DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT
32637 MAIN STREET
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We work with the people who work the land.

MINUTES OF MEETING
JUNE 23, 2026

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, June 23, 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	Donovan Willis	Shawn Morris	Jordan Southern
Gary Martin		Tim Hobbs	
Amy Byington			
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 May 26, 2026, 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 June 16, 2026, Treasurer's report. (Burchett, Hobbs, unanimous)

REPORTS – COMMITTEE CHAIRS:

Shawn Morris, Technical Committee advisor, reported that the committee met on June 15, 2026 and stated that the district had obligated all of the cost-share funds. He stated that he had sent the PY27 Secondary Considerations to Sara Bottenfield, DCR Ag Incentives Program Manager, for approval. The committee participated in the Local Working Group organized by Jordan Southern, District Conservationist. A copy of the Technical Committee minutes of meeting is attached and made a part of these minutes

The Technical Committee also recommended approval of the PY24 and PY25 Carryovers. (Martin, Hobbs, unanimous) A copy of the carryover reports are attached and made a part of these minutes.

Roger Elkins, Personnel Committee Chair, discussed the district internship. Shawn Morris, District Manager, stated that the district had received one application which was Emma Morris. In order to avoid any Conflict of Interest Act (COIA) issues, Shawn Morris left the room. Roger Elkins delegated authority to Amy Byington, Board Member, and Gary Martin, Board Member, to conduct the interview, and based on their decision, to hire the applicant. Due to COIA restrictions Gary Martin will act as the supervisor for the intern position and sign all documents such as time sheets, etc. (Byington, Martin, unanimous)

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.

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. Samantha Briggs, Administrative Secretary, stated that she had placed the apparel order for polos and hats.

SPECIAL GUESTS:

None

UNFINISHED BUSINESS:

The district discussed the District Internship item during the Personnel Committee report.

NEW BUSINESS:
The board discussed the district's At-Large-Director appointment. Roger Elkins asked Bobby Burchett if he would accept the nomination for reappointment. Bobby Burchett accepted the reappointment. A motion was made to reappoint Bobby Burchett as the district's At-Large-Director. (Byington, Hobbs, unanimous) (Burchett abstained)

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.

The board discussed the FY2026-27 Personnel Policy. A motion was made to approve the FY2026-27 Personnel Policy. (Byington, Martin, unanimous)

Amy Byington, Director, discussed an upcoming meeting "Emerging Issues in Cattle Production". She stated that the featured speaker will be Dr. John Currin from Virginia Tech, and he will be discussing Asian Longhorn ticks, theileria, and screwworm. Other topics such as poison hemlock and drought will be discussed. The meeting will be held on Thursday, June 25, 2026 at the Ewing Livestock Market at 6:30 pm. A motion was made to donate $250.00 to the Ewing Livestock Market to help provide the meal. (Byington, Martin, unanimous)

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: *Respectfully Submitted By:*

R. Elkins 7-28-2026 A. Samantha Briggs

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

SWCD: Daniel Boone **Name of Committee:** Technical

Date: June 15, 2026 **Time:** 6:00am **Location:** DBSWCD office

Designated Note taker: Tim Miles

Voting Members in Attendance: Jason Miles, Gary Bailey, Donovan Willis, Jordan Southern

Voting Members Not in Attendance: Amy Byington

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

Agenda/Discussion Item #1

Topic: 2 PY25 contract modifications and 6 PY26 contract modifications

Motion/Recommendation:

Approve the 8 contract modifications specified on the spreadsheet entitled "Modifications (June 15, 2026)"

Motion Made By: Jordan Southern Seconded By: Donovan Willis Vote: all aye

Comments: See attached spreadsheet entitled "Modifications (June 15, 2026)

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

Agenda/Discussion Item #2

Topic: Transfer of unobligated funds

Motion/Recommendation:

Transfer any remaining unobligated PY23, PY24, and PY25 funds to PY26 to fund or partially fund new project(s) in PY26

Motion Made By: Donovan Willis Seconded By: Gary Bailey Vote: all aye

Comments:

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

Agenda/Discussion Item #3

Topic: Approve conservation plans

Motion/Recommendation:

Approve the conservation plans for the 7 contracts listed on the spreadsheet entitled "PY 2026 Applications To Be Funded (Fifth Round)"

Motion Made By: Donovan Willis Seconded By: Gary Bailey Vote: all aye

Comments: see spreadsheet entitled "PY 2026 Applications To Be Funded (Fifth Round)"

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

Agenda/Discussion Item #4

Topic: Approve cost-share funding and tax credits

Motion/Recommendation:

Approve cost-share funding and tax credits for the top 3 contracts listed on the spreadsheet entitled "PY 2026 Applications To Be Funded (Fifth Round)":

Contract #24-26-0097, Instance #732936-estimated instance cost is $68,630.00 and approved cost-share is $73,862.00

Contract #24-26-0080, Instance #738648-estimated instance cost is $87,537.50 and approved cost-share is $89,553.50

Contract #24-26-0089, Instance #732194 will be approved to the extent that funds are or will become available; estimated instance cost is $380,599.00; approved cost-share is $285,449.25; approved tax credit is $23,787.44; there are $99,345.04 of funds available (PY26 OCB VACS = $93,072.73; PY23 OCB VACS Transfer = $1,697.25; PY24 OCB VACS Transfer = $1,107.00; and PY25 OCB VACS Transfer = $3,468.06); there are $186,104.21 of cost-share funds needed to fully fund this contract

Motion Made By: Jordan Southern Seconded By: Donovan Willis Vote: all aye

Comments: see spreadsheet entitled "PY 2026 Applications To Be Funded (Fifth Round)"

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

Additional Committee Business:

Set next Committee Meeting Date, time and location: June 23, 2026 at 4:30pm

Motion to Adjourn By: N/A Seconded By: N/A

Time of Adjournment: 6:45am Submitted By: Tim Miles

Committee Chair Signature: Jason Miles

Modifications (June 15, 2026)

Contract #	Instance #	Practice	Modification	Instance Cost	Cost-Share	Tax Credit
24-25-0065	647410	WP-4SF	difficult installation	$177,101.00	$132,825.75	$11,068.81
24-25-0059	647403	WP-4SF	difficult installation	$257,345.00	$193,008.75	$16,084.06
24-26-0005	669091	SL-7	add 5,600 ft. fence and 500 ft. pipe	$99,900.00	$79,920.00	$4,995.00
24-26-0063	720837	WP-4SF	difficult installation	$185,701.00	$139,275.75	$11,606.31
24-26-0013	670799	WP-4SF	difficult installation	$109,654.50	$82,240.88	$6,853.41
24-26-0010	670603	WP-4SF	difficult installation	$112,791.00	$84,593.25	$7,049.44
24-26-0017	671073	WP-4SF	difficult installation	$179,251.00	$134,438.25	$11,203.19
24-26-0011	670604	WP-4SF	difficult installation	$192,543.00	$144,407.25	$12,033.94

PY 2026 Applications To Be Funded (Fifth Round)

Contract #	Instance #	Practice	CEF	Adjusted CEF	Revised CEF	Instance Cost	Cost-Share	Tax Credit
24-26-0097	732936	SL-6W	12.52	-3	9.52	$68,630.00	$73,862.00	$0.00
24-26-0080	738648	SL-6W	15.86	-3	12.86	$87,537.50	$89,553.50	$0.00
24-26-0089	732194	WP-4SF	19.40	-1	18.40	$380,599.00	$285,449.25	$23,787.44
24-26-0078	738620	SL-6W	23.14	-1	22.14	$82,896.25	$83,748.25	$0.00
24-26-0090	732195	WP-4SF	26.14	-1	25.14	$108,546.50	$81,409.88	$6,784.16
24-26-0093	732198	WP-4SF	29.30	-1	28.30	$85,162.50	$63,871.88	$5,322.66
24-26-0087	732192	WP-4SF	30.97	-1	29.97	$96,854.50	$72,640.88	$6,053.41
					Total	$910,226.25	$750,535.64	$41,947.67

Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY27 **Date: Wednesday, June 17, 2026**

District equal to DANIEL BOONE
Program Year equal to 2024

*BMPs in ORANGE are currently in their third PY and, unless listed as an exception below, must have DCR approval before being carried over again by the SWCD Board. Please reach out to the Agricultural Incentives Program Manager by 5/15/2026.
***BMPs in RED** are currently in their fourth PY and, unless listed as an exception below, must be completed and certified by the end of June 2026 or cancelled. No further carryovers are allowed.

Actions:
1: Complete or Cancel BMP by 6/30/2026
2: Needs DCR and SWCD Board approval to Carryover to PY27
3: Needs SWCD Board approval to Carryover to PY27

Exceptions:
4: CREP, DuPont, 319 TMDL, EQIP, RCPP, MVP contracts – DCR approval is not required for District Boards to keep this partnership project in Carryover status, but please work with relevant partners (e.g. USDA, DEQ, DuPont Partners) to complete this project as soon as possible.

Cost-Share Program Carryover Report for BMPs To Be Carried Over into FY27

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	PY27 Fiscal Year Number	Necessary Action
2024 OCB VACS																				
	2024 OCB VACS	WP-4SF	24-24-0012	582901	8/22/2023		Sherrie	Hurlock	Southern Rivers	1	Count	$90,918.75	$7,576.56	10	6/15/2027	Shawn Morris	Other (describe in BMP Comments), Contractor backlog	FY24	4th FY	2
	2024 OCB VACS	WP-4SF	24-24-0013	582749	3/26/2024		Jason	Hurlock	Southern Rivers	1	Count	$82,149.75	$6,845.81	5	6/15/2027	Shawn Morris	Other (describe in BMP Comments), Late spring approval, Contractor backlog	FY24	4th FY	2
	2024 OCB VACS	WP-4SF	24-24-0017	582746	3/26/2024		Thomas	Baker	Southern Rivers	1	Count	$122,856.75	$10,238.06	10	6/15/2027	Shawn Morris	Other (describe in BMP Comments), Late spring approval, Contractor backlog	FY24	4th FY	2
	2024 OCB VACS	SL-6W	24-24-0030	570652	3/26/2024		Larry	Burke	Southern Rivers	2478	Lin. Feet	$62,660.00		15	06/15/2027	Tim Miles	Other (describe in BMP Comments), Late spring approval	FY24	4th FY	2
	2024 OCB VACS	WP-4SF	24-24-0056	581881	3/26/2024		Eddie	Johnston	Southern Rivers	1	Count	$134,763.75	$11,230.31	10	6/15/2027	Shawn Morris	Other (describe in BMP Comments), Late spring approval, Contractor backlog	FY24	4th FY	2

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	PY27 Fiscal Year Number	Necessary Action
	2024 OCB VACS	WP-4SF	24-24-0057	582711	3/26/2024		Billy	Adkins	Southern Rivers	1	Count	$96,966.38	$8,080.53	15	6/15/2027	Shawn Morris	Other (describe in BMP Comments), Late spring approval, Contractor backlog	FY24	4th FY	3
	2024 OCB VACS	SL-6W	24-24-0074	582118	3/26/2024		Amber	McLain	Southern Rivers	6190	Lin. Feet	$11,680.18		10	06/15/2027	Shawn Morris	Other (describe in BMP Comments), EQIP piggyback, Late spring approval	FY24	4th FY	4
												$601,995.56	$43,971.27							
												$601,995.56	$43,971.27							

Signature: _____ Date: 6-23-2026

Board Approval Date: 06/23/2026

Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over into FY27 **Date: Wednesday, June 17, 2026**

District equal to DANIEL BOONE
Program Year equal to 2025

*BMPs in ORANGE are currently in their third PY and, unless listed as an exception below, must have DCR approval before being carried over again by the SWCD Board. Please reach out to the Agricultural Incentives Program Manager by 5/15/2026.
*BMPs in RED are currently in their fourth PY and, unless listed as an exception below, must be completed and certified by the end of June 2026 or cancelled. No further carryovers are allowed.

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3: Needs SWCD Board approval to Carryover to PY27

Exceptions:
4: **CREP, DuPont, 319 TMDL, EQIP, RCPP, MVP contracts** – DCR approval is not required for District Boards to keep this partnership project in Carryover status, but please work with relevant partners (e.g. USDA, DEQ, DuPont Partners) to complete this project as soon as possible.

Cost-Share Program Carryover Report for BMPs To Be Carried Over into FY27

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	PY27 Fiscal Year Number	Necessary Action
2025 OCB VACS																				
	2025 OCB VACS	SL-6W	24-25-0007	643598	5/27/2025		Paul	Hensley	Southern Rivers	1483	Lin. Feet	$119,611.25						FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0021	647422	5/27/2025		Donald	Long	Southern Rivers	700	Lin. Feet	$3,150.85		50				FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0026	647426	5/27/2025		Oscar	Sturgill	Southern Rivers	680	Lin. Feet	$66,260.00						FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0028	647428	5/27/2025		Larry	Burke	Southern Rivers	1371.39	Lin. Feet	$55,578.75						FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0030	647430	5/27/2025		Jeff	Gowder	Southern Rivers	5065.2	Lin. Feet	$196,947.50						FY25	3rd FY	3
	2025 OCB VACS	SL-6F	24-25-0043	647443	5/27/2025		Morgan	Garrett	Southern Rivers	1970.57	Lin. Feet	$76,540.00						FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0044	647446	5/27/2025		Rex	Dulaney	Southern Rivers	1912.78	Lin. Feet	$142,373.25						FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0047	647449	5/27/2025		Ricky	Clark	Southern Rivers	2342	Lin. Feet	$69,540.50						FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0049	647451	5/27/2025		Matthew	Thompson	Southern Rivers	1434.7	Lin. Feet	$61,935.00						FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0051	647453	5/27/2025		Anthony	Rorrer	Southern Rivers	3272.73	Lin. Feet	$86,186.25		5				FY25	3rd FY	3
	2025 OCB VACS	WP-4SF	24-25-0059	647403	5/27/2025		Daniel	Crabtree	Southern Rivers	1	Count	$193,008.75	$16,084.06					FY25	3rd FY	3
	2025 OCB VACS	WP-4SF	24-25-0065	647410	5/27/2025		Austin	Snodgrass	Southern Rivers	1	Count	$132,825.75	$11,068.81					FY25	3rd FY	3

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	PY27 Fiscal Year Number	Necessary Action
	2025 OCB VACS	WP-4SF	24-25-0068	647413	5/27/2025		Justin	Busic	Southern Rivers	1	Count	$90,918.75	$7,576.56					FY25	3rd FY	3
	2025 OCB VACS	WP-4SF	24-25-0069	647414	5/27/2025		Patrick	Robinette	Southern Rivers	1	Count	$88,566.38	$7,380.53					FY25	3rd FY	3
	2025 OCB VACS	WP-4SF	24-25-0091	656711	5/27/2025		Steven	Morris	Southern Rivers	1	Count	$74,253.38	$6,187.78					FY25	3rd FY	3
	2025 OCB VACS	SL-6W	24-25-0097	657106	5/27/2025		Janet	Nelson	Southern Rivers	1966.8	Lin. Feet	$60,119.50						FY25	3rd FY	3
												$1,517,815.86	$48,297.74							
												$1,517,815.86	$48,297.74							

Signature: B Ellis Date: 6-23-2026

Board Approval Date: 06/23/2026

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** Contractor going there next
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** landowner has chosen his contractor...again
24-24-0040 A. Pennington *		WP-4 SF	$167,993.00	$125,994.75	y	y	y	100	**Complete and paid paid $125,994.75**
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	100	**Complete not paid**
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	100	**Complete and paid paid $300,000.00**
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	100	**Complete and paid paid $105,735.38**
24-25-0068 J. Busic		WP-4 SF	$121,225.00	$90,918.75	y	y	y	20	project moving along
24-25-0065 A. Snodgrass		WP-4 SF	$156,301.00	$117,225.75	y	y	y	95	Project nearing completion
24-25-0059 D. Crabtree		WP-4 SF	$238,145.00	$178,608.75	y	y	y	50	Project moving along
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	60	construction continues

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	25	No progress to report
24-25-0047 R. Clark		SL-6W	$62,412.50	$69,540.50	y	y	y	90	Project nearing completion.
24-25-0043 J. Jerrell		SL-6W	$72,940.00	$76,540.00	y	y			Projecdt transferred into Morgan Garrett's name (daughter)
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	y	y			
24-26-0059 D. Laster		SL-6W	$120,625.00	$123,037.00	y	y			
24-26-0039 D. McDonough		SL-6W	$26,410.00	$26,842.00	y	y	y	100	**Complete and paid paid $31,940.80**
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	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	y	1	site prep underway
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	y	y			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	y	y			**Design in hand**
24-26-0056 E. Watson		WP-4 SF	$106,396.50	$79,797.38					
24-26-0065 J. Hensley		WP-4 SF	$177,101.00	$132,825.75	y	y	y	100	**Complete and paid paid $132,825.75**
24-26-0023 A. Yeary		WP-4 SF	$230,269.00	$172,701.75	y	y	y	10	Project under construction
24-26-0024 B. Bush		WP-4 SF	$60,120.50	$45,090.38	y	y			**Design in hand**
24-26-0062 B. Bush		WP-4 SF	$60,120.50	$45,090.38	y	y			**Design in hand**
24-26-0044 F. Dixon		WP-4 SF	$214,761.00	161.070.75	y	y			**Design in hand**
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	y	y			Info sent to engineer, waiting on design

2026 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost	Estimated Cost-share	Survey	Design	Const Begins	Percent Complet	Remarks
24-26-0100 R. Dillman		SL-6W		$102,906.50	y	y	y	100	**Complete and paid paid $102,906.50**
24-26-0019 G. Bailey		WP-4 SF	$172,172.50	$122,904.38	y	y			**Design in hand**
24-26-0069 M. Thompson		WP-4 SF	$123,375.00	$92,531.25					
24-26-0070 D. Rouse		SL-6W		$81,335.00					
24-26-0020 L. Fannon		WP-4 SF	$96,854.50	$72,640.88					
24-26-0008 Ju. Miles		SL-6W		$103,633.00					
24-26-0012 W. Maness		WP-4 SF	$119,746.50	$89,809.88					
24-26-0010 B. Ratliff		WP-4 SF	$112,791.00	$84,593.25	y	y			**Design in hand**
24-26-0016 H. Gibson		WP-4 SF	$62,270.50	$46,702.88					
24-26-0052 J. Miles		WP-4 SF	$166,022.50	$124,516.88	y	y	y	5	Under construction
24-26-0002 L. Brightwell		SL-6W		$125,461.25					
24-26-0014 L. Burke		WP-4 SF	$135,067.00	$101,300.25					
24-26-0018 Jo Hammonds		WP-4 SF	$96,854.50	$72,640.88					
24-26-0042 R. Hill		WP-4 SF	$85,162.50	$63,871.88					
24-26-0015 G. Martin		WP-4 SF	$85,162.50	$63,871.88					
24-26-0017 K. Harvel		WP-4 SF	$179,251.00	$134,438.25	y	y			**Design in hand**
24-26-0032 R. Gibson		WP-4 SF	$62,270.50	$46,702.88					
24-26-0021 D. Wampler		WP-4 SF	$146,759.00	$110,069.25	y	y			**Design in hand**
24-26-0055 D. Owens		WP-4 SF	$109,654.50	$82,240.88	y	y	y	90	Project nearing completion
24-26-0011 R. Horton		WP-4 SF	$192,543.00	$144,407.25	y	y			**Design in hand**
24-26-0004 B. Elkins		SL-7	$10,395.00	$8,316.00					
24-26-0013 A. Wilder		WP-4 SF	$109,654.50	$82,240.88					
24-26-0005 J. Ingle		SL-7	$99,900.00	$79,920.00					

Tim Miles
DBSWCD
Conservation Specialist Report
June 23, 2026

I. Virginia Erosion and Sediment Control Program
- The Land Disturbing Report for May 2026 was submitted to DEQ.
- Routine inspections were made on active E&S projects.
- The E&S permits for the Briar Patch Ventures LLC Rock Picking Operation, Caledonia Farms Rock Picking Operation, and Travis Hall Rock Picking Operation projects closed. These projects are complete.
- I will be attending a class in Abingdon on June 18.

II. Virginia Agricultural Cost-Share Program
- I surveyed and completed designs on some projects.
- I checked the progress of construction on some projects.
- I have made planning visits and digitized plans for ranking applications for another round of funding.
- I entered information into the Conservation Application Suite for paying applicants for their completed projects.

III. Miscellaneous
- The District website has been updated periodically.
- Two Youth Conservation Camp applications and camp tuition payments were submitted to the VASWCD. Camp will be held at Virginia Tech from July 12-18.

Erosion and Sediment Control Project List

Name of Project	Approved Plan	Permit Number	LDA Acreage	Estimated Completion Date
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
Free Pentecostal Church of God Building	X	2023-12	0.96	Summerl 2026
Jonesville Water System Improvements (Phase 2)	X	2024-01	0.90	Summer 2026
New Western Lee County Health Clinic	X	2025-04	2.35	Fall 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
June 2026

- Went on several new planning visits for the WP-4SF
- Working on a lot of the new approved contracts for design
- Worked on several farms surveying for the design
- Went on numerous construction checks

Samantha Briggs, DBSWCD
Administrative Secretary Report
June 23, 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
- Submitted Payroll for June 4, 2026
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Secured hotel rooms for the Envirothon State competition for FFA Envirothon team
- Successfully converted the Virginia Employment Commission (VEC) Account to the new portal with stronger security using ID.me
- Contacted Sharon Moore for board meals
- Ordered district hats and polos from Pullin Ink
- Prepared announcement for District internship and placed ad in the Powell Valley Newspaper
- Submitted Payroll for June 18, 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 (June 2026)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (June 2026)
- Submitted Virginia Retirement Contribution for June 2026
- Prepared the Minutes of Meeting for May 26, 2026 for the June 23, 2026 board meeting
- Prepared the Agenda for the June 23, 2026 board meeting
- Prepared the Treasurer's Report for the June 23, 2026 board meeting
- Submitted board packets for June 23, 2026 board meeting
- Purchased board meeting and office supplies
- Prepared invoice for board meeting meals
- Prepared Running Budget for June 2026
- Reconciled the CD accounts
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

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

Action Items to accomplish in June 2026:

Monthly Schedule of Annual Plan & Strategic Plan:

June:

1. Approve a projected budget for the upcoming fiscal year. *(Board of Directors)*

2. Review and approve the Operational and Virginia Agricultural Cost-Share Program grant agreements with DCR. *(Board of Directors)*

3. Maintain and upgrade computer hardware and/or software according to staff needs. *(Board of Directors/Staff)*

4. Evaluate and update employee position descriptions. *(Personnel Committee)*

5. Approve Personnel Policy. *(Board of Directors)*

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

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

8. Work with Lee County School Board to select dates for Kids In The Creek Day event. *(Staff)*

9. 90% of VACS Program funds allocated. *(Technical Committee/Staff)*

June 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 4th Qtr. Mid-Quarter Disbursements:** Disbursement letters are scheduled to be emailed to SWCD's on 06/08/26. Direct deposits should be issued within 30 days of the date of the disbursement letter.
- **FY26 Self-Assessment Questionnaire -** Due on or before 07/15/26: Administrative and/or managerial staff submit the questionnaire; however, technical staff should assist with providing data. Assessment Questionnaires were sent to SWCD staff via email on 05/16/26. As a reminder, assessments will have input from DCR program managers & will not be presented to SWCDs until August or September.
- **FY26 Grant Agreement Deliverables / Year End Item Reminder(s):** All FY26 deliverables for both the Administrative & Operational Grant and Cost-Share & Technical Assistance Grant must be satisfied before 06/30/26. Any outstanding items should be addressed at the June 2026 board meeting. For a full list of Grant Agreement Deliverables and Year End Item Reminders please reference my May CDC report.
- **FY26 4th Quarter and End-of-Year Reports due 07/15/26:** In addition to the routine submission of the Attachment E, Balance Sheet, and Profit & Loss, also the FY26 Attachment E "roll up", Cost-Share Cash Balance, and Carry Over Reports are due. Remember all signed hard copies, such as the Attachment E, should be emailed to the CDC no later than 07/15/26. Instructions for completion were sent to SWCD staff via email on 05/16/26.
- **Status of FY27 Grant Agreements:** The VA Soil and Water Conservation Board will still meet on June 17th to handle business, however, due to no approved State budget, the VSWCB will schedule an additional meeting in early July to approve the FY27 policies and grants. FY27 Grant Agreements will most likely be delayed due to the late budget and policy approvals. You may wish to delegate authority to your board Chair to sign grant agreements, especially if your district board meets in early July.
- **Audit Updates:** Scott County SWCD is scheduled for an audit for FYs 25 & 26. RFC will be contacting districts to schedule audits for late 2026.
- **Status of State Budget:** The state budget has yet to be approved. The House plans to meet on 6/18/26 with the Senate meeting on 6/22/26. If the budgets from both the House and Senate are identical, the budget will be advanced to the Governor for signature. agreements
- **FY27 SWCD Budget:** Board approval by June 30th; Remember that the budget can be updated and/or approved in July once the state funding is known; Email final approved budget to assigned CDC.
- **At-Large Director Appointments Expire 12/31/26:** Directors, currently holding At-Large appointments, need to let your District know your intentions about seeking re-appointment. Nominations for appointment will go to the VSWCB in September 2026 and are due to DCR by September 1, 2026. SWCD board action should be taken in July or August. In addition to draft and/or approved minutes, a completed DCR Form 199-014 and 199-015 is required for new appointments and a completed DCR Form 199-014 is required for reappointments.
- **Personnel Evaluations:** I want to remind all SWCDs that one written personnel evaluation per fiscal year is required for all SWCD staff. This means written personnel evaluations should be scheduled and completed in advance of 06/30/26.
    - The Personnel and/or Executive Committee should hold a meeting for the purpose of completing employee written evaluations.

- Individual staff should have one-on-one time with the committee, so plan a date and time that works for a majority of the committee membership and staff.
- The District Manager or the Administrative Secretary (depending on office structure) should be responsible for having all the required paperwork ready for the day of the committee meeting.
- The employee evaluation form should be a standard format for all positions. The approved job description for individual positions should be referenced when creating individual position evaluation forms.
- Although each member of the personnel committee may receive a blank evaluation form, this is for the purpose of reference. The committee chair should lead the committee through each item of the evaluation, and the group should come to a consensus as to the evaluation rating. There should be one official completed written evaluation form that is presented to the employee and signed by the committee chair and/or all those attending the evaluation. It is not advisable to have everyone in attendance fill out individual evaluation sheets.
- The committee should review the written evaluation with individual employees during the scheduled evaluation. The employee should sign the evaluation to acknowledge that it has been reviewed with them, and they were provided a copy. The employee's signature does not mean that he/she agrees with the evaluation.
- The original evaluation form should be retained in the confidential personnel file.
- This fiscal year I have seen some ranking measures that were confusing for both the evaluator and the employee. I recommend a straightforward measuring tool: Exceeds Expectations, Meets Expectations, Below Expectations OR Exceeds Contributor, Contributor, Below Contributor.
- When choosing a rating that is above or below Meets Expectations or Contributor, the evaluation should explain in writing why such ratings were given.

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 Practice Reminders:** Please heed the following reminders as you prepare for approval of carryover reports.
  - Ensure that practices are eligible for carryover status prior to bringing them to the board for approval in June (see pages II-42 thru II-46 of the VACS manual).
  - Update each carryover instance in the Ag BMP Tracking Module of CAS and ensure that all Carryover Measures are filled in.
    - Two-program year completion date practices do not require input of Carryover Measures to move from the first program year into the second program year. The status can simply be changed to Carryover status.
  - Completion Dates in CAS:

        - The Carryover Completion Date should be filled into the "Carryover Date" field in CAS.
        - Do not make any changes to Required Completion Date field. The Required Completion Date field should reflect the original Required Completion Date of the practice.
    - After making updates to carryover instances, allow Logi to update overnight before running a carryover report. Please check the carryover report for missing data prior to board approval.
    - Utilize the Logi report when approving carryovers since the Logi report can assist with ensuring that a practice is truly eligible for carryover. An example of this is the SL-1 practice. It is a one-program year completion date practice and is eligible to receive carryover status one time. The Logi report highlights these practices if they have already been carried over and cannot be carried over again.
- **FY26 Carryover Correspondence to Participants:** Remember to mail carryover participants an official notification that includes the date the carryover was approved by the Board of Directors and the new completion deadline. Ensure that the carryover section of Contract Part II has been completed.
- **PY 2027 Virginia Agricultural Cost-Share Manual:** The PY 2027 VACS manual will be going to print and will soon be posted online. Each SWCD office will receive one printed copy.
- **PY 2027 VACS Program Updates Sessions:** There will be two identical virtual sessions this year and they are scheduled for Wednesday, June 17th from 1:00pm until 4:00pm and Tuesday, June 23rd from 9:00am until 12:00 noon. Remember that all technical staff must attend one of the two VACS Updates Sessions for the SWCD to receive full credit on the assessment for attending. Preregistration is required for the webinar.
    - PY27 VACS Updates - PM Session - June 17, 1 pm
      Register: https://events.gcc.teams.microsoft.com/event/9894d8bd-5194-404f-a30d-2bad0fafa6ec@620ae5a9-4ec1-4fa0-8641-5d9f386c7309
    - PY27 VACS Updates - AM Session - June 23, 9 am
      Register: https://events.gcc.teams.microsoft.com/event/0db23af3-3ba0-495b-99de-dab9465b252f@620ae5a9-4ec1-4fa0-8641-5d9f386c7309
- **Delegated Authority:** If there is any chance that action is needed for cost share items after the May and/or June board meeting but before your next board meeting it is recommended the board delegate authority to the Technical/Ag Committee or a board designee to approve cost share actions until the next board meeting is held. The board MUST ratify any delegated authority decisions at their next meeting.
- **PY27 Secondary Considerations**: Require DCR approval. Must be submitted for review and approval prior to any cost-share approvals taking 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:** Most CY 2026 Random Verifications have either been completed and/or scheduled.
    - 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 continue to work with participants who have BMPs with

maintenance needs and notify me as practices are brought back into compliance and entered into the Ag BMP Tracking Module of CAS.

- **Clean Water Farm Award Nominations for Local and Grand Basin Award - Due on or before October 1, 2026:** CWFA forms can be found online on the DCR website. All signatures and approvals must be obtained no later than your September Board meeting. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) Basin Nominations require a nomination cover sheet, a 1–2-page summary, 6 or more photos, one preferably with the nominee & the farm entrance sign.
- **QA/QC Reports:** As you work through the final quarter of this program year, please be sure to run the QA/QC reports in Logi and make any corrections needed. Please let me know if you need help accessing and running these Logi reports. All data entry should be completed and accurate by 07/15/2026.
    - The signature page will need to be updated w/new signatures, and new approval dates entered in CAS, in all cells requiring approval date.
    - If the BMP was in the original conservation plan approval, then the conservation plan does NOT need to be re-approved.
- **DCR Agriculture Nutrient Management Training:**
    - June 15-16, Soil Science, Soil Fertility and Crop Production School. Required for CP Certification
    - July 7-9, Nutrient Management Plan Writing School.

Upcoming Training and Important Dates:

- **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 16, 2026:** VASWCD Quarterly Board Meeting (virtual).
- **June 17, 2026:** VSWCB meeting, VA Transportation Research Council, UVA, 530 Edgemont Rd. Charlottesville, VA.
- **June 17, 2026:** RUSLE 2 Part C, webinar, 9:00-11:00 am.
- **June 17, 2026:** VACS Updates Session from 1:00PM until 4:00PM (virtual).
- **June 18, 2026:** ***A Decade of VCAP: Updates and Insights,*** an in-person VCAP training Randolph- Macon College 9:30am to 3:30pm. Registration link: https://form.jotform.com/261195435488164
- **June 19, 2026:** Juneteenth Holiday, all state offices closed.
- **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.
- **July 2026:** PY27 CAS Virtual Training (required of all Ag Tech staff) two dates and times TBD.
- **July 3, 2026:** Independence Day Holiday, all state offices closed.
- **July 15, 2026:** Fourth Quarter Reports and EOY and Carryover Reports are due to the CDC.
- **July 30, 2026:** Deadline for resolution of all QA/QC issues.
- **August 18-20, 2026:** VACDE Graves Mountain Training in Syria, VA.
- **September 7, 2026:** Labor Day Holiday, all state offices closed.
- **September 4 – 18, 2026** – L. Stevens (tentative) leave.
- **September 14-15, 2026:** VA Soil and Water Conservation Board Meeting, Robert Mill's farm, Pittsylvania County.

- **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.
- **October 1, 2026:** CWFA Nominations for Local and Grand Basin award applications due to DCR.

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 06/02/2026.

COMMONWEALTH OF VIRGINIA

Department of the Treasury

DAVID RICHARDSON
TREASURER OF VIRGINIA

DIVISION OF RISK MANAGEMENT
P. O. BOX 1879
RICHMOND, VA 23218-1879
(804) 786-3152

May 6, 2026

MEMORANDUM

TO: Laura Ellis
Department of Conservation and Recreation (DCR)

FROM: Brian Parker

RE: Risk Management Services in Currently in Place or Available to the Soil and Water Conservation Districts by the Division of Risk Management

This details the risk coverage currently in place or available to the Soil and Water Conservation Districts (SWCD) through the Division of Risk Management (DRM).

1. LIABILITY.

The SWCDs are covered for tort liability under the Commonwealth Risk Management Plan for state agencies, officials, employees and agents. This program provides coverage limits of $2 million per occurrence. Claims are administered by DRM with legal defense provided by the Office of the Attorney General. This program is included in the annual General Liability premium paid by the Department of Conservation and Recreation (DCR). The coverage is automatic and no applications are needed. There is no deductible. Claims should be reported by the individual SWCD to DRM.

2. AUTOMOBILE LIABILITY.

The SWDCs are eligible for the automobile liability and property damage coverage through DRM. The program has a limit of $1 million. To obtain coverage each SWCD must communicate directly with DRM. They will need to provide underwriting information on the vehicles, to include vehicle description and identification. A premium for the coverage will be billed directly to the SWCD. Claims are administered by the DRM contract claim service provider. There may be a deductible depending on the coverage selected.

3. FIDELITY BOND.

The officials and employees of the SWCDs are covered under the fidelity bond administered by DRM. This bond provides a limit of $500,000 for all employees. This program is included in the annual Fidelity Bond premium paid by DCR. NOTE: It is our understanding that DCR currently purchases a $1 million

fidelity bond covering the SWCDs. The DRM bond program will act as excess over the DCR purchased bond. Claims and losses excess of any purchased bond should be reported directly to DRM. There is no deductible.

4. PROPERTY INSURANCE AND WORKERS' COMPENSATION

DRM does not provide this coverage for SWCDs directly. DRM, however, can obtain this coverage for the individual SWCDs through its broker of record. The SWCDs should contact DRM directly. Premiums and deductibles are the responsibility of the individual SWCD. There are no fees for this service.

USDA United States Department of Agriculture

Jonesville SERVICE CENTER REPORT

Daniel Boone SWCD Board Meeting
06/23/2026

Program Updates/Deadlines:

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

  EQIP Payments June - $3,557.88

  FY27 EQIP & CSP Application Deadline: TBA

  FY27 EQIP & CSP Eligibility Deadline: TBA

  FY27 EQIP & CSP Ranking Deadline: TBA

  FY26 EQIP & CSP Preapproval Selections: TBA

  FY26 EQIP & CSP ACT NOW Approvals – 12 Contracts, Totaling $385,935.06

- **Conservation Stewardship Program (CSP)**

- **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 10 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)

Earth Team Volunteer Program

VA NRCS Operational/Personnel Changes

- Updates, if available

Submitted By Jordan Southern, District Conservationist

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