

**PETER FRANCISCO SOIL AND WATER  
CONSERVATION DISTRICT**

*at the USDA Service Center, Sprouses Corner,*

Wednesday, March 18, 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 – March 18, 2026
- 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
  8. Equipment Manager – J. Hudgins
- VIII. Old Business
  1. Policy Manual
  2. Upcoming Committee Meetings:
    - Education Committee: March 31<sup>st</sup> 10:00 a.m.
    - Personnel Committee: March 31<sup>st</sup> 1:00 p.m.
    - Education Committee: April 28<sup>th</sup> 10:00 a.m.
    - Operations Committee: April 28<sup>th</sup> 11:00 a.m. (Annual Plan of Work)
- IX. New Business
  1. Donation Request: Buckingham Anti-Litter Task Force
  2. March/April 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**

**March 18, 2026**

**I. CALL TO ORDER**

**Directors Attending:**

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

**PFSWCD Staff**

Brandy Maxey  
Kelly Snoddy  
Cody Smith  
Charli Drake  
Jesse Hudgins

**Others**

Denney Collins – DCR

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

**Not in Attendance:** Associate(s): Linda Eanes

M. Todd Smith, Chair, called the meeting to order at 9:27 a.m. with a quorum.

**II. ADOPTION OF AGENDA**

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

**III. MINUTES**

*Motion:* by McRae-Jones, second by Seal to accept the 02/18/26 minutes. Motion carried.

**IV. TREASURER'S REPORT**

*Motion:* M. Todd Smith, Chair, recommends the treasurer's report dated 02/28/26 be filed for audit.

**V. COMMITTEE REPORTS/MINUTES**

1. **Agriculture Committee Report**– 03/18/26 – Report 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.
- Watershed dams: remote monitoring update – discussed 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. VCE:

- Ruth Wallace – Report on file.
- Amber Taylor – Report on file.
- Jennifer Ligon – Report on file.

2. VDOF: Harlee Craddock - Report on file.

**VII. REPORTS**

1. Directors/Associate Directors:

- M. Todd Smith has been in the office recently to sign Ag Cost-Share checks. During this time a thank-you card, from the National Association of Conservation Districts (NACD), was passed around. The card thanked PFSWCD for their 2026 Gold Level membership contribution.

- Kevin Dunn reminded the Board of the Virginia Soil and Water Conservation Board meeting on Friday, March 20<sup>th</sup>, at Twin Lakes. The Audit Sub-Committee will meet at that time. Kevin also shared that Piedmont Soil and Water recently received a new Manure Injection Grant.
  - Donna McRae-Jones asked for staff to assist in a presentation, at Curdsville Community Center, regarding the services PFSWCD has to offer. She also asked that PFSWCD set up a booth at both May Fest and Dr. Carter G. Woodson Day.  
*Motion: by Dunn, second by McRae-Jones to pay the \$15 donation fee to set up a booth at May Fest on May 9<sup>th</sup>. Motion carried.*  
*Motion: by Dunn, second by Seal to pay the \$15 donation fee to set up a booth at Dr. Carter G. Woodson Day on May 2<sup>nd</sup>. Motion carried.*
  - Barbara Teeple has spent the last few weeks judging 4-H presentations.
2. Operations Manager – Brandy Maxey: Report on file. Brandy asked for a motion to renew the Local Choice Health Care Program for FY2026-2027. The insurance rates increased by \$70 a month on the single plan and \$129 on the dual plan. The plan needs to be renewed by April 1<sup>st</sup> in order for staff to continue receiving coverage as of July 1<sup>st</sup>.  
*Motion: by Dunn, second by Teeple to renew the Local Choice Health Care Program for FY2026-2027. Motion carried.*
  3. District Manager/Sr. Conservation Specialist – Kelly Snoddy: Report on file.
    - Kelly also provided a report from her recent NACD Annual Conference in San Antonio, Tx. She participated in NCDEA Board meetings, District Employee trainings, and the NCDEA Reception.
  4. Conservation District Coordinator – Denney Collins: Report on file. Denney added that CAS Tracking update trainings will start on March 25<sup>th</sup>.
  5. Conservation Technician – Cody Smith: Report on file.

**Residential Report** – 03/18/26 – Report on file.

The following was shared for Board approval.

- DEQ PO17219 -Slate River & Rock Island Creek TMDL Report 03/18/26 – Report on file.  
*Motion: by Dunn, second by McRae-Jones to approve #1. Three (3) RB-1 routine pump-outs. Motion carried.*
  - Local Septic Grant – Peter Francisco SWCD Report 03/18/26 – Report on file.  
*Motion: by Dunn, second by McRae-Jones to approve #1-A. Six (6) Willis River RB-1 routine pump-outs. Motion carried.*  
*Motion: by Dunn, second by Taylor to approve #1-B. Three (3) Appomattox/James River RB-1 routine pump-outs. Motion carried.*
- Cody brought up discussion during this time on updating PFSWCD’s Local Septic Grant to include a limited number of RB-3 permitted repairs now that the Cumberland Grant covers all of Cumberland County.  
*Motion: by Dunn, second by McRae-Jones to update the Local Septic Grant guidelines to include RB-3 permitted repairs, with funding not to exceed \$19,500 per fiscal year. Motion carried.*
- Cumberland Septic Grant – Funds held by NFWF Report 03/18/26 – Report on file.  
*Motion: by Taylor, second by McRae-Jones to approve #1. Eighty-Nine (89) RB-1 routine pump-outs. One (1) RB-3 simple permitted repair. One (1) RB-4P replacement with pump. Motion carried.*
6. Conservation Education Coordinator – Charli Drake: Report on file.
  7. Equipment Manager – Jesse Hudgins gave a no-till drill update. Delivered his first rental today for the Spring season. He has been busy scheduling the upcoming season. Getting a lot of out-of-district calls, but having to turn them away to give priority to Buckingham and Cumberland residents. Had some recent repairs and maintenance on the drills. Announced he will be on paternity leave starting March 29<sup>th</sup>. He will call those that have already scheduled to let them know the no-till drill will need to be picked up instead of delivered. PFSWCD staff will take over the scheduling in the interim.

**VIII. OLD BUSINESS**

1. Policy Manual – Kelly Snoddy and Amber Taylor informed the Board that the policy manual presented to them in November has now been completed with all grammar and formatting edits updated.  
*Motion: by Teeple, second by McRae-Jones to approve the Policy Manual with edits. Motion carried.*
2. Upcoming Committee Meetings:
  - Education Committee: March 31<sup>st</sup> 10:00 a.m.
  - Personnel Committee: March 31<sup>st</sup> 1:00 p.m.
  - Education Committee: April 28<sup>th</sup> 10:00 a.m.
  - Operations Committee: April 28<sup>th</sup> 11:00 a.m. (Annual Plan of Work)

**IX. NEW BUSINESS**

1. Donation Request: Buckingham Anti-Litter Task Force – Maggie Snoddy, Chair, of the Buckingham County Anti-Litter Task Force (BATF) wrote a letter to the Board requesting a donation for their Big Spring Road Clean Up. In the past, grant money has enabled BATF to award \$600 in gift cards to the top three teams who collected the most bags of trash. The grant money they receive can no longer be used for gift prizes.  
*Motion: by Taylor, second by Seal to donate \$200 to the Buckingham County Anti-Litter Task Force in honor of their Big Spring Road Clean Up. A letter of PFSWCD’s mission will accompany the donation. Motion carried.*
2. March/April 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, April 15th, 2026 at 9:00 a.m. in the Conference Room of the USDA Service Center, Sprouse’s Corner.

*Motion: by Dunn, second by McRae-Jones to adjourn the meeting at 11:36 a.m. Motion carried.*

**Final Minutes - Signature on File**

\_\_\_\_\_  
M. Todd Smith, Chair

\_\_\_\_\_  
Brandy M. Maxey, Operations Manager

# Agriculture Committee Minutes

## March 18, 2026

Time Meeting Began: 8:36am

Time Meeting Adjourned: 9:22am

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

Not in Attendance:

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

- 1.) Review/Approval of Previous Month's Minutes - N/A
- 2.) Conservation Plans for review/approval
  - CP-39-26-0006
  - CP-39-26-0009
  - CP-39-26-0013
  - CP-39-26-0014
- 3.) VACS Cost-Share and Tax Credit Applications for review/approval  
*\*addition/change to contract due to layout/acreage adjustment*

<u>Contract</u>	<u>Practice</u>	<u>Cost-share</u>	<u>Tax-Credit</u>
• 39-26-0022 instance 736730	NM-6	\$7,875.00	
• 39-26-0252 instance 733971	SL6W	\$151,730.00	
• 39-26-0254	SL6W	\$74,007.23	
• 39-26-0082 instance 736731 Wolfe	NM6	\$10,216.80	
• 39-26-0138 instance 736732	SL6W	\$100,069.00	
* • 39-26-0082 instance 731301	NM1A	\$113.14	
• 39-26-0259	WP4C	\$14,625.00	
* • 39-25-0235	SL6W	\$5,915.00	

- 4.) Remote monitoring update

<b><u>VACS Program Funding (actual shown in tracking)</u></b>	
PY2026 Allocation Total	\$3,134,682.00
Total Requested/Approved this month	\$358,636.17
Total Allocation Approved to Date (amount from tracking)	\$1,473,760.85
Remaining Allocation	\$2,036,051.07
Total Obligated (approved + under paid amounts)	\$1,467,595.85
Total allocation approved	47%

### **Final Minutes - Signature on File**

M. Todd Smith, Committee Chair

**Ag. Committee Recommendations/Discussion Summary:**

- 1.) N/A
- 2.) Motion by Dunn, Second by Seal to approve conservation plans as listed. Motion passed.
- 3.) Motion by Dunn, Second by Ligon to approve cost-share contracts as shown in these minutes. Motion passed.
- 4.) Motion by Ligon, Second by Dunn to limit direct access to the online data from remote monitoring units to PFSWCD and DCR only; no outside public entities to have login capabilities. Motion passed.  
 Motion by Dunn, Second by Ligon to adjourn at 9:22am

## Brandy Maxey

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**From:** Wallace, Ruth <ruwallac@vt.edu>  
**Sent:** Wednesday, March 18, 2026 8:30 AM  
**To:** Brandy Maxey  
**Subject:** Buckingham 4-H VCE report

4-H programs coming up that connect to the work of PFSWCD:

Thursday, March 19: Wildlife Ecology with BCHS Environmental Science Classes at Holiday Lake 4-H Center  
Monday, March 23: BCHS Ecology Classes - Water Ecology behind the preschool  
Thursday, March 26: Aquatics training for Area V Envirothon prep  
Wednesday, April 1: Earth Day/Arbor Day Field Day at Buckingham Preschool  
Thursday, April 2: Exploring Watersheds, Wetlands, and Woods @ JRSP with BCHS DE Bio and Honors Biology classes  
Wednesday, April 29: Area V Envirothon aquatics judge  
May 25-27: Watershed Exploration Camp

**Ruth Wallace**  
**Senior Extension Agent, 4-H Youth Development**  
**and Unit Coordinator, Buckingham**

PO Box 227  
54 Administration Lane  
Buckingham, VA 23921  
(434) 969-4261  
[ruwallac@vt.edu](mailto:ruwallac@vt.edu)





Virginia Cooperative Extension  
Cumberland County Extension Office  
P.O. Box 80  
1548 Anderson Hwy.  
Cumberland, VA 23040  
804-492-4390  
email: aamber@vt.edu

March 2026

Cumberland Extension ANR Report  
Extension Agent & Unit Coordinator- Amber Taylor

**Upcoming & Ongoing Events:**

- 3/17 BQA Certification & Recertification @ SPAREC
- 3/19 BCA Preg Checks; UC meeting; Quilting
- 3/23 BCA Preg Checks
- 3/24 Professional Development: Photography
- 3/25 BCA Preg Checks; PAJLS Committee Meeting
- 3/26 Harvest Your Future Farm Transition Workshop @ Spruceberry Farm  
2-4pm
- 3/27 Youth Cattle Working Contest, Red Oak, VA
- 3/30 BCA Preg Checks
- 3/31 PFSWCD Education Committee Meeting
- 4/1 Cattle & Equipment WISE Planning Meeting @ Devils Backbone
- 4/2 Pond Management Virtual Workshop
- 4/3 Show and Grow (Tentative)
- 4/6 B/C Livestock Club
- 4/7 VCE Mentoring Module (Professional Development)
- 4/8 AAC Heifer Take-in @ KCF
- 4/21 BCA Membership Meeting
- 4/24 BCA Heifer Sale

**Other Updates:**

- Quarterly Reporting Deadline- April 15th
- BCA Scholarship Due March 31
- Cattle & Equipment WISE October 6-8<sup>th</sup>.

**Office Staffing & Leave:**

- 3/20, 3/26am

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

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RE: Peter Francisco SWCD Board Meeting – March 18, 2026

Cattle pregnancy checks are underway. Prepping for the BCA Production sale and the Jr. Piedmont Livestock show. Interviewing for the new Livestock/Forage Specialist at the SPAREC. Just returned from the Bud Summit in Missouri, where I presented on my research on low stress cattle handling.

Forage and Grassland Council announcements: Outstanding Producer of the Year award is announced, due June 5. Photo contest is also out, due by November 15.

Cattle & EquipmentWISE: October 7-9, adding a small ruminant section Wednesday afternoon, Cattle on Thursday with dinner, equipment is Friday at Devil's Backbone in Nelson County, please plan on sponsoring and attending!

Upcoming programs:

March 27: Youth Cattle working contest

April 2: Buckingham County High School Career Fair

April 3: Show and Grow at the BARN

April 6,7: BCA Heifer videos

April 8: Bovine Emergency Response Program, Winchester

April 8: Accept heifers at Knollcrest, helping Amelia Area Cattlemen

April 14: Soil Health Assessment at Anthony Beery's

April 15-18: Beef Expo, Rockingham County Fairgrounds

April 21: BCA April meeting

April 23: Buckingham Extension Leadership Council meeting

April 24: BCA Production Sale

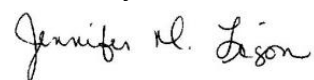
April 25: Jr. Piedmont Livestock Show

April 30: West Virginia Forage meetings/Low Stress demonstration, Wardensville, WVA

May 1: West Virginia Forage meetings/Low Stress demonstration, Lewisburg, WVA

May 2: West Virginia Forage Meetings/Low Stress demonstration, Point Pleasant, WVA

Sincerely,



Jennifer Ligon  
Buckingham Extension





## **Report from the Virginia Department of Forestry to Peter Francisco Soil and Water Conservation District February 2026**

### **Virginia's Spring Fire Season is Here**

Virginia's statewide burning law – which prohibits outdoor burning between midnight and 4 p.m. – is in effect from Feb. 15 through April 30. Violation of the burning law is a Class-3 misdemeanor punishable with a fine of up to \$500. Those who allow fire to escape may be liable for suppression costs and any resulting property damage.

### **Throwing Shade VA is Back**

Back for its third year, Throwing Shade VA will run from March 1 to May 1. Four new nurseries have been added (Davis Brothers Nursery in Rose Hill, Thomas Hollow Nursery in Bristol, Puckett Greenhouses in Ararat, and Grizzard Farm and Nursery in Cape Charles). In addition, more locations of participating nurseries have also been added. Customers who visit participating nurseries can select a native tree or shrub, fill out a short survey and receive a discount of \$25. All information on the program can be found on our website.

### **Virginia Statewide Wildfire Training Academy – Longwood University**

DOF's 2026 Statewide Interagency Wildland Fire Academy will be held at Longwood University the week of May 27<sup>th</sup> – 30<sup>th</sup>, 2026. Open registration will begin Monday, February 23<sup>rd</sup>, 2026. This is a great opportunity for VDOF partners to gain experience and fire qualifications and especially useful for anyone who works as a part time fire fighter for DOF and/or goes on western fire assignments. Anyone interested should look for a sign up link on the Virginia Department of Forestry website starting February 23<sup>rd</sup>.

### **SHARP Logger Training**

There will be two opportunities to complete the SHARP Logger Core Class this spring. There will be a core class in Lynchburg, March 26<sup>th</sup> and 27<sup>th</sup>. In addition, there will also be a core class in Rapidan on April 7<sup>th</sup> and 8<sup>th</sup>. To *achieve* SHARP logger standing participants must complete both core classes for a total of 12 credit hours. Core classes are offered as a pair, but can be taken in either order and at any location. For more information, call (540) 231-6494 or e-mail Karen Snape at [ksnape@vt.edu](mailto:ksnape@vt.edu).

### **New Buckingham County Area Forester**

Please welcome Nicholas Pietrzak as the Area Forester for Buckingham County in the James River District. Nicholas holds a B.S. in Forestry from West Virginia University. Originally from Virginia, Nicholas has worked the last seven years with the Tennessee Division of Forestry, four years as an Area Forester and the last three as the Water Quality Program Specialist. All Buckingham County forestry-related questions can now be directed to him!

**Brandy M. Maxey**  
**Operations Manager**  
**March 18, 2026**

	Amount Outstanding as of 01/31/26	Billed	Received	Est Amount Outstanding as of 02/28/26
<b>Buckingham Drill</b>	\$568.52	\$1,374.17	\$805.55	\$1,137.14
<b>Cumberland Drill</b>	\$852.93	\$521.24	\$0	\$1,374.17

**Information**

- February/March
  - Monthly Administrative Duties
    - Influx of septic inquiries
    - 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
- February 19<sup>th</sup> – Dam Safety Workgroup (Virtual)
- February 26<sup>th</sup> – Posted Cumberland Septic Flyers (Cumberland Admin, Library, Ext, Coffee Shop)
- March 3<sup>rd</sup> – Buffer/Mussel Outreach Meeting w/ JRA (Virtual)
- March 4<sup>th</sup> – Area V Meeting (Halifax)
- March 5<sup>th</sup> – FY'27 TLC/Anthem Meeting (Virtual)
- March 9<sup>th</sup> – AMCi Remote Monitoring Meeting w/ Kelly (Virtual)
- March 11<sup>th</sup> – Assisted Buckingham 4-H w/ HS Resume & Cover Letter Judging
- March 11<sup>th</sup> – TLC/Cardinal Data Entry Forum (Virtual)
- March 12<sup>th</sup> – Met w/ Kelly for Annual Evaluation Review
- March 13<sup>th</sup> – Central VA Christian High School Career Presentation w/ Kelly

**Upcoming Dates of Interest/Holidays**

- March 21<sup>st</sup> – Cumberland Wetlands Public Workshop w/ JRA 9:00-3:00 (Cumberland State Forest)
- April 1<sup>st</sup> – Arbor Day/Earth Day Event @ Buckingham Preschool
- April 2<sup>nd</sup> – Buckingham County High School Career Fair w/ Cody

**KELLY JONES SNODDY**  
**DISTRICT MANAGER/SR. CONSERVATION SPECIALIST**  
**MARCH 18, 2026**

**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
- Scheduling visits with interested producers
- 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 TBD:
  - EOY PY26 – TBD by 9/30/26 – 20
  - EOY PY27 – TBD by 9/30/27 – 29
- Cover crop inspections complete. Updates on-going for actual numbers in tracking.

**OPERATIONS/ADMINISTRATIVE INFORMATION**

- Individual staff evaluations performed – 3/11 and 3/12
- Coordinating with Brandy, Charli and Cody in preparation for upcoming Committee meetings
  - Education/Personnel/Operations (APOW)

**EDUCATION & PUBLIC RELATIONS**

- Wetland Field Day in Cumberland with JRA – 3/21
- Earth Day program at Buckingham Preschool with 4H – 4/1
- James River Day with 4H and Buckingham High School – 4/2

**EROSION & SEDIMENT CONTROL PLAN REVIEW**

- Buckingham: Central Virginia Christian School – High School

**TRAININGS & MEETINGS**

- JRBP Buffer Consortium meeting – every 2<sup>nd</sup> Wednesday
- NCDEA Board monthly meeting – every 3<sup>rd</sup> Tuesday
- NACD Meeting, San Antonio – February 13-19, 2026 – conference report attached
- VACDE Conservation Planning Committee meeting – 3/23
- VACDE Awards Committee meeting – 3/23
- Conservation Application Suite (Tracking Program) updates training – 3/25

**WATERSHED DAMS**

- Satellite/Airtime Data company discussion – Have spoken with Charles and am speaking with a few other Districts to discuss potential interest in migration from AMCi to Pro-Taxis platform. Also discussed with AMCi staff to round out our knowledge.

**UPCOMING HOLIDAYS/OFFICE CLOSURE/LEAVE**

- Leave: April 3-10
- Out of office for SECDEA Mid-Year meeting in NC: April 13-17

# Kelly Snoddy

## Report on NACD Annual Conference attendance

- February 15-19 attended the NACD Annual Conference, held in San Antonio, TX
  - Conference had approximately 1,000 people in attendance with representation from 55 states and territories
- Other Virginia representatives:
  - Directors: Steven Meeks, TJSWCD and NACD Southeast Region Chair; David Beals, CSWCD
- As the SECDEA President, I also serve as the Southeast Regional Director Board Member for NCDEA.
- Participated in NCDEA Board meetings throughout the conference, NCDEA District Employee Training and NCDEA Reception. Was appointed to the NCDEA Nominating Committee for 2027.



### Future dates to know:

- 2026 SECDEA Mid-Year Planning Meeting – April 13-17, hosted by North Carolina
- 2026 SENACD Regional Meeting – August 9-13, Cherokee, NC
- 2026 NCDEA Mid-Year Meeting – August 31-September 4, Gulf Shores, AL
- 2026 SECDEA Annual Conference - November 2-4, Pigeon Forge, TN
- 2027 NACD Annual Meeting – February 6-10, Las Vegas, NV

### **ADMINISTRATION & OPERATIONS**

- **Draft Desktop Procedures for District Operations:** has been emailed out and is open for comments. Please review the document thoroughly and submit comments or questions to Blair Gordon by March 16. A virtual session to review changes is planned for April 13 at 11:00am.
- **Security for Public Deposits Act (SPDA) Verification:** next quarterly deadline is March 28.

### **COST SHARE AND TECHNICAL ASSISTANCE**

- **CAS Help Desk:** all CAS issues/concerns should be directed to the CAS Help Desk([dswc-cas-help@dcr.virginia.gov](mailto:dswc-cas-help@dcr.virginia.gov)).
- **Data Pulls & Disbursements:** obligation data must be entered by COB April 30 for disbursement letters on May 11.
- **CY26 Verifications:** Random and EOL verifications have been loaded into CAS.
- **Carryovers:** 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.
  - Requests to carry over BMPs a 3rd time into a 4th PY must be submitted to Sara Bottenfield (copy CDC), 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 to Sara with the contract number, instance number, and justification.
- **Cost Share Reallocation:** For Districts with cost-share applications that exceed their available FY26 VACS funds, please enter any unfunded requests in CAS with a status of 'Canceled' and 'Lack of Funding' as the cancellation reason by March 31. Practices must be on a PY26 contract with all appropriate entries on the Measurements tab and with accurate data on the Programs tab in the "Estimated/Requested Cost-Share Payments" field and the appropriate VACS funding source selected. This will allow DCR to assess unmet cost-share needs and allow the SWCB to take action on reallocation so that District Boards can then approve reallocated funds before June 15.

### **GRANT AGREEMENT REMINDERS:**

- **Fixed Asset Inventory:** revise and board approved annually.
- **Finance Committee:** meet at least twice a year to establish a budget and review finances.
- **Desktop Guide:** review annually by the Board or Finance Committee and documented in minutes.
- **Outreach Event:** host before June 30 meeting all criteria.
- **Complete Minutes:** Provide CDC with all approved signed meeting minutes.
- **Contract Signatures:** All signatures on contract parts I, II, and III are required prior to payment.

### **DATES TO REMEMBER**

#### **MARCH**

Mar 16 – Desktop Guide comments due

#### **APRIL**

April 1-2 – CP Conservation Selling Skills, Lynchburg

April 2 – Area III Meeting, Colonial

April 13 – Desktop Guide Review, virtual 11:00am

April 15 – 3<sup>rd</sup> Quarter Reports due to DCR

April 22 – Veto Session, General Assembly

#### **MAY**

May 20 – Stream ID Course, Charlottesville

May 15 – Deadline to request 4<sup>th</sup> year carryovers

#### **JUNE**

June 15 – Deadline for obligating PY26 Cost Share Funds

# March 18, 2026

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

*(3 Contract Total = 3 Pumpouts, 3 RB-1s)*

1 DEQ Septic Pump-out

- 39-26-0194 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate
- 39-26-0237 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate
- 39-26-0263 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate

**Total DEQ Pump-Out Request \$ 675.00**

2 DEQ- N/A

- N/A

**\$ -**

<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>	
\$ 110,818.33	Funds as of 2/18/2026
<b>\$ 675.00</b>	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 110,143.33	Remaining DEQ to allocate of PAST conditonal approval and todays approval.

**DEQ PO #17219 Slate River & Rock Island Creek Projects**

*#1. Approval: 3 Contracts; 3 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

## March 18, 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	<b>Willis River (Middle James River Roundtable) Applicants - (6 Contracts, 6 RB-1s)</b>				
	• 39-26-0183	RB-1, 1 System	\$ 225.00	50% CS Rate	
	• 39-26-0172	RB-1, 1 System	\$ 225.00	50% CS Rate	
	• 39-26-0204	RB-1, 1 System	\$ 225.00	50% CS Rate	
	• 39-26-0229	RB-1, 1 System	\$ 225.00	50% CS Rate	
	• 39-26-0253	RB-1, 1 System	\$ 225.00	50% CS Rate	
	• 39-26-0255	RB-1, 1 System	\$ 225.00	50% CS Rate	
					<b>\$1,350.00</b>
1-B	<b>Appomattox and James River Applicants- (3 Contract, 3 RB-1s)</b>				
	• 39-26-0187	1 RB-1, 1 System	\$ 225.00	50% CS Rate	
	• 39-26-0199	1 RB-1, 1 System	\$ 225.00	50% CS Rate	
	• 39-26-0220	1 RB-1, 1 System	\$ 225.00	50% CS Rate	
					<b>\$ 675.00</b>
	<b>Total LOCAL Request</b>		<b>\$2,025.00</b>		

2 Cancellations/ Add Back

- 

\$	-
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<b>Local Septic Program Funds</b>	
\$ 30,500.00	Funds as of 2/18/2026
<b>\$2,025.00</b>	Subtract: Approved today for Local Willis - \$1,350.00 Local - \$675.00
\$ -	2.) Cancellations and money reimbursed from Middle James Round Table
\$ 28,475.00	Remaining to allocate

**LOCAL - Residential Projects**

#1-A. Willis River Approval: 6 Contract, 6 RB-1s.

#1-B. Appomattox and James River Approval: 3 Contracts, 3 RB-1s.

#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

# March 18, 2026

## Cumberland Septic Grant- Funds held by NFWF

**73 Contracts Total = 89 Pumpouts, 1 RB-3 and 1 RB-4P (88 Systems)**

<u>Contract Number:</u>	<u>Septic Practice:</u>			
• 39-26-0176	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0177	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0178	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0179	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0180	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0181	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0182	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0184	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0185	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0186	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0188	RB-1, 1 System	\$	1,100.00	maximum cost-share 100% CS Rate
• 39-26-0189	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0190	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0191	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0192	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0193	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0195	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0196	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0197	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0198	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0200	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0201	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0202	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0203	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0205	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0206	2 RB-1s, 2 Systems	\$	1,100.00	maximum cost-share 100% CS Rate
• 39-26-0207	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0208	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0209	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0210	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0211	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0212	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0213	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0214	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0215	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0216	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0217	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0218	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0219	RB-4P, 1 System	\$	16,500.00	maximum cost-share 100% CS Rate
• 39-26-0221	RB-1 and RB-3, 1 System	\$	8,050.00	maximum cost-share 100% CS Rate
• 39-26-0222	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0223	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0224	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate



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• 39-26-0225	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0226	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0227	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0228	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0230	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0231	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0232	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0233	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0234	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0235	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0236	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0238	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0239	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0240	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0241	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0242	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0243	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0244	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0245	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0246	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0247	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0248	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0249	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0250	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0251	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0256	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0257	16 RB-1s, 16 Systems	\$	8,800.00	maximum cost-share 100% CS Rate
• 39-26-0258	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0259	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0260	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate

**Total Cumberland Grant Request:     \$ 72,950.00**

<u>Cumberland Septic Grant- BMP Construction Funds (Septic)</u>	
<u>BMP Septic Budget = \$845,500.00 October 1, 2025 - June 30, 2028     Awarded</u>	
<u>Amount= \$845,500.00</u>	
\$ 711,593.00	Funds as of 2/18/2026 Board Meeting
\$ 72,950.00	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 638,643.00	Remaining Budget to allocate
<b><u>Cumberland Septic Grant</u></b>	
<i>#1. Approval: 73 Contracts; 89 RB-1s, 1 RB-3 and 1 RB-4P.</i>	

## March 18, 2026

### Septic Practices at 100%:

Cap:

<u>RB-1- Septic Tank Pumpout</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

# Cody Smith

Peter Francisco SWCD Conservation Technician

March 18, 2026

## **Technical & Educational Assistance**

- Septic Program- Received 2 DEQ RB-1s; 9 Local RB-1s and 87 Cumberland grant RB-1s, 1 RB-3 and 1 RB-4.
  - Processed multiple payments for septic practices.
  - Created flyer for Cumberland septic grant.
    - (Working towards flyers for local and DEQ.)
- Multiple field visits, fence staking, fence measurements etc.
- Working on and completed multiple designs, conservation plans, estimates, drawings etc. for current and upcoming projects.
- Final inspections of completed practices, and reconciling of invoices and receipts for said projects.
- Completed cover crop inspections on February 19<sup>th</sup> and 20<sup>th</sup>.
  - Finished final approved amounts on March 12<sup>th</sup>.
- Submitted NFWF reimbursement request on March 17<sup>th</sup>.

## **Trainings and Meetings**

- Gave the VACDE update at Area V meeting in Halifax on March 4<sup>th</sup>.
- Tracking/ Mapping update and general assistance on March 6<sup>th</sup>.
- AMCI wireless meeting with Kelly and Brandy on March 9<sup>th</sup>.

## **Other/Upcoming:**

- Multiple upcoming farm visits.
- Finals inspection of completed projects.
- Education Committee meeting on March 31<sup>st</sup>.
- Earth day program for Buckingham Preschool on April 1<sup>st</sup>.
- MJRT meeting on April 7<sup>th</sup>. (in person or zoom TBD)

## **Annual Leave:**

- N/A

Charlotte Elaine Drake  
Conservation Education Coordinator  
March Report

**Programs**

- February 18<sup>th</sup> – Rocks and Minerals – CVCS
- February 23-24<sup>th</sup> – 4H Presentations – Buckingham Elementary School
- February 25<sup>th</sup> – Enviroscape – Cumberland Elementary
- February 26<sup>th</sup> – Soil Profiles – Cumberland Homeschool Group
- March 9-11<sup>th</sup> – 4H Presentations – Buckingham Elementary

**News & Information**

- February 26<sup>th</sup> Cumberland 4H partnered with PFSWCD to host a homeschool group to learn about soil. Robert E Lee SWCD came with the soil trailer and students go to walk through the trailer. They also created soil profiles, and made posters for the poster contest.
- Kelly and I met with the graves steering committee to start the planning for the classes that will be considered for Graves Mountain Training.
- March 4<sup>th</sup> PFSWCD staff attended the Area V meeting in South Boston
- Scholarship applications are due March 27<sup>th</sup>. Four applicants have applied so far.
- Our website traffic has increased by 253% this past month due to a Facebook post that was made about our septic program

**Upcoming Dates**

- March 26<sup>th</sup> – Envirothon Training at Longwood University
- April 1<sup>st</sup> – Earth day Arbor Day at Buckingham Preschool
- April 2<sup>nd</sup> – James River State Park with BCHS