
- Organized education files
- VCAP site visit with Makayla on 5/21
- Submitted scholarship recipients to local newspapers
- Updated residential septic program information in advance of grant modification

Education & Outreach

Classroom programs

- None this month

Outdoor programs

- 5/18 – Craig County MS 6th grade field experience @ Fenwick Mines; Reach: 36

Community programs

- 5/17 – Senior Awards Assembly @ Craig County HS

Upcoming events

- 6/26 – Facilitating a Project Learning Tree workshop for local teachers

ADMINISTRATIVE ITEMS:

1. **Year End Checklist:** Please review the checklist at the end of this report to ensure that your SWCD has fulfilled all its year end obligations and grant agreement deliverables. Please plan to address any outstanding items at your SWCD's June board meeting.
2. **State Budget Update.** The Commonwealth of Virginia still does not have a budget. The House is scheduled to meet on June 18, 2026 and the Senate is scheduled to meet on June 22, 2026. If the approved budgets from both the House and the Senate match, then the budget will be advanced to the Governor for signature.
3. **SWCD Budgets.** Each SWCD should plan to approve a budget at the June board meeting to carry the SWCD into PY 2027. Once the final allocation information for PY 2027 is available, the SWCD's final budget will need to be approved in July.
4. **Personnel Evaluations:** Please be reminded that one written personnel evaluation per fiscal year is required for all SWCD staff. This means that written personnel evaluations should be scheduled and completed in advance of June 30, 2026, if they have not yet been completed.

Please note the following items as you work through the personnel evaluation process.

- ✿ The Personnel Committee should hold a meeting for the purpose of completing employee written evaluations.
- ✿ Remember to use the Closed Meeting protocol provided by FOIA when meeting with employees and completing employee evaluations. Employee evaluations should never be conducted in an open public meeting.
- ✿ Individual employees should have one-on-one time with the committee, so plan a date and time that works for the majority of the committee membership and staff.
- ✿ The District Manager or the Administrative Assistant (depending on office structure) should be responsible for having all the required paperwork ready for the day of the committee meeting.
- ✿ The employee evaluation form should be a standard format for all positions. The approved job description for individual positions should be referenced when creating individual position evaluation forms.
- ✿ Each member of the personnel committee should receive a blank evaluation form to be utilized as a reference point during the evaluation process. The committee chair should lead the committee through each item listed in the evaluation form, and the group should come to a consensus concerning the evaluation rating. There should be one official completed written evaluation form that is presented to the employee and signed by the committee chair and/or all those attending the evaluation. It is not advisable for everyone in attendance to fill out individual evaluation sheets.
- ✿ The committee should review the written evaluation with individual employees during the scheduled evaluation. The employee should sign the evaluation acknowledging that the evaluation was reviewed with them and that they were provided a copy. The employee's signature does not mean that he/she agrees with the evaluation.
- ✿ The original completed evaluation form for each employee should be retained in the respective confidential personnel file for each employee.
- ✿ It is recommended that SWCDs utilize straightforward measuring tools for evaluating employee performance (Example: Exceeds Expectations, Meets Expectations, Below Expectations OR Exceeds Contributor, Contributor, Below Contributor).
- ✿ When choosing a rating that is above or below the 'Meets Expectations' or 'Contributor' rating, please ensure that the evaluation contains a written explanation concerning why the specific rating was given, along with specific suggestions for improvement, where applicable.

- ✿ Report the completion of employee evaluations at the next appointed open board meeting and ensure that the completion of the task is recorded in the SWCD minutes. Remember, committees are charged with carrying out delegated tasks for the board so a committee report should always be provided to the board any time that a committee meets.

5. Quarterly and End of Year Reports.

- ✿ Please submit quarterly and year-end reports no later than July 15, 2026. Late reports will be reflected on the assessment and will also equate to a late first quarter operations disbursement.
 - ✿ Signed carryover reports will be due with the End of Year Reports. Electronic carryover reports will be pulled by DCR from Logi on July 15, 2026.
 - ✿ Please ensure that reports are accurate and have been reconciled to your SWCD's books and to CAS prior to submission. Reports that do not reconcile will be returned to the SWCD without a full review. Inaccurate reports will also be reflected on assessments and will equate to late cost-share and TA disbursements.
 - ✿ Items for submission include:
 - i. Fourth Quarter Attachment E
 - ii. Year-End Attachment E
 - iii. QuickBooks Fourth Quarter Profit and Loss
 - iv. QuickBooks Fourth Quarter Cash Balance
 - v. QuickBooks Fourth Quarter Change in Liabilities (If Applicable)
 - vi. QuickBooks PY 2026 Profit and Loss
 - vii. QuickBooks PY 2026 Cash Balance
 - viii. Year-End Cash Balance Sheet
 - ix. Signed Carryover Report
 - ✿ If possible, SWCDs are encouraged to avoid making payments after June 30, 2026 and until year end reports can be reconciled. Please contact me if this absolutely cannot be avoided.
2. **At-Large Director Appointments.** Will expire on December 31, 2026. Please recall that the SWCD board is responsible for nominating someone to fill this position via official board action. Then, the SWCD must submit DCR Forms 199-014 and 199-015 (for a new nomination for appointment) or DCR Form 199-014 (for a nomination for reappointment), along with a copy of the minutes (or draft minutes) where the nomination for appointment was approved, so the VSWCB can act on the SWCD's nomination. SWCDs should utilize the fillable PDF version of DCR Forms 199-014 and 199-015. Once blessed by the VSWCB, the nominee must take the oath of office. To ensure that nominations are included in the VSWCB's September board meeting packet, nominations must be approved by SWCD boards and all paperwork submitted to the CDC by August 31, 2026, so please make sure that this task is addressed no later than July or August board meetings. Please also remember the requirement to notify the local governing bodies of the nomination as well. This can be accomplished with a simple letter.
3. **Risk Management Coverage Letter.** A fresh letter was issued on May 6, 2026 detailing the coverage currently in place or available to SWCDs through the Virginia Department of Treasury's Division of Risk Management. There were no changes to the types and amounts of coverage.
4. **PY 2026 Grant Assessments.** The self-assessment questionnaire has been sent to SWCDs and is due back to me by July 15, 2026. Please feel free to work together on the questionnaire but please only submit one final copy to me. As always, I will take into consideration the information from the assessment questionnaire when completing the final assessments. CDC assessments will be sent to DCR Program Managers for evaluation and input so assessments will be presented at September board meetings.

5. **Audits.** Blue Ridge, Patrick, Peaks of Otter and Pittsylvania SWCDs are all scheduled for a two-year financial audit this fall/winter. Please note that the two-year cost-share administrative audits will also be completed by the CDC for each of these SWCDs since the cost-share administrative audits are now required to be completed on the same cycle as financial audits. The cost-share administrative audits will be completed in the fall and winter of PY 2027.

COST-SHARE/ TAX CREDIT/ CREP ITEMS:

1. **PY 2027 Contract Part I.** Is now available in CAS and can be accessed by clicking on *Support* and then *Forms*.
2. **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
Register: <https://events.gcc.teams.microsoft.com/event/9894d8bd-5194-404f-a30d-2bad0fafa6ec@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
 - 📅 **VACS Updates Session #2:**
Tuesday, June 23 from 9:00AM till 12:00PM
Register: <https://events.gcc.teams.microsoft.com/event/0db23af3-3ba0-495b-99de-dab9465b252f@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
 - 📅 **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.**
3. **Carryover Signatures and Correspondence.** Please ensure that the Contract Part II contains a director signature and date endorsing approval of the carryover as well as the new carryover completion date for each approved carryover contract. Also, please ensure that each participant approved for a carryover receives a letter documenting approval of the carryover and the newly assigned carryover completion deadline. A copy of the correspondence should be maintained in the case file.
4. **Data QA/QC.** As you work through the final quarter of the program year, please be sure to run the QA/QC reports in CAS. Reports can be accessed by clicking on *Reports* and then *Emailed Reports*. Please ensure that all contracts are marked with the status of *Complete*, *Cancelled*, or *Carryover* in CAS. To confirm this information, go into Logi and go to *Shared Reports > District Year End Reports > QAQC Reports > BMPs to be Closed Out*.
5. **CY 2026 Field Verifications.** Are almost complete at each SWCD. As they are completed, please make sure that your SWCD is assigning a grace period deadline for participants to address noted deficiencies. The grace period deadline should be recorded in the minutes, and the SWCD should promptly notify the participants of the noted deficiencies and the grace period deadline. Please refer to pages II-49 thru II-55 of the VACS manual for more information.

VSWCB MEETING UPDATES:

- 📅 **June 17, 2026:** VSWCB Meeting in Charlottesville. The VSWCB is expected to finalize the Desktop Procedures Manual. The state budget will not be available in time for the June 17, 2026 meeting, so another VSWCB meeting will be scheduled in early July to address the PY 2027 Policy and Grant Agreement documents and their respective allocations.

- ✿ **Grant Agreement Signature Delegation of Authority.** Please note that DCR will be issuing grant agreements to SWCDs once the VSWCB approves the PY 2027 Policy and Grant Agreement documents. However, since grant agreements will not be available until July, it is suggested that SWCDs delegate authority to the board Chair to sign grant agreements should they arrive between the SWCD's June and July board meetings. If the SWCD elects to delegate such authority to the Chair, please make sure that the motion specifically states the authority that is being delegated and to whom it is being delegated. As a matter of record, if the SWCD utilizes the delegation of authority to sign the grant agreements, then the July meeting minutes must reflect what grant agreement(s) were signed and the date that they were signed under the delegation of authority.

CONSERVATION PLANNER CERTIFICATION COURSE INFORMATION:

- ✿ **June 15-16, 2026:** Soil Science, Soil Fertility and Crop Production School (virtual). Registration is required and can be accessed at: <https://www.dcr.virginia.gov/soil-and-water/nmregister?c=2024-04-29-13-39-00-481428-3oz>. Course registration will close on June 8, 2026. Please use a PHYSICAL mailing address when registering, because course materials will be sent to you via UPS.
- ✿ **June 17, 2026:** RUSLE 2 Part C from 9:00AM until 11:30AM.
- ✿ **October 7-8, 2026:** Virginia Resource Training (Online Webinar Series).
- ✿ **October 14-16, 2026:** DCR Conservation Planner Course in Buckingham County (In-Person Course).
- ✿ **Winter 2026:** Nutrient Management Training Course will be offered again.

UPCOMING EVENTS/ IMPORTANT DATES:

- ✿ **June 15, 2026:** Deadline for obligating PY 2026 VACS funds and Reallocation Funds. Unobligated cost-share funds and their associated technical assistance funds must be returned to DCR at the close of the fiscal year.
- ✿ **June 16, 2026:** VASWCD Quarterly Board Meeting via Zoom. Registration is required at https://us02web.zoom.us/join/zoom/register/So4_sAa9S02yxHtLmbq63w. Meeting materials will be shared with those registered ahead of the meeting and will be available at <https://vaswcd.org/board-meetings/>.
- ✿ **June 17, 2026:** VSWCB Meeting in Charlottesville, VA.
- ✿ **June 17, 2026:** VACS Updates Session from 1:00PM until 4:00PM (virtual).
- ✿ **June 18, 2026:** VCAP Training at Randolph-Macon College from 9:30AM until 3:30PM. Please register no later than 5:00PM on June 10, 2026 at <https://form.jotform.com/261195435488164>. There is a \$15.00 registration fee associated with the event.
- ✿ **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.
- ✿ **July 2026:** CAS Updates Sessions (virtual). Dates and times forthcoming.
- ✿ **July 7-9, 2026:** Nutrient Management Plan Writing School (virtual). Registration is required and can be accessed at: <https://www.dcr.virginia.gov/soil-and-water/nmregister?c=2024-04-29-13-47-34-633756-kqi>. Registration will close on June 29, 2026. Please use a PHYSICAL mailing address when registering, because materials will be sent to you via UPS.
- ✿ **July 15, 2026.** Fourth Quarter and EOY Reports are due to the CDC.
- ✿ **July 30, 2026.** Deadline for resolving all QAQC issues.
- ✿ **August 18-20, 2026:** VACDE Graves Mountain Training in Syria, VA.
- ✿ **September 14-15, 2026:** VSWCB Meeting in Pittsylvania County.
- ✿ **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.
- 📅 **October 1, 2026:** CWFA local award and grand basin award nomination packets are due to the appropriate CDC.

YEAR END CHECKLIST:

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.

It would be most appreciated if a courtesy copy of the listed items, such as the Policy Handbook, Employee Position Descriptions, Budget, Dedicated Reserves List and Annual Plan of Work were provided to the CDC as they traditionally have been.

Year End Item	Notes
Develop 2026-2027 Annual Plan of Work	📅 Board Approval Required
Employee Performance Evaluations 📅 Minimum of 1 Review/ Year	📅 Maintain 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.	📅 Maintain 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>	📅 Maintain 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 📅 Please plan to approve a budget in June to carry the SWCD into the new fiscal year.	📅 Board Approval Required

- Once final numbers are known, a final budget should be approved in July. - Finance Committee should meet twice a year, so please plan appropriately.	
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 at least a month 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 to address components not included on the SWCD's average cost list.	- Board Approval Required - Submit to Sara Bottenfield & CDC Required by Grant Agreement
PY 2027 Secondary Considerations - Must be approved by the SWCD board and the AIPM at least a month 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 Course (1) Completed - Training must be completed every two years based on the date of the last training taken by the FOIA Officer. - Training course available in the COVLC (<i>DLS- Freedom of Information Act- FOIA</i>). - Please contact the FOIA Council if there are questions about whether a course offering meets the FOIA Officer training requirement. - Incumbent officers should check their most recent completion date.	Required by Code of Virginia
Library of Virginia Records Retention Course Curriculum (1) Completed - Training must be completed every three years by the Records Officer. - Training course available in the COVLC (<i>LVA Records Management Basics Curriculum</i> which includes 6 courses). - 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.	Report Completion of Requirement in Board Meeting Minutes & to CDC

❖ <i>Ensure this documentation is recorded in the minutes.</i> 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 ❖ Please follow the directions provided in the EOY packet. <u>Carryover reports that are not legible or are printed too small to read will not be accepted.</u> ❖ Instructions for Printing Carryover Reports for Signature: ○ Run the carryover report titled “Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27”. ○ Export the Logi Carryover Report to PDF. This will put the report in a position where all columns are contained on a single page and the font will still be legible. ○ Print the PDF of the Logi report. The PDF report will fit on an 8.5x 11 sheet of paper and will be readable; however, it will be much more legible if it is printed on a larger size paper. ▪ Print the carryover report in COLOR and in LANDSCAPE format. ▪ Please select 8.5 x 11 and select “Fit” to page. ▪ OR select “Choose Paper Source by PDF Page Size” and use 8.5 x 14 paper to print. ○ <u>PLEASE DO NOT EXPORT THE CARRYOVER REPORT TO EXCEL TO PRINT.</u> The font will be entirely too small to read and/or the report columns will spill onto multiple pages which makes the report much more difficult to read. ❖ 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.	❖ Board Approval Required ❖ Board should be approving and signing 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 to record the board approval date. The other is to record the director signature date.



BONSACK NRCS MONTHLY REPORT

Derek W. Hancock, District Conservationist

June 2026

Farm Bill Program Workload:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 26 contracts totaling \$1,735,725.91 in obligated cost assistance
 - \$1,160,520.41 of that assistance has been paid out
 - 991.2 acres of conservation contracted
 - 14 new applications accepted for FY2026
- **Conservation Stewardship Program (CSP)**
 - Managing 22 contracts totaling \$1,400,949.57 in obligated cost assistance
 - \$486,744.57 of that assistance has been paid out
 - 14,451.80 acres of conservation contracted
 - 6 new applications accepted for FY2026
 - 2 Pre-approved for funding FY2026 (working to take them to contract)
- **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. Meeting minutes and partner input on the questionnaire submitted to Richmond Management staff.

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.

