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
NOVEMBER 20, 2025

The Daniel Boone Soil & Water Conservation District Board of Directors met Thursday, November 20, 2025, at the Daniel Boone Soil and Water Conservation District office in Jonesville, Virginia at 6:00 PM.

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

PUBLIC PRESENT
None

MEMBERS ABSENT:
Bobby Burchett

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 September 23, 2025, 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 November 13, 2025, Treasurer's report. (Martin, Byington, unanimous)

REPORTS – COMMITTEE CHAIRS:
Shawn Morris, Technical Committee member, stated that the committee recommends approval of a contract increase for contract #24-25-0019, instance #647420 in the amount of $33,509.00 due to additional fence, pipe, and trough.

A motion was made to approve the contract modification. The new cost share amount is $289,154.00 and the new instance cost is $271,154.00. (Byington, Hobbs, unanimous)

The Technical Committee recommends approval of the first 10 conservation plans for the contracts listed on the attached PY26 Applications To Be Funded (Second Round) List which are as follows: contract #20-26-0064, instance #720841; contract #24-26-0066, instance #730841; contract #24-26-0068, instance #731263; contract #24-26-0065, instance #728246; contract #24-26-0067, instance #731199; contract #24-26-0056, instance #717947; contract #24-26-0043, instance #710974; contract #24-26-0044, instance #711255; contract #24-26-0006, instance #669103; and contract #24-26-0051, instance #716772. A motion was made to approve the conservation plans. (Byington, Martin, unanimous) A copy of the application list is attached and made a part of these minutes.

The Technical Committee recommends approval of cost-share funding and tax credits for the first 10 contracts listed at the top of the PY26 Applications To Be Funded (Second Round) List which are as follows: contract #20-26-0064, instance #720841; contract #24-26-0066, instance #730841; contract #24-26-0068, instance #731263; contract #24-26-0065, instance #728246; contract #24-26-0067, instance #731199; contract #24-26-0056, instance #717947; contract #24-26-0043, instance #710974; contract #24-26-0044, instance #711255; contract #24-26-0006, instance #669103; and contract #24-26-0051, instance #716772. A motion was made to approve cost-share and tax credit funds for the listed contracts. (Byington, Hobbs, unanimous) A copy of the application list is attached and made a part of these minutes.

The Technical Committee recommends approval of a transfer of maintenance responsibility for contract #24-24-0006, instance #530873 from T.J. Harless to Andy Moore. A motion was made to approve the transfer of maintenance responsibility for contract #24-24-0006. (Byington, Martin, unanimous) A copy of the PY26 Applications To Be Funded (Second Round) List and a copy of the Technical Committee minutes of meeting are attached and made a part of these minutes.

A verbal report of the ongoing activities of the NRCS District Conservationist was given by Jordan Southern.

The board discussed the purchase of conservation awards signs and plaques. A motion was made to purchase 8 conservation award signs and 3 service award plaques. (Byington, Martin, unanimous)

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

A verbal report of the ongoing activities of the District Manager was given by Shawn Morris.

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:

Gary Martin, Secretary/Treasurer, discussed the appraisal given by Deborah Light Mullins for the property of interest on Chappell Drive in Jonesville. The board discussed offered value ranges. The item was suspended until the December board meeting.

Tim Miles, Conservation Specialist, presented two college scholarship applications. A motion was made to award $2,000.00 scholarships from the district to Cameron Jessee and Dylan Sturgill. (Martin-motion, Hobbs-second, Byington abstained, motion carried)

Roger Elkins updated the 2025 Committee Appointments. He added Gary Bailey, Associate Director, to the Community Outreach Committee and Donovan Willis, Associate Director, to the Grant/Inventory Committee. A copy of the updated committee list is attached and made a part of these minutes.

NEW BUSINESS:

Samantha Briggs, Administrative Secretary, reported that she had submitted the district's FY26 1st Quarter Attachment E with supporting documents to DCR. The documents were sent on time. The report was accurate, and there were no questions or comments. A copy of the Attachment E and supporting documents are attached and made a part of these minutes.

Samantha Briggs discussed the December board meeting and the annual awards banquet. A motion was made to move the December board meeting to Thursday, December 18, 2025 and to host the annual awards banquet on Tuesday, January 20, 2026. (Byington, Martin, unanimous) The banquet will be held at the Pennington Gap Community Center in Pennington Gap, Virginia. The January board meeting will be held before the banquet at 5:00 pm.

Samantha Briggs 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.

Amy Byington, Director, discussed a donation request for a day of appreciation for the United States Penitentiary (USP) Lee employees due to the previous government shut down. After a lengthy discussion a motion was made that the district will not approve any donation request unless it is agriculture or environmental science related. (Byington, Martin, unanimous)

ANNOUNCEMENTS:

Roger Elkins announced that the VASWCD Education Foundation is offering scholarships for the VALOR Program.

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 Gary Martin, Director, to sign tax credits and other end of calendar year documents for the VACS Program. (Byington, Elkins, unanimous)

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 — 12-18-2025 Date — A. Samantha Briggs, Admin. Sec.

PY26 Applications To Be Funded (Second Round)

Contract #	Instance #	Practice	Cost-Share	Tax Credit	CEF	Adjusted CEF	Revised CEF
24-26-0064	720841	SL-6W	$78,655.00	$0.00	12.92	-3	9.92
24-26-0066	730841	SL-6W	$38,858.00	$0.00	14.26	-3	11.26
24-26-0068	731263	SL-6W	$264,986.25	$0.00	11.89	0	11.89
24-26-0065	728246	WP-4SF	$117,225.75	$9,768.81	16.92	-1	15.92
24-26-0067	731199	SL-6N	$23,729.25	$3,954.88	17.66	1	18.66
24-26-0056	717947	WP-4SF	$79,797.38	$6,649.78	22.41	-3	19.41
24-26-0043	710974	WP-4SF	$183,549.38	$15,295.78	22.07	0	22.07
24-26-0044	711255	WP-4SF	$161,070.75	$13,422.56	23.36	-1	22.36
24-26-0006	669103	SL-6W	$92,386.25	$0.00	25.65	-3	22.65
24-26-0051	716772	WP-4SF	$71,028.38	$5,919.03	25.72	-3	22.72
			$1,111,286.39	$55,010.84			
24-26-0019	679886	WP-4SF	$122,904.38	$10,242.03	26.30	-3	23.30
24-26-0069	731322	WP-4SF	$90,918.75	$7,576.56	25.41	-1	24.41
24-26-0070	731330	SL-6W	$81,335.00	$0.00	28.60	-3	25.60
24-26-0020	679991	WP-4SF	$71,028.38	$5,919.03	26.72	-1	25.72
24-26-0008	669194	SL-6W	$103,633.00	$0.00	29.21	-3	26.21
24-26-0012	670736	WP-4SF	$88,197.38	$7,349.78	27.85	-1	26.85
24-26-0054	717386	WP-4SF	$79,797.38	$6,649.78	30.34	-3	27.34
24-26-0010	670603	WP-4SF	$73,380.75	$6,115.06	28.40	-1	27.40
24-26-0016	670921	WP-4SF	$45,090.38	$3,757.53	28.40	-1	27.40
24-26-0052	717222	WP-4SF	$122,904.38	$40,968.13	30.68	-3	27.68
24-26-0022	680114	WP-4SF	$134,763.75	$11,230.31	28.82	-1	27.82
24-26-0002	668728	SL-6W	$125,461.50	$0.00	31.21	-3	28.21
24-26-0014	670881	WP-4SF	$99,687.75	$8,307.31	29.36	-1	28.36
24-26-0018	671132	WP-4SF	$71,028.38	$5,919.03	29.52	-1	28.52
24-26-0042	710578	WP-4SF	$62,259.38	$5,188.28	29.56	-1	28.56
24-26-0015	670913	WP-4SF	$62,259.38	$5,188.28	31.87	-3	28.87
24-26-0017	671073	WP-4SF	$117,225.75	$9,768.81	29.89	-1	28.89
24-26-0032	684449	WP-4SF	$45,090.38	$3,757.53	30.52	-1	29.52
24-26-0021	680048	WP-4SF	$108,456.75	$9,038.06	30.68	-1	29.68
24-26-0055	717706	WP-4SF	$71,028.38	$5,919.03	32.90	-3	29.90
24-26-0011	670604	WP-4SF	$125,994.75	$10,499.56	31.78	-1	30.78
24-26-0004	668756	SL-7	$8,316.00	$519.75	31.92	-1	30.92
24-26-0003	668754	SL-7	$40,794.00	$2,549.63	31.99	1	32.99
24-26-0013	670799	WP-4SF	$71,028.38	$5,919.03	36.96	-1	35.96
24-26-0005	669091	SL-7	$59,156.00	$3,697.25	39.32	5	44.32
		Subtotal	$2,081,740.31	$176,079.76			
		Total	$3,193,026.70	$231,090.60			

SWCD: Daniel Boone Name of Committee: Technical

Date: Nov. 20, 2025 Time: 4:30 pm Location: DBSWCD office

Designated Note taker: Tim Miles

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

Voting Members Not in Attendance: Amy Byington

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

Agenda/Discussion Item #1

Topic: PY25 contract increase (modification)

Motion/Recommendation:
increase contract 24-25-0019, inst. #647420 by $33,509.00 due to additional fence, pipe, and trough

Motion Made By: Jordan Seconded By: [redacted] Jason Vote: ✓

Comments: New instance cost = $271,154.00
New C/S = $289,154.00

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

Agenda/Discussion Item #2

Topic: PY26 conservation plans (second round)
PY26 4% funding (second round)
PY26 tax credit (second round)

Motion/Recommendation:
approve cons. plans, 4% funding, and tax credit for next 10 contracts (see list)

Motion Made By: Jordan Seconded By: Gary Vote: ✓

Comments: see PY2026 Applications To Be Funded (Second Round) list

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

Agenda/Discussion Item #3

Topic: transfer of maintenance responsibility for contract 24-24-0006, Instr # 530873 from T.J. Harless to Andy Moore

Motion/Recommendation:
approve transfer of maintenance responsibility

Motion Made By: Donovan Seconded By: Gary Vote: ✓

Comments:

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

Additional Committee Business:

discussion on transfer of maintenance responsibility for a farm that is partially sold

Set next Committee Meeting Date, time and location: TBD

Motion to Adjourn By: NA Seconded By: NA

Time of Adjournment: 5:30 pm Submitted by: Jim Mabe

Committee Chair Signature: D. Jason Miller

Tim Miles
DBSWCD
Conservation Specialist Report
November 20, 2025

I. Virginia Erosion and Sediment Control Program
- The Land Disturbing Reports for September and October 2025 were submitted to DEQ.
- Routine inspections were made on active E&S projects.
- An E&S permit was issued for the Briar Patch Ventures LLC Rock Picking Operation.

II. Virginia Agricultural Cost-Share Program
- I have made a few more conservation planning visits for PY26 applications.
- Practices were digitized in the Conservation Application Suite to rank applications for funding.
- We are still surveying the water systems for the approved PY25 contracts. I have completed designs on a few more PY25 projects that were surveyed.
- I made construction inspections on some projects.
- I have been entering information into the Conservation Application Suite to pay applicants for completed projects.
- Technical staff made some site visits with Ben Chester, DCR Agricultural BMP Engineer, on October 20.
- Technical staff performed verification checks with Lorie Stevens, DCR Conservation District Coordinator, on October 22.

III. Miscellaneous
- The District website has been updated periodically.
- Kids in the Creek was held on September 30 and October 2. There were nearly 200 kids that participated in this year's event.
- District staff participated in the Hoop House Tour and Field Walk on October 27. A brief history of the district, along with programs and services provided by the district, were shared with the public. Dr. Gu, Horticulture Extension Specialist, discussed hoop houses and extending the growing season. Nearly 50 people were in attendance.

Erosion and Sediment Control Project List

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

- Spent majority of time out in field on new construction jobs
- Spent 2 days working on Kids in the Creek
- Working on the AWMS plans for the approved 2025 WP-4SF

Samantha Briggs, DBSWCD
Administrative Secretary Report
November 20, 2025

- Submitted signed minutes of meeting and treasurer's reports to Lorie Stevens, CDC
- Submitted signed minutes of meeting and treasurer's report to Tim Miles for website
- Submitted Anthem BC&BS Health and Dental Payments
- Tim Miles and I managed all of the Kids in the Creek Day program activities which were held on September 30 and October 2. Approximately 200 kids participated in the event
- Submitted Payroll for October 09, 2025
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Submitted the 1st QTR Attachment E and supporting documents to the district's CDC. The reports were accurate and submitted on time
- Submitted Payroll for October 23, 2025
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Submitted Federal 941 Tax to the Department of Taxation (October 2025)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (October 25)
- Submitted Virginia Retirement Contribution for October 2025
- I participated in the Hoop House Tour and Field Walk on October 27, 2025
- Prepared the Minutes of Meeting for September 23, 2025 for the October 28, 2025 board meeting
- Prepared all the documentation for the cancelation of the October 28, 2025 board meeting
- Submitted Payroll for November 6, 2025
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Prepared the Agenda for the November 20, 2025 board meeting
- Prepared the Treasurer's Report for the November 20, 2025 board meeting
- Submitted board packets for November 20, 2025 board meeting
- Purchased board meeting and office supplies
- Prepared invoice for board meeting meals
- Prepared Running Budget for November 2025
- Reconciled both CD accounts
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

Daniel Boone SWCD 2025 Committee Appointments

Budget Committee: **Gary Martin, Chair**
Bobby Burchett
Jason Miles
Advisors: Samantha, Shawn, Tim and Hobbs

Personnel Committee: **Roger Elkins, Chair**
Bobby Burchett
Gary Martin
Advisor: Shawn

Community Outreach: **Amy Byington, Chair**
Jordan Southern
Gary Bailey
Advisors: Samantha, Shawn, Tim, and Hobbs

Awards Committee: **Jordan Southern, Chair**
Mike Hobbs
Donovan Willis
Advisors: Samantha, Shawn, Tim, and Hobbs

Nominating Committee: **Bobby Burchett, Chair**
Donovan Willis
Gary Bailey
Advisors: Shawn and Tim

Technical Committee: **Jason Miles, Chair**
Amy Byington
Gary Bailey
Jordan Southern
Donovan Willis
Advisors: Shawn, Tim, and Hobbs

SWCD COOP Committee: **Amy Byington, Chair**
Roger Elkins
Mike Hobbs
Advisors: Samantha, Shawn, and Tim

Grant/Inventory Committee: **Amy Byington, Chair**
Bobby Burchett
Donovan Willis
Advisors: Samantha, Shawn, Tim and Hobbs

Attachment E

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

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

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

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

Address: 32637 Main Street, Jonesville, Virginia 24263

Reporting Quarter Dates: 7/1/2025 (beginning) thru 9/30/2025 (closing)

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

State Sources	Beginning Balance * (1)	Transfers In/Out (Must = 0) (2)	Adjusted Beginning Balance (1) +/- (2) (3)	Receipts (During the report period) (4)	Expenditures (During the report period) (5)	Ending Balance (6)
PY 2019-2024 OCB VACS Transfer	$15,963.32		$15,963.32		($15,963.32)	$0.00
			$0.00			$0.00
PY 2022 OCB VACS		($20,131.75)	($20,131.75)	$20,131.75		$0.00
			$0.00			$0.00
PY 2023 OCB VACS	$321,984.50		$321,984.50		($76,208.00)	$245,776.50
			$0.00			$0.00
PY 2024 OCB VACS	$1,618,597.87		$1,618,597.87		($200,911.89)	$1,417,685.98
			$0.00			$0.00
PY 2025 OCB VACS	$2,681,252.28		$2,681,252.28	$101,956.13	($36,449.60)	$2,746,758.81
PY 2025-2023 OCB VACS Transfer	$84,930.90		$84,930.90			$84,930.90
			$0.00			$0.00
PY 2026 OCB VACS			$0.00	$2,950.05		$2,950.05
			$0.00			$0.00
DCR OPERATION FUNDS	$273,976.53	$20,131.75	$294,108.28	$102,238.50	($15,044.97)	$381,301.81
			$0.00			$0.00
PY2024 OCB VNRCF TA	$117,938.51		$117,938.51		($53,830.15)	$64,108.36
			$0.00			$0.00
PY 2025 OCB VACS TA	$443,762.90		$443,762.90			$443,762.90
			$0.00			$0.00
PY 2026 OCB VACS TA			$0.00	$101,703.10		$101,703.10
Total State Sources	$5,556,406.81	$0.00	$5,556,406.81	$328,979.53	($398,407.93)	$5,486,978.41

Federal Sources	(1)	(2)	(3)	(4)	(5)	(6)
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
Total Federal Sources	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Local/Other Sources	(1)	(2)	(3)	(4)	(5)	(6)
LEE COUNTY			$0.00	$54,330.13	($48,421.26)	$5,908.87
			$0.00			$0.00
NEW VEHICLE RESERVE FUND	$15,911.14		$15,911.14			$15,911.14
			$0.00			$0.00
EQUIPMENT	$13,166.14		$13,166.14			$13,166.14
			$0.00			$0.00
			$0.00			$0.00
CD-BUILDING/RAINY DAY FUND	$363,573.95		$363,573.95	$5,063.56		$368,637.51
			$0.00			$0.00
CD-RESERVE BUILDING	$192,569.35		$192,569.35	$2,681.94		$195,251.29
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
			$0.00			$0.00
Total Local/Other Sources	$585,220.58	$0.00	$585,220.58	$62,075.63	($48,421.26)	$598,874.95

TOTAL (All Sources)	$6,143,627.39	$0.00	$6,143,627.39	$391,055.16	($446,829.19)	$6,087,853.36

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

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

	Print Name	Signature	Date
Prepared by:	Samantha Briggs	Samantha Briggs	10/14/2025
**Approved by:	Bobby Burchett	Bobby Burchett	10/14/2025

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

Daniel Boone SWCD
Balance Sheet
As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Operations District Account	1,025,862.32
VACS Program Account 1 BMP	4,498,102.24
CD	368,637.51
CD Building Fund	195,251.29
Total Checking/Savings	6,087,853.36
Total Current Assets	6,087,853.36
TOTAL ASSETS	**6,087,853.36**
LIABILITIES & EQUITY	
Equity	
Retained Earnings	6,143,627.39
Net Income	-55,774.03
Total Equity	6,087,853.36
TOTAL LIABILITIES & EQUITY	**6,087,853.36**

Daniel Boone SWCD
Profit & Loss
July through September 2025

	Jul - Sep 25
Ordinary Income/Expense	
Income	
OPERATIONS	
DCR Operations	
Operations Account Interest	203,941.60
CD Interest	1,378.14
Total OPERATIONS	7,745.50
LOCAL FUNDS	213,065.24
Anthem BC&BS Rebate	
Lee County BOS Funding	1,289.99
Lime Spreader	50,678.00
Fish Wagon	300.00
Donation	4.00
LOCAL FUNDS - Other	650.00
Total LOCAL FUNDS	30.00
Total Income	52,951.99
Gross Profit	266,017.23
Expense	266,017.23
Payroll Expenses	
Salaries & Wages	
Payroll taxes	54,943.29
Unemployment Tax Exp	4,203.17
Total Payroll Expenses	0.06
Employee Benefits	59,146.52
Retire/Grouplife	
VLDP	4,692.58
HIC Exp	171.44
Health & Dental Insurance	153.51
Worker's Comp Insurance	20,581.24
Health	657.00
Dental	9,173.79
Total Employee Benefits	239.38
District Ops	35,668.94
Office Supplies & Exp	
Truck & Van Maintenance	1,309.74
Truck & Van Fuel	85.00
Postage	322.74
Insurance-Truck, Van, Sdr, ATV	394.75
Phone & Internet	4,704.51
Powell Valley News	1,082.85
Kids in the Creek Day	53.75
Accounting Assistance	3,157.56
Director Expenses	799.00
Meals	
Director Expenses - Other	240.00
Total Director Expenses	515.00
Donations	755.00
Equipment	5,300.00
Dues & Subscriptions	924.02
Total District Ops	3,592.00
Total Expense	22,460.92
Net Ordinary Income	117,296.38
Other Income/Expense	148,720.85
Other Income	
COST SHARE INCOME	
VACS Cost Share Funds	
VACS Program Interest	122,087.88
Total COST SHARE INCOME	2,950.05
Total Other Income	125,037.93
Other Expense	125,037.93
COST SHARE DISBURSEMENTS	
VACS Recipient Payments	329,532.81
Total COST SHARE DISBURSEMENTS	329,532.81
Funds Transfers	0.00
Total Other Expense	329,532.81
Net Other Income	-204,494.88
Net Income	**-55,774.03**

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

Action Items to accomplish in November 2025:

Monthly Schedule of Annual Plan & Strategic Plan:

November:

1. Make appropriate reservations to attend Awards Banquet. *(Administrative Secretary)*

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

3. Daniel Boone SWCD will host an Annual Awards Banquet at which time awards will be presented and deserved recognitions made. *(Board of Directors/Staff)*

November 2025 – Conservation District Coordinator (CDC) Report

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

1) Administrative and Operational Items

- **FY26 1st Quarter Attachment E and QuickBooks Reports:** Overall the FY26 1st Quarter Attachment E and QuickBooks Reports looked good and contained minimal issues. I do want to remind SWCDs that a timely and accurate submittal is a FY26 Admin & Ops Grant Agreement deliverable so please plan accordingly. Additionally, at the conclusion of my reviews a review email will be sent to each SWCD with specific review findings.
- **Status of FY26 2nd Qtr. Disbursements:** Disbursement letters are scheduled to be sent to SWCDs on 11/14/2025. Let me know if you do not receive direct deposits within 30 days of the date of the letter.
- **Dates for Obligations data pull and Disbursement letters:**
  - Pull obligations November 1, letters to DCR November 10, dated to SWCDs November 14
  - Pull obligations February 1, letters to DCR February 9, dated to SWCDs February 12
  - Pull obligations May 1, letters to DCR May 6, dated to SWCDs May 11
  - Pull obligations June 1, letters to DCR June 3, dated to SWCDs June 8
- **SWCD Audits:** SWCDs that are due for an audit for the 2-year period ending 06/30/25 have been scheduled with Robinson, Farmer, Cox Associates. As a reminder, at the end of the auditor's field work and/or upon completion of the audit, an exit interview will be conducted. It is expected that District staff (in person) and a director (in person or by phone) will participate in the exit interview. DCR Conservation District Coordinators (CDC) will participate (in person or by phone) when schedules allow.
- **SWCD Employee Bonuses:** This is the time of year when many SWCD boards begin to think about awarding bonuses to their employees. Please make sure these bonuses are referenced in the minutes as "merit-based bonuses" since tax dollars are being used to fund these bonuses. Also, please be reminded that all bonuses granted to staff by SWCD boards must be taxed appropriately. As per the July 2024 Edition of the Desktop Procedures, please ensure that there is an Employee Pay Action Approval form (sample found on page 54 of the Desktop Procedures) included in the personnel file of each employee receiving a bonus or a salary adjustment.
- **Associate Director Job Descriptions and Guidelines:** DCR has received questions recently about the roles, responsibilities, and participation levels of associate directors in SWCD board meetings. Please note the following information:
  - Associate Directors of Virginia SWCDs are not referenced in the Code of Virginia.
  - No official decision from the OAG exists on what Associate Directors can and cannot do.
  - OAG guidance is that all SWCDs should create and adopt an Associate Director Job Description. The purpose of this job description is to define clear parameters as to what Associate Directors are authorized by the local board to do. Without such parameters in place, it could be argued in court that all Associate Directors have all voting rights, which is clearly not the intent of an elected board nor was it the intent of anyone when Associate Director positions were initially created. The job descriptions should cover the parameters of when an Associate Director can and cannot vote.
  - DCR is recommending that SWCDs adopt Associate Director Job Guidelines with the inclusion of the following components/information:
    - Purpose of Associate Director

        - Associate Directors may serve as members of committees that are established by the local SWCD board and have voting rights on those committees.
        - Associate Directors may serve in the position of Chair of committees that are established by the local SWCD board.
        - An Associate Director who serves as the Chair of a committee may present committee recommendations to the SWCD board at a regular or special-called board meeting for consideration; however, an Associate Director may not vote in such meetings.
        - An Associate Director may not make a stand-alone motion in a regular or special-called board meeting.
        - Associate Directors may participate in discussions in a regular or special-called board meeting. They do not have voting rights.
        - Associate Directors may be invited by the board to participate in closed meetings.
    - Please note that if your SWCD board has already adopted a policy or guidelines for associate directors, then no further action needs to be taken.
- **SWCD Election of Officers, 2026 Calendar Year Meeting Dates & Time, Committee Appointments:** These tasks typically occur annually in December or January. If using a Nominating Committee for officer elections be sure to appoint this committee the month prior to officer elections. Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2026 Calendar Year regular meeting date and time. Committee appointments should occur in January/February and are typically made by the Chair.
    - Note: The appointment of the SWCD Officers, FOIA and Records Retention Officers, meeting date and time, and committee appointments must be recorded in the minutes. Send updates to the VASWCD, assigned CDC, and other partners. If there are any changes to the SWCD's Records Retention Officer appointment, then this must be reported to the Library of Virginia. If there are any changes to the SWCD's FOIA Officer appointment, this must be reported to the FOIA Council.
- **Finance Committee Meetings:** The Desktop Procedures for District Fiscal Operations requires that "the finance committee (or designated group) meet at least twice a year to establish a budget and to review financial statements. Minutes of these meetings must be prepared and maintained by the district in accordance with FOIA." The Chair of the Finance Committee should sign the minutes. That means that the finance/ budget committee should plan to meet in the middle of the fiscal year to review and check in with the budget so please begin planning your SWCD's finance committee meeting. Remember, since this is a committee meeting (i.e. A PUBLIC MEETING), the meeting must be advertised and minutes must be kept, presented to the full board for approval and signed by the finance committee chair.
- **Review of the Desktop Procedures Manual:** As per the Operations grant agreement, each SWCD must ensure that "DCR's Desktop Procedures is annually reviewed by the District Board or their Finance Committee and documented in official minutes". I will be happy to assist with the review process if needed/desired.
- **Freedom of Information Act (FOIA) Training:** Please recall that the Code of Virginia requires locally elected officials to take the FOIA training once every two years based on the date of completion of the last training session. The Virginia Freedom of Information Act Advisory Council has several options available for fulfilling the FOIA training requirement. It is recommended that you take a screen shot of the completion message once you finish the training. Please visit https://foiacouncil.dls.virginia.gov/training.htm to access these options.
    - Click on the link (above) and scroll down to the heading "Other Courses" and then to the sub heading titled "Local Officials Course". In this section, there should be a big blue box that says "Register". Use this box to register for one of the four upcoming webinar courses listed below.
        - Wednesday, November 12, 2025, at 10:00AM

- Wednesday, December 3, 2025, at 10:00AM

- **Conflict of Interest Act (COIA) Training**: Please recall that the Code of Virginia requires locally elected officials to take COIA training once every two years based on the date of completion of the last training session.
  - The training session can be accessed at https://ethicswebinar.dls.virginia.gov/. Each training module is specific to the role in which you serve so please make sure that you select the proper role ("Locally elected officials or EDAs/IDAs") in order to activate the correct training to fulfill your respective training requirement. Please keep in mind that this training is for all locally elected officials, not just SWCD directors, and may contain some information that is not pertinent to SWCD directors. It is recommended that you take a screen shot of the completion message once you finish the training.

2) **Clean Water Farm Award (CWFA) - VA Grand Basin Update:** All SWCD nominations were impressive! The review committee chose Waller Dairy, nominated by Evergreen SWCD, as the Big Sandy/Tennessee Rivers award recipient.

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.

4) **Ag and Cost-Share Items**
   - **Status Update CY25 Verifications:** CY 2025 Random Verifications have been completed. If your board has not already done so, please ensure that verification findings are discussed. The SWCD board should decide on the length of the grace period (up to six months) to be provided to participants to address problems found prior to recheck. This grace period should be noted in the minutes with a specific deadline. Keep in mind that as per the cost-share grant agreement, non-compliance issues including routine maintenance must be addressed within 180 days of the verification date.
   - **VSWCB Change to the Definition of "Applicant":** The Virginia Soil and Water Conservation Board met on September 16, 2025, and approved a mid-year amendment to the PY 2026 VACS Manual to revise the definition of "applicant". In the Guidelines and Glossary sections of the manual, the definition of "applicant" now includes the following language: "Any individual, landowner, agent, operator of record, or business entity who is determined to have knowingly misrepresented its compliance status with the VACS Program to a District or District Representative may, upon a determination of a Board of District Directors, not be considered an "applicant" for a period of at least five (5) years. In rendering such a determination, the Board of District Directors shall evaluate all available evidence in a public meeting, and any related resolutions must be passed by a majority vote of a quorum of District Directors." If your SWCD ends up with a situation that might potentially call for the engagement of this clause, it is advised that your SWCD contact the OAG to ensure that it is handling everything correctly as far as the SWCD's specific situation is concerned and in reference to the procedural specifics.

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

- A complete Conservation Plan includes all required information as referenced in the Table of Contents document (found at https://www.dcr.virginia.gov/soil-and-water/con-plan-documents), all proposed BMPs/actions, digitized components and planned area, completed resource reviews, all necessary supporting documentation, and signatures of the landowner/operator and the planner. For more information, see the BMP Manual page II-19.
- For practices that have a USDA Conservation Plan developed and approved, the approved plan should be uploaded to the Conservation Application Suite to meet this requirement.
- Please ensure that the date of board approval is correctly filled into the Conservation Plan Approval Date field in the General tab of CAS.
- Once a Conservation Plan receives board approval and has a fully executed conservation plan signature page, please ensure that a fully executed conservation plan signature page is uploaded into CAS.
- BMPs that DO NOT require a CP: NM-1A, NM-3C, NM-4, NM-5N, NM-5P and NM-7, Cover Crop practices, (SL-8, SL-8B, SL-8H, and WQ-4), High Residue Tillage System practices (SL-15A and SL-15B), and all Continuous Conservation Initiative practices.

- **DEQ 319-TMDL Grant Funding and the AgBMP Tracking Module:** SWCD staff need to remember that it is their responsibility to email me all requests to transfer DEQ 319-TMDL allocations and disbursements to a new program year. It is also the responsibility of SWCD staff to notify me via email when a new 319-TMDL grant is awarded by DEQ and an allocation and disbursement are required.
- **PY 2026 Obligation Reminder:** Please be reminded that the deadline for obligating PY 2026 VACS funds is June 15, 2026, rather than the typical June 30th, per the budget language. *This language can be referenced in the PY 2026 Cost-Share and Technical Assistance Policy in section 3.3.AA.1. (In any fiscal year, 50 percent of any funds previously distributed for Agricultural Best Management Practices for the purpose of grants for agriculture best management practices on lands in the Commonwealth that cannot be obligated by June 15 by a soil and water conservation district during such fiscal year, regardless of whether such lands are within or outside of the Chesapeake Bay watershed, may be reallocated by the Virginia Soil and Water Conservation Board to any soil and water conservation district for conservation practices. The Virginia Soil and Water Conservation Board may reallocate the remaining previously distributed funds that cannot be obligated by June 15 to the soil and water conservation districts within the same watershed.). Since funds cannot be obligated after June 15, 2026, please make sure that your SWCD has a plan in place to handle any last-minute obligations at your May 2026 board meeting.*

Upcoming Training and Important Dates:

- **November 4, 2025:** Holiday - Election Day, State offices closed.
- **November 11, 2025:** Holiday - Veteran's Day, State offices closed.
- **November 26, 27 & 28, 2025**: State offices closed for Thanksgiving Holiday beginning noon on the 26th.
- **December 7-9, 2025:** VASWCD Annual Meeting - Doubletree Williamsburg, VA
- **December 10, 2025:** VSWCB Meeting at the Doubletree by Hilton Hotel in Williamsburg, VA.
- **December 24, 25 & 26, 2025**: State Offices closed for Christmas Holiday beginning noon on the 24th.
- **January 1, 2026:** Holiday - New Year's Day, State offices closed.

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 11/03/2025.