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

# *MINUTES OF MEETING*
# *SEPTEMBER 23, 2025*

The Daniel Boone Soil & Water Conservation District Board of Directors met Tuesday, September 23, 2025, at the Daniel Boone Soil and Water Conservation District office in Jonesville, Virginia at 6:00 PM.

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

*PUBLIC PRESENT*
None

*MEMBERS ABSENT:*
None

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

*INVOCATION/PLEDGE:*
Gary Martin/Everyone

*REPORTS - OFFICERS: Secretary's Minutes and Treasurer's Reports*
Roger Elkins asked the Board if there were any additions or corrections to the board or committee minutes. Hearing no additions or corrections, a motion was made to approve the August 26, 2025, Minutes of Meeting and committee minutes. (Martin, Byington, unanimous)

Roger Elkins asked the Board if there were any corrections to the Treasurer's report. Hearing none a motion was made to approve the September 15, 2025, Treasurer's report. (Byington, Hobbs, unanimous)

*REPORTS – COMMITTEE CHAIRS:*
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 Conservation Technician report is attached and made a part of these minutes.

Shawn Morris, Technical Committee Chair, stated that the committee recommends approval of the conservation plans for the contracts listed on the attached PY2026 Applications To Be Funded List. A motion was made to approve the conservation plans. (Byington, Hobbs, 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 22 contracts listed at the top of the PY2026 Applications To Be Funded List. A motion was made to approve cost-share and tax credit funds for the listed contracts. (Byington, Martin, unanimous) A copy of the application list is attached and made a part of these minutes.

The Technical Committee recommends approval of a contract increase for contract #24-24-0009, instance #530876 in the amount of $9,731.00 for additional pipeline and fence. The new cost share amount is $89,250.00. Contract #24-24-0074, instance #582118 will decrease by $9,731.00. A motion was made to increase funding for contract #24-24-0009 and decrease funding for contract #24-24-0074. (Byington, Hobbs, unanimous) A copy of the VACS Program report and a copy of the Technical Committee minutes of meeting are 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 Administrative Secretary report is attached and made a part of these minutes. Samantha Briggs stated that the district had purchased 50 pair of waders for the Kids in the Creek Day program. A copy of the quotes for the waders is attached and made a part of these minutes.

***SPECIAL GUESTS:***
None

Roger Elkins tabled unfinished business until later in the agenda.

***NEW BUSINESS:***
Lorie Stevens, DCR Conservation District Coordinator, reviewed the results of the Assessment of SWCD Compliance with the FY25 Administrative and Operational Support Grant Agreement and the FY25 Cost-Share and Technical Assistance Grant

Agreement. The district satisfied each grant agreement performance deliverable. A copy of the assessments is attached and made a part of these minutes.

Samantha Briggs, Administrative Secretary, stated that the district had received a donation request from the Friends of the Lee County Tobacco Festival. A motion was made to donate $300.00. (Byington, Martin, unanimous)

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.

Tim Miles discussed the NACD Poster Contest. A motion was made to give authorization to district staff to judge and submit winning entries to the VASWCD. (Byington, Hobbs, unanimous)

The board discussed revising committee members due to the recent Department of Justice ruling. A copy of the revised committee appointments list is attached and made a part of these minutes.

Roger Elkins moved to unfinished business on the agenda.

***UNFINISHED BUSINESS:***

The board discussed college scholarship applications. Amy Byington, Director, made a motion to award Kalli-Alexxis Woods a $1,000.00 scholarship from the district. There was no second. After further discussion a motion was made to increase the scholarship award to $2,000.00. (Martin-motion, Hobbs-second, Byington voted no, Elkins and Burchett abstained, motion carried) Roger Elkins appointed a Scholarship Committee to develop guidelines for a local scholarship: Jason Miles, Chair; Amy Byington; Jordan Southern.

Roger Elkins moved to new business open on the agenda.

***NEW BUSINESS:***

A motion was made to go into Closed (Executive) Meeting as provided in the Code of Virginia Section 2.2-3711. (A)(1)(3) to discuss budget and possible purchase of property issues only. Associate Directors, DCR Conservation District Coordinator(CDC), and the District Manager were invited to join the closed meeting. (Byington, Hobbs, unanimous)

At the conclusion of the Closed Meeting, the "Certification of Executive Meeting" paperwork was completed, which is attached and made a part of these minutes. A motion was made by Amy Byington to return to regular session. All in attendance agreed that only budget and possible purchase of property issues were discussed: Elkins/yes, Burchett/yes, Martin/yes, Byington/yes, and Hobbs/yes. A second was made by Gary Martin. The motion carried.

A motion was made to pursue possible purchase of property for a building to house all the district's equipment. (Burchett, Martin, carried)

Roger Elkins appointed Gary Martin to lead the appraisal process for the property of district interest. A motion was made for Gary Martin to begin this process. (Byington-motion, Burchett-second, Hobbs abstained, motion carried)

Samantha Briggs discussed the approved August 26, 2025, Dedicated Reserve of $211,655.94 motion. A motion was made to modify the motion to place $150,000.00 into a CD-Building Fund 2 and the remainder of $61,655.94 as a line item on the Attachment E. (Martin, Byington, unanimous) A copy of the modified Dedicated Reserves worksheet 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 copy of the NRCS District Conservationist report is attached and made a part of these minutes.

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

The meeting was adjourned by the Chair of the Board.

***Approved:*** ***Respectfully Submitted By:***

Roger Elkins, Chair — 11-20-25 Date — A. Samantha Briggs, Admin. Sec.

Tim Miles
DBSWCD
Conservation Specialist Report
September 23, 2025

I. Virginia Erosion and Sediment Control Program
- The Land Disturbing Report for August 2025 was submitted to DEQ.
- Routine inspections were made on active E&S projects.
- An E&S permit was issued for the New Western Lee County Health Clinic.

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.

III. Miscellaneous
- The District website has been updated periodically.
- Kids in the Creek is scheduled for September 30 and October 2 with rain dates on October 7 and October 9.
- Information for the 2025 NACD Poster Contest was distributed to the local schools. This year's theme is "Home Is Where The Habitat Is".
- I assisted with preparing an Area IV report for July-September 2025.

**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 | Fall 2025 |
| Stone Mountain ATV Trail (Spearhead Trails Maintenance) | X | 2022-02 | 0.99 | Ongoing |
| Brandon Cheek Rock Picking Operation | X | 2022-09 | 0.61 | Fall 2025 |
| Travis Hall Rock Picking Operation | X | 2023-03 | 0.61 | Fall 2025 |
| 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 | Fall 2025 |
| Caledonia Farms Rock Picking Operation | X | 2025-03 | 0.61 | Fall 2025 |
| New Western Lee County Health Clinic | X | 2025-04 | 2.35 | Fall 2026 |
| Magnolia Health and Wellness Dryden Rehab Project | X | | 3.48 | |
| Lee County PSA Ocoonita-Miller Smyth Chapel Interconnection | X | | 0.76 | |
| St. Charles Waterline Replacement Project-Phase IV | X | | 0.47 | |
| Stickleyville Line Extension-Middle Wallens Creek Phase I | X | | 0.50 | |
| Frog Level Extension Project-Willow Tree Road | X | | 0.48 | |

# DBSWCD
# Conservation Technician Report
# August 2025

- Went on numerous construction checks
- Went on numerous planning visits
- Working on numerous SL-6W projects for 2026
- Working on the new applicants for the 2026 WP-4SF

PY 2026 Applications To Be Funded (Planning and Ranking Process)

| Contract # | Instance # | Practice | Cost-Share | Tax Credit | CEF | Adjusted CEF | Revised CEF |
|---|---|---|---|---|---|---|---|
| 24-26-0048 | 714958 | SL-6W | $220,650.00 | $0.00 | 10.11 | -3 | 7.11 |
| 24-26-0036 | 695380 | SL-6W | $71,535.25 | $0.00 | 11.56 | -3 | 8.56 |
| 24-26-0033 | 691033 | SL-6W | $69,676.00 | $0.00 | 13.80 | -3 | 10.80 |
| 24-26-0037 | 698088 | SL-6W | $56,165.75 | $0.00 | 14.21 | -3 | 11.21 |
| 24-26-0060 | 719434 | SL-6W | $86,777.50 | $0.00 | 14.56 | -3 | 11.56 |
| 24-26-0061 | 719740 | SL-6W | $181,417.75 | $0.00 | 15.83 | -3 | 12.83 |
| 24-26-0038 | 706573 | SL-6W | $57,180.00 | $0.00 | 14.59 | -1 | 13.59 |
| 24-26-0047 | 714416 | SL-6W | $95,042.50 | $0.00 | 16.62 | -3 | 13.62 |
| 24-26-0041 | 710009 | SL-6W | $61,304.25 | $0.00 | 16.96 | -3 | 13.96 |
| 24-26-0034 | 691424 | SL-6W | $127,200.75 | $0.00 | 17.11 | -3 | 14.11 |
| 24-26-0059 | 719422 | SL-6W | $123,037.00 | $0.00 | 16.65 | -1 | 15.65 |
| 24-26-0039 | 707716 | SL-6W | $26,842.00 | $0.00 | 21.72 | -3 | 18.72 |
| 24-26-0040 | 708228 | SL-6W | $103,196.00 | $0.00 | 22.12 | -3 | 19.12 |
| 24-26-0046 | 713163 | SL-6W | $29,721.00 | $0.00 | 23.55 | -3 | 20.55 |
| 24-26-0035 | 693375 | SL-6W | $69,292.00 | $0.00 | 23.91 | -3 | 20.91 |
| 24-26-0007 | 669111 | SL-6W | $115,872.25 | $0.00 | 22.48 | -1 | 21.48 |
| 24-26-0050 | 716115 | SL-6W | $59,099.50 | $0.00 | 24.49 | -3 | 21.49 |
| 24-26-0009 | 669468 | SL-6W | $140,495.00 | $0.00 | 24.57 | -3 | 21.57 |
| 24-26-0023 | 680487 | WP-4SF | $152,301.75 | $12,691.81 | 23.21 | -1 | 22.21 |
| 24-26-0024 | 680730 | WP-4SF | $45,090.38 | $3,757.53 | 25.43 | -3 | 22.43 |
| 24-26-0062 | 720725 | WP-4SF | $45,090.38 | $3,757.53 | 25.43 | -3 | 22.43 |
| 24-26-0045 | 712574 | SL-6W | $12,955.50 | $0.00 | 25.51 | -3 | 22.51 |
| | | Total | $1,949,942.51 | $20,206.87 | | | |
| 24-26-0006 | 669103 | SL-6W | $92,386.25 | $0.00 | 25.65 | -3 | 22.65 |
| 24-26-0019 | 679886 | WP-4SF | $122,904.38 | $10,242.03 | 26.30 | -3 | 23.30 |
| 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 |
| 24-26-0010 | 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 |
| 24-26-0002 | 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 |
| 24-26-0015 | 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 |
| 24-26-0021 | 680048 | WP-4SF | $108,456.75 | $9,038.06 | 30.68 | -1 | 29.68 |
| 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 |
| 24-26-0022 | 680114 | WP-4SF | $134,763.75 | $11,230.31 | 28.82 | | |
| 24-26-0025 | 681869 | WP-4SF | $73,380.75 | $6,115.06 | 29.30 | | |
| 24-26-0026 | 681870 | WP-4SF | | | | | |
| 24-26-0027 | 681871 | WP-4SF | | | | | |
| 24-26-0028 | 681872 | WP-4SF | $134,763.75 | $11,230.31 | 29.72 | | |
| 24-26-0029 | 681878 | WP-4SF | $184,287.38 | $15,357.28 | 19.70 | | |
| 24-26-0030 | 681887 | WP-4SF | | | | | |
| 24-26-0031 | 681903 | WP-4SF | $161,070.75 | $13,422.56 | 26.90 | | |
| 24-26-0032 | 684449 | WP-4SF | $45,090.38 | $3,757.53 | 30.52 | | |
| 24-26-0042 | 710578 | WP-4SF | $62,259.38 | $5,188.28 | 29.56 | | |
| 24-26-0043 | 710974 | WP-4SF | $183,549.38 | $15,295.78 | 22.07 | | |
| 24-26-0044 | 711255 | WP-4SF | $161,070.75 | $13,422.56 | 23.36 | | |
| 24-26-0049 | 715886 | SL-6W | | $0.00 | | | |
| 24-26-0051 | 716772 | WP-4SF | $71,028.38 | $5,919.03 | 25.72 | | |
| 24-26-0052 | 717222 | WP-4SF | $122,904.38 | $40,968.13 | 30.68 | | |
| 24-26-0053 | 717290 | WP-4SF | $105,735.38 | $8,811.28 | 20.30 | | |
| 24-26-0054 | 717386 | WP-4SF | $79,797.38 | $6,649.78 | 30.34 | | |
| 24-26-0055 | 717706 | WP-4SF | $71,028.38 | $5,919.03 | 32.90 | | |
| 24-26-0056 | 717947 | WP-4SF | $79,797.38 | $6,649.78 | 22.41 | | |
| 24-26-0057 | 718598 | WP-4SF | $79,797.38 | $6,649.78 | 23.58 | | |
| 24-26-0058 | 718601 | WP-4SF | $96,966.38 | $8,080.53 | 23.41 | | |
| | | Sub-total | $3,333,320.47 | $279,457.15 | | | |
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| | | Total | $5,283,262.98 | $299,664.02 | | | |

# 2023 VACS Program Report - 1

| CONTRACT # | Instance | Practice | Total Est Cost | Estimated Cost/Share | Survey | Design | Construct Begins | Percent Complete | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| **24-23-0022** R. Mickle | | SL-6F | $74,398.65 | $78,478.65 | Y | Y | y | 50 | Mr. Mickle has chosen a new contractor. |
| **24-23-0024** C. Reasor | | SL-6W | $88,615.00 | $93,931.00 | Y | Y | y | 100 | **Complete and paid** **Paid $93,931.00** |
| **24-23-0085** J. Hounshell | | SL-6W | $16,662.85 | $17,934.85 | Y | Y | Y | 100 | Piggy-back project. **Complete not paid** |
| **24-23-0090** J. Lowe | | SL-6W | $84,135.00 | $86,055.00 | Y | Y | y | 100 | **Complete and paid** **Paid $89,055.00** |
| **24-23-0098** R. Speck | | SL-6W | $83,320.00 | $84,328.00 | | | | | no progress to report |
| **24-23-0045** M. Williams | | WP-4 | $83,380.00 | $62,535.00 | y | y | | | **Design in hand** Mr. Williams has chosen his contractor. |

# 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 not paid** |
| **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 | 1 | **Design in hand.** Gradework has begun |
| **24-24-0022** A. Hall | | WP-4 | $94,580.00 | $70,935.00 | y | y | y | 60 | **Design in hand** Trusses up |
| **24-24-0048** D. Whited | | SL-6W | $119,090.00 | $125,330.00 | y | y | y | 65 | Piggy-back No progress to report |
| **24-24-0055** J. Hensley | | SL-6W | $12,346.83 | $15,706.83 | y | y | y | 100 | Piggy-back **Complete not paid** |
| **24-24-0030** L. Burke | | SL-6W | $59,300.00 | $62,660.00 | y | y | | | No progress to report |
| **24-24-0074** A. McLain | | SL-6W | $12,891.18 | $21,411.18 | y | y | | | Piggy-back. no progress to report |
| **24-24-0059** C. O'Hara | | SL-6W | $15,424.35 | $22,864.35 | y | y | y | 100 | Piggy-back. **Complete and paid Paid $22,864.35** |
| **24-24-0017** T. Baker | | WP-4 SF | $163,809.00 | $122,856.75 | y | y | | | **Design in hand** |
| **24-24-0056** E. Johnston | | WP-4 SF | $179,685.00 | $134,763.75 | y | y | | | **Design in hand** |
| **24-24-0039** D. Crabtree | | WP-4 SF | $238,145.00 | $178,608.75 | y | y | y | 30 | **Design in hand** Gradework complete and footer and wall poured |
| **24-24-0051** C.R. Carter | | WP-4 SF | $132,917.00 | $99,687.75 | y | y | y | 30 | **Design in hand** footer and wall poured |
| **24-24-0057** B. Adkins | | WP-4 SF | $118,088.50 | $88,566.38 | y | y | | | **Design in hand** |
| **24-24-0040** A. Pennington | | WP-4 SF | $167,993.00 | $125,994.75 | y | y | | | **Design in hand** |
| **24-24-0049** H. Fannon | | WP-4 SF | $144,609.00 | $108,456.75 | y | y | y | 20 | **Design in hand** Gradework complete |
| **24-24-0043** R. Hornsby | | WP-4 SF | $96,180.50 | $72,135.38 | y | y | | | **Design in hand** |
| **24-24-0013** J. Hurlock | | WP-4 SF | $109,533.00 | $82,149.75 | y | y | | | **Design in hand** |
| **24-24-0044** J. Gibson | | WP-4 SF | $97,841.00 | $73,380.75 | y | y | y | 100 | **Complete and paid Paid $73,380.75** |

# 2025 VACS Program Report

| CONTRACT # | Instance | Practice | Total Est cost | Estimated Cost | Survey | Design | Const Begins | Percent Complet | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| **24-25-0007** Paul Hensley | | SL-6W | | $119,611.25 | y | y | | | |
| **24-25-0047** R. Clark | | SL-6W | | $69,540.50 | y | y | | | |
| **24-25-0043** J. Jerrell | | SL-6W | | $27,572.50 | | | | | |
| **24-25-0048** R. Pennington | | SL-6W | | $25,682.50 | y | y | y | 100 | **Complete and paid** **Paid $25,682.50** |
| **24-25-0042** R. Sanchez | | SL-6W | | $90,475.00 | y | y | | | |
| **24-25-0032** N. Jaynes | | SL-6W | | $152,570.00 | | | | | |
| **24-25-0069** P. Robinette | | WP-4 SF | | $88,566.38 | | | | | |
| **24-25-0067** T. Whitt | | WP-4 SF | | $110,875.50 | y | y | y | 50 | **Design in hand** Concrete work complete |
| **24-25-0061** M. Hobbs | | WP-4 SF | | $105,735.38 | y | y | y | | **Design in hand** excavation has begun |
| **24-25-0093** B. Bush | | WP-4 SF | | $45,090.38 | | | | | **Cancelled** |
| **24-25-0026** O. Sturgill | | SL-6W | | $66,260.00 | y | y | | | |
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# 2025 VACS Program Report

| CONTRACT # | Instance | Practice | Total Est cost | Estimated Cost | Survey | Design | Const Begins | Percent Complet | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| **24-25-0021**<br>D. Long | | SL-6W | | $3,150.85 | y | y | y | 50 | Piggy-back<br>Watering system complete |
| **24-25-0051**<br>A. Rorrer | | SL-6W | | $86,186.25 | y | y | | | Landowner plans to install project |
| **24-25-0027**<br>G. Shuler | | SL-6W | | $116,346.50 | y | y | y | 10 | well is drilled<br>contractor will start soon |
| **24-25-0023**<br>M. Long | | SL-6W | | $7,131.35 | y | y | y | 80 | Piggy-back.<br>Watering system complete |
| **24-25-0019**<br>B. Alt | | SL-6W | | $255,645.00 | | | | | |
| **24-25-0080**<br>J. Hammonds | | WP-4 SF | | $114,504.38 | y | y | | | **Design in hand.** |
| **24-25-0071**<br>S. Shuler | | WP-4 SF | | $105,735.38 | | | | | **AWMS Plan sent to engineer** |
| **24-25-0068**<br>J. Busic | | WP-4 SF | | $90,918.75 | | | | | **AWMS Plan sent to engineer** |
| **24-25-0065**<br>A. Snodgrass | | WP-4 SF | | $117,225.75 | y | | | | **AWMS Plan sent to engineer** |
| **24-25-0059**<br>D. Crabtree | | WP-4 SF | | $178,608.75 | y | y | y | 30 | **Design in hand**<br>footer and wall poured |
| **24-25-0091**<br>Steven Morris | | WP-4 SF | | $71,028.38 | | | | | |
| **24-25-0022**<br>C. Welch | | SL-6W | | $4,500.10 | y | y | y | 10 | Piggy-back<br>Well has been drilled |
| **24-25-0024**<br>C. Rowland | | SL-6W | | $6,175.60 | y | y | y | 50 | Piggy-back<br>Watering system complete |
| **24-25-0029**<br>J. Williams | | SL-6W | | $10,767.10 | y | y | y | 100 | Piggy-back. **Complete and paid**<br>**Paid $10,767.10** |
| **24-25-0030**<br>J. Gowder | | SL-6W | | $196,947.50 | | | | | |
| **24-25-0050**<br>F. Dixon | | SL-6W | | $158,719.00 | | | | | |
| **24-25-0097**<br>J. Nelson | | SL-6W | | $60,119.50 | | | | | |
| **24-25-0028**<br>L. Burke | | SL-6W | | $55,578.75 | | | | | |
| **24-25-0098**<br>T. Wallen | | SL-6W | | $66,060.00 | y | y | y | 100 | Piggy-back. **Complete and paid**<br>**paid $59,036.08** |
| **24-25-0011**<br>Amngst Cedars | | SL-6W | | $78,645.00 | y | y | | | |
| **24-25-0044**<br>R. Dulaney | | SL-6W | | $142,373.25 | | | | | |
| **24-25-0049**<br>M. Thompson | | SL-6W | | $61,935.00 | | | | | |

SWCD: Daniel Boone Name of Committee: Technical

Date: 9-23-2025 Time: 4:30 pm Location: DBSWCD office

Designated Note taker: Tim Miles

Voting Members in Attendance: Shawn Morris, Tim Hobbs, Tim Miles, Amy Byington, Gary Bailey, Jason Miles, Jordan Southern

Voting Members Not in Attendance: Donovan Willis

Others in Attendance: none

**Agenda/Discussion Item #1**

Topic: PY26 conservation plans

Motion/Recommendation: Approved conservation plans for contracts on list

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

Comments: see PY2026 Ranking Spreadsheet

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

**Additional Committee Business:**

(#2) Approve funding and tax credits for top 22 contracts (see list)

Amy - motion

Gary - second

all aye

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

Motion to Adjourn By: _____ Seconded By: _____

Time of Adjournment: 5:30 pm Submitted by: Tim Miles

**Committee Chair Signature:** [signature]

(#3) Contract #24-24-0009, instance # 530876
increase $9,731.00 New c/s is $89,250.00

and decrease contract #24-24-0074, Inst 582118 by $9,731.00
Amy, Gary all aye

**DBSWCD**
**District Manager Report**
**September**

- Program year 2023 – 3 projects not completed (one project complete and paid since last meeting). One SL-6W is under construction, one SL-6W is not under construction and one WP-4 SF project has the design and is waiting on the contractor.
- Program year 2024 – 8 of the 15 approved projects remaining are under construction, 2 projects are complete not paid, 5 of the 12 WP-4 SF projects are under construction and all have designs in hand.
- Program Year 2025 – 3 of the 33 projects are complete and paid. Four of the 9 WP-4 SF projects have designs in hand (1 under construction), 7 of the 9 have AWMS plans with the engineer waiting on designs.
- 2026 VACS Program obligations to start at September meeting.
- I obtained my Conservation Planner Re-Certification.
- I have been devoting most of my time on construction checks for the seasonal feeding facilities with attached manure storage (WP-4 SF). Before tonight's meeting we have 22 barns approved for funding and 8 are currently under construction.
- Hobbs and I, mostly Hobbs, installed new drive belt on the Polaris Ranger.

Samantha Briggs, DBSWCD
Administrative Secretary Report
September 23, 2025

- Submitted signed minutes of meeting and treasurer's reports to Lorie Stevens, CDC
- Submitted signed minutes of meeting and treasurer's report to Tim Miles for website
- Submitted Anthem BC&BS Health and Dental Payments
- Submitted 2025 KIC Day t-shirt order to Pullin Ink before deadline
- Obtained quotes for new waders for KIC Day
- Purchased new waders (KIC Day)
- Secured port-o-potty and hand-washing station for the KIC Day West
- Submitted Payroll for August 28, 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 (August 2025)
- Submitted VA Withholding Tax to the Virginia Department of Taxation (August 25)
- Submitted Virginia Retirement Contribution for August 2025
- Submitted unobligated cost-share return of funds for PY25 to DCR
- Prepared the Minutes of Meeting for August 26, 2025 for the September 23, 2025 board meeting
- Prepared the Agenda for the September 23, 2025 board meeting
- Prepared the Treasurer's Report for the September 23, 2025 board meeting
- Submitted board packets for September 23, 2025 board meeting
- Submitted Payroll for September 11, 2025
- Submitted Hybrid VOYA Retirement Cash Match 401(A)
- Submitted Hybrid VOYA 457 Deferred Comp Plan
- Submitted request for Area IV meeting reports to all 11 districts in area
- Compiled all Area IV reports into one for the Area IV meeting
- Purchased board meeting supplies
- Prepared invoice for board meeting meals
- Prepared Running Budget for September 2025
- Reconciled both CD accounts
- Reconciled Operation Account Bank Statement to QuickBooks
- Reconciled VACS Program Account Bank Statement to QuickBooks
- Paid all monthly bills

HOLIDAY SALE

NEW ARRIVAL

- FowlStorm Elite TideShell™ Waterfowl Hunting Jacket
- TimberGhost Whitetail Hunting Jacket
- TIDEWE × Minndak Slough Dawgs Waders
- FlipGuard 270 RainProof See-Through Whitetail Blind
- LightWade Breathable Wading Pants
- Vis360 3-4 Person See-thru Blind
- Realtree MAX-5 Duck Hunting Blind
- Blaze Orange Hunting Beanie
- All New Arrivals

HUNTING BLINDS

- All Hunting Blinds
- 270° See Through Blind
- OptiVue 360° Ultra-HD See Through Blind
- 3-4 Person Blind
- Vis360 See Through Blind
- VisMaster See Through Blind
- Silent Blind
- 3 In 1 Blind

Get $20

| Product | Price | Quantity | Total |
| --- | --- | --- | --- |
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Men / 12 / Next Evos | $119.99 | − 2 +<br>Remove × | $239.98 |
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Men / 11 / Next Evos | $119.99 | − 2 +<br>Remove × | $239.98 |
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Men / 10 / Next Evos | $119.99 | − 2 +<br>Remove × | $239.98 |

Get $20

MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders

Men / 9 / Next Evos

~~$119.99~~
$109.99

− 5 +

Remove ×

~~$599.95~~
$549.95

MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders

Men / 8 / Next Evos

~~$119.99~~
$99.99

− 3

Remove ×

~~$359.97~~
$299.97

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MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders

Women / 9 / Next Evos

$119.99

− 5 +

Remove ×

$599.95

| | | | |
|---|---|---|---|
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Women / 8 / Next Evos | ~~$119.99~~<br>$109.99 | − 6 +<br>Remove × | ~~$719.94~~<br>$659.94 |
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Women / 7 / Next Evos | ~~$119.99~~<br>$109.99 | − 7 +<br>Remove × | ~~$839.93~~<br>$769.93 |
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Kid / 12\13 / Next Evos | $109.99 | − 3<br>Remove × | $329.97 |

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| | | | |
|---|---|---|---|
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Kid / 10\11 / Next Evos | $109.99 | − 9 +<br>Remove × | $989.91 |
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Kid / 8\9 / Next Evos | ~~$109.99~~<br>$99.99 | 1<br>Remove × | ~~$109.99~~<br>$99.99 |
| MarshWarrior Chest Waders Waterfowl Hunting Neoprene Waders<br>Kid / 6\7 / Next Evos | ~~$109.99~~<br>$99.99 | − 5 +<br>Remove × | ~~$549.95~~<br>$499.95 |

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Add a note to your order

Subtotal: $5,519.50

Taxes and shipping calculated at checkout

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Reward Points

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We're sorry. You've requested more of Foxelli Chest Waders, Waterproof 4mm Neoprene Hunting & Fishing Waders for Men & Women with Boots, than the 1 available from the seller you've selected. Click here to return to the product detail page and see if additional quantities are available from another seller.

**Daniel, get a $100 Amazon Gift Card** upon approval for the Amazon Business Card. No annual fee.
Terms apply. amazon.com/seeratesandfees

| | |
|---|---|
| Current Total: | $4,998.50 |
| **Savings:** | **- $100.00** |
| **Cost after savings:** | **$4,898.50** |

Learn More

Your order qualifies for FREE delivery.
Choose this option at checkout.

Subtotal (50 items): **$4,998.50**

This order contains a gift

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TIDEWE Bootfoot Che...
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List: $54.99
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Foxelli Chest Waders ...
3,726
$59.97
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HISEA Womens Chest...
707
-13% $95.99
Typical: $109.99
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# Shopping Cart

Deselect all items

Price

Foxelli Chest Waders, Waterproof 4mm Neoprene Hunting & Fishing Waders for Men & Women with Boots

**$99.97**

In Stock
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This is a gift Learn more

**Size:** 14
**Color:** Green

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**Color:** Green

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**Color:** Green

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**Size:** 10
**Color:** Green

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**Size:** 9

**Color:** Green

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**Color:** Green

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Subtotal (50 items): **$4,998.50**

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Books (1) | Garment steamers (1) | Hair styling products (1) | Managerial chairs & executive chairs (1) | Bed frames (1) | Mattresses (1)

See more categories

BASSDASH Bare Camo Neoprene Chest Fishing Hunting Waders for Men with 600 Grams Insulated Rubber Bootfoot

$169.98

Save 20%

Clip Coupon

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Recycled materials +2 more

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**Size:** 11

**Color:** Bare Camo

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$169.98

Save 20%

Clip Coupon

In Stock

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**Size:** 10

**Color:** Bare Camo

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$169.98

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**Size:** 9

**Color:** Bare Camo

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In Stock

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Recycled materials +2 more

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**Size:** 8

**Color:** Bare Camo

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Recycled materials +2 more
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**Size:** 7
**Color:** Bare Camo

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BASSDASH Kids Neoprene Chest Waders Bare Camo for Fishing Hunting with 600g Insulated Rubber Boot Foot for Children

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**Size:** 12--13 years
**Color:** Boot Foot - Bare Camo

Qty: 10 Delete Save for later Share

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**Size:** 10-11 Years
**Color:** Boot Foot - Bare Camo

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BASSDASH Kids Neoprene Chest Waders Bare Camo for Fishing Hunting with 600g Insulated Rubber Boot Foot for Children

$92.99

Lowest price in 30 days

Up to 7% off if you qualify Shop items

In Stock
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**Size:** 8-9 Years
**Color:** Boot Foot - Bare Camo

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Subtotal (50 items): **$7,631.04**

## Your Items

Saved for later (6 items) Buy it again

Books (1) Garment steamer (1) Hair styling products (1) Managerial chairs & executive chairs (1) Bed frames (1)

All EN Hello, Daniel Account & Lists

50

The Light FM | Amazon.com: BASSDASH Bare

https://www.amazon.com/Bassdash-Neoprene-Fishing-Hunting-Insulated/dp/B08JQTNQW2/ref=sr_1_104_sspa?dib=eyJ2IjoiMSJ9.0x-uncCj5a8h8J5rnOs3HCZFC...

www.virginiaretirem... | Imported From IE | File 1099 Online | eF... | TRUTH!!!...

amazon | Deliver to Samantha Jonesville 24263 | All | best boot waders for adults & kids | EN | Hello, Daniel Account & Lists

Sports & Outdoors › Hunting & Fishing › Fishing › Accessories › Waders

## BASSDASH® BARE CAMO NEOPRENE WADERS SIZE GUIDE

| US SIZE | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|---|---|---|---|---|---|---|---|---|
| Chest (in) | 41.7 | 41.7 | 44.1 | 47.2 | 48.8 | 48.8 | 50.8 | 50.8 |
| Hipline (in) | 41.7 | 41.7 | 44.1 | 47.2 | 48.8 | 48.8 | 50.8 | 50.8 |
| Thigh (in) | 25.2 | 26 | 26.8 | 27.6 | 28.3 | 29.1 | 29.9 | 30.7 |
| Inseam (in) | 31.5 | 33 | 34 | 35 | 35 | 36 | 37 | 37 |
| Outseam (in) | 51 | 52.5 | 52.5 | 53 | 54 | 55 | 55 | 56 |
| Insole Length (in) | 10.35 | 10.75 | 11.02 | 11.38 | 11.65 | 11.93 | 12.28 | 12.52 |
| Boots Opening (in) | 16.7 | 17.1 | 17.5 | 17.9 | 18.3 | 18.7 | 19.1 | 19.5 |
| Net Weight (lb) | 9.4 | 9.7 | 9.9 | 10.1 | 10.4 | 10.7 | 10.9 | 11.1 |

*** Please be noted that the Insole Length should be approx. 0.2in longer than your foot length, depending on the thickness of your socks.

# BASSDASH Bare Camo Neoprene Chest Fishing Hunting Waders for Men with 600 Grams Insulated Rubber Bootfoot

Visit the BASSDASH Store

4.4 ★★★★½ (219) | Find specific info

Amazon's Choice

3 sustainability features

$169.98

Or $14.17 /mo (12 mo). Select from 3 plans

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Pay ~~$169.98~~ $69.98; Get a $100 Amazon Gift Card upon approval for the Amazon Business

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Deliver to Sa 24263

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- Seams are glued, stitched and taped, every pair of the waders is tank tested to ensure it is 100% waterproof and for maximum performance.

Subtotal
$4,998.50
Your order

## BASSDASH® KIDS BARE CAMO NEOPRENE WADERS SIZE GUIDE

| SIZE | BOOT SIZE | | Chest (In) | Hipline (in) | Thigh (In) | Length (in) | Inseam (In) |
|---|---|---|---|---|---|---|---|
| | US SIZE | Insole Length (in) | | | | | |
| 4-5Y | 12T | 7.9 | 31 | 33 | 19 | 35 | 23 |
| 6-7Y | 2Y | 8.6 | 33 | 35 | 20 | 37 | 24 |
| 8-9Y | 4Y | 9.3 | 35 | 37 | 21 | 39.5 | 26 |
| 10-11Y | 6Y | 9.5 | 37 | 39 | 22 | 43 | 27.5 |
| 12-13Y | 8 | 10.2 | 39 | 40 | 24 | 46 | 28.5 |

** For perfect fit, please check size chart carefully before buying.
** Children wader sizes are based on the child's clothing size.
** Please be noted that the Insole Length should be approx. 0.2in longer than your kid's foot length, depending on the thickness of the socks.
** If feet length is between two size, please choose the larger size considering the growth of kids.

BASSDASH Chest Wade Fishing Hur Insulated F Children Yc

Size:Boot Foot

Color:8-9 Years

Sponsored

## Frequently bought together

+

Total price: $262.97

Add both to Cart

**This item:** BASSDASH Kids Neoprene Chest Waders Bare Camo for Fishing Hunting with...
$92.99

BASSDASH Bare Camo Neoprene Chest Fishing Hunting Waders for Men with 600 Grams Insulated...
$169.98

## Based on your recent views Sponsored

## Assessment of SWCD Compliance with the FY25 Administrative and Operational Support Grant Agreement

503OPS-25-09-GF Grant Agreement for the period 7/01/24 thru 6/30/25 for **Daniel Boone** **Soil & Water Conservation District** Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and operational expenses to support District actions that address the Commonwealth's water quality and natural resource conservation needs.

By acceptance of funds the district agreed to the deliverables listed below. The Conservation District Coordinator, in conjunction with DCR Division of Soil and Water Conservation program managers and coordinators, have assessed the District's fulfillment of the deliverables:

| *Activity:* | *Fully Satisfied* | *Partially Fulfilled* | *Did Not Fulfill* | *Notes/Comments:* |
|---|---|---|---|---|
| Grant Agreement Performance Deliverable | *"A"* | *"B"* | *"C"* | |
| 1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs:<br>• The Virginia Agricultural BMP Cost-Share Program<br>• The Virginia Agricultural BMP Tax Credit Program<br>• Conservation Reserve Enhancement Program (CREP)<br>• Voluntary BMP installation<br>• Agricultural Stewardship Act<br>• Resource Management Plan (RMP) Program | A | | | Demonstrates implementation and leadership in the conservation of soil and water resources. |
| 2. **Wherever applicable**, actively participate in the local promotion, development, and implementation of the following programs and initiatives:<br>• The Water Quality Improvement Act<br>• Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions<br>• Virginia's Healthy Waters initiatives<br>• Nutrient Management Training and Certification Program<br>• Conservation Planning Programs<br>• Local TMDL development and implementation processes<br>• Land conservation initiatives (consistent with any state-identified priorities)<br>• Sound land use and watershed planning approaches<br>• Environmental Education programs | A | | | |
| 3. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation. | A | | | Partnerships included: USDA-FSA, USDA-NRCS, VA DEQ, VASWCD, VCE, UTRR, and Lee County Schools. |
| 4. Hold monthly meetings with a quorum of District board members present. | A | | | 10 of 12 regular meetings held w/ a quorum |

| | | | | |
|---|---|---|---|---|
| 5. Develop and maintain a long-term plan that enhances District capabilities, on a 4-year cycle through a process that obtains input from stakeholders, including local government(s). A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. This plan should contain, at a minimum, a discussion of district goals and/or objectives and include strategies or action items to achieve each of those goals in order to implement the applicable programs covered in this Agreement. | A | | | Long-term Plan Effective: Effective 01/01/25-12/31/28.<br><br>Annual Review: 5/27/25 |
| 6. Prepare and follow an annual plan of work that demonstrates how the District will implement specific strategies or action items in support of its long-term plan. A documented mid-year review of the plan is expected during a scheduled meeting of the District Board. | A | | | FY25 APOW Approved: 06/2024<br><br>The APOW is reviewed on a monthly basis at each board meeting. |
| 7. Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC. | A | | | All signed meeting minutes as well as all publications were submitted to the CDC in a timely manner. |
| 8. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2023 electronic template of the **Attachment E (Project Financial Report)**, submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required. Submit End of Year reports including District's Cash Balance Report and Carry Over Reports. | A | | | 4 of 4 Attachment Es submitted on time and accurate.<br><br>FY25 EOY - Cash Balance & Carryover Reports submitted 07/10/25. |
| 9. *DCR's Desktop Procedures for District Fiscal Operations* (Procedures) annually reviewed by the District Board or their Finance Committee and documented in official minutes. | A | | | Annual Review: 05/27/25<br><br>Finance Comm. Meetings: 04/29/25 & 05/12/25 |
| 10. When audited and when assessed annually on grant deliverables, the District acted upon the findings of the financial audit or grant deliverable assessments as directed by the VSWCB, the Audit Subcommittee of the VSWCB, and the Department. | A | | | DBSWCD was not audited in FY25. The General Management Letter was reviewed with the full Board on 04/2025 by L. Stevens, CDC. |
| 11. District staff responsible for the District's administrative functions or financial data management and financial reporting, must attend trainings (i.e. Quickbooks, Accounting, Minutes, etc.) when provided by the Department. | A | | | District Administrative and/or Management staff attended the Minutes Training held on 03/17/2025. |
| 12. Annually review and maintain employee personnel documents including District personnel policy, position descriptions, and performance expectations. Document Pay Action Authorizations and conduct annual employee evaluations. Provide copies of the approved personnel policy and position descriptions to the CDC. | A | | | DBSWCD's Personnel Policy was reviewed on 06/27/2025. Personnel Evaluations were completed on 06/27/2025. The FLSA Test were completed on 08/08/2025. |
| 13. New directors are required to complete orientation training within six months of qualifying for office. | N/A | | N/A | DBSWCD had no new directors. |

| | | | | |
|---|---|---|---|---|
| 14. In accordance with the Freedom of Information Act (FOIA), the District designated a FOIA officer and the FOIA Officer completed FOIA training every 24 months. A copy of the training certificate was provided to the District's assigned CDC, and contract information was submitted to the FOIA Council. | A | | | Samantha Briggs was redesignated as the FOIA Officer on 02/25/2025. Completed the required training on 02/25/2025. |
| 15. The District has a designated Records Officer on file with the Library of Virginia and the Records Officer has completed the Library of Virginia Record Retention course(s) within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia. A copy of the training certificate(s) was provided to the District's assigned CDC. | A | | | Samantha Briggs was designated as the Records Retention officer on 02/25/2025. Completed the required training on 06/03/2025. |
| 16. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.] | A | | | |
| 17. Hosted at least one agricultural community outreach event during the year that met the conditions outlined in Attachment F (#17). | A | | | DBSWCD held an outreach event on 04/28/2025. The outreach event was advertised in the local newspaper, email, and local mailings. |
| 18. Notified the Virginia State University-Small Farm Outreach Program of every outreach event conducted by the District focusing on agricultural producers in the manner outlined in Attachment F (#18). | A | | | Mandy Fletcher – SFOP Representative was invited and in attendance. |
| 19. Submit a District Board approved, completed Attachment D (Itemized District Budget Request Form) for Fiscal Year 2027 to the Department no later than July 15, 2025. | A | | | DBSWCD submitted their Attachment D to DCR on 06/26/2025. |

CDC and Program Manager/Coordinator verified:

Marie M Stevens

_____ (Conservation District Coordinator) ___08/29/2025_____ (Date)

E. Blair Goodwin

_____ (Program Manager/Coordinator) ____8/25/25_____ (Date)

Reviewed with the SWCD Board; entered and attached to the _____September 23_____, 2025 meeting minutes:

## Assessment of SWCD Compliance with the FY 25 Cost-Share and Technical Assistance Grant Agreement

503CSTA-25-09 Grant Agreement for the period 7/01/24 thru 6/30/25 for **Daniel Boone** **Soil & Water Conservation District.**

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and technical delivery of the Virginia Agricultural Best Management Practices Cost-Share Program as prescribed in Section 10.1-546.1 of the Code of Virginia and addressing the Commonwealth's conservation and water quality needs.

By acceptance of funds the district agreed to the deliverables listed below. The Conservation District Coordinator, in conjunction with DCR Division of Soil and Water Conservation program managers and coordinators, have assessed the District's fulfillment of the deliverables

| *Activity:* Grant Agreement Performance Deliverables | *Fully Satisfied* "A" | *Partially Fulfilled* "B" | *Did Not Fulfill* "C" | *Notes/Comments:* |
|---|---|---|---|---|
| 1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of:<br>• The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2025);<br>• This Grant Agreement;<br>• All State laws and regulations. | A | | | The District is in compliance with the policies and procedures, laws and regulations. |
| 2. Did the District implement VACS in accordance with the PY2025 VACS BMP Manual, including but not limited to the provisions on approval and payment of cost-share, working within District boundaries, bid process, and other administrative guidelines established in the *Manual*? | | B | | DBSWCD did not follow the guidelines as outlined in the BMP Manual regarding the request for hardship for a failed verification. Additionally, the district was found to not have been following the guidelines set forth in the BMP Manual to approve WP-4 practices. Signups, designs, and communication to landowners and DCR should be handled in a more timely manner. |
| 3. Did the District properly maintain cost-share files in accordance with the *Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual Guidelines* and the Cost-Share File Administrative Review Form? | A | | | During the Cost-Share Administrative File Reviews it was noted that for WP-4 dry stack facilities a Dry Manure Storage Structure Agreement should be signed, and a copy on file in the participants folder. |
| 4. Did District staff implementing the VACS Program obtain the DCR Conservation Planner Certification within 24 months of hire (dependent upon availability of all required courses? If the 24 month timeline is exceeded, did staff adequately demonstrate progress towards achieving | A | | | Tim Miles – Recertification in November 2024<br>Tim Hobbs – Currently working on certification.<br>Shawn Morris – July 2022, completing recertification steps |

| | | | | |
|---|---|---|---|---|
| certification? Did staff maintain conservation planning certification after achieving the initial certification? During staff's certification review, were any deficiencies noted? | | | | |
| 5. If applicable, did District staff implementing the VACS Program obtain and maintain the appropriate level of Engineering Job Approval Authority (EJAA) for components of the BMPs installed within District boundaries. Did District staff follow EJAA requirements and applicable standards and specifications at all times? | A | | | Tim Miles – June 6, 2024<br>Shawn Morris – February 24, 2025<br><br>SWCD staff consistently followed EJAA requirements, standards and specifications. |
| 6. Prior to the District approving cost-share applications, did the District submit secondary considerations and receive Department approval of those considerations? | A | | | Secondary Considerations were submitted to DCR on 7/9/2024 and approved on 7/10/2024. |
| 7. Did the District act consistently with both primary and secondary considerations and act consistently with Virginia Soil and Water Conservation Board policies while also demonstrating the following priorities during the program year:<br>• For Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and;<br>• For Districts in basins outside the Chesapeake Bay, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low). | A | | | DBSWCD followed both the primary and secondary considerations. |
| 8. Prior to the District approving cost-share applications, did the District Board approve an Average Cost List and submit it to the Department? Was the Average Cost List applied to contract estimates properly? If a mid-year update to the Average Cost List was made, did the District follow the proper procedures as outlined in the *Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual*? | A | | | The average cost list was approved on June 26, 2024, and was submitted to the Department.<br><br>A mid-year update to the average cost list was submitted to DCR on May 27, 2025. |
| 9. If applicable, prior to practice contract approval, was a complete and Board-approved DCR conservation plan or Resource Management Plan entered into the Conservation Application Suite or was a NRCS conservation plan, written by NRCS staff on file with the District and Board-approved? Does the plan include the practices approved by the District? | A | | | |
| 10. Was data entered in the Conservation Application Suite accurately to the satisfaction of the Department, including the entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil | A | | | |

| | | | | |
|---|---|---|---|---|
| type(s). | | | | |
| 11. Was data entered into the Conservation Application Suite within 15 days after the end of every quarter to accurately reflect District Board approvals, cancellations, carryovers, and participant funding requests? | A | | | |
| 12. Were data issues corrected within 30 days from the date the District was notified of the issues or by the established deadlines? This includes issues that are found through the bi-monthly QA/QC reports, as well as other data entry issues that may be identified. | A | | | Staff responded in less than 30 days to address any data issues identified. |
| 13. Did the District take appropriate action within 180 days to address all verification issues once identified? | | B | | The district had a founded verification issue that was communicated to the participant in a timely manner and the participant requested a hardship in a timely manner, however the hardship was not submitted to DCR for approximately 4 months. The final verification issue was resolved but it was after the 180 day deadline. |
| 14. Did the District maintain the Conservation Application Suite within one month of payments being rendered, and other financial records by the reporting deadline for each quarter? | A | | | |
| 15. Did the District submit complete and accurate End of Year Cash Balance Reports, and Carry Over Reports by the End of Year reporting deadline? | A | | | EOY items were submitted before the July 15th deadline and were accurate. |
| 16. Were tax credit applications approved by the District Board and was there a corresponding District Board approved soil conservation plan on file at the District for each tax credit? Were tax credits issued after practices received technical certification and did the tax credit issue date fall in the same calendar year as the technical certification date? Was all of the required tax documentation provided to the participant? | A | | | |
| 17. Were applications for cost-share and tax credits approved by District Board action and individually documented in their District Board minutes (identified by contract or instance #)? | A | | | All contracts were documented in the minutes and approved using both contract and instance number. |
| 18. Did District staff responsible for utilizing any component of the Department's Conservation Application Suite complete the IT Security Course by the established deadline? | A | | | CAS users completed the required IT training course by 12/15/24 deadline. |
| 19. Did all technical staff attend trainings, certification or recertification courses? | A | | | Technical staff training documented in CAS's Conservation Planner Module and on FY25 Self-Assessment Questionnaire that was submitted. |

| | | | | |
|---|---|---|---|---|
| 20. Did District staff participate in an annual VACS Program Update sponsored by the Department? | A | | | Tim Miles – June 18, 2024<br>Shawn Morris – June 18, 2024 |

DCR DSWC CDC and Program Manager/Coordinator verified:

Marie M. Stevens

_____ (Conservation District Coordinator) 08/29/2025 (Date)

E. Blair Godwin

_____ (Program Manager/Coordinator) 8/27/25 (Date)

Reviewed with the SWCD Board; entered and attached to the September 23, 2025 meeting minutes:

Comments:

**Friends of the Lee County**
**Tobacco Festival**

Greetings from the Lee County Tobacco Fall Festival Organizing Committee,
Planning for the 77th Tobacco Fall Festival, scheduled for October 25, is underway and we would like to invite you to sponsor this year's event. If you have extended your sponsorship in years past, we welcome your return. If this is your first time, we look forward to having you join us. In order to help us manage the Festival effectively, we would appreciate your filling out the attached Sponsorship Form and returning it to us as soon as possibe.

As in previous years, to show our thanks for your sponsorship, you will be featured on the back of the Tobacco Festival T-Shirts that will be available at local area banks prior to and sold at the festival day of. This years theme is "Take Me Home Wilderness Road"
**Regular** - Your business or organization's name listed around the design on the back of the shirt.
**Featured** - Your business or organization name (or logo) center-featured on the back of the shirt.

**Regular Sponsorship - $100.00**
**Featured Sponsorship - $300.00**
If you have questions or want more information, please call:
Pullin Ink (276) 546-2760 or (423)782-6618
Or Email pullinink@verizon.net

Space on the shirts is limited, and will be allocated on a first-come, first-served basis, so it is important that you get your application and check back to us as soon as possible.
Applications without checks will not be processed.
Please return your application with your check (if applicable) made out to:
Friends of the Tobacco Festival Tobacco Festival Shirt
C/O Pullin Ink
179 N Kentucky St.
Pennington Gap, VA 24277 *Featured Logos can be emailed to pullinink@verizon.net

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## LEE COUNTY TOBACCO FESTIVAL
## SPONSORSHIP FORM

**ORGANIZATIONS/BUSINESS:**_____

**ADDRESS:**_____

**PHONE:**_____ **EMAIL:**_____

**PRIMARY CONTACT:**_____

**Sponsorship Fee: Please check your selection**

__ REGULAR SPONSORSHIP($100)

__ FEATURED SPONSORSHIP($300)

**Mail Sponsor Form to:** TOBACCO FESTIVAL T-SHIRTS C/O PULLIN INK
179 N. KENTUCKY ST.
PENNINGTON GAP, VA 24277

**Deadline is September 18, 2025**

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

## *Action Items to accomplish in September 2025:*

## *Monthly Schedule of Annual Plan & Strategic Plan:*

### *September:*

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

2. Send NACD Poster Contest information to local schools. *(Staff)*

3. Distribute educational packets to participating teachers, finalize presenters, and design/order KIC Day materials (according to success of donation solicitation). *(Staff)*

4. Distribute Envirothon materials to potential Envirothon team coaches. *(Staff)*

5. Host Annual Kids In The Creek Day *(Staff)*

6. Visit and/or discuss potential nominees for Awards recipients and make recommendations to the District Board. *(Awards Committee)*

7. Approve an outstanding Lee County farmer for the DCR-DSWC's Clean Water Farm Award and send application to appropriate destination. *(Staff)*

# 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
*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
*Advisors: Samantha, Shawn, Tim and Hobbs*

**MOTION:** Amy Byington **RESOLUTION NO.:** 2025-2026-1

**SECOND:** Mike Hobbs **MEETING DATE:** 23 September 2025

## CERTIFICATION OF CLOSED (EXECUTIVE) MEETING

WHEREAS, the Daniel Boone Soil and Water Conservation District has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the Code of Virginia requires a certification by the Daniel Boone Soil and Water Conservation District that a closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Daniel Boone Soil and Water Conservation District hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as identified in the motion convening the closed meeting were heard, discussed or considered by the Daniel Boone Soil and Water Conservation District.

**VOTES**

**AYES:** Roger Elkins/Bobby Burchett/Gary Martin/Mike Hobbs/Amy Byington

**NAYS:** None

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

**ABSENT DURING VOTE:** None

**ABSENT DURING MEETING:** None

Samantha Briggs,
Administrative Secretary

**This information was prepared by staff of the Virginia Department of Conservation and Recreation for members of the Commonwealth's Soil and Water Conservation Districts as a means of raising awareness and understanding about certain provisions of the Virginia Freedom of Information Act. It Should be used as a companion reference to the Code of Virginia. It is not intended to serve as a legally binding interpretation of the act or its provisions. Should such as interpretation be needed, please contact your local Commonwealth's Attorney, January, 2002**

# DEDICATED RESERVES

Samantha Briggs, Administrative Secretary, handed out the formula to calculate Dedicated Reserve. The district's dedicated reserve was calculated by using the following steps:

$624,022.00 (total expenses to operate for 12 months from Projected 2025-2026 Budget)

Per the *Desktop Procedures for District Fiscal Operations* the district cannot accumulate more than 12 months of undedicated reserves.

$835,677.94 (district's ending balance 2024-2025)
– $624,022.00 (district's operating expenses for 12 months)
**$211,655.94 Dedicated Reserve Amount**

As of June 30, 2025, the Daniel Boone SWCD has a dedicated reserve balance of $211,655.94 in the Operations account. A motion was made to place the dedicated reserve amount of $150,000.00 into a new district CD-Reserve Building Fund 2 and the remainer of $61,655.94 as a line-item Property Fund on the Attachment E. (Martin, Byington, unanimous)

**The dedicated reserve worksheet is recorded in the minutes of meeting on August 26, 2025. The district modified the August 26, 2025, on September 23, 2025.*

# September 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 Qtr. Cost-Share and TA Disbursement Letters**: The FY26 1st Quarter Cost-Share and TA disbursement letter was emailed on 08/29/2025.
- **FY26 1st Quarter Attachment E and QuickBooks Reports:** Due on or before Wednesday, 10/15/2025. The Attachment E submittal includes the Excel spreadsheet and the QuickBooks Profit & Loss Statement and Cash Balance Sheet for the quarter submitted via e-mail to the CDC. In addition, please scan and email a copy of the signed Attachment E. Remember the original, signed hard-copy should be retained in the SWCD administrative files. Please remember to include your SWCD name and a description of what you are submitting in the file names, as I have 8 SWCDs submitting reports. Remember that the FY26 Grant Agreement deliverable accounts for the timeliness of the submittal as well as accuracy.
- **PY 2025 Grant Assessments:** Assessments will be conducted in September and/or October board meetings.
- **Return of Funds Invoice:** As PY 2025 end of year reports are processed, all SWCDs with unobligated cost-share funds will receive an invoice and instructions for returning both unobligated cost-share funds and the associated technical assistance funds.
- **VACS Program Match Requests:** DCR has established a new process to request a letter of support or in-kind match of funds from the Virginia Agricultural Cost-Share (VACS) Program for grant project proposals. A description of the process and the new request form can be found at www.dcr.virginia.gov/soil-andwater/vnrcf-match. Just remember that the request form must be submitted at least 21 days before the letter of support or the letter of commitment of in-kind match from DCR is needed.
- **ASA Policy:** Per the annual request of Darrell Marshall of VDACS, please revisit and update your district's policy regarding the handling to Ag Stewardship Act Complaints (this includes primary and secondary contact information). If there are no changes to your district's existing policy, please send an email to Darrell Marshall that provides the date that the board discussed the policy and states that there are no changes to your SWCD's existing policy. If there are changes (remember that this includes changes to the primary and secondary contacts as well as the preferred procedure), a new form must be submitted to VDACS.
- **Dedicated Reserves:** On page 14 of the 2024 Desktop Procedures for District Fiscal Operations is guidance regarding Reserve Fund Balances. "Public funds … are provided to districts not for savings, but strictly for the performance of conservation." Board action is necessary to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). With the books now closed for FY25, this action should be placed on SWCD board meeting agendas before 9/30 in Quarter 1 of FY26 so that necessary transfers can be made on the Attachment E Q1 Report and in Q1 QuickBooks.
- **Administrative Audits and Cost-Share File Administrative Audits:** RFCA will soon be contacting SWCDs to schedule audits for fall/winter 2025. Cost-Share File Administrative Audits will be conducted by CDCs on a two-year cycle consistent with SWCD audits. CDCs will not be conducting cost-share administrative audits when a SWCD is receiving a one-year financial audit due to staff changes or a special one-year financial audit, unless directed by the VSWCB.

- **District TA Allocation Methodology Discussion:** The VASWCD will be convening a virtual discussion on September 18, 2025, at 1:00PM around the issue of Technical Assistance and is seeking input and feedback about current allocation methodologies and models. SWCD directors and staff are welcome to attend and SWCDs from across the Commonwealth are encouraged to participate to share insights. The VASWCD is facilitating this dialogue. More information to come. Register for the zoom meeting at https://us02web.zoom.us/meeting/register/zaJWcNcARWOIk7hH3H-OLg.
- **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.
- **2026 Pay and Holiday Calendar:** The 2026 Pay and Holiday Calendar is available at https://www.dhrm.virginia.gov/payandholidaycalendar.
- **Desktop Procedures for District Fiscal Operations:** As a reminder it is a requirement to review the Desktop Procedures for District Fiscal Operations at least once during the fiscal year in a board meeting or Finance Committee meeting. Since we are starting a new FY now is an opportune time to review the information and to meet this requirement. The review should be documented in the minutes.
- **FY25 SWCD Annual Report**: The FY25 SWCD Annual Report should be approved by 9/30. (Please note: This item is suggested but no longer required by grant agreement.)
- **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, September 3, 2025, at 10:00AM
    - Wednesday, October 1, 2025, at 10:00 AM
    - 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.
- **COIA and FOIA Training Reporting:** Please note that a certificate is not required to verify completion of the COIA or the FOIA training requirement. However, in addition to notifying the SWCD administrative staff of your course completion, it would be good practice to submit the name of the director and the date of the training to the clerk of the respective county/city (this is not the Clerk of the Circuit Court). In some localities, the County Clerk may also be the Clerk of the Board of Supervisors, or some other title. Be sure to ask and make sure they are the individual keeping record of the required FOIA and COIA trainings for elected officials.

2) **Clean Water Farm Award Nominations for Local and Grand Basin Award - Due on or before October 1, 2025:**
   - The CWFA application form is available at https://www.dcr.virginia.gov/soil-and-water/cwfa.
   - There is a separate Grand Basin Award Nomination Form that must accompany any application being considered for the Grand Basin Award. It is also located at https://www.dcr.virginia.gov/soil-andwater/cwfa.
   - Each SWCD can have one local winner per locality but may only submit one grand basin award nominee per river basin that falls within the SWCD's boundaries.
   - The application packet must contain a completed and signed application form (please use the fillable online version), a narrative of one to two pages that highlights the farming operation and outstanding conservation practices of the farm operation, and a PowerPoint presentation of at least six slides containing photos and detailed descriptions of conservation practices depicted in the presentation.
   - A photo of the applicant should be included in the presentation.
   - The narrative should not be repetitive of the application material but should expand upon that information and should even speak to the applicant's ethics and ideas behind implementation of conservation practices on the farm.
   - Please ensure that the application form is completed electronically and is not handwritten and that both the applicant and the SWCD sign the application form.
   - **No application forms will be accepted after October 1, 2025 (this includes local award applications).** Please strive to get application forms approved and signed no later than the

September Board meeting. Local award applications that are not received by the October 1 deadline will not receive a local sign or certificate.

- **IMPORTANT FOR 2025 APPLICATIONS:** When submitting local award information, please make sure that the farm name and/or participant's name is correctly filled into the section of the application that specifies "List the farm name and name(s) as they should appear on the award certificate" on page 4. This should be filled in as the participant would like to see it on the certificate so please have a conversation with the participant about this when they sign the application. This information must be complete and concise by the October 1, 2025, deadline since certificates must be printed with this information before being submitted to the Governor's office for signature. Remember that the certificate can list the participant's name, the farm name or both. CDCs will be bringing certificates to each SWCD meeting in September for SWCD Chair signature.

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**

- **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 Update CY25 Random BMP Verifications**: Three SWCDs have been completed as of September 1, 2025. The remaining verifications are in the process of being completed. Remember to send out written notices to verification participants with a specific date provided via phone or email.
- **Unfunded Requests in CAS:** As your SWCD goes through the process of ranking and funding applications, please make sure that all applications and their estimated dollar amounts are entered into CAS, including those that do not rank out for funding. It is anticipated that there may be a reallocation of funds in the Spring of 2025 and these applications may be used to determine reallocation amounts to SWCDs. Also, these applications are critical to demonstrate the need for additional funds in the OCB area.

Please ensure the following for applications that do not rank out for funding:

- Projects should be entered in PY 2026 CAS with a status of Cancelled (when selecting the status of Cancelled, please make sure that the "Cancellation Reason" selected is Lack of Funding).
- The appropriate measurements are filled in for the instance on the "Measurements" tab.
- The "Programs" tab reflects appropriate information in the "Estimated/Requested Cost-Share Payments" section.

- **Out-of-District Practices**: Districts are expected to work within their designated service area. However, for cover crop and nutrient management practices with one-program year completion dates, Districts may take applications outside of their service area, provided that the District where the practice is located has agreed to the arrangement through formal board action. This agreement must occur before the practice can be approved by the District taking the application. All other types of practices must be signed up with the District that serves the practice location. Pilot practices, such as WFA practices, may only be signed up within the service area of the District participating in the pilot program.

  For cover crop and nutrient management practices with one-program year completion dates, once formal board action is taken by both Districts, the District staff who created the BMP instance should enter a BMP comment with the dates that both SWCDs approved the arrangement.

**Upcoming Training and Important Dates:**

- **September 15-16, 2025:** The VSWCB Meeting is scheduled to be in Abingdon, VA with a farm tour on September 15, 2025, and the VSWCB Meeting at the Southwest Virginia Higher Education Center on September 16, 2025.
- **September 18, 2025:** District TA Allocation Methodology Discussion. Register for the zoom at https://us02web.zoom.us/meeting/register/zaJWcNcARWOIk7hH3H-OLg.
- **September 30, 2025:** PY 2025 Annual Reports should be completed.
- **October 1, 2025:** Clean Water Farm and Grand Basin Nominations are due to your CDC.
- **October 1, 2025:** VASWCD Quarterly Board Meeting at the Drury Plaza Hotel in Richmond. The meeting registration form is available online at https://forms.gle/bJ4LW3pgHEd9hup67 and is due by September 24.
- **October 7, 2025:** VASWCD Grant Training Part #2, Developing a Grant Budget. Training will be virtual from 9:00AM till 11:00AM. Register at https://us02web.zoom.us/meeting/register/cGZtYoFrSJK9kMQGoclWww.
- **October 13, 2025:** Holiday- Columbus Day, State offices closed.
- **October 30, 2025:** Full TAC Meeting. Location TBD.
- **November 1, 2025:** Deadline for applicants to apply for funds provided by the VSWCB to address BMPs damaged/destroyed by Helene or storms that occurred February 10-18, 2025. Applications must be loaded in CAS with the "Storm Damage VACS" program type selected.
- **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.

**DCR Conservation Planner Certification Courses:** Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov

- VA Resource Training: 10/15-10/16/25, Online (attendees must attend all three sessions to receive credit for attending). Four contact hours are available for certified conservation planners. Registration is required at https://events.gcc.teams.microsoft.com/event/2a0ca63f-968b-4d31-8d0e-e7076cdfc9af@620ae5a9-4ec1-4fa08641-5d9f386c7309
  - October 15, 2025: Department of Historic Resources from 9:00AM till 11:00AM
  - October 15, 2025: Department of Wildlife Resources from 1:00PM till 3:00PM
  - October 16, 2025: DCR's Division of Natural Heritage from 9:00AM till 11:00AM
- RUSLE 2 Part A, B, C: Fall 2025
- DCR Conservation Planner Course: October 21-23, In person, Buckingham County

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 09/04/2025.*

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# Jonesville SERVICE CENTER REPORT

Daniel Boone SWCD Board Meeting
09/23/2025

**Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**
  FY26 EQIP Applications = Approximately 30

  EQIP Payments September - $72,291.91 (26 Practices)

  FY26 EQIP & CSP Application Deadline: October 10th (Eligibility Deadline December 12th)

  FY25 EQIP ACT NOW Approvals – 10 Contracts totaling $138,356.00

  FY25 EQIP Classic Preapprovals – 7 contracts totaling $688,061.99

- **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 25 FY26 EQIP planning visits

**BMP Projects/Partnership Activities**

- Approximately 8 -10 projects under construction

**Other Collaborations/Key Interactions Benefitting Districts**

**Local Working Group/Public Meetings**
N/A

**Outreach/Agency Activities/Events (dates)**

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

Invasive Management for Grazing Training 09/18/2025

**Earth Team Volunteer Program**

**VA NRCS Operational/Personnel Changes**

- Updates, if available

Submitted By Jordan Southern, District Conservationist

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