New River SWCD

August 17, 2026

Directors present:

David Frazier J.D. Testerman Gary Boring Mike Rhudy

Associate Director present:

Steve Pottorff

Staff present:

Tracy Goodson Tim Phipps Emily Coomes B.T. Tomlinson

Scotty Hines

Others present:

Becky Hubble Nathan Osborne Carol Boring Bill Moss Allison Brown

The New River Soil & Water Conservation District Board Meeting was called to order by Chairperson David Frazier on August 17, 2026.

The pledge of allegiance was recited.

After review, Gary Boring made a motion to approve the minutes for the July 20, 2026, Board Meeting. Mike Rhudy seconded the motion. The motion carried.

After review, Gary Boring made a motion to approve the minutes for the July 20, 2026, Budget Committee Meeting. Mike Rhudy seconded the motion. The motion carried.

After review, Gary Boring made a motion to approve the financial report, subject to audit. Seconded by Mike Rhudy. The motion carried.

Gary Boring made a motion to accept the actions of the delegated authority of the Grant Agreements signed by David Frazier. Seconded by Mike Rhudy, the motion carried.

The FY 2026-2027 projected Budget was approved.

There is a new rule regarding the FOIA agenda for our meetings. An agenda must be posted at least three business days prior to a Board meeting, unless the items are time-sensitive or pertaining to a subject of a closed meeting that is properly identified in a motion in accordance with established procedures.

Conservation plans were submitted for approval (attached). Gary Boring made a motion to approve the proposed conservation plans. Seconded by Mike Rhudy, the motion carried.

Several BMP applications were presented (attached). Gary Boring made a motion to approve the BMP applications pending. Seconded by Mike Rhudy, the motion carried.

A transfer of BMP contract #11-26-0065 has been requested due to health concerns affecting the current owner. The tenant would like to take over the contract. Gary Boring made a motion to transfer BMP contract #11-26-0065 to the new producer. Seconded by Mike Rhudy, the motion carried.

Several tax credits were submitted to the Board for approval (see attached). Mike Rhudy proposed a motion to approve the presented tax credits, which was seconded by Gary Boring. The motion carried.

Gary Boring nominated Allison Brown for the position of Extension Director for the New River Soil and Water Conservation District, and Mike Rhudy seconded the motion. The motion carried successfully, and Allison accepted the nomination. Although this item was not included in our proposed agenda, it is time-sensitive, as the nomination deadline is September 1, 2026.

Tim Phipps gave a farm & forest update. The Tomlinson tract closed on August 13, 2026. Seventh graders from Carroll County will attend a field day at the farm on October 6 and 7, 2026.

The Annual Fish Fry will be held at the Board Meeting on September 21, 2026, at the Davis property.

Becky Hubble gave a DCR report (attached). Becky reviewed the Cost-Share and Operations Grant Assessments for the District with the Board and employees.

Nathan Osborne gave an NRCS report (attached). Bill Moss also gave an NRCS update.

Allison Brown gave an Extension update.

With no further business, Mike Rhudy made a motion to adjourn the meeting. Gary Boring seconded the motion. The motion carried.

Secretary: Gary Boring

Chairperson: David F. Frazier

Prepared by: Emily Cornes

# 2026-2027 New River SWCD Budget

| | | 2024-2025 Budget | Actual | Proposed 2025-2026 | Approved 2025-2026 |
|---|---|---|---|---|---|
| Income | | | | | |
| District Operations | | 249,129.00 | 249,129.00 | 249,129.00 | 249,129.00 |
| Equipment | | 7,500.00 | 11,759.00 | 7,500.00 | 7,500.00 |
| Interest | | 700.00 | 603.78 | 700.00 | 700.00 |
| Local Allocations | | 15,500 | 15,550 | 15,500 | 15,500.00 |
| Tree Shelter Program | | 5,000.00 | 17,533 | 5,000.00 | 5,000.00 |
| VNRCF Tech. Asst. Funds | | 188,007.00 | 188,007.00 | 203,516.00 | 203,516.00 |
| CC TMDL Grant<br>EC TMDL Grant | | 11,497.00<br>8,569.60 | 6,850.31<br>1,225.00 | 10,646.00<br>9,913.00 | 10,646.00<br>9,913.00 |
| NACD Grant | | 22,212.15 | 24,425.50 | | |
| Small Herd, WFA and VACS TA | | 90,884.85<br>47,375.23 | 13,769.53<br>20,134.94, 94,153.78=<br>128,058.25 | 25,000.00 | 25,000.00 |
| Total | | 508,115.35 | 643,140.84 | 526,904.00 | 526,904.00 |
| | | | | | |
| Expenses | | | | | |
| District Operations | | 127,829.00 | 114,996.13 | 138,261.00 | 138,261.00 |
| Education | | 5,000.00 | 3,771.65 | 5,000.00 | 5,000.00 |
| Equipment | | 5,000.00 | 28,843.96 | 5,000.00 | 5,000.00 |
| Insurance | | 34,500.00 | 32,617.00 | 35,281.00 | 35,281.00 |
| Payroll | | 85,000.00 | 78,795.72 | 100,000.00 | 100,000.00 |
| VNRCF Payroll<br>TMDL Payroll<br>NACD Payroll | | 188,007.00<br>20,066.60<br>22,212.75 | 161,041.99<br>7,691.91<br>19,169.00 | 203,516.00<br>20,559.00 | 203,516.00<br>20,559.00 |
| Lease | | 15,000.00 | 12,898.62 | 13,787.00 | 13,787.00 |
| Support Services | | 4,500.00 | 4,367.00 | 4,500.00 | 4,500.00 |
| Memorial Scholarships | | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| Total | | 508,115.35 | 399,726.22 | 526,904.00 | 526,904.00 |

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

August 17, 2026

Conservation Plans

CP #11-27-0001
CP #11-27-0004
CP #11-27-0007
CP #11-27-0008
CP #11-27-0009
CP #11-27-0010
CP #11-27-0012
CP #11-27-0013

BMP Applications

| | | |
|---|---|---|
| #11-27-0006 | SL-6W | $11,950.00 |
| #11-27-0007 | SL-6W | $214,008.75 |
| #11-27-0034 | SL-6W | $31,897.13 |
| #11-27-0036 | SL-6W | $30,139.88 |
| #11-27-0033 | SL-6W | $41,157.50 |
| #11-27-0035 | FR-1 | $3,206.25 |
| #11-27-0037 | FR-3, SL-6W | $47,592.90 |
| #11-27-0038 | SL-6W | $27,194.92 |

#11-26-0065 Transfer contract

Tax Credits

| | |
|---|---|
| #11-27-0007 | $944.69 |
| #11-27-0035 | $217.19 |
| #11-27-0036 | $737.22 |
| #11-27-0037 | $323.31 |

Cost-share approved - $407,147.33

Virginia Department of Conservation & Recreation

**August 2026 – Conservation District Coordinator (CDC) Report**
**Becky Hubble, Conservation District Coordinator**
**DCR-Division of Soil and Water Conservation – Radford Regional Office**
**Becky.hubble@dcr.virginia.gov I 804.997.5069**

# • Administrative and Operational Items

- **At-Large Appointed Director** terms expire 12/31/2026. Directors, currently holding At-Large appointments, need to let your District know your intentions about seeking re-appointment. SWCD boards must act on At-Large Director appointment recommendations no later than July/August SWCD Board Meeting as reappointment packets are due by **September 1st to DCR** for consideration by the VSWCB at their September Meeting. Please submit packets to your CDC for review before the deadline. Forms attached. Reappointments Form 014 is only required. New appointments both forms are required.

- **Delegated Authority: If delegated authority was granted in July, the district board MUST ratify all delegated authority decisions at your August or next board meeting.**

- **NEW FOIA Posted Agenda Requirements**: As of July 1, 2026, in addition to the current FOIA language requirements to post meeting dates/locations, agendas must also be posted three days prior to the meeting.

  *§ 2.2-3707.*
  *The public body shall also post the proposed agenda on the public body's official government website, if any, prior to the meeting. No final action may be taken on items added to the agenda after the meeting commences unless they are time-sensitive or are the subject of a closed meeting properly identified in a motion in accordance with § 2.2-3711.*

  *For purposes of this subsection, "final action" means a vote, adjudication, or other formal action taken by a public body that completes a matter or acts as final consideration of an item. "Final action" does not include:*

  *1. Referral to a committee or advisory body;*
  *2. Referral to a future meeting for action;*
  *3. Direction to staff to provide further information; or*
  *4. Issuance of a commending or memorial proclamation.*

- **Federal Mileage Rate for CY 2026 changes:** Effective 07/01/26, the IRS standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be **76 cents per mile** driven for business use, up 5.5 cents from the CY 2026 rate from January. The new mileage rate should officially be approved by the Board of Directors at the next board meeting. Source: IRB 2026-29 (Rev. 07-13-2026) https://www.irs.gov/pub/irs-irbs/irb26-29.pdf
- **FY27 1st Qtr. Cost-Share and TA Disbursement Letters:** Expect the FY27 1st Quarter Cost-Share and TA disbursement letter to be emailed on 08/28/2026.
- **FY27 District Operating Budget:** District budgets should be finalized and approved at the August Board Meeting.
- **FOIA Training for District Directors**: The FOIA Council has just announced two opportunities for elected officials to receive FOIA Training this fall. Please register to attend one of these two sessions if you need to take or retake FOIA. Tuesday, **October 20, 2026, 1:00 p.m.** OR Thursday, **November 12, 2026, 10:00 a.m.** Register Now! https://event.webinarjam.com/r416v/register/oxo64aw0
- **FY26 Annual Report:** Should be completed by 9/30/26. Districts should use this information for public relations with local governments & partners.
- **Status of FY27 Grant Agreements:** The VA Soil and Water Conservation Board met on July 24th and approved the FY27 policies and grants that were submitted to Districts on July 29th. If you have not already done so, please sign and return to DCR promptly. **Please Note:** The VSWCB opted to approve the funding scenario based on the Budget Needs Template (Attachment D) with a cap of 15% increase or decrease from FY26 levels. The Board also decided to increase Base TA but reduce Additional TA to 12% from 13%.
- **Dedicated Reserves**: It is the time of year (July/August board meetings) to address dedicated reserves. Remember that reserve funds can be maintained in CDs, MMAs, and in the VA Department of Treasury's Local Government Investment Pool (LGIP).

- Per the Desktop Guide for District Operations (07/01/26 Version; Pg. 14-15), "*Each District should limit its level of unobligated reserve funds. Unobligated funds are monies maintained in the District account(s) that may be spent on reasonable business-related purposes by the District. It is unadvisable for any District to accumulate more than 12 months of undedicated reserve funds. Funds beyond this level must be accumulated for specific dedicated purposes (for example, vehicles, equipment, dam maintenance, computers, or funding unanticipated staff severances) as directed by an action of the BOD and recorded in the minutes of the District; these funds are not to be used for routine operating expenses. At the end of each fiscal year, the District should review its reserve funds and determine which funds are to be dedicated for specific future expenses. A list should be maintained of these dedicated reserves and reviewed and updated annually. Public funds from local, state, and federal sources are provided to Districts strictly for performance of conservation, not for savings. DCR will monitor the growth of unexpended funds through grant agreement-required audit reports and report situations of concern to the VSWCB.*"

# • Ag and Cost Share Items

- **Computer Generated Part II and Part III**: as a reminder, Part II of the cost share contract should have all fields computer generated, except for the signatures. There should be no hand-written data fields on Part II. The contract Part III should have everything computer generated to the extent possible, but it is allowable for the SWCD Payment Amount, Payment Date, and Check Number to be handwritten. ~~After payment both the Part II and Part III should be printed from CAS for the case file.~~
- **Status of Cost-Share Administrative File Audits:** Cost-Share Administrative File Audits will be scheduled with SWCD technical staff and must be completed by 3/1/2027. Just as a reminder only districts that are scheduled for a financial audit will be having Cost-Share Administrative File Audits unless otherwise noted by the VSWCB.
- **Update to PY27 VACS Program information following the Virginia Soil and Water Conservation Board (SWCB) meeting on July 24th:** Please read it fully and contact Sara Bottenfield if you have questions. Materials from the SWCB meeting can be found at https://townhall.virginia.gov/L/meetings.cfm.
  - **VACS Policies:** The SWCB approved policy and procedure documents for District Administration and Operations and District Cost-share and Technical Assistance for PY27. These documents include allocation information and will be available in the online VACS Manual shortly.
    The Cost-share Policy defines agricultural land as a minimum of five contiguous acres with verifiable gross receipts in excess of $1,000 per year from the production or sale of agricultural, horticultural, or forest products produced on the land for each of the past three years. Non-industrial private forest lands are exempt from the $1,000 requirement. The SWCB approved an update to the forest lands eligibility to state that non-industrial private forest lands are exempt from the $1,000 requirement when managed for commercial production according to a plan prepared by a professional forester (new language is underlined). This brings the expectations for qualifying, exempt forest lands more in line with the requirements for other agricultural land. Note that this change only impacts scenarios where the land is qualifying for VACS through the forest land exemption. If the land meets VACS eligibility requirements based on production, then the forest management plan requirement is not applicable. This change does require an update to the self-certification section of the Part I and the self-certification form, which will be made as soon as possible. Any PY27 Part Is that have already been completed are acceptable, they do not have to be re-done.
  - **Cover Crop Practices:** In June the SWCB approved a change to cover crop specifications to add and standardize language across all practices regarding establishment of 60% cover by January 1 and a deadline to complete cover verification checks by January 31. At the July 24 meeting the SWCB took action to undo the insertion of that language in the WQ-4 Legume Cover Crop and SL-8A Protective Cover for Agricultural Cropland as it is not applicable to those practices. The WQ-4 practice incentivizes reduction of nitrogen application on the subsequent crop rather than establishment of winter cover, and the SL-8A includes Spring and Summer planting options that are not consistent with January dates for establishment or verification.

# • Clean Water Farm Award

- **Clean Water Farm Award Nominations for Local and Grand Basin Award** - Due on or before October 1, 2026: CWFA forms can be found online on the DCR website. All signatures and approvals must be obtained no later than your September Board meeting. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) Basin Nominations require a nomination cover sheet, a 1–2-page summary, 6 or more photos, one preferably with the nominee & the farm entrance sign.

## Upcoming Training and Important Dates

- **August 18-20, 2026:** VACDE Graves Mountain Training in Syria, VA
- **September 7, 2026:** Labor Day Holiday, all state offices closed
- **September 14-15, 2026:** VA Soil and Water Conservation Board Meeting, Robert Mill's farm, Pittsylvania County
- **September 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (https://spda.trs.virginia.gov/search) for the fourth quarter
- **October 1, 2026:** CWFA Nominations for Local and Grand Basin award applications due to DCR

cc: Blair Gordon, SWCD Operations Coordinator
Sara Bottenfield, Agricultural Incentives Program Manager
Angela W. Ball, PhD, DCR Western Area Manager

*Electronically sent to SWCD offices 08/04/2026*

USDA 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
August 17th, 2026

**Program Updates/Deadlines:**

- **Environmental Quality Incentives Program (EQIP)**

- Obligated 15 High Tunnels $700,198, 3 Forestry $38,449, and 11 RPP's $1,025,634 for a total of $1,764,281. Received 2 more prior year funds livestock contracts for $750,502. Bringing the yearly totals to 31 contracts for $2,514,783. Obligations are now completed for the year.

- FY 2026 125 payments on 240 items for $2,319,323.81

- **Conservation Stewardship Program (CSP)**

- All 3 applications are obligated for $480,920.

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

- 1 ALE application preapproved, currently working with the Easement Team with the contracting process.
- 1 Easement completed and paid for the year for a total of $1,016,500.00

- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**

- Have additional conservation plans for reenrollments for the board to sign at tonight's board meeting.

**BMP Projects/Partnership Activities**

- Applied for NACD TA Grant for NRSWCD to continue the partnership on CREP/BMP's and with EQIP.

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## Other Collaborations/Key Interactions Benefitting Districts

## Local Working Group/Public Meetings

- Completed and submitted.

## Outreach/Agency Activities/Events (dates)

- Carroll Co Ag Fair Aug 24th-28th

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

## Earth Team Volunteer Program

## VA NRCS Operational/Personnel Changes

- Welcome Bill Moss as the Area II acting AC.

Submitted By Nathan Osborne, District Conservationist

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## Assessment of SWCD Compliance with the FY26 Administrative and Operational Support Grant Agreement

503OPS-26-11-GF Grant Agreement for the period 7/01/25 thru 6/30/26 for **New River 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:* Grant Agreement Performance Deliverable | *Fully Satisfied* "A" | *Partially Fulfilled* "B" | *Did Not Fulfill* "C" | *Notes/Comments:* |
|---|---|---|---|---|
| 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. 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 | | | Strong partnership with NRCS, FSA, DOF, DGIF, VCE, DCR,VSU-SFOP, as well as other environmental groups, schools, towns, and counties. |
| 3. Hold monthly meetings with a quorum of District board members present. | A | | | 12 regular board Meetings were held FY26 all with a quorum present. |
| 4. Submit complete meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Complete meeting minutes follow the guidance provided in the Desktop Procedures (page 4). | A | | | New River SWCD routinely provides the CDC with copies of all routine, special and committee meeting minutes as outlined in the Desktop Procedures. |
| 5. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2026 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. | A | | | Attachment E submissions were on time and accurate throughout the FY26. Cash Balance Report and Carryover Report were approved, signed and submitted on time as well. The Attachment E in the 3rd quarter that was corrected due to the audit after submission to CDC. District manager communicated with CDC throughout the process and the minor revision that needed to be made to it was promptly made & resent to CDC. |

| | "A" | "B" | "C" | *Notes/Comments:* |
|---|---|---|---|---|
| 6. *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 | | | Reviewed the Desktop Procedures for District Fiscal Operations on 03/16/2026. |
| 7. 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. | | | | N/A – DCR did not host a required training in FY26 |
| 8. New directors are required to complete orientation training within six months of qualifying for office. | N/A | | | No new directors for FY26. |
| 9. 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 | | | NRSWCD provided data needed for preparation of legislative studies. |
| 10. Hosted at least one agricultural community outreach event during the year that:<br>• Was marketed through at least one venue that directed towards producers with small farms or producers considered socially disadvantaged;<br>• Included an introduction of the District, programs, staff and Directors; and<br>• Included a discussion featuring local agricultural producers that utilized the VACS Program;<br>• Provided notice to partners, including the Va. State University Small Farm Outreach Program, of the event and provided an opportunity to partners to participate in the agenda. | A | | | NRSWCD held an outreach program 05/07/2026. Flyers were placed at USDA FSA/NRCS office, local farm supply stores, local Farm Bureau offices and VSU-SFOP notified. |

DCR DSWC CDC and Program Manager/Coordinator verified:

Becky Hubble
_____(Conservation District Coordinator) 07/27/2026 (Date)

E. Blair Eaton
_____(Program Manager/Coordinator) 8/10/2026 (Date)

Reviewed with the SWCD Board; entered and attached to the August 17, 2026 meeting minutes:

## Assessment of SWCD Compliance with the FY 26 Cost-Share and Technical Assistance Grant Agreement

503CSTA-26-27 Grant Agreement for the period 7/01/25 through 6/30/26 for **New River 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:* | *Fully Satisfied* | *Partially Fulfilled* | *Did Not Fulfill* | *Notes/Comments:* |
|---|---|---|---|---|
| Grant Agreement Performance Deliverables | *"A"* | *"B"* | *"C"* | |
| 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 2026);<br>• This Grant Agreement;<br>• All State laws and regulations. | A | | | New River SWCD does an excellent job administering the Ag BMP cost share and tax credit programs and consistently follows policies and procedures set forth by the VSWCB; guidance and recommendations from DCR and adheres to the guidance in the VACS BMP Manual. NRSWCD was able to obligate 100% of their cost share allotment and ask for additional money to fund additional projects. |
| 2. Did the District implement VACS in accordance with the PY2026 VACS BMP Manual, including but not limited to the provisions on approval and payment of cost-share, working within District boundaries, bid process, applying average cost list to contract estimates properly, ranking cost share applications consistently with priority and secondary considerations, taking appropriate action to address verification issues, following the appropriate procedures for any mid-year update to the Average Cost List, and other administrative guidelines established in the *Manual*? | A | | | NRSWCD staff are careful in following the VACS Manual. When questions arise, they seek assistance and guidance from DCR Staff. |
| 3. 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 certification? Did staff maintain conservation planning certifications after achieving the initial certification? | A | | | Tim Phipps Expires 8/31/2027<br>Brandon Tomlinson Expires 8/31/2027<br>Scotty Hines Actively pursuing CPC. |

| | "A" | "B" | "C" | *Notes/Comments:* |
|---|---|---|---|---|
| 4. 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 | | | |
| 5. Prior to the District approving cost-share applications, did the District Board:<br>• Approve secondary considerations and receive Department approval of those considerations?<br>• Approve an Average Cost List and submit it to the Department? | A | | | |
| 6. 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 | | | Conservation plans are board approved prior to the approving contracts and marking them approved in CAS. The QAQC report for CPs has helped the CDC to provide regular feedback on data entry. |
| 7. Was data entered in the Conservation Application Suite accurately and were any data inaccuracies entered into CAS corrected within 30 days from the date the District was notified of the issues or by the established deadlines? This includes but is not limited to the inaccuracies that are found through the bi-monthly QA/QC reports:<br>• BMP data entry: 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 base upon site specific soil type(s),<br>• BMP payment status: approvals, cancellations, carryovers, complete not-paid; and participant funding requests; and<br>• Financial data status: payment and other financial records. | A | | | NRSWCD staff enter data correctly, keep data in CAS up to date and respond to CDC inquiries timely. BMPs are routinely digitized, and very few issues are identified. |
| 8. 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 | | | The district consistently meets quarterly and end of year reporting deadlines with accuracy. |
| 9. 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 | | | Tax Credit Certificates were approved and issued in the year in which the BMPs were completed. Conservation plans for tax credits were approved monthly by the board of directors. All required tax documentation was provided to the participants. |

| | "A" | "B" | "C" | *Notes/Comments:* |
|---|---|---|---|---|
| 10. 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 | | | Contract numbers, instance numbers and board actions are incorporated into the monthly board meeting minutes. |
| 11. Did District staff participate in an annual VACS Program Update and Conservation Application Suite updates training sponsored by the Department? | A | | | All technical staff participated in the 2026 VACS Updates 06/17/2025 and CAS updates 07/08 and 07/24/2025. |

DCR DSWC CDC and Program Manager/Coordinator verified:

Becky Hubble
_____(Conservation District Coordinator) 07/29/2026 (Date)

E. Blair Godwin
_____ (Program Manager/Coordinator) 8/10/2026 (Date)

Reviewed with the SWCD Board; entered and attached to the August 17, 2026 meeting minutes:

Comments: