

**PETER FRANCISCO SOIL AND WATER
CONSERVATION DISTRICT**

at the USDA Service Center, Sprouses Corner,

Wednesday, November 19, 2025

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 – November 19, 2025
- VI. Report of Cooperating Agencies
 - 1. NRCS
 - 2. VCE
 - 3. VDOF
- 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. Policy Manual Review
 - 2. Winter Social – December 17, 2025
- IX. New Business
 - 1. Approve 2026 Meeting/Payroll/Holiday Calendar
 - 2. Approve 2026 Committee List
 - 3. Elect 2026 Chairman, Vice-Chairman, Treasurer
 - 4. COIA Training (Before EOY) – Elected Directors
 - 5. November/December 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

November 19, 2025

I. CALL TO ORDER

Directors Attending:

M. Todd Smith
Terry Seal
Donna McRae-Jones
Barbara Teeple
Kevin Dunn
Amber A. Taylor

PFSWCD Staff

Brandy Maxey
Kelly Snoddy
Cody Smith
Charli Drake

Others

Denney Collins – DCR
Claire Helmke – QF Biologist

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

Not in Attendance: Associate(s): Jennifer Ligon, Linda Eanes; Staff: Jesse Hudgins

M. Todd Smith, Chair, called the meeting to order at 9:06 a.m. with a quorum.

II. ADOPTION OF AGENDA

Motion: by Dunn, second by McRae-Jones to adopt the agenda as presented. Motion carried.

III. MINUTES

Motion: by McRae-Jones, second by Teeple to accept the 10/29/25 minutes. Motion carried.

IV. TREASURER'S REPORT

Motion: M. Todd Smith, Chair, recommends the treasurer's report dated 10/31/25 be filed for audit.

- Discussion at this time about an uncleared check from 06/10/25 for \$212.50 for a local septic reimbursement. Brandy called the applicant, who stated they lost the check. Board advised Brandy to cancel the check with the Bank after 12/10/25, at which time check should be expired. A new check is then to be issued to the applicant. Board would like to revisit adding a lost check procedure to our policy manual.

V. COMMITTEE REPORTS/MINUTES

1. **Agriculture Committee Report**– 11/19/25 – Report/Minutes on file.

Kelly shared the Agriculture Committee Report.

- Conservation Plans for review/approval – listed in report.
- VACS Cost-share & Tax Credit applications for review/approval – listed in report.

Motion from Committee: K. Snoddy read the Agriculture Committee's Recommendations and the Board approved. Motion carried.

VI. REPORTS OF COOPERATING AGENCIES

1. **NRCS:** David Harris – Report on file.
2. **QF Biologist:** Claire Helmke – Report on file. We are excited that Claire will be assisting with the Wildlife test for the 2026 Area V Envirothon.
3. **VCE:**
 - Ruth Wallace – Confirmed Jamestown 4-H Watershed trip for May 25th, 2025 – May 27th, 2025.
 - Amber Taylor – Just wrapped up the 2025 Virginia Women in Agriculture Cattle & Equipment WISE in Abingdon. They had 78 attendees for Cattle WISE and about 60 for Equipment WISE. Successfully completed 3rd Canning Series (tomato sauce, salsa).

VII. REPORTS

1. Directors/Associate Directors:
 - Todd Smith read the FY2026 2nd Quarter TA and Cost-Share Disbursements and CY 2025 End of Lifespan Verifications Disbursement Letter dated November 14th, 2025.
 - Donna McRae-Jones stated Kelly did a great job speaking on behalf of Peter Francisco SWCD at the Buckingham Board of Supervisors Meeting Monday night.
 - Vertia Mae Jamerson attended the Cumberland Board of Supervisors Meeting on behalf of Peter Francisco SWCD on November 12th.
2. Operations Manager – Brandy Maxey: Report on file. Discussion during Brandy’s report about silent auction donation items for the 2025 VASWCD Annual Conference. Barbara Teeple would like to purchase a Wooden Wall Décor (Flag) from a local woodworker, Garland Branch. Terry Seal, Cottage Grove Farm, would like to provide a Beef Basket. Charli will be asking her neighbor, Gunny’s Farm, for a Bee/Honey Basket. The Board discussed the cost/budget for the silent auction items.
Motion: by McRae-Jones, second by Dunn to budget \$250, not to exceed \$300, for the 2025 VASWCD Annual Conference silent auction donation items. Motion carried. Terry Seal abstained from voting due to conflict of interest.
3. District Manager/Sr. Conservation Specialist – Kelly Snoddy: Report on file. Highlighted 86 people attended our Info/Dinner Meeting on November 13th. She also provided a report for her SECDEA Annual conference in Pigeon Forge, TN November 2nd-4th.
4. Conservation District Coordinator – Denney Collins: Report on file.
5. Conservation Technician – Cody Smith: Report on file.

Residential Report – 11/19/25 – Report on file.

The following was shared for Board approval.

- DEQ PO17219 -Slate River & Rock Island Creek TMDL Report 11/19/25 – Report on file.
Motion: by Teeple, second by McRae-Jones to approve #1. Five (5) RB-1 routine pump-outs. Motion carried.
 - Local Septic Grant – Peter Francisco SWCD Report 11/19/25 – Report on file.
Motion: by Teeple, second by McRae-Jones to approve #1-A. Four (4) Willis River RB-1 routine pump-outs. Motion carried.
 - Cumberland Septic Grant – Funds held by NFWF Report 11/19/25 – Report on file.
Motion: by Dunn, second by Teeple to approve #1. Twenty-One (21) RB-1 routine pump-outs. Motion carried.
6. Conservation Education Coordinator – Charli Drake: Report on file. Highlighted 2026 Poster Contest theme is “Soil. Where it All Begins.”

VIII. OLD BUSINESS

1. Policy Manual Review – Draft policy manual was handed out at the October Board meeting. Amber reminded the Board to submit any changes or corrections to her so she can bring a final copy back to the Board within the next couple of months for approval.
2. Winter Social Reminder – December 17th, 2025 4:00 p.m. board meeting and 5:00 p.m. dinner at the B.A.R.N.

IX. NEW BUSINESS

1. 2026 Meeting/Payroll/Holiday Calendar – Board looked over the 2026 Calendar for approval. The Board chose to move the August 19th Board Meeting to August 26th due to a conflict with VACDE Graves Training August 18th-20th.
Motion: by Seal, second by Teeple to accept the 2026 Meeting/Payroll/Holiday Calendar as amended. Motion carried.
2. 2025 Holiday Schedule – Kelly asked the Board to consider giving staff the full day off on November 26th and December 24th.
Motion: by Taylor, second by McRae-Jones to give staff the full day off on November 26th, 2025 and December 24th, 2025. Motion carried.

3. 2026 Committee List – Board reviewed the 2026 Committee List. Made sure to include five Directors/Associate Directors per committee to ensure a better chance at meeting quorum.
***Motion:** by McRae-Jones, second by Taylor to accept the 2026 Committee List as written. Motion carried.*
4. 2026 Chairman, Vice-Chairman, Treasurer – Board discussed keeping the Chairman, Vice-Chairman, and Treasurer the same for 2026. No other nominations were presented.
***Motion:** by Taylor, second by Dunn to keep M. Todd Smith as Chairman, Terry Seal as Vice-Chairman, and H. Gwynn Tyler as Treasurer for 2026. Motion carried.*
5. COIA Training for Elected Directors – COIA training is required for all elected directors by the end of year 2025. Decision was made to do COIA training, as a group, at the December Board Meeting on December 17th.
6. November/December Annual Plan of Work – The Board reviewed the Annual Plan of Work.

X. **PUBLIC COMMENT** – None

The next board meeting will be held on Wednesday, December 17th, 2025 at 4:00 p.m. at the B.A.R.N. 11851 W. James Anderson Hwy.

***Motion:** by Dunn, second by McRae-Jones to adjourn the meeting at 10:56 a.m. Motion carried.*

Final Minutes - Signature on File

M. Todd Smith, Chair

Brandy M. Maxey, Operations Manager

Agriculture Committee Minutes

November 19, 2025

Time Meeting Began: 8:38am

Time Meeting Adjourned: 8:49am

Attendance: Todd Smith, Amber Taylor, Terry Seal, Kevin Dunn

Not in Attendance: Jennifer Ligon

Others in attendance: Kelly Snoddy, Cody Smith, Denney Collins, Barbara Teeple

1.) Review of Minutes from Agriculture Committee meeting October 29, 2025

2.) Conservation Plans for review/approval

- CP-39-26-0003/39-26-0097 instance 726448 & 727241

3.) VACS Cost-Share and Tax Credit Applications for review/approval

<u>Contract</u>	<u>Practice</u>	<u>Cost-share</u>	<u>Tax-Credit</u>
• 39-26-0082 instance 731296	SL8B	\$29,732.00	
• 39-26-0082 instance 731301	NM1A	\$594.64	
• 39-26-0085	SL8B	\$10,270.00	
• 39-26-0086	SL8B	\$22,062.00	
• 39-26-0091 instance 731319	SL8B	\$7,901.60	
• 39-26-0091 instance 731320	NM1A	\$296.70	
• 39-26-0091 instance 731380	SL8H	\$709.40	
• 39-26-0097 instance 727241	SL6N	\$21,758.75	\$2,929.06
• 39-26-0097 instance 726448	SL6W	\$87,125.00	
• 39-26-0092 instance 731385	SL8B	\$128,740.00	
• 39-26-0092 instance 731387	NM5P	\$10,299.20	

<u>VACS Program Funding (actual shown in tracking)</u>	
PY2026 Allocation Total	\$3,134,682.00
Total Requested/Approved this month	\$319,489.29
Total Allocation Approved to Date (amount from tracking)	\$680,472.25
Remaining Allocation	\$2,775,454.04
Total Obligated (approved + under paid amounts)	\$678,717.25
Total allocation approved	22%

Signature on File

M. Todd Smith, Committee Chair

Ag. Committee Recommendations/Discussion Summary:

1.) Motion by Taylor, Second by Seal to approve October 29, 2025 Ag committee meeting minutes. Motion carried.

2.) Motion by Seal, Second by Dunn to approve conservation plans as presented. Motion carried.

3.) Motion by Dunn, Second by Taylor to approve cost-share applications and tax credits as presented. Motion carried.

Motion by Dunn, Second by Taylor to adjourn at 8:49am. Motion carried.

November 2025 – Monthly NRCS Activity Report

Buckingham USDA Service Center
- Serving Buckingham and Cumberland Counties -
Peter Francisco Soil & Water Conservation District

NRCS Staffing:

- Today, 11/14, I was notified by John Womack, ASTC-FO for Area 3, that I will be detailed to the Bedford SC for the next 120days as the Acting District Conservationist (DC). I will continue serving as the DC here in Buckingham during this same time.
- Monday, 11/17 at 1pm I will be attending a teleconference to fill me in on the workload in Bedford and we will also discuss a schedule for my days in Buckingham vs days in Bedford.
- As you know, VA NRCS had a tremendous reduction in staff during FY25 and we are still under a hiring freeze with many vacancies in the State Office and out here in the field offices. So, in my next 120days, there is unlikely to be a selection made for the Bedford DC position and once my 120days is up, another DC will be detailed in to be Acting DC in Bedford.

NRCS Administered Conservation Programs:

- Accepting applications for CSP and EQIP that will be ranked and evaluated in early CY 2026. All applicants must have farm records established with USDA's Farm Service Agency (FSA) prior to ranking. Advance payment options are available for historically underserved producers.
- Sign-up deadline was Oct 11, 2025...as of today, 11/14...I do not know if this will be extended due to the GOV Shutdown we just endured.
- We are currently waiting for our Protracts software to re-align itself with our Fund Manager software after the fiscal year rollover and then GOV shutdown. So once that is re-linked we will be working on processing CSP FY2025 payments.

Highly Erodible Land Compliance (HELC) and Wetland Compliance (WC) Determination Requests:

- Continuing to process any AD-1026s rec'd for new HELC and WC determinations.

Conservation Reserve Program (CRP) and Conservation Reserve Enhancement Program (CREP):

- Received from FSA several CREP contracts that are nearing expiration and need to have a Final Status Review completed on them.
- Majority of them are CP22 Riparian Forest Buffers and we have submitted those to DOF for them to complete the field inspections on those.
- One of them is a CP21 Filter Strip that NRCS will do the field inspection on.
- USDA to Open General and Continuous Conservation Reserve Program Enrollment for 2025
 - VA NRCS is working with VA FSA and NHQ to gather the necessary information and provide the field offices, a training in the near future. In the meantime, we've been made aware that we might start receiving requests from FSA or questions from clients regarding CRP. This training wasn't held prior to the shutdown and I do not currently have an update.



Submitted By: DAVID B. HARRIS
District Conservationist

Date: November 19, 2025

Quarterly Partners' Report

QF Farm Bill Biologist



Claire Helmke - Southcentral Virginia

July - September 2025

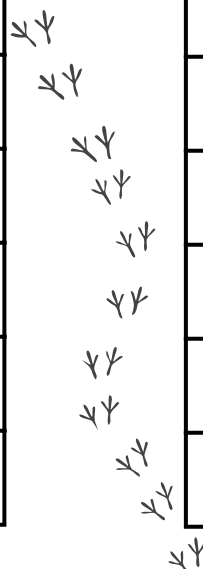


Position Update

The last quarter has been a busy one with a strong focus on collaborating with partner agencies. I worked closely with my NRCS offices to complete all the CSP and EQIP contracts, including re-ranking formerly IRA-funded contracts into a new fund pool. I worked closely with the staff of Piedmont SWCD to help a few landowners set up their goals and devise contracting and management plans that best suited their timelines and needs. The Bay States Quail Forever Team worked together to knockout several vegetation surveys on the Eastern Shore of Maryland and Delaware. On top of that, local VaDWR staff came out to help me with a couple of my own vegetation surveys.

There have been a lot of great opportunities for trainings and webinars this past quarter, especially with PFQF's new Habitat University Program.

Conservation Planning:	
# of Landowner Contacts	29
# of Site Visits	17
# of Habitat Management Plans	6
# of Seed Mixes Created	3
# of Threatened & Endangered Species Evaluations	18
# of Practice Job Sheets	8



Conservation Planning Impact:	
Total Acres Planned	82.7 ac
Total EQIP Planned	12.8 ac
Total CSP Planned	69.9 ac
Total CTA Planned	0 ac
-Prescribed Burning	11.6 ac
-Firebreaks	2,619 ft
-Herbaceous Weed Treatment	6.5 ac
-Wildlife Habitat Planting	4.0 ac
-Brush Management	3.7 ac
-Upland Wildlife Habitat Mgmt	0.7 ac
-Tree & Shrub Site Preparation	4.7 ac
-Tree & Shrub Establishment	6.5 ac
-ESH Development	2.8 ac
-Forest Stand Improvement	43.0 ac

Quarterly Partners' Report

QF Farm Bill Biologist



Claire Helmke - Southcentral Virginia

July - September 2025



Outcomes Assessment Activity:	
# of ARU Deployed	2
# Vegetation Surveys	45
# of Spring Breeding Bird Surveys	4



Left: Daubenmire square along cell survey transect at one of my vegetation survey sites. Last year, this site was burned in August and the regrowth is looking great.

Right: Marc Puckett (left), retired DWR Small Game Project Coordinator, Mitchell Kern (right), DWR District Biologist and Devin Straub (photographer) DWR Lands and Access Manager, assisted me (center) with vegetation surveys.

Education/Outreach Events:

Virginia State Fair
173 Participants



Outcome:

September 29 - I worked the NRCS outreach table at the Virginia State Fair along with Tara Ciavarella (pictured at left), the Amelia County DC. NRCS focused on pollinator information this year at the state fair and had new seed packets with Virginia native plants to hand out. I supplemented with QF pollinator handouts and activity pages for the younger visitors.

Outreach:

Total Participants: 173

Total Outreach Events:1

Claire Helmke
Farm Bill Biologist II

100 Dominion Dr, Farmville, VA 23901
-Southcentral Virginia-

703-419-0789
chelmke@quailforever.org

Quarterly Partners' Report

QF Farm Bill Biologist



Claire Helmke - Southcentral Virginia

July - September 2025



Trainings/Meeting:	Outcome:
WLFW Monthly Webinar	Monthly webinars focused on different topics pertaining to bobwhite habitat and life history.
Soil and Water Conservation District Monthly Board Meeting	Attended monthly meetings with the Piedmont, Monocan, and Peter Francisco SWCD to provide updates on my work and communicate with partners.
Pheasants Forever and Quail Forever's Habitat University	Completed six courses of the first semester of PFQF's new virtual learning platform. The courses focuses on introducing Agri-Conservation Economics, Conservation Programs, and Habitat Management. I plan to finish the remaining three courses before the new semester is released in January.
Wild Farm Alliance: Role of Birds on Farms Webinar Series	Wild Farm Alliance, an organization focused on integrating agriculture and conservation through science, is presenting monthly webinars on bird habitat, health and safety while utilizing avian integrated pest management. Topics have included cover crop termination timing for spring nesting birds, pesticide use, and nest-box placement.
Maryland Prescribed Fire Council and TNC: Nassawango Creek Preserve Field Trip	<u>July 9</u> - Members of the Delmarva Quail Team traveled to the Eastern Shore of Maryland for a field trip to the 10,000 ac Nassawango Creek Preserve where The Nature Conservancy, Maryland Forest Service, and Tall Timbers representatives gave informational history and management plans throughout the property. Even with the high temperatures of the day, we still heard Bobwhite Quail calling throughout the property.
NRCS Pasture Condition Score Training	<u>September 30</u> - As part of the NRCS Conservation Planner courses, I participated in the Pasture Condition Score training held at VSU's Randolph Farm. The training focused on learning how to document existing pasture conditions as a guide for developing conservation plans.

Quarterly Partners' Report

QF Farm Bill Biologist



Claire Helmke - Southcentral Virginia

July - September 2025



During the Pasture Condition Score Training we looked at several different fields, including comparing a resting field to an active one.

Looking Forward

Although time, work, and opportunities were lost during the Government shutdown, my focus is on moving forward and continuing my conservation work. I will be checking in on my contracted landowners, as many have begun work on their management plans, and will continue to perform site visits and meet with new landowners interested in managing for wildlife. I will also be checking in with my partner agencies to get plans and projects up and running again. I am thankful for the patience and support I have received from my landowners and partner agencies during these uncertain times.



Kyle Magdziuk of Tall Timbers presents to the group during the Nassawango Field Trip. As he spoke about the different prescribed fire return periods on the different sides of the road, quail called to us from deeper in the fields.

Thank you so much for your support! Without this partnership, we wouldn't be able to provide assistance to private landowners and positively impact conservation in Virginia!

Brandy M. Maxey
Operations Manager
November 19, 2025

	Amount Outstanding as of 09/30/25	Billed	Received	Est Amount Outstanding as of 10/31/25
Buckingham Drill	\$2,284.81	\$1,695.43	\$368.55	\$3,611.69
Cumberland Drill	\$2,288.17	\$3,075.34	\$1,758.19	\$3,605.32

Information

- October/November
 - Preparations for November Dinner Meeting
 - Preparations for VASWCD Annual Conference
 - Updated budget & QB to reflect new Cumberland NFWF Septic Grant
 - Monthly Administrative Duties
 - Paid office invoices & generated Residential Septic & VACS checks
 - Drill invoices & statements
 - Checking & credit card statements reconciled
 - Payroll, VRS, VOYA & Anthem
 - Board Meeting minutes, reports, emails, packets, & all other meeting tasks
 - Assisted landowners via phone & in-person
- October 29th – Informational visit to Oakmulgee Dairy Farm w/ Kevin, Kelly, & Denney
- November 3rd – Verified SPDA for the quarter
- November 5th – Dam Inspections with Cody, Barbara, & Charles
- November 6th – VRS political subdivision roundtable (Virtual)
- November 6th – Attended Cumberland School Board Mtg w/ Cody & Charli
- November 12th – Cumberland Board of Supervisor Mtg w/ Kelly, Cody, & Vertia Mae
- November 13th – Area V Envirothon Planning Mtg at Piedmont SWCD w/ Kelly & Charli
- November 13th – Dinner/Producer Info Meeting at B.A.R.N
- November 17th – Buckingham Board of Supervisor Mtg w/ Kelly, Cody, Barbara, Donna, & Ruth

Upcoming Dates of Interest/Holidays

- November 26th – Holiday ½ day
- November 27th-28th – Holiday
- December 3rd – AUDIT
- December 7th-10th – VASWCD Annual Meeting (Williamsburg)
- December 17th – District Meeting/Winter Social

KELLY JONES SNODDY
DISTRICT MANAGER/SR. CONSERVATION SPECIALIST
NOVEMBER 19, 2025

VACS APPLICATIONS & CONSERVATION PLANS FOR BOARD APPROVAL

- Refer to Agriculture Committee Report

TECHNICAL INFORMATION

- Continuing to make inspections as contacted by producers/contractors on currently approved projects
- Assisting producers with coordinating with contractors and guiding pre-construction meetings
- Meeting with interested producers as they call in
- Coordinating with partnering agencies as needed for additional resources for new producers
- Coordinating with DEQ BMP Loan staff and with DCR Engineering Staff as needed
- Continuing to work on designs for previously approved practices
- Verifications/Spot-checks:
 - EOY PY26 – TBD by 9/30/26 – 20
 - EOY PY27 – TBD by 9/30/27 - 29

OTHER

- Audit – 12/3
- Board Meeting/Office Social – 12/17 – Meeting 4pm, Social 5pm

EDUCATION & PUBLIC RELATIONS

- Cumberland Board of Supervisors meeting, annual update – 11/12
- Dinner/Informational meeting – 11/13 at BARN, 5:30 panel, 6:00pm dinner
- Buckingham Board of Supervisors meeting, annual update – 11/17, 6:00pm

EROSION & SEDIMENT CONTROL PLAN REVIEW

- Cumberland: Amphill Wetland Mitigation Plan
- Cumberland: Green Ridge Recycling and Disposal Facility, phase 1

TRAININGS & MEETINGS

- NCDEA Board monthly meeting – every 3rd Tuesday
- SECDEA Annual Conference – 11/3-6
- VASWCD Annual Meeting – 12/8-10

WATERSHED DAMS

- Fall mowing completed
- PE inspections (11 remaining) with DCR Dam Safety Engineer completed
- Installation of 4 remote monitoring stations with AMCi completed. 9 more remaining.

UPCOMING HOLIDAYS/OFFICE CLOSURE/LEAVE

- Office Holiday/closed – 11/26 ½ day, 27-28 – Thanksgiving, 12/24 ½ day, 25-26, 1/1 – Christmas/New Year
- Leave – 11/26 ½ day, 12/18-1/5

Kelly Jones Snoddy

Report on attendance at SECDEA Annual Conference

- November 3-5, 2025 attended the SECDEA Annual Conference, held in Pigeon Forge, TN
 - Full conference attendance was 155
- Other Virginia representatives:
 - Employees: Cory Hoar (VA Dare), Brianna Morring (James River and VACDE Past President), Mike Horne, Jeana Waddel and Jordan Lee (Evergreen)
- Director: Steven Meeks, TJSWCD Director and NACD Southeast Region Chair
- Virginia's Share Fair (10-minute program sharing): Brianna shared how VACDE plans/organizes our annual employees training at Graves Mountain Lodge
- As the SECDEA President, part of my responsibilities is to lead/guide the organization of the SECDEA Annual Conference. I work closely with the SECDEA Executive Board, the SECDEA Conference Committee and the Music Road Inn Conference Center staff to plan the details for the Conference. I organize and lead the business membership meeting.
 - *Term: maximum 3 years, with annual elections and induction each November.*
 - *November 2023-November 2026 (last year active through the conclusion of the NACD meeting February 2027)*
- Was inducted as SECDEA President (3rd round) during Banquet on November 4, 2025
- Attached is the agenda for the 2025 SECDEA Annual Conference and Fall newsletter



Future dates of importance:

- 2026 NACD Annual Meeting – February 14-18 – San Antonio, TX
- 2026 SECDEA Mid-Year Planning Meeting – April 13-16 – Mississippi
- 2026 SENACD Regional Meeting – August 9-13 – Cherokee, NC
- 2026 NCDEA Mid-Year Planning Meeting – August 30-September 4, TBD
- 2026 SECDEA Annual Conference - November 2-4, Pigeon Forge, TN



COST SHARE AND TECHNICAL ASSISTANCE

- **IT Security Training:** deadline December 15, 2025, for all users of Conservation Application Suite. To access the training <https://training.knowbe4.com/ui/users/login>. Users received an email from Carl Thiel-Goin with instructions on 10/28 with log in details. Follow these instructions carefully. If you began employment with the District in calendar year 2025 and took the training, you are exempt from taking it again in 2025.
- **VA Tax Credit Reminder:** The 'Technical Certification Date' and the 'Tax Credit Certification Signature Date' must be within the same calendar year for the tax credit to be valid. Some District Boards do not meet in December so if you anticipate projects being completed late in the year that will need tax credit approval, **your Board may want to give delegated authority to an available Director to handle tax credit approvals and signatures through the end of the year.** If a producer requests tax credit that will not be approved until a January Board meeting the 'Technical Certification Date' and 'Tax Credit Certification Signature Date' will both need to be in 2026, and the tax credit will not be eligible for redemption until 2026 taxes are filed. The recording of the Tax Credit training session held 11/8/24 is available in CAS on the Forms page.
- **CCI Enrollment or Re-enrollment:** This is the time of year to be preparing and approving any CCI eligible BMPs or existing CCI practices coming out of lifespan on December 31, 2025. Taking signup and certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2026, as soon as the current lifespan ends. In CAS it is critical that the 'Technical Certification Date' on the General tab reflect technical certification by the end of this calendar year to avoid a break in lifespan.
- **Remember to use the Related Instances function in CAS** when a CCI practices follows an expired VACS BMP. More credit is given for a CCI linked to a functioning VACS BMP vs. a standalone CCI BMP.

ADMINISTRATION & OPERATIONS

- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. <https://ethicswebinar.dls.virginia.gov> select "Local elected officials or EDAs/IDAs". There is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. Let both your SWCD administrative staff and your local jurisdiction's clerk know your completion date.
- **Freedom of Information Act (FOIA) Training for Directors:** The Code of VA requires once every two years locally elected officials to take FOIA training. It is recommended that you take a screen shot of the completion message once you finish the training. <https://foiacouncil.dls.virginia.gov/training.htm>. This is an off year for most directors but check your dates with SWCD Admin staff. Two webinars will also be offered.
 - **Wednesday, November 12, 2025, at 10:00AM and Wednesday, December 3, 2025, at 10:00AM**

DCR Director Matt Wells returned to the private sector November 1, 2025, after four years of service to DCR. Upon his departure, Chief Deputy Director Andrew Smith will serve as Acting Director of DCR.

DATES TO REMEMBER

NOVEMBER

Nov 1 – Pull Obligation Report
Nov 4 – State Holiday, offices closed
Nov 11 – State Holiday, offices closed
Nov 14 – 2nd Quarter Disbursement Letters
Nov 26, 27 & 28 – State Holidays, offices closed

DECEMBER

Dec 7-9 – VASWCD Annual Meeting, Williamsburg
Dec 10 – VSWCB Meeting, Williamsburg
Dec 24 – State Holiday, ½ day office closed
Dec 25-26 – State Holiday, offices closed

JANUARY

Jan 1 – State Holiday, offices closed

Cody Smith

Peter Francisco SWCD Conservation Technician

November 19th, 2025

Technical & Educational Assistance

- Septic Program- Received 5 DEQ RB-1s; 2 Local RB-1s and 14 Cumberland grant RB-1s.
 - Processed multiple payments for septic practices.
- Multiple field visits, fence staking, fence measurements etc.
- Working on and completed multiple designs, estimate, drawing etc. for current and upcoming projects.
- Final inspections of completed practices, and reconciling of invoices and receipts for said projects.
- Submitted quarterly on October 16th, approved on November 10th.
- Completed Dam inspections on November 5th/6th with Barbara, Brandy and Charles with DCR.

Trainings and Meetings

- November 6th- Attended Cumberland School board meeting with Charli and Brandy.
- November 12th- Gave our annual update at the Cumberland Board of Supervisors meeting with Kelly, Brandy, and Vertie Mae.
- November 13th- Area V Envirothon meeting.
- November 13th- Dinner Meeting
- November 17th- Annual update at Buckingham Board of Supervisors.

Other/Upcoming:

- Multiple Upcoming Farm visits.
- Final inspection of completed projects.
- December 7th-10th- Annual Meeting,
-

Annual Leave:

- November 26th ½ day -Holiday
- November 27th/28th Full day- Holiday

November 19, 2025

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

(5 Contract Total = 5 Pumpouts, 5 RB-1s)

1 DEQ Septic Pump-out

• 39-26-0068	RB-1, 1 System	\$	225.00	maximum cost-share	50% CS Rate
• 39-26-0069	RB-1, 1 System	\$	225.00	maximum cost-share	50% CS Rate
• 39-26-0071	RB-1, 1 System	\$	225.00	maximum cost-share	50% CS Rate
• 39-26-0072	RB-1, 1 System	\$	225.00	maximum cost-share	50% CS Rate
• 39-26-0073	RB-1, 1 System	\$	225.00	maximum cost-share	50% CS Rate

Total DEQ Pump-Out Request \$ 1,125.00

2 DEQ- Other Considerations- N/A

- N/A

\$ -

<u>DEQ PO17219 - BMP Construction Funds (Septic) 7/1/22 - 6/30/2027</u>	
BMP Septic Budget = \$59,486.08 + Mod 1 \$47,113.92 = \$106,600.00	
\$ 5,500.00	Funds as of 10/29/2025 (PFSWCD FUNDING UNTIL NEW FUNDS ALLOCATED).
\$ 1,125.00	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 4,375.00	Remaining DEQ to allocate of PAST conditonal approval and todays approval.

DEQ PO #17219 Slate River & Rock Island Creek Projects

#1. Approval: 5 Contracts; 5 RB-1s.

#2. N/A

<u>Septic Practices at 50%:</u>	<u>Cap:</u>
<u>RB-1- Septic Tank Pumpout</u>	\$ 225.00
<u>RB-3- Septic Tank System Repair</u>	\$ 6,250.00
<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

November 19, 2025

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	<u>Willis River (Middle James River Roundtable) Applicants - (3 Contracts, 4 RB-1s)</u>			
	• 39-26-0075	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0087	RB-1, 1 System	\$ 225.00	50% CS rate
	• 39-26-0099	RB-1, 2 Systems	\$ 450.00	50% CS rate
				\$900.00
1-B	<u>Appomattox and James River Applicants- (0 Contracts, 0 RB-1s)</u>			
	• N/A			
				\$ -
	Total LOCAL Request		\$900.00	

2 Cancellations/ Add Back

•

\$	-

<u>Local Septic Program Funds</u>		
\$ 34,775.00	Funds as of 10/29/2025	
\$900.00	Subtract: Approved today for Local	Willis - \$900.00 Local - \$0.00
\$ -	2.) Cancellations and money reimbursed from Middle James Round Table	
\$ 33,875.00	Remaining to allocate	

LOCAL - Residential Projects

#1-A. Willis River Approval: 3 Contracts, 4 RB-1s.

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

#2. Cancellations- N/A

Septic Practices at 50%:

RB-1- Septic Tank Pumpout

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

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

Cap:

\$ 225.00

\$ 1,625.00

\$ 3,250.00

November 19, 2025

Cumberland Septic Grant- Funds held by NFWF

16 Contract Total = 21 Pumpouts

1	<u>Contract Number:</u>	<u>Septic Practice:</u>			
FYI	• 39-26-0064	RB-1, 1 System (2 Tanks)	\$	1,100.00	maximum cost-share 100% CS Rate
	• 39-26-0065	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0066	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0067	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0070	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0074	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0076	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0077	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0078	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0079	RB-1, 3 Systems	\$	1,650.00	maximum cost-share 100% CS Rate
	• 39-26-0080	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0081	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0088	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0089	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
	• 39-26-0090	RB-1, 2 Systems	\$	1,100.00	maximum cost-share 100% CS Rate
	• 39-26-0098	RB-1, 2 Systems	\$	1,100.00	maximum cost-share 100% CS Rate

Total Cumberland Grant Request: \$ 11,550.00

<u>Cumberland Septic Grant- BMP Construction Funds (Septic)</u>	
<u>BMP Septic Budget = \$845,500.00 October 1, 2025 - June 30, 2028</u>	
\$ 781,400.00	Funds as of 10/29/2025
\$ 11,550.00	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 769,850.00	Remaining Budget to allocate

Cumberland Septic Grant

#1. Approval: 15 Contracts; 21 RB-1s

#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

Charlotte Drake
Conservation Education Coordinator
November Monthly Report

News & Information

- Thank you to my board and staff for all the support I received during my pregnancy and maternity leave.
- Teacher of the Year Award – Matthew Gold has been selected as our local winner for the 2025 year. Additionally, Matthews application has been submitted to the association to be considered at the state level. Mr. Gold is now the Conservation Teacher of the Year for the state of Virginia! PFSWCD presented a certificate to Mr. Gold at the Cumberland School Board Meeting on November 6th.
- The 2026 Poster Contest theme has come out! This upcoming year the theme is “Soil. Where It All Begins.”
- Envirothon – November 13th Kelly, Brandy and I joined the Area V planning session in Farmville to discuss the upcoming competition year. The Area V training will be held March 26th at the Longwood Education Center in Farmville and the Area V competition will be on April 29th with the location tentatively set at Holiday Lake 4H Center. Our very own board member Dr. Ruth Wallace will be writing the aquatics test this year. PFSWCD so far has one team. The 2026 Current Issue Topic is “Nonpoint Source Pollution: It begins at home!”

Upcoming Dates

- November 22nd – Graves Training for Envirothon
- November 27th & 28th – Thanksgiving Holiday Office Closed
- December 7-10th – Annual Meeting



Peter Francisco Soil & Water Conservation District
 16842 W. James Anderson Hwy
 Buckingham, VA 23921
 434-983-7923

Final
11/19/25

Calendar Year 2026

January							February							March									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3	1	2	3	4	5	6	7	3	1	2	3	4	5	6	7	5	
4	5	6	7	8	9	10	1	8	9	10	11	12	13	14	8	9	10	11	12	13	14		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	4	15	16	17	18	19	20	21	6	
18	19	20	21	22	23	24	22	23	24	25	26	27	28		22	23	24	25	26	27	28		
25	26	27	28	29	30	31									29	30	31						
April							May							June									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4	7					1	2	9		1	2	3	4	5	6		
5	6	7	8	9	10	11		3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	
12	13	14	15	16	17	18	8	10	11	12	13	14	15	16	10	14	15	16	17	18	19	20	
19	20	21	22	23	24	25		17	18	19	20	21	22	23		21	22	23	24	25	26	27	
26	27	28	29	30				24	25	26	27	28	29	30	11	28	29	30					
Apr 29 – Area V Envirothon Comp							31	May 17-18 - State Envirothon															
July							August							September									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4							1			1	2	3	4	5	18		
5	6	7	8	9	10	11	14	2	3	4	5	6	7	8	16	6	7	8	9	10	11		
12	13	14	15	16	17	18		9	10	11	12	13	14	15		13	14	15	16	17	18		
19	20	21	22	23	24	25	15	16	17	18	19	20	21	22	17	20	21	22	23	24	25		
26	27	28	29	30	31			23	24	25	26	27	28	29		27	28	29	30				
								30	31														
October							November							December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3	20	1	2	3	4	5	6	7			1	2	3	4	5		
4	5	6	7	8	9	10		8	9	10	11	12	13	14	23	6	7	8	9	10	11		
11	12	13	14	15	16	17	21	15	16	17	18	19	20	21		13	14	15	16	17	18		
18	19	20	21	22	23	24		22	23	24	25	26	27	28	24	20	21	22	23	24	25		
25	26	27	28	29	30	31	22	29	30							27	28	29	30	31			

- = Holiday
- = Denotes additional time off 4 hours
- = Peter Francisco Board Meetings at 9:00 a.m
- = Payday
- = Quarterly Report Due

- Feb 14-19 Kelly NACD–Annual Mtg, San Antonio TX
- April 13-15 Kelly SECDEA Mid-year Mtg, NC
- April 29th – Area V Envirothon Comp
- May 6th – VASWCD Golf Tournament
- August 9-12 Kelly SENACD Mtg, NC
- August 18-20 Staff – VACDE Graves Training
- Aug 30-Sept 4 Kelly NCDEA Mid-Year Mtg, TBD
- Nov 2-4 Kelly SECDEA Annual Mtg, TN
- Dec 6-9 Staff - VASWCD Annual Mtg, Roanoke VA

Peter Francisco Soil and Water Conservation District

Committee List - 2026

Agriculture/Equipment Committee

- M. Todd Smith, Chair
- Terry Seal
- Amber Taylor
- Kevin Dunn
- Jennifer Ligon
- Cody Smith, *staff*
- Kelly Snoddy, *staff*
- Jesse Hudgins, *staff*

Budget Committee

- Hugh Gwynn Tyler, Chair
- M. Todd Smith
- Kevin Dunn
- Terry Seal
- Donna McRae-Jones
- Kelly Snoddy *staff*
- Brandy Maxey, *staff*

Personnel Committee

- M. Todd Smith, Chair
- Terry Seal
- Kevin Dunn
- Hugh Gwynn Tyler
- Ruth Wallace
- Kelly Snoddy, *staff*

Residential Committee

- Kevin Dunn, Chair
- Ruth Wallace
- Barbara Teeple
- Donna McRae-Jones
- Vertia Mae Jamerson
- Cody Smith, *staff*
- Charlotte Drake, *staff*

Education Committee

- Ruth Wallace, Chair
- Barbara Teeple
- Linda Eanes
- Amber Taylor
- Jennifer Ligon
- Charlotte Drake, *staff*
- Kelly Snoddy, *staff*
- Cody Smith, *staff*
- Brandy Maxey, *staff*

Operations Committee

- Barbara Teeple, Chair
- Hugh Gwynn Tyler
- Jennifer Ligon
- Amber Taylor
- Donna McRae-Jones
- Kelly Snoddy, *staff*
- Charlotte Drake, *staff*
- Brandy Maxey, *staff*

***All staff are non-voting advisors**

***All Directors & Associates are voting members**