

**PETER FRANCISCO SOIL AND WATER
CONSERVATION DISTRICT**

at the USDA Service Center, Sprouses Corner,

Wednesday, July 15, 2026

9:00 a.m. Board Meeting

- I. Call to Order
- II. Adoption of the Agenda
- III. Approve Minutes
- IV. Treasurer's Report
- V. Committee Minutes/Reports
 1. Agriculture – July 15, 2026
- VI. Report of Cooperating Agencies
 1. VCE
 2. VDOF
 3. NRCS
- VII. District Reports
 1. Chairman – T. Smith
 2. Directors/Associate Directors
 3. Operations Manager – B. Maxey
 4. District Manager/Sr. Conservation Specialist – K. Snoddy
 5. Conservation District Coordinator – D. Collins
 6. Conservation Technician – C. Smith
 - DEQ/Local/Cumberland Residential Report
 7. Conservation Education Coordinator – C. Drake
- VIII. Old Business
 1. Reminder: Budget to be reviewed in August
 2. Reminder: Grant agreements to be formally accepted in August
 3. Reminder: Personnel Committee Meeting
 - July 15th, 2026 following Board of Directors Meeting
- IX. New Business
 1. July/August Annual Plan of Work
- X. Public Comment

PETER FRANCISCO
SOIL AND WATER CONSERVATION DISTRICT
9:00 A.M. MONTHLY BOARD MEETING
BUCKINGHAM USDA SERVICE CENTER

Final

July 15, 2026

I. CALL TO ORDER

Directors Attending:

M. Todd Smith
Terry Seal
Donna McRae-Jones (Arrived 9:15)
Kevin Dunn
Barbara Teeple

PFSWCD Staff

Brandy Maxey
Kelly Snoddy

Others

Denney Collins – DCR
Guest – Buck Tharpe (Area V Rep)

Ruth Wallace, Associate
Vertia Mae Jamerson, Associate
H. Gwynn Tyler, Associate

Not in Attendance: Director(s): Amber A. Taylor; Associate(s): Linda Eanes, Jennifer Ligon; Staff: Cody Smith, Charli Drake

M. Todd Smith, Chair, called the meeting to order at 9:02 a.m. with a quorum.

Buck Tharpe introduced himself as a Director from Southside SWCD as well as the Area V representative. If anyone at the district has any concerns, please let him know. Also, reminder to submit a district report to him for the September VASWCD Meeting.

II. ADOPTION OF AGENDA

Motion: *by Dunn, second by Teeple to adopt the agenda as presented. Motion carried.*

III. MINUTES

Motion: *by Teeple, second by Dunn to accept the 06/17/26 minutes. Motion carried.*

IV. TREASURER'S REPORT

Motion: *M. Todd Smith, Chair, recommends the treasurer's report dated 06/30/26 be filed for audit.*

*Brandy asked for guidance on an uncleared residential septic check that has been reissued for a second time. Board advised Operations Manager to cancel check and reissue another one.

V. COMMITTEE REPORTS/MINUTES

1. **Agriculture Committee Report**– 07/15/26 – Committee did not have a quorum. PY2027 contracts can not be approved at this time without the FY26-27 grant agreements from DCR. Kelly asked Board to approve PY2027 numbers in place of PY2026 numbers previously submitted to DCR Variance Committee. Board advised staff to wait for variance changes before bringing it back to Board.

VI. REPORTS OF COOPERATING AGENCIES

1. **VCE:**

- Ruth Wallace – Worked the Aquatics station at Camp Woods & Wildlife last month with Charli – Excited to find two rat-tailed maggots. Next week is Exploring the James Camp (ages 9-13) with activities scheduled for James River State Park, Bear Creek Lake, and a James River float in Scottsville.

VII. REPORTS1. Directors/Associate Directors:

- M. Todd Smith came to the office a few times over the last few weeks to sign carry-over reports and other paperwork.
- Donna McRae-Jones attended the Juneteenth event in Buckingham and her church community outreach event. She handed out septic program flyers and PFSWCD swag at both events.
- Kevin Dunn reminded Board of the upcoming Virginia Soil and Water Conservation Board meeting July 24th in Charlottesville. VSWCB will be discussing and voting on the budget.

2. Operations Manager – Brandy Maxey: Report on file.3. District Manager/Sr. Conservation Specialist – Kelly Snoddy: Report on file.4. Conservation District Coordinator – Denney Collins: Report on file. Emphasized changes/updates to the Desktop Procedures, specifically the Online Bill Paying and Direct Deposit section. See attached 2026 Summary.5. Residential Report – 07/15/26 – Report on file.

The following was shared for Board approval.

- DEQ PO17219 -Slate River & Rock Island Creek TMDL Report 07/15/26 – Report on file.
Motion: by Dunn, second by Teeple to approve #1. Two (2) RB-1 routine pump-outs. Motion carried.
- Local Septic Grant – Peter Francisco SWCD Report 07/15/26 – Report on file.
Motion: by Dunn, second by McRae-Jones to approve #1-A. Five (5) Willis River RB-1 routine pump-outs. Motion carried.
- Cumberland Septic Grant – Funds held by NFWF Report 07/15/26 – Report on file.
Motion: by McRae-Jones, second by Teeple to approve #1. Nine (9) RB-1 routine pump-outs. Three (3) RB-4 replacements. One (1) RB-4P replacement with pump. Motion carried.

VIII. OLD BUSINESS

1. Reminder: Budget to be reviewed in August
2. Reminder: Grant agreements to be formally accepted in August
3. Reminder: Personnel Committee Meeting – Committee meeting after the Board of Directors meeting is cancelled. There are currently no Equipment Manager applications to review. Board advised to reissue job announcement as “open until filled.”

IX. NEW BUSINESS

1. July/August Annual Plan of Work – The Board reviewed the Annual Plan of Work.

X. PUBLIC COMMENT

The next board meeting will be held on Wednesday, August 26th, 2026 at 9:00 a.m. in the Conference Room of the USDA Service Center, Sprouse’s Corner.

Motion: by Dunn, second by Teeple to adjourn the meeting at 10:27 a.m. Motion carried.

Final Minutes - Signature on File

M. Todd Smith, Chair

Brandy M. Maxey, Operations Manager

Brandy M. Maxey
Operations Manager
July 15, 2026

	Amount Outstanding as of 05/31/26	Billed	Received	Est Amount Outstanding as of 06/30/26
Buckingham Drill	\$655.44	\$1,232.49	\$892.95	\$994.98
Cumberland Drill	\$2,799.87	\$1,047.74	\$2,260.26	\$1,587.35

Information

- June/July
 - Worked extensively on Attachment E Quarterly Reports, EOY reports, and FY26 Assessment Questionnaire
 - Finalized payroll updates for Hill and Davis
 - Updated files/documents/folders for upcoming Fiscal Year 2027
 - Monthly Administrative Duties
 - Paid office invoices & generated Residential Septic & VACS checks
 - Drill invoices & statements
 - Checking accounts, credit card, and LGIP reconciled
 - Payroll, VRS, VOYA & Anthem
 - Board Meeting minutes, reports, emails, packets, & all other meeting tasks
 - Assisted landowners via phone, in-person, and email
- June 23rd – PY27 VACS Program Update Meeting (Virtual)
- July 6th – Completed Annual MyVRS Security Training (Virtual)
- July 8th – Submitted EOY Assessment Questionnaire to Denney
- July 9th – Submitted Attachment E (Quarterly/EOY Reports) to Denney
- **Upcoming Dates of Interest/Holidays**
 - July 17th, 20th-24th – Annual Leave
 - July 31st & August 3rd – Annual Leave
 - August 18th – 20th – Graves Training
 - August 26th – Board of Directors Meeting

KELLY JONES SNOODY
DISTRICT MANAGER/SR. CONSERVATION SPECIALIST
JULY 15, 2026

VACS APPLICATIONS & CONSERVATION PLANS FOR BOARD APPROVAL

- Refer to Agriculture Committee Report

TECHNICAL INFORMATION

- Scheduling visits in August with interested producers
- Drawing up estimates and draft layouts for potential approvals
- Coordinating with DEQ BMP Loan staff and with DCR Engineering Staff as needed
- Coordinating with Cody on developing design packages
- Continuing to make inspections as contacted by producers/contractors on currently approved projects
- Assisting producers with coordinating with contractors and guiding pre-construction meetings
- Verifications/Spot-checks TBD:
 - EOY PY26 – TBD by 9/30/26 (20), EOY PY27 – TBD by 9/30/27 (29), CY26 Random – TBD by 10/31/26 (8)
- Data entry in tracking for completion payments and carry-overs
- Finalized PY26 End of Year VACS Reports, coordinated with Brandy
- Prepping for PY27 advertising/marketing materials

OPERATIONS/ADMINISTRATIVE INFORMATION

- Coordinated with Brandy on Board meeting prep and advertising steps for Equipment Manager position

EDUCATION & PUBLIC RELATIONS

- Buckingham Cattlemen's Association meeting – 7/21

EROSION & SEDIMENT CONTROL PLAN REVIEW

- None at this time

TRAININGS & MEETINGS

- Buffer Consortium virtual meeting – every 2nd Wednesday
- NCDEA Board monthly meeting – every 3rd Tuesday
- CAS Updates Training Webinar – 7/16
- VACDE Training Committee meeting – 8/4
- VACDE Conservation Planning Committee meeting – TBD
- SENACD meeting – 8/9-13
- VACDE Annual Employees Graves Training – 8/19-21
- NCDEA Mid-year meeting – 8/31-9/04

WATERSHED DAMS

- Willis River #9: beaver activity/debris – working with contractor to determine next steps
- Remote Monitoring equipment: issues continue. DCR/Charles has submitted a work ticket with AMCi technical support.

UPCOMING HOLIDAYS/OFFICE CLOSURE/LEAVE

- Out of office – Leave: 7/27-31
- Out of office – Trainings/Conferences: 8/10-14, 8/18-20, 8/31-9/8

FY26 END-OF-FISCAL YEAR CLOSEOUT

- **EOY QA/QC Reports:** All data entry should be complete and accurate by July 15. Utilize the reports that are available in CAS Reports>Emailed Reports and various Logi reports including BMP Summary report.
- **4th Qtr. and EOY Cost-Share Reports:** (Carryover, Cash On-Hand Balance, Att. E & QB reports), submit by July 15
- **Self-Assessment Questionnaire:** (optional) submit by July 15
- **Delegated Authority:** If delegated authority was granted in June for cost share actions, the district board must ratify all delegated authority decisions at the July meeting.
- **PY26 Carryover Correspondence:** send carryover participants an official notification with carryover approval date and the new completion deadline. Ensure the carryover section of Contract Part II has been completed.

FY27 PROGRAM YEAR PREPARATION

- **Final State Budget:** \$4M for VCAP maintaining the program's current level funding; \$25M for major dam rehabilitation projects; and provided VACS funding consistent with the FY27 Needs Assessment.
- **VA Soil and Water Conservation Board:** will meet on July 24 to approve FY27 policies and grant agreements.
 - **No cost share approvals** should occur before FY27 allocations and policies are approved.
 - FY27 Grant Agreements are delayed. Delegate authority to expediate the process.
- **FY27 Budget:** work with previous year's numbers until FY27 numbers are approved.
- **FY27 Initial Disbursement Letters:** will be transmitted on July 30 with 50% of Admin Ops funds, 100% of Base TA and Dam Maintenance funds and any remaining 2026 VACS & associated TA for CS obligations made by June 15.
- **FY27 Secondary Considerations and Average Cost List:** approve/submit to DCR prior to allocating FY27 funds.
- **CAS Update Sessions:** are scheduled July 16 1:00pm and July 23 10:00am. Required training for CAS users. Both sessions will be virtual, and the content will be the same. You only need to attend one.
- **PY27 Virginia Agricultural Cost-Share Manual:** was posted online July 1 and will be printed after the July VSWCB meeting. Each SWCD office will receive one printed copy.

ADMINISTRATION & OPERATIONS

- **At-Large Appointed Director:** terms expire 12/31/2026. SWCD boards must act on At-Large Director appointment recommendations during July/August SWCD Board Meeting. Packets are due by Sept 1 to DCR for consideration by the VSWCB at their September Meeting. Please submit packets to your CDC.
- **Revised 2026 Desktop Procedures for District Operations:** is effective 7/1/26 and was emailed to districts. Printed copies will be forthcoming for the Office and the Treasurer. Reference summary of updates sheet.
- **Dedicated Reserves:** Board action is necessary to dedicate, for specific purposes, any amount above 12 months of routine operating funds (undesignated reserve funds). This action should be placed on SWCD board meeting agendas before Sept 30 in Q1 of FY27 so that necessary transfers can be made on the Att. E & QBs Q1 Report.

DATES TO REMEMBER

JULY

July 15 – End of Year Reports due to DCR
July 16 – PY27 CAS Update 1pm-3pm (required Ag Tech staff)
July 23 – PY27 CAS Update 10am – 12pm (required Ag Tech staff)
July 24 – VSWCB, 11:30 am Charlottesville

AUGUST

Aug 18-20 – VACDE Annual Training, Graves Mountain

SEPTEMBER

Sept 14-15 – VSWCB Meeting, Pittsylvania County
Sept 30 – Deadline for End of Lifespan Verifications

OCTOBER

Oct 1 – CWFA Nominations for Local and Grand Basin award applications due to DCR

DCR Conservation Planner Certification Courses: Nutrient Management Plan Writing School July 7-9, October 7-8 VA Resource Training – Online Webinars, RUSLE C – June 17, October 14-16 DCR Conservation Planner Course – In Person.



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

**Summary of Updates to the
2026 Desktop Procedures for District Operations**

The 2026 Desktop Procedures for District Operations was adopted by the Virginia Soil and Water Conservation Board on June 17, 2026. The updates to this version came from a collection of suggestions and edits identified through the audit process, SWCD's annual review of the handbook, and DCR-DSWC staff reviews. Several of the changes this year updated language to include "shall" and "must" on items SWCD's have already been held accountable for through the existing audit process, but it also opens several processes to adopt more modern technology for business, like direct deposit and online bill pay. Additionally, the following edits and additions have been made:

- *Cover page and throughout, Title* – Removed the word "Fiscal" from the title to better reflect the broader procedural guidance provided by the document.
- *Pg. 2, Directors* – Added a citation from the Code of Virginia regarding Director compensation
- *Pg. 2, Directors* – Added language regarding Associate Director policies and job descriptions as has been recommended by the OAG.
- *Pg. 3-4, Conflict of Interest* – Added language that recommends all appointed and associate Directors take COIA training.
- *Pg. 4, Conflict of Interest* – Added language to clarify that quorum remains established even if a Director leaves the room during a vote or discussion that could be a COIA conflict for the Director (i.e. cost share contract approval of their own contract).
- *Pg. 5, Board of Directors Meetings* – Clarified FOIA required positing of final meeting minutes.
- *Pg. 5, Committees* – Clarified that the full board can approve committee meeting minutes if the committee is not scheduled to meet in the near future.
- *Pg. 6, Delegated Authority* – Defined Delegated Authority, the parameters for granting delegated authority and ratifying the actions taken by the person/committee.
- *Pg. 7, Budget Development* – Removed language that required the Treasurer to review the budget monthly because it was duplicative of the Treasurer's Report to the Board which requires a monthly review of the budget.
- *Pg. 7-8, Best Practices for Operations* – Recommended best business practices added: long-term strategic plan, annual plan of work, annual reports, and continuity of operations (COOP), are described. A reference to the VASWCD District Best Business Practices checklist and resource document is also included.
- *Pg. 10, Audits* – Clarified the current process for Districts to provide additional information related to audit issues prior to the meeting of the audit subcommittee of the state board.
- *Pg. 11, Records Management* – Updated language to reflect backups to cloud storage or network server, or external hard drives are allowed.

- *Pg. 11, **Insured Accounts*** – Updated SPDA language to reflect Dept. of Treasury deadlines and suggests printing the confirmation of the verification to help with audits.
- *Pg. 17, **Sales*** – Added language to reflect QuickBooks invoicing, credit card payments, and payments via apps like Venmo and PayPal are acceptable. Noted that no district should use software that retains credit card information.
- *Pg. 17, **Sales*** – Added language that allows the use of bank issued check scanners for depositing checks.
- *Pg. 18, **Expenditure Processing*** – Clarified that the approval process for invoices paid with a District credit card and that an attached check stub is an acceptable way to show an invoice has been paid.
- *Pg. 18-19, **Online Bill Paying*** – Opens up the use of online bill pay through direct withdrawal but limits the use of auto draft to only employee payroll, benefits expenses, and payroll taxes.
- *Pg. 19, **Direct Deposit*** – Added a new section allowing the use of Direct Deposit payments for cost share contract payments to participants, TSPs, VRA, and to reimburse staff and Directors for purchases and travel expenses. Outlines the steps a District needs to implement to help reduce the risk of fraud using Direct Deposit.
- *Pg. 21, **IRS 1099 Forms*** – Updated to meet the new IRS threshold for issuing 1099s.
- *Pg. 23, **Use of Personal Credit Cards*** – Increased receipt submission date to 60 days from the time of purchase to match the travel reimbursement policy. Also added language allowing reimbursement through direct deposit and added language that a Director should not reconcile or authorize their own expense report or reimbursement.
- *Pg. 24-25, **Non-Travel and Travel*** – Added language allowing reimbursement through direct deposit and that a Director should not reconcile or authorize their own expense report or reimbursement.
- *Pg. 34 **Telework*** – included language to clarify that telework hours must be logged as working hours on an employee timecard but do not have to specify “telework.”

*Note: this is not a fully comprehensive list of all edits; other grammatical corrections and minor clarifications have been made throughout the document. To see all the changes, please request a track changes version of the Procedures.

July 15th, 2026

DEQ PO17219 - Slate River & Rock Island Creek TMDL Residential Septic

(2 Contracts Total = 2 Systems, 2 RB-1s)

1 DEQ Septic Pump-out

- 39-26-0015 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate
- 39-26-0019 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate

Total DEQ Pump-Out Request \$ 450.00

2 DEQ- Cancellations

•

\$ -

<u>DEQ PO17219 - BMP Construction Funds (Septic) 7/1/22 - 6/30/2027</u>	
<u>BMP Septic Budget = Mod 3 totaling \$239,850.00.</u>	
\$ 82,539.51	Funds as of Q4 Quarterly.
\$ 450.00	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 82,089.51	Remaining DEQ to allocate

DEQ PO #17219 Slate River & Rock Island Creek Projects

#1. Approval: 2 Contracts; 2 RB-1s.

#2. N/A

Septic Practices at 50%:

<u>RB-1- Septic Tank Pumpout</u>	<u>Cap:</u>	
	\$	225.00
<u>RB-3- Septic Tank System Repair</u>	\$	3,750.00
<u>RB-3M- Non-Permitted Repair- Level 1</u>	\$	1,625.00
<u>RB-3M- Non-Permitted Repair- Level 2</u>	\$	3,250.00
<u>RB-4- Septic Tank Installation/Replacement</u>	\$	6,250.00
<u>RB-4P- Septic Tank System with Pump</u>	\$	8,250.00
<u>RB-5- Alternative Onsite Sewage System</u>	\$	15,750.00

July 15th, 2026

Local - Peter Francisco SWCD Septic Pump-out Program (Outside of Slate River/Rock Island Creek)

\$225.00 is the maximum cost-share on pump-outs (50% CS rate)

\$3,250 is the maximum cost-share on repairs (RB-3M) (50% CS rate)

1-A	Willis River (Middle James River Roundtable) Applicants - (5 Contracts, 5 RB-1s)			
	• 39-27-0013	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-27-0014	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-27-0016	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-27-0017	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-27-0018	RB-1, 1 System	\$ 225.00	50% CS Rate
				\$1,125.00
1-B	Appomattox and James River Applicants- (N/A)			
	•			
				\$ -
	Total LOCAL Request		\$1,125.00	

2 N/A

			\$ -
Local Septic Program Funds			
\$ 25,000.00	Funds as of 5/20/2026 Board Meeting		
\$1,125.00	Subtract: Approved today for Local	Willis - \$1,125.00	Local -
\$ -	2.) Cancellations and money reimbursed from Middle James Round Table		
\$ 23,875.00	Remaining to allocate		

LOCAL - Residential Projects

#1-A. Willis River Approval: 5 Contracts, 5 RB-1s.

#1-B. Appomattox and James River Approval: N/A

#2. N/A

Septic Practices at 50%:

RB-1- Septic Tank Pumpout

Cap:

\$ 225.00

RB-3M- Non-Permitted Repair- Level 1

\$ 1,625.00

RB-3M- Non-Permitted Repair- Level 2

\$ 3,250.00

RB-3- Septic Tank System Repair

\$ 3,750.00

July 15th, 2026

Cumberland Septic Grant- Funds held by NFWF

1- NFWF Septic Pumpouts/ Repairs

13 Contracts Total = 9 Pumpouts, 3 RB-4s and 1 RB-4P = 13 Systems

• 39-27-0001	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate
• 39-27-0002	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate
• 39-27-0003	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate
• 39-27-0004	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate
• 39-27-0005	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate
• 39-27-0006	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate
• 39-27-0007	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate
• 39-27-0008	RB-4, 1 System	\$	12,500.00	maximum cost-share	100% CS Rate
• 39-27-0009	RB-4, 1 System	\$	12,500.00	maximum cost-share	100% CS Rate
• 39-27-0010	RB-4P, 1 System	\$	16,500.00	maximum cost-share	100% CS Rate
• 39-27-0011	RB-4, 1 System	\$	12,500.00	maximum cost-share	100% CS Rate
• 39-27-0012	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate
• 39-27-0020	RB-1, 1 System	\$	550.00	maximum cost-share	100% CS Rate

Total: \$ 58,950.00

2- N/A

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Total: \$ -

<u>Cumberland Septic Grant- BMP Construction Funds (Septic)</u>	
<u>BMP Septic Budget = \$845,500.00 October 1, 2025 - June 30, 2028</u>	
<u>Awarded</u>	
<u>Amount= \$845,500.00</u>	
\$ 460,156.00	Funds as of Q4 Quarterly.
\$ 58,950.00	Subtract - Approved today for Cumberland Septic Grant
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 401,206.00	Remaining Budget to allocate
<u>Cumberland Septic Grant</u>	
#1. Approval: 13 Contracts; 9 RB-1s, 3 RB-4s and 1 RB-4P.	
#2. N/A	

Septic Practices at 100%:

<u>RB-1- Septic Tank Pumpout</u>	<u>Cap:</u>	\$ 550.00
<u>RB-3- Septic Tank System Repair</u>	\$	7,500.00
<u>RB-3M- Non-Permitted Repair- Level 1 (5 Year Lifespan)</u>	\$	3,250.00
<u>RB-3M- Non-Permitted Repair- Level 2 (10 Year Lifespan)</u>	\$	6,500.00
<u>RB-4- Septic Tank Installation/Replacement</u>	\$	12,500.00
<u>RB-4P- Septic Tank System with Pump</u>	\$	16,500.00
<u>RB-5- Alternative Onsite Sewage System</u>	\$	31,500.00