



Mountain Castles Soil & Water Conservation District
Serving Botetourt & Craig Counties
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We work with the people who work the land.

Board of Directors Meeting Minutes
Wednesday, May 13, 2026 – 7:00 p.m.
USDA Service Center, Bonsack

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

Directors Absent: Walter Nelson, Botetourt

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm, Associate Director, Treasurer
Jeff Munsey, Associate Director
Tasha Snavelly, Associate Director
Stacy Horton, DCR
Makayla Petty

Quorum: Jeff Henderson called the meeting to order at 7:07 p.m. Quorum was established.

Minutes: Minutes from the April 8, 2026, board meeting were reviewed. Andrew Keffer 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 Andrew Keffer, motion approved by unanimous consent.

Committee Reports:

- BMP – no report
- Dams – Dam Committee met before the Board of Directors meeting to review small dam repairs for Johns Creek #2 and changing satellite monitoring companies for all district dams. Jason Williams moved to accept the Department of Conservation and Recreation Grant Agreement Number SDR26004 and approve the Schnabel amendment request for engineering services, bid and construction phase services for Johns Creek Dam No. 2 access road improvements (Schnabel reference 24210029.01P). Second by Andrew Keffer, motion passed by unanimous consent.
Jason Williams moved to change satellite monitoring companies from AMCi Wireless to Pro-Texis. Second by Andrew Keffer, motion passed by unanimous consent.
- Budget/Finance – Budget Committee met immediately before the Board of Directors meeting to work on the draft budget for PY27.
- Personnel – Minutes from the April 8, 2026, meeting of the Personnel Committee were reviewed. Jason Williams moved to approve the minutes as presented, second by Preston Wickline, motion passed by unanimous consent.

- Education – Minutes from the April 8, 2026, meeting of the Education & Outreach Committee were reviewed. Jason Williams moved to approve the minutes as presented, second by Andrew Keffer, motion passed by unanimous consent. Tim provided updates on scholarship presentations.

Other Business

- The Board reviewed the application for Youth Conservation Camp. Andrew Keffer moved to approve the application and pay the \$550 camp fee on behalf of the applicant. Second by Jonathan Stanley, motion passed by unanimous consent.
- The Board reviewed donation requests made by Lord Botetourt HS and Read Mountain MS for students to attend the FFA State Convention. After discussion, Andrew Keffer moved to donate \$500 to Read Mountain MS for students to attend the FFA State Convention. Second by Jason Williams, motion passed by unanimous consent.
- Andrew Keffer moved to amend the PY 26 budget to add \$145 to the “Scholarships” line item from “Local Government” carry-over funds. Second by Jason Williams, motion passed by unanimous consent.
- The Annual Plan of Work for PY27 was reviewed. Preston Wickline moved to approve the Annual Plan of Work as presented, second by Andrew Keffer, motion passed by unanimous consent.
- After discussion, Jason Williams moved to nominate Walter Nelson for reappointment as the “at-large” Director for the District. Second by Preston Wickline, motion passed by unanimous consent. The nomination for appointment will be sent to the Virginia Soil and Water Conservation Board for consideration.

319 Contracts

The following 319 contract was reviewed:

- 45-26-0042; Instance #737843; RB-4 (system replacement); 50% cost share; maximum cost share = \$4,250

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

VACS Program

The following contract was reviewed for tax credit:

- 45-25-0030; Instance #636319 (CRSL-6); eligible tax credit: \$1,080.59

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

The following cost share increases were reviewed:

- 45-26-0014; Instance #687083 (SL-6W); new max cost share = \$150,360.00 (2026 CB VACS). The \$975.50 increase is being requested due to an increase in buffer size and the amount of fencing needed.

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

- 45-26-0020; Instance #720532 (SL-8M); new max cost share = \$3,124.85 (2026 CB VACS). The \$1,369.25 increase is being requested due to a miscommunication with the producer about planting dates which resulted in a smaller-than-entitled cost share amount.

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

- 45-26-0030; Instance #725124 (SL-8B); new max cost share = \$6,233.00 (2026 CB VACS). The \$623.30 increase is being requested because the producer planted rye instead of triticale and is entitled to an additional \$10/acre cost share. Verified by seed receipt submitted by the producer.

Jason Williams moved to approve the cost share increase, second by Andrew Keffer, motion passed by unanimous consent

The following fourth-year carryover was reviewed:

- 45-24-0012; Instance #578115; Sara Bottenfield of DCR approved the carryover, but recommended the district send a letter requiring the producer to acknowledge the installation deadline of June 30, 2027
- Jason Williams moved to approve the carryover and letter to be signed by Jeff Henderson on behalf of the Board of Directors. Second by Preston Wickline, 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 event updates
- VDOF – no report
- FSA – no report
- NRCS – written report provided received and placed on file (see full report)

Adjourn:

The meeting adjourned at 8:05 p.m. with a motion from Preston Wickline, second by Andrew Keffer. Motion passed by unanimous consent.

Approved: _____

Jeff Henderson, Chair

Date: 6-10-26

Respectfully submitted/prepared by: _____

Tim Miller

4:48 PM

05/13/26

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 1, 2025 through May 13, 2026

	Jul 1, '25 - May 13, 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	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	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	393.13
Savings - Bank of Fincastle	11.83
Interest - Other	45,369.42
Total Interest	45,774.38

Mountain Castles Soil & Water Conservation District

05/13/26

Profit & Loss

Cash Basis

July 1, 2025 through May 13, 2026

	Jul 1, '25 - May 13, 26
Total Income	1,534,506.93
Gross Profit	1,534,506.93
Expense	
Return of TA to DCR	2,446.37
VCAP Cost Share	8,356.00
VCAP TA	386.82
Operations MCSWCD	
I. Employee Compensation	
Technician Assistant	
Education & Training	500.00
Travel/Milage	437.21
FICA	851.46
Salary	11,130.00
Total Technician Assistant	12,918.67
Directors	
Meals/Expenses	1,829.92
Travel/Mileage	1,819.75
Total Directors	3,649.67
Education Coordinator	
Benefits	15,816.70
Education and Training	2,175.51
FICA	5,235.41
Travel/mileage	913.68
Salary	70,094.19
Total Education Coordinator	94,235.49
VNRFC TA - Conservation Tech	
Benefits Paid	15,981.50
Education & Training	1,372.70
FICA & Medicare	3,867.90
Salary	52,563.82
Travel/Mileage	101.50
Total VNRFC TA - Conservation Tech	73,887.42
Total I. Employee Compensation	184,691.25
II. Office Expenses	
Marketing Services	26.78
Team Building	284.70
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)	2,223.62
Phones/Internet (Cox Business)	1,896.90
Computer programs & software	2,950.61
Office Rent	7,500.00
Postage	275.86
Office Equipment and Supplies	2,964.80
U.S. Cellular -VNRFC TA	891.41
Total II. Office Expenses	23,521.68
V. Education, Youth	
Classroom Resources	833.96
ATC Grant	2,418.88
Envirothon	118.90
MCSWCD Scholarships	3,995.00

4:48 PM

05/13/26

Cash Basis

Mountain Castles Soil & Water Conservation District Profit & Loss

July 1, 2025 through May 13, 2026

	Jul 1, '25 - May 13, 26
MWEE	8,517.72
Total V. Education, Youth	15,884.46
VI. Education, Public	
UJRC&D Grant	892.64
Outreach	3,550.79
Total VI. Education, Public	4,443.43
IV. Field Expense & Equipment	
Equipment, Field	35.96
Total IV. Field Expense & Equipment	35.96
Vehicle	
Maintenance	3,287.68
Fuel	1,243.83
Insurance - Vehicle	1,435.32
Total Vehicle	5,966.83
VII. Other Business Expenses	
Insurance	
Workmans Compensation	351.00
Total Insurance	351.00
Total VII. Other Business Expenses	351.00
Total Operations MCSWCD	234,894.61
DCR - Obligated Cost-share	
Cost Share Payments	
2026 OCB VACS	13,078.50
2025 CB CREP	27,951.00
2026 CB VACS	90,686.04
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	612,654.60
Total DCR - Obligated Cost-share	612,654.60
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	43,920.00
NRCS Dam Rehab	103,395.11
Dam Maintenance - Other	13,339.54
Total Dam Maintenance	160,654.65
TMDL	
TMDL TA and OPS	2,595.85

4:48 PM

Mountain Castles Soil & Water Conservation District

05/13/26

Profit & Loss

Cash Basis

July 1, 2025 through May 13, 2026

	Jul 1, '25 - May 13, 26
TMDL Cost Share	13,169.15
Total TMDL	15,765.00
Total Expense	1,276,070.15
Net Ordinary Income	258,436.78
Net Income	258,436.78

APPROVED

BY

4:48 PM
05/13/26
Cash Basis

Mountain Castles Soil & Water Conservation District
Balance Sheet
As of May 13, 2026

	May 13, 26
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,467,000.68
OPERATIONAL - First Bank	263,650.66
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	2,122,769.31
Total Current Assets	2,122,769.31
TOTAL ASSETS	2,122,769.31
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	258,436.78
Total Equity	2,122,769.31
TOTAL LIABILITIES & EQUITY	2,122,769.31

APPROVED



APPROVED

Mountain Castles Soil & Water Conservation District
Outstanding Check Report

July 2025 through April 2026

Type	Date	Num	Name	Memo	Account	Amount
Check	02/09/2026	3877	Anne Jones	Replaces check #3800	OPERATIONAL - First Bank	-19.60
Check	04/08/2026	3891	Preston Wickline	Feb-March mileage	OPERATIONAL - First Bank	-39.88
Check	04/08/2026	1825	Orchard View Farm and Cattle Co., LLC	45-26-0026; Inst 724448	COST-SHARE - First Bank	-1,333.00
Check	04/21/2026	3900	Camp Bethel	YOC20260414	OPERATIONAL - First Bank	-4,090.00
Check	04/21/2026	1829	Orchard View Farm and Cattle Co., LLC	45-26-0026; Inst 724447; SL-8B	COST-SHARE - First Bank	-6,756.40
Check	04/30/2026	3901	Treasurer of Craig County	April payroll	OPERATIONAL - First Bank	-17,333.54
						<u>-29,572.42</u>



PY26 Budget Update through 4/30/26						
INCOME			Budgeted	Actual through April 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%
VCAP TA				\$ 1,200.00		
Locality Funding			\$ 13,000.00	\$ 3,000.00		23%
EXPENSES			Budgeted	Actual through April 2026		% of budget
Dam maintenance			\$ 18,000.00	\$ 13,339.54		74%
VCAP TA			\$ 1,768.57	\$ 386.82		22%
Payroll			\$ 230,000.00	\$ 175,540.98		76%
RVARC shared employee			\$ 7,000.00			0%
Scholarships/donations			\$ 8,000.00	\$ 1,095.00		14%
Rest Fund MWEE grant			\$ 8,517.72	\$ 8,449.77		99%
ATC grant			\$ 1,500.00	\$ 1,443.88		96%
Envirothon			\$ 500.00	\$ 118.90		24%
Classroom resources			\$ 1,000.00	\$ 542.40		54%
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	\$ 2,738.81		68%
Computer software/IT			\$ 8,000.00	\$ 2,815.29		35%
Copier lease			\$ 2,750.00	\$ 2,223.62		81%
Postage			\$ 350.00	\$ 275.86		79%
Internet			\$ 2,500.00	\$ 1,731.71		69%
Accounting services			\$ 1,000.00			0%
Marketing			\$ 1,000.00	\$ 26.78		3%
Team building			\$ 350.00	\$ 152.52		44%
Rent			\$ 9,225.00	\$ 7,500.00		81%
Cell phone			\$ 1,100.00	\$ 778.87		71%

Field equipment		\$	700.00			0%
Insurance		\$	750.00	\$	351.00	47%
Vehicle		\$	7,750.00	\$	5,702.87	74%
Training -Tim		\$	2,200.00	\$	2,175.51	99%
Travel-Tim		\$	1,500.00	\$	913.68	61%
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	\$	437.21	44%
Travel-Terra		\$	500.00			0%
Training - Directors		\$	800.00			0%
Meals - Directors		\$	3,000.00	\$	1,696.31	57%
Travel - Directors		\$	3,000.00	\$	1,819.75	61%



We work with the people who work the land.

Budget/Finance Committee Minutes

Date of meeting: May 13, 2026

Location: USDA Service Center in Bonsack, VA

Committee members in attendance: Michael Beahm (Chair), Preston Wickline, Tasha Snavelly, Jeff Henderson, Tim Miller

Call to Order: Michael Beahm called the meeting to order at 6:03 p.m.

Purpose: The Mountain Castles SWCD Budget/Finance Committee met to discuss the FY27 District budget.

Business items:

Committee members reviewed a draft preliminary budget created by Tim Miller using "Budget-to-Actual Income/Expenses" reports from FY26 and FY27 payroll estimates from Craig County administration.

DCR funding amounts were still uncertain since a state budget has yet to be approved by the General Assembly. The contribution amount from Botetourt County for FY27 was also uncertain.

Expense categories and amounts were reviewed and discussed.

The preliminary budget was agreed to by the committee for recommendation to the MCSWCD Board at the June meeting once state and county income is finalized.

Adjournment: The committee meeting adjourned at 6:35 p.m.

Submitted by Tim Miller

Signature of Committee Chair

Tim Miller

Date

6-18-26



We work with the people who work the land.

Dam Committee Minutes

Date of meeting: May 13, 2026

Location: USDA Service Center in Bonsack, VA

Committee members in attendance: Jason Williams (Chair), Andrew Keffer, Jeff Munsey, Daniel Naff

Call to Order: Jason Williams called the meeting to order at 6:00 p.m.

Purpose: The Mountain Castles SWCD Dam Committee met to review documents for a small dam repair project on Johns Creek Dam #2 that involve smoothing the auxiliary spillway and improvements to the access road. They also met to review a proposed company switch for the satellite monitors at each dam.

Business items:

Committee members reviewed the Ammendment Request for Engineering Services, Bid and Construction Phase Services for Johns Creek Dam No. 2 Access Road Improvements, Mountain Castles Soil and Water Conservation District, Craig County, Virginia (Schnabel Reference 24210029.01P) and compared it with the design sheets, construction specifications, and cost estimate assembled after last year's survey project, both from Schnabel Engineering.

They also reviewed the Department of Conservation and Recreation and Soil and Water Conservation District (Department/District) Grant Agreement: Dam Maintenance, Repair, and Rehabilitation Fund (Fund 09254) Agreement Number SDR26004 associated with the small dam repair

At 6:15 p.m., Jason Williams moved that the Dam Committee recommend to the Board of Directors that they accept the Ammendment Request from Schnabel Engineering and the Grant Agreement from the Department of Conservation and Recreation. The motion was seconded by Jeff Munsey and approved by all.

Committee Members then reviewed a verbal proposal from Daniel Naff about switching dam monitoring companies from AMCi Wireless to Pro-Texis. Details discussed included the difference between the user interface, customer service, and overall functionality between the two companies.

At 6:21 p.m., Jeff Munsey moved that the Dam Committee recommend to the Board of Directors that the district change companies from AMCi Wireless to Pro-Taxis. This motion was seconded by Andrew Keffer and approved by all.

At 6:32 p.m., Andrew Keffer moved that the meeting adjourn. The motion was seconded by Jeff Munsey and approved by all.

Submitted by Jason Williams and Daniel Naff

Signature of Committee Chair Jeff W. Munsey Date 7-8-26
Acting Dam Committee Chairman

Approved 5/13/26

**Mountain Castles Soil & Water Conservation District
& Natural Resources Conservation Service
Annual Plan of Work
PY 2027**

Mountain Castles Soil & Water Conservation District (MCSWCD) programs will include the following activities:

1. MCSWCD Operations

- a. Comply with terms and conditions set forth in the MCSWCD's operational grant agreement to ensure completion of grant deliverables
- b. Prepare and approve the annual MCSWCD budget
- c. Request funding from Botetourt County and Craig County by providing an overview of District activities and services, including a copy of the most recent annual report, if requested
- d. Distribute information to Directors, Associate Directors, local governments, and partner agencies
- e. Implement the MCSWCD Strategic Plan
- f. Direct customers to agencies and organizations for services not provided by the MCSWCD and NRCS
- g. Adhere to all MCSWCD policies and procedures
- h. Comply with DCR's audit request of MCSWCD finances as needed/required

2. Conservation Programs

- a. Work with NRCS to administer and provide technical assistance to landowners through the Virginia Agricultural Cost Share (VACS) Program as set forth in the cost-share grant agreement and in coordination with NRCS, while striving to engage as many new program participants as possible
- b. Work with DEQ to administer and provide technical assistance for the Tinker Creek and Glade Creek Residential Septic Program
- c. Assist NRCS with the implementation of USDA programs including CREP, CRP, EQIP, and CSP
- d. Provide conservation planning assistance to agricultural producers
- e. Approve Nutrient Management Plans for MCSWCD producers who wish to receive a tax credit for the Virginia Investment Tax Credit Program and provide guidance to producers, tax preparers, and equipment dealers
- f. Administer and provide technical assistance for the Virginia Conservation Assistance Program (VCAP)

3. Partnerships

- a. Work collaboratively with localities and partners to address local natural resource concerns and provide input regarding local conservation programs
- b. Support the Natural Resources Conservation Service, Farm Service Agency, the Virginia Department of Conservation and Recreation, Virginia Cooperative Extension, Shenandoah Valley Conservancy, Upper James RC&D, the Virginia Association of Soil and Water Conservation Districts, the Virginia Department of Forestry, the Virginia Department of Environmental Quality, the Virginia Department of Wildlife Resources, the Virginia Association of Conservation District Employees, the Virginia Department of Agriculture and Consumer Services, Chesapeake Bay Program, Upper & Middle James Buffer Consortium, Blue Ridge Land Conservancy, Clean Valley Council, and other partners whose programs and activities complement MCSWCD goals
- c. Support the TMDL process for watersheds located within MCSWCD counties
- d. Provide environmental recommendations to VDOT and other state and federal agencies
- e. Work with NRCS to annually conduct a local working group meeting to provide feedback on USDA programs

1. Conservation Education and Outreach

- a. Provide conservation programs and presentations to schools, clubs, and organizations

~~Approved 6/26/2025~~

- b. Staff and/or Board members will participate in relevant public meetings/events to present evidence-based conservation information to encourage informed decision-making
- c. Staff will participate in governmental workgroups and attend meetings focused on areas of conservation concerns and other natural resource issues, as needed
- d. Conduct a local Envirothon competition and sponsor one or more teams to the Area I Envirothon competition
- e. Sponsor the attendance of high school students to Youth Conservation Camp and support VDOF Camp Woods and Wildlife
- f. Offer scholarships to local students and submit a nominee for consideration of a VASWCD Educational Foundation scholarship
- g. Work with schools to incorporate and enhance sustainability education
- h. Develop and maintain an informative and updated website
- i. Develop and maintain an informative and updated Facebook page
- j. Distribute MCSWCD outreach materials and other conservation literature
- k. Offer conservation resources to educators and partners
- l. Contact local media outlets and distribute news releases in reference to conservation efforts and activities
- m. Recognize outstanding conservation efforts by recognizing farmers with Clean Water Farm Awards
- n. Recognize partners for outstanding accomplishments in the conservation of natural resources
- o. Provide topographic, soils, farm, and flood hazard maps and offer interpretations of data
- p. Promote an Internship/Volunteer Program and administer, as needed

5. Dam Maintenance/Flood Prevention Operations

- a. Comply with DCR's dam maintenance regulations
- b. Monitor dam safety regulations and impacts in accordance with DCR policies
- c. Seek and apply for grants to fund dam maintenance projects, as needed
- d. Work with partners and private landowners to schedule and conduct annual operation and maintenance needs inspections
- e. Administer existing dam maintenance contract for annual mowing and maintenance needs to address deficiencies found during annual inspections in the continuing effort to obtain regular operation and maintenance certificates for all four dams
- f. Work with localities to ensure that GIS data from Dam Break Inundation Studies is utilized and that Emergency Action Plans are approved and updated and "tested" by holding tabletop exercises for the 4 MCSWCD maintained dams
- g. Work with partners on preventative maintenance and upkeep of all dams
- h. Work with DCR to prepare for and implement required upgrades and modifications
- i. Continue to work with NRCS to complete the ongoing rehabilitation of Johns Creek Dam #1 and coordinate with NRCS in the submission of requests for federal assistance for the eventual rehabilitation of other dams on Johns Creek

6. Staff and Board Development

- a. New directors will complete director training within six months of becoming a district director
- b. Full-time technical staff will obtain appropriate Conservation Planning Certification within 24 months of being hired and continue to work towards higher levels of certification
- c. Full-time technical staff will develop and maintain the skills necessary for Engineering Job Approval Authority
- d. Technical staff will attend 2 trainings/meetings and administrative staff will attend 2 trainings/meetings regarding MCSWCD operations, job duties, and other soil and water-related issues

- e. The Personnel Committee will conduct annual evaluations and provide feedback regarding knowledge and skills
- f. All staff will complete required DCR trainings and certifications

The Commonwealth of Virginia supports the Mountain Castles Soil & Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Virginia Department of Conservation and Recreation. The District also receives local support provided by Botetourt County and Craig County. All programs and services are offered on a non-discriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or disability.

Mountain Castles SWCD Activities Calendar PY 2027

July

1. Prepare binders, folders and files for new FY – Staff
2. Records maintenance (financial files) – Records Retention Officer
3. Update K-12 educational program offerings – Staff
4. Prepare and submit Quarterly Reports to DCR and DEQ – Staff
5. Prepare and submit End of Year Reporting to DCR – Staff
6. Prepare and submit Budget Template to DCR, if applicable – Budget Committee/Staff
7. Contact cover crop participants – Staff
8. Complete annual Upper James RC&D paperwork (IRS filing and SCC renewal)
9. Submit performance goals for upcoming year to Personnel Committee – Staff
10. Plan for partner paddle on the James River (field day) – Staff

August

1. Review Desktop Procedures for District Operations
2. Review and update District Financial Policy Handbook – Staff/Board
3. Update Residential Septic Guidelines, if necessary – Staff
4. Prepare and publish Annual Report for previous program year – Staff
5. Attend VACDE Employees Training @ Graves Mountain Lodge – Staff
6. Contact Envirothon coaches – Staff
7. Prepare for fall field trips – Staff
8. Hold partner paddle on the James River (field day) – Staff

September

1. Complete and submit ASA Policy Form to VDACS – Staff/Board
2. Assist with Blue Ridge Land Conservancy "Bay Day" – Staff
3. Conduct fall field trips (or Oct) – Staff/Partners
4. Select Clean Water Farm recipients – Board/Staff
5. Submit Conservation Teacher of the Year Nominees to VASWCD (if applicable) – Education Committee/Staff
6. Prepare and submit Chesapeake Bay Restoration Fund grant application (as needed) – Staff
7. Renew domain name and web site – Staff

October

1. Prepare and submit Quarterly Reports to DCR and DEQ – Staff
2. Conduct Land Day at Camp Bethel – Staff
3. Attend Area I Envirothon Planning Committee Meeting – Staff

November

1. Review and update MCSWCD District Bylaws, including Director responsibilities/job description, Associate Director responsibilities/job description and District Committee descriptions- Staff/Board
2. Ask for VDOF recommendations for the District Forestry Award -- Board

December

1. Attend VASWCD Annual Meeting – Staff/Board
2. Submit budget request to Botetourt County – Staff
3. Elect MCSWCD officers – Board
4. Conduct cover crop spot-checks – Staff
5. Approve tax credits for out-of-pocket expenses (VACS contracts) and mail letters – Board/staff
6. Appoint/reappoint associate directors – Board chair
7. Prepare committee assignments for upcoming year – Board chair
8. At December board meeting, delegate tax credit approval authority to director through 12/31
9. Prepare for Winter Banquet/Outreach event

January

1. Prepare and send 1099s – Staff
2. Submit budget request to Craig County – Staff
3. Prepare and submit Quarterly Reports to DCR and DEQ – Staff
4. Distribute information on Youth Conservation Camp, Camp Woods and Wildlife, scholarships, poster contest, etc. – Staff
5. Prepare for spring field trips – Staff
6. Review Four Year Strategic Plan – Board
7. Review Annual Plan of Work – Board
8. Approve new IRS mileage rate – Board
9. Mid-year review of budget – Budget Committee
10. Prepare for Winter Banquet/Outreach event
11. Select Conservation Educator of the Year – Staff

February

1. Host Winter Banquet/Outreach event – Staff and Board
2. Records maintenance (VACS files) – Records Retention Officer
3. Complete Freedom of Information Act (FOIA) Training, if needed – District FOIA Officer
4. Prepare for spring field trips – Staff
5. Review personnel policy – Personnel Committee/Board
6. Review employee position descriptions and evaluation forms – Personnel Committee/Board
7. Pay VCDE dues

March

1. Complete annual Record Retention Training – District Record Retention Officer
2. Attend Area I Spring Meeting – Staff/Board
3. Prepare for spring field trips – Staff

April

1. Submit self-evaluations to District Coordinator – Staff
2. Complete staff evaluations and submit to Personnel Committee – District Coordinator
3. Select MCSWCD scholarship recipients & submit VASWCD Scholarship nominee – Education Committee
4. Conduct spring field trips– Staff/Partner Agencies
5. Prepare and submit Quarterly Reports to DCR and DEQ – Staff
6. Contact BMP spot check contract holders – Staff
7. Promote Soil & Water Stewardship Week, Earth Day, and Arbor Day – Staff

May

1. Prepare draft budget for new FY – Staff/Budget Committee
2. Complete employee evaluations – Personnel Committee
3. Review status of dam O&M certificates – Dam Committee/Staff
4. Schedule and conduct annual dam inspections – Dam Committee/Staff
5. Conduct BMP spot checks – Staff
6. Conduct spring field trips – Staff/Partner Agencies
7. Select Youth Conservation Camp attendees & submit to VASWCD – Education Committee/Staff
8. Participate in local high school awards programs to recognize scholarship recipients – Staff/Education Committee/Board

June

1. Finalize and approve FY Budget – Staff/Board
2. Prepare DCR Budget Template, if applicable (every other year) – Staff/Budget Committee
3. Update K-12 educational programs – Staff
4. Review and approve Cost Share Program Secondary Considerations and Average Cost List – Staff/Board
5. Complete CDC's Self-Assessment Questionnaire – Staff
6. Create and approve Cost Share Program Carry Over Report – Staff/Board
7. Review and approve the Annual Plan of Work for the new program year - NRCS/Board/Staff
8. Conduct annual dam inspections – Dam Committee/Staff
9. Complete web site revisions – Staff

The Commonwealth of Virginia supports the Mountain Castles Soil & Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Virginia Department of Conservation and Recreation. The District also receives local support provided by Botetourt County and Craig County. All programs and services are offered on a non-discriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or disability.



Conservation Specialist Report:

Board of Directors Meeting

May 13, 2026

By: Daniel Naff, Conservation Specialist

VACS & CREP Programs

- **Out-of-Pocket Tax Credit for Approval**
 - 45-25-0030
 - **Instance #636319 (CRSL-6)**
 - Out-of-pocket after cost-share: \$4,322.36
 - Eligible 25% tax credit: \$1,080.59
- **VACS Cost-share Increases for Approval**
 - 45-26-0014
 - **Instance #687083 (SL-6W)**
 - Producer made some changes to fence layout during buffer staking.
 - Old max CS: \$149,384.50 (CB VACS)
 - New max CS: \$150,360.00 (CB VACS)
 - 45-26-0020
 - **Instance #720532 (SL-8M)**
 - Miscommunication with the producer about planting dates resulted in smaller-than-entitled cost-share.
 - All dates have been confirmed.
 - Old max CS: \$1,755.60 (CB VACS)
 - New max CS: \$3,124.85 (CB VACS)
 - 45-26-0030
 - **Instance #725124 (SL-8B)**
 - Producer planted rye instead of the requested triticale and is eligible for an extra \$10/acre. This is verified by seed receipt submitted by producer.
 - Old max CS: \$5,609.70 (CB VACS)
 - New max CS: \$6,233.00 (CB VACS)
- **Fourth-year Carryover for Conditional Approval**
 - 45-24-0012, **Instance #578115**
 - Second iteration of a PY20 contract
 - Began construction themselves, but stopped, and claims they have been having issues finding contractors and do not have time to finish it themselves.
 - Communication has not been very good.
 - Sara Bottenfield approved carryover, but recommended the district do so with a special carry-over letter requiring producer to acknowledge the deadline and agree to install it by June 30, 2027.
 - Would like Jeff Henderson to sign as it is coming from the Board.
 - The rest of the carryovers for PY27 will be reviewed in June

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.
- **Change Satellite Monitoring Companies from AMCi Wireless to Pro-Taxis**
 - \$80 / device transfer fee, but the annual payment stays the same
 - Former AMCi employees have started a new company with new interface
 - Allows District staff to personally set alert levels and add/remove users
 - Better graphics to show water levels
 - Added weather, stream gauge data from USGS and NOAA
- Johns Creek 1 Rehab
 - Met with rehab team on 5/12/26
 - Still on-track to have 90% Design by end of the month
 - FNI will be available to meet with Craig County and district board to review sometime in June or July
 - No updates on fish to restock the reservoir

Trainings & Certifications

- Attended VFGC Fence Building School on 4/29/26 with Justin Brill (NRCS) – CEUs pending
- Plan to watch VCE's rotational grazing training recordings next week

Misc. Updates

- 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
 - 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 opened in April, began application 5/5/26
 - Scholarships available through VASWCD.



**Mountain Castles Soil & Water Conservation District
Board of Directors**

Serving Botetourt & Craig Counties since 1987
36 Executive Circle, Roanoke, VA 24012
(540) 293-2782 | cavehill2@aol.com

May 14, 2026

David R. Kincaid
5878 Breckenridge Mill Rd
Fincastle, VA 24090

RE: Notice of Final Deadline Extension – Response Requested

Dear Mr. Kincaid,

This letter is to inform you that on May 13, 2026, the Mountain Castles Soil and Water Conservation District Board of Directors approved the project listed below for a fourth-year carry-over. The final deadline to have this project complete is **June 30, 2027**. The project must be certified complete by district staff and all bills must be submitted before this deadline. If we do not, your contract will be canceled and it will not be reconsidered for cost-share in the future.

If you would like to accept this final extension, please sign below and send us a copy back using the envelope provided. If we do not receive a signed copy of this letter by June 15, 2026, your contract will be canceled and it will not be reconsidered for cost-share in the future.

Contract number: 45-24-0012

Practice: SL-6W: Stream Exclusion with Wide Width Buffer and Grazing Land Management

Location: 5878 Breckenridge Mill Rd, Fincastle, VA 24090

Estimated total cost: \$31,900.00

Cost-share approved, not to exceed: \$32,920.00

Should you have questions about this matter, please contact me using the information above. Please coordinate any construction updates with Daniel Naff (daniel.naff@mountaincastles.org, 540-580-8373).

Sincerely,

Jeffrey Henderson

Chairman, Mountain Castles SWCD Board of Directors

"I hereby acknowledge receipt of this letter and I am willing to complete the project detailed above before June 30, 2027. I understand that if I do not do so, it will be cancelled."

Signed: _____ Date: _____

Printed: _____

Conservation Technician Assistant Report

Submitted by: Emily Williams
for May 2026

Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

Information items:

- Delivered report about site assessment performed April 2.
- Completed CBLP exam on April 17. Obtained certification, valid April 2026 - September 2028.
- Delivered cost-share check and obtained signature on Part III of contract for RWH BMP. They expressed interest in exploring conservation landscaping. Provided information requested, awaiting their decision.
- Tended VCAP outreach display at Blue Ridge Wildflower Society Native Plant Sale on May 2. Followed up with attendees who expressed interest.

Action items:

- (none)

Virginia Agricultural Cost-Share (VACS)

Information items:

- Delivered checks and obtained signatures on Part III of contracts for cover crop BMPs that were completed during April meeting.
- Prepared checks and Part III forms for contracts to be signed during May meeting.
- Preparing to offer Whole Farm Approach to cover crop participants in PY27.

Action items:

- (none)

Other

- Led stream chemistry station for day 1 of RMMS 6th grade field trip at Catawba Sustainability Center.





District Coordinator/Education Update Report:

Board of Directors Meeting

May 13, 2026

By: Tim Miller

We work with the people who work the land.

General Update

- Webinar: Revisions to Desktop Guide for District Operations
- Budget planning for PY27
- Assisted with Area I Envirothon
- Attended James River Buffer Consortium meeting in Charlottesville
- Makayla Petty (summer intern) started May 6th

Education & Outreach

Classroom programs

- 4/9 – Troutville ES 2nd grade (Mountains & Rivers of the US); Reach: 38
- 4/20 – Troutville ES 2nd grade (Camo & Color); Reach: 38
- 5/1 – Lord Botetourt HS English (various topics); Reach:
- 5/4 – Eagle Rock ES 2nd grade (Camo & Color); Reach: 21
- 5/4 – Eagle Rock ES 4th grade (natural resources); Reach: 20
- 5/4 – Eagle Rock ES 5th grade (natural resources); Reach: 16
- 5/7 – Troutville ES 2nd grade (Insects & Spiders); Reach: 36
- 5/7 – Craig County MS 7th grade (NPS pollution); Reach: 45
- 5/8 – Cloverdale ES 2nd grade (Web of Life); Reach: 34
- 5/11 – Troutville ES 3rd grade (Soil); Reach: 36

Outdoor programs

- 4/15-16 – Central Academy MS 7th grade canoeing @ Cavins Cove; Reach: 55
- 4/22-23 – Read Mountain MS 7th grade canoeing @ Oxbow Farm; Reach: 76
- 4/23-24 – Read Mountain MS 6th grade field experience @ Catawba Sustainability Center; Reach: 136
- 5/13 – Craig County MS 7th grade canoeing @ Oxbow Farm; Reach: 46

Community programs

- 4/25 – Fincastle Earth Day @ Fincastle Library
- 5/9 – Eagle Rock Science Festival

ADMINISTRATIVE ITEMS:

- 1. FOIA Guidance for Advertising Meetings.** Per the Code of Virginia (§2.2-3707(D)), a public body is required to provide notice of the date, time and location of its meetings by (1) *Posting such notice on its official public government website*; (2) Placing such notice in a prominent public location at which notices are regularly posted; and (3) *Placing such notice at the office of the clerk of the public body* (SWCD office). Notice shall be posted at least three business days prior to the meeting (this means that the day of the meeting does not count toward the three-day posting requirement). Please keep this in mind as you schedule committee meetings. This is also important to remember when rescheduling board meetings or scheduling special-called meetings.
- 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 forms 199-014 and 199-015 (for a new nomination for appointment) and form 199-014 (for a nomination for reappointment), along with a copy of the minutes where the nomination for appointment was approved, so the VSWCB can act on the SWCD's nomination. Once blessed by the VSWCB, the nominee must take the oath of office. In order for nominations to be 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. Committee Meeting Reminders.** As you schedule committee meetings to work on year-end items, please remember that committee meetings are public meetings and must be held in accordance with the Freedom of Information Act. This means that committee meetings must be advertised in accordance with FOIA and minutes must be taken at the committee meeting. Please note that the official committee meeting minutes must be typewritten; the handwritten notes sheet can be used to take notes at the committee meeting, but those notes must be typed up, approved at the next appointed meeting and signed by the committee chair upon approval. Always remember that a committee report must be provided to the full board at the next SWCD board meeting. If personnel evaluations are being conducted by the personnel committee, please remember to use the proper closed meeting procedures to close the meeting, conduct personnel evaluations and certify the closed meeting upon completion of the closed meeting business.

COST-SHARE/ TAX CREDIT/ CREP ITEMS:

- 1. Participant-Installed BMP Guidance.** Please ensure that when participants self-install any portion of a BMP that the participant provides receipts for all materials purchased by the participant for the installation of the BMP component(s). An invoice from the participant that simply lists materials and their respective cost(s) as purchased by the participant is not acceptable. Below are the main points to remember as you gather documentation for payment where participant-installed practices and the use of on-hand materials are concerned.

Prior to payment, please ensure the following:

-  **Materials Purchased by the Participant for the Project:** All receipts for all materials purchased by the participant for the self-installed portion of the project construction must be provided to the SWCD by the participant;
-  **Participant Labor on the Project:** Labor invoices for work completed by the participant should include the type of equipment utilized, the number of hours and the hourly rate (Type of Equipment Utilized: Number

of Hours x Hourly Rate). Please reference pages II-16 and II-17 of the PY 2026 VACS Manual for more information on this topic;

-  **Use of On-Hand Materials for the Project:** The use of on-hand materials is allowable. Participant documentation for materials that the participant had on-hand that were utilized for the project should be documented by the participant at a reasonable market value of the materials. Items must be documented with specificity (Examples: Number of Fence Posts x Market Value of the Type of Fence Post Used, OR Number of Feet of Pipeline x Market Value of the Type of Pipe Used, OR Number of Feet of Wire x Market Value of the Type of Wire Used).

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 Practice Reminders. Please heed the following reminders as you prepare for approval of carryover reports.

-  Ensure that practices are eligible for carryover status prior to bringing them to the board for approval in June (see pages II-42 thru II-46 of the VACS manual).

-  Update each carryover instance in the Ag BMP Tracking Module of CAS and ensure that all Carryover Measures are filled in.

- i. Two-program year completion date practices do not require input of Carryover Measures to move from the first program year into the second program year. The status can simply be changed to *Carryover* status. However, the “Required Completion Date” field in CAS and on the Part II must show a required completion date of June 30, 2027.

-  Completion Dates in CAS:

- i. The Carryover Completion Date should be filled into the “Carryover Date” field in CAS.
 - ii. Do not make any changes to “Required Completion Date” field. The “Required Completion Date” field should reflect the original Required Completion Date of the practice.

-  After making updates to carryover instances, allow Logi to update overnight before running a carryover report. Please check the carryover report for missing data prior to board approval. 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.*

- ✿ Utilize the Logi report when approving carryovers since the Logi report can assist with ensuring that a practice is truly eligible for carryover. An example of this is the SL-1 practice. It is a one-program year completion date practice and is eligible to receive carryover status one time. The Logi report highlights these practices if they have already been carried over and cannot be carried over again.
 - ✿ Remember that contracts moving into a fourth program year cannot receive board approval for carryover unless previously approved by Sara Bottenfield. The deadline for submitting contracts to Sara for consideration is May 15, 2026.
4. **End of Year Reports.** End of Year reporting instructions and forms are expected to be available to be sent to SWCDs in May. The deadline for submitting end-of-year reports is July 15, 2026. Signed carryover reports will be due with the End of Year Reports. Electronic carryover reports will be pulled from Logi on July 16, 2026. If possible, SWCDs are encouraged to avoid making payments after June 30, 2026 and until year end reports can be reconciled.
 5. **Data QA/QC.** As you work through the final quarter of this program year, please be sure to run the QA/QC reports in Logi. Please let me know if you need help accessing and running these Logi reports.
 6. **PY 2027 VACS Manual.** Was approved at the April 15, 2026 VSWCB meeting and will soon be made available online. Manuals will go to print after the June 17, 2026 VSWCB meeting to ensure that the printed copies contain the approved policy documents. One printed copy will be provided to each SWCD.
 7. **Reallocation Funds.** Were approved at the April 15, 2026 VSWCB meeting. SWCDs receiving reallocation funds should plan to approve all affected instances at May SWCD board meetings using the new “2025 OCB VACS Reallocation” program type. The original “2026 OCB VACS” funding source will need to be zeroed out in the *Programs* tab in CAS and funds assigned to the new “2025 OCB VACS Reallocation” funding source. Once approved, please make sure that funds are assigned to the appropriate funding source and the affected instances are placed in *Approved* status no later than May 31, 2026 so the 2025 OCB VACS Reallocation funds and the associated TA funds can be included in the upcoming June 2026 disbursement request. Just like 2026 VACS funds, all reallocation funds must be approved no later than June 15, 2026.
 8. **Conservation Plan Re-Approval Guidance.** When a complete board-approved conservation plan is on file but DOES NOT include the type of BMP being sought for board approval, then the conservation plan MUST be updated to include the BMP and the revised plan MUST be approved by the SWCD board prior to approval of the BMP. The signature page will need to be updated with new signatures and the new approval date entered into CAS in all areas requiring the approval date. If the BMP to be approved was included in a conservation plan that was previously approved by the SWCD board, then the conservation plan does not need to be approved again.
 9. **Conservation Planner Resources and End of Year Conservation Plan Review.** On April 22, 2026, a checklist of grant deliverable requirements and an example of the objective, description of operation and assessment summary was emailed to staff. No action is needed; the documents are simply to be utilized by conservation planners as a reference tool. Please direct any questions about these documents to Carl Thiel-Goin or Vanessa Lewis.
 10. **Unlocking Instances in CAS.** Please keep in mind that CDCs should be contacted to unlock instances in CAS. If the CDC is not available and the request cannot wait until the CDC’s return, then the request can be sent to the Helpdesk.

VSWCB MEETING UPDATES:

- 🌿 **June 17, 2026:** VSWCB Meeting. Location TBD. The VSWCB is expected to finalize the PY 2027 Policy and Grant Agreement documents and their respective allocations (pending approval of a state budget), and the Desktop Procedures Manual.
- 🌿 **Grant Agreement Signature Delegation of Authority.** Please note that once the VSWCB approves the PY 2027 Policy and Grant Agreement documents, DCR will be issuing grant agreements to SWCDs as soon as possible. It might be wise to consider delegating 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:

- 🌿 **May 20, 2026:** Stream ID Course from 8:00AM until 4:30PM in Charlottesville, VA.
- 🌿 **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.
- 🌿 **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).
- 🌿 **Winter 2026:** Nutrient Management Training Course will be offered again.

UPCOMING EVENTS/ IMPORTANT DATES:

- 🌿 **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. Unobligated cost-share funds and their associated technical assistance funds must be returned to DCR at the close of the fiscal year.
- 🌿 **June 17, 2026:** VSWCB Meeting. Location TBD.
- 🌿 **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.
- 🌿 **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 30, 2026.** Deadline for resolving all QAQC issues.
- 📅 **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.
- 📅 **October 1, 2026:** CWFA local award and grand basin award nomination packets are due to the appropriate CDC.

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.	📅 Board Approval Required

There was some discussion about the draft numbers at the April VSWCB meeting, and more discussion is expected at the June VSWCB meeting. ❖ Draft PY 2027 Addition to Base TA Allocations and PY 2027 VACS Allocations were contained in the Draft PY 2027 Cost-Share and Technical Assistance Policy document that was made available in advance of the April 15, 2026 VSWCB meeting. These amounts were calculated based on the proposed budget amounts from the House. ❖ For budgeting purposes, please plan to use the lowest numbers available since a budget should be approved in June to carry the SWCD into July. Once final numbers are known, a new, 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 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 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.	❖ Required by Code of Virginia

- 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.	
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. <i>Ensure this documentation is recorded in the minutes.</i>	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. - 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 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: 05/07/2026





BONSACK NRCS MONTHLY REPORT

Derek W. Hancock, District Conservationist
May 2026

Farm Bill Program Workload:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 28 contracts totaling \$1,772,978.32 in obligated cost assistance
 - \$1,160,195.32 of that assistance has been paid out
 - 1037.4 acres of conservation contracted
 - 14 new applications accepted for 2026
- **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 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. Information forwarded to management staff in Richmond.

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.

