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
DECEMBER 18, 2025

The Daniel Boone Soil & Water Conservation District Board of Directors met Thursday, December 18, 2025, 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
None

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 November 20, 2025, Minutes of Meeting and committee minutes. (Martin, Byington, 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 December 8, 2025, Treasurer's report. (Byington, Hobbs, unanimous)

REPORTS – COMMITTEE CHAIRS:
The Technical Committee did not meet.

Amy Byington, Community Outreach Committee Chair, stated that the next Pasture Walk will be held on Thursday, February 26, 2026 on the Charlie Carter farm. A copy of the committee minutes of meeting and pasture walk flyer are 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 Conservation Specialist report is attached and made a part of these minutes.

A copy of the District Manager 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:
Roger Elkins discussed the appraisal and potential purchase of the Chappell Drive property in Jonesville. The item will be suspended until the June board meeting after the state budget is adopted for the next fiscal year.

The board discussed monthly dates for the Daniel Boone SWCD board meetings for 2026 as well as alternative dates for upcoming board meetings and the Awards Banquet. A motion was made to hold the monthly board meetings on the fourth Tuesday of each month at the Daniel Boone Soil and Water Conservation District office at 6:00 pm. The board changed the January board meeting date to Tuesday, January 20, 2026. The February board meeting will be held on Tuesday, February 24, 2026 at 5:00 pm at the Pennington Gap Community Center. The Awards Banquet will follow at 6:00 pm. (Byington, Hobbs, unanimous)

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 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.

Shawn Morris, District Manager, stated that he had conducted staff personnel evaluations. Roger Elkins stated that the Personnel Committee would conduct the District Manger's personnel evaluation before the next board meeting.

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 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. (Byington, Hobbs, 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 Amy Byington to return to regular session. All in attendance agreed that only personnel and budget issues were discussed: Elkins/yes, Burchett/yes, Martin/yes, Hobbs/yes, and Byington/yes. A second was made by Mike Hobbs. The motion carried.

A motion was made to approve a Performance Award of $1,500.00 for Shawn Morris, Tim Miles, Samantha Briggs, and Tim Hobbs which will be awarded before Christmas break. (Byington, Hobbs, unanimous)

A motion was made to observe an additional 4 hours of holiday leave on December 24 per the federal government offices being closed on that day. (Byington, Burchett, unanimous)

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: *Respectfully Submitted By:*

R. Elkins 1-20-26 A. Samantha Briggs

Roger Elkins, Chair Date A. Samantha Briggs, Admin. Sec.

SWCD: Daniel Boone Name of Committee: Community Outreach

Date: 12/18/2025 Time: 5:00 pm Location: DBSWCD office

Designated Note taker: Tim Miles

Voting Members in Attendance: Amy Byington, Gary Bailey
Jordan Southern

Voting Members Not in Attendance: NA

Others in Attendance: Tim Miles, Shawn Morris, Samantha Briggs,
Tim Hobbs

Agenda/Discussion Item #1

Topic: Pasture Walk (Winter)

Motion/Recommendation:
have Pasture Walk on 2/26/26
spend up to $25.00 / person

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

Comments: bale grazing on Charlie Carter's farm ; Dr. John Fike speaker
dinner and discussion after event
see flyer

Follow Up Actions- (Who/What/When): Cumberland Market provide dinner and
venue for event ; Amy get quote ; use American Legion Building
and other caterer as back-up option

Additional Committee Business:

Virtual fencing pasture walk in spring at Joe Gingerich's farm

Set next Committee Meeting Date, time and location: To be determined

Motion to Adjourn By: Jordan Seconded By: Gary

Time of Adjournment: 5:15 pm Submitted by: Tim Miles

Committee Chair Signature: Amy Byington

PASTURE WALK
BALE GRAZING

Bale grazing is a winter feeding method where 1-3 months of hay is set out on pasture (typically late fall or early winter when ground conditions are suitable) and fed in a planned, controlled manner, similar to rotational grazing. Bale grazing requires a paradigm shift for cattle farmers: Instead of moving hay to the cattle all winter, you will be moving cattle to the hay.

THURSDAY, FEBRUARY 26, 2026
4:00 PM- FIELD VISIT AT CHARLIE CARTER'S FARM
5:30 PM- DINNER AND DISCUSSION AT CUMBERLAND MARKET

Join us to learn about bale grazing and other forage management strategies.
Featured Speaker: Dr. John Fike, Forage Specialist at Virginia Tech

Registration required by Tues, February 24 , by filling out this form: https://tinyurl.com/BaleGrazing or contacting the Lee County Extension Office at (276) 546-2057 or Daniel Boone SWCD at (276) 346-1531.
Directions will be provided upon registration.
Lunch sponsored by Daniel Boone SWCD.

IF YOU ARE A PERSON WITH A DISABILITY AND DESIRE ANY ASSISTIVE DEVICES, SERVICES OR OTHER ACCOMMODATIONS TO PARTICIPATE IN THIS ACTIVITY, PLEASE CONTACT AMY BYINGTON AT THE LEE COUNTY EXTENSION OFFICE AT (276) 546-2057 DURING BUSINESS HOURS OF 8 A.M. AND 5:00 P.M. TO DISCUSS ACCOMMODATIONS 5 DAYS PRIOR TO THE EVENT. *TDD NUMBER IS (800) 828-1120.

VIRGINIA COOPERATIVE EXTENSION IS A PARTNERSHIP OF VIRGINIA TECH, VIRGINIA STATE UNIVERSITY, THE U.S. DEPARTMENT OF AGRICULTURE (USDA), AND LOCAL GOVERNMENTS, AND IS AN EQUAL OPPORTUNITY EMPLOYER. FOR THE FULL NON-DISCRIMINATION STATEMENT, PLEASE VISIT EXT.VT.EDU/ACCESSIBILITY.

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

small farm

Virginia Cooperative Extension
Virginia Tech • Virginia State University

USDA United States Department of Agriculture
Natural Resources Conservation Service

Tim Miles
DBSWCD
Conservation Specialist Report
December 18, 2025

I. Virginia Erosion and Sediment Control Program
- I listened to a webinar for obtaining credit hours for recertification.
- The Land Disturbing Report for November 2025 was submitted to DEQ.
- Routine inspections were made on active E&S projects.
- An E&S permit was issued for the Town of Pennington Gap South Johnson Drive Dump Site.

II. Virginia Agricultural Cost-Share Program
- I surveyed the water system for a few more approved projects.
- I completed designs on a few more projects as well.
- I made construction inspections on some projects.
- I have been entering information into the Conservation Application Suite to pay applicants for completed projects.
- Approval letters were sent to the applicants that were approved for funding at the last board meeting.

III. Miscellaneous
- The District website has been updated periodically.
- I assisted with preparing an Area IV report for October-December 2025.
- I completed the 2025 DCR IT Security Awareness Training.

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	Winter 2025
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	Spring 2026
Jonesville Water System Improvements (Phase 2)	X	2024-01	0.90	Spring 2026
Timberline Barns	X	2025-01	0.90	Winter 2025
Caledonia Farms Rock Picking Operation	X	2025-03	0.61	Summer 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	Summer 2026
Town of Pennington Gap South Johnson Drive Dump Site	X	2025-06	2.40	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	

2023 VACS Program Report - 1

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-23-0022 R. Mickle		SL-6F	$74,398.65	$78,478.65	Y	Y	y	100	**Complete not paid**
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**
24-23-0098 R. Speck		SL-6W	$83,320.00	$84,328.00					no progress to report
24-23-0045 M. Williams		WP-4	$83,380.00	$62,535.00	y	y	y	5	Under Construction

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 not paid**
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	$119,090.00	$125,330.00	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**
24-24-0056 E. Johnston		WP-4 SF	$179,685.00	$134,763.75	y	y			**Design in hand**
24-24-0039 D. Crabtree		WP-4 SF	$238,145.00	$178,608.75	y	y	y	100	**Complete not paid**
24-24-0051 C.R. Carter		WP-4 SF	$132,917.00	$99,687.75	y	y	y	80	Construction nearing completion
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			**Design in hand** No progress to report
24-24-0049 H. Fannon		WP-4 SF	$144,609.00	$108,456.75	y	y	y	100	**Complete not paid**
24-24-0043 R. Hornsby		WP-4 SF	$96,180.50	$72,135.38	y	y	y	5	Site prep underway
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	Est. Cost-Share	Survey	Design	Const Begins	Percent Complet	Remarks
24-25-0021 D. Long		SL-6W		$3,150.85	y	y	y	50	Piggy-back no progress to report
24-25-0051 A. Rorrer		SL-6W		$86,186.25	y	y	y	10	Working on stream exclusion fence
24-25-0027 G. Shuler		SL-6W		$116,346.50	y	y	y	100	**Complete and paid** **paid $94,956.80**
24-25-0023 M. Long		SL-6W		$7,131.35	y	y	y	100	Piggy-back. **Complete and paid** **paid $7,131.35**
24-25-0019 B. Alt		SL-6W		$255,645.00	y	y			
24-25-0080 J. Hammonds		WP-4 SF		$114,504.38	y	y	y		**Complete not paid**
24-25-0071 S. Shuler		WP-4 SF		$105,735.38	y	y			**AWMS Plan sent to engineer**
24-25-0068 J. Busic		WP-4 SF		$90,918.75	y	y	y	5	Site prep underway
24-25-0065 A. Snodgrass		WP-4 SF		$117,225.75	y	y			**AWMS Plan sent to engineer**
24-25-0059 D. Crabtree		WP-4 SF		$178,608.75	y	y	y	30	No progress to report
24-25-0091 Steven Morris		WP-4 SF		$71,028.38					
24-25-0022 C. Welch		SL-6W		$4,500.10	y	y	y	100	Piggy-back. **Complete and paid** **paid $4600.10**
24-25-0024 C. Rowland		SL-6W		$6,175.60	y	y	y	75	Piggy-back Project nearing completion
24-25-0029 J. Williams		SL-6W		$10,767.10	y	y	y	100	Piggy-back. **Complete and paid** **Paid $10,767.10**
24-25-0030 J. Gowder		SL-6W		$196,947.50					
24-25-0050 F. Dixon		SL-6W		$158,719.00					
24-25-0097 J. Nelson		SL-6W		$60,119.50					
24-25-0028 L. Burke		SL-6W		$55,578.75	y	y			
24-25-0098 T. Wallen		SL-6W		$66,060.00	y	y	y	100	Piggy-back. **Complete and paid** **paid $59,036.08**
24-25-0011 Amngst Cedars		SL-6W		$78,645.00	y	y	y	50	Watering system complete
24-25-0044 R. Dulaney		SL-6W		$142,373.25					
24-25-0049 M. Thompson		SL-6W		$61,935.00	y	y	y	5	Well has been drilled

2025 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost	Estimated Cost	Survey	Design	Const Begins	Percent Complet	Remarks
24-25-0007 Paul Hensley		SL-6W		$119,611.25	y	y			
24-25-0047 R. Clark		SL-6W		$69,540.50	y	y			
24-25-0043 J. Jerrell		SL-6W		$27,572.50					
24-25-0048 R. Pennington		SL-6W		$25,682.50	y	y	y	100	**Complete and paid Paid $25,682.50**
24-25-0042 R. Sanchez		SL-6W		$90,475.00	y	y			
24-25-0032 N. Jaynes		SL-6W		$152,570.00	y	y	y	75	Project nearing completion
24-25-0069 P. Robinette		WP-4 SF		$88,566.38					
24-25-0067 T. Whitt		WP-4 SF		$110,875.50	y	y	y	100	**Complete and paid paid $109,946.70**
24-25-0061 M. Hobbs		WP-4 SF		$105,735.38	y	y	y	100	**Complete and paid Paid $105,735.38**
24-25-0026 O. Sturgill		SL-6W		$66,260.00	y	y			no progress to report

2026 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost	Est. Cost-Share	Survey	Design	Const Begins	Percent Comple	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					
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					
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					Potential Piggy-back
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
24-26-0050 B. Littrell		SL-6W	$57,827.50	$59,099.50					
24-26-0046 B.Parker		SL-6W	$27,681.00	$29,721.00					
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					
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	Remarks
24-26-0006 N. Siddens		SL-6W	$91,786.25	$92,386.25					
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					
24-26-0023 A. Yeary		WP-4 SF	$203,069.00	$152,301.75					
24-26-0024 B. Bush		WP-4 SF	$60,120.50	$45,090.38					
24-26-0062 B. Bush		WP-4 SF	$60,120.50	$45,090.38					
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					

DBSWCD
Conservation Technician Report
December 2025

- Went on numerous construction checks
- Went on numerous planning visits
- Working on the new applicants for the 2026 WP-4SF

Samantha Briggs, DBSWCD
Administrative Secretary Report
December 18, 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 December 04, 2025
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Preparing all items for the upcoming district's audit for fiscal years 2023-2024 and 2024-2025
- Submitted Payroll for December 18, 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 (December 2025)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (December 2025)
- Submitted Virginia Retirement Contribution for December 2025
- Submitted all 4th quarterly taxes and all 4th quarterly reports
- Ordered conservation award signs and service award plaques for the upcoming awards banquet in January
- Prepared the Minutes of Meeting for November 20, 2025 for the December 18, 2025 board meeting
- Prepared the Agenda for the December 18, 2025 board meeting
- Prepared the Treasurer's Report for the December 18, 2025 board meeting
- Submitted board packets for December 18, 2025 board meeting
- Purchased board meeting and office supplies
- Prepared invoice for board meeting meals
- Prepared Running Budget for December 2025
- Reconciled the CD accounts
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills
- Completed the 2025 DCR IT Security Awareness Training

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

Action Items to accomplish in December 2025:

Monthly Schedule of Annual Plan & Strategic Plan:

December:

1. Update District website in order to provide the public with up-to-date information, program deadlines, upcoming activities, resent events, etc. *(Conservation Specialist)*

2. Perform Job Performance Evaluations for District staff, and make recommendations to the District Board. *(Personnel Committee/District Manager)*

December 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 I 276.451.5821

1) Administrative and Operational Items

- **FY26 2nd Quarter Attachment E and QuickBooks Reports:** Due on ***or before*** 01/15/26. 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 February 1, letters to DCR February 9, dated to SWCDs February 12
  - 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
- **SWCD Employee Bonuses:** This is the time of year when many SWCD boards begin to think about awarding bonuses to their employees. Please make sure these bonuses are referenced in the minutes as "merit-based bonuses" since tax dollars are being used to fund these bonuses. Also, please be reminded that all bonuses granted to staff by SWCD boards must be taxed appropriately. As per the July 2024 Edition of the Desktop Procedures, please ensure that there is an Employee Pay Action Approval form (sample found on page 54 of the Desktop Procedures) included in the personnel file of each employee receiving a bonus or a salary adjustment.
- **SWCD Election of Officers, 2026 Calendar Year Meeting Dates & Time, Committee Appointments:** These tasks typically occur annually in December or January. If using a Nominating Committee for officer elections be sure to appoint this committee the month prior to officer elections. Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2026 Calendar Year regular meeting date and time. Committee appointments should occur in January/February and are typically made by the Chair.
  - Note: The appointment of the SWCD Officers, FOIA and Records Retention Officers, meeting date and time, and committee appointments must be recorded in the minutes. Send updates to the VASWCD, assigned CDC, and other partners. If there are any changes to the SWCD's Records Retention Officer appointment, then this must be reported to the Library of Virginia. If there are any changes to the SWCD's FOIA Officer appointment, this must be reported to the FOIA Council.
- **Associate Director Appointments/Reappointments:** Associate Directors are to be appointed or reappointed on an annual basis, which typically occurs in December or January. However, Associate Directors may be appointed at any time of the year.
- **Finance Committee Meetings:** The Desktop Procedures for District Fiscal Operations requires that "the finance committee (or designated group) meet at least twice a year to establish a budget and to review financial statements. Minutes of these meetings must be prepared and maintained by the district in accordance with FOIA." The Chair of the Finance Committee should sign the minutes. That means that the finance/ budget committee should plan to meet in the middle of the fiscal year to review and check in with the budget so please begin planning your SWCD's finance committee meeting. Remember, since this is a committee meeting (i.e. A PUBLIC MEETING), the meeting must be advertised and minutes must be kept, presented to the full board for approval and signed by the finance committee chair.
- **Review of the Desktop Procedures Manual:** As per the Operations 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 official minutes". I will be happy to assist with the review process if needed/desired.

- **Electronic Meeting/Remote Participation Policy**: The SWCD's OAG representative, Darrell Kuntz, recently provided an electronic meeting/remote participation policy template for SWCDs to utilize to address remote participation of directors in SWCD meetings (please reference the correspondence shared by Blair Gordon via email on November 18, 2025). The template was written by the SWCD's OAG representative and fully complies with the specific electronic meeting provisions outlined in FOIA for remote participation in meetings. If your SWCD has an electronic meeting policy, please take time to review the policy that was provided by Darrell to ensure that your SWCD's policy aligns with the template. If it does not, please update your SWCD's policy accordingly. If you are not sure if your SWCD's existing policy aligns with the template provided, please reach out to Darrell Kuntz directly.

2) **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.

3) **Ag and Cost-Share Items**
   - **Status Update CY25 Verifications:** CY 2025 Random Verifications have been completed. If your board has not already done so, please ensure that verification findings are discussed. The SWCD board should decide on the length of the grace period (up to six months) to be provided to participants to address problems found prior to recheck. This grace period should be noted in the minutes with a specific deadline. Keep in mind that as per the cost-share grant agreement, non-compliance issues including routine maintenance must be addressed within 180 days of the verification date. If issues have not been resolved at the close of the grace period, then proper steps must be taken promptly by the SWCD requiring the return of prorated funds to the SWCD. Please notify me as practices are brought back into compliance and entered into the Ag BMP Tracking Module of CAS.
   - **IMPORTANT: Don't get caught issuing contract payments before all signatures are received.** Please review Section 12 (Page 25-26) of the PY26 Cost-Share and TA Policy, which addresses missing signatures on the VACS Contract. I have cut and pasted the section immediately below for your convenience. As a reminder this is not a new policy as it was initially implemented and went into effect July 1, 2022
     - *For any practice funded in whole or in part by the VACS Program, a VACS contract must be completed and signed in its entirety by both the appropriate District staff, District Director, and the participant. For any practice marked complete and issued payment on or after July 1, 2022, failure to obtain the appropriate signatures on a VACS contract in its entirety will result in the amount provided in VACS cost-share funding for the practice, including the associated technical assistance funding, being withheld from the District's cost-share and technical assistance allocation for the next fiscal year by the Department. VACS cost-share files will be examined during financial audits, administrative cost share file reviews, and verifications to ensure the appropriate signatures have been obtained.*

Should your CDC discover missing signatures on Contract Part I, II, or III while completing a cost-share admin review, it will be documented on the current admin review worksheet, which is reported to DCR-Richmond. Additionally, the District Liaison, Ag Incentive Program Manager and DCR Area Manager will be made aware of the discovery. As a reminder: this is an OAG driven policy change and consequences for not following the policy require VSWCB action.

- **DCR IT Security Awareness Training**: All users of the Conservation Application Suite must complete the annual IT Security Awareness training no later than **5:00PM on December 15, 2025**. Please refer to the email sent by Carl Thiel-Goin on October 28, 2025, for further instructions and ensure that you are using the Chrome web browser when accessing the training. Per the standard protocol, once you complete the training requirement, please provide a copy of your respective completion certificate to your CDC. New employees who took the IT Security Awareness Training course on or after January 1, 2025, do not need to take this course.
- **New CAS Helpdesk:** With Data Services Team staff changes and shortages, a CAS Helpdesk email address has been developed (dswc-cas-help@dcr.virginia.gov). Requests will be assessed, put in a queue, and addressed by Data Services staff according to priority. Please continue to send your CDC any requests for items such as unlocking contracts. Please recall that if you are locked out of CAS, you do not have to contact Data Services staff to reset your password because each user can do this independently in CAS using the "Forgot Password" option on the login screen. Just remember that your email address must be correct in CAS to utilize this option.
- **Data QA/QC Deliverable in PY 2026 Grant Agreement:** Please remember that the PY 2026 grant agreement language requires that all QA/QC issues be corrected within 30 days of notification of the data issue. Daily copies of all CAS data are being retained and analyzed regularly. Please remember that SWCDs can run QA/QC reports in CAS (Click the "Reports" tab and then click on "Emailed Reports").
- **CCI Enrollment or Re-enrollment:** This is the time of year to be preparing and signing up any BMPs or existing CCI practices coming out of lifespan on December 31, 2025, that are eligible for CCI practices in FY26. If a current BMP or CCI contract's lifespan ends on December 31, 2025, DCR recommends having them apply and be technically certified this fall before the Calendar Year ends. Taking signups and certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2026, as soon as the current lifespan ends. In the Conservation Application Suite, it is critical that the "Technical Certification Date" on the General Tab reflect certification by the end of this calendar year to avoid a break in lifespan. Also, please remember to use the "Related Instances" function in CAS when utilizing a CCI practice to pick up an expired VACS BMP to ensure better credit for reporting an original VACS BMP that is still functioning versus a standalone CCI BMP.
- **End of Calendar Year Tax Credit Reminders & Preparations:**
    - **Delegation of Authority:** It is the time of year to delegate authority to the SWCD Board Chair or another director to approve tax credits or increases in tax credits for practices that are completed on or before December 31, 2025. Remember, the "Technical Certification Date" and the "Tax Credit Certification Signature Date" must be within the same calendar year and MUST be on or before December 31, 2025, in order for the tax credit to be valid. Otherwise, the tax credit will have to be a calendar year 2026 tax credit and cannot be issued in the calendar year that the BMP is completed. Districts may not make approvals in January 2026 retroactive to December 2025. For more information, please review the VACS Tax Credit Guidelines Section, particularly Pages IV-10 and IV-11. Just remember that any additional tax credits addressed via the delegation of authority should be listed as such and brought before the full board in January for official recordation in the minutes. The recording of the Tax Credit training session held 11/8/24 is also available in CAS on the Forms page.

- **Conservation Plans:** COMPLETE conservation plans must be approved prior to BMP approval. No matter when the plan was started it needs to be updated & completed prior to new BMP approvals.
    - District staff are required to create all DCR Conservation Plans within the DCR Conservation Application Suite and ensure that they are complete.
    - A complete Conservation Plan includes all required information as referenced in the Table of Contents document (found at https://www.dcr.virginia.gov/soil-and-water/con-plan-documents), all proposed BMPs/actions, digitized components and planned area, completed resource reviews, all necessary supporting documentation, and signatures of the landowner/operator and the planner. For more information, see the BMP Manual page II-19.
    - For practices that have a USDA Conservation Plan developed and approved, the approved plan should be uploaded to the Conservation Application Suite to meet this requirement.
    - Please ensure that the date of board approval is correctly filled into the Conservation Plan Approval Date field in the General tab of CAS.
    - Once a Conservation Plan receives board approval and has a fully executed conservation plan signature page, please ensure that a fully executed conservation plan signature page is uploaded into CAS.
    - BMPs that DO NOT require a CP: NM-1A, NM-3C, NM-4, NM-5N, NM-5P and NM-7, Cover Crop practices, (SL-8, SL-8B, SL-8H, and WQ-4), High Residue Tillage System practices (SL-15A and SL-15B), and all Continuous Conservation Initiative practices.
- **DEQ 319-TMDL Grant Funding and the AgBMP Tracking Module:** SWCD staff need to remember that it is their responsibility to email me all requests to transfer DEQ 319-TMDL allocations and disbursements to a new program year. It is also the responsibility of SWCD staff to notify me via email when a new 319-TMDL grant is awarded by DEQ and an allocation and disbursement are required.
- **PY 2026 Obligation Reminder:** Please be reminded that the deadline for obligating PY 2026 VACS funds is June 15, 2026, rather than the typical June 30th, per the budget language. *This language can be referenced in the PY 2026 Cost-Share and Technical Assistance Policy in section 3.3.AA.1. (In any fiscal year, 50 percent of any funds previously distributed for Agricultural Best Management Practices for the purpose of grants for agriculture best management practices on lands in the Commonwealth that cannot be obligated by June 15 by a soil and water conservation district during such fiscal year, regardless of whether such lands are within or outside of the Chesapeake Bay watershed, may be reallocated by the Virginia Soil and Water Conservation Board to any soil and water conservation district for conservation practices. The Virginia Soil and Water Conservation Board may reallocate the remaining previously distributed funds that cannot be obligated by June 15 to the soil and water conservation districts within the same watershed.). Since funds cannot be obligated after June 15, 2026, please make sure that your SWCD has a plan in place to handle any last-minute obligations at your May 2026 board meeting.*
- **Cover Crops**: Please be mindful of the following reminders regarding cover crop practices-
    - Per the manual, "A good stand and good growth of vegetative winter cover must be obtained by December 15 to protect the area from nutrient leaching and runoff in the fall and winter. All cover crop plantings must maintain a minimum of 60% cover crop plant material on the enrolled acres through the lifespan of the practice. District staff will conduct field visits no later than February 28 to verify required cover has been established."
    - Regardless of whether the participant is receiving cost-share or tax credit, cover crops should be checked by the appropriate deadline provided by the specification to ensure that adequate cover has been achieved. If adequate cover has not been achieved, this is the time to cancel those practices, and in the case of cost-share, to reallocate those funds to other practices.
    - For cover crops planted under specifications requiring a nutrient management plan, please follow up with participants to make sure that they are working toward receipt of a nutrient management plan now to avoid the spring crunch time and the potential of not completing the

requirement by June 30, 2026. Cost-share payment or tax credit cannot be issued unless there is a current nutrient management plan on file that includes the fields receiving tax credit or cost-share.

- Tax credit for cover crops planted in Fall of 2025 should not be issued and practices should not be marked Complete in tracking until the practice is certified as complete in Spring of 2026.

Upcoming Training and Important Dates:

- **December 7-9, 2025:** VASWCD Annual Meeting - Doubletree Williamsburg, VA
- **December 10, 2025:** VSWCB Meeting at the Doubletree by Hilton Hotel in Williamsburg, VA.
- **December 15, 2025:** Deadline for completing the IT Security Awareness Training (5:00PM).
- **December 17, 2025:** Governor's 2026-2028 Budget to be released.
- **December 24, 25 & 26, 2025**: State Offices closed for Christmas Holiday beginning noon on the 24th.
- **January 1, 2026:** Holiday - New Year's Day, State offices closed.
- **January 14, 2026:** Virginia General Assembly convenes at noon.
- **January 15, 2026:** Quarterly reports are due to the CDC.
- **January 19, 2026:** Holiday - Martin Luther King, Jr. Day, State offices closed.
- **January 27, 2026:** Virginia Forage and Grassland Conference at the Wytheville Meeting Center in Wytheville, VA. Participants are eligible to receive 2.5 Nutrient Management CEUs and 4 Conservation Planner Recertification CEUs.
- **January 29, 2026:** Virginia Agriculture BMP and Cost Share Program Training, 9:00am – Registration information emailed on 12/2/2025.
- **January 31, 2026:** Deadline for providing tax credit documentation and 1099-G/1099-M/1099-NEC forms to participants.
- **February 12, 2026:** Virginia General Assembly Crossover.
- **February 16, 2026:** Holiday - George Washington Day, State offices closed.
- **February 18, 2026**: VA No-Till Conference, Rockingham County Fairgrounds, www.virginianotill.com.
- **March 14, 2026:** Virginia General Assembly adjourns.
- **April 22, 2026:** General Assembly reconvenes to act on Governor's amendments.
- **June 15, 2026:** Deadline for obligating PY 2026 VACS funds.

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 12/03/2025.

MOTION: Amy Byington

RESOLUTION NO.: 2025-2026-2

SECOND: Mike Hobbs

MEETING DATE: 18 December 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/Amy Byington

NAYS: None

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

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

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 as interpretation be needed, please contact your local Commonwealth's Attorney, January, 2002

USDA
United States Department of Agriculture

Jonesville SERVICE CENTER REPORT

Daniel Boone SWCD Board Meeting
12/18/2025

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
  FY26 EQIP Applications = Approximately 35

  EQIP Payments October, November, December - $311,438.61(123 Practices)

  FY26 EQIP & CSP Application Deadline: January 15th

  FY26 EQIP ACT NOW Approvals –

  FY26 EQIP Classic Preapprovals –

- **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 35 FY26 EQIP planning visits

  BMP Projects/Partnership Activities

- Approximately 3 projects under construction

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings
N/A

Outreach/Agency Activities/Events (dates)

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

- January 27, 2026 - Wytheville Meeting Center, Wytheville, VA- 333 Community Blvd, Wytheville, VA 24382

Earth Team Volunteer Program

VA NRCS Operational/Personnel Changes

- Updates, if available

Submitted By Jordan Southern, District Conservationist

NATURAL RESOURCES CONSERVATION SERVICE
32637 Main Street ♦ Jonesville, Virginia 24263
Phone: (276) 346-1531 ♦ Fax: (855) 714-4271
USDA is an equal opportunity provider, employer, and lender.