



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

We work with the people who work the land.

Board of Directors Meeting Minutes
Wednesday, July 8, 2026 – 7:00 p.m.
USDA Service Center, Bonsack

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

Directors Absent: Jeff Henderson, Chair, Botetourt
Jason Williams, Craig

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm, Associate Director
Jeff Munsey, Associate Director
Stacy Horton, DCR
Charles Wilson, DCR
Derek Hancock, NRCS
James McNash, Freese and Nichols
Makayla Petty

Quorum: Preston Wickline called the meeting to order at 7:38 p.m. A quorum was established.

Minutes: Minutes from the June 10, 2026, board meeting were reviewed. Andrew Keffer moved to approve the minutes as presented. Second by Jonathan Stanley, motion approved by unanimous consent.

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

Committee Reports:

- BMP – no report
- Dams – James McNash of Freese and Nichols presented the 90% design plan for the Johns Creek Dam #1 rehabilitation project (see attached PDF of slides). Charles Wilson of DCR provided additional information. The presentation was followed by a Q&A.
- Budget/Finance – Tim Miller reported that the MCSWCD \$10,000 request from Botetourt County for FY27 had been fully funded in the county budget
- Personnel – no report
- Education – no 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 Laura Edwards as the Botetourt County ag and natural resources agent; Laura started on 6/25
- **VDOF** – no report
- **FSA** – Tim read a note provided by Haley Ronk asking everyone to spread the word that FSA appointments were strongly encouraged, since she is in the office by herself for the foreseeable future
- **NRCS** – written report provided received and placed on file (see full report)

Other Business

- After discussion, Walter Nelson moved to approve DEQ Grant Agreement #17088 Mod 4. Second by Andrew Keffer, motion passed by unanimous consent.
- After discussion, Andrew Keffer moved to approve the District Personnel Policy for PY 27. Second by Jonathan Stanley, motion passed by unanimous consent. (Personnel Policy Addendum attached)
- After discussion, Jonathan Stanley moved to approve the District Financial Policy Handbook for PY 27. Second by Walter Nelson, motion passed by unanimous consent. (Financial Policy Handbook attached)
- The Board decided to review the revised Desktop Procedures for District Operations at the August 12th board meeting.
- After discussion, Andrew Keffer moved that Preston Wickline sign the dam alterations permit for the small dam repair on Johns Creek Dam #2 on behalf of the Board of Directors. Second by Walter Nelson, motion passed by unanimous consent. (copy of permit attached)

319 Contracts

Preston Wickline used his Board-delegated authority on 6/24/2026 to approve the following 319 contract for carryover: 45-25-0052; Instance #657063 (system replacement); 50% CS; max CS = \$5,200. The contract was added to the carryover report because DEQ Grant Agreement #17088 Mod 4 needed to be approved before payment could be made.

The following 319 contracts were reviewed:

- 45-27-0001; Instance #741242; RB-3M (nonpermitted repair); 50% cost share; maximum cost share = \$3,250
- 45-27-0002; Instance #741243; RB-4 (system replacement); 50% cost share; maximum cost share = \$6,400

Walter Nelson moved to approve all 319 contracts, second by Andrew Keffer, motion passed by unanimous consent.

The following 319 contract was reviewed for a cost share increase: 45-26-0042; Instance #737843; RB-4 (system replacement); 50% CS; new max CS = \$4,500. Increased cost share of \$250 is being requested to cover 50% of the VDH permit, which was unintentionally left out of the original cost estimate. Andrew Keffer moved to approve the cost share increase, second by Jonathan Stanley, motion passed by unanimous consent.

VACS Program

- After discussion, Jonathan Stanley moved to approve the District PY27 Average Cost List. Second by Walter Nelson, motion passed by unanimous consent. (see attached Average Cost List)
- After discussion, Jonathan Stanley moved to approve the district PY27 Secondary Considerations and Ranking Sheet. Second by Andrew Keffer, motion passed by unanimous consent. (see attached Secondary Considerations and Ranking Sheet)

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)

Adjourn:

The meeting adjourned at 9:08 p.m. with a motion from Walter Nelson, second by Andrew Keffer. Motion passed by unanimous consent.

Approved:



Jeff Henderson, Chair

Date: 8-12-26

Respectfully submitted/prepared by:



Tim Miller

4:38 PM

07/08/26

Cash Basis

Mountain Castles Soil & Water Conservation District

Balance Sheet

As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,522,114.41
OPERATIONAL - First Bank	148,260.57
TMDL - Bank of Botetourt	22,585.00
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	38,446.81
Total Checking/Savings	2,082,497.74
Total Current Assets	2,082,497.74
TOTAL ASSETS	2,082,497.74
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,495,581.72
Net Income	218,165.21
Total Equity	2,082,497.74
TOTAL LIABILITIES & EQUITY	2,082,497.74

APPROVED

by FPW/m

APPROVED

4:37 PM

07/08/26

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 2025 through June 2026

	Jul '25 - Jun 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	333,809.00
2026 CB VACS	785,900.46
2025 CB CREP	1,251.74
Total Cost Share	1,120,961.20
Total OPERATIONS	1,514,370.43
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	24,616.75
VCAP Cost Share Income	8,356.00
VCAP TA	1,200.00
MWEE Grant	8,984.01
Total VASWCD	43,156.76
Local Government Funding	
Botetourt County	7,000.00
Craig County	3,000.00
Total Local Government Funding	10,000.00
ATC Grant	975.00
LOCAL/OTHER SOURCES - Other	315.00
Total LOCAL/OTHER SOURCES	55,576.16
Interest	
Operational -Bank of Fincastle	463.44
Savings - Bank of Fincastle	16.62
Interest - Other	54,119.79

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 2025 through June 2026

	Jul '25 - Jun 26
Total Interest	54,599.85
Total Income	1,783,854.98
Gross Profit	1,783,854.98
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	571.82
Intern stipend - Other	6,647.63
Total Intern stipend	7,219.45
Technician Assistant	
Education & Training	500.00
Travel/Milage	600.34
FICA	992.61
Salary	12,975.00
Total Technician Assistant	15,067.95
Directors	
Meals/Expenses	2,099.41
Travel/Mileage	2,271.43
Total Directors	4,370.84
Education Coordinator	
Employee bonus	1,652.51
Benefits	19,056.04
Education and Training	2,175.51
FICA	6,388.49
Travel/mileage	1,292.13
Salary	83,865.15
Total Education Coordinator	114,429.83
VNRCF TA - Conservation Tech	
Employee bonus	1,239.22
Benefits Paid	20,012.19
Education & Training	1,372.70
FICA & Medicare	4,706.10
Salary	62,890.70
Travel/Mileage	101.50
Total VNRCF TA - Conservation Tech	90,322.41
Total I. Employee Compensation	231,410.48
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)	2,678.28
Phones/Internet (Cox Business)	2,062.02
Computer programs & software	3,086.40
Office Rent	9,000.00
Postage	362.76
Office Equipment and Supplies	3,020.85

Mountain Castles Soil & Water Conservation District

Profit & Loss

07/08/26

July 2025 through June 2026

Cash Basis

	Jul '25 - Jun '26
U.S. Cellular -VNRCF TA	969.30
Total II. Office Expenses	27,075.31
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	291,411.81
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	34,281.20
25 CB VACS Transfer ot FY22	1,322.00
25 CB VACS Transfer to FY20	6,081.25
2024 OCB VACS	18,230.41
25 OCB VACS	26,443.16
25 CB VACS	41,797.71
2023 SR CREP	14,046.60
2024 CB VACS	3,427.25
2023 CB VACS	8,576.25
2022 CB VACS	96,840.52

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07/08/26

Cash Basis

Mountain Castles Soil & Water Conservation District

Profit & Loss

July 2025 through June 2026

	Jul '25 - Jun 26
Total DCR - Unobligated C/S Paid	251,046.35
Dam Maintenance	
Dam Repair	40,000.00
NRCS Dam Rehab	175,267.35
Dam Maintenance - Other	17,259.54
Total Dam Maintenance	232,526.89
TMDL	
TMDL TA and OPS	2,595.85
TMDL Cost Share	13,169.15
Total TMDL	15,765.00
Total Expense	1,565,689.77
Net Ordinary Income	218,165.21
Net Income	218,165.21

Mountain Castles Soil & Water Conservation District
Outstanding Check Report

July 2025 through June 2026

Date	Num	Name	Memo	Account	Amount
02/09/2026	3877	Anne Jones	Replaces check #3800	OPERATIONAL - First Bank	-19.60
05/29/2026	1844	Watahala Farm, Ronald L. Bennett	45-26-0033; Inst 727367; SL-8B	COST-SHARE - First Bank	-4,824.90
06/01/2026	3915	Preston Wickline	April-May mileage	OPERATIONAL - First Bank	-55.10
06/01/2026	3920	Tom Williamson	April-May mileage	OPERATIONAL - First Bank	-21.03
06/17/2026	3929	Roanoke Valley-Alleghany Regional Comm.	Invoice #360010-001	OPERATIONAL - First Bank	-5,947.63
06/30/2026	3931	Tim Miller	June mileage reimbursement	OPERATIONAL - First Bank	-69.60
06/30/2026	3932	Makayla Petty	June mileage reimbursement	OPERATIONAL - First Bank	-250.56
06/30/2026	3933	Treasurer of Craig County	June payroll	OPERATIONAL - First Bank	-21,145.70
06/30/2026	3934	U.S. Department of Agriculture	Payer 6008481 Bill 1806966823	OPERATIONAL - First Bank	-71,872.24
					<u>-104,206.36</u>



PY26 Budget Update through 6/30/26						
INCOME			Budgeted	Actual through June 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		
TMDL TA				\$ 6,224.50		
Locality Funding			\$ 13,000.00	\$ 3,000.00		23%
EXPENSES			Budgeted	Actual through June 2026		% of budget
Dam maintenance			\$ 18,000.00	\$ 17,259.84		96%
VCAP TA			\$ 1,768.57	\$ 386.82		22%
Payroll			\$ 230,000.00	\$ 213,778.01		93%
RVARC shared employee			\$ 7,000.00	\$ 6,647.63		95%
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	\$ 3,020.85		76%
Computer software/IT			\$ 8,000.00	\$ 3,086.40		39%
Copier lease			\$ 2,750.00	\$ 2,678.28		97%
Postage			\$ 350.00	\$ 362.76		104%
Internet			\$ 2,500.00	\$ 2,062.02		82%
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	\$ 9,000.00		98%

Cell phone			\$ 1,100.00	\$ 969.30		88%
Field equipment			\$ 700.00	\$ 35.96		5%
Insurance			\$ 750.00	\$ 941.00		125%
Vehicle			\$ 7,750.00	\$ 6,089.14		79%
Training - Tim			\$ 2,200.00	\$ 2,175.51		99%
Travel-Tim			\$ 1,500.00	\$ 1,292.13		86%
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	\$ 571.82		114%
Training - Directors			\$ 800.00			0%
Meals - Directors			\$ 3,000.00	\$ 2,099.41		70%
Travel - Directors			\$ 3,000.00	\$ 2,271.43		76%



We work with the people who work the land.

Dam Committee Minutes

Date of meeting: July 8, 2026

Location: USDA Service Center in Bonsack, VA

Committee members in attendance: Andrew Keffer, Jeff Munsey, Daniel Naff

Others present: James McNash, Brian Lipes, Ben Hall, Darryl Humphreys, Woody Lipps, Dan Collins, Charles Wilson, Tim Miller, Makayla Petty

Call to Order: Jeff Munsey called the meeting to order at 6:03 p.m.

Purpose: The Mountain Castles SWCD Dam Committee met to review information presented by James McNash of Freese and Nichols concerning completion of the 90% design of the Johns Creek Dam #1 rehabilitation project.

Business items:

James McNash of Freese and Nichols presented slides showing highlights of the 90% design of Johns Creek Dam #1 rehabilitation project (slides attached).

James answered questions related to the purpose of the rehab, the amount of sediment storage, and the decision to separate from USDA. Additional engineering questions were addressed. Charles Wilson from the Virginia Department of Conservation and Recreation clarified certain aspects of the project.

No actions were taken during the meeting; the purpose of the meeting was to convey information.

At 7:25 p.m., Andrew Keffer moved to adjourn, second by Jeff Munsey.

Submitted by Daniel Naff and Tim Miller

Signature of Committee Chair _____ Date _____



Johns Creek Floodwater Structure No. 1 Rehabilitation

Design Overview Presentation
July 8th, 2026



Agenda

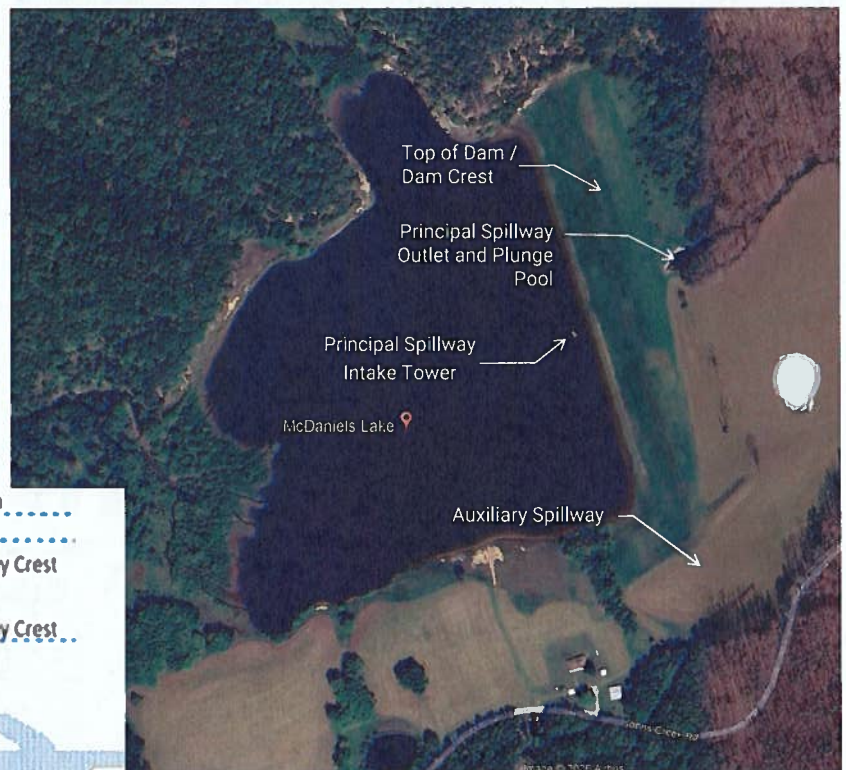
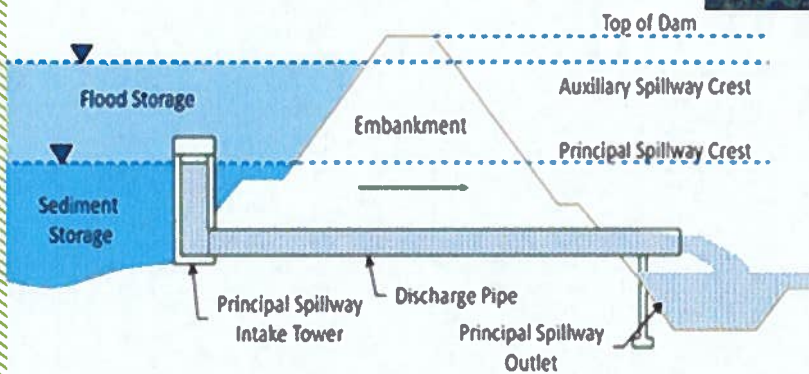
- Overview of a Dam
- Site Background
- Rehabilitation Program and Recommended Alternative
- Proposed Design Configuration
- Project Benefits and Successes
- Next Steps
- Questions



Overview of a Dam

Dam Overview

- Flood Control Dam Features
- Flood vs Sediment Storage
- Riser Features



Johns Creek No. 1 Features



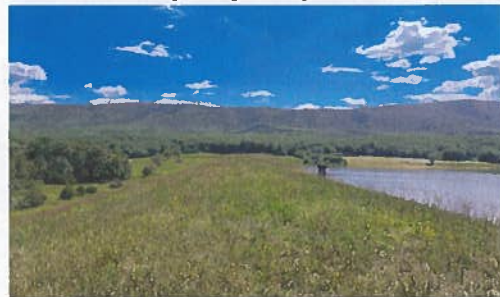
Principal Spillway Intake Tower



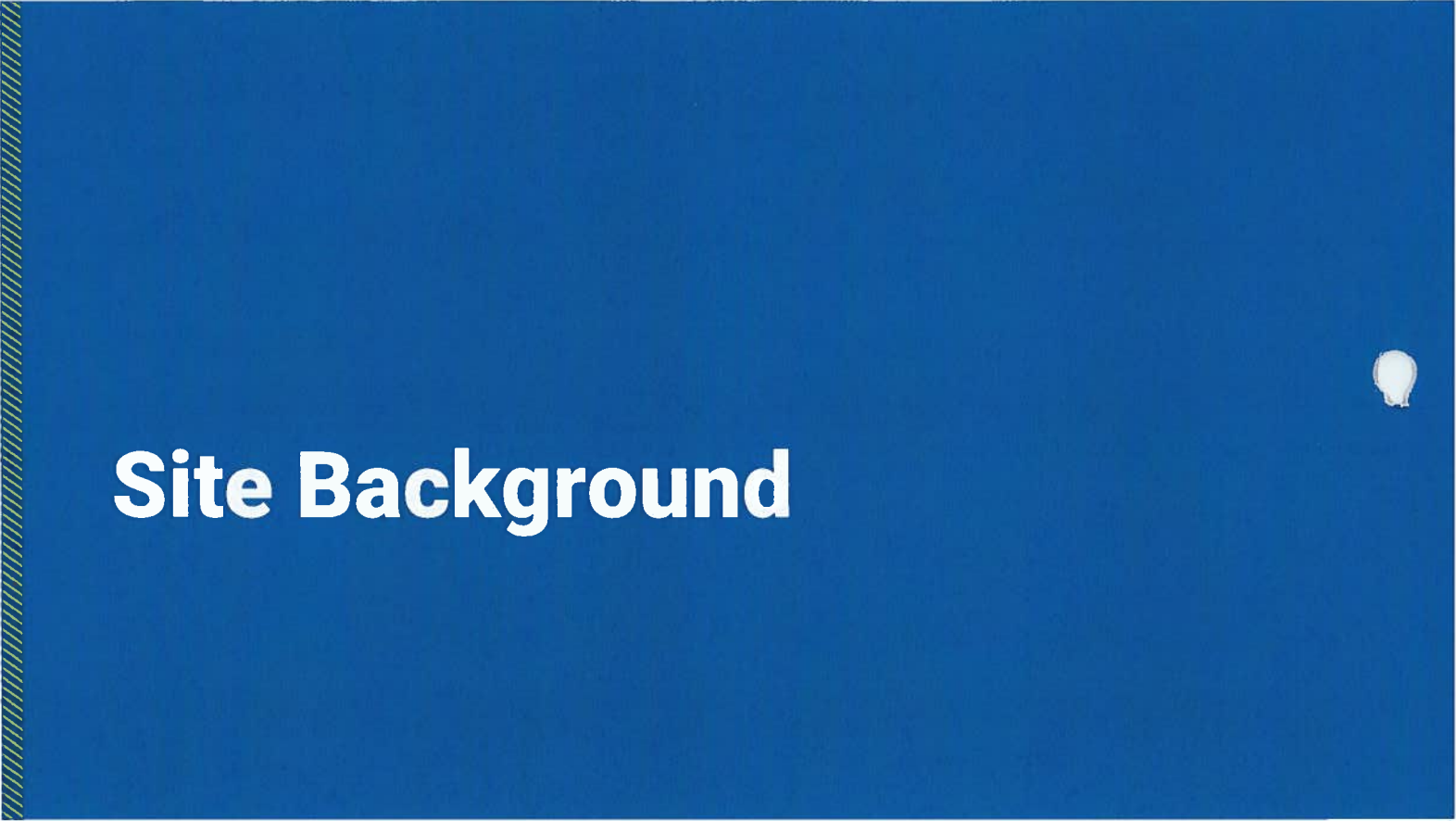
Principal Spillway Outlet



Auxiliary Spillway



Top of Dam



Site Background



Johns Creek No. 1

- Purpose: Flood Control
- Constructed by Soil Conservation Service in 1967
- Maintained by the Mountain Castles SWCD (Sponsor)
- VA DCR provides Technical Support

Feature	Unit	Existing Conditions
General Data		
Dam Height Along Centerline	feet	58.9
Maximum Height of Dam	feet	58.9
Embankment Length	feet	1456
Embankment Top Width	feet	14
Elevations		
Effective Top of Dam (TOD)	feet	1966.5
Permanent Pool	feet	1923.2
Principal Spillway (PSW) Crest	feet	1945.5
Outlet Pipe Intake Invert	feet	1910.0
Outlet Pipe Downstream Invert	feet	1907.6
Cold Water Plunge Invert	feet	1922.3
Auxiliary Spillway (ASW) Crest	feet	1960.0
Spillway Dimensions and Descriptions		
Auxiliary Spillway Width and Description	feet	200.0
Principal Spillway Conduit Size	inches	42.0
Areas		
Sediment Storage Pool Surface Area (PSW Crest)	Acres	29.9
Flood Storage Pool Surface Area (ASW Crest)	Acres	137.4
Maximum Storage Pool (TOD)	Acres	158.5
Storage		
Submerged Sediment Storage (PSW)	Acre-ft	203.7
Flood Storage (ASW Crest)	Acre-ft	3,069.6
Maximum Storage (TOD)	Acre-ft	4,045.3

Rehabilitation Program and Recommended Alternative

Rehabilitation Program

NRCS Rehabilitation Program:

Assessment → Planning → Design → Construction

Planning Indicated:

- Design storm not conveyed without dam overtopping
- Auxiliary spillway erodes/breaches during design storm
- Toe drains do not meet filter criteria and may clog
- Existing riser structure is not stable during design Earthquake

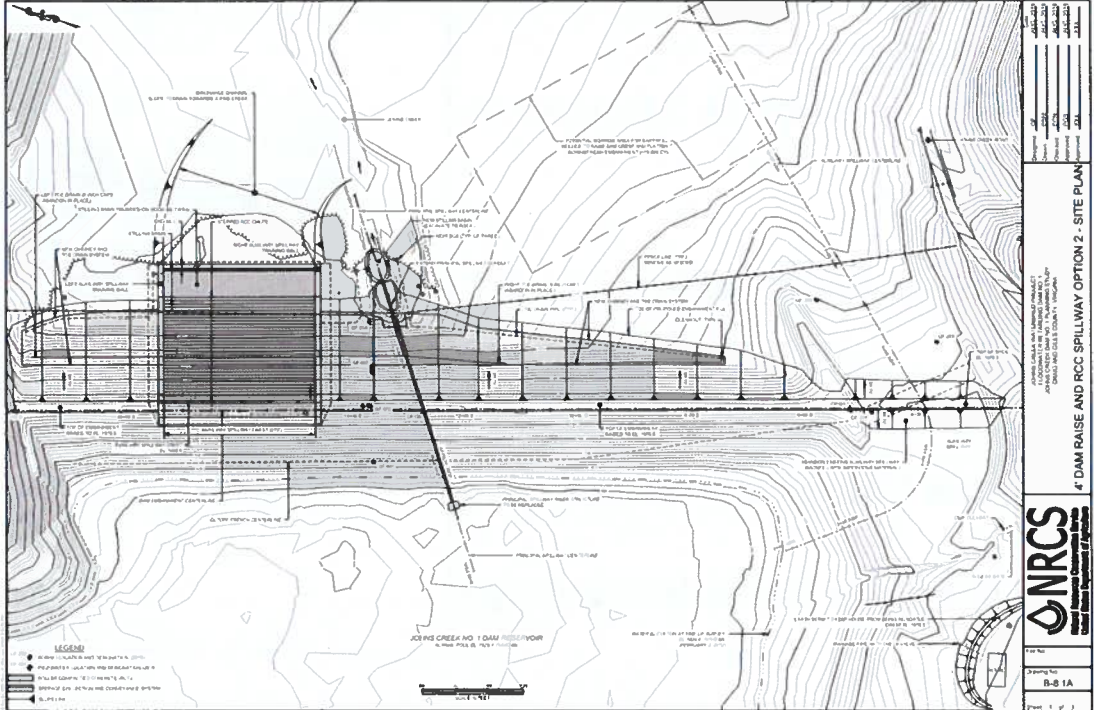
FINAL Supplemental Watershed Plan No. 2 and Environmental Assessment
for the
Rehabilitation of Floodwater Retarding Structure No. 1
(McDaniel's Lake)
of the Johns Creek Watershed
Craig County, Virginia



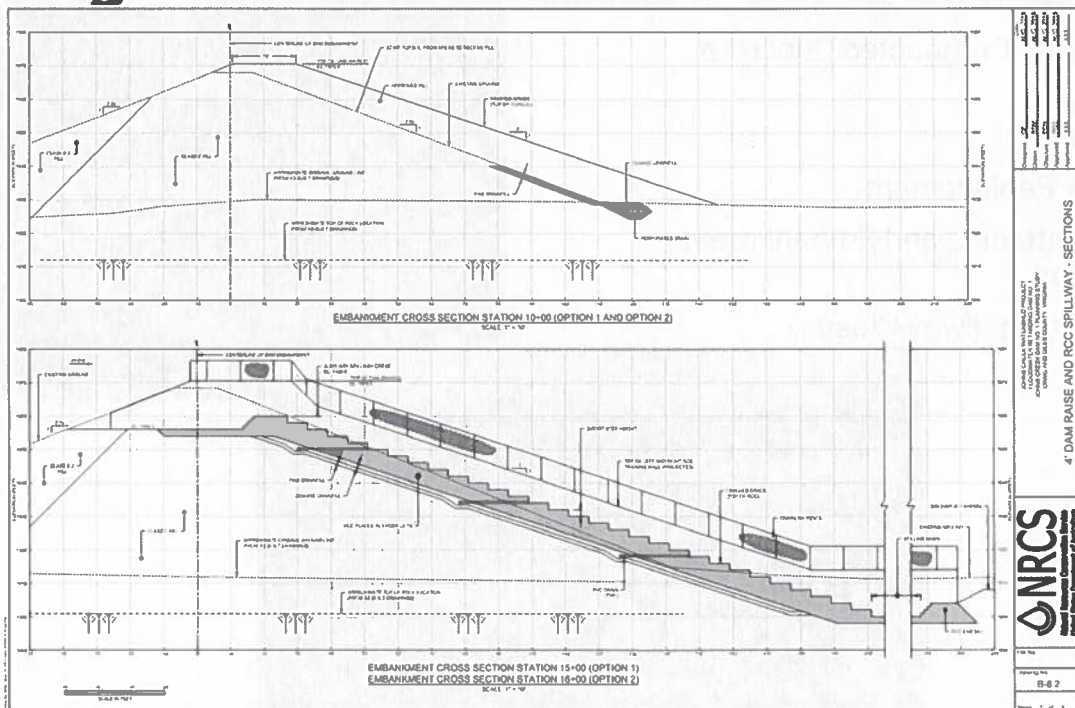
PREPARED BY
USDA Natural Resources Conservation Service
IN COOPERATION WITH
Mountain Castles Soil and Water Conservation District
Craig County Board of Supervisors

August 2019

Planning - Recommended Alternative

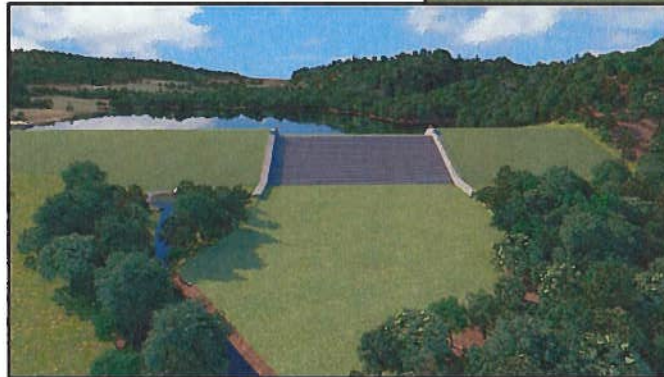
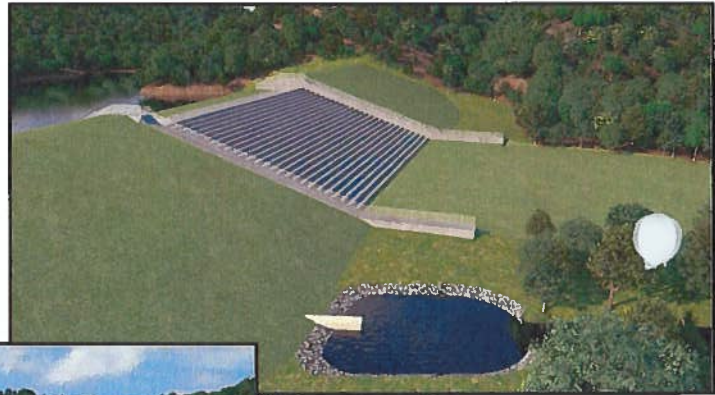


Planning - Recommended Alternative



Planning - Recommended Alternative

- 270-ft Wide Roller Compacted Concrete Spillway
- 4-ft Dam Raise
- Riser Structure Replacement
- 3H:1V Slope Flattening and Embankment Drain Installation
- Earthen Auxiliary Spillway Closure



Proposed Design Alternative

Rehabilitation Program

NRCS Rehabilitation Program:

Assessment → Planning → Design → Construction

Design Investigations:

- Survey/Wetland Evaluations
- Geotechnical Investigation
- Riser/Conduit Inspections
- Topographic Survey



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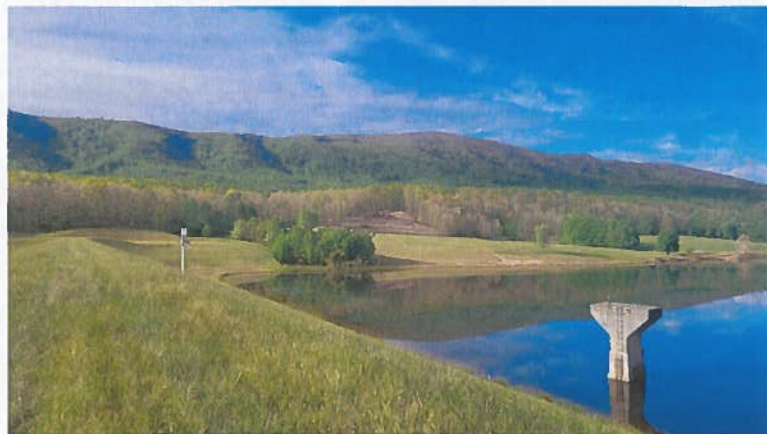
UVE TABLE						
LINE #	LINE NO.	CORRECTION	START POINT NODE VALUE	START POINT F AS TIME	END POINT NODE VALUE	END POINT F AS TIME
11	2264	7.56 36 45.0276	1674241.62	1092275.7 8.8	1676456.82	10922125.07
12	830	536 82 04 02.1	167887.94	10922419.61	167549.17	12022471.62
13	275	946 57 55 90.4	167453.08	10922693.70	167128.70	12022209.56
14	309	927 34 17 63.56	167646.96	10922105.27	1674931.93	10921070.37

CURVE TABLE					
CURVE #	CH. STA.	TANGENT	RADIUS	LT. OF CH.	CHORD BEARING
C1	81+00.00	361	150.0'	250.0'	332.1°

[illegible]

Proposed Design

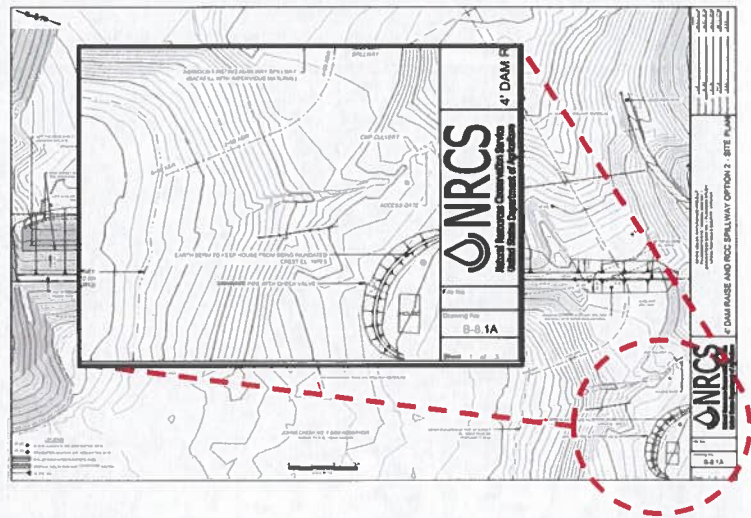
- Maintains Dam Crest at El. 1966.5 ft
- 225-ft Wide Roller Compacted Concrete (RCC) Spillway over principal spillway conduit
- Riser Replacement (two stage to single stage)
- Earthen auxiliary spillway closure
- Slope flattening (3H:1V) and blanket drain installation
- Site Restoration



Project Benefits and Successes

Benefits and Successes

- Brings dam into compliance with current design guidance for the Commonwealth of VA (and NRCS).
- Spillway does not activate until the ~1,000-year event vs. 200-yr predicted in Plan-EA.
- Maintains Dam Crest at El. 1966.5 ft → –
 - Eliminates berm around landowner's house
 - Limits purchase of additional easement for raised top of dam
- Spillway location limits impact to wetland resources and avoids wetland mitigation credit purchase and permitting delays.
- Positive landowner interaction.



Next Steps

Next Steps

- Complete 100% design and submit for Virginia DEQ review and approval.
- Obtain environmental permits
- Pre-qualify contractors and solicit competitive bids
- Construction in 2027 (~20 months)
- Completion and site restoration in 2028



Questions?

James McNash, P.E. | james.mcnash@freese.com



STATE BUDGET AND VSWCB MEETING UPDATES:

1. **State Budget Update.** The Commonwealth of Virginia has a budget and the details were shared by the VASWCD on June 30, 2026. They are as follows:
 - ❖ VCAP: \$4M
 - ❖ Major Dam Rehabilitation: \$25M
 - ❖ Administrative and Operations: \$12.8M (\$12,809,091)
 - ❖ Base Technical Assistance: \$4.55M
 - ❖ Addition to Base Technical Assistance: \$37,388,380 (VNRCF) + \$1.3M (Recordation Fees)
 - ❖ VACS Program: \$258,914,538
 - ❖ The June 15 obligation deadline is included in the budget language for PY 2027. Please note that the June 15th obligation deadline applies not only to PY 2027 funds but the use of funds from prior program years.
2. **VSWCB Update.** The VSWCB is scheduled to meet on July 24, 2026 to discuss and approve PY 2027 Policy and Grant Agreement documents. Here's what to expect:
 - ❖ DCR will be proposing that the VSWCB consider level Admin & Ops allocations for PY 2027.
 - ❖ DCR is anticipating that PY 2027 VACS and TA allocations will not change from those listed in the draft Cost-share and Technical Assistance Policy document that was released in advance of the April 2026 VSWCB meeting.
3. **Obligation of PY 2027 VACS Funds.** Please do not approve any PY 2027 VACS applications until your respective SWCD has received, signed and returned its PY 2027 grant agreement. It is fine to take applications.
4. **PY 2027 First Quarter Disbursement Letters.** Will be transmitted on July 30, 2026. The disbursement letter will include 50% of Admin and Ops funds, 100% of Base TA funds and any PY 2026 VACS and TA funds that are due to the SWCD.
5. **Grant Agreement Signature Delegation of Authority.** Most SWCDs exercised a grant agreement signature delegation of authority at June meetings that provided authority to an individual to sign grant agreements arriving before the SWCD's July meeting. Since the VSWCB is planning to meet on July 24, 2026, SWCDs will likely need to address this again to provide authority to an individual to sign grant agreements arriving between the July and August board meetings. Please note that DCR will be promptly issuing grant agreements to SWCDs once the VSWCB approves the PY 2027 Policy and Grant Agreement documents. Per the guidance provided in prior monthly reports, 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 August meeting minutes must reflect what grant agreement(s) were signed and the date that they were signed under the delegation of authority.

ADMINISTRATIVE ITEMS:

1. **SWCD Final Budget and Dedicated Reserves List.** Since SWCDs were only able to approve a tentative PY 2027 budget in June, they should plan to continue to operate under the tentative budget until the SWCD's August board meeting since grant agreements will not be issued until after the July 24, 2026 VSWCB meeting. At the August board meeting, SWCDs should ensure that the final PY 2027 budget as well as the final dedicated reserves list are on the agenda to receive board approval.
2. **Grant Assessments.** SWCD self-assessment questionnaires are due back to the CDC by July 15, 2026. Grant assessments will likely be conducted at September board meetings. **Please note that any outstanding**

year-end items must be submitted on or before July 15 with year-end reports to ensure proper credit on the assessment.

3. 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. **PLEASE ENSURE THAT CARRYOVER REPORTS ARE EXPORTED FROM LOGI AS A PDF RATHER THAN AN EXCEL DOCUMENT! EXCEL DOCUMENTS WILL NOT BE ACCEPTED.** 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
- 🌿 Please ensure that all instances are marked with the status of *Complete*, *Cancelled* or *Carryover* in CAS.
- 🌿 As you work to close out PY 2026, please ensure that data in CAS is complete and accurate by July 15, 2026. You can do this by running QA/QC reports in Logi (*Shared Reports>District Year End Reports>QAQC*). Please let me know if you need help accessing and running these Logi reports.
- 🌿 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.

4. **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.

5. **July 1, 2026 Edition of the Desktop Procedures Manual.** Was approved by the VSWCB on June 17, 2026 and was sent via email from Blair Gordon to SWCD Chairs, Treasurers, Managers and Administrative Staff on June 24, 2026.

- 🌿 The new Desktop Procedures Manual was accompanied by a *Summary of Updates* document which was sent with this report. The *Summary of Updates* document should be reviewed to ensure board awareness and understanding of the changes to the Manual.

- ❖ As always, the text in the Manual should be carefully reviewed as it relates to the items referenced in the Summary document.
 - ❖ Please note that a board review of the *Summary of Updates* document does not fulfill the grant agreement deliverable that requires SWCDs to review the Desktop Procedures Manual.
 - ❖ Please note that there were some noteworthy updates to the “*Board of Directors Meetings*” and “*Committees*” sections on page 5 of the Manual that were inadvertently left out of the Summary. They are listed directly below for your reference.
 - i. BOD Meetings and Minutes: The BOD should meet on a monthly basis, and minutes of each meeting must be prepared and maintained by the District in accordance with FOIA. Minutes must capture the essence of the meeting and the decisions reached, not the content of every conversation. The minutes must document attendance, any motion that is made and by whom, whether it is seconded and by whom, the motion, discussion of the motion, and the final vote or disposition. The final minutes must be typed and signed by either the Secretary or Chair or both and approved by the District BOD at the following meeting.
 - ii. Posting of BOD and Committee Meeting Minutes: All Board and committee meeting minutes must be publicly posted, in accordance with FOIA, within 7 working days of final approval. Minutes may be posted to the District website; however, if the District does not have a website, copies of the minutes must be posted at a prominent public location where meeting notices are regularly posted, at the office of the clerk of the public body, and, in the case of a public body with no clerk, at the office of the chief administrator.
 - iii. Committee Meetings and Minutes: All committees established by a District must prepare and maintain committee meeting minutes in accordance with FOIA. Each time a committee meets, a committee report shall be presented to the BOD at the BOD meeting following the committee meeting. Final committee minutes must be typed and approved by the committee at the next committee meeting and signed by the committee Chair. If no committee meeting is scheduled for the near future, the committee meeting minutes should be approved by the full BOD and signed by the committee Chair.
 - ❖ A training/Q&A session is being planned for the Graves Mountain training relating to the new direct deposit language in the Desktop Procedures Manual.
6. **PY 2026 Annual Report.** Should be completed by September 30, 2026. The annual report should cover SWCD accomplishments from July 1, 2025 thru June 30, 2026. Please recall that the grant agreement requires an **acknowledgement statement** to appear in all such documents crediting the VSWCB and DCR for administrative and financial support to the SWCD (reference page 3 of the Administrative and Operational Grant Agreement for specific language). As always, the annual report should be approved by the SWCD board. Please remember that the annual report is a good tool to share with local government(s).
7. **Fixed Assets Inventory.** Please be mindful that each SWCD is required to maintain and annually update an inventory listing of all fixed assets owned by the SWCD. The SWCD may set a minimum value required for items to be maintained on the list; \$500.00 is the suggested minimum identified in the Desktop Procedures Manual. Each item listed must be tagged and should include a description, serial number or VIN number, purchase date, cost of the asset and the estimated useful life of the asset. Remember that, regardless of value, all external storage devices for data should be included on the inventory list due to the important data and intellectual property stored on the device. Please see page 26 of the 2026 Desktop Procedures Manual for more information. Please note that the auditors will be looking for this listing.

COST-SHARE/ TAX CREDIT/ CREP ITEMS:

1. **PY 2027 Secondary Considerations and Average Cost List.** Please remember that the SWCD’s secondary considerations and average cost list require board approval and must be approved prior to the consideration of any PY 2027 cost-share applications. While both documents must be submitted to the Ag Incentives Program

Manager and to the CDC, remember that the secondary considerations require DCR approval as well as SWCD board approval prior to approval of PY 2027 cost-share applications.

***NOTE:** There have been recent situations where components that were not included on the SWCD's average cost list were found to be needed during the conservation planning process and the SWCD had no contingency plan in place to handle the component. Remember that there is no provision in the VACS manual to allow a SWCD to amend its average cost list to accommodate this type of situation, so please remember to include a viable contingency clause as part of the SWCD's average cost list.

2. **Nutrient Management Plans.** As participants sign up for practices that require a nutrient management plan, please have a conversation with them about whether they have a current nutrient management plan on file at the SWCD for the acreage that will be signed up under the VACS or tax credit program.

If a participant has no plan, has an expired or expiring plan, or the existing plan does not contain the acreage that will be signed up under the VACS or tax credit program, here are some helpful pointers to utilize as you work with participants. The guidance below applies whether the participant is utilizing the services of a DCR Nutrient Management Specialist or those of a private certified nutrient management planner:

- 🌱 Provide participants with contact information for their respective DCR Nutrient Management Specialist.
- 🌱 Your SWCD might also wish to provide a listing of private certified nutrient management planners in case participants would like to utilize the services of a private planner. The Directory of Virginia Nutrient Management Certified Planners for Hire can be found at <https://www.dcr.virginia.gov/soil-and-water/document/nmdir.pdf>. Please remember that private planners are like contractors, so please do not make specific recommendations for or against any private planner on the list.
- 🌱 Ask participants to begin collecting soil samples in the fall for **ALL** fields that need to be covered by the plan. A total lack of soil test results or fields missing from soil test results are often the biggest hold up in getting plans completed in a timely manner, since most participants wait until spring to complete this task. Once soil sample results are received, they should promptly be provided by the participant to the nutrient management plan writer. If fields are missing from a fall sampling where results are submitted to the plan writer in a timely manner, it is much easier to pick the fields up at a later time than it is when the sampling is completed in the spring months or submitted to the plan writer in the spring months and time is tight. Some SWCDs help facilitate this process by providing soil sample boxes and paperwork to participants.
- 🌱 Please make sure that participants are aware that they will need to provide the soil test results directly to the DCR Nutrient Management Specialist or private planner. It is not the responsibility of the planner or the SWCD to chase this information down from participants. The earlier the soil tests are provided to the Nutrient Management Specialist or private planner, the better. Most plan writers encourage participants to provide the test results by January.
- 🌱 Participants need to make direct contact with the DCR Nutrient Management Specialist or private planner. The SWCD does not need to be serving in an intermediary role in this relationship.
- 🌱 It would be a good practice to share with the DCR Nutrient Management Specialist a list of participants who might potentially be contacting them to get a plan so the Specialist can be watching for them. Remember, the DCR Nutrient Management Specialist will not reach out to participants to initiate contact; participants must contact the Specialist first.
- 🌱 In the case of annual practices such as cover crops, it might be helpful for your SWCD to consider setting an internal deadline that your SWCD expects to receive a copy of the nutrient management plan and

receipts and documentation for processing cost-share or tax credit to ensure that there is not a last-minute rush on your end or on the part of the DCR Nutrient Management Specialist or private planner. This deadline should be clearly communicated to the applicant via a letter, and a copy of the correspondence should be maintained in the case file.

- ✿ DCR Nutrient Management Specialists are available and willing to write plans, but they cannot be expected to fulfill last-minute requests.

3. **PY 2027 VACS Manual.** Has been posted online at <https://casdis.dcr.virginia.gov/htdocs/agbmqman/agbmptoc.htm>. Remember that this is the same link that is used each year, so please clear your browser cache to access the new version. Please note that the manual is still missing the policy documents and will be updated to include these once the VSWCB approves them. The manual will go to print once the full document is available.

4. **PY 2027 CAS Updates Sessions.** Will be virtual this year and two identical sessions are scheduled for:

- ✿ **CAS Updates Session #1:**

Thursday, July 16 from 1:00PM till 2:00PM

Registration is required to obtain the meeting link.

Register at: <https://events.gcc.teams.microsoft.com/event/4aa927df-287f-4c89-9ccb-cc5493891e96@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>

- ✿ **CAS Updates Session #2:**

Thursday, July 23 from 10:00AM till 11:00AM

Registration is required to obtain the meeting link.

Register at: <https://events.gcc.teams.microsoft.com/event/af469fbe-62a1-4eff-856b-9460fc3c65d6@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>

- ✿ Remember that **all** technical staff must attend one of the two CAS Updates sessions in order for the SWCD to receive full credit on the assessment for attending.

5. **Clean Water Farm Award.** CWFA Local Award Applications and CWFA Grand Basin Award Nominations are due to the CDC no later than October 1, 2026. Please start thinking about worthy applicants for consideration by the SWCD board no later than the SWCD's September board meeting.

CONSERVATION PLANNER CERTIFICATION COURSE INFORMATION:

- ✿ **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:

- ✿ **July 14, 2026:** VCAP Updates Training (virtual) at 2:00PM.
- ✿ **July 15, 2026:** Fourth Quarter Reports, EOY Reports and Self-Assessment Questionnaires are due to the CDC.
- ✿ **July 16, 2026:** WFA Training (virtual) at 9:30AM. Please register at <https://events.gcc.teams.microsoft.com/event/b8c30ec3-5a11-4f80-9f92-a71fa213dba1@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
- ✿ **July 16, 2026:** CAS Updates Session (virtual) from 1:00PM until 2:00PM.
- ✿ **July 23, 2026:** CAS Updates Session (virtual) from 10:00AM until 11:00AM.
- ✿ **July 24, 2026:** VSWCB Meeting in Charlottesville, VA.

- 🌿 **July 30, 2026.** Deadline for resolving all QAQC issues.
- 🌿 **August 18-20, 2026:** VACDE Graves Mountain Training in Syria, VA. A total of 9 Conservation Planning CEUs will be available for attending specific sessions at Graves.
- 🌿 **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.

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: 07/07/2026



BONSACK NRCS MONTHLY REPORT

Derek W. Hancock, District Conservationist
July 2026

Farm Bill Program Workload:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 26 contracts totaling \$1,729,318.79 in obligated cost assistance
 - \$1,201,003.45, 520.41 of that assistance has been paid out
 - 991.20 acres of conservation contracted
 - 14 new applications accepted for FY26
 - 12 of those have been pre-approved for funding for FY26
- **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 of those have been pre-approved for FY2026 (working to take them to contract now)
- **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:

- Nothing to report

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:

- My term as acting District Conservationist for Bedford is now over. I am back in Bonsack full time.

MOUNTAIN CASTLES SOIL AND WATER CONSERVATION DISTRICT

PERSONNEL POLICY ADDENDUM

I. Rationale for Addendum to the Craig County Personnel Policy

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

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

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

II. Departures from the Craig County Personnel Policy

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

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

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

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

III. PERSONNEL MANAGEMENT

1. POSITION DESCRIPTIONS AND EMPLOYEE EVALUATIONS

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

2. INDIVIDUAL PERFORMANCE GOALS

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

3. SUPERVISION

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

4. DISTRICT MEETINGS

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

5. TRAINING

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

IV. EEO STATEMENT

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

Handbook Acknowledgement

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

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

_____ Printed employee name

_____ Employee signature

_____ Date



We work with the people who work the land.

Mountain Castles Soil & Water Conservation District

Serving Botetourt & Craig Counties
36 Executive Circle, Roanoke, VA 24012

540-797-0217

tim.miller@mountaincastles.org

www.mountaincastles.org

District Financial Policy Handbook FY 2027
(also see *Desktop Procedures for District Operations*)

SECTION 1 – CHECK POLICY

Section 1-1: Check-Signing Policy

- a. All checks require two signatures
- b. All authorized check signers must be approved by the Board of Directors and included as check signatories at each bank.
- c. Check signers should only sign checks presented with vouched invoices.
- d. Check signers should not sign checks payable to themselves.
- e. Check signers should never sign incomplete checks (those where date, payee, or amount is left blank).
- f. Electronic or stamped signatures are not permitted for checks.
- g. All checks should be preprinted and prenumbered with the name and address of the District.
- h. The supply of unused checks should be kept in a locked cabinet at the District office. Individuals who have check-signing authority should not have access to the supply of unused checks.
- i. **Authorized check-signers as of July 1, 2026:**
Jeff Henderson (chair), Michael Beahm (treasurer), Andrew Keffer, Preston Wickline

Section 1-2: Voided Checks

- a. Voided checks should have "VOID" written on them and the signature lines obliterated to ensure alteration of the check does not occur.
- b. Voided checks should be placed in a voided checks file.
- c. Outstanding checks (maximum 6 months after check date) should be voided in Quickbooks and replaced so as not to affect the Attachment E balance from previous quarters.

Section 1-3: Bank Reconciliations

- a. Bank statements should be reconciled on a monthly basis within 15 days of the statement closing date.
- b. Reconciliations should be prepared by the District Coordinator, who should initial and date each reconciliation report.
- c. A second individual should review, initial, and date the reconciliations and periodically review canceled checks for proper signatures. When reviewing bank reconciliations, the reviewer should check the prior month's statement and reconciliation to ensure all outstanding items from the previous month have been properly accounted for.

SECTION 2 – CASH MANAGEMENT

Section 2.1: Accounting Method

- a. The District shall use the *cash basis* accounting method

Section 2.2: Petty Cash and Gift Cards

- a. The District shall not maintain a “petty cash” fund. The District credit card should be used for District purchases.
- b. The District shall not present gift cards.

SECTION 3 – CREDIT CARDS

Section 3-1: Credit Card Use

- a. The Board of Directors must approve the issuance of any credit card to be used
- b. The district credit card may only be used for business purposes
- c. Credit card purchases will be consistent with the approved budget. Non-budgeted purchases will be made in accordance with the District purchasing policy.
- d. Receipts are to be placed in the receipts folder and labeled with the appropriate budget category
- e. Receipts will be reviewed by the District Coordinator and the treasurer and/or board chair for accuracy and appropriateness once the credit card statement arrives
- f. A copy of each receipt should be kept with the credit card statement
- g. For lost receipts, a receipt should be created providing the store name, purchase date, purchase amount, items purchased, and purchaser
- h. Expenditures should be made in accordance with with procurement guidelines
- i. A personal credit card should not be used to make district purchases

- j. The treasurer or a Director with check-signing authority should review and initial the credit card reconciliation report before payment is made.
- k. Credit card payment should be made in full and on time to avoid finance charges or late payment fees.
- l. **Authorized users:** Card ending in 3517: Exp 3/27; Daniel Naff
Card ending in 1255: Exp 9/26; George (Tim) Miller

SECTION 4 – EXPENSE REIMBURSEMENTS

Section 4-1: Personal Credit Cards

- a. Personal credit card use for business expenses is discouraged, and should be done only in rare circumstances
- b. Directors and staff may be reimbursed for business expenses made with a personal credit card if the original invoice/receipt is provided

Section 4-2: Travel

- a. Mileage for Directors and Employees is reimbursable at the current federal IRS rate.
- b. Milage rates should be revisited by the Board of Directors when there is an IRS mileage rate change. Updates should be recorded in the meeting minutes.
- c. Expenses for business meals will be reimbursed on an actual basis; receipts must be submitted for reimbursement.
- d. Employees must submit a written report of travel to be reimbursed within 60 days of the trip. Report should include “Destination, Miles Travelled, and Reason.”
- e. Employees and Directors will be reimbursed within 60 days of incurring the expense.

SECTION 5 – PROCUREMENT

Section 5-1: Overview

It is the intent of the District that all purchases be made as the result of a competitive and open process that encourages participation by all qualified vendors. It is also the District’s intent that all District procurement be in accordance with the Virginia Public Procurement Act, § 11-35 of the *Code of Virginia*.

The following guidelines set forth the District policy for competitive procurement, based on the dollar amount of the anticipated purchase. It is intended that the lowest cost quotation will be accepted. However, should the District determine

that acceptance of the least costly price is not in the District's best interest, a written justification for accepting an offer other than the low bid shall be prepared and maintained as the record of district action with the quotations.

The District's annual budget is developed to cover anticipated purchases. If sufficient funds do not remain in a particular budget sub-category to cover a purchase, this shall be brought to the attention of the Board of Directors (BOD) by providing them with a copy of the "budget vs. actual" report. The BOD may then amend the annual budget.

Section 5-2: Purchase Amounts (revised & approved 8/13/2025)

The following serve as guidelines for procurement of goods and services:

- **Purchases less than \$1,000** – District officials and/or staff will procure goods and services using sound business practices and will endeavor to obtain the best product available for the lowest cost.
- **Purchases between \$1,000 and \$3,000** – Quotations shall be sought, where practical and available, from at least three (3) vendors. These quotations may either be in writing or by telephone. In either case, all quotations shall be maintained on file for subsequent review and inspection. If three (3) quotations are not available, circumstances shall be documented and retained on file.
- **Purchases greater than \$3,000** – At least three (3) written quotations (or sealed bids) shall be obtained for these purchases. If three (3) quotations (or sealed bids) are not obtained, circumstances must be documented and retained on file. The BOD or a committee, or those authorized by the BOD shall review quotations or bids. The decision to purchase shall be recorded in the minutes.

In the case of an emergency (i.e. securing contractor for work on a flood control dam, etc.) when obtaining three (3) written quotations (or sealed bids) is not possible, the employee or other individual(s) securing the service/purchase shall contact one or more directors for permission to proceed, followed by written documentation of circumstances involved in securing said service/purchase. This action shall be brought to the attention of the BOD at its subsequent meeting and recorded in the minutes.

Section 5-3: Joint Procurement

The District may participate in, sponsor, conduct, or administer a joint procurement contract in conjunction with one or more other public bodies, state or federal agencies, public institutions, or localities for the purpose of combining requirements to increase efficiency or reduce

administrative expenses in any acquisition of goods or services. Cooperative procurement shall be in accordance with VPPA § 2.2-4304 Section A.

SECTION 6 – INVENTORY & DISPOSAL OF PROPERTY

Section 6-1: Inventory records

An inventory list shall be developed and updated on an annual basis. This list shall be maintained in a safe, secure location where risk of damage or alteration is reduced.

The inventory list should be a detail of all fixed assets (e.g., computers, vehicles, equipment, etc.) owned and/or controlled by the District whose purchase price is \$500 or more. Any item with a purchase price of \$500 or more shall be maintained on the inventory list until it is disposed of by one of the ways listed below. All inventory items should be tagged and the tag number included on the inventory listing. The net asset should be included for each item on the inventory list.

Section 6-2: Disposal of District Property

The following serve as guidelines for the disposal and removal from inventory of District property:

- Trade in on a replacement or acquisition of similar property.
- Advertisement for sale by receiving bids.
- Advertised public auction.
- Donation to a non-profit organization.
- Other method as declared by the BOD.

No tangible property of the District with a value greater than \$500 shall be sold or otherwise disposed by the District without authorization by the BOD, taken and recorded by an action of the BOD during a monthly or other public meeting of the District.

SECTION 7 – VEHICLE USE POLICY

Section 7-1: Purpose

The purpose of this policy is to set guidelines for the use of the District-owned vehicle. The District maintains an interest in providing for the official transportation needs of District staff and directors. The District seeks to maintain quality, safe transportation for such uses. Proper use, care, and supervision of District-owned vehicles is required. Drivers must be licensed to operate the vehicles they use. Only properly maintained vehicles will be made available for such uses. The transportation program will be supervised and administered by the District Board of Directors.

Section 7-2: Licensure

- Vehicle operators must show a valid Virginia driver's license prior to obtaining authorization for District vehicle use.
- Vehicle operators must read and sign this Vehicle Use Policy prior to obtaining authorization for District vehicle use.
- Authorized vehicle operators must immediately notify the District Board of Directors if charged with ANY traffic violation while operating a District vehicle.
- Authorized vehicle operators must immediately notify the District Board of Directors if their license has been or revoked.

Section 7-3: Conditions of Use

- District-owned vehicles are to be used for official business only. Personal use is prohibited.
- Relatives of District employees who are not on official District business may ride in a District-owned vehicle at any time, unless authorized by the District Board.
- Hitchhikers may not be transported in District-owned vehicles.
- District-owned vehicles may be used to obtain meals and other necessities while on official travel.
- The District Board of Directors must approve all out-of-state travel using a District-owned vehicle.

Section 7-4: General Vehicle Operating Rules

- Drivers must obey all traffic laws.
- Seat belts must be worn at all times.
- Drivers must record trip information in the vehicle logbook for each use.
- Alcohol and illegal drug use is prohibited while traveling in a District-owned vehicle. Persons found in violation of this rule are subject to immediate termination. Authorized vehicle users are advised to carefully consider using a District-owned vehicle when taking certain prescription drugs.
- Smoking in a District-owned vehicle is prohibited.
- Weather conditions must be evaluated and travel should be postponed when conditions are hazardous. This includes, but is not limited to fog, heavy rain, ice, high winds, etc.
- Under no circumstances should keys be left in a District-owned vehicle when not in operation.
- District-owned vehicles should not be left on non-residential streets or highways overnight, unless required due to mechanical failure. Towing costs due to improper parking are the responsibility of the driver.
- Any fines and parking citations incurred by the driver are the responsibility of the driver and not the District. Persons incurring fines for traffic violations must report them to the Board of Directors as soon as practically feasible. They may be subject to disciplinary action by the District which could include loss of driving privileges.
- Personal property left in District-owned vehicles when not in operation is the responsibility of the operator/passenger. Loss or damage to personal items is the responsibility of the operator/passenger.

Section 7-5: Maintenance and Care

- The Conservation Technician/Specialist will be responsible for the monitoring and control of routine maintenance, repair, and cleaning.
- It is the responsibility of the driver to routinely check fluid levels and tire pressure.
- Trash should be removed from the vehicle at the end of each use.

Section 7-6: Accidents

- A driver using a District-owned vehicle who is involved in an accident should contact the police immediately.

- The driver should obtain the names, addresses, phone numbers, and license numbers of all parties involved in the accident or witnesses to the accident.
- The District Coordinator should be notified of the accident as soon as practicable.
- The driver should refer to instructions on the insurance card found in the glove compartment of the vehicle.
- If the vehicle is safely operable, it should be driven to the District office.
- If the vehicle is not safely operable, with guidance from the police, the vehicle should be towed to a nearby service facility.
- The District Coordinator will be responsible for determining estimates and repairs.

Section 7-7: Other circumstances

- A privately owned vehicle may be used on official business if the District-owned vehicle is not available or circumstances warrant it. The driver may submit mileage for reimbursement.
- Directors and staff attending the same workshop, conference, or other event should carpool whenever possible.

I agree to follow the rules outlined in the District Vehicle Use Policy.

_____ Employee signature _____ Date



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Summary of Updates to the
2026 Desktop Procedures for District Operations

The 2026 Desktop Procedures for District Operations was adopted by the Virginia Soil and Water Conservation Board on June 17, 2026. The updates to this version came from a collection of suggestions and edits identified through the audit process, SWCD's annual review of the handbook, and DCR-DSWC staff reviews. Several of the changes this year updated language to include "shall" and "must" on items SWCD's have already been held accountable for through the existing audit process, but it also opens several processes to adopt more modern technology for business, like direct deposit and online bill pay. Additionally, the following edits and additions have been made:

- *Cover page and throughout, Title* – Removed the word "Fiscal" from the title to better reflect the broader procedural guidance provided by the document.
- *Pg. 2, Directors* – Added a citation from the Code of Virginia regarding Director compensation
- *Pg. 2, Directors* – Added language regarding Associate Director policies and job descriptions as has been recommended by the OAG.
- *Pg. 3-4, Conflict of Interest* – Added language that recommends all appointed and associate Directors take COIA training.
- *Pg. 4, Conflict of Interest* – Added language to clarify that quorum remains established even if a Director leaves the room during a vote or discussion that could be a COIA conflict for the Director (i.e. cost share contract approval of their own contract).
- *Pg. 5, Board of Directors Meetings* – Clarified FOIA required positing of final meeting minutes.
- *Pg. 5, Committees* – Clarified that the full board can approve committee meeting minutes if the committee is not scheduled to meet in the near future.
- *Pg. 6, Delegated Authority* – Defined Delegated Authority, the parameters for granting delegated authority and ratifying the actions taken by the person/committee.
- *Pg. 7, Budget Development* – Removed language that required the Treasurer to review the budget monthly because it was duplicative of the Treasurer's Report to the Board which requires a monthly review of the budget.
- *Pg. 7-8, Best Practices for Operations* – Recommended best business practices added: long-term strategic plan, annual plan of work, annual reports, and continuity of operations (COOP), are described. A reference to the VASWCD District Best Business Practices checklist and resource document is also included.
- *Pg. 10, Audits* – Clarified the current process for Districts to provide additional information related to audit issues prior to the meeting of the audit subcommittee of the state board.
- *Pg. 11, Records Management* – Updated language to reflect backups to cloud storage or network server, or external hard drives are allowed.

- *Pg. 11, Insured Accounts* – Updated SPDA language to reflect Dept. of Treasury deadlines and suggests printing the confirmation of the verification to help with audits.
- *Pg. 17, Sales* – Added language to reflect QuickBooks invoicing, credit card payments, and payments via apps like Venmo and PayPal are acceptable. Noted that no district should use software that retains credit card information.
- *Pg. 17, Sales* – Added language that allows the use of bank issued check scanners for depositing checks.
- *Pg. 18, Expenditure Processing* – Clarified that the approval process for invoices paid with a District credit card and that an attached check stub is an acceptable way to show an invoice has been paid.
- *Pg. 18-19, Online Bill Paying* – Opens up the use of online bill pay through direct withdrawal but limits the use of auto draft to only employee payroll, benefits expenses, and payroll taxes.
- *Pg. 19, Direct Deposit* – Added a new section allowing the use of Direct Deposit payments for cost share contract payments to participants, TSPs, VRA, and to reimburse staff and Directors for purchases and travel expenses. Outlines the steps a District needs to implement to help reduce the risk of fraud using Direct Deposit.
- *Pg. 21, IRS 1099 Forms* – Updated to meet the new IRS threshold for issuing 1099s.
- *Pg. 23, Use of Personal Credit Cards* – Increased receipt submission date to 60 days from the time of purchase to match the travel reimbursement policy. Also added language allowing reimbursement through direct deposit and added language that a Director should not reconcile or authorize their own expense report or reimbursement.
- *Pg. 24-25, Non-Travel and Travel* – Added language allowing reimbursement through direct deposit and that a Director should not reconcile or authorize their own expense report or reimbursement.
- *Pg. 34 Telework* – included language to clarify that telework hours must be logged as working hours on an employee timecard but do not have to specify “telework.”

*Note: this is not a fully comprehensive list of all edits; other grammatical corrections and minor clarifications have been made throughout the document. To see all the changes, please request a track changes version of the Procedures.



Department of Conservation & Recreation - Division of Dam Safety & Floodplain Mgmt.
DSIS Professional Engineer and Owner Signature Form
(February 2019 Version)

DAM SAFETY SUBMITTAL: ☐ Dam Inundation Study ☐ Emergency Plan ☐ Inspection Report ☐ Record Report
☐ Operation & Maintenance Certificate Application ☒ Alteration Permit ☐ Construction Permit ☐ ACER11/IDA
☐ Agricultural Exemption ☐ VA PMP Calculation Package ☐ Other: _____

GENERAL DAM & ATTACHMENT INFORMATION

Dam Name: Johns Creek Dam #2 (Little Oregon Creek) Inventory Number: 045001
Submitted by: Charles Wilson Date Submitted: 7-7-2026

Please list ALL attachments, photographs, output data, & associated documents which apply to checked DCR Dam Safety submittal (all information submitted under Virginia PE Seal). Please also include number of pages & date of information.

Design Report for the Alteration of Virginia Regulated Impounding Structure
Attachments: 045001_JC2_DesignReport_20260515.pdf (5 pages) and 045001_JC2_AltPermit_DesignPlan_20260515.pdf (92 pages)

CERTIFICATION BY OWNER(S)

I hereby certify that the information provided in the DCR Dam Safety submittal checked above has been examined by me or has been completed under direct authority of my hired Virginia Professional Engineer. In addition, I certify as the Dam's Owner that I have all legal authority necessary to operate and maintain this dam in accordance with the Dam Safety Act and its attendant regulations and will provide any requested supporting documentation.

Signed: P. Preston Wicklins, II Print Name: P. Preston Wicklins, II Date: 7-8-2026

Please note: All Owners are required to sign this page. If multiple Owners exist, please include additional signature pages.

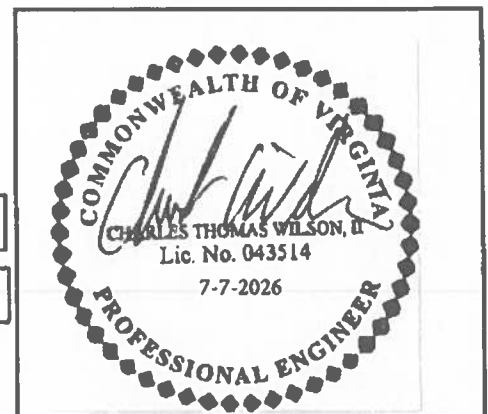
CERTIFICATION BY OWNER'S ENGINEER

I hereby certify that the information provided in the DCR Dam Safety submittal checked above including any information provided in DCR's digital DSIS system has been examined by me and found in my professional judgment to be true and correct.

Signed: Charles Wilson Virginia Number: 043514
Print Name: Charles Wilson

This 7 day of July, 2026

Virginia PE Seal







Conservation Specialist Report:

Board of Directors Meeting

July 8, 2026

By: Daniel Naff, Conservation Specialist

VACS Program

- **PY27 Average Cost List for Approval**
- **PY27 Secondary Considerations & Ranking Sheet for Approval**
- Update on Fourth-year Carryover Status for Contract 45-24-0012
 - The participant came into the office on the last day of the deadline and signed a copy of the letter.
 - The participant has until 6/30/2027 to complete the project or it will be cancelled and not reconsidered for cost-share again.

Dams

- Johns Creek 1 Rehab Update
 - Refer to presentation from Freese & Nichols about 90% design
- Johns Creek 2 Small Dam Repair Project Update
 - I posted the Invitation for Bids posted to eVA on 6/29.
 - The pre-bid meeting to take place on 7/10.
 - Bids will be on time for the Dam Committee / Board to review next month.
- Completed biannual PE inspection completed on 6/11/26 with Charles Wilson – no issues observed.

Training & Certifications

- No updates this month.

Misc. Updates

- I will be a Youth Conservation Camp counselor again July 12th-18th

Approved 7/8/26

Mountain Castles SWCD PY27 Average Cost List - DRAFT

For any items not on this list that are eligible for cost share, Mountain Castles SWCD will use the listed unit price from the most recent NRCS cost list for Virginia. If an item is not on either list, District employees will select an average cost based on documented research.

NRCS Code	Practice	Unit	PY26 Unit cost	PY27 Unit cost	Comments
313	Animal Waste Facility - Concrete Floor, 4' - 6' Wall	Sq. Ft.	\$ 36.00	\$ 25.00	Removed roof, increase
313	Animal Waste Facility - Concrete Floor, 8" Curb	Sq. Ft.	\$ 33.00	\$ 22.00	Removed roof, increase
313	Animal Waste Facility - Earth Floor, 8' Wall	Sq. Ft.	\$ 30.00	\$ 19.00	Removed roof, increase
313	Animal Waste Facility - Earth Floor, 8" - 2' Curb	Sq. Ft.	\$ 27.00	\$ 16.00	Removed roof, increase
313	Animal Waste Facility - Liquid Pit	Cu Yd.	\$ 200.00	\$ 200.00	
313	Private Engineer Fee for Dry Manure Storage Structure	Each	\$ 7,000.00	\$ 7,000.00	
313	Private Engineer Fee for Liquid Manure Storage Structure	Each	\$ 9,000.00	\$ 9,000.00	
316	Animal Mortality Facility - Incinerator	Lbs	\$ 35.00	\$ 35.00	
316	Animal Mortality Facility - Poultry (per bin)	Each	\$ 5,500.00	\$ 5,500.00	
316	Animal Mortality Facility - Poultry (per square footage)	Sq. Ft.	\$ 34.00	\$ 34.00	
317	Composting Facility	Each	\$ 5,400.00	\$ 5,500.00	
342	Critical Area Treatment (grading, seeding, & mulching)	Acre	\$ 4,500.00	\$ 4,500.00	
359	Waste Treatment Lagoon	Cu Yd.	\$ -	\$ 275.00	Changed units
362	Diversion	Ln. Ft.	\$ 4.00	\$ 4.00	
367	Roofs & Covers - Post Frame Roof	Sq. Ft.	\$ 27.00	\$ 30.00	Increase
382	Fence - Exclusion Fencing (all types, permanent)	Ln. Ft.	\$ 6.75	\$ 6.75	
382	Fence - Interior Cross Fencing (all types, permanent)	Ln. Ft.	\$ 5.50	\$ 5.50	
382	Fence - Supplement for Extreme Conditions	Ln. Ft.	\$ 1.00	\$ 1.00	
382	Fence Charger	Each	\$ 550.00	\$ 550.00	
382	Gate (2 per stream crossing, 2 per cross fence, 1 per contiguous buffer area)	Each	\$ 350.00	\$ 350.00	
410	Excavation - Grade Stabilization for Construction of Dry Animal Waste Structure	Each	\$ 12,000.00	\$ 16,000.00	Increase
410	Excavation - Grade Stabilization for Construction of Liquid Animal Waste Structure	Each	\$ 30,000.00	\$ 30,000.00	
412	Grassed Waterway - (incl. excavation, seed, labor, etc.)	Acre	\$ 4,000.00	\$ 4,000.00	
512	Pasture & Hay Planting - Cool Season Grasses	Acre	\$ 475.00	\$ 550.00	Increase
512	Pasture & Hay Planting - Warm Season Grasses	Acre	\$ 500.00	\$ 600.00	Increase
516	Fee for Pipeline Crossing VDOT Road	Each	\$ 3,300.00	\$ 3,300.00	
516	Pipeline - All Diameters (PVC or PE)	Ln. Ft.	\$ 7.50	\$ 7.50	
516	Pipeline - FFT Valve Box (incl. gravel & fittings)	Each	\$ 250.00	\$ 275.00	Increase
516	Pipeline - Installation Under Road	Ln. Ft.	\$ 100.00	\$ 100.00	
516	Pipeline - Public Connection	Each	\$ 5,000.00	\$ 5,000.00	
516	Pipeline - Quick Coupler Valve (incl. valve box, gravel, & fittings)	Each	\$ 200.00	\$ 500.00	Increase
516	Pipeline - Sleeving	Ln. Ft.	\$ 3.50	\$ 4.00	Increase
516	Pipeline - Supplement for Extreme Conditions	Ln. Ft.	\$ 1.25	\$ 1.25	
516	Pipeline - Tie-in to existing system	Each	\$ 500.00	\$ 500.00	
533	Additional Pump for Reservoir	Each	\$ -	\$ 5,500.00	New item
533	Housing for Pumping Plant	Each	\$ 3,000.00	\$ 3,000.00	
533	New Electric Service & Meter (incl. pole, bracing, panel, wires, fence, labor, etc.)	Each	\$ 9,000.00	\$ 9,000.00	
533	Pumping Plant - Electric (incl. well pump, controls, pressure tank & switch, cables, upgrades, etc.)	Each	\$ 7,000.00	\$ 7,500.00	Increase
533	Pumping Plant - Solar (incl. well pump, panels, controls, pressure tank & switch, wires, fence, labor, etc.)	Each	\$ 12,000.00	\$ 20,000.00	Increase
533	Upgrade to Existing Electric Service	Each	\$ -	\$ 4,500.00	New item
558	Roof Runoff Management System - Gutters & Downspouts	Ln. Ft.	\$ 14.00	\$ 14.00	
561	Heavy Use Area Protection - Concrete	Sq. Ft.	\$ 12.50	\$ 12.50	
561	Heavy Use Area Protection - Concrete with Curb	Sq. Ft.	\$ -	\$ 18.00	New item

561	Heavy Use Area Protection - Gravel and Geotextile	Sq. Ft.	\$ 10.00	\$ 10.00	
574	Spring Development	Each	\$ 6,500.00	\$ 7,500.00	Increase
575	Animal Trails and Walkways - Concrete	Sq. Ft.	\$ 8.75	\$ 12.50	Increase
575	Animal Trails and Walkways - Gravel and Fabric	Sq. Ft.	\$ 5.25	\$ 10.00	Increase
578	Stream Crossing - 1 Culvert (any diameter)	Sq. Ft.	\$ 4.75	\$ 11.00	Increase
578	Stream Crossing - 2+ Culverts (any diameter)	Sq. Ft.	\$ 6.00	\$ 13.00	Increase
578	Stream Crossing - Concrete Ford	Sq. Ft.	\$ 5.75	\$ 15.00	Increase
578	Stream Crossing - Gravel & Geotextile Ford	Sq. Ft.	\$ 5.25	\$ 10.00	Increase
580	Fee for Stream Bank Stabilization	Each	\$ 3,000.00	\$ 3,000.00	
580	Streambank and Shoreline Protection (Riprap Alone)	Ln. Ft.	\$ 120.00	\$ 120.00	
580	Streambank and Shoreline Protection (Riprap Placed w/ Root Wads)	Ln. Ft.	\$ 80.00	\$ 80.00	
580	Streambank and Shoreline Protection (Riprap Toe)	Ln. Ft.	\$ 50.00	\$ 50.00	
580	Streambank and Shoreline Protection (Root Wads)	Ln. Ft.	\$ 40.00	\$ 40.00	
580	Streambank and Shoreline Protection (Vegetation)	Ln. Ft.	\$ 20.00	\$ 20.00	
612	Tree / Shrub Establishment - 110 trees per acre (incl. site prep)	Acre	\$ 800.00	\$ 2,250.00	Changed from species-specific to planting density
612	Tree / Shrub Establishment - 300 trees per acre (incl. site prep)	Acre	\$ 4,000.00	\$ 4,500.00	Increase
614	Watering Facility - 2 Hole Trough (incl. concrete, gravel, & geotextile)	Each	\$ 3,500.00	\$ 3,750.00	Increase
614	Watering Facility - 4 Hole Trough (incl. concrete, gravel, & geotextile)	Each	\$ 4,000.00	\$ 4,250.00	Increase
614	Watering Facility - 6 Hole Trough (incl. concrete, gravel, & geotextile)	Each	\$ 4,500.00	\$ 4,750.00	Increase
614	Watering Facility - Frost Proof Hydrant	Each	\$ 400.00	\$ 400.00	
614	Watering Facility - Portable Trough	Each	\$ 300.00	\$ 300.00	
614	Watering Facility - Storage Reservoir	Each	\$ 7,500.00	\$ 7,500.00	
614	Watering Facility - Tire or Concrete Trough	Each	\$ 3,000.00	\$ 3,500.00	Increase
620	Underground Outlet - all diameters	Ln. Ft.	\$ -	\$ 24.00	New item
620	Underground Outlet Protection (Riprap, stone, & fence)	Each	\$ -	\$ 350.00	New item
638	Water / Sediment Control Basin	Each	\$ 2,500.00	\$ 2,500.00	
642	Geotechnical Study to Site Well	Each	\$ -	\$ 500.00	New item
642	Water Well - Supplement for Excessive Karst	Ln. Ft.	\$ -	\$ 10.00	New item
642	Water Well (incl. drilling, grout, wellhead, etc.)	Ln. Ft.	\$ -	\$ 35.00	Changed units
642	Well Casing	Ln. Ft.	\$ -	\$ 40.00	New item
Other	Fee for Site Plan Added to Engineering	Each	\$ 4,000.00	\$ 6,000.00	Increase
Other	Fees - Miscellaneous	Cost	\$ 1.00	\$ 1.00	
Other	Herbicide, Fertilizer, & Lime Application	Acre	\$ 350.00	\$ 425.00	Increase
Other	Misc. Seeding (incl. tractor, implementation, and operator)	Acre	\$ 60.00	\$ 75.00	Increase
Other	Misc. Tillage / Site Prep (incl. tractor, implementation, and operator)	Acre	\$ 40.00	\$ 70.00	Increase
Other	Straw or Mulch Hay - Round Bale	Each	\$ 65.00	\$ 75.00	Increase
Other	Straw or Mulch Hay - Square Bale	Each	\$ 5.00	\$ 7.50	Increase



Approved 7/8/26

Mountain Castles Soil & Water Conservation District
Serving Botetourt & Craig Counties since 1987
36 Executive Circle, Roanoke, VA 24012
www.mountaincastles.org

Mountain Castles SWCD Secondary Considerations for Program Year 2027

When necessary, in addition to ranking applications by the priority watersheds and best management practices (BMPs) as listed in the PY27 VACS Manual, Mountain Castles Soil & Water Conservation District will use the following considerations.

Higher priority will be given to applications that:

- Include fields that have highly erodible soil or those with a high leaching index, or include fields with karst topography with groundwater quality implications;
- Establish wider-width riparian buffers;
- Establish forested riparian buffers;
- Reduce the highest total tonnage of soil loss;
- Have the lowest Conservation Efficiency factor (amongst similar BMPs);
- Include applicants with a history of successful participation in previous conservation programs (those who have consistently and in a timely manner installed practices after receiving approval for funding) or those who are new participants (those who have not participated in District programs in the last 10 years);
- Leverage multiple funding sources (E.g. a "piggy-back" with NRCS, FSA, grants, local funds, etc.);
- Effectively reduce non-point source pollutant loads from the greatest # of animal units;
- Practices that store and apply waste from confined animal feeding operations according to a Comprehensive Nutrient Management Plan;
- Have longer practice lifespans; and
- Implement new conservation practices versus the maintenance of existing BMPs.

In addition, the MCSWCD will implement and enforce programmatic caps as outlined in the PY27 VACS Manual.

**Mountain Castles Soil & Water
Conservation District**

**Cost-Share Contract
Ranking Sheet**

Applicant Name:	SAMPLE	Ranking Score:	105
Project Location / FSA Tract:			
Contract, Instance, Practice:		Hydrologic Unit:	JU37
Completed By:	Daniel Naff	Cost-Share Requested:	\$80,000.00
Date:	6/29/2026	CEF (from CAS):	25.00

Directions: Enter data in the beige cells based on the ranking criteria provided. The sheet will calculate the ranking score.

Points	DCR Priority Considerations
10	A. What is the priority level of the hydrologic unit as established by DCR? High: 10 points (JU37, JU40, JU50) Med: 5 points (JU38, JU46, JU49) Low: 0 points (All others) * The sum sequence order of pollutant loads from the most recent DCR rankings may be used as a tie-breaker
0	B. Is this practice part of an approved Resource Management Plan? Yes: 10 points No: 0 points
5	C. Is this practice listed as a priority by DCR? (FR-3, NM-1A, NM-5N, NM-5P, SL-6F, SL-6N, SL-6W, SL-8B, SL-8M, SL-11, WFA-CC, WFA-NM, WP-1, WP-3, WP-4, WP-4B, WP-4C, WP-4FP, WP-4LC, WP-4LL, WP-4SF, WQ-1) Yes: 5 points No: 0 points
Points	Mountain Castles SWCD Secondary Considerations
10	1. Do fields have soils that are highly erodible, have a high leaching index, or include karst? Yes: 10 points No: 0 points
30	2. If establishing a riparian buffer, what width will it be? < 20 ft: 0 points 20 ft: 10 points 35 ft: 20 points 50 ft: 30 points *The total buffer acres requested may be used as a tie-breaker
0	3. If establishing a riparian buffer, will it be forested? Yes: 20 points No: 0 points
0	4. If agronomic, what is the total soil loss reduction in tons? {(T/acre/year) x total acres x lifespan} < 0.5 T: 0 points 0.5-1.0 T: 5 points > 1.0 T: 10 points
20	5. Conservation Efficiency Factor (CEF) ≤25: 20 points 26-50: 10 points 51-75: 5 points >75: 0 points
0	6. Is the applicant a new participant or returning successful participant? Yes: 10 points No: 0 points
0	7. Will the project piggyback with other funding sources? (E.g. NRCS, FSA, local funds, grants, etc.) Yes: 10 points No: 0 points
5	8. If livestock-based, from how many animal units will pollutant loads be reduced? (Animal units will be divided by 4 to get points, rounded to the nearest whole number) AUs Requested: 20
0	9. Is the project an animal waste storage facility? Yes: 20 points No: 0 points
15	10. What is the lifespan of the practice? One point for each year
10	11. Will the project implement new conservation practice or will it maintain an existing practice? New: 10 points Maintenance: 0 points
Notes:	



Conservation Technician Assistant Report

Submitted by: Emily Williams

for July 2026

Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

Information items:

- Retro tested heatmaps for existing Mountain Castles VCAP BMPs
- Updated VCAP page for website
- Wrote article featuring RWH BMP for website and local paper submission

Action items:

- What is the Board's opinion on sharing heatmap idea or Excel workbook for variable lifespan BMPS with VASWCD for possible integration into CAS III? See attached documents for details.

Virginia Agricultural Cost-Share (VACS)

Information items:

- Updated Cover Crop mailer for PY27
- Drafted Cover Crop page for website
- Recap of PY26 Cover Crop: participation rose from 22 (PY25) to 31 (PY26) approved instances.

Action items:

- (none)

Other

Attended PY 27 VACS Updates, 06/23/2026

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

Upcoming VCAP updates webinar, 07/14/2026

Upcoming WFA training, 07/16/2026



Concept Design for VCAP Ranking Function Heatmaps

Conceptual description of tool

- A visualization of conditions that optimize ranking score for VCAP projects. Ranking score can loosely be interpreted as probability of receiving cost-share.
- The heatmap for a site and selected BMP is a visual representation of the “moving target” of ranking score.

Uses and expected benefits of tool

The tool could be used as a guide for landowners to find conditions on their property and within their budget that achieve a minimum desired ranking score.

The tool could instill confidence in decision making about applying for landowners that need a professional design as part of their VCAP application. For BMPs that require a professional design, landowners could gain confidence that the application would rank high / have a high probability of receiving cost-share before paying for a design. Heatmaps for those BMPs would be able to show the conditions of the contributing drainage area and total project cost needed to achieve a minimum desired ranking score.

Deployment options

State-wide deployment

The VASWCD is currently negotiating with a contractor to develop a VCAP module for integration into CAS III. The VASWCD is seeking input from Districts on module development. The tool developed at Mountain Castles is integrated in the Ranking Sheet, as published in Excel by VASWCD. It is expected that the Ranking Sheet will become obsolete when the VCAP module in CAS is deployed. It is also expected that the contractor would be able to convert the tool developed at Mountain Castles in Excel to a tool within the VCAP module to be deployed state-wide.

Mountain Castles District only deployment

The tool auto-generates heatmaps for BMPs of variable lifespans. The tool could be expanded to generate heatmaps for BMPs with only 10y lifespans, which would complete the heatmaps offering for the suite of VCAP BMPs offered by Mountain Castles. This option has fewer testing opportunities, but could give Mountain Castles a small competitive advantage over Districts that do not have access to a similar tool until the Ranking Sheet becomes obsolete with the deployment of CAS III.

Examples:

- 1) Heatmap for Pinkney RWH retro test. Shows that their application achieved minimum desired rank set to 65 and could have been adjusted, either by roof area collected or total cost, to maintain minimum desired rank. Also shows that they applied at “break even” line for cost-share offered for 10y contract and total cost of project.
- 2) Heatmap for hypothetical RG. Shows conditions to achieve a minimum of 95 desired rank for a hypothetical RG application. Could be used to fine tune the placement and size of RG and in developing a cost-estimate for the VCAP application or could show the project is not feasible in achieving desired ranking score.

Action requested

Mountain Castles staff respectfully requests the opinion of the Board regarding deployment of the tool.

[illegible]



District Coordinator/Education Update Report:

Board of Directors Meeting

July 8, 2026

By: Tim Miller

We work with the people who work the land.

General Update

- Submitted grant report for Chesapeake Bay Restoration Fund grant (school year 2025-2026)
- VCAP site visits on 6/25 and 6/30
- Residential septic grant administration for new grant modification
- Worked on year-end reports for DCR
- Attended VACS update webinar on 6/23

Education & Outreach

Classroom programs

- None this month

Outdoor programs

- None this month

Community programs

- 6/26 – Co-facilitated a Project Learning Tree workshop for educators (sponsored by the Virginia Association of Science Teachers and the Virginia Environmental Literacy Network)

Upcoming events

- 8/1 – Botetourt County Fair
- TBA – Partner Paddle on the James (Upper James RC&D grant activity)

