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
MARCH 24, 2026

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, March 24, 2026, at the Daniel Boone Soil and Water Conservation District office in Jonesville, Virginia at 6:00 PM.

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

PUBLIC PRESENT

MEMBERS ABSENT:
None

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

INVOCATION/PLEDGE:
Gary Martin/Everyone

REPORTS - OFFICERS: Secretary's Minutes and Treasurer's Reports
Roger Elkins asked the Board if there were any additions or corrections to the board or committee minutes. Hearing no additions or corrections, a motion was made to approve the February 24, 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 March 18, 2026, Treasurer's report. (Byington, Hobbs, unanimous)

REPORTS – COMMITTEE CHAIRS:

Shawn Morris, Technical Committee member, stated that the committee met and recommends an increase in funding for contract #24-25-0019 (Instance #647420) due to an additional 1,500 ft. of fence, 500 ft. of additional pipe, and one additional trough. A motion was made to approve an increase in funding of ($10,846.00) with new instance cost of $282,279.00 and new cost-share of $300,000.00. (Byington, Hobbs, unanimous)

The committee recommends an increase in funding for contract #24-26-0056 (Instance #717947) due to difficult installation of the facility. A motion was made to approve the cost increase of $10,800.00 to the contract with new instance cost of $120,796.50, new cost-share of $90,596.38, and new tax credit of $7,549.78. (Martin, Burchett, unanimous)

The committee recommends an increase in funding for contract #24-26-0039 (Instance #707716) due to 1,750 ft. of additional fence. A motion was made to approve cost-increase of $7,525.00 with a new instance cost of $33,935.00 and new cost-share of $34,367.00. (Byington, Burchett, unanimous)

The committee recommends moving unobligated cost-share funds from PY2023 and PY2024 to PY2026. (Byington, Martin, unanimous)

The committee recommends approving the conservation plan and funding for contract #24-26-0019 (Instance #679886). A motion was made to approve the contract with estimated instance cost of $163,872.50, cost-share of $122,904.38, and tax credit of $10,242.03. (Byington, Martin, unanimous)

The committee discussed the piggyback project deadlines. A motion was made to approve piggyback projects that must follow the same deadlines as those projects solely funded through the VACS program. (Byington, Hobbs, unanimous) A copy of the committee minutes of meeting is attached and made a part of these minutes.

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

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

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

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

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

SPECIAL GUESTS:
None

UNFINISHED BUSINESS:
Samantha Briggs, Administrative Secretary, stated that she had sent in the board packets potential district apparel quotes from three different places on various clothing items. After a brief discussion a motion was made to allocate up to $200.00 for each employee to purchase district apparel with logo. If the purchase exceeds $200.00 the employee is responsible for the remaining cost. (Byington, Burchett, unanimous)

A motion was made to allocate up to $100.00 for each director and associate director to purchase district apparel with logo. If the purchase exceeds $100.00 the director and associate director is responsible for the remaining cost. (Byington, Burchett, unanimous)

A motion was made to purchase matching polos with district logo for directors, associate directors, and staff. (Byington, Burchett, unanimous)

The board asked Samantha Briggs to get estimates of hats with district logo and report at a future board meeting.

NEW BUSINESS:
Amy Byington, Grant/Inventory Committee Chair, recommends approval of the district's FY2026-27 Fixed Assets Inventory List. (Byington, Burchett, unanimous) A copy of the list is attached and made a part of these minutes.

Samantha Briggs, Administrative Secretary, prepared a list from the Annual Plan of Work and Strategic Plan of things to be accomplished in FY 2025-2026. The Board of Directors and staff reviewed and discussed the list. A copy of the list is attached and made a part of these minutes.

The board discussed the 2026 Envirothon Competition which will be held on Thursday, April 30, 2026 at the New River Hill Farm in Galax, VA. Lee High School will be representing the district. A motion was made to purchase up to $500.00 for hotel rooms for the students, staff, and coaches and a donation of $500.00 for all other expenses. (Burchett, Hobbs, carried) (Byington abstained)

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:

Roger Elkins, Chair

4-28-2026
Date

A. Samantha Briggs, Admin. Sec.

SWCD: Daniel Boone Name of Committee: Technical

Date: March 24, 2026 Time: 4:30 pm Location: DBSWCD office

Designated Note taker: Tim Miles

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

Voting Members Not in Attendance:

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

Agenda/Discussion Item #1

Topic: Contract increase for Contract # 24-25-0019, Instance 647420
due to 1,500 ft. additional fence, 500 ft. additional pipe,
and one additional trough

Motion/Recommendation:
approve increase ($10,846.00) with new instance cost of $282,279.00
and new cost-share of $300,000.00

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

Comments: estimated cost-share with buffer payment ($300,279.00)
exceeds the cap limit ($300,000.00)

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

Agenda/Discussion Item #2

Topic: cost-increase for contract # 24-26-0056, Instance 717947 due to difficult installation of facility

Motion/Recommendation: approve cost-increase of $10,800.00 to contract with new instance cost of $120,796.50, new cost-share of $90,597.38, and new tax credit of $7,549.78

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

Comments:

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

Agenda/Discussion Item #3

Topic: modification to contract # 24-26-0039, Instance 707716 due to 1,750 feet of additional fence

Motion/Recommendation: approve cost-increase of $7,525.00 to contract with new instance cost of $33,935.00 and new cost-share of $34367.00

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

Comments:

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

Agenda/Discussion Item #04

Topic: Obligate funds for Contract # 24-26-0019, Instance 679886

Motion/Recommendation:
approve Contract and conservation plan with estimated instance cost of $163,872.50, approved cost-share of $123,904.38, and tax credit of $10,242.03

Motion Made By: Donovan Seconded By: Amy Vote: all aye

Comments: Mr. Bailey was asked to leave prior to discussion of item. He was asked to return after item was discussed.

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

Agenda/Discussion Item #05

Topic: piggyback project deadlines

Motion/Recommendation:
approved piggyback projects must follow the same deadlines as those projects solely funded through the VACS program

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

Comments:

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

Additional Committee Business:

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

Motion to Adjourn By: _____ Seconded By: _____

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

Committee Chair Signature: Jason Miles

2023 VACS Program Report

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-23-0022 R. Mickle		SL-6F	$74,398.65	$78,478.65	Y	Y	y	100	**Complete not paid** The landowner works out of town and we are waiting to hear from him.
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					**Landowner Cancelled Project**
24-23-0045 M. Williams		WP-4	$83,380.00	$62,535.00	y	y	y	60	Concrete work nearing completion, under roof

2024 VACS Program Report

CONTRACT #	Instance	Practice	Total Est Cost	Estimated Cost/Share	Survey	Design	Construct Begins	Percent Complete	Remarks
24-24-0009 R. Smith		SL-6W	$58,877.50	$60,281.50	y	y	y	100	**Complete and paid paid $89,250.00**
24-24-0012 S. Hurlock		WP-4	$121,225.00	$90,918.75	y	y			**Design in hand.** No progress to report
24-24-0014 J. Carter		WP-4	$140,820.00	$105,615.00	y	y	y	100	**Complete and paid paid $105,615.00**
24-24-0022 A. Hall		WP-4	$94,580.00	$70,935.00	y	y	y	100	**Complete and paid paid $70,935.00**
24-24-0048 D. Whited		SL-6W	$29,278.58	$35,518.58	y	y	y	100	**Complete and paid paid $35,518.58**
24-24-0055 J. Hensley		SL-6W	$12,346.83	$15,706.83	y	y	y	100	Piggy-back. **Complete and paid paid $15,416.79**
24-24-0030 L. Burke		SL-6W	$59,300.00	$62,660.00	y	y			No progress to report
24-24-0074 A. McLain		SL-6W	$12,891.18	$21,411.18	y	y			Piggy-back. No progress to report
24-24-0059 C. O'Hara		SL-6W	$15,424.35	$22,864.35	y	y	y	100	Piggy-back. **Complete and paid Paid $22,864.35**
24-24-0017 T. Baker		WP-4 SF	$163,809.00	$122,856.75	y	y			**Design in hand** No progress to report
24-24-0056 E. Johnston		WP-4 SF	$179,685.00	$134,763.75	y	y			**Design in hand** No progress to report
24-24-0039 D. Crabtree		WP-4 SF	$238,145.00	$178,608.75	y	y	y	100	**Complete and paid paid $197,057.17**
24-24-0051 C.R. Carter *		WP-4 SF	$132,917.00	$99,687.75	y	y	y	100	**Complete and paid paid $99,687.75**
24-24-0057 B. Adkins		WP-4 SF	$118,088.50	$88,566.38	y	y			**Design in hand** No progress to report
24-24-0040 A. Pennington		WP-4 SF	$167,993.00	$125,994.75	y	y			**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 and paid paid $108,370.58**
24-24-0043 R. Hornsby		WP-4 SF	$96,180.50	$72,135.38	y	y	y	65	Concrete work nearing completion, under roof.
24-24-0013 J. Hurlock		WP-4 SF	$109,533.00	$82,149.75	y	y			**Design in hand** No progress to report
24-24-0044 J. Gibson		WP-4 SF	$97,841.00	$73,380.75	y	y	y	100	**Complete and paid Paid $73,380.75**

2025 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost (construction)	Est. Cost-Share	Survey	Design	Const Begins	Percent Complet	Remarks
24-25-0021 D. Long		SL-6W	$1,950.85	$3,150.85	y	y	y	50	Piggy-back No progress to report
24-25-0051 A. Rorrer		SL-6W	$81,866.25	$86,186.25	y	y	y	10	Working on stream exclusion fence No progress to report
24-25-0027 G. Shuler		SL-6W	$108,822.50	$116,346.50	y	y	y	100	**Complete and paid** **paid $94,956.80**
24-25-0023 M. Long		SL-6W	$3,771.35	$7,131.35	y	y	y	100	Piggy-back. **Complete and paid** **paid $7,131.35**
24-25-0019 B. Alt		SL-6W	$237,645.00	$255,645.00	y	y	y		Landowner has chosen a contractor No progress to report
24-25-0080 J. Hammonds		WP-4 SF	$152,672.50	$114,504.38	y	y	y	100	**Complete and paid** **paid $114,504.38**
24-25-0071 S. Shuler		WP-4 SF	$140,980.50	$105,735.38	y	y	y		**Design in hand** Chosen contractor and construction should commence any day
24-25-0068 J. Busic		WP-4 SF	$121,225.00	$90,918.75	y	y	y	5	**Design in hand** Site prep underway
24-25-0065 A. Snodgrass		WP-4 SF	$156,301.00	$117,225.75	y	y	y		**Design in hand** No progress to report
24-25-0059 D. Crabtree		WP-4 SF	$238,145.00	$178,608.75	y	y	y	30	**Design in hand** No progress to report
24-25-0091 Steven Morris		WP-4 SF	$94,704.50	$71,028.38					No progress to report
24-25-0022 C. Welch		SL-6W	$2,572.10	$4,500.10	y	y	y	100	Piggy-back. **Complete and paid** **paid $4600.10**
24-25-0024 C. Rowland		SL-6W	$3,811.60	$6,175.60	y	y	y	100	Piggy-back. **Complete and paid** **paid $6,175.60**
24-25-0029 J. Williams		SL-6W	$3,711.10	$10,767.10	y	y	y	100	Piggy-back. **Complete and paid** **Paid $10,767.10**
24-25-0030 J. Gowder		SL-6W	$178,947.50	$196,947.50					No progress to report
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 $65934.60**
24-25-0044 R. Dulaney		SL-6W	$138,701.25	$142,373.25					No progress to report
24-25-0049 M. Thompson		SL-6W	$59,835.00	$61,935.00	y	y	y	25	Well drilled, pipeline installed, working on trough site-prep.

2025 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost (construction)	Estimated Cost	Survey	Design	Const Begins	Percent Complete	Remarks
24-25-0007 Paul Hensley		SL-6W	$117,811.25	$119,611.25	y	y			Pre-construction meeting. Waiting on well evaluation.
24-25-0047 R. Clark		SL-6W	$62,412.50	$69,540.50	y	y			No progress to report
24-25-0043 J. Jerrell		SL-6W	$72,940.00	$76,540.00	y	y			We have met with the contractor
24-25-0048 R. Pennington		SL-6W	$14,892.50	$25,682.50	y	y	y	100	**Complete and paid Paid $25,682.50**
24-25-0042 R. Sanchez		SL-6W	$85,195.00	$90,475.00	y	y	y	90	Project nearing completion
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 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	y	y			
24-26-0036 J. Moore		SL-6W	$65,391.25	$71,535.25					Potential Piggy-back
24-26-0060 D. Pillion		SL-6W	$81,617.50	$86,777.50					Pre-construction meetingwith landowner and contractor
24-26-0061 J. Trent		SL-6W	$172,993.75	$181,417.75					
24-26-0038 C. Daniel		SL-6W	$53,460.00	$57,180.00					Potential Piggy-back
24-26-0047 D. Gray		SL-6W	$98,042.50	$95,042.50					Potential Piggy-back
24-26-0041 Slemp Hollow Farm		SL-6W	$59,816.25	$61,304.25					Potential Piggy-back
24-26-0035 D. Edwards		SL-6W	$123,288.75	$127,200.75					
24-26-0059 D. Laster		SL-6W	$120,625.00	$123,037.00					
24-26-0039 D. McDonough		SL-6W	$26,410.00	$26,842.00					Potential Piggy-back Landowner has chosen his contractror.
24-26-0040 J. Fields		SL-6W	$101,000.00	$103,196.00					
24-26-0009 C. Krell		SL-6W	$139,895.00	$140,495.00					Potential Piggy-back no progress to report
24-26-0050 B. Littrell		SL-6W	$57,827.50	$59,099.50	y				
24-26-0046 B.Parker		SL-6W	$27,681.00	$29,721.00	y	y			
24-26-0035 V. Snodgrass		SL-6W	$68,260.00	$69,292.00					Potential Piggy-back
24-26-0007 P. Hensley		SL-6W	$113,796.25	$115,872.35	y	y			
24-26-0045 C. Davis		SL-6W	$12,547.50	$12,955.50					Potential Piggy-back
24-26-0064 R. Cope		SL-6W	$76,255.00	$78,655.00					Potential Piggy-back
24-26-0068 A. McLain	**731263**	SL-6W	$252,806.25	$264,986.25					Potential Piggy-back
24-26-0066 J. Polich		SL-6W	$34,250.00	$38,858.00					Potential Piggy-back

2026 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost	Est. Cost-Share	Survey	Design	Const Begins	Percent Comple	Remarks
24-26-0006 N. Siddens		SL-6W	$91,786.25	$92,386.25	y	y			
24-26-0067 Vallee Farms		SL-6N	$23,729.25	$23,729.25					
24-26-0043 C. Reasor		WP-4 SF	$224,732.50	$183,549.38					
24-26-0056 E. Watson		WP-4 SF	$106,396.50	$79,797.38					
24-26-0065 J. Hensley		WP-4 SF	$156,301.00	$117,225.25	y	y	y	5	**Design in hand** Site prep complete
24-26-0023 A. Yeary		WP-4 SF	$203,069.00	$152,301.75	y	y			**Design in hand**
24-26-0024 B. Bush		WP-4 SF	$60,120.50	$45,090.38					Info sent to engineer, waiting on design
24-26-0062 B. Bush		WP-4 SF	$60,120.50	$45,090.38					Info sent to engineer, waiting on design
24-26-0044 F. Dixon		WP-4 SF	$214,761.00	161,070.75					
24-26-0051 E. Walton		WP-4 SF	$94,704.50	$71,028.38					Info sent to engineer, waiting on design

Tim Miles
DBSWCD
Conservation Specialist Report
March 24, 2026

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

II. Virginia Agricultural Cost-Share Program
- I have surveyed some water systems for some more approved projects. The designs for these projects were completed as well.
- Tim Hobbs and I made a pre-construction meeting on a project.
- I checked the progress of construction on some projects.

III. Miscellaneous
- The District website has been updated periodically.
- Information for the VASWCD scholarships was sent to the public schools. Four $2,000 scholarships will be awarded statewide. Local applications are due to the District by March 20. The selected application must be sent to the VASWCD by April 15.
- Information for the Youth Conservation Camp was sent to the public schools. The camp will be held from July 12-18, 2026 at Virginia Tech. Applications are due to the District by April 17. Two selected applications must be sent to the VASWCD by May 4.
- I attended the Bale Grazing Pasture Walk at Charlie Carter's farm on February 26. There were about 30 people in attendance.
- I am planning to attend the Area IV Spring Meeting in Abingdon on March 17.
- I assisted with preparing an Area IV report for January-March 2026.

Erosion and Sediment Control Project List

Name of Project	Approved Plan	Permit Number	LDA Acreage	Estimated Completion Date
LMU College of Veterinary Medicine New Classroom Building	X	2021-06	10.60	Spring 2026
Stone Mountain ATV Trail (Spearhead Trails Maintenance)	X	2022-02	0.99	Ongoing
Travis Hall Rock Picking Operation	X	2023-03	0.61	Spring 2026
Free Pentecostal Church of God Building	X	2023-12	0.96	Fall 2026
Jonesville Water System Improvements (Phase 2)	X	2024-01	0.90	Summer 2026
Timberline Barns	X	2025-01	0.90	Spring 2026
Caledonia Farms Rock Picking Operation	X	2025-03	0.61	Spring 2026
New Western Lee County Health Clinic	X	2025-04	2.35	Fall 2026
Briar Patch Ventures LLC Rock Picking Operation	X	2025-05	0.61	Spring 2026
Town of Pennington Gap South Johnson Drive Dump Site	X	2025-06	2.40	Fall 2026
Larry Burke/VFP Disposal Area	X	2026-01	0.97	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
March 2026

- Working on the new applicants for the 2026 year
- Went on numerous construction checks
- Helped with surveying on some fencing and water projects

Samantha Briggs, DBSWCD
Administrative Secretary Report
March 24, 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 March 12, 2026
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- I have been helping the new Area IV Chair (Sarah) and Administrative Secretary from Evergreen SWCD prepare for the Area IV Spring meeting
- Submitted the FY2026-27 Lee County Budget Request
- Contacted Tasha's Restaurant for board meals
- Contacted Pullin Ink for district apparel quote (Pennington Gap)
- Contacted Randas Place for district apparel quote (Duffield)
- Contacted Backdraft Custom Apparel for apparel quote (Kingsport)
- Submitted Payroll for March 26, 2026
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Prepared and submitted the 2026 taxes (W-2's, W-3, Federal, State, etc.)
- Prepared and submitted the 2026 Form 1096 and Form 1099 G's
- Submitted Federal 941 Tax to the Department of Taxation (March 2026)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (March 2026)
- Submitted Virginia Retirement Contribution for February 2026
- Prepared the Minutes of Meeting for February 24, 2026 for the March 24, 2026 board meeting
- Prepared the Agenda for the March 24, 2026 board meeting
- Prepared the Treasurer's Report for the March 24, 2026 board meeting
- Submitted board packets for March 24, 2026 board meeting
- Purchased board meeting and office supplies
- Prepared invoice for board meeting meals
- Prepared Running Budget for March 2026
- Reconciled the CD accounts
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

Daniel Boone Soil & Water Conservation District
Fixed Assets Inventory List 2026-2027

Equipment Description	Year Purchased	Purchased Price	2026 Value	Serial/VIN Number	(Who) Item is Assigned	Location Of Item	Estimated Life Of Item (years)	Tag ID Number
1-2013 Dodge Grand Caravan SE	2012	$23,188.50	$5,894.18	2C4RDGBGXDR5617-98	Directors/ Staff	Office	10	24IL-2012-002
2-Waders (18 pair)	2016	$1,294.26	$451.25	N/A	Staff	Office	10	24IL-2016-001
3-Waders (12 pair)	2017	$854.63	$331.07	N/A	Staff	Office	10	24IL-2017-001
4-Epson Powerlite 1780W WXGA Projector 3000	2017	$756.84	$293.20	X3T27800112	Staff	Office	5	24IL-2017-002
5-2019 Dodge Ram 1500 Truck	2019	$27,872.00	$13,713.71	1C6RR7KT4KS507916	Directors/ Staff	Office	10	24IL-2019-002
6-Arrow Lite GPS	2019	$1,995.00	$954.18	1808-8235465	Staff	Office	10	24IL-2019-003
7-Dell OptiPlex 7760	2019	$0.00	$739.68	HBLV7X2	Hobbs	Office	4	24IL-2020-002
8--2020 Dodge Ram 1500 Truck	2020	$26,872.00	$15,867.63	3C6RR7KT7LG130572	Staff	Office	10	24IL-2020-005
9-Polaris Ranger All Terrain	2021	$16,186.00	$9,557.66	4XAT6A99XM8019348	Staff	Office	10	24IL-2021-001
10-Sure Trac Trailer	2021	$2,995.00	$1,768.50	5JW1U1621M1308330	Staff	Office	10	24Il-2020-002
11-Great Plains 706NT-1075 No-Till Seeder	2021	$26,200.00	$15,470.82	GP-2120WW	Staff	Office	10	24IL-2021-002
12-Nikon Coolpix B-500 District Camera	2022	$399.00	$261.78	30234079	Staff	Office	10	24IL-2022-001
13-2022 Dodge Ram 2500 Truck	2022	$49,210.00	$32,286.68	3C6UR5CJ4NG308615	Staff	Office	10	24IL-2022-002
14-Nikon Coolpix B-500 District Camera	2023	$399.00	$290.87	82034639	Staff	Office	10	24IL-2023-001
15-Dell Inspiron 27 7710 All In One	2023	$2,017.81	$1,470.96	ORCX03-WS200-27N-0047-A00	Samantha	Office	4	24IL-2023-002
16-Dell OptiPlex 7780 AIO	2024	$0.00	$3,745.44	OMHD3V	Samantha	Office	4	24IL-2024-001
17-Stoltzfus WLS 20 Lime Spreader	2024	$18,300.00	$14,823.00	M45960224	Staff	Office	10	24IL-2024-002
18-Canon Copier imageRunner C3930i	2024	Lease	Lease	AAA138890	Staff	Office	5	24IL-2024-003
19-Canon Copier imageRunner C356iF	2024	Lease	Lease	AAA30381	Staff	Office	5	24IL-2024-004
20-iMac 24" A2873	2024	$2,117.95	$1,715.53	KTWMC7R7Q4	Tim	Office	5	24IL-2024-005
21-Waders (47)	2025	$6,497.75	$5,847.97	N/A	Staff	Office	10	24IL-2025-001
	TOTAL =	$207,155.74	$125,484.11					

*Decrease in value 10% per year; $250 minimum value if less than or equal to 10 years old; $1000.00 minimum value if more than 10 years old

**Approved in the March 24, 2026 minutes

Amy Byington

Amy Byington, Grant/Inventory Committee Chair

3/24/26

Date

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

Action Items to accomplish in March 2026:

Monthly Schedule of Annual Plan & Strategic Plan:

March:

1. SWCD Area IV Meeting. *(Board of Directors/Staff)*

2. Submit annual budget request to the Lee County Board of Supervisors. *(Budget Committee)*

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

4. Host a county-wide Envirothon competition for local teams, if necessary. *(Staff)*

February 2026 – Conservation District Coordinator (CDC) Report

Lorie M. Stevens, Conservation District Coordinator
DCR-Division of Soil and Water Conservation – Abingdon Regional Office
lorie.stevens@dcr.virginia.gov I 276.451.5821

1) Administrative and Operational Items

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

  Expect to receive these funds via direct deposit within 30 days of the date of the disbursement letter. Check to ensure that deposits match the disbursement letter and notify me of any discrepancies. In addition, check the corresponding cost-share data entries in the AgBMP Tracking Program.
- **Security for Public Deposits Act (SPDA) Verification:** This is just a friendly reminder about the requirement under the Security for Public Deposits Act (SPDA) that requires verification for bank account balances of public funds. https://spda.trs.virginia.gov/search/user/signin. SWCDs must have a log-in and verify accounts on a quarterly basis. Anyone who sets up a log-in and password will get a notification regarding the deadline each quarter. Below is
  - Balances for the quarter ending September 30th will be available on November 1st for review and verification. The account information must be verified no later than December 28th.
  - Balances for the quarter ending December 31st will be available on February 1st for review and verification. The account information must be verified no later than Mach 28th.
  - Balances for the quarter ending March 31st will be available on May 1st for review and verification. The account information must be verified no later than June 28th.
  - Balances for the quarter ending June 30th will be available on August 1st for review and verification. The account information must be verified no later than September 28th.
- **Audit Updates:** The VSWCB will meet on March 20th and will hold an audit subcommittee meeting prior to the VSWCB meeting. The audit subcommittee will review the information provided by the auditors. Final reports are expected to be released after the subcommittee meeting.
- **Committee Meetings:** As your SWCD schedules committee meetings to handle year-end items, please remember the following:
  - Make sure that committee meetings are held in accordance with the Freedom of Information Act. That means that all committee meetings, including personnel committee meetings, must be advertised to the public and minutes must be taken at each meeting.
  - Remember to reference the closed meeting guidelines if the SWCD will be discussing subject matter that is recognized by the Code of Virginia to be exempt from FOIA (please reference FOIA Code §2.2-3711(A) for a complete list of closed meeting allowances).
  - A committee report should be presented to the board at the next appointed SWCD meeting.
  - Committee meeting minutes should be handled in one of two ways:
    1. Minutes should be approved by the committee at the next committee meeting, OR
    2. Minutes should be handled by the full board if no committee meeting is scheduled for the near future.

- Once approved by the committee or the board, committee meeting minutes should be signed by the committee chair.
- Per the FY26 Administrative and Operational Grant Agreement, DCR-DSWC Conservation District Coordinators are required to maintain copies of the board meeting minutes (regular, special-called, and committee). Please continue to email me approved and signed minutes each month, as they become available.

- **SWCD Director Appointment and Resignation Deadline 03/25/26:** Should a SWCD have any director appointments and/or resignations that need approval from the VA Soil and Water Conservation Board (VSWCB) those need to be submitted to Blair Gordon via email with the assigned CDC copied no later than 03/25/26. Director appointment submittals must include the following documents: DCR 199-014 (Nomination for Appointment Form), DCR-199-015 (Bio Form), and a copy of the SWCD board meeting minutes. Note: DCR-199-015 is not required for VCE Agents. Resignations must include a copy of the SWCD board meeting minutes.
- **Directory Updates:** Please review your SWCD's respective SWCD directory page(s) and submit any SWCD directory updates or changes to Shannon Mitchum at the VASWCD.
- **Assets Inventory:** The Desktop Procedures manual requires that SWCDs maintain a detailed fixed assets inventory (pages 26 & 27). All inventory items should be tagged, and the sequential tag number included on the inventory listing. Remember that all external data storage devices, regardless of value, must be included on the inventory list due to the important data and intellectual property stored on these devices. The fixed assets inventory should be revisited annually, and all changes should be board approved and recorded in the minutes.
- **Desktop Procedures for District Operations:** A **DRAFT** version of the Desktop Procedures for District Operations was shared via email. This DRAFT version is now open for comment and we welcome all suggestions. **Please take some time to review the document thoroughly and send your comments and questions to blair.gordon@dcr.virginia.gov by March 16th.** Following this comment period, the edits will be presented to the Va. Soil and Water Board at their April board meeting for their review and comment. The final, board approved version will not be in effect until July 1, 2026.
- **Review of the Desktop Procedures for District Operations 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 board meeting minutes.
- **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.
- **Review and/or Approval of District Policies:** SWCDs should conduct an annual review of all District policies and record the review/approval of these policies in Board meeting minutes in accordance with the Desktop Procedures. The documented policies should be updated to show the most current review/revision date listed on each policy document.

2) **Ag and Cost-Share Items**
   - **NRCS/ SWCD Piggyback Reminder:** Please make sure that both the SWCD and NRCS are working together in the planning stages of piggyback practices to ensure that these practices receive SWCD board approval prior to the participant initiating the practice. Remember that the VACS program goals are slightly different than those of NRCS and there may be items included by NRCS that are not eligible to receive VACS funding so please check components carefully against VACS practice specifications. It is also important to note that there may be additional requirements in the VACS specifications that must be met prior to practice approval, particularly where animal waste practices are concerned. Finally, please remember to abide by the rate set forth in the VACS practice specifications to ensure that it is not exceeded when paying the SWCD portion of the cost-share. If

you are unsure about the planning process or just need general assistance with ANY BMP practice, PLEASE reach out to your CDC or appropriate DCR staff for guidance.

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

  The "Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27" is available in Logi for assessing Carryovers.
- **PY 2027 WFA Participation**: If your SWCD is interested in participating in the Whole Farm Approach (WFA) program in PY 2027, please let me know by email with a CC to Sara Bottenfield.
- **Reallocation of Cost-Share to SWCDs:** For Districts with cost-share applications that exceed their available FY26 VACS funds, please enter any unfunded requests in CAS with a status of 'Canceled' and 'Lack of Funding' as the cancellation reason **by March 31st**. Practices must be on a PY26 contract with all appropriate entries on the Measurements tab and with accurate data on the Programs tab in the "Estimated/Requested Cost-Share Payments" field and the appropriate VACS funding source selected. This will allow DCR to assess unmet cost-share needs and allow the VSWCB to take action on reallocation so that District Boards can then approve reallocated funds before June 15th.
- **Cost-Share Obligations and Transfers:** If your SWCD is unable to obligate all the cost-share funds provided, now is the time to consider transferring money to another SWCD or release the allocation back to DCR. In both cases, a proportional amount of TA must be transferred or returned.
- **PY27 Secondary Considerations**: Require DCR approval. Must be submitted for review and approval prior to any cost-share approvals take place in the new PY to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. Please cc the assigned CDC. Remember that if your SWCD chooses to lower the PY27 participant cap, you must document in the Secondary Considerations.
- **PY27 Average Cost List:** Does not require DCR approval but does require local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and the assigned CDC. Approval must be made before any cost-share approvals take place in the new PY.
- **CY26 Random Verifications:** CY 2026 Random Verifications have been entered into CAS. Your CDC will be working with district staff to get those scheduled.
- **DCR Conservation Planner Certification Courses Announced:** Training dates have been announced for CY 2026 for anyone working towards their DCR Conservation Planner Certification. Questions should

be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov.

- **April 1-2, 2026:** Conservation Selling Skills at Central Virginia Community College in Lynchburg, VA.
- **May 20, 2026:** Stream ID Course from 8:00AM until 4:30PM in Charlottesville, VA.
- **Summer & Winter 2026:** Nutrient Management Training Course.
- **October 7-8, 2026:** Virginia Resource Training (Online Webinar Series).
- **TBD:** RUSLE 2 Part A, B, C.
- **October 14-16, 2026:** DCR Conservation Planner Course in Buckingham County (In Person Course).

- **Conservation Planning Training Update:** The associated tests for the online courses in COVLC are ***no longer required***. When you finish the video for the training, log your completion date into the CAS training tracking section.
  - The classes affected are:
    - Overview of Water Quality Resource Assessment
    - Nitrogen Management and Concerns
    - Phosphorus Management and Concerns
    - Sediment Management
    - Water Bodies
    - Pest Management and Water Quality Implications
    - Water Management
- **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.
- **VACS Program Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued:** This is the annual reminder that several VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to Pages 1-4 of the PY26 VACS Program Manual for a complete practice list. Cost-share payments or tax credits cannot be issued until a current NMP is on file with the SWCD. Please assist participants in need of NMPs to contact a planner well in advance of practice completion to ensure that payments are not delayed. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last-minute requests. Another option is to refer producers to

DCR's Direct Pay Program that pays private plan writers to provide plans. There is an NMP Information Sheet that DCR developed for districts to use. It can be downloaded from the DCR Marketing Toolkit page (https://www.dcr.virginia.gov/soil-and-water/document/VACS-NutMgnt-FILLABLE-flyer.pdf)

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

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

Upcoming Training and Important Dates:

- **March 14, 2026:** Virginia General Assembly adjourns.
- **March 17, 2026:** Area IV Spring Meeting, Southwest VA 4-H Center, Abingdon, VA.
- **March 20, 2026:** VA Soil & Water Conservation Board Meeting, Twin Lakes State Park.
- **March 25, 2026:** Dominion Energy Envirothon Training, 4:00 pm. Register here - https://us02web.zoom.us/meeting/register/p_0fiqI1SNa6x7QZE_WJ0Q
- **March 31, 2026:** Admin/Ops Committee Meeting & HR Handbook Training (Virtual) - 9:30-11:00am. Register here - https://us02web.zoom.us/meeting/register/uMe8zxikQmOEpkbRrERX-g.
- **April 8, 2026:** VASWCD Board Meeting, Drury Plaza Hotel, Richmond, Register with VASWCD by April 1st.
- **April 13, 2026**: Review of the Proposed Changes to the Desktop Procedures, 11:00am. Register here - https://us02web.zoom.us/meeting/register/OKZTQCW-RsKCoOOSsXbVGA.
- **April 15, 2026:** VA Soil & Water Conservation Board Meeting, Pocahontas State Park.
- **April 22, 2026:** General Assembly reconvenes to act on Governor's amendments.
- **April 30, 2026:** Area IV Envirothon, New River SWCD.
- **May 11, 2026:** VA Soil & Water Conservation Board Meeting, Twin Lakes State Park.
- **May 15, 2026:** Deadline to request approval from DCR (Sara Bottenfield) for carryovers into a 4th PY.
- **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 03/04/2026.

USDA
United States Department of Agriculture

Jonesville SERVICE CENTER REPORT

Daniel Boone SWCD Board Meeting
03/24/2026

Program Updates/Deadlines:

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

  EQIP Payments March -

  FY26 EQIP & CSP Application Deadline: January 15th

  FY26 EQIP & CSP Eligibility Deadline: February 27th

  FY26 EQIP & CSP Ranking Deadline: May 1st

  FY26 EQIP & CSP Preapproval Selections: May 11th

  FY26 EQIP ACT NOW Approvals – March 25th

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

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

  None

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

- **Conservation Technical Assistance**

  Completed roughly 31 FY26 EQIP planning visits

  BMP Projects/Partnership Activities

- Approximately 2 projects under construction

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings

- LWG Meetings Completed: July 30th

Outreach/Agency Activities/Events (dates)

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

- Contract Management Webinar – March 25th

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 ♦ Jonseville, Virginia 24263
Phone: (276) 346-1531 ♦ Fax: (855) 714-4271
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