



DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT  
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**We work with the people who work the land.**

## *MINUTES OF MEETING MAY 27, 2025*

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, May 27, 2025 at the Daniel Boone Soil and Water Conservation District office in Jonesville, Virginia at 6:00 PM.

### MEMBERS PRESENT

Roger Elkins  
Bobby Burchett  
Gary Martin  
Mike Hobbs

### ASSOCIATES PRESENT

Jason Miles  
Donovan Willis  
Gary Bailey

### STAFF PRESENT

Samantha Briggs  
Shawn Morris  
Tim Miles  
Tim Hobbs

### PARTNERS PRESENT

Lorie Stevens  
Jordan Southern

### PUBLIC PRESENT

Cameron Jessee

### MEMBERS ABSENT:

Amy Byington

### CALL TO ORDER:

The meeting was called to order by Roger Elkins, Chairman.

### INVOCATION/PLEDGE:

Gary Martin/Everyone

### REPORTS - OFFICERS: Secretary's Minutes and Treasurer's Reports

Roger Elkins asked the Board if there were any additions or corrections to the board or committee minutes. Hearing no additions or corrections, a motion was made to approve the April 22, 2025 Minutes of Meeting and committee minutes. (Martin, Burchett, unanimous)

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none a motion was made to approve the May 19, 2025 Treasurer's report. (Hobbs, Martin, unanimous)

### REPORTS - COMMITTEE CHAIRS:

Shawn Morris, Technical Committee Chair, stated that the committee recommends an increase in funding for contract #24-24-0050 (instance #582085) in the amount of \$3,074.84 for a deep well and pump. A motion was made to increase the project cost in the amount listed above. (Martin, Hobbs, unanimous)

The Technical Committee recommends a revision to the PY2025 Average Cost List. The charge for electrical service will increase from \$1,000.00 to \$2,000.00. A motion was made to approve the revised PY2025 Average Cost List. (Martin, Burchett, unanimous)

The Technical Committee also recommends approval of PY2025 VACS conservation plans for the contract numbers highlighted in gray on the attached PY2025 VACS Applications List. A motion was made to approve conservation plans for the highlighted contracts. (Martin, Burchett, unanimous)

The Technical Committee recommends approval of cost-share funding and tax credits for the PY25 contract numbers highlighted in gray on the attached PY2025 VACS Applications List. A motion was made to approve cost-share funding and tax credits for the highlighted contracts. (Martin, Burchett, unanimous) A copy of the PY2025 VACS Applications List, Technical Committee minutes of meeting, and the VACS Program report are attached and made a part of these minutes.

A motion was made to go into Closed (Executive) Meeting as provided in the Code of Virginia Section 2.2-3711. (A)(1) to discuss personnel and budget issues only. Associate Directors were asked to join the closed meeting. (Burchett, Martin, unanimous)

At the conclusion of the Closed Meeting, the "Certification of Executive Meeting" paperwork was completed, which is attached and made a part of these minutes. A motion was made by Gary Martin to return to regular session. All in attendance agreed that only personnel and budget issues were discussed: Elkins/yes, Burchett/yes, Martin/yes, and Hobbs/yes. A second was made by Mike Hobbs. The motion carried.

Roger Elkins stated that all eligible staff will receive a 3% salary increase. A motion was made to approve the 3% salary increase for Shawn Morris, Tim Miles, Samantha Briggs, and Tim Hobbs effective July 1, 2025. A copy of the Budget Committee minutes of meeting are attached and made a part of these minutes. (Martin, Hobbs, unanimous)

A motion was made to approve the FY2025-26 District Projected Budget. A copy of the budget is attached and made a part of these minutes. (Hobbs, Burchett, unanimous)

The Community Outreach Committee is scheduled to meet on Thursday, June 12, 2025 at the district office at 9:30 AM.

A verbal report of the ongoing activities of the Chairman was given by Roger Elkins.

A verbal report of the ongoing activities of the District Manager was given by Shawn Morris.

A copy of the Conservation Specialist report is attached and made a part of these minutes.

A copy of the Conservation Technician report is attached and made a part of these minutes.

A copy of the Administrative Secretary report is attached and made a part of these minutes.

SPECIAL GUESTS:

The Chairman introduced Cameron Jessee. Cameron Jessee will be signing up as an Earth Team Volunteer for the Natural Resources Conservation Service (NRCS). He will be volunteering with the district/NRCS a couple days a week.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Samantha Briggs, Administrative Secretary, prepared a list from the Annual Plan of Work and Strategic Plan of things to be accomplished in FY 2024-2025. The Board of Directors and staff reviewed and discussed the list. A copy of the list is attached and made a part of these minutes.

ANNOUNCEMENTS:

None

REPORTS FROM COOPERATING AGENCIES:

A copy of the DCR Conservation District Coordinator report is attached and made a part of these minutes.

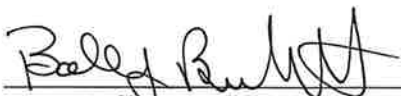
A copy of the NRCS District Conservationist report is attached and made a part of these minutes.

There was no report submitted from the Virginia Cooperative Extension Service.

The meeting was adjourned by the Chairman of the Board.

Approved:

Respectfully Submitted By:

  
\_\_\_\_\_  
Roger Elkins, Chairman  
Bobby Burchett, vice. chair

6-26-2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
A. Samantha Briggs, Admin. Sec.

PY 2025 VACS Applications								
Contract #	Instance #	Practice	Cost-Share	Tax Credit	CEF	CEF Adjustment	Revised CEF	
24-25-0021	647422	SL-6W	\$3,150.85	\$0.00	10.62	-3	7.62	
24-25-0023	647424	SL-6W	\$7,131.35	\$0.00	10.69	-3	7.69	
24-25-0051	647453	SL-6W	\$86,186.25	\$0.00	11.15	-3	8.15	
24-25-0027	647427	SL-6W	\$116,346.50	\$0.00	12.20	-3	9.20	
24-25-0022	647423	SL-6W	\$4,600.10	\$0.00	12.27	-3	9.27	
24-25-0024	647425	SL-6W	\$6,175.60	\$0.00	12.36	-3	9.36	
24-25-0019	647420	SL-6W	\$255,645.00	\$0.00	12.73	-3	9.73	
24-25-0029	647429	SL-6W	\$10,767.10	\$0.00	10.81	-1	9.81	
24-25-0030	647430	SL-6W	\$196,947.50	\$0.00	10.99	-1	9.99	
24-25-0050	647452	SL-6W	\$158,719.00	\$0.00	11.52	-1	10.52	
24-25-0028	647428	SL-6W	\$55,578.75	\$0.00	14.63	-3	11.63	
24-25-0097	657106	SL-6W	\$60,119.50	\$0.00	15.27	-3	12.27	
24-25-0098	657438	SL-6W	\$66,060.00	\$0.00	15.72	-3	12.72	
24-25-0010	643604	SL-6W	\$72,365.00	\$0.00	12.80		12.80	
24-25-0011	643606	SL-6W	\$78,645.00	\$0.00	15.90	-3	12.90	
24-25-0044	647446	SL-6W	\$142,373.25	\$0.00	14.98	-1	13.98	
24-25-0049	647451	SL-6W	\$61,935.00	\$0.00	15.01	-1	14.01	
24-25-0007	643598	SL-6W	\$119,611.25	\$0.00	18.70	-3	15.70	
24-25-0047	647449	SL-6W	\$69,540.50	\$0.00	14.61	2	16.61	
24-25-0043	647443	SL-6F	\$27,572.50	\$0.00	18.22	-1	17.22	
24-25-0025	647338	SL-6W	\$3,698.10	\$0.00	18.61	-1	17.61	
24-25-0048	647450	SL-6W	\$15,612.50	\$0.00	21.07	-3	18.07	
24-25-0042	647442	SL-6W	\$90,475.00	\$0.00	21.18	-3	18.18	
24-25-0080	650347	WP-4SF	\$114,504.38	\$9,542.03	19.46	-1	18.46	
24-25-0032	647432	SL-6W	\$152,570.00	\$0.00	21.61	-3	18.61	
24-25-0071	647416	WP-4SF	\$105,735.38	\$8,811.28	21.85	-3	18.85	
24-25-0068	647413	WP-4SF	\$90,918.75	\$7,576.56	21.86	-3	18.86	
24-25-0065	647410	WP-4SF	\$117,225.75	\$9,768.81	20.01	-1	19.01	
24-25-0059	647403	WP-4SF	\$178,608.75	\$14,884.06	20.68	-1	19.68	
24-25-0091	656711	WP-4SF	\$71,028.38	\$5,919.03	23.06	-3	20.06	
24-25-0069	647414	WP-4SF	\$88,566.38	\$7,380.53	21.17	-1	20.17	
24-25-0067	647412	WP-4SF	\$110,875.50	\$9,239.63	21.70	-1	20.70	
24-25-0026	647426	SL-6W	\$66,260.00	\$0.00	21.85	-1	20.85	
24-25-0061	647405	WP-4SF	\$105,735.38	\$8,811.28	24.13	-3	21.13	
24-25-0020	647421	SL-6W	\$129,660.00	\$0.00	24.41	-3	21.41	
24-25-0033	647433	SL-6W	\$105,687.25	\$0.00	22.48	-1	21.48	
24-25-0092	656712	WP-4SF	\$152,301.75	\$12,691.81	23.21	-1	22.21	
24-25-0034	647339	SL-6W	\$81,951.25	\$0.00	25.39	-3	22.39	
24-25-0093	656713	WP-4SF	\$45,090.38	\$3,757.53	25.43	-3	22.43	
24-25-0093	657553	WP-4SF	\$45,090.38	\$3,757.53	25.43	-3	22.43	
24-25-0075	647397	WP-4SF	\$122,904.38	\$10,242.03	26.30	-3	23.30	
24-25-0045	647447	SL-6W	\$91,898.00	\$0.00	27.36	-3	24.36	
24-25-0082	656575	WP-4SF	\$71,028.38	\$5,919.03	26.72	-1	25.72	
24-25-0038	647437	WP-4SF	\$99,687.75	\$8,307.31	29.36	-3	26.36	
24-25-0002	643578	SL-6W	\$113,776.50	\$0.00	29.63	-3	26.63	
24-25-0015	643645	WP-4SF	\$88,197.38	\$7,349.78	27.85	-1	26.85	
24-25-0035	647434	WP-4SF	\$73,380.75	\$6,115.06	28.40	-1	27.40	
24-25-0055	647399	WP-4SF	\$45,090.38	\$3,757.53	28.40	-1	27.40	
24-25-0063	647408	WP-4SF	\$71,028.38	\$5,919.03	29.52	-1	28.52	
24-25-0054	647398	WP-4SF	\$62,259.38	\$5,188.28	31.87	-3	28.87	
24-25-0058	647402	WP-4SF	\$117,225.75	\$9,768.81	29.89	-1	28.89	
24-25-0073	647418	WP-4SF	\$108,456.75	\$9,038.06	30.68	-1	29.68	
24-25-0006	643597	SL-7	\$7,668.00	\$479.25	31.69	-1	30.69	
24-25-0017	643648	WP-4SF	\$125,994.75	\$10,499.56	31.78	-1	30.78	
24-25-0004	643595	SL-7	\$40,594.00	\$2,537.13	31.97	1	32.97	
24-25-0013	643641	WP-4SF	\$71,028.38	\$5,919.03	36.96	-1	35.96	
24-25-0008	643602	SL-7	\$57,156.00	\$3,572.25	39.02	5	44.02	
			\$4,838,440.17	\$196,752.22				

SWCD: Daniel Boone Name of Committee: Technical

Date: 5/27/2025 Time: 4:30 pm Location: DBSWCD office

Designated Note taker: Tim Miles

Voting Members in Attendance: Shawn Morris, Tim Hobbs, Tim Miles,  
Jordan Southern, Gary Bailey, Jason Miles

Voting Members Not in Attendance: Amy Byington

Others in Attendance: Cameron Jersee

**Agenda/Discussion Item #1**

Topic: Contract increase to cont # 24-24-0050, inst 582085 for well/pump  
contract increase to cont # 24-24-0035, inst 561127 for well/pump

Motion/Recommendation:  
approve C/S increase (\$3748.09) to cont. #24-24-0050, inst 582085 [new total cost=\$10,045.22]  
and C/S increase (\$3276.25) to cont # 24-24-0035, inst 561127 [new total cost=\$ ]

Motion Made By: Jason Seconded By: Gary Vote: all aye

Comments: \_\_\_\_\_

Follow Up Actions- (Who/What/When): \_\_\_\_\_

Agenda/Discussion Item #2

Topic: PY25 Average Cost List revision

Motion/Recommendation:

change electrical service from \$1,000.00 to \$2,000.00

Motion Made By: Gary Seconded By: Jason Vote: all aye

Comments: motion carried

Follow Up Actions- (Who/What/When):

Agenda/Discussion Item #3

Topic: PY 25 VACS conservation plans

Motion/Recommendation:

approve conservation plans for selected contracts (see list)  
(highlighted in gray)

Motion Made By: Jordan Seconded By: Gary Vote: all aye

Comments: motion carried

Follow Up Actions- (Who/What/When):

**Agenda/Discussion Item #04**

Topic: PY 25 VACS funds

Motion/Recommendation:

approve funding (cost-share and tax credits) for selected  
contracts (see list)

Motion Made By: Jason Seconded By: Jordan Vote: all aye

Comments: motion carried

Follow Up Actions- (Who/What/When): \_\_\_\_\_

**Agenda/Discussion Item #05**

Topic: \_\_\_\_\_

Motion/Recommendation: \_\_\_\_\_

Motion Made By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ Vote: \_\_\_\_\_

Comments: \_\_\_\_\_

Follow Up Actions- (Who/What/When): \_\_\_\_\_

**Additional Committee Business:**

None

**Set next Committee Meeting Date, time and location:** TBD

**Motion to Adjourn By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Time of Adjournment:** 5:00pm **Submitted by:** Tim Miles

**Committee Chair Signature:** 



## 2023 VACS Program Report - 1

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-23-0003		SL-6W	\$25,201.79	\$27,241.79	Y	Y	Y	100	Piggy-back project. Complete and paid paid \$26,141.78
24-23-0022		SL-6F	\$74,398.65	\$78,478.65	Y	Y	Y	50	Mr. Mickle has purchased all materials for the project. The well has been drilled. Carryover requested from DCR
24-23-0024		SL-6W	\$88,615.00	\$93,931.00	Y	Y	Y	45	Fencing is complete. The landowner's husband has plans to install the watering system himself. MPPP deadline August 31, 2025
24-23-0040		SL-6W	\$131,497.50	\$134,977.50	Y	Y	Y	100	Complete and paid paid \$97,790.40
24-23-0043		SL-6W	\$52,915.00	\$56,275.00	Y	Y			Cancelled project
24-23-0051		SL-6W	\$53,690.00	\$55,370.00	Y	Y	Y	100	Complete and paid paid \$44,094.51
24-23-0056		SL-6W	\$107,940.00	\$116,904.00	Y	Y	Y	100	Complete and paid paid: \$116,904.00
24-23-0069		SL-6W	\$74,500.59	\$80,548.59	Y	Y	Y	100	Piggy-back project. Complete and paid paid \$60,032.77
24-23-0071		SL-6W	\$90,222.50	\$92,586.50	Y	Y	Y	100	Complete and paid paid \$91,864.50
24-23-0072		SL-6W	\$11,836.75	\$12,436.75	Y	Y	Y	100	Complete and paid. paid \$12,436.75
24-23-0075		SL-6W	\$76,610.00	\$82,922.00	Y	Y	Y	100	Complete and paid paid \$82922.00
24-23-0076		SL-6W	\$30,559.47	\$37,999.47	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$37,999.47
24-23-0080		SL-6W	\$14,310.65	\$16,746.65	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$16,745.74
24-23-0085		SL-6W	\$16,662.85	\$17,934.85	Y	Y	Y	55	Piggy-back project. Watering system complete and fence is under construction. Carryover requested from DCR
24-23-0086		SL-6W	\$16,869.41	\$18,981.41	Y	Y	Y	100	Complete and paid paid: \$18,981.41
24-23-0087		SL-6W	\$16,783.09	\$20,167.09	Y	Y	Y	100	Piggy-back project. Complete and paid. paid \$17,797.91
24-23-0088		SL-6W	\$16,294.07	\$18,754.07	Y	Y	Y	100	Piggy-back project. Complete and paid. paid \$18,227.82
		SL-6W	\$10,920.97	\$11,580.97	Y	Y	Y	100	Piggy-back project. Complete and paid. Paid: \$10,669.77
		SL-6W	\$13,437.79	\$15,597.79	Y	Y	Y	100	Piggy-back project. Complete and paid. paid \$6,815.28
24-23-0090		SL-6W	\$84,135.00	\$86,055.00	Y	Y	Y	15	Wall has been drilled. Project is under construction. Carryover requested from DCR
24-23-0094		SL-6W	\$125,190.00	\$128,550.00	Y	Y	Y	100	Complete and paid paid \$125,312.17
24-23-0095		SL-6W	\$212,225.00	\$230,225.00	Y	Y	Y	100	Complete and paid paid \$230,225
24-23-0098		SL-6W	\$83,320.00	\$84,328.00					no progress to report
24-23-0099		SL-6W	\$113,377.50	\$115,825.50	Y	Y	Y	100	Complete and paid paid \$115,825.50







**MOTION:** Bobby Burchett

**RESOLUTION NO.:** 2024-2025-2

**SECOND:** Gary Martin

**MEETING DATE:** 27 May 2025

**CERTIFICATION OF CLOSED (EXECUTIVE) MEETING**

WHEREAS, the Daniel Boone Soil and Water Conservation District has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the Code of Virginia requires a certification by the Daniel Boone Soil and Water Conservation District that a closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Daniel Boone Soil and Water Conservation District hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as identified in the motion convening the closed meeting were heard, discussed or considered by the Daniel Boone Soil and Water Conservation District.

**VOTES**


**AYES:** Roger Elkins/Bobby Burchett/Gary Martin/Mike Hobbs

**NAYS:** None

[For each nay vote, the substance of the departure from the requirements of the Act should be described]

**ABSENT DURING VOTE:** Amy Byington

**ABSENT DURING MEETING:** Amy Byington

  
Samantha Briggs,  
Administrative Secretary

This information was prepared by staff of the Virginia Department of Conservation and Recreation for members of the Commonwealth's Soil and Water Conservation Districts as a means of raising awareness and understanding about certain provisions of the Virginia Freedom of Information Act. It should be used as a companion reference to the Code of Virginia. It is not intended to serve as a legally binding interpretation of the act or its provisions. Should such an interpretation be needed, please contact your local Commonwealth's Attorney, January, 2002

SWCD: Daniel Boone Name of Committee: Budget

Date: 4/29/25 Time: 8:00 Location: JONESVILLE Office

Designated Note taker: Shawn

Voting Members in Attendance: JASON MILES, GARY MARTIN,  
BOBBY BURCHETT

Voting Members Not in Attendance: \_\_\_\_\_

Others in Attendance: SHAWN MORRIS

**Agenda/Discussion Item #1**

Topic: Budget

Motion/Recommendation: \_\_\_\_\_  
\_\_\_\_\_

Motion Made By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ Vote: \_\_\_\_\_

Comments: DISCUSSED PRELIMINARY ITEMS TO  
GET READY FOR FY 2026 BUDGET.

Follow Up Actions- (Who/What/When): MEET ON 5/12/25 TO  
MAKE RECOMMENDATION TO BOARD RE: FY 2026  
Budget

**Additional Committee Business:**

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**Set next Committee Meeting Date, time and location:** 5/12/25 8:00pm  
JONESVILLE SERVICE CENTER

**Motion to Adjourn By:** Bobby **Seconded By:** GARY

**Time of Adjournment:** 9:45 **Submitted by:** R. Shawn Morris

**Committee Chair Signature:** Bobby Bunkley

SWCD: Daniel Boone Name of Committee: Budget

Date: 5/12/25 Time: 8:00 Location: JONESVILLE F.O.

Designated Note taker: Shawn

Voting Members in Attendance: Robby, Jason, Gary

Voting Members Not in Attendance: \_\_\_\_\_

Others in Attendance: Shawn Morris, Dist. Mgr

**Agenda/Discussion Item #1**

Topic: PER DIEM

Motion/Recommendation: NONE

Motion Made By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ Vote: \_\_\_\_\_

Comments: PER DIEM'S NEED TO BE PAID W/IN DAYS OF THE TRAINING.

Follow Up Actions- (Who/What/When): \_\_\_\_\_

SWCD: Daniel Boone Name of Committee: Budget

Date: 5/12/25 Time: 8:00 Location: \_\_\_\_\_

Designated Note taker: \_\_\_\_\_

Voting Members in Attendance: \_\_\_\_\_

Voting Members Not in Attendance: \_\_\_\_\_

Others in Attendance: \_\_\_\_\_

**Agenda/Discussion Item #2**

Topic: Running Budget Included in Board

Motion/Recommendation: NA

Motion Made By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ Vote: \_\_\_\_\_

Comments: Running Budget to be included in Board packets

up-to-date. (Start including which pot of money  
to use when spent -> include in the motion)

\$368,568.00 TA money left in Richmond → District  
when obligated

Follow Up Actions- (Who/What/When):  
→ DIRECTORS

SWCD: Daniel Boone Name of Committee: Budget

Date: 5/12/25 Time: 8:00

Location: Jonesville F.O.

Designated Note taker: \_\_\_\_\_

Voting Members in Attendance: \_\_\_\_\_

\_\_\_\_\_

Voting Members Not in Attendance: \_\_\_\_\_

Others in Attendance: \_\_\_\_\_

**Agenda/Discussion Item #3**

Topic: INSURANCE

Motion/Recommendation: NA

Motion Made By: \_\_\_\_\_ Seconded By: \_\_\_\_\_ Vote: \_\_\_\_\_

Comments: Investigate other avenues of providing same value insurance @ better cost for the District Group plan w/ VRS - Jason will check into it.

Follow Up Actions- (Who/What/When): \_\_\_\_\_

SWCD: Daniel Boone

Name of Committee: Budget

Date: 5/12/25

Time: 9:00

Location: Jonesville F.O.

Designated Note taker: \_\_\_\_\_

Voting Members in Attendance: \_\_\_\_\_

Voting Members Not in Attendance: \_\_\_\_\_

Others in Attendance: \_\_\_\_\_

**Agenda/Discussion Item #1**

Topic: COLA

Motion/Recommendation:

3% COLA / EMPLOYEE

Motion Made By: Bobby

Seconded By: Gary

Vote: Un.

Comments: EFFECTIVE PAY PERIOD #1

Follow Up Actions- (Who/What/When): \_\_\_\_\_

**Additional Committee Business:**

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**Set next Committee Meeting Date, time and location:** TRD

**Motion to Adjourn By:** Bobby **Seconded By:** Jason

**Time of Adjournment:** 9:45 **Submitted by:** TZ Shalhu

**Committee Chair Signature:** X Gay F. Grubbs



**PROJECTED ACTUAL 2024-2025****PROJECTED 2025-20:**

<b>Employees Expenses Total:</b>	<b>\$ 339,496.00</b>	<b>Employees Expenses Total:</b>	<b>\$ 352,630.00</b>
<b>Fees/Dues:</b>		<b>Fees/Dues:</b>	
NRCS Office Space	\$ -	NRCS Office Space	\$ -
NACD Dues	\$ 1,300.00	NACD Dues	\$ 1,300.00
VASWCD Dues	\$ 3,592.00	VASWCD Dues	\$ 3,592.00
<b>TOTAL:</b>	<b>\$ 4,892.00</b>	<b>TOTAL:</b>	<b>\$ 4,892.00</b>
<b>Office Expenses:</b>		<b>Office Expenses:</b>	
Office Supplies	\$ 6,424.00	Office Supplies	\$ 10,000.00
Truck, Van, Seeder, & ATV Maintenance	\$ 420.00	Truck, Van, Seeder, & ATV Maintenance	\$ 6,000.00
Employee Mileage & Meals & Lodging	\$ -	Employee Mileage & Meals & Lodging	\$ 3,000.00
Employee Training	\$ 1,563.00	Employee Training	\$ 3,000.00
Fuel (Truck, Van, & ATV)	\$ 1,658.00	Fuel (Truck, Van, & ATV)	\$ 4,500.00
Postage	\$ 950.00	Postage	\$ 2,000.00
Insurance (Truck, Van, Seeder, & ATV)	\$ 5,776.00	Insurance (Truck, Van, Seeder, & ATV)	\$ 6,300.00
Copier Lease Agreement	\$ 2,376.00	Copier Lease Agreement	\$ 3,400.00
Verizon Phone & Internet	\$ 3,168.00	Verizon Phone & Internet	\$ 5,000.00
Powell Valley News	\$ 157.00	Powell Valley News	\$ 500.00
Florist/Memorial	\$ -	Florist/Memorial	\$ 200.00
Kids In the Creek Day	\$ 3,890.00	Kids In the Creek Day	\$ 5,500.00
Awards Banquet	\$ 1,942.00	Awards Banquet	\$ 2,500.00
Signs & Awards	\$ 315.00	Signs & Awards	\$ 700.00
Accounting Assistance (ProAdvis.)	\$ 750.00	Accounting Assistance (ProAdvis.)	\$ 800.00
Director Expenses	\$ 3,236.00	Director Expenses	\$ 8,000.00
Pasture Walk	\$ 1,024.00	Pasture Walk	\$ 2,000.00
Youth Conservation Camp	\$ 1,100.00	Youth Conservation Camp	\$ 2,400.00
Donations	\$ 1,100.00	Donations	\$ 2,500.00
Vehicle Replacement	\$ -	Vehicle Replacement	\$ 80,000.00
Building Lease for ATV	\$ 1,200.00	Building Lease for ATV	\$ 600.00
Equipment	\$ -	Equipment	\$ 20,000.00
Dedicated Reserve	\$ 78,318.05	Dedicated Reserve	\$ 75,000.00
Scholarships	\$ 2,117.95	Scholarships	\$ 12,600.00
Misc.	\$ -	Misc.	\$ 10,000.00
<b>TOTAL:</b>	<b>\$ 117,485.00</b>	<b>TOTAL:</b>	<b>\$ 266,500.00</b>
<b>TOTAL INCOME =</b>	<b>\$ 1,206,040.00</b>	<b>TOTAL INCOME =</b>	<b>\$ 1,119,960.00</b>
<b>TOTAL EXPENSES =</b>	<b>\$ 461,873.00</b>	<b>TOTAL EXPENSES =</b>	<b>\$ 624,022.00</b>
<b>BALANCE =</b>	<b>\$ 744,167.00</b>	<b>BALANCE =</b>	<b>\$ 495,938.00</b>

Tim Miles  
DBSWCD  
Conservation Specialist Report  
May 27, 2025

- I. Virginia Erosion and Sediment Control Program
  - The Land Disturbing Report for April 2025 was submitted to DEQ.
  - Routine inspections were made on active E&S projects.
  - I reviewed and provided comments on one E&S plan.
  - The E&S plan for the St. Charles Waterline Replacement Project-Phase IV was approved.
  - The E&S permit for the White Rock Truss, LLC project closed. This project is complete.
- II. Virginia Agricultural Cost-Share Program
  - I have been entering information into the Conservation Application Suite to pay applicants for completed projects.
  - I made construction inspections on some projects.
  - I have been digitizing components and developing conservation plans in the Conservation Application Suite for potential PY25 projects.
  - I worked on several cost-estimate worksheets for potential PY25 projects.
  - I submitted 4<sup>th</sup> PY carryover requests to DCR for remaining PY2023 VACS projects.
- III. Miscellaneous
  - The District website has been updated periodically.
  - DBSWCD, USDA-NRCS, and VCE held a Field Walk on April 28 at 11:00am at the Fannon farm in the Hickory Flats Community. About 22 people attended the event.
  - DBSWCD, USDA-NRCS, and VCE held a Fencing & Water Installation Standards Training on April 28 at 4:00pm at the Town of Pennington Gap Community Center. About 11 people attended the event.
  - I assisted with escorting and transporting hikers on multiple days in celebration of the 250<sup>th</sup> Anniversary Boone Trace Commemoration.
  - The trailer brake control and running boards were installed on the Dodge Ram 2500, and the safety recalls were addressed. In addition, the roof was replaced on the Polaris Ranger.

**Erosion and Sediment Control Project List**

Name of Project	Approved Plan	Permit Number	LDA Acreage	Estimated Completion Date
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	10.60	Summer 2025
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
Brandon Cheek Rock Picking Operation	X	2022-09	0.61	Summer 2025
Travis Hall Rock Picking Operation	X	2023-03	0.61	Fall 2025
Whistle Pig Country Store and Deli	X	2023-07	0.97	Summer 2025
Free Pentecostal Church of God Building	X	2023-12	0.96	Fall 2025
Jonesville Water System Improvements (Phase 2)	X	2024-01	0.90	Summer 2025
Timberline Barns	X	2025-01	0.90	Summer 2025
Randy Jones Rock Picking Operation	X	2025-02	0.61	Summer 2025
Magnolia Health and Wellness Dryden Rehab Project	X		3.48	
Lee County PSA Ocoonita-Miller Smyth Chapel Interconnection	X		0.76	
St. Charles Waterline Replacement Project-Phase IV	X		0.47	

**DBSWCD**  
**Conservation Technician Report**  
**May 2025**

- Working on the 2025 awms new applications
- Went on numerous construction checks
- Helped with the fencing class for the contractors
- Spent two days with Ben Chester

Samantha Briggs, DBSWCD  
Administrative Secretary Report  
May 27, 2025

- Submitted signed minutes of meeting and treasurer's reports to Lorie Stevens, CDC
- Submitted signed minutes of meeting and treasurer's report to Tim Miles for website
- Submitted Anthem BC&BS Health and Dental Payments
- Submitted Payroll for April 24, 2025
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Ordered and prepared food for the Field Walk Drone Demo
- Ordered food for the Fencing & Water Installation Standards Workshop
- Submitted Payroll for March 8, 2025
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Submitted Federal 941 Tax to the Department of Taxation (May 2025)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (May 2025)
- Prepared materials for the Budget Committee for the FY 2025-26 DCR Budget Request
- Prepared materials for the FY2027 Attachment D
- Submitted Virginia Retirement Contribution for May 2025
- Assisted the DCR Natural Heritage personnel with the Boone Trace Commemoration on May 5<sup>th</sup>, May 6<sup>th</sup>, and May 8<sup>th</sup>
- Verified the 1<sup>st</sup> QTR district accounts with the Virginia Department of the Treasury OPR SPDA
- Prepared the Minutes of Meeting for April 22, 2025 for the May 27, 2025 board meeting
- Prepared the Agenda for the May 27, 2025 board meeting
- Prepared the Treasurer's Report for the May 27, 2025 board meeting
- Submitted board packets for May 27, 2025 board meeting
- Purchased board meeting supplies
- Prepared invoice for board meeting meals
- Prepared Running Budget for May 2025
- Reconciled both CD accounts
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

# Review of Annual Plan of Work & Strategic Plan 2024-2025

## Action Items to accomplish in May & June 2025:

### Monthly Schedule of Annual Plan & Strategic Plan:

#### May:

1. Develop Secondary Considerations that include ranking guidelines and targeted priority BMPs for funding considerations. (*Technical Committee*)
2. Develop a budget for the upcoming fiscal year and make recommendations to the Board. (*Budget Committee*)
3. Develop and approve Annual Plan of Work as outlined in grant agreement with DCR. Review Long Range Plan to determine activities, events, and their scheduled dates (when appropriate). (*Community Outreach Committee/Board of Directors*)
4. Work with successful Youth Conservation Camp applicants to solicit camp tuition. (*Staff*)
5. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues. (*Community Outreach Committee/Staff*)
6. Perform inventory of District supplies and equipment, reporting any changes to the Board and/or insurance company when appropriate. (*Grant/Inventory Committee/Staff*)

#### June:

7. Approve a projected budget for the upcoming fiscal year. (*Board of Directors*)
8. Review and approve the Operational and Virginia Agricultural Cost-Share Program grant agreements with DCR. (*Board of Directors*)
9. Maintain and upgrade computer hardware and/or software according to staff needs. (*Board of Directors/Staff*)

10. Evaluate and update employee position descriptions. (*Personnel Committee*)
11. Approve Personnel Policy. (*Board of Directors*)
12. Perform Job Performance Evaluations for District staff, and make recommendations to the District Board. (*Personnel Committee/District Manager*)
13. Update District website to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc. (*Conservation Specialist*)
14. Work with Lee County School Board to select date for Kids In The Creek Day event. (*Staff*)
15. 90% of VACS Program funds allocated. (*Technical Committee/Staff*)



# May 2025 – Conservation District Coordinator (CDC) Report

Lorie M. Stevens, Conservation District Coordinator

DCR-Division of Soil and Water Conservation – Abingdon Regional Office

lorie.stevens@dcr.virginia.gov | 276.451.5821

## 1) Administrative and Operational Items

- **FY25 4<sup>th</sup> Qtr. Disbursements:** Disbursement letters are scheduled to be emailed to SWCD's on 05/09/25. Direct deposits should be issued within 30 days of the date of the disbursement letter.
- **End of Fiscal Year Items:** As the end of the fiscal year approaches, please be mindful that the following items must be completed, approved by SWCD boards and recorded in the minutes by June 30, 2025, as per the grant agreement. Once documents are approved, please ensure that the new revision/approval date is included in the document. Except for employee performance reviews, FLSA position description tests and pay action approval forms, please send a copy of all items to me once they have received board approval. I will not be able to call these items fulfilled on the assessment until they are both **approved** by the board and **received** by me. Remember, assessments will be conducted in July and August.

Year End Item	Notes
<b>Review of 2024-2025 Annual Plan of Work &amp; Current Strategic Plan</b> 📌 One review of each plan is required	📌 Review Only (In open board meeting) 📌 Record Review in Minutes
<b>Develop 2025-2026 Annual Plan of Work</b>	📌 Board Approval Required
<b>Employee Performance Evaluations</b> 📌 Minimum of 1 Review/ Year	📌 Keep on File at SWCD 📌 Document Completion of Evaluations in SWCD Minutes
<b>Personnel Pay Action Approval Form</b> 📌 Required for any Salary Adjustments made, including bonuses. 📌 Salary Adjustments must be specifically noted in the SWCD minutes.	📌 Keep on File at SWCD 📌 Salary Adjustments Require Board Approval
<b>Personnel Policy</b> 📌 Please reference the <u>Personnel Resource Management Guide</u> as provided by the VASWCD while working through the personnel policy. 📌 For additional assistance, remember that each SWCD has 1 HR retainer hour with Galligher.	📌 Board Approval Required
<b>Employee Position Descriptions &amp; Performance Expectations</b>	📌 Board Approval Required
<b>FLSA Tests for Each Position Description</b> 📌 As per the Desktop Procedures manual, tests should be conducted a minimum of once every three years; however, within the three-year period, the current test on file should be reviewed any time there is a change in job duties or when salary adjustments are made. <i>Annual testing of position descriptions is preferred.</i>	📌 Keep on File at SWCD
<b>Annual Review of SWCD Policies</b> 📌 Required policies include: Travel, Check Signing & Purchasing, and where applicable, Vehicle Use, Credit Card & Gift Card. Annual review also includes any additional policies that are not required but are unique to your SWCD such as computer usage policy, telework policy, policy for charging for FOIA requests. 📌 <i>Note- The Desktop Procedures manual states that each SWCD should maintain a comprehensive manual of all SWCD policies (page 7).</i>	📌 Board Approval Required (Even if no changes are made to policies) 📌 Update revision date/ approval date on all documents
<b>PY 2026 District Budget</b> 📌 Final Dollar Amounts Not Yet Available. 📌 Admin/Operations Allocations and Base TA Allocations will remain level for PY 2026.	📌 Board Approval Required

<ul style="list-style-type: none"> <li>✿ Draft PY 2026 Addition to Base TA Allocations and PY 2026 VACS Allocations can be found in the Draft PY 2026 Cost-Share and Technical Assistance Policy document that were made available in advance of the April 16, 2025 VSWCB meeting.</li> <li>✿ Finance Committee should meet twice a year, so please plan appropriately.</li> </ul>	
<p><b>Dedicated Reserve List</b></p> <ul style="list-style-type: none"> <li>✿ Unrestricted reserve funds exceeding 12 months of routine SWCD operating expenses must have a designated purpose.</li> <li>✿ Must be finalized no later than the July SWCD meeting.</li> </ul>	<ul style="list-style-type: none"> <li>✿ Board Approval Required</li> </ul>
<p><b>PY 2026 Average Cost List</b></p> <ul style="list-style-type: none"> <li>✿ Please consider any recent increases in materials costs.</li> <li>✿ Must be approved prior to approval of PY 2026 applications.</li> <li>✿ Please reference pages II-10 and II-11 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at <a href="https://www.youtube.com/watch?v=p6yWr1ROhMU">https://www.youtube.com/watch?v=p6yWr1ROhMU</a>.</li> <li>✿ Don't forget to include a good and implementable contingency clause.</li> </ul>	<ul style="list-style-type: none"> <li>✿ Board Approval Required</li> <li>✿ Submit to Sara Bottenfield &amp; CDC</li> </ul>
<p><b>PY 2026 Secondary Considerations</b></p> <ul style="list-style-type: none"> <li>✿ Must be approved prior to approval of PY 2026 applications.</li> <li>✿ Please reference pages II-9 and II-10 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at <a href="https://www.youtube.com/watch?v=p6yWr1ROhMU">https://www.youtube.com/watch?v=p6yWr1ROhMU</a>.</li> <li>✿ <i>Note- If your SWCD elects to utilize a cap that is lower than the VACS cap, please ensure that this is stated in the secondary considerations. Consider all implications of this decision very carefully.</i></li> </ul>	<ul style="list-style-type: none"> <li>✿ Board Approval Required</li> <li>✿ Submit to Sara Bottenfield &amp; CDC</li> <li>✿ DCR AIPM Approval Required</li> </ul>
<p><b>Desktop Procedures Review</b></p> <ul style="list-style-type: none"> <li>✿ 1 Review/ Year Required</li> </ul>	<ul style="list-style-type: none"> <li>✿ Review in BOD Meeting or Finance Committee Meeting</li> <li>✿ Record review in Minutes</li> </ul>
<p><b>FOIA Officer Training Completed</b></p> <ul style="list-style-type: none"> <li>✿ Training must be completed every two years based on the date of the last training taken by the FOIA Officer.</li> <li>✿ Incumbent officers should check their most recent completion date.</li> </ul>	<ul style="list-style-type: none"> <li>✿ Send Completion Certificate to CDC</li> </ul>
<p><b>Library of Virginia Records Retention Courses (5) Completed</b></p> <ul style="list-style-type: none"> <li>✿ Training must be completed every three years by the Records Officer.</li> <li>✿ Incumbent officers should check their most recent completion date.</li> </ul>	<ul style="list-style-type: none"> <li>✿ Send All 5 Completion Certificates to CDC</li> </ul>
<p><b>Compliance/ Resolution of Audit Findings</b></p> <ul style="list-style-type: none"> <li>✿ Provide written documentation of resolution of audit findings as well as controls that were put in place to prevent the issue in the future.</li> <li>✿ <i>Ensure this documentation is recorded in the minutes.</i></li> </ul>	<ul style="list-style-type: none"> <li>✿ Report Completion of Requirement in Board Meeting Minutes &amp; to CDC</li> </ul>
<p><b>Host at least one agricultural community outreach event during the year &amp; Ensure VSU- Small Farm Outreach Program</b></p> <ul style="list-style-type: none"> <li>✿ Event must meet <u>all</u> requirements listed in Attachment F of the Operations Grant Agreement (please reference the list for more information).</li> </ul>	<ul style="list-style-type: none"> <li>✿ Send documentation of marketing efforts, email invitation to VSU regional &amp; state SFOP representatives &amp; agenda to CDC</li> </ul>
<p><b>Carryovers</b></p> <ul style="list-style-type: none"> <li>✿ Once provided, please follow the directions provided in the EOY packet. Carryover reports that are not legible or are printed too small to read will not be accepted.</li> </ul>	<ul style="list-style-type: none"> <li>✿ Board Approval Required</li> <li>✿ Board should be approving and signing</li> </ul>

<ul style="list-style-type: none"> <li>📌 <b>Instructions for Printing Carryover Reports for Signature:</b> <ul style="list-style-type: none"> <li>○ <b>Export the Logi Carryover Report to PDF.</b> This will put the report in a position where all columns are contained on a single page and the font will still be legible.</li> <li>○ <b>Print the PDF of the Logi report.</b> The PDF report will fit on an 8.5x 11 sheet of paper and will be readable; however, it will be much more legible if it is printed on a larger size paper. <ul style="list-style-type: none"> <li>▪ Print the carryover report in COLOR and in LANDSCAPE format.</li> <li>▪ Please select 8.5 x 11 and select “Fit” to page.</li> <li>▪ OR select “Choose Paper Source by PDF Page Size” and use 8.5 x 14 paper to print.</li> </ul> </li> <li>○ <b>PLEASE DO NOT EXPORT THE CARRYOVER REPORT TO EXCEL TO PRINT.</b> The font will be entirely too small to read and/or the report columns will spill onto multiple pages which makes the report much more difficult to read.</li> </ul> </li> <li>📌 Please plan to approve all possible carryover applicants even if you think they may reach completion prior to June 30, 2025. It would be best to go ahead and carry over all potential contracts as opposed to scheduling a special called meeting to handle additional carryovers.</li> <li>📌 Carryovers should be updated in the Conservation Application Suite (CAS) and the carryover list/ report should be generated from Logi for board approval and signature.</li> <li>📌 Remember to allow Logi to update overnight since changes made to an instance are not available instantaneously in Logi.</li> <li>📌 If you need a Logi login or a password reset, please contact Jen Edwards.</li> <li>📌 Please refer to pages II-42 thru II-46 of the VACS manual for more information on carryovers as well as handling of two-program year completion date practices.</li> </ul>	<p>the Logi carryover report</p> <ul style="list-style-type: none"> <li>📌 The Logi report should be attached to the minutes</li> <li>📌 Submit signed carryover report to the CDC with year-end reports</li> <li>📌 Please note that there are two date blanks on the report. One blank is for the board approval date. The other is for the director signature date.</li> </ul>
<p><b>FY 2027 Attachment D</b></p> <ul style="list-style-type: none"> <li>📌 Please print the Attachment D on paper larger than 8.5 x 11 to properly accommodate the document.</li> <li>📌 The full Attachment D packet was sent out by Blair Gordon via email on April 10, 2025.</li> <li>📌 Since there were no changes to the Attachment D instructions, a training session will not be held this year. As a review, you are highly encouraged to reference the Attachment D training that was held in 2023 at <a href="https://www.youtube.com/watch?v=sv5evnTqJKk">https://www.youtube.com/watch?v=sv5evnTqJKk</a>.</li> <li>📌 Contact your Area Peer Review Committee Representative or Blair Gordon with questions pertaining to the completion of the Attachment D.</li> <li>📌 There will be a Q/A session at the upcoming SWCD Director and Admin/Manager Financial Training on June 6, 2025.</li> <li>📌 Attachment D is due July 15, 2025.</li> </ul>	<ul style="list-style-type: none"> <li>📌 Board Approval Required</li> <li>📌 Board Signature Required on Approved Attachment D</li> <li>📌 Submit signed Attachment D to the CDC with year-end reports</li> <li>📌 Email the board approved Excel spreadsheet to the CDC</li> </ul>

- **Salary Adjustments:** As the end of FY25 approaches and you begin to plan for FY25 now is an opportune time to conduct your personnel evaluations and discuss salary increases that will be part of your FY25 budget. If your district chooses to make salary adjustments, please be sure to follow the guidance listed below.
  1. A cost-of-living increase must be given of equal amount and/or percentage to each employee.
  2. A merit/performance increase may vary for each employee.
  3. Districts do not have to give a salary increase; they are allowed to give bonuses if they choose.
  4. If your district participates in VRS, the salary changes (not bonuses) need to be updated in the VRS Navigator.



appropriately handle these items in QuickBooks. There will also be an Attachment D Budget Template Q/A session, a session pertaining to OAG advice, and a grant writing workshop. This training will be in-person only with no virtual attendance option available. The cost will be \$40.00, and registration is open until May 23, 2025. The draft agenda and registration information can be found at <https://vaswcd.org/directortrainings/>.

- **VSWCB Meeting Updates:**
  - April 16, 2025: The VSWCB approved the PY 2026 VACS Manual. The VSWCB reviewed the draft PY 2026 policy and grant agreement documents with all proposed changes. The VASWCD has made the meeting materials available at <https://virginiaassociationofsoilandwa.box.com/s/p45uu4hgduerr5gu5shegonkxd0y5w24>.
  - May 28, 2025: It is anticipated that the VSWCB will approve the PY 2026 policy and grant agreement documents. It is also anticipated that the VSWCB will approve reallocation of VACS funds for OCB practices.
- **May VSWCB Meeting and Grant Agreements:** It is expected that SWCDs will have grant agreements in hand directly after the May VSWCB for approval at their June SWCD meetings.

### FY26 PROPOSED Funding Amounts

District	Admin / Ops	Cost Share Funds	Base T/A	Additional T/A	Total T/A
Big Sandy	\$ 175,690.00	\$ 30,629.00	\$ 24,013.00	\$ 4,024.00	\$ 28,037.00
Clinch Valley	\$ 191,821.00	\$ 735,129.00	\$ 68,479.00	\$ 95,433.00	\$ 163,912.00
Daniel Boone	\$ 204,477.00	\$ 3,147,718.00	\$ 88,449.00	\$ 408,466.00	\$ 496,915.00
Evergreen	\$ 136,096.00	\$ 402,114.00	\$ 71,700.00	\$ 52,224.00	\$ 123,924.00
Holston River	\$ 178,603.00	\$ 971,212.00	\$ 115,321.00	\$ 126,065.00	\$ 241,386.00
Lonesome Pine	\$ 155,599.00	\$ 387,489.00	\$ 47,275.00	\$ 50,327.00	\$ 97,602.00
Scott County	\$ 241,195.00	\$ 1,685,514.00	\$ 67,536.00	\$ 218,745.00	\$ 286,281.00
Tazewell	\$ 174,208.00	\$ 717,928.00	\$ 54,125.00	\$ 93,201.00	\$ 147,326.00

## 2) Ag and Cost-Share Items

- **PY 2026 Virginia Agricultural Cost-Share Manual:** The PY 2026 VACS manual will be going to print and will soon be posted online. Each SWCD office will receive one printed copy.
- **PY 2026 VACS Program Updates Sessions:** There will be two identical virtual sessions this year and they are scheduled for Thursday, June 12<sup>th</sup> from 1:00pm until 4:00pm and Tuesday, June 17<sup>th</sup> from 9:00am until 12:00 noon. Remember that all technical staff must attend one of the two VACS Updates Sessions for the SWCD to receive full credit on the assessment for attending.
- **PY 2026 CAS Updates Sessions:** There will be two identical virtual this year and they are scheduled for Tuesday, July 8, 2025, from 1:00pm until 2:30pm and Thursday, July 24, 2025, from 9:30am until 11:00am. Remember that all technical staff must attend one of the two CAS Updates Sessions in order for the SWCD to receive full credit on the assessment for attending.
- **Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY26:** SWCD technical staff need to start running the carryover report in Logi, which can be accessed at the following location: *LOGI>Shared Report>District Year End Reports>Fiscal Year Closeout Reports>Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY26*. Reference the top of the report to find the necessary action.
- **Carryover Practice Reminders:** Please heed the following reminders as you prepare for approval of carryover reports.
  - Ensure that practices are eligible for carryover status prior to bringing them to the board for approval in June (see pages II-42 thru II-46 of the VACS manual).
  - Update each carryover instance in the Ag BMP Tracking Module of CAS and ensure that all Carryover Measures are filled in.

- Two-program year completion date practices do not require input of Carryover Measures to move from the first program year into the second program year. The status can simply be changed to Carryover status.
- Completion Dates in CAS:
  - The Carryover Completion Date should be filled into the “Carryover Date” field in CAS.
  - Do not make any changes to Required Completion Date field. The Required Completion Date field should reflect the original Required Completion Date of the practice.
- After making updates to carryover instances, allow Logi to update overnight before running a carryover report. Please check the carryover report for missing data prior to board approval.
- Utilize the Logi report when approving carryovers since the Logi report can assist with ensuring that a practice is truly eligible for carryover. An example of this is the SL-1 practice. It is a one-program year completion date practice and is eligible to receive carryover status one time. The Logi report highlights these practices if they have already been carried over and cannot be carried over again.
- Remember that contracts moving into a fourth program year cannot receive board approval for carryover unless previously approved by Sara Bottenfield. The deadline for submitting contracts to Sara for consideration is May 15, 2025.
  - To submit a request, please complete the following steps:
    - 1) Update the “Carryover” section of the “Measurements” tab by selecting “Other (describe in BMP comments)” as one of the justifications and entering a comment in the “Comments” box of the “General” tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request as part of the comment.
    - 2) Send an email to Sara Bottenfield (sara.bottenfield@dcr.virginia.gov), copying your CDC, with the contract number, instance number, and justification. This can be in the body of the email or included as an attachment, but if submitting requests for multiple practices, please include them all in a single email.
    - 3) Please note that the “Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY26” will be available in early March in Logi for assessing the status of carryover contracts.
- **End of Year Reports:** The deadline for submitting end-of-year reports is July 15, 2025. Signed carryover reports will be due with the End of Year Reports. Electronic carryover reports will be pulled from Logi on July 16, 2025. If possible, SWCDs are encouraged to avoid making payments after June 30, 2025, and until year end reports can be reconciled.
- **QA/QC Reports:** As you work through the final quarter of this program year, please be sure to run the QA/QC reports in Logi and make any corrections needed. Please let me know if you need help accessing and running these Logi reports.
- **CY25 Random & End of Lifespan (EOL) BMP Verifications:** CY25 Random & End of Lifespan (EOL) BMP Verifications for 2025, 2026 & 2027 have been uploaded in the Conservation Application Suite. I will be scheduling verifications in the near future.
- **Cost-Share Obligations and Transfers:** If your SWCD is unable to obligate all the cost-share funds provided, now is the time to consider transferring money to another SWCD or release the allocation back to DCR. In both cases, a proportional amount of TA must be transferred or returned. Just as a reminder the 90% obligation rule no longer applies and all unobligated cost share funds, even if they have already been disbursed, will be returned to DCR with appropriate TA.
- **Re-obligation or Return of Unobligated Funds from Prior Program Years:** If your SWCD has unobligated VACS funds from a prior program year funding source, where carryovers have been

completed under budget or have cancelled, there are three options for addressing these funds, all of which must be done prior to June 30, 2025.

- Per the PY 2025 Cost-Share and Technical Assistance Policy, *“The District is authorized to re-obligate the cost-share funds associated with the cancelled contract to new contracts during FY2025”*. This task must be completed in June 2025 SWCD meetings since board approval is required for approval of PY 2025 contracts.
- Funds may be returned to DCR prior to June 30, 2025, to make the PY 2026 Attachment E form cleaner in that there will be fewer line items to carry forward on the new Attachment E form. If the SWCD wishes to return these funds prior to June 30, 2025, please notify me no later than June 10, 2025.
- Funds may simply be returned to DCR after the End of Year reports have been processed through the standard EOY return of funds process.
- CREP funds must be returned to DCR; it is just a matter of whether the SWCD would prefer to return them before or after June 30, 2025. If the SWCD wishes to return these funds prior to June 30, 2025, please notify me no later than June 10, 2025.
- Per the PY 2025 Cost-Share and Technical Assistance Policy, in reference to unobligated VACS funds from a prior program year, *“The District is not required to return any technical assistance funds associated with the cancelled contract’s cost-share funds”*.
- Remember that per the PY 2025 Cost-Share and Technical Assistance Policy, *“13% of technical assistance funds shall be returned with any unobligated FY2025 cost-share funds.”*
- **PY26 Secondary Considerations:** Require DCR approval. Must be submitted for review and approval prior to any cost-share approvals take place in the new PY to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. Please cc the assigned CDC. Remember that if your SWCD chooses to lower the PY26 participant cap, you must document in the Secondary Considerations.
- **PY26 Average Cost List:** Does not require DCR approval but does require local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and the assigned CDC. Approval must be made before any cost-share approvals take place in the new PY.
- **Participant Self-installation:** Please ensure when participants self-install any portion of a BMP that the participant provides receipts for all materials purchased by the participant for the installation of the BMP component(s). An invoice from the participant that simply lists materials and their respective cost(s) as purchased by the participant is not acceptable.

#### Upcoming Training and Important Dates:

- **May 7, 2025:** Overview of Nutrient Management Plans, 1:30pm This is a repeat of the training offered at the Annual Meeting. It was requested DCR offer it again in the spring. Registration link: [https://us02web.zoom.us/meeting/register/c3Vu\\_pVDT0qP3nA8Du94tg](https://us02web.zoom.us/meeting/register/c3Vu_pVDT0qP3nA8Du94tg)
- **Sunday, May 18 – Monday, May 19:** Envirothon State Competition, University of Mary Washington, Fredericksburg, VA.
- **May 21, 2025:** Perennial Stream ID Course from 8:00AM-4:30PM in Charlottesville, VA.
- **May 28, 2025:** VSWCB Meeting, VA Farm Bureau Building, Goochland, VA.
- **May 29, 2025:** Meeting Minutes Follow Up Training -10:00 am - Virtual Microsoft Teams
- **May 30, 2025:** All approvals must be in CAS by COB to be considered for disbursement if a disbursement will be needed in June. Disbursement reports will be pulled on June 1, 2025.
- **June 2, 2025:** PY 2026 Grant Agreement Deliverables Meeting from 1:00PM until 2:30PM (virtual).
- **June 6, 2025:** SWCD Director and Admin/Manager Financial Training from 9:30AM until 3:00PM at Randolph Macon College in Ashland, VA. Registration is available through the VASWCD.
- **June 12, 2025:** PY 2026 VACS Updates Session from 1:00PM until 4:00PM (virtual).
- **June 15, 2025:** All transfers of cost-share and technical assistance funds between SWCDs must be complete.

- **June 17, 2025:** PY 2026 VACS Updates Session from 9:00AM until 12:00PM (virtual).
- **July 8, 2025:** PY 2026 CAS Updates Session from 1:00PM until 2:30PM (virtual).
- **July 15, 2025:** Fourth Quarter Reports and EOY and Carryover Reports are due to the CDC.
- **July 15, 2025:** PY 2027 Attachment D Budget Template is due to DCR.
- **July 24, 2025:** PY 2026 CAS Updates Session from 9:30AM until 11:00AM (virtual).
- **July 30, 2025:** Deadline for resolution of all QAQC issues.
- **August 19-21, 2025:** Graves Mountain Training in Syria, VA.

**DCR Conservation Planner Certification Courses:** Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at [carl.thiel-goin@dcr.virginia.gov](mailto:carl.thiel-goin@dcr.virginia.gov)

- Stream ID Course: 05/21/25, 8:00 AM – 4:30 PM, Charlottesville, VA
- Nutrient Management Training Schools: Summer 2025
- VA Resource Training: 10/15-10/16/25, Online
- RUSLE 2 Part A, B, C: Fall 2025
- DCR Conservation Planner Course: October 21-23, In person, Buckingham County

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

*Electronically sent to SWCD offices 05/07/2025.*



**Jonesville SERVICE CENTER REPORT**  
Daniel Boone SWCD Board Meeting  
05/27/2025

**Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**  
FY25 EQIP Applications = Approximately 40  
EQIP Payments May - \$37,326.76 (7 Practices)  
FY25 EQIP & CSP Application Deadline: October 11<sup>th</sup>  
FY25 EQIP ACT NOW Approvals – 10 Contracts totaling \$138,356.00  
FY25 EQIP Classic Preapprovals – 6 contracts totaling \$613,406.99
- **Conservation Stewardship Program (CSP)**
- **Agricultural Conservation Easement Program (ACEP)**  
None
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**  
None
- **Conservation Technical Assistance**  
As requested by participants

**BMP Projects/Partnership Activities**

- Approximately 8 -10 projects under construction

## **Other Collaborations/Key Interactions Benefitting Districts**

### **Local Working Group/Public Meetings**

- 03/25/2025 Completed

### **Outreach/Agency Activities/Events (dates)**

### **Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days)**

- May 21<sup>st</sup> Virginia Wednesday Webinar

### **Earth Team Volunteer Program**

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### **VA NRCS Operational/Personnel Changes**

- Updates, if available

Submitted By Jordan Southern, District Conservationist