

New River SWCD

June 16, 2025

Directors present:

David Frazier          Pete Farmer          Gary Boring          J.D. Testerman  
Kevin Kirk

Staff present:

Tracy Goodson          B.T. Tomlinson          Tim Phipps          Emily Coomes

Others present:

Stacy Horton          Nathan Osborne

The New River Soil & Water Conservation District Board meeting was called to order by Chairperson David Frazier on June 16, 2025.

The pledge of allegiance was recited.

After review, Gary Boring made a motion to approve the minutes for May 19, 2025, Board and Personnel Committee meeting. Kevin Kirk seconded the motion, and the motion carried.

After review, Gary Boring made a motion to approve the financial report, subject to audit. Seconded by Kevin Kirk, the motion carried.

Brady Lowe started as an intern at the District on May 27, 2025.

The District is seeking to enter a Memorandum of Understanding (MOU) with Conservation Services regarding the payment of tree shelter kits. Kevin Kirk proposed a motion to sign the MOU, seconded by Gary Boring. The motion carried.

Several conservation plans were submitted to the board for approval (see attached). Kevin Kirk proposed a motion to approve the plans, seconded by Gary Boring. The motion carried.

Several BMP applications were presented for approval (see attached). Gary Boring made a motion to approve the BMP applications. Seconded by Kevin Kirk, the motion carried.

A tax credit was submitted for approval (see attached). Kevin Kirk made a motion to approve the proposed tax credit. Seconded by Gary Boring, the motion carried.

Kevin Kirk made a motion to approve the 2025 Carryover Report (see attached).. Seconded by Gary Boring, the motion carried.

Gary Boring made a motion to approve the 2025-2026 Operations Grant Agreement. Seconded by Kevin Kirk, the motion carried.

Gary Boring proposed a motion to approve the 2025-2026 Cost-Share Grant Agreement. Seconded by Kevin Kirk, the motion carried.

Upon review, Kevin Kirk proposed a motion to approve the 2025-2026 Average Cost List. Seconded by Gary Boring, the motion carried.

After further review, Gary Boring made a motion to approve the 2025-2026 Secondary Considerations. Kevin Kirk seconded the motion, and the motion carried.

The Personnel Committee met and conducted employee evaluations. Gary Boring made a motion to grant salaried employees a 5% pay increase, which was seconded by J.D. Testerman. The motion carried.

Following the review, Gary Boring made a motion to approve the 2025-2026 budget. Seconded by Kevin Kirk, the motion carried.

After review, Kevin Kirk made a motion to approve the 2025-2026 Personnel Policy Handbook. Seconded by Gary Boring, the motion carried.

Gary Boring made a motion to approve the 2025-2026 Annual Plan of Work. Kevin Kirk seconded the motion, and the motion carried.

The 2027 Attachment D was proposed to the Board for consideration. Following a thorough review, Kevin Kirk proposed a motion to approve the 2027 Attachment D. Gary Boring seconded the motion. The motion carried.

Tim Phipps gave a farm & forest update.

Stacy Horton gave a DCR report (see attached).

Nathan Osborne gave an NRCS report (see attached).

Gary Boring gave association report.

With no further business, Kevin Kirk made a motion to adjourn the meeting. J.D. Testerman seconded the motion. The motion carried.

Secretary: Gary Boring

Chairperson: David Frogin

June 16, 2025

Conservation Plans

CP#11-25-0024

CP#11-25-0025

CP#11-25-0026

CP#11-25-0027

CP#11-25-0030

BMP Applications

11-25-0050	SL-6W	\$57,610.13
11-25-0052	SL-6W	\$65,163.00
11-25-0054	SL-6W	\$91,104.38
11-25-0055	SL-6W	\$189,641.25
11-25-0056	SL-6W	\$42,572.25

Tax Credits

11-25-0052	\$976.25
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# Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled or Carried Over Into FY26

Date: Wednesday, July 9, 2025

\*BMPs in ORANGE are currently in their third PY and, unless listed as an exception below, must have DCR approval before being carried over again by the SWCD Board. Please reach out to the Agricultural Incentives Program Manager by 5/15/2025.

\*BMPs in RED are currently in their fourth PY and, unless listed as an exception below, must be completed and certified by the end of June 2024 or cancelled. No further carryovers are allowed.

## Actions:

1: Complete or Cancel BMP by 6/30/2025

2: Needs DCR and SWCD Board approval to Carryover to PY26

3: Needs SWCD Board approval to Carryover to PY26

## Exceptions:

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

## Cost-Share Program Carryover Report for BMPs To Be Carried Over into FY26

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice Is Under Construction	Carryover Justification	FY Approved	PY26 Fiscal Year Number	Necessary Action
2023 OCB VACS																				
	2023 OCB VACS	SL-7	11-23-0059	522794	5/15/2023		Bryan	Brannock	Southern Rivers	38.9	Acres	\$18,648.00	\$1,165.50	80	06/30/2026	BT	Other (describe in BMP Comments), Contractor issues	FY23	4th FY	2
	2023 OCB VACS	SL-6W	11-23-0073	529577	5/15/2023		Alexander	Cassell	Southern Rivers	31246	Lin. Feet	\$74,218.83	\$0.00	80	06/30/2026	TP	Other (describe in BMP Comments), EQIP piggyback	FY23	4th FY	4
	2023 OCB VACS	WP-4	11-23-0073	529578	5/15/2023		Alexander	Cassell	Southern Rivers	1	Count	\$14,221.20		25	6/30/2026	TP	Other (describe in BMP Comments), EQIP piggyback	FY23	4th FY	4
												\$107,086.03	\$1,165.50							
2023 SR CREP (SB)																				
	2023 SR CREP (SB)	CRSL-6	11-23-0059	522776	5/15/2023		Bryan	Brannock	Southern Rivers	2914	Lin. Feet	\$15,583.10		80	6/30/2026	BT	Weather related issues, Contractor issues	FY23	4th FY	4
	2023 SR CREP (SB)	CP-22	11-23-0059	522795	5/15/2023		Bryan	Brannock	Southern Rivers	1.1	Acres	\$82.50		80	6/30/2026	BT	Weather related issues, Contractor issues	FY23	4th FY	4
	2023 SR CREP (SB)	CRFR-3	11-23-0059	522796	5/15/2023		Bryan	Brannock	Southern Rivers	1.1	Acres	\$1,200.00		80	6/30/2026	BT	Weather related issues, Contractor backlog	FY23	4th FY	4
	2023 SR CREP (SB)	CP-22	11-23-0079	528143	6/26/2023		Sheri	Vaughan	Southern Rivers	0.6	Acres	\$45.00		95	6/30/2026	TP	Contractor issues, Contractor backlog	FY23	4th FY	4
	2023 SR CREP (SB)	CRFR-3	11-23-0079	528144	6/26/2023		Sheri	Vaughan	Southern Rivers	0.6	Acres	\$720.00		95	6/30/2026	TP	Late spring approval, Contractor backlog	FY23	4th FY	4
	2023 SR CREP (SB)	CRSL-6	11-23-0079	528145	6/26/2023		Sheri	Vaughan	Southern Rivers	1460	Lin. Feet	\$13,511.30		95	6/30/2026	TP	Late spring approval,	FY23	4th FY	4

Funding Source/ Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	Fiscal Year	Necessary Action
2024 OCB VACS	2024 OCB VACS	WP-2W	11-24-0015	569906	9/20/2023		Sheri	Vaughan	Southern Rivers	6800	Lin. Feet	\$31,141.90	\$0.00							
	2024 OCB VACS	SL-6W	11-24-0017	527541	9/20/2023	River Ridge Land & Cattle			Southern Rivers	13000	Lin. Feet	\$199,917.00	\$553.25	20	06/30/2026	TP	Contractor backlog, Contractor issues	FY24	3rd FY	3
	2024 OCB VACS	SL-6W	11-24-0042	581254	11/20/2023		Donald	Baker	Southern Rivers	3600	Lin. Feet	\$47,959.50	\$498.88	30	06/30/2026	TP	Contractor backlog, Contractor issues	FY24	3rd FY	3
	2024 OCB VACS	SL-7	11-24-0052	583451	2/26/2024		Stephen	Turner	Southern Rivers	66.2	Acres	\$72,320.00	\$4,520.00	80	09/30/2025	TP	Contractor backlog, Contractor issues	FY24	3rd FY	3
	2024 OCB VACS	SL-6W	11-24-0052	583480	2/26/2024		Stephen	Turner	Southern Rivers	3704	Lin. Feet	\$102,480.00		80	03/30/2026	TP	Contractor backlog, Contractor issues	FY24	3rd FY	3
	2024 OCB VACS	SL-6W	11-24-0061	587325	5/20/2024		Mark	Liddle	Southern Rivers	7420	Lin. Feet	\$177,377.82	\$493.83	40	06/30/2026	BT	Contractor backlog, Contractor issues	FY24	3rd FY	3
	2024 OCB VACS	SL-6W	11-24-0062	587222	5/20/2024		Dustin	Richardson	Southern Rivers	3550	Lin. Feet	\$14,594.37		10	06/30/2026	BT	Contractor backlog	FY24	3rd FY	3
	2024 OCB VACS	SL-6W	11-24-0064	587221	5/20/2024		Travis	Leath	Southern Rivers	2628	Lin. Feet	\$41,400.00		10	06/01/2026	TP	Contractor issues, Contractor backlog	FY24	3rd FY	3
	2024 OCB VACS	SL-6W	11-24-0065	587449	5/20/2024		Thomas	Phlipps	Southern Rivers	8040	Lin. Feet	\$111,830.63	\$606.41	40	06/01/2026	TP	Contractor issues, Contractor backlog	FY24	3rd FY	3
	2024 OCB VACS	SL-6W	11-24-0067	587568	5/20/2024		Lowell	Bowman	Southern Rivers	1440	Lin. Feet	\$36,480.00	\$680.00	20	06/01/2026	TP	Contractor issues, Contractor backlog	FY24	3rd FY	3
2024 OCB VACS Reallocation	2024 OCB VACS Reallocation	SL-6W	11-25-0050	657436	6/16/2025		Sally	Osborne	Southern Rivers	5300	Lin. Feet	\$57,610.13		10	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
	2024 OCB VACS Reallocation	SL-6W	11-25-0052	657439	6/16/2025		Levi	Burnette	Southern Rivers	2618	Lin. Feet	\$65,163.00	\$976.75	5	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
	2024 OCB VACS Reallocation	SL-6W	11-25-0054	657484	6/16/2025		Dustin	Thomas	Southern Rivers	4138	Lin. Feet	\$91,104.38		5	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
	2024 OCB VACS Reallocation	SL-6W	11-25-0055	649306	6/16/2025		Mary	Tomlinson	Southern Rivers	15152	Lin. Feet	\$189,641.25		5	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
	2024 OCB VACS Reallocation	SL-6W	11-25-0056	657539	6/16/2025	Cresthaven Farms Inc.			Southern Rivers	3095	Lin. Feet	\$42,572.25	\$976.75	5	06/30/2026	tp	Late spring approval, Contractor backlog	FY25	2nd FY	3
2025 OCB VACS	2025 OCB VACS	FR-1	11-25-0006	590046	8/19/2024		Md	Jackson	Southern Rivers	6.6	Acres	\$2,475.00		20	06/30/2026	bt	Contractor backlog	FY25	2nd FY	3
	2025 OCB VACS	SL-6W	11-25-0006	592401	8/19/2024		Md	Jackson	Southern Rivers	6011	Lin. Feet	\$80,353.75		20	06/30/2026	bt	Contractor backlog	FY25	2nd FY	3
	2025 OCB VACS	SL-6W	11-25-0008	622884	9/16/2024	Laying J Land & Cattle Co	Jeff	Hedge	Southern Rivers	9893.4	Lin. Feet	\$34,809.10		80	9/30/2025	BT	Weather related issues	FY25	2nd FY	3

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	FY26 Fiscal Year Number	Necessity Action
2025 OCB VACS	2025 OCB VACS	SL-4W	11-25-0010	622951	9/16/2024	Crackers Neck Farms, LLC	Greg	Williams	Southern Rivers	6522	Lin. Feet	\$70,080.00		10	6/30/2026	tp	Contractor backlog	FY25	2nd FY	3
		SL-4W	11-25-0034	651084	3/17/2025		Andy	Ward	Southern Rivers	2270	Lin. Feet	\$32,250.75	\$120.19	10	6/30/2026	bt	Late spring approval	FY25	2nd FY	3
		SL-1	11-25-0036	651266	3/17/2025		Josh	Dye	Southern Rivers	20.1	Acres	\$9,668.13		75	9/30/2025	bt	Contractor issues	FY25	2nd FY	3
		SL-4W	11-25-0037	651211	3/17/2025				Southern Rivers	22108	Lin. Feet	\$299,892.38	\$3,330.37	10	6/30/2026	tp	Contractor backlog	FY25	2nd FY	3
		SL-1	11-25-0038	651375	3/17/2025		Jeremy	Harmon	Southern Rivers	12.5	Acres	\$3,828.13		10	06/30/2026	bt	Late spring approval	FY25	2nd FY	3
		SL-1	11-25-0039	651285	3/17/2025		John	Montgomery	Southern Rivers	16.6	Acres	\$5,696.25		75	6/30/2026	bt	Contractor backlog	FY25	2nd FY	3
		SL-1	11-25-0040	651289	3/17/2025		Jeremy	Harmon	Southern Rivers	16	Acres	\$4,900.00		10	6/30/2026	bt	Late spring approval	FY25	2nd FY	3
		SL-1	11-25-0043	656536	4/21/2025		Kevin	Boomer	Southern Rivers	1.4	Acres	\$5,337.50		60	06/30/2026	bt	Contractor backlog	FY25	2nd FY	3
		SL-1	11-25-0043	657453	5/19/2025		Kevin	Boomer	Southern Rivers	13.2	Acres	\$5,032.50		60	06/30/2026	bt	Contractor backlog	FY25	2nd FY	3
		SL-4W	11-25-0044	656541	4/21/2025		Benny	Robinson	Southern Rivers	2600	Lin. Feet	\$60,822.38	\$1,222.84	20	06/30/2026	tp	Contractor backlog	FY25	2nd FY	3
		SL-4W	11-25-0045	656549	4/21/2025		Todd	Griffin	Southern Rivers	3584	Lin. Feet	\$70,790.25		10	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
		SL-4W	11-25-0046	656552	4/21/2025		Joy	Jones	Southern Rivers	1080	Lin. Feet	\$34,886.25	\$569.06	10	6/30/2026	tp	Contractor backlog	FY25	2nd FY	3
		SL-7	11-25-0047	656554	4/21/2025		Joy	Jones	Southern Rivers	5	Acres	\$4,920.00	\$307.50	10	6/30/2026	tp	Contractor backlog	FY25	2nd FY	3
		SL-4W	11-25-0049	657064	5/19/2025		Daryl	Cassell	Southern Rivers	4140	Lin. Feet	\$65,436.75		10	06/30/2026	tp	Contractor backlog, Contractor issues	FY25	2nd FY	3
		SL-4W	11-25-0050	657436	6/16/2025		Sally	Osborne	Southern Rivers	5300	Lin. Feet	\$0.00		10	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
2025 SR CREP (SB)	2025 SR CREP (SB)	SL-4W	11-25-0052	657439	6/16/2025	Cresthaven Farms Inc.	Levi	Burnette	Southern Rivers	2618	Lin. Feet	\$0.00	\$976.75	5	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
		SL-4W	11-25-0054	657484	6/16/2025		Dustin	Thomas	Southern Rivers	4138	Lin. Feet	\$0.00		5	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
		SL-4W	11-25-0055	649306	6/16/2025		Mary	Tomlinson	Southern Rivers	15152	Lin. Feet	\$0.00		5	06/30/2026	tp	Late spring approval	FY25	2nd FY	3
		SL-4W	11-25-0056	657539	6/16/2025				Southern Rivers	3095	Lin. Feet	\$0.00		5	06/30/2026	tp	Late spring approval, Contractor backlog	FY25	2nd FY	3
												\$790,179.12	\$6,535.71							
2025 SR CREP (SB)	2025 SR CREP (SB)	CP-22	11-25-0011	626673	10/21/2024		Randal	Hall	Southern Rivers	0.8	Acres	\$40.00		80	06/30/2026	tp	Contractor backlog	FY25	2nd FY	4
		CRSL-6	11-25-0011	626675	10/21/2024		Randal	Hall	Southern Rivers	432	Lin. Feet	\$960.00		80	06/30/2026	tp	Contractor backlog	FY25	2nd FY	4
		CRFR-3	11-25-0011	626681	10/21/2024		Randal	Hall	Southern Rivers	0.8	Acres	\$5,299.90		80	6/30/2026	tp	Contractor backlog	FY25	2nd FY	4
Chestnut Creek-DCQ P015973	Chestnut Creek-DCQ P015973	RB-4P	11-25-0004	589675	7/15/2024		Todd	Dillon	Southern Rivers	1	Count	\$8,250.00	\$0.00	20	10/15/2025	tp	Contractor backlog	FY25	2nd FY	4
Small Hard Initiative	Small Hard Initiative	SL-4W	11-24-0011	559291	9/18/2023		Matthew	Wells	Southern Rivers	1800	Lin. Feet	\$43,747.50		80	6/30/2026	TP	Contractor backlog, Contractor issues	FY24	3rd FY	3
		SL-6W	11-24-0012	569038	9/20/2023		Michael	Marshall	Southern Rivers	2608	Lin. Feet	\$36,435.00		80	6/30/2026	BT	Contractor backlog, Contractor issues	FY24	3rd FY	3
												\$80,182.50	\$0.00							

Funding Source-Tax Credit	Program	Practice Code	Contract Number	BMP_ID	Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount of Completion (percent)	Estimated Completion Date	Person Verifying Practice is Under Construction	Carryover Justification	FY Approved	PV26 Fiscal Year Number	Necessary Action
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\$2,309,554.78 \$16,030.33

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

## ADMINISTRATIVE ITEMS:

1. **End of Fiscal Year Items:** I will not be generating a personalized list of outstanding items for each SWCD this year. Please review the Year End Checklist referenced at the end of this report to ensure that all required items have been completed, approved by your SWCD board and recorded in the minutes by June 30, 2025, per the grant agreement.
  - ✎ This includes noting completion of personnel evaluations in the minutes.
  - ✎ **Once documents are approved, please ensure that the new revision/approval date is included on the document.** Auditors are looking for this!
  - ✎ With the exception of employee performance reviews, FLSA tests and pay action approval forms, please send a copy of all items to me once they have received board approval.
  - ✎ NOTE: I will not be able to call these items fulfilled on the assessment until they are both approved by the SWCD board AND received by me.
  - ✎ Please ensure that all remaining PY 2025 board meeting, special called meeting and committee meeting minutes are submitted to me with the year-end reports OR no later than July 15, 2025.
2. **PY 2026 Grant Agreements.** PY 2026 Administration and Operations and Cost-Share and Technical Assistance Policies and Grant Agreements were approved by the VSWCB at its May 28, 2025 meeting. Grant agreements will be emailed to each SWCD in early June with instructions regarding signature and return to DCR. Please ensure that both grant agreements are on June board meeting agendas for review and approval so a signed copy of each agreement can be returned to DCR and first quarter funds disbursed to the SWCD.
3. **PY 2026 Policy and Grant Agreements: Noteworthy Items**
  - ✎ The PY 2026 VACS allocation is ~\$169.4M and the PY 2026 TA allocation is ~\$26.5M (~\$21.9M in Addition to Base TA and ~\$4.5M in Base TA).
  - ✎ The PY 2025 Cost-Share and Technical Assistance Policy document contained language that required the return of 6% technical assistance funding on any PY 2025 carryover practices that were cancelled in subsequent program years. The PY 2026 Cost-Share and Technical Assistance Policy and Grant Agreement documents contain language that removes the requirement to return technical assistance funds associated with a prior year's carryover practice cancellation. This language supersedes the language in the PY 2025 Policy.
  - ✎ SWCDs are authorized to re-obligate cost-share funds associated with a prior year's cancelled practice to a new FY 2026 practice. Cost-share funds associated with a prior year's cancelled practice that are not re-obligated must be returned to the Department. SWCDs will not be required to return any of the technical assistance funds associated with the prior year's cancelled contract's cost-share funds.
  - ✎ Per the budget appropriation language, all cost-share funds must be obligated no later than June 15, 2026. Any unobligated funds remaining as of June 15, 2026 must be returned to the Department along with their associated technical assistance funds. Please keep this in mind as you work toward obligating PY 2026 VACS funds.
  - ✎ PY 2026 cost-share funds, along with their associated technical assistance funds, can be transferred to another SWCD; however, all transfers must be made by June 15, 2026.
  - ✎ Attendance at one of the two CAS Updates sessions is required for all SWCD technical staff.



- ❖ Cost-Share File Administrative Audits will be conducted on a biennial basis, in alignment with the SWCD's biennial audit. File Audits will be completed between July 1 and March 1 of the fiscal year that they are being conducted. Results of the File Audits will be presented to the VSWCB's Audit Subcommittee in conjunction with the financial audit results.
- 4. **PY 2025 Grant Assessments.** The self-assessment questionnaire has been sent to SWCDs and is due back to me by July 15, 2025. Please feel free to work together on the questionnaire but please only submit one final copy to me. As always, I will take into consideration the information from the assessment questionnaire when completing the final assessments.  
**\*NEW for 2025:\*** CDC assessments will be sent to DCR Program Managers for evaluation and input so assessments will likely be presented at September board meetings this year.
- 5. **Quarterly and End of Year Reports.**
  - ❖ Please submit quarterly and year-end reports no later than July 15, 2025. Late reports will be marked on the assessment and will also equate to a late first quarter operations disbursement.
  - ❖ Signed carryover reports will be due with the End of Year Reports. Electronic carryover reports will be pulled by DCR from Logi on July 16, 2025.
  - ❖ Please ensure that reports are accurate and have been reconciled to your SWCD's books and to CAS prior to submission. Reports that do not reconcile will be returned to the SWCD without a full review. Inaccurate reports will also be reflected on assessments and will equate to late cost-share and TA disbursements.
  - ❖ Items for submission include:
    - i. Fourth Quarter Attachment E
    - ii. Year-End Attachment E
    - iii. Quickbooks Fourth Quarter Profit and Loss
    - iv. Quickbooks Fourth Quarter Cash Balance
    - v. Quickbooks PY 2025 Profit and Loss
    - vi. Quickbooks PY 2025 Cash Balance
    - vii. Year-End Cash Balance Sheet
    - viii. Signed Carryover Report
  - ❖ If possible, SWCDs are encouraged to avoid making payments after June 30, 2025 and until year end reports can be reconciled.

#### **COST-SHARE/ TAX CREDIT/ CREP ITEMS:**

1. **Data QA/QC.** As you work through the final quarter of this program year, please be sure to run the QA/QC reports in Logi. Please let me know if you need help accessing and running these Logi reports. Please ensure that all contracts are marked with the status of *Complete*, *Cancelled*, or *Carryover* in CAS.
2. **PY 2026 VACS Program Updates Sessions.** Will be virtual this year and two identical sessions are scheduled for:
  - ❖ VACS Updates Session #1:  
Thursday, June 12 from 1:00PM till 4:00PM  
Registration is required to obtain the meeting link.  
Register at: <https://events.gcc.teams.microsoft.com/event/fe2eb8cb-8a6d-47f9-be83-fc7f8a99463b@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
  - ❖ VACS Updates Session #2:  
Tuesday, June 17 from 9:00AM till 12:00PM  
Registration is required to obtain the meeting link

Register at: <https://events.gcc.teams.microsoft.com/event/9fd0067f-b5c9-4ac0-9881-5e6119003897@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>

- Remember that **all** technical staff must attend one of the two VACS Updates sessions in order for the SWCD to receive full credit on the assessment for attending.

- PY 2026 CAS Updates Sessions.** Will be virtual this year and are scheduled for Tuesday, July 8, 2025 from 1:00 till 2:30 and Thursday, July 24, 2025 from 9:30 till 11:00. Remember that **all** technical staff must attend one of the two CAS Updates sessions in order for the SWCD to receive full credit on the assessment for attending. Meeting registration details will be sent out soon.

#### UPCOMING CONSERVATION PLANNER CERTIFICATION & ENGINEERING TRAINING EVENTS:

- Summer 2025:** Nutrient Management Training School.
- October 15-16, 2025:** Virginia Resource Training; Will be offered as three virtual sessions over the two-day period.
- October 21-23, 2025:** DCR Conservation Planner Course in Buckingham County, VA.
- TBD in 2025:** RUSLE 2 Training (Parts A, B and C).

#### UPCOMING EVENTS/ IMPORTANT DATES:

- June 12, 2025:** PY 2026 VACS Updates Session from 1:00PM until 4:00PM (virtual).
- June 12, 2025:** VASWCD Quarterly Board Meeting (virtual). Foundation meeting at 9:00AM followed by the VASWCD business meeting. Registration required. To register: <https://us02web.zoom.us/meeting/register/dXBR0UqOQMeZwt2ds6JmWA>. Meeting materials can be accessed at <https://vaswcd.org/board-meetings/>.
- June 17, 2025:** PY 2026 VACS Updates Session from 9:00AM until 12:00PM (virtual).
- June 26, 2025:** Basic Ag Training with Livestock Focus for Newer Employees at Ferrum College and Farm. Registration is required due to small classroom sizes. Please contact Carl Thiel-Goin in interested.
- July 8, 2025:** PY 2026 CAS Updates Session from 1:00PM until 2:30PM (virtual).
- July 15, 2025:** Fourth Quarter Reports and EOY and Carryover Reports are due to the CDC.
- July 15, 2025:** PY 2027 Attachment D Budget Template is due to DCR.
- July 15, 2025:** Self-Assessment Questionnaire is due to the CDC.
- July 24, 2025:** PY 2026 CAS Updates Session from 9:30AM until 11:00AM (virtual).
- July 30, 2025:** Deadline for resolution of all QAQC issues.
- August 19-21, 2025:** Graves Mountain Training in Syria, VA.

#### YEAR END LIST:

Year End Item	Notes
<b>Review of 2024-2025 Annual Plan of Work &amp; Current Strategic Plan</b> One review of each plan is required	Review Only (In open board meeting) Record Review in Minutes
<b>Develop 2025-2026 Annual Plan of Work</b>	Board Approval Required
<b>Employee Performance Evaluations</b> Minimum of 1 Review/ Year	Keep on File at SWCD Document Completion of Evaluations in SWCD Minutes
<b>Personnel Pay Action Approval Form</b> Required for any Salary Adjustments made, including bonuses.	Keep on File at SWCD

<ul style="list-style-type: none"> <li>Salary Adjustments must be specifically noted in the SWCD minutes.</li> </ul>	<ul style="list-style-type: none"> <li>Salary Adjustments Require Board Approval</li> </ul>
<b>Personnel Policy</b> <ul style="list-style-type: none"> <li>Please reference the <u>Personnel Resource Management Guide</u> as provided by the VASWCD while working through the personnel policy.</li> <li>For additional assistance, remember that each SWCD has 1 HR retainer hour with Galligher.</li> </ul>	<ul style="list-style-type: none"> <li>Board Approval Required</li> </ul>
<b>Employee Position Descriptions &amp; Performance Expectations</b>	<ul style="list-style-type: none"> <li>Board Approval Required</li> </ul>
<b>FLSA Tests for Each Position Description</b> <ul style="list-style-type: none"> <li>As per the Desktop Procedures manual, tests should be conducted a minimum of once every three years; however, within the three-year period, the current test on file should be reviewed any time there is a change in job duties or when salary adjustments are made. <i>Annual testing of position descriptions is preferred.</i></li> </ul>	<ul style="list-style-type: none"> <li>Keep on File at SWCD</li> </ul>
<b>Annual Review of SWCD Policies</b> <ul style="list-style-type: none"> <li>Required policies include: Travel, Check Signing &amp; Purchasing, and where applicable, Vehicle Use, Credit Card &amp; Gift Card. Annual review also includes any additional policies that are not required but are unique to your SWCD such as computer usage policy, telework policy, policy for charging for FOIA requests.</li> <li><i>Note- The Desktop Procedures manual states that each SWCD should maintain a comprehensive manual of all SWCD policies (page 7).</i></li> </ul>	<ul style="list-style-type: none"> <li>Board Approval Required (Even if no changes are made to policies)</li> <li>Update revision date/ approval date on all documents</li> </ul>
<b>PY 2026 District Budget</b> <ul style="list-style-type: none"> <li>Please reference the approved PY 2026 Administration and Operations and Cost-Share and Technical Assistance Policy and Grant Agreement documents for final dollar amounts for your respective SWCD.</li> <li>Finance Committee should meet twice a year, so please plan appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Board Approval Required</li> </ul>
<b>Dedicated Reserve List</b> <ul style="list-style-type: none"> <li>Unrestricted reserve funds exceeding 12 months of routine SWCD operating expenses must have a designated purpose.</li> <li>Must be finalized no later than the July SWCD meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Board Approval Required</li> </ul>
<b>PY 2026 Average Cost List</b> <ul style="list-style-type: none"> <li>Please consider any recent increases in materials costs.</li> <li>Must be approved prior to approval of PY 2026 applications.</li> <li>Please reference pages II-10 and II-11 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at <a href="https://www.youtube.com/watch?v=p6yWr1RQhMU">https://www.youtube.com/watch?v=p6yWr1RQhMU</a>.</li> <li>Don't forget to include a good and implementable contingency clause.</li> </ul>	<ul style="list-style-type: none"> <li>Board Approval Required</li> <li>Submit to Sara Bottenfield &amp; CDC</li> </ul>
<b>PY 2026 Secondary Considerations</b> <ul style="list-style-type: none"> <li>Must be approved prior to approval of PY 2026 applications.</li> <li>Please reference pages II-9 and II-10 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at <a href="https://www.youtube.com/watch?v=p6yWr1RQhMU">https://www.youtube.com/watch?v=p6yWr1RQhMU</a>.</li> <li><i>Note- If your SWCD elects to utilize a cap that is lower than the VACS cap, please ensure that this is stated in the secondary considerations. Consider all implications of this decision very carefully.</i></li> </ul>	<ul style="list-style-type: none"> <li>Board Approval Required</li> <li>Submit to Sara Bottenfield &amp; CDC</li> <li>DCR AIPM Approval Required</li> </ul>

<b>Desktop Procedures Review</b> <ul style="list-style-type: none"> <li>1 Review/ Year Required</li> </ul>	<ul style="list-style-type: none"> <li>Review in BOD Meeting or Finance Committee Meeting</li> <li>Record review in Minutes</li> </ul>
<b>FOIA Officer Training Completed</b> <ul style="list-style-type: none"> <li>Training must be completed every two years based on the date of the last training taken by the FOIA Officer.</li> <li>Incumbent officers should check their most recent completion date.</li> </ul>	<ul style="list-style-type: none"> <li>Send Completion Certificate to CDC</li> </ul>
<b>Library of Virginia Records Retention Courses (5) Completed</b> <ul style="list-style-type: none"> <li>Training must be completed every three years by the Records Officer.</li> <li>Incumbent officers should check their most recent completion date.</li> </ul>	<ul style="list-style-type: none"> <li>Send All 5 Completion Certificates to CDC</li> </ul>
<b>Compliance/ Resolution of Audit Findings</b> <ul style="list-style-type: none"> <li>Provide written documentation of resolution of audit findings as well as controls that were put in place to prevent the issue in the future.</li> <li>Ensure this documentation is recorded in the minutes.</li> </ul>	<ul style="list-style-type: none"> <li>Report Completion of Requirement in Board Meeting Minutes &amp; to CDC</li> </ul>
<b>Host at least one agricultural community outreach event during the year &amp; Ensure VSU- Small Farm Outreach Program</b> <ul style="list-style-type: none"> <li>Event must meet <u>all</u> requirements listed in Attachment F of the Operations Grant Agreement (please reference the list for more information).</li> </ul>	<ul style="list-style-type: none"> <li>Send documentation of marketing efforts, email invitation to VSU regional &amp; state SFOP representatives &amp; agenda to CDC</li> </ul>
<b>Carryovers</b> <ul style="list-style-type: none"> <li>Please follow the directions provided in the EOY packet. Carryover reports that are not legible or are printed too small to read will not be accepted.</li> <li>Instructions for Printing Carryover Reports for Signature: <ul style="list-style-type: none"> <li><u>Export the Logi Carryover Report to PDF.</u> This will put the report in a position where all columns are contained on a single page and the font will still be legible.</li> <li><u>Print the PDF of the Logi report.</u> The PDF report will fit on an 8.5x 11 sheet of paper and will be readable; however, it will be much more legible if it is printed on a larger size paper. <ul style="list-style-type: none"> <li>Print the carryover report in COLOR and in LANDSCAPE format.</li> <li>Please select 8.5 x 11 and select "Fit" to page.</li> <li>OR select "Choose Paper Source by PDF Page Size" and use 8.5 x 14 paper to print.</li> </ul> </li> <li><u>PLEASE DO NOT EXPORT THE CARRYOVER REPORT TO EXCEL TO PRINT.</u> The font will be entirely too small to read and/or the report columns will spill onto multiple pages which makes the report much more difficult to read.</li> </ul> </li> <li>Please plan to approve all possible carryover applicants even if you think they may reach completion prior to June 30, 2025. It would be best to go ahead and carry over all potential contracts as opposed to scheduling a special called meeting to handle additional carryovers.</li> <li>Carryovers should be updated in the Conservation Application Suite (CAS) and the carryover list/ report should be generated from Logi for board approval and signature.</li> <li>Remember to allow Logi to update overnight since changes made to an instance are not available instantaneously in Logi.</li> <li>If you need a Logi login or a password reset, please contact Jen Edwards.</li> </ul>	<ul style="list-style-type: none"> <li>Board Approval Required</li> <li>Board should be approving and signing the Logi carryover report</li> <li>The Logi report should be attached to the minutes</li> <li>Submit signed carryover report to the CDC with year-end reports</li> <li>Please note that there are two date blanks on the report. One blank is for the board approval date. The other is for the director signature date.</li> </ul>

<ul style="list-style-type: none"> <li>✎ Please refer to pages II-42 thru II-46 of the VACS manual for more information on carryovers as well as handling of two-program year completion date practices.</li> </ul>	
<p><b>FY 2027 Attachment D</b></p> <ul style="list-style-type: none"> <li>✎ Please print the Attachment D on paper larger than 8.5 x 11 to properly accommodate the document.</li> <li>✎ The full Attachment D packet was sent out by Blair Gordon via email on April 10, 2025.</li> <li>✎ Since there were no changes to the Attachment D instructions, a training session will not be held this year. As a review, you are highly encouraged to reference the Attachment D training that was held in 2023 at <a href="https://www.youtube.com/watch?v=sv5evnTqJKk">https://www.youtube.com/watch?v=sv5evnTqJKk</a>.</li> <li>✎ Contact your Area Peer Review Committee Representative or Blair Gordon with questions pertaining to the completion of the Attachment D.</li> <li>✎ Attachment D is due July 15, 2025.</li> </ul>	<ul style="list-style-type: none"> <li>✎ Board Approval Required</li> <li>✎ Board Signature Required on Approved Attachment D</li> <li>✎ Submit signed Attachment D to the CDC with year-end reports</li> <li>✎ Email the board approved Excel spreadsheet to the CDC</li> </ul>

cc: Blair Gordon, Soil and Water Conservation District Liaison  
 Sara Bottenfield, Agricultural Incentives Program Manager  
 Angela W. Ball, PhD, DCR Western Area Manager

*Sent electronically to SWCD offices: 06/05/2025*



United States  
Department of  
Agriculture

Farm  
Production  
and  
Conservation

Natural  
Resources  
Conservation  
Service

Virginia/Grayson, Carroll, and City of Galax  
208 Cranberry Rd  
Galax Virginia 24333

## **GALAX SERVICE CENTER REPORT**

### **NEW RIVER SWCD Board Meeting**

**June 16th, 2025**

#### **Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**
- Taken 87 applications so far, 20 high tunnels, 1 cropland, 3 wildlife, 17 forestry, 46 livestock
- Ranked 76 EQIP applications. Of those 41 now have been preapproved, 18 high tunnels \$665,952, 6 Forestry \$128,720, 8 Livestock CICs \$177,944, and 4 Agland Disaster \$367,468, 1 Irrigation \$25,207, 1 wildlife \$18,600, 1 livestock \$425,268 totaling \$1,809,159. Received 2 additional fundings of EQIP Disaster projects. 1 Agland Streambank and 1 forestry adding an additional \$274,198 of funding bringing the FY totals to \$2,083,357. Working on the possibility of getting some of the earlier preapproved CIC's back. Potentially 10-14 projects.
- FY 2025 110 payments on 196 items for \$1,809,247.35.

- **Conservation Stewardship Program (CSP)**  
2 Applications taken for FY25 no preapproved
- **Agricultural Conservation Easement Program (ACEP)**  
Waiting on the state office to contract 1 preapproved ALE, 2 more interested in applying
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**  
CREP enrollment is back open and have received 1 application so far. Helped with 13 while acting in Stuart

#### **Conservation Technical Assistance**

- EWP DSR's completed, will be meeting with Grayson County administration today to go over the findings. Roughly \$4.5 million in damages with 100% cost share found throughout mostly western Grayson.

#### **BMP Projects/Partnership Activities**

- 2022 NACD TA Grant for NRSWCD continued the partnership on CREP/BMP's and with help on existing EQIP projects. Grant is coming to a close.

#### **Other Collaborations/Key Interactions Benefitting Districts**

#### **Local Working Group/Public Meetings**

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

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

## **Earth Team Volunteer Program**

### **VA NRCS Operational/Personnel Changes**

- Still awaiting news of Reduction in Force plans and potential office closures.

Submitted By Nathan Osborne, District Conservationist

New River SWCD

June 16, 2025

Directors present:

David Frazier      Gary Boring      Pete Farmer  
J.D. Testerman      Kevin Kirk

Staff present:

Tracy Goodson      Tim Phipps

The New River Soil & Water Conservation District Personnel Committee meeting was called to order by Chairperson David Frazier on June 16, 2025.

Personnel evaluations were completed for all salaried employees. The committee has recommended a 5% raise for each salaried employee.

The meeting was adjourned.

Secretary: Gary Boring  
Chairperson: David Frazier