



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

We work with the people who work the land.

Board of Directors Meeting Minutes
Wednesday, September 9, 2026 – 7:00 p.m.
USDA Service Center, Bonsack

Directors Present: Andrew Keffer, Craig
Jason Williams, Craig
Walter Nelson, Botetourt
Jonathan Stanley, VCE-Craig County

Directors Absent: Jeff Henderson, Chair, Botetourt
Preston Wickline, Vice Chair, Botetourt

Staff Present: Tim Miller
Dan Naff

Others Present: Michael Beahm, Associate Director
Jeff Munsey, Associate Director
Tasha Snavelly, Associate Director
Gavin Bondurant
Stacy Horton, DCR
Denny McCarthy, Virginia DOF
Derek Hancock, NRCS

Quorum: Walter Nelson called the meeting to order at 7:16 p.m. A quorum was established.

Minutes: Minutes from the August 12, 2026, board meeting were reviewed. Jonathan Stanley moved to approve the minutes as presented. Second by Andrew Keffer, motion passed by unanimous consent.

Treasurer's Report: Andrew Keffer moved to accept the attached report; second by Jonathan Stanley, motion passed by unanimous consent.

Committee Reports:

- BMP – no report
- Dams – A resolution concerning the Johns Creek 1 rehabilitation project was reviewed in the Dams Committee meeting which occurred immediately before the Board meeting. After discussion, Jason Williams moved to adopt the attached resolution as presented by the Dams Committee, second by Andrew Keffer, motion passed by unanimous consent. After discussion, Andrew Keffer made a motion for Jason Williams and Jeff Munsey to present the resolution to the Craig County Board of Supervisors at their next meeting to ask for support. Second by Jonathan Stanley, motion passed by unanimous consent.
- Budget/Finance – no report.
- 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 updates on upcoming VCE events
- VDOF – Denny McCarthy thanked the Board for their financial support of Camp Woods and Wildlife and provided drought and project updates
- NRCS – written report received and placed on file (see full report)

Other Business

- Stacy Horton reviewed the FY 2026 District assessments which were received and placed on file (see full reports)
- Tim Miller reported the Alderson Agency had facilitated the purchase of vehicle and workers comp insurance through Erie Insurance.
- Tim Miller reported the overpayment of contract #45-26-0013 in the amount of \$2,986.60 had been returned by the producer.

319 Contracts

The following 319 contract cost share increase was reviewed:

- #45-26-0042; Inst 737843; RB-4 (system replacement); cost share increase of \$212.50 to cover a math error made when calculating the final payment; since the cost share payment has already been made, \$212.50 is to be paid from 319 TA funds

Andrew Keffer moved to approve the cost share increase to be paid from 319 TA funds. Second by Jason Williams, motion passed by unanimous consent.

The following 319 contracts were reviewed:

- #45-27-0013; Inst 769739; RB-2 (sewer connection); 50% CS; maximum CS = \$6,250
- #45-27-0015; Inst 769873; RB-4P (system replacement with pump); 50% CS; maximum CS = \$8,800
- #45-27-0016; Inst 769874; RB-4 (system replacement); 50% CS; maximum CS = \$6,400
- #45-27-0017; Inst 771254; RB-4 (system replacement); 50% CS; maximum CS = \$6,400

Jason Williams moved to approve all 319 contracts as listed above, second by Jonathan Stanley, motion passed by unanimous consent.

VACS Program

The Transfer of Maintenance Responsibilities were reviewed for the following contract:

- 45-23-0025

Andrew Keffer moved to approve the transfer of maintenance responsibilities, second by Jason Williams, motion passed by unanimous consent.

The following NRCS Conservation Plans for Board Acknowledgement (CREP Renewals) were reviewed:

- Plan for Tract #4306
- Plan for Tract #805
- Plan for Tract #3426
- Plan for Tract #4390

Andrew Keffer moved to approve all Conservation Plans as listed above and to delegate Jonathan Stanley with signature authority in the event corrections to NRCS conservation plans are needed before the next board meeting. Second by Jason Williams, motion passed by unanimous consent.

The following VACS contract was reviewed:

- 45-27-0008; Instance 748978 (SL-6W); maximum cost share: \$124,512.50 (CB VACS)

Andrew Keffer moved to approve the contract pending resource reviews, second by Jason Williams, motion passed by unanimous consent. It was noted that the conservation plan associated with the project (CP-45-22-0002) was originally approved on January 8, 2025, and did not require reapproval since no substantial changes were made to the conservation plan.

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 8:33 p.m. with a motion from Andrew Keffer, second by Jason Williams. Motion passed by unanimous consent.

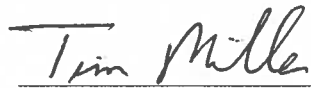
Approved:



Jeff Henderson, Chair

Date: 10/14/2026

Respectfully submitted/prepared by:



Tim Miller

Tim Miller

**RESOLUTION SUPPORTING INDEPENDENT VALUE ENGINEERING REVIEW OF THE
JOHNS CREEK DAM #1 REHABILITATION PROJECT**

WHEREAS, the Mountain Castles Soil and Water Conservation District appreciates the assistance provided by the Virginia Department of Conservation and Recreation in advancing the Johns Creek Dam #1 rehabilitation project, including its technical expertise, guidance, and financial assistance; and

WHEREAS, the District recognizes and appreciates DCR's continued commitment to the safety of Virginia's dams and its support of the District in addressing the rehabilitation needs of Johns Creek Dam #1; and

WHEREAS, the Mountain Castles Soil and Water Conservation District supports the safe and responsible rehabilitation of Johns Creek Dam #1 and recognizes the importance of maintaining the dam and its spillway facilities in accordance with applicable dam-safety requirements; and

WHEREAS, the District recognizes the importance of ensuring that the proposed rehabilitation provides the necessary level of dam safety while also being practical, cost-effective, and appropriate for the conditions at the site; and

WHEREAS, the current proposed design represents a significant project and financial commitment, and the District believes that an independent value engineering review would provide an important opportunity to evaluate the proposed design and reasonable alternatives before final design decisions are made; and

WHEREAS, the proposed rehabilitation is based on a hydrologic and hydraulic analysis that differs in important respects from the basis used in the original project planning. Because the hydrologic basis is fundamental to determining the flows that the dam and spillway must safely accommodate, the District believes that this aspect of the design warrants particular independent review, especially given the potential for the proposed rehabilitation to affect downstream flood conditions; and

NOW, THEREFORE, BE IT RESOLVED, that the Mountain Castles Soil and Water Conservation District requests that the Virginia Department of Conservation and Recreation facilitate or identify an appropriate process for an **independent value engineering review of the Johns Creek Dam #1 rehabilitation project** before final design decisions are made; and

BE IT FURTHER RESOLVED, that the review should include an independent evaluation of the hydrologic and hydraulic design basis, with particular attention to whether the hydrologic assumptions, methods, and resulting design flows provide an appropriate basis for the proposed hydraulic improvements; and

BE IT FURTHER RESOLVED, that the review should evaluate reasonable alternatives to the proposed improvements while maintaining the level of safety required by applicable dam-safety standards, including consideration of constructability, reliability, long-term maintenance, cost effectiveness, and life-cycle cost; and

BE IT FURTHER RESOLVED, that the District requests the opportunity to participate meaningfully in the review process, including providing input on the scope of the review and the issues and alternatives to be considered, and to participate in discussions regarding the review findings and recommendations; and

BE IT FURTHER RESOLVED, that the District requests that the results of the independent review and evaluation of alternatives be provided to the District and considered before final design decisions are made or construction proceeds.

ADOPTED: Walter Nelson
Date: 09 Sept 2026

Chair, Mountain Castles Soil and Water Conservation District

Distribution:

To:

Virginia Department of Conservation and Recreation

CC:

Craig County Board of Supervisors

Delegate Terry L. Austin

Senator Christopher T. Head

Blue Ridge Soil and Water Conservation District

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it sets out the President's policy for the new year. The President states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

3. The third part of the document is a report from the Secretary of the Interior, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

4. The fourth part of the document is a report from the Secretary of the War, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

5. The fifth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

6. The sixth part of the document is a report from the Secretary of the State, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

7. The seventh part of the document is a report from the Secretary of the War, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.

8. The eighth part of the document is a report from the Secretary of the Navy, dated January 1, 1861. It is a very important document, as it sets out the Secretary's policy for the new year. The Secretary states that he is pleased to see the Congress assembled, and that he is confident that the country is in a good position to meet the challenges of the future.



We work with the people who work the land.

Dam Committee Minutes

Date of meeting: September 9, 2026

Location: USDA Service Center, Bonsack, VA

Committee members in attendance: Jason Williams, Andrew Keffer, Jeff Munsey, Daniel Naff (non-voting advisor)

Others present: David Krisnitski, Tom Roberts, Tim Miller

Call to Order: Jason Williams called the meeting to order at 6:08 p.m.

Purpose: The Mountain Castles SWCD Dam Committee met to discuss a value engineering study for the Johns Creek Dam #1 rehabilitation project.

Business items:

Jason Williams expressed concerns about downstream flooding happening more frequently with the current rehab design, especially as it affects Camp Easter Seal.

A brief question and answer session was held to review aspects of the current design plan.

The committee discussed why NRCS is no longer involved in the rehab.

Jason Williams expressed understanding that the current rehab design by Freese and Nichols reduces the risk of catastrophic flood events. However, he is unsure of the design's impact on downstream flooding from medium-sized storm events.

The benefits of an independent value engineering study were discussed.

Andrew Keffer moved to recommend the Board of Directors approve the attached resolution which calls for DCR to facilitate an independent value engineering study of the Freese and Nichols rehab design for Johns Creek #1. Second by Jeff Munsey, motion passed by unanimous consent.

Adjourn: Andrew Keffer moved to adjourn the meeting at 6:55, second by Jeff Munsey.

Submitted by Daniel Naff and Tim Miller

Signature of Committee Chair Jeffrey W. Munsey Date 10-14-26
Acting for Jason Williams

5:19 PM

09/09/26

Cash Basis

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

July 1 through September 9, 2026

	Jul 1 - Sep 9, 26
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operational Funds	
DCR Allocation for Operations	82,496.00
VNRCF Base and TA Funds	48,809.00
Total DCR Operational Funds	131,305.00
FY Dam Maintenance	18,000.00
Total OPERATIONS	149,305.00
LOCAL/OTHER SOURCES	
Local Government Funding	
Botetourt County	10,000.00
Total Local Government Funding	10,000.00
Total LOCAL/OTHER SOURCES	10,000.00
Interest	
Operational -Bank of Fincastle	43.11
Interest - Other	8,615.71
Total Interest	8,658.82
Total Income	167,963.82
Gross Profit	167,963.82
Expense	
Operations MCSWCD	
I. Employee Compensation	
Intern stipend	
Intern mileage	257.18
Intern stipend - Other	1,299.00
Total Intern stipend	1,556.18
Technician Assistant	
FICA	93.79
Salary	1,225.88
Total Technician Assistant	1,319.67
Directors	
Meals/Expenses	665.05
Travel/Mileage	329.88
Total Directors	994.93
Education Coordinator	
Benefits	3,332.32
FICA	1,045.60
Salary	14,011.94
Total Education Coordinator	18,389.86
VNRCF TA - Conservation Tech	
Benefits Paid	4,885.14
Education & Training	4,519.93
FICA & Medicare	741.42
Salary	10,507.60
Total VNRCF TA - Conservation Tech	20,654.09
Total I. Employee Compensation	42,914.73
II. Office Expenses	
Marketing Services	447.65
Membership Dues, Various Org	

5:19 PM

09/09/26

Cash Basis

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

July 1 through September 9, 2026

	Jul 1 - Sep 9, 26
VASCWD Support Services	3,592.00
Total Membership Dues, Various Org	3,592.00
Xerox Lease (ESI)	454.66
Phones/Internet (Cox Business)	495.56
Computer programs & software	626.21
Office Rent	1,500.00
Postage	95.58
Office Equipment and Supplies	113.70
U.S. Cellular -VNRCF TA	231.47
Total II. Office Expenses	7,556.83
V. Education, Youth	
Classroom Resources	156.44
ATC Grant	30.00
Total V. Education, Youth	186.44
VI. Education, Public	
UJRC&D Grant	577.67
Outreach	652.00
Total VI. Education, Public	1,229.67
IV. Field Expense & Equipment	
Equipment, Field	11.03
Total IV. Field Expense & Equipment	11.03
Vehicle	
Maintenance	381.38
Fuel	365.07
Insurance - Vehicle	-388.20
Total Vehicle	358.25
Total Operations MCSWCD	52,256.95
DCR - Obligated Cost-share	
Cost Share Payments	
2026 OCB VACS	81,354.69
2026 CB VACS	45,822.72
Total Cost Share Payments	127,177.41
Total DCR - Obligated Cost-share	127,177.41
Dam Maintenance	5,045.00
TMDL	
TMDL Cost Share	58,100.00
Total TMDL	58,100.00
Total Expense	242,579.36
Net Ordinary Income	-74,615.54
Net Income	-74,615.54

5:20 PM

09/09/26

Cash Basis

Mountain Castles Soil & Water Conservation District

Balance Sheet

As of September 9, 2026

	Sep 9, 26
ASSETS	
Current Assets	
Checking/Savings	
COST-SHARE - First Bank	1,400,566.11
OPERATIONAL - First Bank	213,293.33
TMDL - Bank of Botetourt	4,485.00
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	2,007,882.20
Total Current Assets	2,007,882.20
TOTAL ASSETS	2,007,882.20
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	368,750.81
Retained Earnings	1,713,746.93
Net Income	-74,615.54
Total Equity	2,007,882.20
TOTAL LIABILITIES & EQUITY	2,007,882.20

3:10 PM
09/09/26
Accrual Basis

Mountain Castles Soil & Water Conservation District
Outstanding Check Report
January 1 through September 9, 2026

Type	Date	Num	Name	Memo	Account	Amount
Check	02/09/2026	3877	Anne Jones	Replaces check #3800	OPERATIONAL - First Bank	-19.60
Check	06/01/2026	3920	Tom Williamson	April-May mileage	OPERATIONAL - First Bank	-21.03
Check	08/11/2026	3948	Jeff Henderson	July mileage reimbursement	OPERATIONAL - First Bank	-15.95
Check	08/11/2026	3950	Andrew Keffer	June-July mileage reimbursement	OPERATIONAL - First Bank	-145.00
Check	08/31/2026	261	Dennis Higgins	45-27-0007; Inst 755319; RB-4	TMDL - Bank of Botetourt	-6,000.00
Check	08/31/2026	3955	Makayla Petty	August mileage reimbursement	OPERATIONAL - First Bank	-83.52
Check	08/31/2026	3956	Headwaters SWCD	Underground Classroom -- McCleary ES	OPERATIONAL - First Bank	-439.50
Check	08/31/2026	3957	Treasurer of Craig County	August payroll	OPERATIONAL - First Bank	-18,101.00

PY27 Budget Update through 8/31/26						
INCOME			Budgeted	Actual through Aug 2026		% of budget
Operational grant			\$ 165,492.00	\$ 82,496.00		50%
Dam Maintenance			\$ 18,000.00	\$ 18,000.00		100%
VNRCF Base TA			\$ 48,809.00	\$ 48,809.00		100%
VNRCF additional TA			\$ 112,806.00	\$ -		0%
VCAP TA				\$ -		
TMDL TA			\$ 4,000.00	\$ -		
Locality Funding			\$ 13,000.00	\$ 10,000.00		77%
EXPENSES			Budgeted	Actual through Aug 2026		% of budget
Dam maintenance			\$ 18,000.00	\$ 5,045.00		28%
VCAP TA			\$ 2,581.75			0%
Payroll			\$ 235,000.00	\$ 35,843.69		15%
Intern stipend			\$ 1,299.00	\$ 1,299.00		100%
Scholarships/donations			\$ 8,500.00	\$ -		0%
Rest Fund MWEE grant			\$ 8,984.01	\$ -		0%
ATC grant			\$ 1,500.00	\$ 30.00		2%
Envirothon			\$ 300.00			0%
Classroom resources			\$ 1,500.00	\$ 142.14		9%
Outreach			\$ 8,000.00	\$ 439.50		5%
RC&D grant			\$ 1,200.00	\$ 25.00		2%
VASWCD support fees			\$ 3,750.00	\$ 3,592.00		96%
NACD dues			\$ 775.00	\$ -		0%
Other dues/memberships			\$ 250.00	\$ -		0%
Office equipment & supplies			\$ 6,000.00	\$ 45.97		1%
Computer software/IT			\$ 4,500.00	\$ 490.41		11%
Copier lease			\$ 2,750.00	\$ 454.66		17%
Postage			\$ 400.00	\$ 95.98		24%
Internet			\$ 2,500.00	\$ 330.24		13%
Marketing			\$ 1,500.00	\$ -		0%
Team building			\$ 500.00	\$ -		0%
Rent			\$ 9,500.00	\$ 1,500.00		16%
Cell phone			\$ 1,100.00	\$ 155.59		14%

Field equipment		\$ 750.00	\$ -		0%
Workers comp insurance		\$ 750.00	\$ -		0%
Vehicle		\$ 9,000.00	\$ (168.10)		-2%
Training -Tim		\$ 1,500.00	\$ -		0%
Travel-Tim		\$ 1,500.00	\$ -		0%
Training - Dan		\$ 7,500.00	\$ 4,519.93		60%
Travel-Dan		\$ 750.00	\$ -		0%
Training-Emily		\$ 1,500.00	\$ -		0%
Travel-Emily		\$ 1,000.00	\$ -		0%
Travel-Makayla		\$ 500.00	\$ -		0%
Training - Directors		\$ 1,500.00			0%
Meals - Directors		\$ 3,250.00	\$ 468.60		14%
Travel - Directors		\$ 3,500.00	\$ 329.88		9%

ADMINISTRATIVE ITEMS:

1. **PY 2026 Grant Assessments.** Assessments at all SWCDs will be shared at September board meetings.
2. **Quarterly Reports.** Are due on October 15, 2026. Please make sure reports are signed, accurate and on time. Remember that the quarterly report packet should contain an original signed Attachment E form, a profit and loss statement for July 1, 2026 thru September 30, 2026 and a cash balance report with an ending date of September 30, 2026. Also, please make sure that all payments and interest have been recorded in CAS. Disbursement letter data will be pulled on November 1, 2026, so please make sure that all approvals are in CAS by October 31, 2026.
3. **JLARC Report.** The JLARC report will be released on September 8, 2026. The link for accessing the meeting can be obtained at <https://jlarc.virginia.gov/calendar.asp>.
4. **FOIA Training Opportunities for Directors:** Please recall that the Code of Virginia requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. Most SWCD directors last took this training in 2024 between the months of July and December and will need to be prepared to complete this requirement this year. The Virginia Freedom of Information Act Advisory Council has a couple of options available for fulfilling the FOIA training requirement. It is recommended that you take a screen shot of the completion message once you finish the training. Please visit <https://foiacouncil.dls.virginia.gov/training.htm> to access these options.
 - ✿ Click on the link (above) and scroll down to the heading “*Other Courses*” and then to the sub heading titled “*Local Officials Course*”. In this section, there should be a hyperlink that says “Register Now!”. Use this link to register for one of the two upcoming webinar courses listed below.
 - i. Tuesday, October 20, 2026 at 1:00PM
 - ii. Thursday, November 12, 2026 at 10:00AM
 - ✿ Please recall that appointed directors are highly encouraged to take FOIA training per the Desktop Procedures Manual, even though they are not required per the Code of Virginia to take the course.
5. **Conflict of Interest Act (COIA) Training.** Please recall that the Code of Virginia requires locally elected officials to take COIA training once every two years based on the date of completion of the last training session. Most SWCD directors last took this training in 2025 between the months of July and December; however, there may be a few who took the training in 2024 and will need to be prepared to complete this requirement this year.
 - ✿ The training session can be accessed at <https://ethicswebinar.dls.virginia.gov/>. Each training module is specific to the role in which you serve so please make sure that you select the proper role (“*Locally elected officials or EDAs/IDAs*”) in order to activate the correct training to fulfill your respective training requirement. Please keep in mind that this training is for **all** locally elected officials, not just SWCD directors, and may contain some information that is not pertinent to SWCD directors. It is recommended that you take a screen shot of the completion message once you finish the training.
 - ✿ Please recall that appointed directors are highly encouraged to take COIA training per the Desktop Procedures Manual, even though they are not required per the Code of Virginia to take the course.
6. **COIA and FOIA Training Reporting.** Please note that a certificate is not required to verify completion of the COIA or the FOIA training requirement. However, in addition to notifying the SWCD administrative staff of your course completion, it would be a good practice to submit the name of the director and the date of the training to the clerk of the respective county/city (this is not the Clerk of the Circuit Court). In some

localities, the County Clerk may also be the Clerk of the Board of Supervisors, or some other title. Be sure to ask and make sure they are the individual keeping record of the required FOIA and COIA trainings for elected officials.

7. **Follow Up Information on FOIA Posting Requirement for Meeting Agendas.** Last month, I collected questions about this new requirement. The questions are addressed below. Please note that all Code references below are from §2.2-3707(G).

🌿 What if a SWCD does not have a website but has a Facebook page? Should the agenda be posted on the SWCD's Facebook page?

- i. Yes, this was recommended by the FOIA Council.

🌿 What are the stipulations of the posting requirement?

- i. FOIA does not provide a specific timeline for posting meeting agendas prior to the meeting date. The three-day posting suggestion was a result of conversations with DCR and the FOIA Council and is recommended as a best practice. The Code says "At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body. The public body shall also post the proposed agenda on the public body's official government website, if any, prior to the meeting."
- ii. What does this mean?
 1. The agenda and all accompanying materials must be made available to the public at the time that they are released to the members of the public body. It would be a good practice to keep a copy in the office for public viewing.
 2. The agenda must be posted on the SWCD's website prior to the meeting.

🌿 Can items be added to the agenda after the agenda has been posted?

- i. Yes. The amended agenda must be posted prior to the meeting to replace the original agenda.

🌿 Can items be added to the agenda before the meeting starts?

- i. Yes. However, please remember that the amended agenda must be posted immediately after adding the items **and** prior to the start of the meeting so be sure to allow sufficient time to post the updated agenda prior to the meeting.

🌿 Can items be added to the agenda after the meeting commences?

- i. The Code specifies that final action cannot be taken on agenda items added after the meeting commences unless the item is time-sensitive or the subject of a closed meeting.
- ii. **Code Language:** *"No final action may be taken on items added to the agenda after the meeting commences unless they are time-sensitive or are the subject of a closed meeting properly identified in a motion in accordance with § 2.2-3711."*
- iii. It is suggested that agenda items be added prior to the start of the meeting with enough time to post the updated agenda.

🌿 Does the Code define what "final action" means?

- i. Yes. *"For purposes of this subsection, "final action" means a vote, adjudication, or other formal action taken by a public body that completes a matter or acts as a final consideration of an item."*

🌿 Can the board do anything to address agenda items added after the meeting commences?

- i. Yes. While final action cannot be taken on these items, the SWCD can work within the parameters of the Code as outlined below.

- ii. Code Language: *"Final action" does not include:*
- (1) *Referral to a committee or advisory body;*
 - (2) *Referral to a future meeting for action;*
 - (3) *Direction to staff to provide further information; or*
 - (4) *Issuance of a commending or memorial proclamation."*

8. **2027 Pay and Holiday Calendar.** Is available at <https://www.dhrm.virginia.gov/payandholidaycalendar>.

COST-SHARE/ TAX CREDIT/ CREP ITEMS:

1. **Out-of-District Practices.** Districts are expected to work within their designated service area. However, for cover crop and nutrient management practices with one-program year completion dates, Districts may take applications outside of their service area, provided that the District where the practice is located has agreed to the arrangement through formal board action. This agreement must occur before the practice can be approved by the District taking the application. All other types of practices must be signed up with the District that serves the practice location. Pilot practices, such as WFA practices, may only be signed up within the service area of the District participating in the pilot program.
For cover crop and nutrient management practices with one-program year completion dates, once formal board action is taken by both Districts, the District staff who created the BMP instance should enter a BMP comment documenting the dates that both SWCD boards approved the arrangement.
2. **Unfunded Requests in CAS.** As your SWCD goes through the process of ranking and funding applications, please make sure that all applications are entered into CAS, including those that do not rank out for funding. It is anticipated that there may be a reallocation of funds in the Spring of 2027 and these unfunded applications will likely be used to determine reallocation amounts to SWCDs. Also, these applications are critical to demonstrating the need for additional funds in the OCB area.

Please follow the process below for applications that do not rank out for funding:

- ✿ Projects should be entered in PY 2027 CAS with a status of *Cancelled* (when selecting the status of *Cancelled*, please make sure that the "Cancellation Reason" selected is *Lack of Funding*).
- ✿ The appropriate measurements are filled in for the instance on the "Measurements" tab.
- ✿ The "Programs" tab reflects appropriate information in the "Estimated/Requested Cost-Share Payments" section.

3. **Cover Crop Survey.** On August 20, 2026, the Cover Crop Subcommittee of the VSWCB met at Graves Mountain Farm and Lodge. The Subcommittee is independent of the TAC Cover Crop and Nutrient Management Subcommittee and was established by the VSWCB at their June meeting. The charge of the Subcommittee was formalized at the July meeting. The August 20th meeting focused on verification procedures for cover crops. One of the agenda items at the meeting focused on the information needed from SWCDs to help determine the workload impact of cover crop verifications. There was a significant level of discussion about this item, and many insights were provided by SWCD representatives who attended the meeting. In response to this, a survey was developed and sent to SWCDs to learn more about how SWCDs verify cover crops, the workload associated with those verifications, and other related questions. Surveys are due back to Christine Watlington-Jones no later than September 8, 2026.
4. **CAS Support Site with User Documents.** DCR's Data Services Team has created a CAS Support Site to aid with the CAS Rebuild deployment transition process. The site currently has user guides and the demo webinar for the Mapping and General Assistance deployments. The CAS Support Site can be accessed with the following link: [CAS Rebuild Training Docs | CAS Support Site](#).

5. **CCI Enrollment or Re-enrollment:** This is the time of year to be preparing and signing up any BMPs or existing CCI practices coming out of lifespan on December 31, 2026 that are eligible for CCI. Taking sign up and certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2027, as soon as the current lifespan ends. In the Conservation Application Suite, it is critical that the *“Technical Certification Date”* on the *“General”* Tab reflect certification by the end of this calendar year to avoid a break in lifespan. Also, please remember to use the *“Related Instances”* function in CAS when utilizing a CCI practice to pick up an expired VACS BMP to ensure better credit for reporting an original VACS BMP that is still functioning versus a standalone CCI BMP.
6. **Reminders for Fulfilling Admin & Ops Grant Agreement Deliverable #10:** Please begin evaluating your SWCD’s PY 2027 calendar and start planning for the required agricultural community outreach event, which must be held before June 30, 2027. Remember that the following criteria must be met:
 - ✿ The event must be marketed through at least one venue that is directed towards producers with small farms or producers considered socially disadvantaged.
 - ✿ The event must include an introduction of the District, programs, staff and directors.
 - ✿ The event must include a discussion panel featuring agricultural producers who have participated in the VACS program. This should not be a SWCD employee or a director and should be coordinated with the producers in advance of the meeting, so they know how/ where they fit in the agenda.
 - ✿ The SWCD must provide notice to partners, including the Virginia State University Small Farm Outreach Program, of the event and provide an opportunity to partners to participate in the agenda.
 - ✿ Note for Consideration: SWCDs might want to consider partnering with VCE to put together an outreach event since VCE has considerable experience in assembling events like this and would be a likely partner to invite to the event as a speaker. VCE could also serve as one method of advertising through their publications and Facebook page. Some examples of successful meetings have included dinner meetings and pasture walks.
7. **2026 CWFA Local Award and Grand Basin Award Applications.** Are due on October 1, 2026 to the CDC. Please refer to prior CDC reports and to the July 6, 2026 memo from DCR Director Nikki Rovner for more information regarding the CWFA submission requirements.
8. **VDACS ASA Annual Report for April 1, 2025-March 31, 2025.** Has been released and is available at <https://www.vdacs.virginia.gov/pdf/stewardship-report.pdf>.

CONSERVATION PLANNER CERTIFICATION COURSE INFORMATION:

- ✿ **October 7-8, 2026:** Virginia Resource Training (Online Webinar Series). 4.0 CP CEUs are available (must attend all three sessions to be eligible to receive CEUs). Registration is not required. Please use the following link to join all three training sessions: [Virginia Cultural and Historic Resource Protection Training | Join meeting in Teams | Microsoft Teams](#).
- ✿ **October 14-16, 2026:** DCR Conservation Planner Course in Buckingham County (In-Person Course).
- ✿ **Winter 2026:** Nutrient Management Training Course will be offered again.
- ✿ **Winter 2027:** Virginia Agricultural Cost-Share Course will be offered.

UPCOMING EVENTS/ IMPORTANT DATES:

- ✿ **September 8, 2026:** JLARC report will be released.
- ✿ **September 8, 2026:** Cover Crop Survey is due to Christine Watlington-Jones.
- ✿ **September 8, 2026:** VASWCD VCAP Development Drop In Meeting at 2:00PM via Zoom. Click [HERE](#) to register for all upcoming Drop-In Meetings.

- ✿ **September 9, 2026:** VASWCD Legislative/Government Relations Committee Meeting at 1:00PM via Zoom. Register in advance for this zoom [here](#).
- ✿ **September 14-15, 2026:** VSWCB Meeting in Pittsylvania County.
- ✿ **September 18, 2026:** VASWCD VCAP Award Nominations Due by 5:00PM to Hailey Cook (VASWCD).
- ✿ **September 19, 2026:** Water Quality Improvement Fund Stakeholder Meeting.
- ✿ **September 22, 2026:** Nominations due to the VASWCD for the Watershed Connection Director Award, E.C. Compton Associate Director Award, Bobby Wilkinson Director Award, Forestry BMP Award.
- ✿ **September 23, 2026:** VASWCD Quarterly Board Meeting at the Drury Plaza Hotel in Richmond, VA. Registration is requested by September 16, 2026 at <https://docs.google.com/forms/d/e/1FAIpQLSfNY72GBK2tOSVzhFHD7DfkbWmxsVfU6P2IV4q8mQdHfwNsLg/viewform>. Meeting materials will be made available prior to the meeting at <https://vaswcd.org/board-meetings/>.
- ✿ **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.
- ✿ **September 30, 2026:** Livestock Agricultural Operations Training at Ferrum College in Ferrum, VA. Please contact Vanessa Lewis by Wednesday, September 16, 2026 to RSVP. 3.0 CP CEUs are available for attendance at the course.
- ✿ **September 30, 2026:** VASWCD Admin/Ops Committee meeting via [Zoom at 2pm](#) (use link to register). The committee will be talking with Terri Higgins about the VASWCD salary study, the results of which are available on the VASWCD's training website.
- ✿ **October 1, 2026:** CWFA local award and grand basin award nomination packets are due to the appropriate CDC.
- ✿ **October 5, 2026:** VASWCD Education Committee Meeting via [Zoom at 2pm](#) (use link to register).
- ✿ **October 5, 2026:** Chaffin Employee Award Nominations Due to the VASWCD.
- ✿ **October 22, 2026:** VASWCD Marketing Committee Meeting via [Zoom at 1pm](#) (use link to register). Topics include the development and deployment of the Conservation Content Calendar, next steps for the Canva Team, and making marketing accessible to a wider audience.
- ✿ **November 1, 2026:** Obligation report will be pulled from CAS for the second quarter disbursement.
- ✿ **December 6-8, 2026:** VASWCD Annual Meeting at the Hotel Roanoke in Roanoke, VA. Registration will open in September with an early bird registration deadline in October and a standard registration deadline of November 13, 2026. A draft agenda is available on the VASWCD annual meeting [website](#) or directly [here](#).
- ✿ **December 9, 2026:** VSWCB Meeting at the Hotel Roanoke in Roanoke, VA.
- ✿ **December 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (<https://spda.trs.virginia.gov/search>) for the first quarter.
- ✿ **February 1, 2027:** Obligation report will be pulled from CAS for the third quarter disbursement.
- ✿ **March 28, 2027:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (<https://spda.trs.virginia.gov/search>) for the fourth quarter.
- ✿ **May 1, 2027:** Obligation report will be pulled from CAS for the fourth quarter disbursement.
- ✿ **June 1, 2027:** Obligation report will be pulled from CAS for the mid fourth quarter disbursement.
- ✿ **June 15, 2027:** Deadline for obligating all VACS cost-share and cost-share increases.
- ✿ **June 28, 2027:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (<https://spda.trs.virginia.gov/search>) for the third quarter.
- ✿ **September 28, 2027:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (<https://spda.trs.virginia.gov/search>) for the fourth quarter.

cc: Blair Gordon, Soil and Water Conservation District Liaison
 Sara Bottenfield, Agricultural Incentives Program Manager
 Angela W. Ball, PhD, DCR Western Area Manager

Sent electronically to SWCD offices: 09/05/2026



BONSACK NRCS MONTHLY REPORT

Derek W. Hancock, District Conservationist

September 2026

Farm Bill Program Workload:

- **Environmental Quality Incentives Program (EQIP)**
 - Managing 35 contracts totaling \$2,222,933.19 in obligated cost assistance
 - \$1,212,412.35 of that assistance has been paid out
 - 2925.60 acres of conservation contracted
- **Conservation Stewardship Program (CSP)**
 - Managing 24 contracts totaling \$1,576,006.57 in obligated cost assistance
 - \$486,744.57 of that assistance has been paid out
 - 14,610.90 acres of conservation contracted
- **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.)
 - 4 CREP renewals eligible – VADOF consulted and conservation plans written

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:

- NRCS is now being restructured as part of a state-wide re-organizational plan. Offices will now be a part of a multiple office "team", which all employees that are members of the team will answer to a supervisory DC. Bonsack is now in Area 2 – Team 4 which includes Bonsack SC, Christiansburg SC and Stuart SC. More info to come.

Assessment of SWCD Compliance with the FY26 Administrative and Operational Support Grant Agreement

503OPS-26-25-GE Grant Agreement for the period 7/01/25 thru 6/30/26 for Mountain Castles Soil & Water Conservation District
 Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and operational expenses to support District actions that address the Commonwealth's water quality and natural resource conservation needs.

By acceptance of funds the district agreed to the deliverables listed below. The Conservation District Coordinator, in conjunction with DCR Division of Soil and Water Conservation program managers and coordinators, have assessed the District's fulfillment of the deliverables:

<i>Activity:</i>	<i>Fully Satisfied</i> <i>Partially Fulfilled</i> <i>Did Not Fulfill</i>			<i>Notes/Comments:</i>
	<i>"A"</i>	<i>"B"</i>	<i>"C"</i>	
Grant Agreement Performance Deliverable				
1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs: • The Virginia Agricultural BMP Cost-Share Program • The Virginia Agricultural BMP Tax Credit Program • Conservation Reserve Enhancement Program (CREP) • Voluntary BMP installation • Agricultural Stewardship Act • Resource Management Plan (RMP) Program	A			Mountain Castles SWCD obligated 37.45% of its \$1,933,899.00 PY 2026 CB VACS allocation and 100.37% of its \$333,809.00 OCB VACS allocation. Staff at Mountain Castles SWCD have been working on development of tools to make checking and reporting on cover crop performance easier at the SWCD level. The Conservation Specialist has been a very active participant in the CAS Rebuild Test Group. The Conservation Specialist has been serving on the VACDE Conservation Planner Certification committee and on the VACDE's Stream Exclusion subgroup designed to establish a consistent protocol from start to finish for implementation of SL-6N/W and SL-7 practices. Great job!
2. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.	A			Mountain Castles SWCD has a very strong and active environmental education programming presence in its service area and relies on many partnerships to ensure successful implementation of these programs. Mountain Castles SWCD worked with DEQ to obtain additional funding to continue implementation of its Tinker Creek and Glade Creek Residential TMDL project. The SWCD works closely with VDH in implementation of the grant. The SWCD continued implementation of its local VCAP program and utilized the SWCD's outreach event to discuss and promote the VCAP program. Mountain Castles SWCD staff serve and represent SWCD interests on various boards such as the James River Buffer Consortium and the Roanoke

					Valley Greenway Commission. The Conservation Specialist is very active with the VASWCD's Youth Conservation Camp program. The Conservation Technician Assistant completed the Chesapeake Bay Landscaping Professional course and received her CBLP Certification.
"A"	"B"	"C"	<i>Notes/Comments:</i>		
3. Hold monthly meetings with a quorum of District board members present.	A				The SWCD held 10 meetings with a quorum during the fiscal year.
4. Submit complete meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Complete meeting minutes follow the guidance provided in the Desktop Procedures (page 4).	A				The SWCD routinely submitted complete meeting minutes to the CDC on a monthly basis.
5. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2026 electronic template of the Attachment E (Project Financial Report) , submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required.	A				All signed reports were submitted on time and were complete and accurate. All reports were signed by the Treasurer or a director with check signing authority.
6. DCR's Desktop Procedures for District Fiscal Operations (Procedures) annually reviewed by the District Board or their Finance Committee and documented in official minutes.	A				The Mountain Castles SWCD board reviewed the Desktop Procedures document on August 13, 2025. The review was recorded in the minutes.
7. District staff responsible for the District's administrative functions or financial data management and financial reporting, must attend trainings (i.e. QuickBooks, Accounting, Minutes, etc.) when provided by the Department.					N/A – DCR did not host a required training in FY26
8. New directors are required to complete orientation training within six months of qualifying for office.	A				There was one new director appointment at Mountain Castles SWCD during the fiscal year. Jonathan Stanley: Phase I completed on May 6, 2026 & Phase II completed on May 6, 2026. Met with the CDC on May 15, 2026 to review the new director handbook materials.
9. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.]	A				

	"A"	"B"	"C"	Notes/Comments:
10. Hosted at least one agricultural community outreach event during the year that: - Was marketed through at least one venue that directed towards producers with small farms or producers considered socially disadvantaged; - Included an introduction of the District, programs, staff and Directors; and - Included a discussion featuring local agricultural producers that utilized the VACS Program; - Provided notice to partners, including the Va. State University Small Farm Outreach Program, of the event and provided an opportunity to partners to participate in the agenda.	A			Mountain Castles SWCD hosted its Annual Winter Banquet on February 10, 2026 in Fincastle, VA. The event was publicized via both local newspapers, a direct mailing to producers from FSA's distribution list and Facebook. There were around 82 attendees (including speakers) at the event with speakers from the SWCD, NRCS, FSA, VCE, VDOF and VSU (Brent Noel). Michael Tickle, Bob Smith and Walter Nelson provided producer testimonials via a Q&A session hosted by the SWCD's Conservation Specialist. The SWCD provided a very thorough and informative presentation about its mission, history and programs and introduced staff and directors. The SWCD also recognized the 2025 CWFA Winner at the event. Dinner was served to attendees as part of the meeting and there was a lot of networking that occurred at the meeting. Wonderful job! Per the self-assessment, the SWCD confirmed that the VSU-SFOP regional representative (Forrest Hobbs) was notified of the Annual Winter Banquet on December 19, 2025. Brent Noel attended the event on behalf of VSU.

DCR DSWC CDC and Program Manager/Coordinator verified:

Stacy Horton *Stacy Horton* (Conservation District Coordinator) August 17, 2026 (Date)
E. Blair Jordan (Program Manager/Coordinator) 8/24/2026 (Date)

Reviewed with the SWCD Board; entered and attached to the September 09, 2026 meeting minutes:



Assessment of SWCD Compliance with the FY 26 Cost-Share and Technical Assistance Grant Agreement

503CSTA-26-25 Grant Agreement for the period 7/01/25 through 6/30/26 for Mountain Castles Soil & Water Conservation District.

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and technical delivery of the Virginia Agricultural Best Management Practices Cost-Share Program as prescribed in Section 10.1-546.1 of the Code of Virginia and addressing the Commonwealth's conservation and water quality needs.

By acceptance of funds the district agreed to the deliverables listed below. The Conservation District Coordinator, in conjunction with DCR Division of Soil and Water Conservation program managers and coordinators, have assessed the District's fulfillment of the deliverables

Activity:	Notes/Comments:		
	Fully Satisfied	Partially Fulfilled	Did Not Fulfill
Grant Agreement Performance Deliverables	"A"	"B"	"C"
1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of: - The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2026); - This Grant Agreement; - All State laws and regulations.	A		
2. Did the District implement VACS in accordance with the PY2026 VACS BMP Manual, including but not limited to the provisions on approval and payment of cost-share, working within District boundaries, bid process, applying average cost list to contract estimates properly, ranking cost share applications consistently with priority and secondary considerations, taking appropriate action to address verification issues, following the appropriate procedures for any mid-year update to the Average Cost List, and other administrative guidelines established in the <i>Manual</i>?		B	During the cost-share file administrative audit process, the following recommendations were made concerning case file maintenance: 1) Ensure that Contract Part I, II and III are not missing any information, including contract numbers and signature dates, and that the board approval date on the Part II matches the actual board approval date. 2) Ensure that the Required Completion Date and the carryover process is handled appropriately for two-program year completion date practices. 3) Cover crop practices need better field delineation and associated acreage identification on maps maintained in the case file as well as location identifiers or driving directions to the fields contained in the practice. Include estimate and payment calculators for cover crop practices in the case file. 4) The DCR Bid Solicitation Sheet must be

					filled out and maintained in the case file for all practices listed in the VACS manual. If components meet the criteria, then the bid process must be followed. 5) Maintain a copy of the full nutrient management plan on file at the SWCD office for all practices requiring a nutrient management plan. A copy of the NMP cover sheet should be maintained in the participant's case file.
					Once issues were identified, the Conservation Specialist took great care to review current case files and address or document any issues found in current files. It was noted that the Conservation Specialist maintained very organized case files with immaculate conservation notes.
"A"	"B"	"C"	<i>Notes/Comments:</i>		
3. Did District staff implementing the VACS program obtain the DCR Conservation Planner Certification within 24 months of hire (dependent upon availability of all required courses)? If the 24 month timeline is exceeded, did staff adequately demonstrate progress towards achieving certification? Did staff maintain conservation planning certifications after achieving the initial certification?	A		Daniel Naff completed the conservation planner certification process in PY 2025 and received conservation planner certification on March 19, 2025, with an expiration date of March 31, 2028. Emily Williams was hired on August 13, 2025 as the SWCD's part-time Conservation Technician Assistant, with a specific focus on the SWCD's VCAP program. Therefore, Conservation Planner Certification is currently not being required of the position because of its job duties. During the fiscal year, Emily completed the Virginia Agriculture BMP and Cost-Share Program conservation planner certification course on January 29, 2026.		
4. If applicable, did District staff implementing the VACS Program obtain and maintain the appropriate level of Engineering Job Approval Authority (EJAA) for components of the BMPs installed within District boundaries. Did District staff follow EJAA requirements and applicable standards and specifications at all times?	A		SWCD staff has obtained and maintained an appropriate level of EJAA. SWCD staff consistently followed EJAA requirements, standards and specifications. The CDC was not notified by Engineering Services Staff of any EJAA issues during PY 2026.		
5. Prior to the District approving cost-share applications, did the District Board: • Approve secondary considerations and receive Department approval of those considerations? • Approve an Average Cost List and submit it to the Department?	A		Secondary considerations were approved by the SWCD board on June 26, 2025, submitted on June 27, 2025 and approved by the Department on July 2, 2025, prior to SWCD approval of PY 2026 cost-share applications. The average cost list was approved on June 26, 2025 and was submitted to the Department.		

					A mid-year update to the average cost list was not requested or made by the SWCD.
					<i>Notes/Comments:</i>
					Conservation plans were always approved prior to practice contract approval. Plan was complete and thorough.
					Overall, data entry in CAS was correct and any issues noted in the bi-monthly BMP QA/QC reports, CP QA/QC reports, and EJAA QA/QC reports were promptly addressed.
					End of Year reports were submitted on July 7, 2026 and were complete and accurate.
					Mountain Castles SWCD staff confirmed compliance with this deliverable in the PY 2026 Self-Assessment Questionnaire.
					All applications for cost-share and tax credit that were approved by the board were properly identified by contract and instance number and were documented as such in the minutes. This included approvals of cost-share and tax credit increases as well as new applications.
6. If applicable, prior to practice contract approval, was a complete and Board-approved DCR conservation plan or Resource Management Plan entered into the Conservation Application Suite or was a NRCS conservation plan, written by NRCS staff, on file with the District and Board-approved? Does the plan include the practices approved by the District?	A				
7. Was data entered in the Conservation Application Suite accurately and were any data inaccuracies entered into CAS corrected within 30 days from the date the District was notified of the issues or by the established deadlines? This includes but is not limited to the inaccuracies that are found through the bi-monthly QA/QC reports: - BMP data entry: entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value base upon site specific soil type(s), - BMP payment status: approvals, cancellations, carryovers, complete not-paid; and participant funding requests; and - Financial data status: payment and other financial records.	A				
8. Did the District submit complete and accurate End of Year Cash Balance Reports, and Carry Over Reports by the End of Year reporting deadline?	A				
9. Were tax credit applications approved by the District Board and was there a corresponding District Board approved soil conservation plan on file at the District for each tax credit? Were tax credits issued after practices received technical certification and did the tax credit issue date fall in the same calendar year as the technical certification date? Was all of the required tax documentation provided to the participant?	A				
10. Were applications for cost-share and tax credits approved by District Board action and individually documented in their District Board minutes (identified by contract or instance #)?	A				

	"A"	"B"	"C"	Notes/Comments:
11. Did District staff participate in an annual VACS Program Update and Conservation Application Suite updates training sponsored by the Department?	A			VACS Updates Session: Daniel Naff: June 17, 2025 Conservation Application Suite Updates Session: Daniel Naff: September 18, 2025 (Daniel was unable to attend the July 24, 2025 CAS Updates session and he and the CDC were unable to confirm attendance at the July 8, 2025 CAS Updates session. Daniel was able to confirm that he attended a full CAS Training Session on September 18, 2025). Other Information: Emily Williams did not participate in the VACS Updates session or the CAS Updates session because she was not hired as a Conservation Technician Assistant until August 13, 2025. She did, however, attend a full CAS Training Session on September 18, 2025.

DCR DSWC CDC and Program Manager/Coordinator verified:

Stacy Horton

Stacy J. Horton

(Conservation District Coordinator)

August 17, 2026 (Date)

E. Blair Horton

(Program Manager/Coordinator)

8/24/2026

(Date)

Reviewed with the SWCD Board; entered and attached to the September 09, 2026 meeting minutes:

Comments:



Conservation Specialist Report:

Board of Directors Meeting

September 9, 2026

By: Daniel Naff, Conservation Specialist

VACS Program

- **Transfer of Maintenance Responsibilities for Approval**
 - **45-23-0025**
 - Original participant has sold the property and moved away.
 - New landowners willing to maintain infrastructure until after 12/31/2029.
- **NRCS Conservation Plans for Board Acknowledgement (CREP Renewals)**
 - **Plan for Tract #4306**
 - **Plan for Tract #805**
 - **Plan for Tract #3426**
 - **Plan for Tract #4390**
 - **Signature Authority in Case of Corrections to NRCS Plans**
- **VACS Contract for Conditional Approval**
 - **45-27-0008 (pending responses to resource reviews)**
 - **Instance #748978 (SL-6W)**
 - “Retry” of contract 45-25-0033 after catastrophic well-drilling attempt resulted in a recommended “cancel and try again” from DCR Engineering and Sara Bottenfield
 - 16.01 acres of riparian buffer established, 2388.73 feet of streambank protected
 - Waiting on USFWS and DCR-DNH to respond to review requests as of today
 - Per DCR’s engineering’s suggestion, have added a reservoir and padded the well cost due to extensively difficult karst terrain.
 - CP-45-22-0002 originally approved on 1/8/2025, does not require reapproval
 - Estimated cost: \$106,512.50
 - Max CS: \$124,512.50 (CB VACS)
- **Recent site visits with Derek / Possible projects**
 - (3) SL-7s
 - (3) SL-6Ws
 - (1) FR-1/FR-3
- **Working with Emily**
 - Cover crop sign-ups
 - Scheduling CCI follow-ups soon

Dams

- **Johns Creek 1 Rehab Update**
 - DCR has hired a new Dam Rehabilitation Engineer – Matt Dalon (matt.dalon@virginia.gov)
 - Matt has provided a draft schedule for the remainder of the rehabilitation process moving from design to construction
 - General pathway to construction:
 - MCSWCD Board of Directors tells FNI to proceed to 100% Design

- DCR-Dam Safety, DEQ, and Army Corps of Engineers review the 100% Design to ensure it will work, meet environmental requirements, etc.
- Each agency conducts their reviews and may require changes be made. Once they're happy, the 100% Design becomes the Final Design.
- Once we have Final Design, we will need to work with the landowners about access easements.
- MCSWCD BOD will need to adopt a prequalification policy to create a shortlist of qualified contractors
 - DCR will help with that, like what they have done with Blue Ridge SWCD.
 - Prequalification process has two steps:
 - Create the "shortlist" based on skill, capacity, résumé, etc., and send out bid documents to them.
 - Of those who bid, we pick the best bid.
- After prequalification and contractor selection, groundbreaking could begin in a month or two (current estimate is June 1st).
- Freese & Nichols is waiting to see if their responses to submitted comments are satisfactory to move forward into 100% design
- Johns Creek 2 Spillway project will be lumped into JC1 Rehab
- Mowing and Maintenance update
 - Lawrence finished mowing on 8/31/2026 and did not call me with any issues.
 - I will be out tomorrow to document.
- Will schedule Table Top Exercise this year

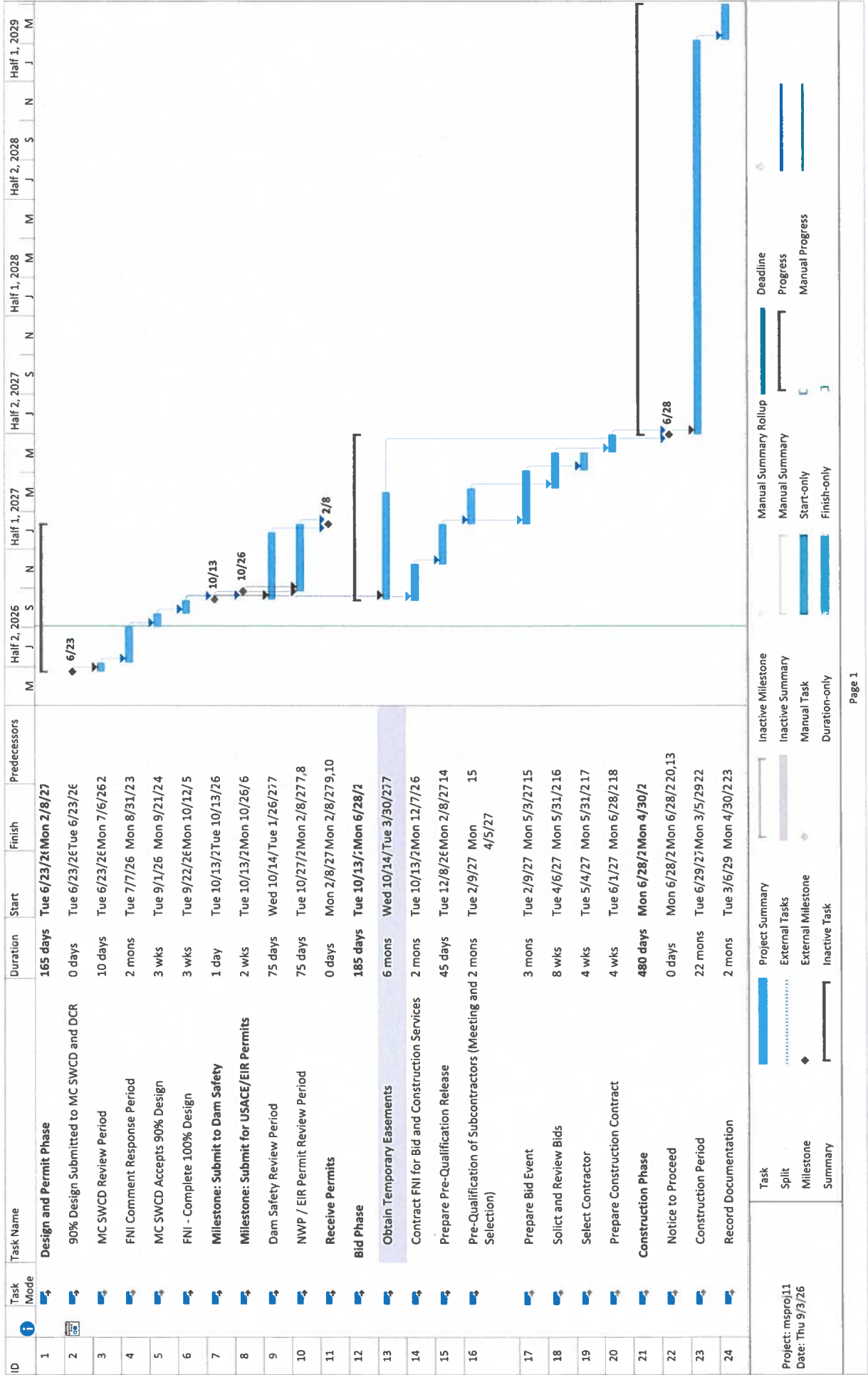
Training & Certifications

- Completed trainings:
 - VACDE Training at Graves Mountain Lodge (8/18-20)
 - Precision Ag & Soil Sampling (1 CEU)
 - Engineering Olympics (2 CEUs & my team won 2nd place)
 - VDACS & DEQ Ag Loan Session (1 CEU)
 - Watering System Field Trip (1 CEU)
 - Cover Crops & Nutrient Management (2 CEUs)
 - CAS rebuild training (8/25)
 - VNRLI virtual session (8/26)
 - CAS updates training (8/27)
- Upcoming trainings:
 - Livestock Operations Training Ferrum (9/30)
 - Virginia Natural Resource Leadership Institute Training Dates:
 - 9/23-25 @ Shenandoah National Park
 - 11/18-20 @ Virginia Beach
 - 1/13-15 @ Richmond
 - 3/3-5 @ Harrisonburg
 - 4/27-30 @ somewhere in SWVA (exact location TBD)
 - 6/9-11 @ Charlottesville
- EJAA Review with Ben Chester – 10/1 (If successful, will move from annual reviews to three-year reviews)

Misc. Updates

- None this meeting

Tentative Johns Creek 1 Rehabilitation Schedule



Conservation Technician Assistant Report

Submitted by: Emily Williams
for September 2026

Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

Information items:

- Conducted site assessments on 09/01/2026 and 09/03/2026 and delivered reports to landowners.
- Finalized 45-27-200 RWH application and submitted to VASWCD. Steering Committee met on 8/28/2026. Application was tabled. Steering Committee suggested changes to tank foundations. Working with landowner to revise and resubmit.
- Upcoming VCAP site assessments scheduled for 9/8/2027 and 9/10/2026

Action items:

- (none)

Virginia Agricultural Cost-Share (VACS)

Information items:

- One of the VCAP contractors met in July has experience with drone piloting, image processing and GIS. Potential for collaboration on CC verification tasks.
- Researched image processing software for ground level CC verification options. CC team selected Canopeo.
- Called CC mailing list as follow up to CC postal and digital mailer
- CC applications intake as received. Plan to process enrollment paperwork for Board action in October meeting.

Action items:

- (none)

Other

Attended CAS rebuild training 8/25/2026

Attended NRV PRISM meeting and workday 9/4/2026



District Coordinator/Education Update Report:

Board of Directors Meeting

September 9, 2026

By: Tim Miller

We work with the people who work the land.

General Update

- Submitted interim 319 report (7/1-8/15); reimbursement request: \$32,194.52
- Mailed a copy of the Annual Report with a cover letter to each member of both Boards of Supervisors
- Attended Blue Ridge SWCD farm tour on 8/24
- Attended James River Buffer Consortium meeting in Monterey on 9/1

Education & Outreach

Classroom programs

- 8/18 – Eagle Rock ES 5th grade (carnivorous plants); Reach: 18
- 8/18 – Eagle Rock ES 3rd grade (beavers); Reach: 22
- 8/18 -- Eagle Rock ES 2nd grade (turtles of VA); Reach: 16
- 8/18 – Eagle Rock ES 4th grade (weather & climate); Reach: 18
- 8/21 – Cloverdale ES 2nd grade (turtles of VA); Reach: 30
- 8/27 – Troutville ES 2nd grade (turtles of VA); Reach: 35
- 9/2 – Breckinridge ES 2nd grade (turtles of VA); Reach: 34
- 9/9 – Troutville ES 4th grade (weather & climate); Reach: 35

Outdoor programs

- None this month

Community programs

- None the month

Upcoming events

- Sept 24-25 – RMMS canoeing at Oxbow Farm
- Sept 26 – Rain barrel workshop at Eagle Rock Library
- Oct 1-2 – CAMS canoeing at Carvins Cove
- Oct 3 – Rain barrel workshop at Blue Ridge Library

