

New River SWCD

April 20, 2026

Directors present:

David Frazier Gary Boring J.D. Testerman Mike Rhudy
Steve Pottorff

Staff present:

Tracy Goodson B.T. Tomlinson Tim Phipps Emily Coomes

Others present:

Becky Hubble Nathan Osborne Carol Boring

The New River Soil & Water Conservation District Board meeting was called to order by Chairperson David Frazier on April 20, 2026.

The pledge of allegiance was recited.

After review, Gary Boring made a motion to approve the minutes for March 16, 2026, Board meeting. Mike Rhudy seconded the motion, and 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.

The District attended the Area IV meeting at Abingdon on March 17, 2026. Steve Pottorff was nominated for the SWCD Water Control Board.

The Association is seeking sponsors for the education foundation golf tournament. Gary Boring made a motion to sponsor the education foundation golf tournament hole for \$100.00. Seconded by Mike Rhudy, the motion carried.

ASA complaint #1403 has been brought to the attention of the Board. At this time, no additional details can be provided.

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

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

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

Tim Phipps provided an update on the farm and forest.

An Envirothon training was held at the Galax Forestry Office on April 11th, 2026, for those who are planning on participating in the area Envirothon competition.

The District hosted a fencing school at New River Hill Farm & Forest on April 8th, 2026. The attendance and education were great!

The Area IV Envirothon will be hosted at the New River Hill Education Farm on April 30th, 2026.

Our District partnered with other agencies and hosted an Earth Day Field Day on April 22nd and April 23rd, 2026, it went very well and thank you to everyone who helped!

The District is hosting an information session at the Carroll-Grayson Cattlemen's meeting on May 7, 2026, at 6:30PM.

Becky Hubble gave a DCR report (see attached).

Nathan Osborne gave an NRCS report (see attached).

Gary Boring gave an association report.

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 Frazer

Prepared by: Emily Coomes

April 20, 2026

Conservation Plans

CP #11-25-0013 FR-3
CP #11-26-0076 SL-1

BMP Applications

#11-26-0054 SL-6W \$3,688.65 additional funding
#11-26-0051 FR-3 \$6,904.00
#11-26-0076 SL-1 \$3,018.75

#11-26-0063 SL-6W \$66,481.88
#11-26-0064 SL-6W \$91,781.25
#11-26-0065 SL-6W \$20,985.00
#11-26-0066 SL-6W \$38,947.50
#11-26-0068 SL-6W \$105,007.50
#11-26-0070 SL-6W \$167,778.75
#11-26-0070 FR-3 \$3,737.50
#11-26-0073 SL-6W \$55,250.00
#11-26-0074 SL-6W \$73,825.00
#11-26-0074 FR-3 \$5,462.50

TMDL Applications

Cancel #11-26-0069 instance #735987
#11-26-0069 instance # 737677 RB-3M \$5,850.00

Tax Credit

#11-26-0054 \$651.31

• Administrative and Operational Items

- **Third Quarter Attachment E's** are due to the CDC by **April 15**. Please make sure reports are accurate and on time and that the signed version of the report is submitted electronically on or before April 15. Remember that the quarterly report packet should contain an original signed Attachment E form, a profit and loss statement for January 1, 2026 thru March 31, 2026 and a cash balance report with an ending date of March 31, 2026. Also, please make sure that all payments and monthly interest transactions have been recorded in CAS. All approvals should be in CAS by April 30, 2026 to be included in the disbursement.
- **Dates for Obligations data pull and Disbursement letters:**
 - Pull obligations May 1, letters to DCR May 6, dated to SWCDs May 11
 - Pull obligations June 1, letters to DCR June 3, dated to SWCDs June 8
- **Audit Updates** - The VA Soil and Water Conservation Board (VSWCB) met 03/20/26 to review information provided by the auditors. The General Management Letter will be sent to all 47 SWCDs soon. Please be sure to include that letter in a future board meeting packet and take the time to review. Adhere to the recommendations made within the letter to ensure that your SWCD is in good standing.
- **Noteworthy Items for All SWCDs:**
 - Please ensure that all bank account information is verified through the Virginia Department of Treasury's SPDA Public Funds Account Search System (<https://spda.trs.virginia.gov/Login.aspx>) on a quarterly basis and documentation of verification of each account is maintained on file at the SWCD. This quarterly verification is a requirement per the Virginia Security for Public Deposits Act.
 - Please ensure that two signatures are obtained on all invoices prior to payment.
 - Please ensure that all travel reimbursements are made within 60 days of the original receipt date/ date of purchase. Mileage should be reimbursed within 60 days of the travel date. Remember that this is an IRS requirement.
 - Contract Part II Forms: Please ensure that Part II forms include all necessary signatures, including all carryover signatures, prior to issuing payment on a contract.
 - Please ensure that the Required Completion Date is appropriately recorded on the Part II form, being mindful of whether the practice is an annual practice, a one-program year completion date practice or a two-program year completion date practice.
 - If additional cost-share or tax credit is approved for a practice, please make sure that a new Part II is generated for the increase and that the original Part II is maintained in the file. The new Part II must have all required signatures.
 - Please ensure that conservation notes are maintained in the cost-share file and that the VACS bid process is appropriately followed where required and a bid sheet is maintained in the file documenting whether the bid process is needed for specifically listed VACS practices (reference pages II-37 thru II-41 of the VACS manual for more information).
 - Remember that any verbal comments noted in the financial audit and comments noted in the Cost-Share File Administrative Audit that are found to be repeat items in the next audit cycle become formal findings.
- **FY27 Budget:** SWCD board approval by June 30.
- **REMINDER Committee Meetings:** As your SWCD schedules committee meetings to handle end-of-fiscal year items, please remember the following:
 - Make sure that committee meetings are held in accordance with the Freedom of Information Act. That means that all committee meetings, including Personnel Committee meetings, must be advertised to the public and minutes must be taken at each meeting.

- Remember to reference the closed meeting guidelines in the event that the SWCD will be discussing subject matter that is recognized by the Code of Virginia to be exempt from FOIA (Reference FOIA Code §2.2-3711(A) for a complete list of closed meeting allowances).
- A committee report should be presented to the board at the next appointed SWCD meeting.
- Committee meeting minutes should be handled one of two ways:
 - Minutes should be approved by the committee at the next committee meeting; OR
 - Minutes should be approved by the full board at a regular board meeting if no committee meeting is scheduled for the near future.
 - Once approved by the committee or Board of Directors, committee meeting minutes should be signed by the committee chair. Per the grant agreement, committee meeting minutes must be submitted to the CDC

• Ag and Cost Share Items

- **PY 2027 WFA Participation.** If your SWCD is interested in participating in the Whole Farm Approach (WFA) program in PY 2027, please let me know by email with a CC to Sara Bottenfield. I have a Q&A sheet if anyone would like to view it. I also have a link to a YouTube Video with helpful information to understand the program better.
- **Transfer of Unobligated Funds from a Prior Program Year.** Per the PY 2026 Cost-Share and Technical Assistance Grant Agreement, funds that were obligated to a prior year's carryover contract that is cancelled in the current program year can be transferred to PY 2026 and re-obligated to a new PY 2026 contract. If your SWCD is interested in doing this, please notify me so that I can work with Data Services staff to set up the appropriate funding source in CAS. *"For any contracts that (i) were entered into prior to FY2026, (ii) were carried over in accordance with the guidelines established in the applicable Virginia Agricultural Cost-Share (VACS) BMP Manual, and (iii) were cancelled after the fiscal year in which the contract was entered into:*
 - *The District is authorized to re-obligate the cost-share funds associated with the cancelled contract to new contracts during FY 2026;*
 - *The District must return to the Department any cost-share funds associated with the cancelled contract that are not re-obligated by the end of FY 2026; and*
 - *The District is not required to return any technical assistance funds associated with the cancelled contract's cost-share funds."*
- **Conservation Planning Supplemental Documents.** At the request of SWCDs, DCR's Conservation Planning staff will be providing some supplemental assistance documents. By late April SWCDs can expect to receive a Checklist of Grant Agreement Deliverable Requirements as well as an example of the Objective, Description of Operation and Assessment Summary. DCR's Conservation Planning staff have also provided some clarification below in response to questions about the difference between the conservation plan grant deliverable requirement and the conservation plan review process:
 - Conservation Planning Grant Agreement Requirement: To meet the requirement of producing a complete conservation plan.
 - Conservation Plan Review: To provide professional development in conservation planning and often entails taking a closer look at a plan and providing comments that will benefit the planner's future work.
 - Both processes have the expectation that a conservation plan will meet the conservation plan writing standards of quality.
- **Conservation Plan Signature Page.** This is an ongoing issue in Conservation Planning QAQC reports. Please make sure that the signature page of the conservation plan is uploaded into CAS directly upon approval of the conservation plan. This should be done when entering the

Conservation Plan Board Approval Date in CAS. Remember that the board signature should be the last signature received on the conservation plan signature page.

- **Carryovers MAY 15, 2026 DEADLINE to DCR.**

Encourage VACS participants to complete their projects in time for payment prior to the end of the fiscal year to reduce carryovers into FY27. Refer to Pages II-42-II-46 of the FY26 VACS Program Manual for a list of practices eligible for carryover and an explanation of carryover procedures. Practices approved in FY26 that are listed as "practices with two-program year completion date" do not need formal board approval prior to the end of this FY. Otherwise, practices substantially under construction and eligible for carryover will need approval by SWCD boards prior to 06/30/26. The "Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27" is available in Logi for assessing Carryovers.

- Carryover BMPs coming to the end of their third PY and not expected to be complete by 06/30/26 can only be carried over again with prior approval from DCR. Requests to carry over BMPs a 3rd time into a 4th PY must be submitted to Sara Bottenfield, Ag Incentives Program Manager, by May 15. For each practice requested, District staff will need to:
 - Update the Carryover section of the Measurements tab by selecting 'Other (describe in BMP comments)' as one of the justifications and entering a comment on the General tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request in the comment box.
 - Send a single email from each district to Sara (sara.bottenfield@dcr.virginia.gov), copying your CDC, with the contract number, instance number, and justification. This can be in the body of the email or as an attachment.
 - The "Cost-Share Program Carryover Report for BMPs to be Completed, Canceled or Carried Over into FY27" is available in Logi for assessing Carryovers.

- **PY 2027 VACS Program Updates Sessions.** Will be virtual this year and two identical sessions are scheduled for:

- VACS Updates Session #1: Wednesday, June 17 from 1:00 pm til 4:00 pm
- VACS Updates Session #2: Tuesday, June 23 from 9:00 am til 12:00 pm

- 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 2027 Average Cost List:** requires local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and copy your CDC.

- **The requirement for districts to obligate 90% of cost share dollars no longer exists.** Any unobligated cost share funds, even if they have been disbursed, will need to be returned to DCR with appropriate TA.

- **Draft Conservation Planning Curriculum with Tiered Approach.** This document has been shared with SWCDs at Area meetings and via email. It is still in draft form and feedback/comments are welcome. Please take time to review the document and provide any questions/comments to Carl Thiel-Goin (carl.thiel-goin@dcr.virginia.gov) or Vanessa Lewis (vanessa.lewis@dcr.virginia.gov) no later than April 22, 2026.

- **TAC and PY28 VACS Program Recommendations:** DCR will convene a Technical Advisory Committee (TAC) to consider and recommend changes to the PY28 Virginia Agricultural Cost-Share (VACS) Program. **Suggestions for the TAC must be submitted to Sara Bottenfield, Agricultural Incentives Program Manager (sara.bottenfield@dcr.virginia.gov) no later than April 30, 2026.** Please submit your most critical items for the future of the VACS Program. Suggestions will be reviewed for eligibility and assigned to the appropriate TAC

subcommittee or to DCR for consideration. Any suggestions that have been considered and tabled by the TAC within the past 3 years will not be eligible. Suggestions may be prioritized to manage workload and allow for thorough consideration.

For Soil and Water Conservation Districts, state code § 62.1-44.119:3 now includes the following: *Each soil and water conservation district shall report to the Department of Conservation and Recreation recommendations for improving the disbursement of funding and for program efficiencies that would expedite disbursement of funds provided through the Virginia Natural Resources Commitment Fund established under § 10.1-2128.1. Include these recommendations with your TAC suggestion submissions.*

CONSERVATION PLANNER CERTIFICATION COURSE INFORMATION:

May 20, 2026: Stream ID Course from 8:00AM until 4:30PM in Charlottesville, VA.

Summer & Winter 2026: Nutrient Management Training Course.

October 7-8, 2026: Virginia Resource Training (Online Webinar Series).

TBD: RUSLE 2 Part A, B, C.

October 14-16, 2026: DCR Conservation Planner Course in Buckingham County (In Person Course).

Upcoming Training and Important Dates

- **April 13:** Review of the Proposed Changes to the Desktop Procedures, 11:00 am Zoom mtg details from VASWCD on registration
- **April 15:** Quarterly Report Due to CDC
- **April 15:** VSWCB Meeting Pocahontas State Park
- **April 22:** General Assembly reconvenes to act on Governor's amendments
- **April 30:** Area IV Envirothon hosted by New River SWCD
- **May 1:** Obligation report will be pulled from CAS for the fourth quarter disbursement
- **May 15:** Requests to carryover BMPs a 3rd time into a 4th program year due to Sara Bottenfield
- **May 21:** NRCS Area 2 JED Meeting. The topic will be a training session on the essentials of NMP writing and reading NMPs. More details to come
- **June 1:** Obligation report will be pulled from CAS for the mid-fourth quarter disbursement.
- **June 15:** Deadline for obligating/approving PY 2026 VACS funds
- **June 17/23:** VACS update see above
- **August 18 -20, 2026:** VACDE Graves Mountain Training in Syria, VA

Attached is the Year End List for review of the Board. Please make sure that in the coming months that these items are on your agenda to discuss in the board meetings.

Stacy Horton, CDC, shared this with me so a great big shoutout to Stacy! Thank you Stacy!!

YEAR END LIST:

Please note that some items in the list below are grant agreement requirements and some are not. Those that are not required by the grant agreement are referenced in the Desktop Procedures or the Code of Virginia, so please ensure that they are completed.

Year End Item	Notes
Develop 2026-2027 Annual Plan of Work	Board Approval Required
Employee Performance Evaluations Minimum of 1 Review/ Year	Keep on File at SWCD Document Completion of Evaluations in SWCD Minutes
Personnel Pay Action Approval Form Required for any Salary Adjustments made, including bonuses. Salary Adjustments must be specifically noted in the SWCD minutes.	Keep on File at SWCD Salary Adjustments Require Board Approval
Employee Position Descriptions & Performance Expectations	Board Approval Required
FLSA Tests for Each Position Description As per the Desktop Procedures manual, tests should be conducted a minimum of once every three years; however, within the three-year period, the current test on file should be reviewed any time there is a change in job duties or when salary adjustments are made. <i>Annual testing of position descriptions is preferred.</i>	Keep on File at SWCD
Annual Review of SWCD Policies Required policies include: Personnel, Travel, Check Signing & Purchasing, and where applicable, Vehicle Use, Credit Card & Gift Card. Annual review also includes any additional policies that are not required but are unique to your SWCD such as computer usage policy, telework policy, policy for charging for FOIA requests. Please reference the <u>Personnel Resource Management Guide</u> as provided by the VASWCD while working through the personnel policy. For additional assistance, remember that the OAG is always available to review and provide comments on SWCD policies. <i>Note- The Desktop Procedures manual states that each SWCD should maintain a comprehensive manual of all SWCD policies (page 7).</i>	Board Approval Required (Even if no changes are made to policies) Update revision date/ approval date on all documents

<p>PY 2027 District Budget Final Dollar Amounts Not Yet Available. Admin/Operations Allocations and Base TA Allocations are being revisited by the VSWCB per the PY 2027 Budget Template exercise so SWCDs should not expect level allocation amounts. Draft PY 2027 Addition to Base TA Allocations and PY 2027 VACS Allocations will be contained in the Draft PY 2027 Cost-Share and Technical Assistance Policy document that will be made available in advance of the April 15, 2026 VSWCB meeting. These amounts will be calculated based on the proposed budget amounts from the House. Finance Committee should meet twice a year so please plan appropriately.</p>	Board Approval Required
<p>Dedicated Reserve List Unrestricted reserve funds exceeding 12 months of routine SWCD operating expenses must have a designated purpose. Must be finalized no later than the July SWCD meeting.</p>	Board Approval Required
<p>PY 2027 Average Cost List Please consider any recent increases in materials costs. Must be approved prior to approval of PY 2027 applications. Please reference pages II-10 and II-11 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU. Don't forget to include a good and implementable contingency clause.</p>	Board Approval Required Submit to Sara Bottenfield & CDC Required by Grant Agreement
<p>PY 2027 Secondary Considerations Must be approved prior to approval of PY 2027 applications. Please reference pages II-9 and II-10 of the VACS Manual and the Average Cost List and Secondary Considerations Information Session at https://www.youtube.com/watch?v=p6yWr1RQhMU. <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.</i> Consider all implications of this decision very carefully.</p>	Board Approval Required Submit to Sara Bottenfield & CDC DCR AIPM Approval Required Required by Grant Agreement
<p>Desktop Procedures Review 1 Review/ Year Required</p>	Review in BOD Meeting or Finance Committee Meeting Record review in Minutes Required by Grant Agreement
<p>FOIA Officer Training Completed Training must be completed every two years based on the date of the last training taken by the FOIA Officer. Incumbent officers should check their most recent completion date.</p>	Required by Code of Virginia
<p>Library of Virginia Records Retention Courses (5) Completed Training must be completed every three years by the Records Officer. Incumbent officers should check their most recent completion date.</p>	Required by Code of Virginia

<p>Compliance/ Resolution of Audit Findings Provide written documentation of resolution of audit findings as well as controls that were put in place to prevent the issue in the future. <i>Ensure this documentation is recorded in the minutes.</i></p>	Report Completion of Requirement in Board Meeting Minutes & to CDC
<p>Host at least one agricultural community outreach event during the year & Ensure VSU- Small Farm Outreach Program Event must meet <u>all</u> requirements listed in Deliverable #10 of the Operations Grant Agreement (please reference the list for more information).</p>	Send documentation of marketing efforts, email invitation to VSU regional & state SFOP representatives & agenda to CDC Required by Grant Agreement
<p>Carryovers Once provided, please follow the directions listed in the EOY packet. Carryover reports that are not legible or are printed too small to read will not be accepted.</p>	Board Approval Required Board should be approving and signing the Logi carryover report
<ol style="list-style-type: none"> 1. Please plan to approve all possible carryover applicants even if you think they may reach completion prior to June 30, 2026. It would be best to go ahead and carry over all potential contracts as opposed to scheduling a special-called meeting to handle additional carryovers. 2. 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. 3. Remember to allow Logi to update overnight since changes made to an instance are not available instantaneously in Logi. 4. If you need a Logi login or a password reset, please contact the Data Services Helpdesk. 5. 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. 	The Logi report should be attached to the minutes Submit signed carryover report to the CDC with year-end reports Please note that there are two date blanks on the report. One blank is for the board approval date. The other is for the director signature date.

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 04/3/2026.

GALAX SERVICE CENTER REPORT
NEW RIVER SWCD Board Meeting
April 20th, 2026

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
 - FY26 Application ranking preapprovals for Act Now have been completed with 28 preapprovals 16 High Tunnels \$782,650, 3 Forestry \$38,148, and 9 RPP's \$410,124 for a total of \$1,230,922. So far 13 have been obligated and 9 more have signed. May 1st is the ranking deadline for everything else. 70 total applications were accepted. We have ranked nearly all the remaining applications and should make the May 1st deadline easily.
 - FY 2026 67 payments on 143 items for \$1,168,568.82.
- **Conservation Stewardship Program (CSP)**
 - 3 FY26 Applications, ranking deadline is May 1st
- **Agricultural Conservation Easement Program (ACEP)**
 - 1 ALE application preapproved
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**
 - 9 out of 14 have decided to reenroll. Will have plans to go over at the next board meeting.

BMP Projects/Partnership Activities

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

Other Collaborations/Key Interactions Benefitting Districts

Local Working Group/Public Meetings

- Will be returning for this year. More details to come.

Outreach/Agency Activities/Events (dates)

- Will be participating in the Earth Days events.

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

- JED meeting May 21st on Nutrient Management Training, for SWCD employees also. DCR Planner CEU's will be offered. Need to know a head count on attendees by this Friday the 27th.

Earth Team Volunteer Program

VA NRCS Operational/Personnel Changes

- Still no vacancies are being advertised, and John Womack is continuing to act for Area II.

Submitted By Nathan Osborne, District Conservationist