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

Board of Directors Meeting Minutes
Wednesday, October 14, 2026 – 7:00 p.m.
USDA Service Center, Bonsack

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

Directors Absent: Andrew Keffer, Craig
Jason Williams, Craig

Staff Present: Tim Miller
Dan Naff

Others Present: Jeff Munsey, Associate Director
Tasha Snavely, Associate Director
Stacy Horton, DCR

Quorum: Preston Wickline called the meeting to order at 7:20 p.m. No quorum was established until Jeff Henderson arrived at 7:25 p.m. so the meeting began with Agency Reports.

Agency Reports:

- **DCR** – written report provided by Stacy Horton – received and placed on file (see full report)
- **VCE** – Jonathan Stanley provided updates on VCE events
- **VDOF** – no report
- **NRCS** – written report received and placed on file (see full report)

Jeff Henderson declared a quorum at 7:40 p.m.

Minutes: Minutes from the September 9, 2026, board meeting were reviewed. Jonathan Stanley moved to approve the minutes as presented. Second by Preston Wickline, motion passed by unanimous consent.

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

Committee Reports:

- BMP – no report
- Dams – Minutes from the September 9, 2026, Dams Committee meeting were reviewed. Preston Wickline moved to approve the minutes as presented. Second by Jonathan Stanley, motion passed by unanimous consent.

- Budget/Finance – no report.
- Personnel – no report
- Education – no report

Other Business

- The Board reviewed the PY27 Agricultural Stewardship Act (ASA) policy agreement with the Virginia Department of Agriculture and Consumer Services (VDACS). After discussion, Jonathan Stanley moved for District staff to continue to assist VDACS in joint investigations of ASA complaints within the District and to add Emily Williams as the secondary contact. Second by Walter Nelson, motion passed by unanimous consent.
- Jeff Munsey provided updates on the value engineering study requested of DCR for the Johns Creek Dam rehabilitation project. After meeting with Amanda Pennington and others, Jeff reported that DCR will not support or fund an independent review. The Craig County Board of Supervisors also passed a resolution supporting a value engineering study. The Dam Committee will meet next month to determine next steps.
- After discussion, Walter Nelson moved to approve an additional $610.00 for maintenance work completed by Dam Mowing & Maintenance at Johns Creek 2. Second by Preston Wickline, motion passed by unanimous consent.

VCAP Contracts

The following VCAP contract was reviewed:

- #45-27-200; RWH 653 gallons; maximum cost share: $2,612.00

After discussion, Preston Wickline moved to approve the VCAP contract, second by Jonathan Stanley, motion passed by unanimous consent. This VCAP contract has already been approved by the state VCAP Steering Committee.

VACS Contracts

After Jeff Henderson and Preston Wickline left the room, the following cover crop contracts were reviewed:

- 45-27-0026; Instance 792802 (SL-8H); maximum cost share: $1,696.60 (CB VACS)
- 45-27-0038; Instance 794922 (SL-8H); maximum cost share: $2,050.20 (OCB VACS) and Instance 795101 (SL-8H); maximum cost share: $750.20 (CB VACS)
- 45-27-0041; Instance 795039 (WFA-NM); maximum cost share: $1,461.06 (CB VACS) and Instance 795015 (WFA-CC); maximum cost share: $890.00 (CB VACS) and Instance 795098 (WFA-NM); maximum cost share: $158.46 (OCB VACS)

Walter Nelson moved to approve the contracts listed above, second by Jonathan Stanley, motion carried.

Jeff Henderson and Preston Wickline returned to the room and the following cover crop contracts were reviewed:

- 45-27-0014; Instance 769741 (SL-8H); maximum cost share: $583.60 (CB VACS)
- 45-27-0019; Instance 781236 (SL-8B); maximum cost share: $3,072.00 (OCB VACS)
- 45-27-0020; Instance 781239 (SL-8B); maximum cost share: $4,228.00 (CB VACS)
- 45-27-0022; Instance 785025 (WFA-CC); maximum cost share: $11,081.20 (CB VACS) and Instance 795119 (WFA-CC); maximum cost share: $15,347.28 (OCB VACS) and Instance 784945 (WFA-NM); maximum cost share: $2,753.28 (CB VACS) and Instance 795118 (WFA-NM); maximum cost share: $1,292.46 (OCB VACS)
- 45-27-0023; Instance 789532 (SL-8H); maximum cost share: $792.40 (CB VACS) and Instance 789533 (SL-8B); maximum cost share: $692.80 (CB VACS)
- 45-27-0024; Instance 791772 (SL-8B); maximum cost share: $17,400.00 (CB VACS)
- 45-27-0025; Instance 792468 (SL-8B); maximum cost share: $4,762.00 (CB VACS) and Instance 792470 (SL-8H); maximum cost share: $3,454.20 (CB VACS)

- 45-27-0027; Instance 792949 (SL-8M); maximum cost share: $2,366.10 (OCB VACS)
- 45-27-0029; Instance 793182 (WFA-CC); maximum cost share: $6,988.31 (CB VACS) and Instance 794069 (WFA-NM); maximum cost share: $1,373.82 (CB VACS)
- 45-27-0030; Instance 794238 (WFA-CC); maximum cost share: $9,424.50 (CB VACS) and Instance 794294 (WFA-NM); maximum cost share: $1,388.16 (CB VACS)
- 45-27-0032; Instance 794600 (WFA-CC); maximum cost share: $21,717.78 (CB VACS)
- 45-27-0034; Instance 794830 (SL-8H); maximum cost share: $1,338.60 (CB VACS)
- 45-27-0035; Instance 794864 (SL-8H); maximum cost share: $1,466.20 (CB VACS)
- 45-27-0036; Instance 794891 (SL-8H); maximum cost share: $417.80 (OCB VACS)
- 45-27-0037; Instance 794576 (SL-8B); maximum cost share: $4,954.40 (CB VACS)
- 45-27-0039; Instance 795011 (SL-8B); maximum cost share: $8,032.00 (CB VACS)
- 45-27-0040; Instance 795014 (SL-8B); maximum cost share: $5,361.00 (CB VACS)
- 45-27-0042; Instance 795099 (WFA-CC); maximum cost share: $12,491.44 (CB VACS) and Instance 795100 (WFA-NM); maximum cost share: $2,450.94 (CB VACS)

Jonathan Stanley moved to approve the contracts listed above, second by Walter Nelson, motion passed by unanimous consent.

The following contract was reviewed for Transfer of Maintenance Responsibilities due to the property being sold:

- 45-22-0010

Walter Nelson moved to approve the Transfer of Maintenance Responsibilities, second by Jonathan Stanley. Motion passed by unanimous consent.

The following contract was reviewed for tax credit:

- 45-27-0012; Instance 762694 (SL-1); eligible tax credit: $329.95

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

The following Conservation Plans were reviewed:

- CP-45-25-0001
- CP-45-27-0001
- CP-45-27-0004
- CP-45-27-0006

Jonathan Stanley moved to approve the Conservation Plans listed above, second by Walter Nelson, motion passed by unanimous consent.

The following other VACS contracts were reviewed:

- 45-27-0018; Instance 745863 (SL-6W); maximum cost share: $75,074.50 (CB VACS) and Instance 760296 (SL-6W); maximum cost share: $14,229.75 (CB VACS)

Jonathan Stanley moved to approve the contract, second by Walter Nelson, motion passed by unanimous consent.

- 45-27-0021; Instance 778420 (SL-6W); maximum cost share: $77,734.25 (CB VACS)

Walter Nelson moved to approve the contract, second by Jonathan Stanley, motion passed by unanimous consent.

- 45-27-0031; Instance 793728 (SL-1); maximum cost share: $30,797.20 (CB VACS)

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

- 45-27-0033; Instance 786077 (SL-7); maximum cost share: $16,985.00 (CB VACS)

Jonathan Stanley moved to approve the contract, second by Preston Wickline, motion passed by unanimous consent.

Conservation Specialist Report: submitted by Dan Naff – received and placed on file (see full report)

Conservation Technician Assistant Report: submitted by Emily Williams – received and placed on file (see full report)

District Coordinator Report: submitted by Tim Miller – received and placed on file (see full report)

Adjourn:

The meeting adjourned at 8:42 p.m. with a motion from Walter Nelson, second by Preston Wickline. Motion passed by unanimous consent.

Approved: _____ Date: 11/10/26

Jeff Henderson, Chair

Respectfully submitted/prepared by: _____

Tim Miller

Mountain Castles Soil & Water Conservation District
Profit & Loss
July 1 through October 14, 2026

	Jul 1 - Oct 14, 26	
Ordinary Income/Expense		
Income		
CDs - Income		
CD - Bank of Botetourt		
CD Interest	411.28	
Total CD - Bank of Botetourt		411.28
Total CDs - Income		411.28
OPERATIONS		
DCR Operational Funds		
DCR Allocation for Operations	82,496.00	
VNRCF Base and TA Funds	70,727.44	
Total DCR Operational Funds		153,223.44
FY Dam Maintenance		18,000.00
Cost Share		
2027 CB VACS	182,653.65	
Return of Overpayment	2,986.60	
Total Cost Share		185,640.25
Total OPERATIONS		356,863.69
FEDERAL SOURCES		
Tinker & Glade TMDL		
TA & Ops	875.68	
Total Tinker & Glade TMDL		875.68
Total FEDERAL SOURCES		875.68
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	71.27	
Savings - Bank of Fincastle	4.84	
Interest - Other	12,733.93	
Total Interest		12,810.04
Total Income		380,960.69
Gross Profit		380,960.69
Expense		
Return of VNRCF TA		3,864.16
VCAP TA		361.88
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		
Travel/Milage	135.28	
FICA	238.68	
Salary	3,119.93	
Total Technician Assistant	3,493.89	

Mountain Castles Soil & Water Conservation District
Profit & Loss
July 1 through October 14, 2026

	Jul 1 - Oct 14, 26	
Directors		
Meals/Expenses	864.82	
Travel/Mileage	798.04	
Total Directors		1,662.86
Education Coordinator		
Benefits	5,011.79	
FICA	1,577.72	
Travel/mileage	354.92	
Salary	21,138.40	
Total Education Coordinator		28,082.83
VNRCF TA - Conservation Tech		
Benefits Paid	7,341.34	
Education & Training	4,642.10	
FICA & Medicare	1,119.06	
Meals/Expenses	94.13	
Salary	15,851.76	
Total VNRCF TA - Conservation Tech		29,048.39
Total I. Employee Compensation		63,844.15
II. Office Expenses		
Marketing Services		447.65
Membership Dues, Various Org		
VASCWD Support Services	3,592.00	
Total Membership Dues, Various Org		3,592.00
Xerox Lease (ESI)		681.99
Phones/Internet (Cox Business)		704.48
Computer programs & software		2,430.03
Office Rent		3,000.00
Postage		103.22
Office Equipment and Supplies		113.70
U.S. Cellular -VNRCF TA		307.35
Total II. Office Expenses		11,380.42
V. Education, Youth		
Classroom Resources		176.71
ATC Grant		30.00
Envirothon		25.50
MWEE		4,430.00
Total V. Education, Youth		4,662.21
VI. Education, Public		
UJRC&D Grant		577.67
Outreach		693.95
Total VI. Education, Public		1,271.62
IV. Field Expense & Equipment		
Equipment, Field		11.03
Total IV. Field Expense & Equipment		11.03
Vehicle		
Maintenance		381.38
Fuel		562.18
Insurance - Vehicle		611.93
Total Vehicle		1,555.49
VII. Other Business Expenses		
Insurance		

Mountain Castles Soil & Water Conservation District
Profit & Loss
July 1 through October 14, 2026

	Jul 1 - Oct 14, 26
Workmans Compensation	167.90
Total Insurance	167.90
Total VII. Other Business Expenses	167.90
Total Operations MCSWCD	82,892.82
DCR - Obligated Cost-share	
Cost Share Payments	
2027 CB VACS	56,315.36
2026 OCB VACS	81,354.69
2026 CB VACS	45,822.72
Total Cost Share Payments	183,492.77
Total DCR - Obligated Cost-share	183,492.77
DCR - Unobligated C/S Paid	
26 OCB VACS	12,005.37
26 CB VACS	67,608.17
25 OCB VACS	952.00
25 CB VACS	79,990.00
2024 CB VACS	9,522.88
Total DCR - Unobligated C/S Paid	170,078.42
Dam Maintenance	
Dam Repair	13,801.58
Dam Maintenance - Other	5,045.00
Total Dam Maintenance	18,846.58
TMDL	
TMDL TA and OPS	212.50
TMDL Cost Share	58,100.00
Total TMDL	58,312.50
Total Expense	517,849.13
Net Ordinary Income	-136,888.44
Net Income	**-136,888.44**

Mountain Castles Soil & Water Conservation District
Balance Sheet
As of October 14, 2026

	Oct 14, 26	
ASSETS		
Current Assets		
Checking/Savings		
COST-SHARE - First Bank		1,363,930.80
OPERATIONAL - First Bank		187,239.62
TMDL - Bank of Botetourt		4,485.00
CDs for District		
BoB CD Personnel 4	51,094.60	
BoB CD - Personnel 3	51,094.60	
BoB CD - dam projects	51,094.60	
BoB CD - vehicle 2	51,094.60	
BoB CD Education	48,391.04	
BoB CD vehicle 1	48,391.04	
BoB CD Personnel 1	50,341.75	
Total CDs for District		351,502.23
First Bank Savings		38,451.65
Total Checking/Savings		1,945,609.30
Total Current Assets		1,945,609.30
TOTAL ASSETS		**1,945,609.30**
LIABILITIES & EQUITY		
Equity		
Opening Bal Equity		368,750.81
Retained Earnings		1,713,746.93
Net Income		-136,888.44
Total Equity		1,945,609.30
TOTAL LIABILITIES & EQUITY		**1,945,609.30**

APPROVED
BY

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

Type	Date	Num	Name	Memo	Account	Amount
Check	02/09/2026	3877	Anne Jones	Replaces check #3800	OPERATIONAL - First Bank	-19.50
Check	08/11/2026	3948	Jeff Henderson	July mileage reimbursement	OPERATIONAL - First Bank	-15.95
Check	08/31/2026	3956	Headwaters SWCD	Underground Classroom -- McCleary ES	OPERATIONAL - First Bank	-439.50
						-474.95

PY27 Budget Update through 9/30/26			
INCOME	Budgeted	Actual through Sept 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	$ 21,918.44	19%
VCAP TA		$ -	
TMDL TA	$ 4,000.00	$ 875.68	22%
Locality Funding	$ 13,000.00	$ 10,000.00	77%
EXPENSES	Budgeted	Actual through Sept 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	$ 577.67	48%
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	$ 113.70	2%
Computer software/IT	$ 4,500.00	$ 626.21	14%
Copier lease	$ 2,750.00	$ 681.99	25%
Postage	$ 400.00	$ 95.98	24%
Internet	$ 2,500.00	$ 495.56	20%
Marketing	$ 1,500.00	$ 447.65	30%
Team building	$ 500.00	$ -	0%
Rent	$ 9,500.00	$ 2,250.00	24%
Cell phone	$ 1,100.00	$ 231.47	21%

Field equipment		$	750.00	$	11.03	1%
Workers comp insurance		$	750.00	$	167.90	22%
Vehicle		$	9,000.00	$	217.84	2%
Training -Tim		$	1,500.00	$	-	0%
Travel-Tim		$	1,500.00	$	354.92	24%
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	$	257.18	51%
Training - Directors		$	1,500.00			0%
Meals - Directors		$	3,250.00	$	665.05	20%
Travel - Directors		$	3,500.00	$	329.88	9%

Virginia Department of Conservation & Recreation

October 2026 – CDC Report

Stacy Horton, DCR Division of Soil and Water Conservation
stacy.horton@dcr.virginia.gov | 540-553-1945

ADMINISTRATIVE ITEMS:

1. **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.

2. **SWCD Meeting Minutes.** Remember that a complete set of meeting minutes must be submitted to the CDC immediately following approval each month. This includes board meeting, committee meeting and special-called meeting minutes.

3. **At-Large Director Appointments.** Were approved by the VSWCB at the September 15, 2026 meeting. Congratulatory appointment packets containing the oath of office forms were mailed to appointed directors in late September. Appointed directors should be on the lookout for the packet in the mail. If a packet is not received by mid-October, please let me know. The new at-large director appointments are set to begin on January 1, 2027, so please take the oath of office upon receipt of the packet and submit the yellow copy of the oath of office to DCR.

4. **Return of Funds Invoice.** PY 2026 end of year reports have been processed and SWCDs with unobligated cost-share funds will be receiving an invoice and a letter containing instructions for returning both unobligated cost-share funds and the associated technical assistance funds.

5. **FOIA Training Opportunities for Directors:** To access training options, please visit https://foiacouncil.dls.virginia.gov/training.htm. 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. It is recommended that you take a screen shot of the completion message once you finish the training.
    i. Tuesday, October 20, 2026 at 1:00PM
    ii. Thursday, November 12, 2026 at 10:00AM

6. **Conflict of Interest Act (COIA) Training.** 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.

7. **Electronic Signatures Guidance.** Was sent to all SWCDs on September 9, 2026. Please abide by this guidance since it outlines situations where electronic signatures are acceptable/not acceptable and what types of electronic signatures are acceptable. Remember the use of a signature stamp is strictly forbidden, and the use of a typewritten signature is not acceptable. The "canned", typewritten script signature generated by Adobe is also not acceptable unless it is created in Adobe Pro or in Adobe Sign, both of which come with certifications. Please reference the guidance document for more information.

COST-SHARE/ TAX CREDIT/ CREP ITEMS:

1. **Piggyback Project Coordination Procedures Memo.** A joint memo that was released from Dr. Martinez (NRCS) and James Martin (DCR) outlining the importance of timely communication during all steps of the contract process from sign up to completion, as well as the expectations pertaining to engineering and

conservation planning (reference the September 11, 2026 email from Christine Watlington Jones). The purpose of the memo is to strengthen the partnership and ensure that producers realize the full benefits of implementing practices. It is expected that all agencies will follow the procedures outlined in the memo for all piggybacked practices, so please review and familiarize yourself with the content of the memo. Please note that there will be a session at the VASWCD Annual Meeting on Tuesday morning called *NRCS/DCR/SWCD Piggybacking and Cross Training*. The session is worth 1.0 CP CEU.

2. **Cover Crop Verification Procedures.** At the September 15, 2026 VSWCB meeting, the VSWCB approved a document outlining cover crop verification procedures. While this is not a PY 2027 grant agreement deliverable, it is a VSWCB directive, so SWCDs are expected to follow the procedures as set forth in the document and ensure that staff verifying cover crops are trained per the directive in the document. For more information, please reference the email from Christine Watlington Jones that was sent on October 4, 2026 and ensure that your SWCD meets the following requirements:

   - **Training Requirements for SWCD Employees:** *Each District will ensure that training is provided to each District employee conducting cover crop verifications. A District may choose to partner with other Districts to provide the necessary training for any reason including limited staffing. The training must focus on ensuring that District employees are knowledgeable on both the meter square method and the point-intercept method.*

   - **When Verifications Must Be Conducted:** *Districts must conduct verifications in accordance with the meter square method or the point-intercept method on any cover crops that are questionable (potentially less than 60% cover) or if the cover crop appears to have between 45-70% cover at the discretion of the District staff. The results of the verification must be documented in the Conservation Application Suite (CAS) or the cost-share file.*

   - District Managers or Senior Conservation Specialists should provide an email to the CDC no later than **December 20, 2026** with the following information for each SWCD Technical Staff person:

     1. SWCD Technical Employee Name, Date Trained, and Type of Training Completed.

     2. Training Examples: 2026 VACDE Graves Mountain Training Session with Carl Thiel-Goin on August 20, 2026; VASWCD Area In-Field Training Event such as the Area VI Training Event scheduled for November 4, 2026 at the Tidewater AREC; Training Videos linked in the VSWCB Verification Procedures document, etc.

     3. The training requirement must be completed before SWCD Technical Staff begin verifying cover crops for PY 2027, so if staff will be verifying cover crops prior to December 20, 2026, please submit training information prior to checking cover crops.

     4. Cover crops must be verified no later than January 31, 2027 (January 1, 2027- January 31, 2027).

3. **BMP Verification Follow Up.** Verification grace periods will be expiring in October, November and December 2026. If issues have not been resolved at the close of the grace period, then proper steps must be taken promptly by the SWCD requiring the return of prorated funds to the SWCD. Please notify me as practices are brought back into compliance and entered into the Ag BMP Tracking Module of CAS.

4. **Cost-Share File Administrative Audits.** Will be scheduled for this fall at Blue Ridge, Patrick, Peaks of Otter and Pittsylvania SWCDs since the Cost-Share File Administrative Audit process is now consistent with the SWCD Financial Audit cycle.

5. **Nutrient Management Flyer and Agricultural Cost-Share Marketing Toolkit.** Please recall that DCR has a cost-share marketing toolkit that has a lot of helpful promotional items that SWCDs can use to spread the word about VACS programs. Included as part of the "toolkit" is a one-page flyer that Districts can utilize to inform and remind producers about obtaining a new or updated nutrient management plan. The flyer was developed with input from DCR's Nutrient Management Planners. There is a fillable section in the flyer for SWCDs to add contact information for the DCR Nutrient Management Planner(s) that serve the SWCD as well as a QR code to access the DCR Private Planner Directory. The flyer also includes a list of information that producers will need to provide to the Planner and encourages them to contact the Planner early to ensure that they will have time to complete the NMP. Ultimately, it is the producer's responsibility to ensure that they obtain a NMP as required for cost-share or tax credit eligibility. Districts are not required to utilize the flyer, but it is being made available as an option. The flyer can be accessed on DCR's Agricultural Cost-Share Marketing Toolkit webpage.

6. **TAC Subcommittee Meeting Minutes.** All TAC subcommittees have met and meeting minutes are available on the Virginia Regulatory Town Hall website (https://townhall.virginia.gov/). Click on "Meetings". Select "Past" meetings under the "Scheduled For" dropdown, then "Department of Conservation and Recreation" under the "Agency" dropdown, and then "Virginia Soil and Water Conservation Board" under the "Regulatory Board" dropdown to access the TAC subcommittee meeting minutes.

7. **PDF Version of the PY 2027 VACS Manual.** Is now available in CAS by clicking on the "Support" heading and then clicking on the "Forms" heading and scrolling down to the "Cost-Share Manuals" section.

8. **Training Recordings Now in COVLC.** Training recordings and slides that were previously stored in CAS are now stored in the Commonwealth of Virginia Learning Center (COVLC). A listing of training materials that were transferred to the COVLC was sent by Carl Thiel-Goin on September 16, 2026. If you need assistance with COVLC or need access to the COVLC, please contact Carl Thiel-Goin or Vanessa Lewis.

CONSERVATION PLANNER CERTIFICATION COURSE INFORMATION:

- **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:

- **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.
- **November 4, 2026:** Area VI Cover crop training at the Tidewater AREC. Contact Carl Thiel-Goin or Peanut SWCD for more information.
- **November 19, 2026:** Full TAC Meeting.
- **December 6-8, 2026:** VASWCD Annual Meeting at the Hotel Roanoke in Roanoke, VA. The early bird registration deadline is October 23, 2026 and the standard registration deadline is 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 25, 2027:** VSWCB Meeting.

Stacy Horton, DCR Division of Soil and Water Conservation
stacy.horton@dcr.virginia.gov I 540-553-1945

- **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.
- **April 20, 2027:** VSWCB Meeting.
- **May 1, 2027:** Obligation report will be pulled from CAS for the fourth quarter disbursement.
- **May 27, 2027:** VSWCB Meeting.
- **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: 10/07/2026

USDA

United States Department of Agriculture

BONSACK NRCS MONTHLY REPORT

Derek W. Hancock, District Conservationist

October 2026

Farm Bill Program Workload:

- **Environmental Quality Incentives Program (EQIP)**
  - Managing 35 contracts totaling $1,801,828.78 in obligated cost assistance
    - $878,365.78 of that assistance has been paid out
    - 2755.20 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 processed and approved by Bonsack FSA County Committee for FY26

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:

- Nothing to report.

NATURAL RESOURCES CONSERVATION SERVICE
36 Executive Circle ♦ Roanoke, Virginia 24102
Phone:540-795-3647 ♦ Fax:855-714-4271
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MOUNTAIN CASTLES
SOIL & WATER
CONSERVATION DISTRICT

Conservation Specialist Report:

Board of Directors Meeting

October 14, 2026

By: Daniel Naff, Conservation Specialist

VACS Program

- **Transfer of Maintenance Responsibilities for Approval**
  - **45-22-0010**
    - Original participant has sold the property.
    - New landowners willing to maintain infrastructure until 12/31/2038.
- **Out-of-pocket Tax Credits for Approval**
  - **45-27-0012**
    - **Instance #762694 (SL-1)**
      - Out-of-pocket after CS: $1,1319.79
      - Eligible 25% tax credit: $329.95
- **Conservation Plans for Approval/Re-Approval**
  - **CP-45-25-0001**
  - **CP-45-27-0001**
  - **CP-45-27-0004**
  - **CP-45-27-0006**
- **Cover Crop Contracts for Approval – See Emily's Report**
- **Other VACS Contracts for Approval**
  - **45-27-0018**
    - **Instance #7345863 (SL-6W)**
      - 50-foot setback, 15-year lifespan
      - 45 cattle excluded from 200.57 feet of bank around a mountaintop spring and 0.36 acres of riparian buffer
      - Estimated cost: $74,642.50
      - Max CS: $75,074.50 (CB VACS)
    - **Instance #760296 (SL-6W)**
      - 35-foot setback, 15-year lifespan
      - 45 cattle excluded from 340 feet of bank around another mountaintop spring and 0.52 acres of riparian buffer
      - Estimated cost: $15,117.50
      - Max CS: $14,229.75 (CB VACS)
  - **45-27-0021**
    - **Instance #778420 (SL-6W)**
      - 50-foot setback, 15-year lifespan
      - 6 horses excluded from 95.02 feet of streambank and 0.10 acres of riparian buffer
      - Estimated cost: $77,614.25
      - Max CS: $77,734.25 (CB VACS)
  - **45-27-0031**
    - **Instance #793728 (SL-1)**
      - 38.08 acres of soybeans converted to permanent grass for 5 years

        - Average soil loss reduction of 0.64 tons/acre/year (~3.2 total tons for lifespan)
        - Estimated cost: $39,793.60
        - Max CS: $30,797.20 (CB VACS)
    - **45-27-0033**
        - **Instance #786077 (SL-7)**
            - Adds 1 water trough to a field previously excluded by producer at a 35-foot setback
            - Will improve grazing on ~15 acres of land for 220 stockers
            - Estimated cost: $21,231.25
            - Max CS: $16,985.00 (CB VACS)
- Working with Emily
    - Cover crop sign-ups
    - Began working on CCI projects in OCB watersheds

Dams

- **Mowing & Maintenance Amended Quote for Review / Approval**
    - Lawrence originally estimated 5 hours to do the touch-up job on the road at JC2
    - Actual repair job was 8 hours – Lawrence would like to add the extra 3 hours ($210) of work to his bill
    - Total bill cost: $610.00
- Johns Creek 1 Rehab Update
    - Met with design team on 10/13/26
        - Discussion was about the subsequent meeting between Jason Williams, Jeff Munsey, & Amanda Pennington
        - Included background info, James McNash's impressions on the reception to his presentations to the Dams committee and the Board overall, etc.
    - Also met with Jason Williams, Jeff Munsey, Darrel Humphreys, Charles Wilson, Matt Dalon, and Amanda Pennington to discuss the Board's concerns regarding the rehab design parameters, a value engineering study/independent design review, etc.
- Will schedule Table Top Exercise this year

Training & Certifications

- Completed trainings:
    - VNRLI Session One 9/23-25 @ Shenandoah National Park
    - Invasives Workshop hosted by Joanne Yousten 10/9 in Catawba
- Upcoming trainings:
    - Virginia Natural Resource Leadership Institute Training Dates:
        - 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 on October 1st went well – no EJAA increases but I have moved to three-year reviews now.

Misc. Updates

- None this meeting

Conservation Technician Assistant Report

Submitted by: Emily Williams
for October 2026
Mountain Castles Soil and Water Conservation District Board meeting

Virginia Conservation Assistance Program (VCAP)

Information items:

- Resubmitted 45-27-200 RWH application to VASWCD. Steering Committee met on 9/25/2026 and approved the application as the following:

Contract	BMP	Extent	Estimated Total Cost	Estimated Cost-Share
45-27-200	RWH	653 GAL	$2,612.00	$2,612.00

- Conducted VCAP site assessments on 9/8/2027 and 9/10/2026 and delivered follow up emails to landowners.

Action items:

- 45-27-200 RWH 653 GAL. Max CS: $2,612.00

Commented [EW1]: Get Director signature on Part II

Virginia Agricultural Cost-Share (VACS)

Information items:

- Called CC mailing list as follow up to first phone call reminder about program requirements.
- Met with producers about enrolling in WFA.
- Processed CC applications for Board action.
- Drafted standard operating procedure for WFA enrollment
- Drafted WFA-NM diagram for outreach

Action items:

Contract Number	BMP_ID	Practice Code	Total Estimated Cost Share Payment	Funding Sources
45-27-0014	769741	SL-8H	$583.60	2027 CB VACS
45-27-0019	781236	SL-8B	$3,072.00	2027 OCB VACS
45-27-0020	781239	SL-8B	$4,228.00	2027 CB VACS
45-27-0022	785025	WFA-CC	$11,081.20	2027 CB VACS
45-27-0022	795119	WFA-CC	$15,347.28	2027 OCB VACS
45-27-0022	784945	WFA-NM	$2,753.28	2027 CB VACS
45-27-0022	795118	WFA-NM	$1,292.46	2027 OCB VACS
45-27-0023	789532	SL-8H	$792.40	2027 CB VACS
45-27-0023	789533	SL-8B	$692.80	2027 CB VACS
45-27-0024	791772	SL-8B	$17,400.00	2027 CB VACS

Conservation Technician Assistant Report

45-27-0025	792468	SL-8B	$4,762.00	2027 CB VACS
45-27-0025	792470	SL-8H	$3,454.20	2027 CB VACS
45-27-0026	792802	SL-8H	$1,696.60	2027 CB VACS
45-27-0027	792949	SL-8M	$2,366.10	2027 OCB VACS
45-27-0029	793182	WFA-CC	$6,988.31	2027 CB VACS
45-27-0029	794069	WFA-NM	$1,373.82	2027 CB VACS
45-27-0030	794238	WFA-CC	$9,424.50	2027 CB VACS
45-27-0030	794294	WFA-NM	$1,388.16	2027 CB VACS
45-27-0032	794600	WFA-CC	$21,717.78	2027 CB VACS
45-27-0034	794830	SL-8H	$1,338.60	2027 CB VACS
45-27-0035	794864	SL-8H	$1,466.20	2027 CB VACS
45-27-0036	794891	SL-8H	$417.80	2027 OCB VACS
45-27-0037	794576	SL-8B	$4,954.40	2027 CB VACS
45-27-0038	794922	SL-8H	$2,050.20	2027 OCB VACS
45-27-0038	795101	SL-8H	$750.20	2027 CB VACS
45-27-0039	795011	SL-8B	$8,032.00	2027 CB VACS
45-27-0040	795014	SL-8B	$5,361.00	2027 CB VACS
45-27-0041	795039	WFA-NM	$1,461.06	2027 CB VACS
45-27-0041	795015	WFA-CC	$890.00	2027 CB VACS
45-27-0041	795098	WFA-NM	$158.46	2027 OCB VACS
45-27-0042	795099	WFA-CC	$12,491.44	2027 CB VACS
45-27-0042	795100	WFA-NM	$2,450.94	2027 CB VACS

Other
Presented at James River High School Outdoors Club about Careers in Conservation
Led a station for Land Day field trip on 10/13/2026. Scheduled to lead station on 10/15 & 10/16.

MOUNTAIN CASTLES SWCD SOIL & WATER CONSERVATION DISTRICT

We work with the people who work the land.

District Coordinator/Education Update Report:

Board of Directors Meeting

October 14, 2026

By: Tim Miller

General Update

- Submitted a 2027-2028 grant application to the Chesapeake Bay Restoration Fund
- Submitted District's information for Area I report for the VASWCD quarterly meeting (attached)
- Attending the Western Virginia Water Authority Citizen's Academy (weekly field trips over 5 weeks)
- Submitted updated Residential Septic Guidelines to Virginia DEQ

Education & Outreach

Classroom programs

- 9/11 – Craig County MS 7th grade (freshwater mussels); Reach: 41
- 9/11 – Craig County MS 6th grade (properties of water); Reach: 38
- 9/17 – Troutville ES 2nd grade (frogs and salamanders); Reach: 35
- 9/22 – Eagle Rock ES 3rd grade (cave critter adaptations); Reach: 22
- 9/22 – Eagle Rock ES 2nd grade (VA opossum); Reach: 16
- 9/22 – Eagle Rock ES 4th grade (Blue Ridge Niche): Reach: 18
- 9/23 – Troutville ES 3rd grade (beaves); Reach; 36
- 9/24 – Read Mountain MS FFA Club (soils); Reach: 20
- 9/29 – Cloverdale ES 2nd grade (turkey vultures); Reach: 31
- 10/6 – Troutville ES 5th grade (riparian buffers); Reach: 38
- 10/12 – Breckinridge ES 2nd grade (VA oppossum); Reach: 30

Outdoor programs

- 9/25 – Read Mountain MS 7th grade canoeing; Reach: 48
- 10/1 – Central Academy MS 7th grade canoeing; Reach: 50
- 10/8 – Read Mountain MS 7th grade canoeing; Reach: 47
- 10/13 – Land Day @ Camp Bethel Greenfield and Eagle Rock 2nd grade; Reach: 90

Community programs

- 9/26 – Rain barrel workshop at Eagle Rock Library; Reach: 8
- 10/3 – Rain barrel workshop at Blue Ridge Library: Reach: 8

AREA I REPORT

SEPTEMBER 2026

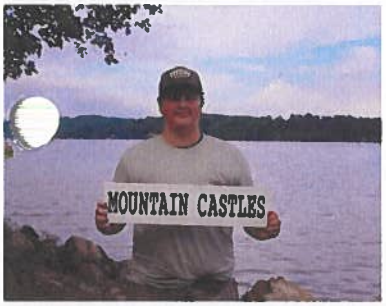
MOUNTAIN CASTLES SOIL & WATER CONSERVATION DISTRICT



SUMMER INTERN

Makayla Petty, a rising senior at Bridgewater College, served as the 2026 summer intern for Mountain Castles SWCD.

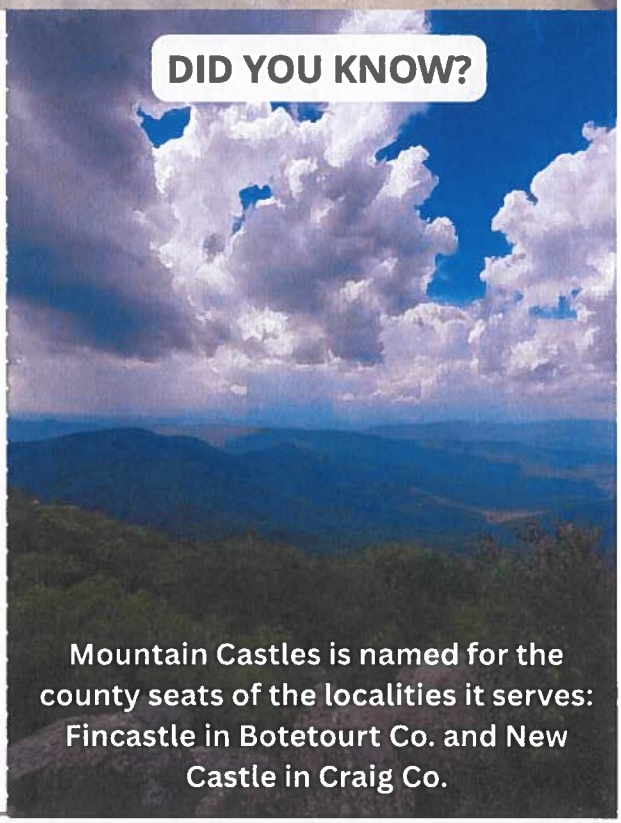
Makayla assisted with VCAP site visits and reports, VACS site visits, and dam research. She also organized the partner paddle as part of the Upper James RC&D activity grant.



Youth Conservation Camp

Lilah Barker of Lord Botetourt HS was the district's representative at Youth Conservation Camp.

Conservation Specialist Dan Naff served on camp staff for the second year in a row.



DID YOU KNOW?

Mountain Castles is named for the county seats of the localities it serves: Fincastle in Botetourt Co. and New Castle in Craig Co.



Upper James RC&D Partner Paddle

In August, Mountain Castles SWCD hosted a paddling trip on the James River for conservation partners. The trip provided the opportunity for networking and idea sharing among partners from local government, nonprofits, local businesses, and district directors.

Residential Septic Cost Share

Mountain Castles SWCD was able to re-start the Tinker Creek and Glade Creek Residential Septic Program in July, thanks to an additional $94,000 in cost share funding provided by the Virginia Department of Environmental Quality.

The grant, which is part of the Roanoke River Implementation [illegible], has been extremely popular over the last few years, with over $500,000 in cost share spent on septic system pump outs, repairs, and replacement systems.

