

**PETER FRANCISCO SOIL AND WATER  
CONSERVATION DISTRICT**

***B.A.R.N. - Buckingham Agriculture Resource Network Facility,  
11851 W James Anderson Hwy, Buckingham***

Wednesday, December 17, 2025

**4:00 p.m. Board Meeting**

**5:00 p.m. – District Winter Social**

- I. Call to Order
- II. Adoption of the Agenda
- III. Approve Minutes
- IV. Treasurer's Report
- V. Reports
  - 1. Agriculture Cost-share
  - 2. Residential
  - 3. Conservation District Coordinator – D. Collins
- VI. Old Business
  - 1. DEQ P017219 Grant Approval
- VII. New Business
  - 1. Audit summary
- VIII. Public Comment

**PETER FRANCISCO**  
**SOIL AND WATER CONSERVATION DISTRICT**  
4:00 P.M. MONTHLY BOARD MEETING  
B.A.R.N

**Final**

December 17, 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  
Jesse Hudgins

**Others**

Denney Collins – DCR  
Harlee Craddock – DOF

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

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

M. Todd Smith, Chair, called the meeting to order at 4:07 p.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 Dunn, second by Taylor to accept the 11/19/25 minutes. Motion carried.*

**IV. TREASURER'S REPORT**

***Motion:*** *M. Todd Smith, Chair, recommends the treasurer's report dated 11/30/25 be filed for audit.*

\*Brandy discussed a lost check to Buckingham County High School for classroom conservation grant supplies. Check was written 10/03/25. Board advised to stop payment and issue a new check.

**V. REPORTS**

1. **Agriculture Cost-Share Report** - 12/17/25 – Report on file.

The following was shared for Board approval.

• **Agriculture Committee Minutes 11/19/25 for Review**

Kelly shared the agriculture committee minutes from the 11/19/25 committee meeting.

***Motion:*** *by Dunn, second by McRae-Jones to approve the 11/19/25 agriculture minutes. Motion carried.*

• **VACS Cost-Share and Tax Credit Applications**

***Motion:*** *by Dunn, second by McRae-Jones to approve the listed cost-share contracts. Motion carried.*

• **Authority to approve Tax Credits and Cost-share needed for end of year**

***Motion:*** *by Dunn, second by Taylor to give Chairman authority to approve tax credits and cost-share for end of year as needed. Motion carried.*

• **Watershed Dam Repair: Willis River #3 entrance road**

Homeowner wants to fix entrance road to dam. Board discussed using our contractor and covering the cost rather than have the homeowner involved. Kelly is to draft a letter to homeowner explaining Board's decision.

***Motion:*** *by Dunn, second by McRae-Jones to have Peter Francisco SWCD oversee and cover the cost of the entrance road repair to Willis River #3. Motion carried.*

• **Watershed Dam Repair: Willis River #9 beaver debris removal**

***Motion:*** *by Dunn, second by Taylor to do more research on how to resolve the beaver debris issue. Motion carried.*

- Internship Discussion  
A Cumberland County high schooler is interested in doing an internship with Peter Francisco SWCD. Board advised Kelly to get more information from high schooler such as a preferred timeframe and time commitment.
- 2. Residential Report - 12/17/25 – Report on file.  
The following was shared for Board approval.
  - DEQ PO17219 -Slate River & Rock Island Creek TMDL Report 12/17/25 – Report on file.  
*Motion: by Dunn, second by Teeple to approve #1. Two (2) RB-1 routine pump-outs. Motion carried.*
  - Motion: by Dunn, second by Teeple to approve the DEQ P017219 Grant that was accepted and signed by Cody Smith. Motion carried.
  - Local Septic Grant – Peter Francisco SWCD Report 12/17/25 – Report on file.  
*Motion: by Dunn, second by Teeple to approve #I-A & #I-B. Two (2) Willis River RB-1 routine pump-outs. One (1) Appomattox/James River RB-1 routine pump-out. Motion carried.*
  - Cumberland Septic Grant – Funds held by NFWF Report 12/17/25 – Report on file.  
*Motion: by Dunn, second by Teeple to approve #1. Fourteen (14) RB-1 routine pump-outs. Four (4) RB-3M simple non-permitted repairs. Motion carried.*
- 3. Conservation District Coordinator – Denney Collins: Report on file. Added that Blair Gordon will send out a 2026 Remote Dam Monitoring Data Plan Renewal Disbursement Letter soon.

**VI. OLD BUSINESS**

1. DEQ P017219 Grant Approval – Discussed and motion made during Cody's residential report.

**VII. NEW BUSINESS**

1. Audit Summary – Exit Notes on file. Kelly went over Audit summary exit notes with the Board. This audit covered two years ending June 30, 2025. Denney added that an official report summary will be provided at a later date.

**VIII. PUBLIC COMMENT – None**

The next board meeting will be held on Wednesday, January 21st, 2026 at 9:00 a.m. in the Conference Room of the USDA Service Center, Sprouse's Corner.

*Motion: by Taylor, second by Dunn to adjourn the meeting at 4:46 p.m. Motion carried.*

**Final Minutes - Signature on File**

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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	

<b>VACS Program Funding (actual shown in tracking)</b>	
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.

**Agriculture Report**  
**December 17, 2025**

1.) Review of Minutes from Agriculture Committee meeting November 19, 2025

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

<u>Contract</u>	<u>Practice</u>	<u>Cost-share</u>	<u>Tax-Credit</u>
• 39-25-0150	SL6W		\$606.00
• 39-26-0095 instance 732814	SL8B	\$40,000.00	
• 39-26-0094 instance 732815	SL8B	\$45,000.00	
• 39-26-0094 instance 732816	SL8H	\$3,200.00	
• 39-26-0084 instance 731307	SL8B	\$56,787.00	
• 39-26-0084 instance 731306	NM1A	\$1,135.74	
• 39-26-0096	SL8B	\$24,200.00	
• 39-26-0114 instance 732904	SL8B	\$11,065.00	
• 39-26-0114 instance 732905	NM1A	\$1,136.00	
• 39-26-0083 instance 731304	SL8B	\$39,363.70	
• 39-26-0083 instance 731305	NM1A	\$1,006.44	
• 39-26-0093 instance 732902	CCICNT	\$11,475.00	
• 39-26-0093 instance 732899	SL8B	\$29,540.00	
• 39-26-0093 instance 732900	SL8H	\$740.00	
39-26-0093 instance 732903	NM1A	\$918.00	
• 39-26-0113 instance 732813	CCI-SL6W	\$5,181.25	
• 39-26-0113 instance 732812	CCI-SL6W	\$15,283.75	
• 39-26-0112 instance	CCI-WP4	\$6,275.00	
• 39-26-0112 instance 732811	CCI-WP4C	\$500.00	

3.) Motion: Give authority to Chairman to approve any tax credit needs between now and end of the year

4.) Discussion: Watershed dam repair: Willis River #3 entrance road

5.) Discussion: Watershed dam repair: Willis River #9 beaver debris removal

6.) Discussion: Internship request

<b>VACS Program Funding (actual shown in tracking)</b>	
PY2026 Allocation Total	\$3,134,682.00
Total Requested/Approved this month	\$292,806.88
Total Allocation Approved to Date (amount from tracking)	\$972,361.13
Remaining Allocation	\$2,775,454.04
Total Obligated (approved + under paid amounts)	\$970,606.13
Total allocation approved	31%

# December 17, 2025

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

*(2 Contract Total = 2 Pumpouts, 2 RB-1s)*

### 1 DEQ Septic Pump-out

- 39-26-0102 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate
- 39-26-0105 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate

**Total DEQ Pump-Out Request \$ 450.00**

### 2 DEQ- Other Considerations- N/A

- N/A

\$ -

### DEQ PO17219 - BMP Construction Funds (Septic) 7/1/22 - 6/30/2027

BMP Septic Budget = \$59,486.08 + Mod 1 \$47,113.92 = \$106,600.00

\$ 4,375.00	Funds as of 10/29/2025 (PFSWCD FUNDING UNTIL NEW FUNDS ALLOCATED).
\$ 450.00	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 3,925.00	Remaining DEQ to allocate of PAST conditional approval and todays approval.

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

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

#2.N/A

### Septic Practices at 50%:

Cap:

<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

## December 17, 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      Willis River (Middle James River Roundtable) Applicants - (2 Contracts, 2 RB-1s)**

• 39-26-0115	RB-1, 1 System	\$ 225.00	50% CS Rate
• 39-26-0116	RB-1, 1 System	\$ 225.00	50% CS rate

**\$450.00**

**1-B      Appomattox and James River Applicants- (1 Contract, 1 RB-1)**

• 39-26-0117	RB-1, 1 System	\$ 225.00	50% CS rate
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**\$ 225.00**

**Total LOCAL Request**

**\$675.00**

**2      Cancellations/ Add Back**

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\$	-
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**Local Septic Program Funds**

\$ 33,875.00	Funds as of 11/19/2025
\$675.00	Subtract: Approved today for Local
\$ -	2.) Cancellations and money reimbursed from Middle James Round Table
\$ 33,200.00	Remaining to allocate

**LOCAL - Residential Projects**

#1-A. *Willis River Approval: 2 Contracts, 2 RB-1s.*

#1-B. *Appomattox and James River Approval: 1 Contract, 1 RB-1.*

#2. *Cancellations- 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**

# December 17, 2025

## Cumberland Septic Grant- Funds held by NFWF

**14 Contract Total = 14 Pumpouts, 4 RB-3Ms (15 Systems)**

1	Contract Number:	Septic Practice:				
	• 39-26-0064	RB-3M, 1 System	\$	487.00	maximum cost-share 100% CS Rate	
	• 39-26-0100	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0101	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0103	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0104	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0106	RB-1 and RB-3M; 1 System	\$	7,050.00	maximum cost-share 100% CS Rate	
	• 39-26-0107	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0108	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0109	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0110	RB-1, 1 Systems	\$	1,650.00	maximum cost-share 100% CS Rate	
<u>**</u>	• 39-26-0111	2 RB-1s, 2 RB-3Ms; 2 Systems	\$	16,100.00	maximum cost-share 100% CS Rate	
	• 39-26-0118	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0119	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	
	• 39-26-0120	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate	

**Total Cumberland Grant Request:** \$ 30,787.00

<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>		
\$ 769,850.00	Funds as of 11/19/2025	
\$ 30,787.00	Subtract - Approved today for DEQ	
\$ -	Add back to Budget - Cancelled Practice(s)	
\$ 739,063.00	Remaining Budget to allocate	

### Cumberland Septic Grant

#1. Approval: 14 Contracts; 14 RB-1s, 4 RB-3Ms

#2. N/A

<u>Septic Practices at 100%:</u>	<u>Cap:</u>
<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

## **ADMINISTRATION & OPERATIONS**

- **Quarterly Reports:** due Jan 15; Attachment E, cash balance and Profit & Loss reports.
- **SWCD Election of Officers, 2026 Calendar Year Meeting Dates & Times, Committee Appointments:** These tasks typically occur annually in December or January. Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2026 Calendar Year regular board meeting date and time. Send updates to the VASWCD, assigned CDC, and other partners. Committee appointments generally occur in January/February and are typically made by the Board Chair.
- **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.

## **COST SHARE AND TECHNICAL ASSISTANCE**

- **Delegated Authority:** Districts with early December meetings will benefit from delegating authority to the Chair and/or the Ag/TRC committee to handle late December approvals of eligible tax credits, cost share & increases particularly those pertaining to Ag BMP Tax Credits and CCI payments.
- **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.
- **Conservation Plan Mid-Year Reviews:** are underway of a plan that has been approved by the district board (or if none approved, one that is in development) to provide feedback, pointers, suggestions etc. to assist planners in reaching the end of year reviews with an A for the grant deliverable.
- **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. 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. There also must be an approved complete Conservation Plan in place to receive Tax Credit.
- **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.
- **CAS Help Desk:** CAS-related issues & help requests are now to be sent to a new DSWC CAS Help Desk email at [dswc-cas-help@dcr.virginia.gov](mailto:dswc-cas-help@dcr.virginia.gov). Data Services will be reviewing all incoming emails and prioritizing requests accordingly. You can send requests to unlock contracts directly to your CDC.

## **DATES TO REMEMBER**

### **DECEMBER**

Dec 7-9 – VASWCD Annual Meeting, Williamsburg  
 Dec 10 – VSWCB Meeting, Williamsburg  
 Dec 15 – IT Security Awareness Training deadline  
 Dec 24 – State Holiday, ½ day office closed  
 Dec 25-26 – State Holiday, offices closed

### **JANUARY**

Jan 1 – State Holiday, offices closed  
 Jan 15 – Quarterly Reports due  
 Jan 29 – CP Training Webinar: VA BMPs and CS

*Sent electronically to SWCD offices: 12/4/2025*