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

MINUTES OF MEETING
MAY 26, 2026

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, May 26, 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 April 28, 2026, Minutes of Meeting and committee minutes. (Martin, Hobbs, unanimous)

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

REPORTS – COMMITTEE CHAIRS:

The board discussed the Budget Committee report first. Jason Miles, Budget Committee member, stated that the committee had met and discussed the FY2026-27 Budget and Desktop Procedures. The committee recommends approval of the FY2026-27 Budget. (Byington, Hobbs, unanimous)

Jason Miles also stated that all staff is receiving a 3% cost of living increase. He also stated that Tim Miles received an additional 3% and Tim Hobbs received an additional 10% fair market adjustment raise. (Burchett, Byington, unanimous) A copy of the FY2026-27 Budget and the Budget Committee minutes for (May 6th & May 19th, 2026) are attached and made a part of these minutes.

Shawn Morris, Technical Committee advisor, stated that the committee met and recommends approval of 10 VACS contract modifications on the attached PY2026 Application To Be Funded (Fifth Round) sheet. (Martin, Hobbs, unanimous) A copy of the PY2026 Application To Be Funded (Fifth Round) sheet is attached and made a part of these minutes.

Lorie Stevens, DCR Conservation District Coordinator, stated that the Lonesome Pine SWCD has $227,757.80 of unobligated PY26 OCB VACS funds with Technical Assistance funds that could be transferred to another district in Area IV. The committee recommends accepting the offer to transfer these funds from Lonesome Pine SWCD to the Daniel Boone SWCD. (Byington, Burchett, unanimous)

The Technical Committee also recommends that the board give the Technical Committee authority to obligate any unobligated PY26 cost-share funds and to transfer any previous unobligated PY VACS funds to PY26 by the June 15th deadline. (Byington, Hobbs, unanimous) A copy of the Technical Committee minutes of meeting is attached and made a part of these minutes.

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

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

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

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

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

SPECIAL GUESTS:

None

UNFINISHED BUSINESS:

Samantha Briggs discussed District apparel. The directors and staff selected their sizes and colors for the polos that were previously approved.

Samantha Briggs, Administrative Secretary, stated that the Lee County FFA Envirothon Team made it to the State Envirothon competition. The competition was held at the Eastern Mennonite University in Harrisonburg, Virginia on Sunday, May 17th and Monday, May 18th. Samantha Briggs had contacted Roger Elkins to inform him the team would need 3 hotel rooms. A motion was made to reimburse the FFA Envirothon team for hotel rooms and give a donation of $300.00 for expenses. This money will be taken out of the training line item. (Byington, Hobbs, unanimous)

NEW BUSINESS:

The board discussed the District Internship Announcement. A motion was made by Amy Byington to hire up to 2 summer intern employees at $20.00 per hour, not to exceed 32 hours per week, for 10 weeks. Shawn Morris, District Manager, with assistance from the technical staff, will conduct the interviews and fill the positions. Amy Byington amended the motion to work through September 15, 2026. The interns will be paid from the Overtime line item on the budget. (Byington, Martin, unanimous) A copy of the District Internship Announcement is attached and made a part of these minutes.

Amy Byington, Community Outreach Committee Chair, discussed the FY2026-27 Annual Plan of Work. She recommended the approval of the plan. (Byington, Hobbs, unanimous) A copy of the FY2026-27 Annual Plan of Work is attached and made a part of these minutes.

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

ANNOUNCEMENTS:

None

REPORTS FROM COOPERATING AGENCIES:

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

A motion was made to delegate authority to Roger Elkins, Chair, to sign any end-of-fiscal year documents. (Byington, Hobbs, unanimous)

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

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

The board discussed the district hat purchase. Samantha Briggs presented 5 different hat styles for the board to choose from. A motion was made to purchase 144 hats with two different styles, one with velcro closure and one without. (Burchett, Hobbs, unanimous)

The meeting was adjourned by the Chair of the Board.

Approved:

Roger Elkins, Chair

6-23-2026
Date

Respectfully Submitted By:

A. Samantha Briggs, Admin. Sec.

ROJECTED ACTUAL 2025-2026			PROJECTED 2026-202	
Employees Expenses Total:	**$ 324,040.39**		**Employees Expenses Total:**	$ 377,542.00
			Overtime	$ 22,458.00
			TOTAL:	**$ 400,000.00**
Fees/Dues:			**Fees/Dues:**	
NRCS Office Space	$ -		NRCS Office Space	$ -
NACD Dues	$ 1,300.00		NACD Dues	$ 1,300.00
VASWCD Dues	$ 3,592.00		VASWCD Dues	$ 3,592.00
TOTAL:	**$ 4,892.00**		**TOTAL:**	**$ 4,892.00**
Office Expenses:			**Office Expenses:**	
Office Supplies	$ 8,896.89		Office Supplies	$ 12,000.00
Truck, Van, Seeder, & ATV Maintenance	$ 1,091.44		Truck, Van, Seeder, & ATV Maintenanc	$ 6,000.00
Employee Mileage & Meals & Lodging	$ 94.10		Employee Mileage & Meals & Lodging	$ 3,000.00
Employee Training	$ 198.00		Employee Training	$ 3,000.00
Fuel (Truck, Van, & ATV)	$ 2,308.81		Fuel (Truck, Van, & ATV)	$ 4,500.00
Postage	$ 1,893.97		Postage	$ 2,200.00
Insurance (Truck, Van, Seeder, & ATV)	$ 5,233.51		Insurance (Truck, Van, Seeder, & ATV)	$ 6,300.00
Copier Lease Agreement	$ 926.97		Copier Lease Agreement	$ 3,400.00
Verizon Phone & Internet	$ 3,408.42		Verizon Phone & Internet	$ 6,000.00
Powell Valley News	$ 40.00		Powell Valley News	$ 500.00
Florist/Memorial	$ 154.90		Florist/Memorial	$ 200.00
Kids In the Creek Day	$ 3,172.50		Kids In the Creek Day	$ 6,000.00
Awards Banquet	$ 1,465.00		Awards Banquet	$ 2,500.00
Signs & Awards	$ 378.00		Signs & Awards	$ 700.00
Accounting Assistance (ProAdvis.)	$ 2,085.90		Accounting Assistance (ProAdvis.)	$ 3,000.00
Director Expenses	$ 3,068.92		Director Expenses	$ 8,000.00
Pasture Walk	$ 1,119.94		Pasture Walk	$ 2,300.00
Youth Conservation Camp	$ 1,100.00		Youth Conservation Camp	$ 2,400.00
Donations	$ 6,100.00		Donations	$ 7,000.00
Vehicle Replacement	$ -		Vehicle Replacement	$ 79,000.00
Building Lease for ATV	$ 600.00		Building Lease for ATV	$ 700.00
Equipment	$ 7,092.27		Equipment	$ 30,000.00
Dedicated Reserve	$ 61,655.94		Dedicated Reserve	$ 190,308.00
Scholarships	$ 6,000.00		Scholarships	$ 12,600.00
Misc. CD Reserve Building Fund #2	$ 150,354.81		Misc.	$ 10,000.00
TOTAL:	**$ 268,440.29**		**TOTAL:**	**$ 401,608.00**
TOTAL INCOME =	**$ 2,056,511.19**		**TOTAL INCOME =**	**$ 813,610.00**
TOTAL EXPENSES =	**$ 597,372.68**		**TOTAL EXPENSES =**	**$ 806,500.00**
BALANCE =	**$ 1,459,138.51**		**BALANCE =**	**$ 7,110.00**

DANIEL BOONE SOIL & WATER CONSERVATION DISTRICT

OPERATIONS PROJECTED BUDGET 2026 - 2027

PROJECTED ~~ACTUAL~~				***PROJECTED***	
FY 2025 - 2026				***FY 2026 - 2027***	
INCOME:				***INCOME:***	
DCR Administration & Operations	$ 204,477.00			DCR Administration & Operations	$ 210,500.00
DCR VNRCF Technical Assistance	$ 498,619.97			DCR VNRCF Technical Assistance	$ 546,000.00
Lee County	$ 50,678.00			Lee County	$ 50,000.00
No-Till Seeder	$ 464.00			No-Till Seeder	$ 450.00
Lime Spreader	$ 850.00			Lime Spreader	$ 850.00
E&S Program Permit Fees	$ 120.00			E&S Program Permit Fees	$ 120.00
Account Interest	$ 4,265.16			Account Interest	$ 5,000.00
KIC Day Donations	$ 650.00			KIC Day Donations	$ 650.00
Pasture Walks	$ -			Pasture Walks	$ -
Fish Wagon	$ 39.00			Fish Wagon	$ 40.00
Misc. Anthem BC&BS Refund	$ 1,289.99			Misc	$ -
Misc. DCR Reallocated TA	$ 430,302.85			Misc.	$ -
Misc.	$ -			Misc.	$ -
TOTAL:	**$ 1,191,755.97**			**TOTAL:**	**$ 813,610.00**
Carryover: Estimated	$ 864,755.22			Carryover: Estimated	
TOTAL:	**$ 2,056,511.19**			**TOTAL:**	**$ 813,610.00**
District CD:				***District CD:***	
Reserve Building Fund CD (w/interest)	$ 380,576.14			Reserve Building Fund CD (w/interest)	$ -
Building Fund CD (with interest)	$ 201,574.66			Building Fund CD (with interest)	
Building Fund CD #2 (with interest)	$ 152,247.32			Building Fund CD (with interest)	$ -
TOTAL:	**$ 734,398.12**			**TOTAL:**	**$ -**
	Approved By:			***Date:*** 05/20/2026	

SWCD: DBSWCD **Name of Committee:** Budget

Date: 5/6/26 **Time:** 10:00 **Location:** Office

Designated Note taker: Shawn Morris

Voting Members in Attendance: Jason Miles, Gary Martin, Bobby Burchette

Voting Members Not in Attendance:

Others in Attendance: Shawn Morris, adviser

Agenda/Discussion Item #1

Topic: Personnel salary worksheet

Motion/Recommendation: 3% COLA for all employees, additional fair market adjustments for Tim Hobbs (10%), and Tim Miles (3%)

Motion Made By: Gary Martin Seconded By: Bobby Burchette Vote: Unanimous

Comments: Provide Tim Hobbs' mobile phone

Follow Up Actions- (Who/What/When): Recommend to Board

Agenda/Discussion Item #2

Topic: Projected Budget for PY 2027

Motion/Recommendation: Approve PY 2027 budget as amended and attached

Motion Made By: Gary Martin Seconded By: Bobby Burchette Vote: Unanimous

Comments: Discussed the need for a "running budget" as presented to the committee and to be included in the board packets and monthly meeting folders. This would require motions to spend money to specify the line item to be used

Follow Up Actions- (Who/What/When): Samantha – provide running budgets with monthly board meeting info

Agenda/Discussion Item #3

Topic: _____

Motion/Recommendation:

Motion Made By: _____ Seconded By: _____ Vote: _____

Comments: _____

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

Additional Committee Business:

Set next Committee Meeting Date, time and location:
TBD

Motion to Adjourn By: Gary Martin Seconded By: Bobby Burchette

Time of Adjournment: 10:00

Gary L. Martin - Chairman

SWCD: DBSWCD **Name of Committee:** Budget

Date: 5/19/26 **Time:** 10:00 **Location:** Office

Designated Note taker: Shawn Morris

Voting Members in Attendance: Jason Miles, Gary Martin, Bobby Burchette

Voting Members Not in Attendance:

Others in Attendance: Shawn Morris, adviser

Agenda/Discussion Item #1

Topic: Review Desktop Procedures

Motion/Recommendation:

Motion Made By: Seconded By: Vote:

Comments: Discussed desktop procedures, running budget per line item with estimated vs. actual expenditures

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

Additional Committee Business:

Set next Committee Meeting Date, time and location:
TBD

Motion to Adjourn By: Gary Martin Seconded By: Bobby Burchette

Time of Adjournment: 10:00

Gary L. Martin - Chairman

PY 2026 Applications To Be Funded (Fifth Round)

Contract #	Instance #	Practice	Modification	Instance Cost	Cost-Share	Tax Credit
24-25-0091	656711	WP-4SF	add 1,000 ft. fence	$99,004.50	$74,253.38	$6,187.78
24-26-0051	716772	WP-4SF	add 1,000 ft. fence	$99,004.50	$74,253.38	$6,187.78
24-26-0019	679886	WP-4SF	add 1,000 ft. fence	$168,172.50	$126,129.38	$10,510.78
24-26-0062	720725	WP-4SF	add 500 ft. fence	$62,270.50	$46,702.88	$3,891.91
24-26-0024	680730	WP-4SF	add 500 ft. fence	$62,270.50	$46,702.88	$3,891.91
24-26-0043	710974	WP-4SF	add 1,000 ft. fence	$249,032.50	$186,774.38	$15,564.53
24-26-0044	711255	WP-4SF	add 1,000 ft. fence	$219,061.00	$164,295.75	$13,691.31
24-26-0023	680487	WP-4SF	difficult installation	$230,269.00	$172,701.75	$14,391.81
24-26-0098	732831	WP-4SF	difficult installation	$126,083.00	$94,562.25	$7,880.19
24-26-0100	734971	SL-6W	add 1,700 ft. fence	$101,082.50	$102,906.50	$0.00

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Name of Committee: Technical Committee

Date: May 26, 2026

Time: 4:30pm

Location: Daniel Boone SWCD office

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

Voting Committee Members Absent: None

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

Summary:

Shawn Morris discussed a contract modification for VACS Contract #24-25-0091, Instance #656711 due to the addition of 1,000 feet of fence. The new instance cost is $99,004.50 with a project increase of $4,300.00. The new approved cost-share is $74,253.38, and the new tax credit is $6,187.78. A motion was made to approve the contract increase with revised tax credit. (Southern, Willis, unanimous)

Shawn then presented the committee with contract modifications for the following PY26 contracts:

- Add 1,000 feet of fence to Contract #24-26-0051, Instance #716772. The new instance cost is $99,004.50 with a project increase of $4,300.00. The new approved cost-share is $74,253.38, and the new tax credit is $6,187.78.
- Add 1,000 feet of fence to Contract #24-26-0019, Instance #679886. The new instance cost is $168,172.50 with a project increase of $4,300.00. The new approved cost-share is $126,129.38, and the new tax credit is $10,510.78.
- Add 500 feet of fence to Contract #24-26-0062, Instance #720725. The new instance cost is $62,270.50 with a project increase of $2,150.00. The new approved cost-share is $46,702.88, and the new tax credit is $3,891.91.
- Add 500 feet of fence to Contract #24-26-0024, Instance #680730. The new instance cost is $62,270.50 with a project increase of $2,150.00. The new approved cost-share is $46,702.88, and the new tax credit is $3,891.91.

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- Add 1,000 feet of fence to Contract #24-26-0043, Instance #710974. The new instance cost is $249,032.50 with a project increase of $4,300.00. The new approved cost-share is $186,774.38, and the new tax credit is $15,564.53.
- Add 1,000 feet of fence to Contract #24-26-0044, Instance #711255. The new instance cost is $219,061.00 with a project increase of $4,300.00. The new approved cost-share is $164,295.75, and the new tax credit is $13,691.31.
- Add difficult installation to Contract #24-26-0023, Instance #680487. The new instance cost is $230,269.00 with a project increase of $27,200.00. The new approved cost-share is $172,701.75, and the new tax credit is $14,391.81.

A motion was made to approve the contract increases with revised tax credit amounts. (Southern, Willis, unanimous)

Shawn presented the committee contract modifications for two PY26 contracts funded with PY25 OCB VACS Reallocated funds:

- Add 1,700 feet of fence to Contract #24-26-0100, Instance #734971. The new instance cost is $101,082.50 with a project increase of $7,310.00. The new approved cost-share is $102,906.50.
- Add difficult installation to Contract #24-26-0098, Instance #732831. The new instance cost is $126,083.00 with a project increase of $14,400.00. The new approved cost-share is $94,562.25, and the new tax credit is $7,880.19.

A motion was made to approve the contract increases with revised tax credit amounts. (Willis, Byington, unanimous)

Lorie Stevens stated that the Lonesome Pine SWCD has $227,757.80 of unobligated PY26 OCB VACS funds that could be transferred to another district in Area IV. The committee discussed requesting these unobligated funds from Lonesome Pine SWCD.

The committee discussed asking the board to give the Technical Committee the authority to obligate any unobligated cost-share funds that the District would have by the June 15th deadline.

Prepared by: Tim Miles Date: 5/28/26

Committee Chair: Jason Miles Date: 6/15/2026

Tim Miles
DBSWCD
Conservation Specialist Report
May 26, 2026

I. Virginia Erosion and Sediment Control Program
- The Land Disturbing Report for April 2026 was submitted to DEQ.
- Routine inspections were made on active E&S projects.
- The E&S permits for the LMU College of Veterinary Medicine New Classroom Building and the Timberline Barns projects closed. These projects are complete.

II. Virginia Agricultural Cost-Share Program
- Tim Hobbs and I entered information in the Conservation Application Suite for the contracts approved at the April 28 board meeting.
- I made contract folders for those contracts approved at the last board meeting.
- I sent the 4th PY carryover request list to DCR for approval.
- 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.
- Preparations were made for the Lee FFA team to attend the State Envirothon Competition on May 17-18 at Eastern Mennonite University in Harrisonburg, Virginia.

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
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
Caledonia Farms Rock Picking Operation	X	2025-03	0.61	Spring 2026
New Western Lee County Health Clinic	X	2025-04	2.35	Fall 2026
Briar Patch Ventures LLC Rock Picking Operation	X	2025-05	0.61	Spring 2026
Town of Pennington Gap South Johnson Drive Dump Site	X	2025-06	2.40	Fall 2026
Larry Burke/VFP Disposal Area (Burke Farm Spoil Site)	X	2026-01	1.24	Fall 2026
Magnolia Health and Wellness Dryden Rehab Project	X		3.48	
Lee County PSA Ocoonita-Miller Smyth Chapel Interconnection	X		0.76	
St. Charles Waterline Replacement Project-Phase IV	X		0.47	
Stickleyville Line Extension-Middle Wallens Creek Phase I	X		0.50	
Frog Level Extension Project-Willow Tree Road	X		0.48	

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	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**
24-26-0040 J. Fields		SL-6W	$101,000.00	$103,196.00					**PROJECT CANCELLED**
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					Potential Piggy-back

2026 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost	Est. Cost-Share	Survey	Design	Const Begins	Percent	Remarks
24-26-0006 N. Siddens		SL-6W	$91,786.25	$92,386.25	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	$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	y	y			**Design in hand**
24-26-0062 B. Bush		WP-4 SF	$60,120.50	$45,090.38					**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					Info sent to engineer, waiting on design

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	50	fencing nearing completion
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	70	**Design in hand** Project is moving along..
24-25-0068 J. Busic		WP-4 SF	$121,225.00	$90,918.75	y	y	y	5	**Design in hand** Landowner has chosen his contractor
24-25-0065 A. Snodgrass		WP-4 SF	$156,301.00	$117,225.75	y	y	y	5	**Design in hand** Project is under way
24-25-0059 D. Crabtree		WP-4 SF	$238,145.00	$178,608.75	y	y	y	30	**Design in hand** No progress to report
24-25-0091 Steven Morris		WP-4 SF	$94,704.50	$71,028.38					No progress to report
24-25-0022 C. Welch		SL-6W	$2,572.10	$4,500.10	y	y	y	100	Piggy-back. **Complete and paid** **paid $4600.10**
24-25-0024 C. Rowland		SL-6W	$3,811.60	$6,175.60	y	y	y	100	Piggy-back. **Complete and paid** **paid $6,175.60**
24-25-0029 J. Williams		SL-6W	$3,711.10	$10,767.10	y	y	y	100	Piggy-back. **Complete and paid** **Paid $10,767.10**
24-25-0030 J. Gowder		SL-6W	$178,947.50	$196,947.50	y	y	y	?	Pre-construction visit made. Project should be under construction.
24-25-0050 F. Dixon		SL-6W	$151,555.00	$158,719.00	y	y	y	100	**Complete and paid** **Paid $155,577.25**
24-25-0097 J. Nelson		SL-6W	$57,347.00	$60,119.50					No progress to report
24-25-0028 L. Burke		SL-6W	$52,278.75	$55,578.75	y	y			No progress to report
24-25-0098 T. Wallen		SL-6W	$61,440.00	$66,060.00	y	y	y	100	Piggy-back. **Complete and paid** **paid $59,036.08**
24-25-0011 Amngst Cedars		SL-6W	$76,185.00	$78,645.00	y	y	y	100	**Complete and paid** **paid $65,934.60**
24-25-0044 R. Dulaney		SL-6W	$138,701.25	$142,373.25					No progress to report
24-25-0049 M. Thompson		SL-6W	$59,835.00	$61,935.00	y	y	y	40	Well drilled, pipeline installed, working on troughs and fence..

2025 VACS Program Report

CONTRACT #	Instance	Practice	Total Est cost (construction	Estimated Cost	Survey	Design	Const Begins	Percent Complet	Remarks
24-25-0007 Paul Hensley		SL-6W	$117,811.25	$119,611.25	y	y	y	25	Working on the watering system
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

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** landowner has chosen his contractor
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**

DBSWCD
Conservation Technician Report
May 2026

- Went on several new planning visits for the WP-4SF
- Working on a lot of the new approved contracts for design
- Competed Stream ID class in Charlottsville VA
- Went on numerous construction checks

Samantha Briggs, DBSWCD
Administrative Secretary Report
May 26, 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 May 7, 2026
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Contacted Sharon Moore for board meals
- Contacted Pullin Ink for district demo hats (Pennington Gap)
- Secured Hotel for 2026 Lee High School Envirothon Team (State)
- Submitted Donation Check to Lee High School Envirothon Team (State)
- Prepared Announcement for District Internship
- Submitted Payroll for May 21, 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 (May 2026)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (May 2026)
- Submitted Virginia Retirement Contribution for May 2026
- Prepared the Minutes of Meeting for April 28, 2026 for the May 26, 2026 board meeting
- Prepared the Agenda for the May 26, 2026 board meeting
- Prepared the Treasurer's Report for the May 26, 2026 board meeting
- Submitted board packets for May 26, 2026 board meeting
- Purchased board meeting and office supplies
- Prepared invoice for board meeting meals
- Prepared Running Budget for May 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
32637 MAIN STREET
JONESVILLE, VIRGINIA 24263
PHONE: (276) 346-1531 ext. 3
EMAIL: dbswcd@verizon.net
WEBSITE: www.danielbooneswcd.com

We work with the people who work the land.

June 4, 2026

To: Powell Valley News
From: Shawn Morris, Daniel Boone SWCD
Re: Job Announcement

The Daniel Boone Soil and Water Conservation District (SWCD), an Equal Opportunity Employer and Provider in Lee County, is accepting applications for a part-time, temporary intern (through September 15, 2026).

Job Title: District Intern
Fair Labor Standards Act Status: Non- Exempt
Classification: Part-tIme, Temporary (up to 32 hrs/week)
Salary: $20.00/ hour
Purpose: The Intern would assist district staff in carrying out the day-to-day activities of the Daniel Boone SWCD Office in Jonesville, VA. This includes the implementation of the Virginia Best Management Practices Cost-Share Program and providing conservation farm planning and technical assistance.

Duties: Work under the supervision of the District Manager and cooperate with other technical staff to prepare completed VACS applications for presentation to the SWCD Board of Directors which may include but is not limited to:

- Assisting technical staff with farm visits to determine feasibility & need of conservation practices
- Assisting technical staff in obtaining related field data needed for evaluation and design of conservation practices and ability to perform mathematical calculations relevant to the BMP practices
- Ability to interpret and correlate information from maps, use computer software programs such as word processing, spreadsheets, GPS, and others.
- Assist staff with environmental education events as needed
- Attend Board meetings and special meetings as needed
- Adhere to personnel policy, keep accurate time and attendance records

Education and/or experience in agriculture, natural resources and/or environmental science is preferred.

For more information contact Shawn Morris, District Manager at (work) 276-346-1531 ext. 3, (cell) 276-346-6800 or via email.

Email completed resume, cover letter, and references to shawn.morris@usda.gov or hand deliver to the Daniel Boone SWCD at 32637 Main Street, Jonesville, **by 4:30 pm, Monday, June 15, 2026**

The Intern position is an employee of the Daniel Boone SWCD District. The primary work location is located at the SWCD Office in Jonesville, VA and covers Lee County.

DANIEL BOONE

SWCD

SOIL & WATER CONSERVATION DISTRICT

We work with the people who work the land.

Annual Plan of Work

2026 - 2027

APPROVAL DATE: ___June 23, 2026___

FOREWORD

"A Soil and Water Conservation District … shall constitute a governmental subdivision of this state, and a public body corporate and political, exercising public powers"

Reflected in the following pages is the Daniel Boone Soil and Water Conservation District's Annual Plan of Work which was prepared by the District for its citizens. This was done so by the authority implied in the passage previously quoted from the Soil and Water Conservation District Law of Virginia and further explained in the following citation from that law:

"They (a district and its directors) shall have power to develop comprehensive programs and plans for the conservation of soil resources and for the control and prevention of soil erosion for flood prevention, agricultural and nonagricultural phases of the conservation development, utilization, and disposal of water with the district …"

Soil and Water Conservation Districts make up the fundamental elements of a multi-level collective conformation that combines local, regional, state and federal agencies in a joint endeavor with the public citizens to protect and maintain the country's natural resources.

THE PURPOSE OF THE ANNUAL PLAN OF WORK

By utilizing the District's Annual Plan of Work, the District Directors and others responsible for decisions are provided with the perspective needed to tailor and carry out tomorrow's ambitions and goals prudently. Through this plan, all District practices and projects are given structure by providing continuity and affirmation. It is a source of reference for committees and furnishes the foundation for the District's financing at local, state and federal levels.

In conclusion, the District is here to promote and serve the best interest of all of society in conserving the natural resources legacy.

MISSION STATEMENT

To identify conservation issues within Lee County, and to provide leadership, education and implementation of programs that focus on land, water, and related natural resource topics.

VISION STATEMENT

To improve the quality of life within our watershed by impeding erosion, water pollution and other forms of land degradation through technical and educational assistance.

DANIEL BOONE SWCD DIRECTORS

Roger Elkins

Bobby Burchett

Gary Martin

Mike Hobbs

Amy Byington

ASSOCIATE DIRECTORS

Jason Miles

Gary Bailey

Donovan Willis

STAFF

A. Samantha Briggs, Administrative Secretary

R. Shawn Morris, District Manager

Tim Miles, Conservation Specialist

Tim Hobbs, Conservation Technician

Neal Matlock, No-Till Seeder Technician

PARTNERING STAFF

Jordan Southern, District Conservationist

ACTION ITEM MONTHLY SCHEDULE

ACTION ITEM	WHEN	WHO
1. Submit/Present activity and/or progress reports to the Lee County Board of Supervisors on a quarterly basis (coincide with quarterly reports to DCR).	July Quarterly	Board of Directors Staff
2. Solicit contributions from local businesses for Kids In The Creek Day materials.	July	Staff
3. Identify nominees for specified awards/recognition during the upcoming calendar year.	July	Awards Committee
4. Approve Employee Position Descriptions and Job Performance Evaluations.	July	Board of Directors Personnel Committee
5. Consider salary and/or cost of living increases for employees based on Job Performance Evaluations and merit.	July	Board of Directors Budget Committee Personnel Committee
6. Co-host the Annual Powell River Float Trip with conservation partners to observe improvements resulting from the conservation partnerships.	August	Staff
7. Select adequate locations for the Kids In The Creek Day events based on safety, distance from participating schools, and adequacy.	August	Staff
8. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues.	August	Staff Community Outreach Committee

ACTION ITEM	WHEN	WHO
9. Cost-estimate worksheets and ranking CEF numbers will be presented (identified by contract numbers only) to the Board of Directors for initial allocation of VACS Program funds.	August	Technical Committee
10. Update District policy for handling Agricultural Stewardship Act complaints with Agricultural Stewardship Act Program Manager.	August	Board of Directors
11. Work with Lee County School Board to select dates for Kids In The Creek Day event.	August	Staff
12. Update District website to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc.	September	Conservation Specialist
13. Send NACD Poster Contest information to local schools.	September	Staff
14. Distribute educational packets to participating teachers, finalize presenters, and design/order KIC Day materials (according to success of donation solicitation).	September	Staff
15. Distribute Envirothon materials to potential Envirothon team coaches.	September	Staff
16. Host Annual Kids In The Creek Day	September	Staff
17. Visit and/or discuss potential nominees for Awards recipients and make recommendations to the District Board.	September	Awards Committee

ACTION ITEM	WHEN	WHO
18. Approve an outstanding Lee County farmer for the DCR-DSWC's Clean Water Farm Award and send application to appropriate destination.	September	Awards Committee
19. Update, purge, create, and archive appropriate District files according to guidelines	October	Administrative Secretary
20. Submit/Present activity and/or progress reports to the Lee County Board of Supervisors on a quarterly basis (coincide with quarterly reports to DCR).	October Quarterly	Board of Directors Staff
21. Gather all entries for the NACD Poster Contest and select one winner per category and send in winning entries to VASWCD.	October	Staff
22. Invite agency partners to the annual Awards Banquet.	October	Administrative Secretary
23. Make appropriate reservations to attend the VASWCD Annual Meeting.	November	Administrative Secretary
24. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues.	November	Staff Community Outreach Committee
25. Daniel Boone SWCD will host an Annual Awards Banquet at which time awards will be presented and deserved recognitions made.	November	Board of Directors Staff

ACTION ITEM	WHEN	WHO
26. Update District website in order to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc.	December	Conservation Specialist
27. Perform Job Performance Evaluations for District staff, and make recommendations to the District Board.	December	Personnel Committee District Manager
28. Renew all Associate Directors' Terms	January	Board of Directors
29. Update Committee Appointments	January	Chairman of the Board
30. Place notice in local newspaper about time, date and location of the SWCD and Technical Committee meetings for the upcoming year.	January	Staff
31. SWCD Directory update to VASWCD	January	Administrative Secretary
32. Approve Employee Position Descriptions and Job Performance Evaluation	January	Board of Directors Personnel Committee
33. Consider salary and/or cost of living increases for employees based on Job Performance Evaluations and merit.	January	Board of Directors Personnel Committee Budget Committee
34. Publish informative articles on SWCD related issues.	January As needed	Staff
35. Submit/Present activity and/or progress reports to the Lee County Board of Supervisors on a quarterly basis (coincide with quarterly reports to DCR).	January Quarterly	Board of Directors Staff

ACTION ITEM	WHEN	WHO
36. Sponsor Lee County students to attend Youth Conservation Camp. Begin recruitment, dissemination of information and provide applications to potential Youth Conservation Camp applicants.	January	Staff
37. Send VASWCD Scholarship application to local schools.	January	Staff
38. District Board will review engineering spot-check results and engineering job approval authority (EJAA) approved by the DCR Engineer.	January	Board of Directors
39. Host local Envirothon workshop for participating teams.	February As needed	Staff
40. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues.	February	Community Outreach Committee Staff
41. Work with conservation partners to choose location and date for the Annual Powell River Float Trip when feasible.	March	Staff
42. SWCD Area IV Meeting	March	Board of Directors Staff
43. Submit annual budget request to the Lee County Board of Supervisors.	March	Budget Committee
44. Update District website in order to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc.	March	Conservation Specialist

ACTION ITEM	WHEN	WHO
45. Host a county-wide Envirothon competition for local teams, if necessary.	March	Staff
46. Submit/Present activity and/or progress reports to the Lee County Board of Supervisors on a quarterly basis (coincide with quarterly reports to DCR).	April Quarterly	Board of Directors Staff
47. Rank Youth Conservation Camp applications and make selections.	April	Staff
48. Rank VASWCD Scholarship applications and send selected application(s) to VASWCD.	April	Staff
49. Develop Secondary Considerations that include ranking guidelines and targeted priority BMPs for funding considerations.	May	Technical Committee
50. Develop a budget for the upcoming fiscal year and make recommendations to the Board.	May	Budget Committee
51. Develop and approve Annual Plan of Work as outlined in grant agreement with DCR. Review Long Range Plan to determine activities, events, and their scheduled dates (when appropriate)	May	Community Outreach Committee Board of Directors
52. Work with successful Youth Conservation Camp applicants to solicit camp tuition.	May	Staff
53. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues.	May	Community Outreach Committee Staff

ACTION ITEM	WHEN	WHO
54. Perform inventory of District supplies and equipment, reporting any changes to the Board and/or insurance company when appropriate.	May	Grant/Inventory Committee Staff
55. Approve a projected budget for the upcoming fiscal year.	June	Board of Directors
56. Review and approve the Operational and Virginia Agricultural Cost-Share Program grant agreements with DCR.	June	Board of Directors
57. Maintain and upgrade computer hardware and/or software according to staff needs.	June	Board of Directors Staff
58. Evaluate and update employee position descriptions.	June	Personnel Committee
59. Approve Personnel Policy	June	Board of Directors
60. Perform Job Performance Evaluations for District staff, and make recommendations to the District Board.	June	Personnel Committee District Manager
61. Update District website to provide the public with up-to-date information, program deadlines, upcoming activities, recent events, etc.	June	Conservation Specialist
62. 100% of VACS program funds allocated.	June	Technical Committee Staff

FY 2026-2027 ANNUAL PLAN OF WORK
APPROVAL DOCUMENT SHEET

The Daniel Boone Soil and Water Conservation District's *Annual Plan of Work* for FY 2026-2027 was revised and approved on **June 23, 2026.**

This plan will remain in effect until June 30, 2027.

_____

Roger Elkins, Chairman
Daniel Boone SWCD

05/24/2026

Date

The Commonwealth of Virginia supports the Daniel Boone Soil & Water Conservation District through financial and administrative assistance provided by the Virginia Soil & Water Conservation Board and the Department of Conservation and Recreation.

The County of Lee supports the Daniel Boone Soil & Water Conservation District through financial assistance.

Discrimination is prohibited in our programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status.

Daniel Boone SWCD is an equal opportunity employer and provider.

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

Action Items to accomplish in May 2026:

Monthly Schedule of Annual Plan & Strategic Plan:

May:

1. Develop Secondary Considerations that include ranking guidelines and targeted priority BMPs for funding considerations. *(Technical Committee)*

2. Develop a budget for the upcoming fiscal year and make recommendations to the Board. *(Budget Committee)*

3. Develop and approve Annual Plan of Work as outlined in grant agreement with DCR. Review Long Range Plan to determine activities, events, and their scheduled dates (when appropriate). *(Community Outreach Committee/Board of Directors)*

4. Work with successful Youth Conservation Camp applicants to solicit camp tuition. *(Staff)*

5. Select date and location for spring, summer, fall, and winter pasture walks respectively, according to stakeholder interest and current issues. *(Community Outreach Committee/Staff)*

6. Perform inventory of District supplies and equipment, reporting any changes to the Board and/or insurance company when appropriate. *(Grant/Inventory Committee/Staff)*

May 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

- **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.
- **End of Fiscal Year Items / Checklist (Attached):** As the end of the fiscal year approaches, please be mindful that several items must be completed, approved by SWCD boards and recorded in the minutes by June 30, 2026. I encourage you to reference the attached checklist, which has been prepared to assist SWCDs to ensure that they have satisfactorily completed many of the deliverables in the FY26 Grant Agreements. Once documents are approved, please make sure that the new revision/approval date is included in the document. Except for employee performance reviews, FLSA position description tests and pay action approval forms, please send a copy of all items to me once they have received board approval.
- **Salary Adjustments:** As the end of FY26 approaches and you begin to plan for FY27 now is an opportune time to conduct your personnel evaluations and discuss salary increases that will be part of your FY27 budget. If your district chooses to make salary adjustments, please be sure to follow the guidance listed below.
  - A cost-of-living increase must be given of equal amount and/or percentage to each employee.
  - A merit/performance increase may vary for each employee.
  - Districts do not have to give a salary increase; they are allowed to give bonuses if they choose.
  - If your district participates in VRS, the salary changes (not bonuses) need to be updated in the VRS Navigator.
  - ALL salary changes and/or bonuses must be approved by the full Board and documented in the minutes.
  - ALL bonuses and salary changes must be documented on a "Pay Action Approval Form" and retained in the employee's personnel file. PLEASE be sure to include the current pay rate (i.e., current salary) and the new pay rate (i.e., new salary after the calculated percentage or additional dollar amount) on the pay action approval form. If you are documenting a one-time bonus, you can leave the current pay rate and new pay rate sections blank, but you should document the dollar amount issued.
- **Status of State Budget, FY27 Grant Agreements and FY27 SWCD Budget:** The state budget has yet to be approved. The VSWCB (VA Soil & Water Conservation Board) must finalize the SWCD allocations for admin/ops and VACS when they meet on 06/17/2026. If there is still not a state budget the VSWCB meeting may be postponed until a later date.
  - **FY27 Grant Agreements:** The FY27 Grant Agreements will not be approved by the VA Soil and Water Conservation Board (VSWCB) until mid-June (pending state budget approval), for approval by district boards in July. You may consider delegating authority to the Board Chair to sign the grant agreements in early July to streamline the process.

- **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. A completed DCR Form 199-014 and 199-015 is required. Additional information/guidance will be provided at a later time.
- **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 will be sent to SWCD staff via email sometime in May.
- **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 will be sent to SWCD staff via email sometime in May. As a reminder, assessments will have input from DCR program managers & will not be presented to SWCDs until August or September.
- **Audit Reports:** The VA Soil and Water Conservation Board (VSWCB) met on 03/20/26 to review information provided by the auditors. The General Management Letter was sent to all 47 SWCDs on 3/26/26. If your district has not already done so, please be sure to include that letter in a future board meeting packet and take the time to review. Adhere to the recommendations made within the letter to ensure that your SWCD is in good standing.
- **Interview Panels and FOIA:** As districts continue to hire new staff, please remember that FOIA rules apply to conducting interviews. Interview panels made up of 3 or more directors, or a quorum of Committee members, constitutes a public meeting. The interview panel must be advertised as a public meeting, and minutes should be recorded accordingly. However, the actual interviews are protected and should be conducted in a closed session. Once the interviews are completed, the meeting will need to certify the closed session and enter back into an open meeting. Please be sure to carefully follow the closed meeting guidance, which can be provided by your CDC.
- **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.
  - NOTE: Committee Meeting Minutes CANNOT be handwritten, they must be typed.
  - 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.

- **FOIA Guidance for Advertising Meetings**: Per the Code of Virginia (§2.2-3707(D)), public bodies are required to provide notice of the date, time and location of its meetings by (1) Posting such notice on its official public government website; (2) *Placing such notice in a prominent public location at which notices are regularly posted;* and (3) Placing such notice at the office of the clerk of the public body (SWCD office). Notice shall be posted at least *three business days prior to the meeting* (this means that the day of the meeting does not count toward the three-day posting requirement). Please keep this in mind as you schedule committee meetings. This is also important to remember when rescheduling board meetings or scheduling special-called meetings.

2) Ag and Cost-Share Items

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

  The "Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27" is available in Logi for assessing Carryovers.
- **PY 2027 Virginia Agricultural Cost-Share Manual:** The PY 2027 VACS manual has been approved and 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.
- **End of Year Reports**: The deadline for submitting end-of-year reports is July 15, 2026. Signed carryover reports will be due with the End of Year Reports.
- **PY 2027 WFA Participation**: If your SWCD is interested in participating in the Whole Farm Approach (WFA) program in PY 2027, please let me know by email with a CC to Sara Bottenfield.
- **Cost-Share Obligations and Transfers:** If your SWCD is unable to obligate all the cost-share funds provided, now is the time to consider transferring money to another SWCD or release the allocation back to DCR. In both cases, a proportional amount of TA must be transferred or returned. Just as a reminder the 90% obligation rule no longer applies and all unobligated cost share funds, even if they have already been disbursed, will be returned to DCR with appropriate TA.
- **Transfer of Unobligated Funds from a Prior Program Year**: Per the PY 2026 Cost-Share and Technical Assistance Grant Agreement, funds that were obligated to a prior year's carryover contract that is cancelled in the current program year can be transferred to PY 2026 and re-obligated to a new PY 2026 contract. If your SWCD is interested in doing this, please notify your CDC so that they can work with Data Services staff to set up the appropriate funding source in CAS.
  - "For any contracts that (i) were entered into prior to FY2026, (ii) were carried over in in accordance with the guidelines established in the applicable Virginia Agricultural Cost-Share (VACS) BMP Manual, and (iii) were cancelled after the fiscal year in which the contract was entered into:
    - The District is authorized to re-obligate the cost-share funds associated with the cancelled contract to new contracts during FY 2026;
    - The District must return to the Department any cost-share funds associated with the cancelled contract that are not re-obligated by the end of FY 2026; and
    - The District is not required to return any technical assistance funds associated with the cancelled contract's cost-share funds."
- **PY27 Secondary Considerations**: Require DCR approval. Must be submitted for review and approval prior to any cost-share approvals take place in the new PY to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. Please cc the assigned CDC. Remember that if your SWCD chooses to lower the PY27 participant cap, you must document in the Secondary Considerations.
- **PY27 Average Cost List:** Does not require DCR approval but does require local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and the assigned CDC. Approval must be made before any cost-share approvals take place in the new PY.
- **CY26 Random Verifications:** CY 2026 Random Verifications have been entered into CAS. Your CDC will be working with district staff to get those scheduled.
- **Conservation Plan Signature Page Reminder:** As conservation plans are approved, please remember to upload the plan's signature page into CAS promptly after receiving board approval and signature. Remember that the board approval signature should be the last signature that goes on the signature

page of the conservation plan and should be obtained at the time of plan approval. Also, please remember to document the date of board approval of the conservation plan.

- **DCR Conservation Planner Certification Courses Announced:** Training dates have been announced for CY 2026 for anyone working towards their DCR Conservation Planner Certification. Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov.
  - **May 20, 2026:** Stream ID Course from 8:00AM until 4:30PM in Charlottesville, VA.
  - **Summer & Winter 2026:** Nutrient Management Training Course.
    - June 15-16, Soil Science, Soil Fertility and Crop Production School
    - July 7-9, Nutrient Management Plan Writing School
  - **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).
- **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.
- **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.
- **Participant Self-installation:** Please ensure when participants self-install any portion of a BMP that the participant provides receipts for all materials purchased by the participant for the installation of the BMP component(s). An invoice from the participant that simply lists materials and their respective cost(s) as purchased by the participant is not acceptable.
- **Guidance on when a Conservation Plan Needs to be Re-Approved:**
  - If there is a complete board approved conservation plan but DOES NOT include the BMP being sought for board approval, the conservation plan MUST be approved to include the new BMP. 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 Conservation Planner Resources & End of Year Review:** A checklist of grant agreement deliverable requirements and an example of the objective, description of operation and assessment summary was emailed to staff on 4/22/2026 from Vanessa Lewis. The documents are for planners to use as a reference.
- **IMPORTANT- Signatures on VACS Contracts:** Make sure that you have a system in place for someone(s) to review every contract in its entirety to ensure all signatures are in place before payment is made. Each time a contract is carried over, ensure signatures are obtained.

Upcoming Training and Important Dates:

- **May 6, 2026:** VASWCD Golf Tournament at the Hollows Golf Course.
- **May 15, 2026:** Deadline to request approval from DCR (Sara Bottenfield) for carryovers into a 4th PY.
- **May 17 & 18, 2026:** State Envirothon Competition at the Eastern Mennonite University.
- **May 21, 2026:** NRCS Area 2 JED Meeting. The topic will be a training session on the essentials of NMP writing and reading NMPs. More details to come.

- **June 2026:** VCAP Training. Details to follow.
- **June 1, 2026:** Obligation report will be pulled from CAS for the mid-fourth quarter disbursement. Please ensure that all approvals are in CAS by COB on May 31, 2026.
- **June 15, 2026:** Deadline for obligating PY 2026 VACS funds.
- **June 17, 2026:** VSWCB meeting, location TBD
- **June 17, 2026:** VACS Updates Session from 1:00PM until 4:00PM (virtual).
- **June 23, 2026:** VACS Updates Session from 9:00AM until 12:00PM (virtual).
- **June 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (https://spda.trs.virginia.gov/search) for the third quarter.
- **June 30, 2026:** Deadline to complete the annual agricultural community outreach event as required by #10 of the Admin/Ops Grant Agreement. Please remember to invite VSU to speak at the event. Review the full deliverable language for more information.
- **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 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 05/06/2026.

End of Fiscal Year Items / Checklist

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

PY 2027 Average Cost List • Please consider any recent increases in materials costs. • Must be approved prior to approval of PY 2027 applications. • Please reference pages II-10 and II-11 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU. • Don't forget to include a good and implementable contingency clause.	• Board Approval Required • Submit to Sara Bottenfield & CDC • Required by Grant Agreement
PY 2027 Secondary Considerations • Must be approved prior to approval of PY 2027 applications. • Please reference pages II-9 and II-10 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU. • Note- If your SWCD elects to utilize a cap that is lower than the VACS cap, please ensure that this is stated in the secondary considerations. Consider all implications of this decision very carefully.	• Board Approval Required • Submit to Sara Bottenfield & CDC • DCR AIPM Approval Required • Required by Grant Agreement
Desktop Procedures Review • 1 Review/ Year Required	• Review in BOD Meeting or Finance Committee Meeting • Record review in Minutes • Required by Grant Agreement
FOIA Officer Training Completed • Training must be completed every two years based on the date of the last training taken by the FOIA Officer. • Incumbent officers should check their most recent completion date.	• Required by Code of Virginia
Library of Virginia Records Retention Courses (5) Completed • Training must be completed every three years by the Records Officer. • Incumbent officers should check their most recent completion date.	• Required by Code of Virginia
Compliance/ Resolution of Audit Findings • Provide written documentation of resolution of audit findings as well as controls that were put in place to prevent the issue in the future. • Ensure this documentation is recorded in the minutes.	• Report Completion of Requirement in Board Meeting Minutes & to CDC
Host at least one agricultural community outreach event during the year & Ensure VSU- Small Farm Outreach Program • Event must meet all requirements listed in Deliverable #10 of the Operations Grant Agreement (please reference the list for more information).	• Send documentation of marketing efforts, email invitation to VSU regional & state SFOP representatives & agenda to CDC • Required by Grant Agreement
Carryovers • Once provided, please follow the directions listed in the EOY packet. Carryover reports that are not legible or are printed too small to read will not be accepted. • Please plan to approve all possible carryover applicants even if you think they may reach completion prior to June 30, 2026. It would be best to go ahead and carryover all potential contracts as opposed to scheduling a special-called meeting to handle additional carryovers. • Carryovers should be updated in the Conservation Application Suite (CAS) and the carryover list/ report	• Board Approval Required • Board should be approving and signing the Logi carryover report • The Logi report should be attached to the minutes • Submit signed carryover report to the CDC with year-end reports • Please note that there are two date blanks on the report. One blank is for the board approval date. The other is for the director's signature date.

should be generated from Logi for board approval and signature. • Remember to allow Logi to update overnight since changes made to an instance are not available instantaneously in Logi. • If you need a Logi login or a password reset, please contact the Data Services Helpdesk. • Please refer to pages II-42 thru II-46 of the VACS manual for more information on carryovers as well as handling of two-program year completion date practices.	

USDA
United States Department of Agriculture

Jonesville SERVICE CENTER REPORT

Daniel Boone SWCD Board Meeting
05/26/2026

Program Updates/Deadlines:

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

  EQIP Payments April - $126,720.80

  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: TBA

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

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

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

  None

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

- **Conservation Technical Assistance**

  Completed roughly 31 FY26 EQIP planning visits

  BMP Projects/Partnership Activities

- Approximately 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)

- Nutrient Management Training, Wytheville 05/21/2026

Earth Team Volunteer Program

VA NRCS Operational/Personnel Changes

- Updates, if available

Submitted By Jordan Southern, District Conservationist

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