DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT
32637 MAIN STREET
JONESVILLE, VIRGINIA 24263
PHONE: (276) 346-1531
EMAIL: dbswcd@verizon.net
WEBSITE: www.danielbooneswcd.com

We work with the people who work the land.

MINUTES OF MEETING
APRIL 28, 2026

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, April 28, 2026, at the Daniel Boone Soil and Water Conservation District office in Jonesville, Virginia at 6:00 PM.

MEMBERS PRESENT	*ASSOCIATES PRESENT*	*STAFF PRESENT*	*PARTNERS PRESENT*
Roger Elkins	Jason Miles	Samantha Briggs	Lorie Stevens
Bobby Burchett	Gary Bailey	Shawn Morris	Jordan Southern
Gary Martin	Donovan Willis	Tim Miles	
Amy Byington		Tim Hobbs	
Mike Hobbs			

PUBLIC PRESENT

MEMBERS ABSENT:
None

CALL TO ORDER:
The meeting was called to order by Roger Elkins, Chair.

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 March 24, 2026, Minutes of Meeting and committee minutes. (Byington, Martin, unanimous) Lorie Stevens, Conservation District Coordinator, stated that it is no longer acceptable to handwritten committee minutes. They need to be typed.

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none a motion was made to approve the April 21, 2026, Treasurer's report. (Byington, Burchett, unanimous)

REPORTS – COMMITTEE CHAIRS:

Shawn Morris, District Manager, stated that the committee met and recommends a contract modification for VACS Contract #24-26-0065, Instance #728246 due to difficult installation. A motion was made to approve the new instance cost of $177,101.00 with a project increase of $20,800.00. The new cost-share is $132,825.75, and the new tax credit is $11,068.81. (Byington, Hobbs, unanimous)

The committee recommends a transfer of responsibility for VACS Contract #24-25-0043, Instance #647443. A motion was made to approve the transfer from Jeffery L. Jerrell to Morgan M. Garrett. (Byington, Martin, unanimous)

The committee recommends approval of the conservation plans for the last five contracts shown on the attached PY2026 Applications To Be Funded (Fourth Round-Reallocated 2025 OCB VACS Funds) spreadsheet. (Martin, Hobbs, unanimous)

The committee recommends cost-share funding and tax credits for the list of contracts shown on the attached PY2026 Applications To Be Funded (Fourth Round reallocated 2025 OCB VACS Funds) spreadsheet. A motion was made to approve the cost-share funding and tax credits for the listed contracts using the 2025 OCB VACS Reallocation funds. (Byington, Hobbs, unanimous)

The committee recommends approval of VACS Contract #24-26-0025, Instance #681869. A motion was made to approve the estimated instance cost of $113,833.00, the cost-share amount of $85,374.75, and the tax credit of $7,114.56. (Martin, Burchett, unanimous) A copy of the PY2026 Applications To Be Funded (Fourth Round-Reallocated 2025 OCB VACS Funds) and the technical committee minutes of meeting is attached and made a part of these minutes.

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

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

The board discussed the addition of the line item "Overtime" under Employee Expenses to the district's 2026-27 Budget. A motion was made to add the line item "Overtime" to the budget. (Burchett, Hobbs, unanimous)

The board discussed hiring summer interns. A motion was made to start the process of hiring up to two summer interns and preparing an announcement for the local paper, etc. (Burchett, Byington, unanimous)

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:

None

UNFINISHED BUSINESS:

The board discussed district apparel. Amy Byington, Director, made a motion to purchase 144 hats from Pullin Ink, half Richardson 326 winter hats and the other half Richardson 111 summer hats. After further discussion Amy Byington rescinded her motion. A motion was made to ask Pullin Ink to prepare up to 5 different samples with the district logo for review at the May board meeting. (Byington, Burchett, unanimous)

Jason Miles, Budget Committee member, stated that the Budget Committee will meet on Wednesday, May 6, 2026 at 8:30 pm to discuss the district's FY2026-27 Budget.

NEW BUSINESS:

Samantha Briggs, Administrative Secretary, submitted the district's FY26 3rd Quarter Attachment E with supporting documents to DCR. Lorie Stevens, DCR CDC, reported that she received the report on time. The report was accurate, and there were on questions or comments. A copy of the FY26 3rd QTR Attachment E and supporting documents are attached and made a part of these minutes.

Lorie Stevens stated that she would review the District Audit Results with Comments and Recommendations letter from John Schick, Chairman, Audit Subcommittee, during her report. A copy of the audit results letter is attached and made a part of these minutes.

Samantha Briggs, Administrative Secretary, prepared a list from the Annual Plan of Work and Strategic Plan of things to be accomplished in FY 2025-2026. 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.

A verbal report of the ongoing activities of the Virginia Cooperative Extension was given by Amy Byington, Lee County ANR Extension Agent.

The meeting was adjourned by the Chair of the Board.

Approved:

Roger Elkins, Chair

5-26-26
Date

Respectfully Submitted By:

A. Samantha Briggs, Admin. Sec.

PY 2026 Applications To Be Funded (Fourth Round-Reallocated 2025 OCB VACS Funds)

Contract #	Instance #	Practice	Instance Cost	Cost-Share	Tax Credit
24-26-0002	668728	SL-6W	$123,997.50	$125,461.50	$0.00
24-26-0004	668756	SL-7	$10,395.00	$8,316.00	$519.75
24-26-0005	669091	SL-7	$73,945.00	$59,156.00	$3,697.25
24-26-0008	669194	SL-6W	$102,025.00	$103,633.00	$0.00
24-26-0010	670603	WP-4SF	$99,991.00	$74,993.25	$6,249.44
24-26-0011	670604	WP-4SF	$170,143.00	$127,607.25	$10,633.94
24-26-0012	670736	WP-4SF	$119,746.50	$89,809.88	$7,484.16
24-26-0013	670799	WP-4SF	$96,854.50	$72,640.88	$6,053.41
24-26-0014	670881	WP-4SF	$135,067.00	$101,300.25	$8,441.69
24-26-0015	670913	WP-4SF	$85,162.50	$63,871.88	$5,322.66
24-26-0016	670921	WP-4SF	$62,270.50	$46,702.88	$3,891.91
24-26-0017	671073	WP-4SF	$158,451.00	$118,838.25	$9,903.19
24-26-0018	671132	WP-4SF	$96,854.50	$72,640.88	$6,053.41
24-26-0020	679991	WP-4SF	$96,854.50	$72,640.88	$6,053.41
24-26-0021	680048	WP-4SF	$146,759.00	$110,069.25	$9,172.44
24-26-0030	681887	WP-4SF	$302,755.00	$227,066.25	$18,922.19
24-26-0032	684449	WP-4SF	$62,270.50	$46,702.88	$3,891.91
24-26-0042	710578	WP-4SF	$85,162.50	$63,871.88	$5,322.66
24-26-0052	717222	WP-4SF	$166,022.50	$124,516.88	$10,376.41
24-26-0055	717706	WP-4SF	$109,654.50	$82,240.88	$6,853.41
24-26-0057	718598	WP-4SF	$108,546.50	$81,409.88	$6,784.16
24-26-0063	720837	WP-4SF	$164,901.00	$123,675.75	$10,306.31
24-26-0069	731322	WP-4SF	$123,375.00	$92,531.25	$7,710.94
24-26-0070	731330	SL-6W	$80,135.00	$81,335.00	$0.00
24-26-0098	732831	WP-4SF	$111,683.00	$83,762.25	$6,980.19
24-26-0100	734971	SL-6W	$93,772.50	$95,596.50	$0.00
		Total	$2,986,794.50	$2,350,391.43	$160,624.84

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Name of Committee: Technical Committee

Date: April 28, 2026

Time: 4:30pm

Location: Daniel Boone SWCD office

Voting Committee Members Present: Jason Miles, Donovan Willis, Amy Byington, Jordan Southern, Gary Bailey

Voting Committee Members Absent: None

Public Present: Shawn Morris, Tim Hobbs, Tim Miles, Lorie Stevens

Summary:

Shawn Morris, District Manager, mentioned that a transfer of responsibility for VACS Contract #24-25-0043, Instance #647443 was needed. A motion was made to approve the transfer from Jeffery L. Jerrell to Morgan M. Garrett for this contract. (Byington, Willis, unanimous)

Shawn Morris discussed a contract modification for VACS Contract #24-26-0065, Instance #728246 due to difficult installation. The new instance cost is $177,101.00 with a project increase of $20,800.00. The new approved cost-share is $132,825.75, and the new tax credit is $11,068.81. A motion was made to approve the contract increase with revised tax credit. (Southern, Willis, unanimous)

The committee discussed the conservation plans for the last five contracts shown on the attached PY2026 Applications To Be Funded (Fourth Round-Reallocated 2025 OCB VACS Funds) spreadsheet. A motion was made to approve the conservation plans for these contracts. (Willis, Bailey, unanimous)

The committee discussed cost-share funding and tax credits for the list of contracts shown on the attached PY2026 Applications To Be Funded (Fourth Round-Reallocated 2025 OCB VACS Funds) spreadsheet. A motion was made to approve the cost-share funding and tax credits for the listed contracts using the 2025 OCB VACS Reallocation funds. (Willis, Bailey, unanimous)

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Shawn Morris presented VACS Contract #24-26-0025, Instance #681869 for funding approval. The estimated instance cost is $113,833.00. The cost-share amount is $85,374.75, and the tax credit is $7,114.56. A motion was made to approve the cost-share funding and tax credit for this contract. (Southern, Willis, unanimous)

Prepared by: Tim Miles Date: 5-6-2026

Committee Chair: Jason Miles Date: 5/6/2026

2023 VACS Program Report

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-23-0022 R. Mickle *		SL-6F	$76,898.65	$80,978.65	Y	Y	y	100	**Complete and paid** **Paid $80,978.65**
24-23-0024 C. Reasor		SL-6W	$88,615.00	$93,931.00	Y	Y	y	100	**Complete and paid** **Paid $93,931.00**
24-23-0085 J. Hounshell		SL-6W	$16,662.85	$17,934.85	Y	Y	Y	100	Piggy-back project. **Complete and paid** **paid 12,023.11**
24-23-0090 J. Lowe		SL-6W	$84,135.00	$86,055.00	Y	Y	y	100	**Complete and paid** **Paid $89,055.00**
24-23-0045 M. Williams *		WP-4	$83,380.00	$62,535.00	y	y	y	100	**Complete and paid.** **Paid $60,837.75**

2024 VACS Program Report

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-24-0009 R. Smith		SL-6W	$58,877.50	$60,281.50	y	y	y	100	**Complete and paid paid $89,250.00**
24-24-0012 S. Hurlock		WP-4	$121,225.00	$90,918.75	y	y			**Design in hand.** No progress to report
24-24-0014 J. Carter		WP-4	$140,820.00	$105,615.00	y	y	y	100	**Complete and paid paid $105,615.00**
24-24-0022 A. Hall		WP-4	$94,580.00	$70,935.00	y	y	y	100	**Complete and paid paid $70,935.00**
24-24-0048 D. Whited		SL-6W	$29,278.58	$35,518.58	y	y	y	100	**Complete and paid paid $35,518.58**
24-24-0055 J. Hensley		SL-6W	$12,346.83	$15,706.83	y	y	y	100	Piggy-back. **Complete and paid paid $15,416.79**
24-24-0030 L. Burke		SL-6W	$59,300.00	$62,660.00	y	y			No progress to report
24-24-0074 A. McLain		SL-6W	$12,891.18	$21,411.18	y	y			Piggy-back. No progress to report
24-24-0059 C. O'Hara		SL-6W	$15,424.35	$22,864.35	y	y	y	100	Piggy-back. **Complete and paid Paid $22,864.35**
24-24-0017 T. Baker		WP-4 SF	$163,809.00	$122,856.75	y	y			**Design in hand** No progress to report
24-24-0056 E. Johnston		WP-4 SF	$179,685.00	$134,763.75	y	y			**Design in hand** No progress to report
24-24-0039 D. Crabtree		WP-4 SF	$238,145.00	$178,608.75	y	y	y	100	**Complete and paid paid $197,057.17**
24-24-0051 C.R. Carter		WP-4 SF	$132,917.00	$99,687.75	y	y	y	100	**Complete and paid paid $99,687.75**
24-24-0057 B. Adkins		WP-4 SF	$118,088.50	$88,566.38	y	y			**Design in hand** No progress to report
24-24-0040 A. Pennington		WP-4 SF	$167,993.00	$125,994.75	y	y	y	75	**Design in hand** Progress nearing completion.
24-24-0049 H. Fannon		WP-4 SF	$144,609.00	$108,456.75	y	y	y	100	**Complete and paid paid $108,370.58**
24-24-0043 R. Hornsby *		WP-4 SF	$96,180.50	$72,135.38	y	y	y	100	**Complete and paid Paid $71,028.38**
24-24-0013 J. Hurlock		WP-4 SF	$109,533.00	$82,149.75	y	y			**Design in hand** No progress to report
24-24-0044 J. Gibson		WP-4 SF	$97,841.00	$73,380.75	y	y	y	100	**Complete and paid Paid $73,380.75**

2025 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost (construction)	Est. Cost-Share	Survey	Design	Const Begins	Percent Complet	Remarks
24-25-0021 D. Long		SL-6W	$1,950.85	$3,150.85	y	y	y	50	Piggy-back No progress to report
24-25-0051 A. Rorrer		SL-6W	$81,866.25	$86,186.25	y	y	y	10	Working on stream exclusion fence No progress to report
24-25-0027 G. Shuler		SL-6W	$108,822.50	$116,346.50	y	y	y	100	**Complete and paid** **paid $94,956.80**
24-25-0023 M. Long		SL-6W	$3,771.35	$7,131.35	y	y	y	100	Piggy-back. **Complete and paid** **paid $7,131.35**
24-25-0019 B. Alt		SL-6W	$282,279.00	$300,000.00	y	y	y	80	Project is nearing completion
24-25-0080 J. Hammonds		WP-4 SF	$152,672.50	$114,504.38	y	y	y	100	**Complete and paid** **paid $114,504.38**
24-25-0071 S. Shuler		WP-4 SF	$140,980.50	$105,735.38	y	y	y		**Design in hand** Chosen contractor and construction should commence any day
24-25-0068 J. Busic		WP-4 SF	$121,225.00	$90,918.75	y	y	y	5	**Design in hand** Site prep underway
24-25-0065 A. Snodgrass		WP-4 SF	$156,301.00	$117,225.75	y	y	y		**Design in hand** Landowner has chosen his contractor
24-25-0059 D. Crabtree		WP-4 SF	$238,145.00	$178,608.75	y	y	y	30	**Design in hand** No progress to report
24-25-0091 Steven Morris		WP-4 SF	$94,704.50	$71,028.38					No progress to report
24-25-0022 C. Welch		SL-6W	$2,572.10	$4,500.10	y	y	y	100	Piggy-back. **Complete and paid** **paid $4600.10**
24-25-0024 C. Rowland		SL-6W	$3,811.60	$6,175.60	y	y	y	100	Piggy-back. **Complete and paid** **paid $6,175.60**
24-25-0029 J. Williams		SL-6W	$3,711.10	$10,767.10	y	y	y	100	Piggy-back. **Complete and paid** **Paid $10,767.10**
24-25-0030 J. Gowder		SL-6W	$178,947.50	$196,947.50	y	y	y	?	Pre-construction visit made. Project should be under construction.
24-25-0050 F. Dixon		SL-6W	$151,555.00	$158,719.00	y	y	y	100	**Complete and paid** **Paid $155,577.25**
24-25-0097 J. Nelson		SL-6W	$57,347.00	$60,119.50					No progress to report
24-25-0028 L. Burke		SL-6W	$52,278.75	$55,578.75	y	y			No progress to report
24-25-0098 T. Wallen		SL-6W	$61,440.00	$66,060.00	y	y	y	100	Piggy-back. **Complete and paid** **paid $59,036.08**
24-25-0011 Amngst Cedars		SL-6W	$76,185.00	$78,645.00	y	y	y	100	**Complete and paid** **paid $65,934.60**
24-25-0044 R. Dulaney		SL-6W	$138,701.25	$142,373.25					No progress to report
24-25-0049 M. Thompson		SL-6W	$59,835.00	$61,935.00	y	y	y	25	Well drilled, pipeline installed, working on trough site-prep.

2025 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost (construction)	Estimated Cost	Survey	Design	Const Begins	Percent Complete	Remarks
24-25-0007 Paul Hensley		SL-6W	$117,811.25	$119,611.25	y	y	y	10	Project under construction.
24-25-0047 R. Clark		SL-6W	$62,412.50	$69,540.50	y	y	y	50	Project under construction.
24-25-0043 J. Jerrell		SL-6W	$72,940.00	$76,540.00	y	y			We have met with the contractor
24-25-0048 R. Pennington		SL-6W	$14,892.50	$25,682.50	y	y	y	100	**Complete and paid Paid $25,682.50**
24-25-0042 R. Sanchez *		SL-6W	$85,195.00	$90,475.00	y	y	y	100	**Complete and paid Paid $87,538.25**
24-25-0032 N. Jaynes		SL-6W	$150,170.00	$152,570.00	y	y	y	100	**Complete and paid paid $152,570.00**
24-25-0069 P. Robinette		WP-4 SF	$118,088.50	$88,566.38					No progress to report
24-25-0067 T. Whitt		WP-4 SF	$147,834.00	$110,875.50	y	y	y	100	**Complete and paid paid $109,946.70**
24-25-0061 M. Hobbs		WP-4 SF	$140,980.50	$105,735.38	y	y	y	100	**Complete and paid Paid $105,735.38**
24-25-0026 O. Sturgill		SL-6W	$64,160.00	$66,260.00	y	y	y	10	Under construction

2026 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost (construction)	Est. Cost-Share	Survey	Design	Const Begins	Percent Complet	Remarks
24-26-0048 G. King		SL-6W	$202,650.00	$220,650.00					Potential Piggy-back
24-26-0037 R. Gilley		SL-6W	$53,765.75	$56,165.75	y	y	y	100	**Complete and paid** **paid $48,143.50**
24-26-0033 B. Livesay		SL-6W	$62,500.00	$69,676.00	y	y			
24-26-0036 J. Moore		SL-6W	$65,391.25	$71,535.25					Potential Piggy-back
24-26-0060 D. Pillion		SL-6W	$81,617.50	$86,777.50					Pre-construction meetingwith landowner and contractor
24-26-0061 J. Trent		SL-6W	$172,993.75	$181,417.75					
24-26-0038 C. Daniel		SL-6W	$53,460.00	$57,180.00					Potential Piggy-back
24-26-0047 D. Gray		SL-6W	$98,042.50	$95,042.50					Potential Piggy-back
24-26-0041 Slemp Hollow Farm		SL-6W	$59,816.25	$61,304.25					**Potential Piggy-back**
24-26-0035 D. Edwards		SL-6W	$123,288.75	$127,200.75					
24-26-0059 D. Laster		SL-6W	$120,625.00	$123,037.00					
24-26-0039 D. McDonough		SL-6W	$26,410.00	$26,842.00	y	y	y		**Potential Piggy-back (NOT)** Under construction.
24-26-0040 J. Fields		SL-6W	$101,000.00	$103,196.00					
24-26-0009 C. Krell		SL-6W	$139,895.00	$140,495.00					Potential Piggy-back no progress to report
24-26-0050 B. Littrell		SL-6W	$57,827.50	$59,099.50	y				
24-26-0046 B.Parker		SL-6W	$27,681.00	$29,721.00	y	y			
24-26-0035 V. Snodgrass		SL-6W	$68,260.00	$69,292.00					Potential Piggy-back
24-26-0007 P. Hensley		SL-6W	$113,796.25	$115,872.35	y	y			
24-26-0045 C. Davis		SL-6W	$12,547.50	$12,955.50					Potential Piggy-back
24-26-0064 R. Cope		SL-6W	$76,255.00	$78,655.00					Potential Piggy-back
24-26-0068 A. McLain	**731263**	SL-6W	$252,806.25	$264,986.25					Potential Piggy-back
24-26-0066 J. Polich		SL-6W	$34,250.00	$38,858.00					Potential Piggy-back

2026 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost	Est. Cost-Share	Survey	Design	Const Begins	Percent Comple	Remarks
24-26-0006 N. Siddens		SL-6W	$91,786.25	$92,386.25	y	y			
24-26-0067 Valilee Farms		SL-6N	$23,729.25	$23,729.25					
24-26-0043 C. Reasor		WP-4 SF	$224,732.50	$183,549.38					
24-26-0056 E. Watson		WP-4 SF	$106,396.50	$79,797.38					
24-26-0065 J. Hensley		WP-4 SF	$156,301.00	$117,225.25	y	y	y	90	**Design in hand** Project nearing completion.
24-26-0023 A. Yeary		WP-4 SF	$203,069.00	$152,301.75	y	y			**Design in hand**
24-26-0024 B. Bush		WP-4 SF	$60,120.50	$45,090.38					Info sent to engineer, waiting on design
24-26-0062 B. Bush		WP-4 SF	$60,120.50	$45,090.38					Info sent to engineer, waiting on design
24-26-0044 F. Dixon		WP-4 SF	$214,761.00	161.070.75					
24-26-0051 E. Walton		WP-4 SF	$94,704.50	$71,028.38	y	y			**Design in hand**
24-26-0019 G. Bailey		WP-4 SF	$163,872.50	$122,904.38					Info sent to engineer, waiting on design

Tim Miles
DBSWCD
Conservation Specialist Report
April 28, 2026

I. Virginia Erosion and Sediment Control Program
- The Land Disturbing Report for March 2026 was submitted to DEQ.
- Routine inspections were made on active E&S projects.
- I reviewed and approved one E&S plan modification.

II. Virginia Agricultural Cost-Share Program
- I surveyed some water systems for some more approved projects. The designs for these projects were completed as well.
- Shawn, Tim, and I made a pre-construction meeting on a project.
- I checked the progress of construction on some projects.
- I entered information into the Conservation Application Suite for paying applicants for their completed projects.

III. Miscellaneous
- The District website has been updated periodically.
- The technical staff shared information with the Lee High School Envirothon team to help with the oral presentation portion of the competition. The topic of the oral presentation is non-point source pollution.

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	Spring 2026
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
Travis Hall Rock Picking Operation	X	2023-03	0.61	Spring 2026
Free Pentecostal Church of God Building	X	2023-12	0.96	Fall 2026
Jonesville Water System Improvements (Phase 2)	X	2024-01	0.90	Summer 2026
Timberline Barns	X	2025-01	0.90	Spring 2026
Caledonia Farms Rock Picking Operation	X	2025-03	0.61	Spring 2026
New Western Lee County Health Clinic	X	2025-04	2.35	Fall 2026
Briar Patch Ventures LLC Rock Picking Operation	X	2025-05	0.61	Spring 2026
Town of Pennington Gap South Johnson Drive Dump Site	X	2025-06	2.40	Fall 2026
Larry Burke/VFP Disposal Area (Burke Farm Spoil Site)	X	2026-01	1.24	Fall 2026
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	
Stickleyville Line Extension-Middle Wallens Creek Phase I	X		0.50	
Frog Level Extension Project-Willow Tree Road	X		0.48	

DBSWCD
Conservation Technician Report
April 2026

- Went on several new planning visits for the WP-4SF
- Spent a lot of time out on new construction projects
- Met with the Envirothon team at Lee High

Samantha Briggs, DBSWCD
Administrative Secretary Report
April 28, 2026

- 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
- Participated in the Admin/Ops Zoom committee meeting on March 31, 2026
- Submitted Payroll for April 9, 2026
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Prepared the district's 3rd QTR. Attachment E and Supporting Documents and submitted them on time
- Contacted Tasha's Restaurant for board meals
- Contacted Pullin Ink for district apparel quote (Pennington Gap)
- Contacted Randas Place for district apparel quote (Duffield)
- Contacted Backdraft Custom Apparel for apparel quote (Kingsport)
- Secured Hotel for 2026 Lee High School Envirothon Team
- Submitted Donation Check to Lee High School Envirothon Team
- As the Records Retention Officer, I prepared and submitted Certificate of Records Destruction to the Library of Virginia (Form RM-3) as instructed in the Desktop Procedures
- Submitted Payroll for April 23, 2026
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Submitted Federal 941 Tax to the Department of Taxation (April 2026)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (April 2026)
- Submitted Virginia Retirement Contribution for April 2026
- Prepared the Minutes of Meeting for March 24, 2026 for the April 28, 2026 board meeting
- Prepared the Agenda for the April 28, 2026 board meeting
- Prepared the Treasurer's Report for the April 28, 2026 board meeting
- Submitted board packets for April 28, 2026 board meeting
- Purchased board meeting and office supplies
- Prepared invoice for board meeting meals
- Prepared Running Budget for April 2026
- Reconciled the CD accounts
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

Attachment E

*******OFFICIAL FISCAL YEAR 2026 FORM*******

Department of Conservation and Recreation
Virginia Nonpoint Source Management Program
Project Financial Report

SWCD: *Daniel Boone* | Agreement Number: 503OPS-26-09-GF

Contact: *Samantha Briggs* | Phone Number: 276-346-8196

Address: *32637 Main Street, Jonesville, Virginia 24263*

Reporting Quarter Dates: 1/1/2026 (beginning) thru 3/31/2026 (closing)

NOTE: Only the Yellow fields are unprotected and capable of having data entered into them. Please remember to enter a negative sign (-) when you enter Exenditures or Transfers Out. Thanks!

	Beginning Balance *	Transfers In/Out *(Must = 0)*	Adjusted Beginning Balance *(1) +/- (2)*	Receipts *(During the report period)*	Expenditures *(During the report period)*	Ending Balance
State Sources	(1)	(2)	(3)	(4)	(5)	(6)
PY 2019-2024 OCB VACS Transfer						
PY 2022 OCB VACS						
PY 2023 OCB VACS	$233,753.39	($90,239.74)	$143,513.65			$143,513.65
PY 2024 OCB VACS	$900,189.65	($376.21)	$899,813.44		($99,687.75)	$800,125.69
PY 2025 OCB VACS	$2,197,988.47		$2,197,988.47		($221,511.85)	$1,976,476.62
PY 2025-2023 OCB VACS Transfer	$38,080.93		$38,080.93			$38,080.93
PY 2026 OCB VACS	$1,907,662.76		$1,907,662.76	$1,106,629.90		$3,014,292.66
PY 2026-2023 OCB VACS Transfer		$90,239.74	$90,239.74			$90,239.74
PY 2026-2024 OCB VACS Transfer		$376.21	$376.21			$376.21
DCR OPERATION FUNDS	$127,689.47		$127,689.47	$103,135.29	($41,400.74)	$189,424.02
PY2024 OCB VNRCF TA						
PY 2025 OCB VACS TA	$439,974.07		$439,974.07		($64,008.08)	$375,965.99
PY 2026 OCB VACS TA	$355,195.63		$355,195.63	$143,424.34		$498,619.97
Total State Sources	$6,200,534.37	($0.00)	$6,200,534.37	$1,353,189.53	($426,608.42)	$7,127,115.48
Federal Sources	(1)	(2)	(3)	(4)	(5)	(6)
Total Federal Sources						
Local/Other Sources	(1)	(2)	(3)	(4)	(5)	(6)
LEE COUNTY				$174.00	($174.00)	
NEW VEHICLE RESERVE FUND	$15,911.14		$15,911.14			$15,911.14
EQUIPMENT FUND	$13,166.14		$13,166.14			$13,166.14
PROPERTY FUND	$61,655.94		$61,655.94			$61,655.94
CD-BUILDING/RAINY DAY FUND	$373,715.53		$373,715.53	$5,091.12		$378,806.65
CD-RESERVE BUILDING FUND	$197,940.89		$197,940.89	$2,696.55		$200,637.44
CD-RESERVE BUILDING FUND 2	$150,443.84		$150,443.84	$1,339.40		$151,783.24
Total Local/Other Sources	$812,833.48		$812,833.48	$9,301.07	($174.00)	$821,960.55
TOTAL (All Sources)	$7,013,367.85	($0.00)	$7,013,367.85	$1,362,490.60	($426,782.42)	$7,949,076.03

* - The beginning balance is the amount of funds on hand at the start of the report period. The ending balance from the previous report period will become the beginning balance for the new report period. This figure will automatically carry forward to the next report period.

**** Must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal.**

Prepared by:	Samantha Briggs	Samantha Briggs	4/7/2026
	Print Name	Signature	Date
**Approved by:	Gary Martin	Gary L. Martin	4/7/2026
	Print Name	Signature	Date

Completed reports should be directed to the district's assigned DCR Conservation District Coordinator by the deadlines established in this agreement.

Daniel Boone SWCD
Balance Sheet
As of March 31, 2026

	Mar 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Operations District Account	1,154,743.20
VACS Program Account 1 BMP	6,063,105.50
CD	378,806.65
CD Building Fund	200,637.44
CD Reserve Building Fund #2	151,783.24
Total Checking/Savings	7,949,076.03
Total Current Assets	7,949,076.03
TOTAL ASSETS	**7,949,076.03**
LIABILITIES & EQUITY	
Equity	
Retained Earnings	6,143,627.39
Net Income	1,805,448.64
Total Equity	7,949,076.03
TOTAL LIABILITIES & EQUITY	**7,949,076.03**

Daniel Boone SWCD
Profit & Loss
January through March 2026

	Jan - Mar 26
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operations	102,238.50
VNRCF - TA	143,424.34
Operations Account Interest	896.79
CD Interest	9,127.07
Total OPERATIONS	255,686.70
LOCAL FUNDS	
E&S Pemit Fee	30.00
Lime Spreader	130.00
Fish Wagon	14.00
Total LOCAL FUNDS	174.00
Total Income	255,860.70
Gross Profit	255,860.70
Expense	
Payroll Expenses	
Salaries & Wages	55,143.23
Payroll taxes	4,218.46
Unemployment Tax Exp	32.03
Total Payroll Expenses	59,393.72
Employee Benefits	
Retire/Grouplife	4,696.15
VLDP	171.42
HIC Exp	153.54
Health & Dental Insurance	30,871.86
Total Employee Benefits	35,892.97
Staff Expenses	
Miles, Meals, Lodging	48.00
Training	150.00
Total Staff Expenses	198.00
District Ops	
Office Supplies & Exp	2,371.63
Truck, Van, Seeder, ATV Maint	106.40
Truck & Van Fuel	355.43
Postage	207.96
Insurance-Truck, Van, Sdr, ATV	489.00
Phone & Internet	889.52
Awards Banquet	1,465.00
Signs & Awards	378.00
Accounting Assistance	1,007.90
Director Expenses	445.00
PastureWalk	560.00
Donations	300.00
Equipment	1,522.29
Total District Ops	10,098.13
Total Expense	105,582.82
Net Ordinary Income	150,277.88
Other Income/Expense	
Other Income	
COST SHARE INCOME	
VACS Cost Share Funds	1,103,264.14
VACS Program Interest	3,365.76
Total COST SHARE INCOME	1,106,629.90
Total Other Income	1,106,629.90
Other Expense	
COST SHARE DISBURSEMENTS	
VACS Recipient Payments	321,199.60
Total COST SHARE DISBURSEMENTS	321,199.60
Total Other Expense	321,199.60
Net Other Income	785,430.30
Net Income	**935,708.18**

David L. Bulova
Secretary of Natural and Historic Resources

Nikki Rovner
Director

Sarah Spota
Deputy Director

Frank N. Stovall
Deputy Director for Operations

Darryl Glover
Deputy Director for Dam Safety, Floodplain Management and Soil and Water Conservation

Laura Ellis
Deputy Director for Administration and Finance

COMMONWEALTH of VIRGINIA

DEPARTMENT OF CONSERVATION AND RECREATION

March 20, 2026

MEMORANDUM

TO: Soil and Water Conservation District Chairpersons

FROM: John Schick, Chairman, Audit Subcommittee

SUBJECT: District Audit Results with Comments and Recommendations

Under contract with the Department of Conservation and Recreation (DCR), staff from Robinson, Farmer, Cox Associates (RFC) completed an audit for twenty-three Districts for the fiscal year(s) that ended on June 30, 2024, and June 30, 2025. Additionally, three one-year audits were completed due to employee turnover. RFC should have provided you a copy of the results of your District's audit already. Additionally, DCR staff completed Cost-Share File Administrative Audits for Districts that had a financial audit completed.

There continue to be several repeat issues noted by the auditors and DCR staff across most Districts including the lack of documented approvals for checks and accounts payable disbursements, SPDA verifications, and cost-share conservation notes, and the failure to use the bid process for cost share components over $50,000. While these issues have not generated significant findings for most Districts, they continue to need further attention. Repeat comments in future audits will generate findings.

Furthermore, any specific area(s) of concern identified in your District audit should addressed immediately. Repeat comments found in the next audit cycle will likely result in additional actions being directed by the Subcommittee and potential financial penalties. I cannot over emphasize the importance of sound fiscal and cost-share management. We are all entrusted with public monies so the careful management of these funds is paramount to our success and in maintaining the public confidence in our organizations.

As a reminder, the Soil and Water Conservation *District Desktop Procedures for Operations* is being updated for fiscal year 2027. Copies of the final approved procedures will be provided to each District Treasurer and administrative staff person later this summer and an electronic version of the procedures will be available on the DCR website. It is imperative that every District Director familiarizes themselves with the procedures and ensures that they are implemented correctly.

Your CDC is available should you have any questions or comments concerning the audits and to assist with further discussions and corrective actions related to the audit comments and recommendations.

RFC
CPAs | Consultants

ROBINSON, FARMER, COX ASSOCIATES, PLLC
Certified Public Accountants

DATE: March 9, 2026

MEMORANDUM TO: Virginia Department of Conservation and Recreation
Division of Soil and Water Conservation

FROM: Robinson, Farmer, Cox Associates (RFC)

REGARDING: FY24 and FY25 Audits

We were engaged by the Virginia Department of Conservation and Recreation (DCR) to audit the statements of cash receipts and disbursements for twenty-five Soil and Water Conservation Districts (the Districts) in Virginia. In planning and performing our audits of the statements of cash receipts and disbursements of the Districts, we considered the Districts' internal control structure to plan our auditing procedures for the purpose of expressing our opinions on the statements of cash receipts and disbursements and not to provide assurance on the internal control structure.

However, during our audits, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our twenty-four reports on the statements of cash receipts and disbursements of the Districts. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies.

Insured Bank Accounts

Effective July 1, 2023, the Commonwealth of Virginia's amended Security for Public Deposits Act ("SPDA") regulations ***require*** Virginia public depositors to use the Treasury web-based Public Funds Search feature to ensure the banks they use are accurately reporting their public funds to the Treasury Board. DCR has made it a requirement that all Districts confirm their bank balances quarterly on the SPDA web site. There were several Distrcits that were not confirming all of their bank balances. Some failed to confirm their CD balances, and some failed to do it every quarter. We recommend that Districts perform this task every quarter for all bank accounts.

Dual Approvals on Disbursements

There were several districts where we observed disbursements that were made without obtaining two signatures of approval. We recommend compliance with the Desktop Guide that requires two signatures of approval on all payment invoices.

Travel Reimbursements

We noticed an increase in travel reimbursements being paid that were over 60 days from the date of the original purchases by the recipient of the reimbursements. We recommend that all costs being reimbursed by a District be done within 60 days.

Cost Shares - Part II Signatures

Carryover signatures and project completion dates were not always appropriately filled out on the Part II Form stored in the project folder despite being approved in other places. Project completion dates should also be appropriately entered on the Part II to ensure that project carryover approvals are appropriately received in a timely manner. Updating Part II Forms when new project estimates are done or additional funding becomes available also helps to create a clear audit trail and supports the amounts paid on the Part III Form. Part II Forms should also be approved by all applicable individuals, including the applicant if the project did not previously require the applicant's signature when the project was originally approved.

Review of Annual Plan of Work & Strategic Plan 2025-2026

Action Items to accomplish in April 2026:

Monthly Schedule of Annual Plan & Strategic Plan:

April:

1. Submit/Present activity and/or progress reports to the Lee County Board of supervisors on a quarterly basis (coincide with quarterly reports to DCR). *(Board of Directors/Staff)*

2. Rank Youth Conservation Camp applications and make selections. *(Staff)*

3. Rank VASWCD Scholarship applications and send selected application(s) to VASWCD. *(Staff)*

April 2026 – 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 I 276.451.5821

1) Administrative and Operational Items

- **FY26 3rd Qtr. Attachment E and Related Financial Report Reviews:** Due on ***or before*** 04/15/26. The Excel spreadsheet, Cash Balance, P & L, **and the signed Attachment E** should be sent via email. Be sure to double-check before submitting to ensure accuracy. Also, make sure that all payments and monthly interest transactions have been recorded in the tracking program.
- **Dates for Obligations data pull and Disbursement letters:**
  - Pull obligations May 1, letters to DCR May 6, dated to SWCDs May 11
  - Pull obligations June 1, letters to DCR June 3, dated to SWCDs June 8

  Expect to receive these funds via direct deposit within 30 days of the date of the disbursement letter. Check to ensure that deposits match the disbursement letter and notify me of any discrepancies. In addition, check the corresponding cost-share data entries in the AgBMP Tracking Program.
- **Audit Updates:** The VSWCB Audit Subcommittee met on March 20th and reviewed the General Management Letter from Robinson Farmer Cox and Associates along with the results of the Cost-Share File Administrative Audits performed by CDCs. The General Management Letter has been transmitted to all 47 SWCDs along with each SWCD's respective audit reports. Please review the letter and adhere to the recommendations made within the letter to ensure that your SWCD is in good standing.
  - Noteworthy Items for All SWCDs:
    - Please ensure that all bank account information is verified through the Virginia Department of Treasury's SPDA Public Funds Account Search System (https://spda.trs.virginia.gov/Login.aspx) on a quarterly basis and documentation of verification of each account is maintained on file at the SWCD. This quarterly verification is a requirement per the Virginia Security for Public Deposits Act.
    - Please ensure that two signatures are obtained on all invoices prior to payment.
    - Please ensure that all travel reimbursements are made within 60 days of the original receipt date/ date of purchase. Mileage should be reimbursed within 60 days of the travel date. Remember that this is an IRS requirement.
    - Contract Part II Forms:
      - Please ensure that Part II forms include all necessary signatures, including all carryover signatures, prior to issuing payment on a contract.
      - Please ensure that the Required Completion Date is appropriately recorded on the Part II form, being mindful of whether the practice is an annual practice, a one-program year completion date practice or a two-program year completion date practice.
      - If additional cost-share or tax credit is approved for a practice, please make sure that a new Part II is generated for the increase and that the original Part II is maintained in the file. The new Part II must have all required signatures.
    - Please ensure that conservation notes are maintained in the cost-share file and that the VACS bid process is appropriately followed where required and a bid sheet is maintained in the file documenting whether the bid process is needed for specifically

listed VACS practices (reference pages II-37 through II-41 of the VACS manual for more information).
    - Remember that any verbal comments noted in the financial audit and comments noted in the Cost-Share File Administrative Audit that are found to be repeated items in the next audit cycle become formal findings.
- **Reminders from Desktop Procedures and Grant Agreement Deliverables:**
    - **Complete Annual Fixed Asset Inventory** - The fixed assets inventory should be revisited annually, and all changes should be board approved and recorded in the minutes
    - **Conduct an annual review of all District policies and record the review/approval of these policies in Board meeting minutes.** The documented policies should be updated to show the most current review/revision date listed on each policy document or as a header to each page of the document.
    - **Review of the current Desktop Procedures dated 7/1/24:** Per grant agreement, each SWCD must ensure that "DCR's Desktop Procedures is annually reviewed by the District Board or their Finance Committee and documented in board meeting minutes."
    - **FY27 Budget:** District budgets should be approved by June 30th, if possible, but no later than July board meetings.

2) **Ag and Cost-Share Items**
- **Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY27:** 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 FY27.* Reference the top of the report to find the necessary action.
- **Carryovers:** Encourage VACS participants to complete their projects in time for payment prior to the end of the fiscal year to reduce carryovers into FY27. Keep in mind that only certain practices are eligible for carryover status. Districts should reference Pages II-42 through II-46 of the FY26 VACS Program Manual for a list of practices eligible for carryover and an explanation of the carryover procedures. Practices approved in FY26 that are listed as "two-year completion date eligible" do **not** need formal board approval prior to the end of this FY. Other practices substantially under construction and eligible for carryover will need approval by SWCD boards prior to COB 06/30/26.
    - Carryover BMPs coming to the end of their third PY and not expected to be complete by 06/30/26 can only be carried over again with prior approval from DCR. Requests to carry over BMPs a 3rd time into a 4th PY must be submitted to Sara Bottenfield, Ag Incentives Program Manager, by May 15, 2026. For each practice requested, District staff will need to:
        - Update the Carryover section of the Measurements tab by selecting 'Other (describe in BMP comments)' as one of the justifications and entering a comment on the General tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request in the comment.
        - Send an email to Sara (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 as an attachment, but if submitting requests for multiple practices please include them all in a single email.

  The "Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27" is available in Logi for assessing Carryovers.
- **PY 2027 WFA Participation**: If your SWCD is interested in participating in the Whole Farm Approach (WFA) program in PY 2027, please let me know by email with a CC to Sara Bottenfield.

- **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.
- **Transfer of Unobligated Funds from a Prior Program Year**: Per the PY 2026 Cost-Share and Technical Assistance Grant Agreement, funds that were obligated to a prior year's carryover contract that is cancelled in the current program year can be transferred to PY 2026 and re-obligated to a new PY 2026 contract. If your SWCD is interested in doing this, please notify your CDC so that they can work with Data Services staff to set up the appropriate funding source in CAS.
    - "For any contracts that (i) were entered into prior to FY2026, (ii) were carried over in in accordance with the guidelines established in the applicable Virginia Agricultural Cost-Share (VACS) BMP Manual, and (iii) were cancelled after the fiscal year in which the contract was entered into:
        - The District is authorized to re-obligate the cost-share funds associated with the cancelled contract to new contracts during FY 2026;
        - The District must return to the Department any cost-share funds associated with the cancelled contract that are not re-obligated by the end of FY 2026; and
        - The District is not required to return any technical assistance funds associated with the cancelled contract's cost-share funds."
- **DCR Ag BMP Technical Advisory Committee (TAC):** DCR will convene a Technical Advisory Committee (TAC) again this year to consider and recommend changes to the Virginia Agricultural Cost-Share (VACS) Program. Suggestions for the TAC must be submitted to Sara Bottenfield, Agricultural Incentives Program Manager (sara.bottenfield@dcr.virginia.gov) no later than Friday, April 30, 2026. Partners are asked to submit the items they feel are most critical for the future of the VACS Program. (See email sent from Sara Bottenfield dated 3/26/2026 for more information)
- **PY27 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 PY27 participant cap, you must document in the Secondary Considerations.
- **PY27 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.
- **CY26 Random Verifications:** CY 2026 Random Verifications have been entered into CAS. Your CDC will be working with district staff to get those scheduled.
- **Conservation Plan Signature Page Reminder:** As conservation plans are approved, please remember to upload the plan's signature page into CAS promptly after receiving board approval and signature. Remember that the board approval signature should be the last signature that goes on the signature page of the conservation plan and should be obtained at the time of plan approval. Also, please remember to document the date of board approval of the conservation plan.
- **Conservation Planning Supplemental Documents:** At the request of SWCDs, DCR's Conservation Planning staff will be providing some supplemental assistance documents. By late April SWCDs can expect to receive a Checklist of Grant Agreement Deliverable Requirements as well as an example of the Objective, Description of Operation and Assessment Summary. DCR's Conservation Planning staff have also provided some clarification below in response to questions about the difference between the conservation plan grant deliverable requirement and the conservation plan review process:
    - Conservation Planning Grant Agreement Requirement: To meet the requirement of producing a complete conservation plan.

- Conservation Plan Review: To provide professional development in conservation planning and often entails taking a closer look at a plan and providing comments that will benefit the planner's future work.
- Both processes have the expectation that a conservation plan will meet the conservation plan writing standards of quality.

- **DCR Conservation Planner Certification Courses Announced:** Training dates have been announced for CY 2026 for anyone working towards their DCR Conservation Planner Certification. Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov.
  - **May 20, 2026:** Stream ID Course from 8:00AM until 4:30PM in Charlottesville, VA.
  - **Summer & Winter 2026:** Nutrient Management Training Course.
  - **October 7-8, 2026:** Virginia Resource Training (Online Webinar Series).
  - **TBD:** RUSLE 2 Part A, B, C.
  - **October 14-16, 2026:** DCR Conservation Planner Course in Buckingham County (In Person Course).
- **Draft Conservation Planning Curriculum with Tiered Approach:** This document has been shared with SWCDs at Area meetings and via email. It is still in draft form and feedback/comments are welcome. Please take time to review the document and provide any questions/comments to Carl Thiel-Goin (carl.thielgoin@dcr.virginia.gov) or Vanessa Lewis (vanessa.lewis@dcr.virginia.gov) no later than April 22, 2026.
- **Conservation Planning Training Update:** The associated tests for the online courses in COVLC are ***no longer required***. When you finish the video for the training, log your completion date into the CAS training tracking section.
  - The classes affected are:
    - Overview of Water Quality Resource Assessment
    - Nitrogen Management and Concerns
    - Phosphorus Management and Concerns
    - Sediment Management
    - Water Bodies
    - Pest Management and Water Quality Implications
    - Water Management
- **PY 2027 VACS Program Updates Sessions:** The PY27 VACS Program Update Sessions will be virtual this year and two identical sessions are scheduled for:
  - VACS Updates Session #1: Wednesday, June 17, 2026, from 1:00PM till 4:00PM
  - VACS Updates Session #2: Tuesday, June 23, 2026, from 9:00AM till 12:00PM
  - 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.
- **VACS Program Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued:** This is the annual reminder that several VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to Pages 1-4 of the PY26 VACS Program Manual for a complete practice list. Cost-share payments or tax credits cannot be issued until a current NMP is on file with the SWCD.
- **IMPORTANT- Signatures on VACS Contracts:** Make sure that you have a system in place for someone(s) to review every contract in its entirety to ensure all signatures are in place before payment is made. Each time a contract is carried over, ensure signatures are obtained.

3) **Grant Agreement Deliverables / Year End Item Reminder(s): Please make sure all items are completed and documented in the District minutes no later than 06/30/2026. Please note that some items in the list below are grant agreement requirements and some are not. Those that are not required by the grant agreement are referenced in the Desktop Procedures or the Code of Virginia, so please ensure that they are completed.**

Year End Item	Notes
Develop 2026-2027 Annual Plan of Work	Board Approval Required
Employee Performance Evaluations Minimum of 1 Review/ Year	Keep on File at SWCD Document Completion of Evaluations in SWCD Minutes
Personnel Pay Action Approval Form Required for any Salary Adjustments made, including bonuses. Salary Adjustments must be specifically noted in the SWCD minutes.	Keep on File at SWCD Salary Adjustments Require Board Approval
Employee Position Descriptions & Performance Expectations	Board Approval Required
FLSA Tests for Each Position Description As per the Desktop Procedures manual, tests should be conducted a minimum of once every three years; however, within the three-year period, the current test on file should be reviewed any time there is a change in job duties or when salary adjustments are made. *Annual testing of position descriptions is preferred.*	Keep on File at SWCD
Annual Review of SWCD Policies Required policies include: Personnel, Travel, Check Signing & Purchasing, and where applicable, Vehicle Use, Credit Card & Gift Card. Annual review also includes any additional policies that are not required but are unique to your SWCD such as computer usage policy, telework policy, policy for charging for FOIA requests. Please reference the Personnel Resource Management Guide as provided by the VASWCD while working through the personnel policy. For additional assistance, remember that the OAG is always available to review and provide comments on SWCD policies. *Note- The Desktop Procedures manual states that each SWCD should maintain a comprehensive manual of all SWCD policies (page 7).*	Board Approval Required (Even if no changes are made to policies) Update revision date/ approval date on all documents
PY 2027 District Budget Final Dollar Amounts Not Yet Available. Admin/Operations Allocations and Base TA Allocations are being revisited by the VSWCB per the PY 2027 Budget Template exercise so SWCDs should not expect level allocation amounts. Draft PY 2027 Addition to Base TA Allocations and PY 2027 VACS Allocations will be contained in the Draft PY 2027 Cost-Share and Technical Assistance Policy document that will be made available in advance of the April 15, 2026 VSWCB meeting. These amounts will be calculated based on the proposed budget amounts from the House. Finance Committee should meet twice a year so please plan appropriately.	Board Approval Required
Dedicated Reserve List Unrestricted reserve funds exceeding 12 months of routine SWCD operating expenses must have a designated purpose. Must be finalized no later than the July SWCD meeting.	Board Approval Required

PY 2027 Average Cost List • Please consider any recent increases in materials costs. • Must be approved prior to approval of PY 2027 applications. • Please reference pages II-10 and II-11 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU. • Don't forget to include a good and implementable contingency clause.	• Board Approval Required • Submit to Sara Bottenfield & CDC • **Required by Grant Agreement**
PY 2027 Secondary Considerations • Must be approved prior to approval of PY 2027 applications. • Please reference pages II-9 and II-10 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU. • *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.***	• Board Approval Required • Submit to Sara Bottenfield & CDC • DCR AIPM Approval Required • **Required by Grant Agreement**
Desktop Procedures Review • 1 Review/ Year Required	• Review in BOD Meeting or Finance Committee Meeting • Record review in Minutes • **Required by Grant Agreement**
FOIA Officer Training Completed • Training must be completed every two years based on the date of the last training taken by the FOIA Officer. • Incumbent officers should check their most recent completion date.	• Required by Code of Virginia
Library of Virginia Records Retention Courses (5) Completed • Training must be completed every three years by the Records Officer. • Incumbent officers should check their most recent completion date.	• Required by Code of Virginia
Compliance/ Resolution of Audit Findings • Provide written documentation of resolution of audit findings as well as controls that were put in place to prevent the issue in the future. • *Ensure this documentation is recorded in the minutes.*	• Report Completion of Requirement in Board Meeting Minutes & to CDC
Host at least one agricultural community outreach event during the year & Ensure VSU- Small Farm Outreach Program • Event must meet all requirements listed in Deliverable #10 of the Operations Grant Agreement (please reference the list for more information).	• Send documentation of marketing efforts, email invitation to VSU regional & state SFOP representatives & agenda to CDC • **Required by Grant Agreement**
Carryovers • **Once provided, please follow the directions listed in the EOY packet. Carryover reports that are not legible or are printed too small to read will not be accepted.**	• Board Approval Required • Board should be approving and signing

▪ Please plan to approve all possible carryover applicants even if you think they may reach completion prior to June 30, 2026. It would be best to go ahead and carry over all potential contracts as opposed to scheduling a special-called meeting to handle additional carryovers. ▪ Carryovers should be updated in the Conservation Application Suite (CAS) and the carryover list/ report should be generated from Logi for board approval and signature. ▪ Remember to allow Logi to update overnight since changes made to an instance are not available instantaneously in Logi. ▪ If you need a Logi login or a password reset, please contact the Data Services Helpdesk. ▪ Please refer to pages II-42 thru II-46 of the VACS manual for more information on carryovers as well as handling of two-program year completion date practices.	the Logi carryover report ▪ The Logi report should be attached to the minutes ▪ Submit signed carryover report to the CDC with year-end reports ▪ Please note that there are two date blanks on the report. One blank is for the board approval date. The other is for the director signature date.

4) **Ag Outreach Event to Fulfill FY26 Admin/Ops Grant Agreement Deliverables: Plan NOW!** SWCDs should look at your FY26 calendar and start planning for the required agricultural community outreach event, to be held before 06/30/26. Remember the following criteria must be met per the grant agreement:

#10 Hosted at least one agricultural community outreach event during the year that:
- It was marketed through at least one venue that directed towards producers with small farms or producers considered socially disadvantaged;
- Included an introduction of District, programs, staff and directors; and
- Included a discussion featuring local agricultural producers that utilized the VACS Program;
- Provided notice to partners, including the Virginia State University Small Farm Outreach Program, of the event and provided an opportunity to partners to participate in the agenda.

Upcoming Training and Important Dates:

- **April 8, 2026:** VASWCD Board Meeting, Drury Plaza Hotel, Richmond, Register with VASWCD by April 1st.
- **April 13, 2026**: Review of the Proposed Changes to the Desktop Procedures, 11:00am. Register here - https://us02web.zoom.us/meeting/register/OKZTQCW-RsKCoOOSsXbVGA.
- **April 15, 2026:** Quarterly Reports are due to the CDC.
- **April 20, 2026:** CAS Tips and Tricks Session at 11:30AM.
- **April 22, 2026:** General Assembly reconvenes to act on Governor's amendments.
- **April 23, 2026:** General Assembly will hold a special session to address the state budget.
- **April 30, 2026:** Area IV Envirothon, New River SWCD.
- **April 30, 2026:** Deadline for submitting suggestions to Sara Bottenfield for consideration by the TAC.
- **May 1, 2026:** Obligation report will be pulled from CAS for the fourth quarter disbursement. Please ensure that all approvals are in CAS by COB on April 30, 2026.
- **May 6, 2026:** VASWCD Golf Tournament at the Hollows Golf Course.
- **May 15, 2026:** Deadline to request approval from DCR (Sara Bottenfield) for carryovers into a 4th PY.
- **May 17 & 18, 2026:** State Envirothon Competition at the Eastern Mennonite University.
- **May 21, 2026:** NRCS Area 2 JED Meeting. The topic will be a training session on the essentials of NMP writing and reading NMPs. More details to come.
- **June 2026:** VCAP Training. Details to follow.
- **June 1, 2026:** Obligation report will be pulled from CAS for the mid-fourth quarter disbursement. Please ensure that all approvals are in CAS by COB on May 31, 2026.
- **June 15, 2026:** Deadline for obligating PY 2026 VACS funds.
- June 17, 2026: VACS Updates Session from 1:00PM until 4:00PM (virtual).

- **June 23, 2026:** VACS Updates Session from 9:00AM until 12:00PM (virtual).
- **June 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (https://spda.trs.virginia.gov/search) for the third quarter.
- **June 30, 2026:** Deadline to complete the annual agricultural community outreach event as required by #10 of the Admin/Ops Grant Agreement. Please remember to invite VSU to speak at the event. Review the full deliverable language for more information.
- **August 18-20, 2026:** VACDE Graves Mountain Training in Syria, VA.
- **September 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (https://spda.trs.virginia.gov/search) for the fourth quarter.
- **September 30, 2026:** Deadline for completing PY 2027 and PY 2028 EOL Verifications in exchange for the incentive payment.

cc: Blair Gordon, SWCD Operations Coordinator
Sara Bottenfield, Agricultural Incentives Program Manager
Angela W. Ball, PhD, DCR Western Area Manager

Electronically sent to SWCD offices 04/06/2026.

USDA United States Department of Agriculture

Jonesville SERVICE CENTER REPORT

Daniel Boone SWCD Board Meeting
04/28/2026

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
  FY26 EQIP Applications = Approximately 31

  EQIP Payments April - $114,001.06

  FY26 EQIP & CSP Application Deadline: January 15th

  FY26 EQIP & CSP Eligibility Deadline: February 27th

  FY26 EQIP & CSP Ranking Deadline: May 1st

  FY26 EQIP & CSP Preapproval Selections: May 11th

  FY26 EQIP & CSP ACT NOW Approvals – 10 Contracts, Totaling $208,222.06

- **Conservation Stewardship Program (CSP)**
  1 Application

- **Agricultural Conservation Easement Program (ACEP)**

  None

- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**
  None

- **Conservation Technical Assistance**

  Completed roughly 31 FY26 EQIP planning visits

  BMP Projects/Partnership Activities

- Approximately 2 projects under construction

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings

- LWG Meetings Completed: July 30th

Outreach/Agency Activities/Events (dates)

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

- District Conservationist meeting, Richmond – May 5th

Earth Team Volunteer Program

VA NRCS Operational/Personnel Changes

- Updates, if available

Submitted By Jordan Southern, District Conservationist

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