

**PETER FRANCISCO SOIL AND WATER
CONSERVATION DISTRICT**

at the USDA Service Center, Sprouses Corner,

Wednesday, September 17, 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 – September 17, 2025
 2. Policy Manual Review – September 8, 2025
- VI. Report of Cooperating Agencies
 1. NRCS
 2. VCE
 3. VDOF
- VII. District Reports
 1. Chairman – T. Smith
 2. 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 Residential Report
 7. Conservation Education Coordinator – C. Drake
- VIII. Old Business
 1. Review/Approve Annual Report FY24-25
 2. Approve Strategic Plan FY26-29
 3. Amended Attachment D
- IX. New Business
 1. Extension Leadership Council Representative (2026-2027)
 2. FY25 Grant Admin Ops & CS-TA Grant Assessments
 3. National Fish and Wildlife Foundation Septic Grant Agreement
 4. Annual Conference Discussion (December 7th-10th)
 5. September/October 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

September 17, 2025

I. CALL TO ORDER

Directors Attending:

M. Todd Smith
Donna McRae-Jones (Arrived 9:19)
Barbara Teeple
Kevin Dunn
Amber A. Taylor (Left 11:41)

PFSWCD Staff

Brandy Maxey
Kelly Snoddy
Cody Smith

Others

Denney Collins – DCR

Vertia Mae Jamerson, Associate
Jennifer Ligon, Associate
Ruth Wallace, Associate

Linda Eanes, Associate

Not in Attendance: Director(s): Terry Seal; Associate(s): H. Gwynn Tyler, Treasurer; Staff: Charli Drake, Jesse Hudgins

M. Todd Smith, Chair, called the meeting to order at 9:08 a.m. with a quorum.

II. ADOPTION OF AGENDA

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

III. MINUTES

Motion: *by Dunn, second by Taylor to accept the 08/13/25 minutes. Motion carried.*

IV. TREASURER'S REPORT

Motion: *M. Todd Smith, Chair, recommends the treasurer's report dated 08/31/25 be filed for audit.*

V. COMMITTEE REPORTS/MINUTES

1. **Agriculture Committee Report**– 09/17/25 – Report/Minutes on file.

Kelly shared the Agriculture Committee Report.

- VACS Cost-share & Tax Credit applications for review/approval – listed in report.
- Updates to previously approved/carried over PY25 contracts – listed in report.
- Review/Approve Transfer of Responsibility Form for SL6W, Contract 39-25-0112

Motion from Committee: *K. Snoddy read the Agriculture Committee's Recommendations and the Board approved. Motion carried. M. Todd Smith abstained from voting. Kevin Dunn carried the motion.*

2. **Policy Manual Review Committee Report** - 09/08/25

Amber shared the Policy Manual Review Report verbally.

- Sections 4-5 were reviewed. Forms in the appendix were updated.
- Policy Manual report will be presented at October Board Meeting.

VI. REPORTS OF COOPERATING AGENCIES

1. **NRCS**: David Harris – Report on file.

2. **VCE**:

- Ruth Wallace – Headwaters Camp at Camp Accovac was a success with 3 Cumberland youth and 14 Buckingham youth attending.
- Amber Taylor – Report on file.

- Jennifer Ligon - Heifer Take-in is coming up on Friday. Pennsylvania cow-calf producers trip is October 11th-12th. Beef Emergency Response Trainer on October 21st-23rd. Ag Law Conference in WV is on October 29th. Jennifer had an article published in Progressive Cattle.
 - Linda Eanes – She is getting Cumberland 6th graders ready for their upcoming spring field trips.
3. VDOF: Kelly shared that Tom Snoddy is no longer our local forester. Harlee Craddock will continue to keep us updated on VDOF news.

VII. REPORTS

1. Directors:
 - Todd Smith read the Disbursement letter from DCR dated 08/29/25 regarding FY26 1st Quarter Cost-Share. He came into the office during the last month to sign paperwork.
 - Donna stated that our Buckingham Active Seniors presentation on September 9th with Kelly, Brandy, and Cody was well received. Curdsville Community Center is now interested in a presentation.
 - Kevin, Area V Chairman, reminded everyone about the VASWCD Quarterly Board Meeting on October 1st. Kevin, Kelly, and Donna will be attending.
2. Operations Manager – Brandy Maxey: Report on file. Brandy highlighted that she and Kelly were sitting in on virtual VASWCD Education and Envirothon Committees to stay informed while Charli is out. Brandy and Ruth reviewed and submitted the CB Restoration Grant Application on September 12th.
3. District Manager/Sr. Conservation Specialist – Kelly Snoddy: Report on file. Kelly emphasized our partnership with CRC and 4-H to have a Rain Barrel Workshop on September 19th. PFSWCD is hosting the DCR Conservation Planning Training on October 21st-23rd.
 - Kelly also provided a report from her NCDEA Mid-Year Meeting in Spokane, WA. She brought up a marketing strategy that other districts are implementing where they partner with coffee shops, wineries, etc. in their community and have them create themed beverages with their logo. Discussion was entertained and stored for future reference.
4. Conservation District Coordinator – Denney Collins: Report on file. Reminder that an Ag Outreach Event needs to be scheduled per FY26 Admin/Ops Grant Deliverable. Kelly stated we are planning for November 13th at the BARN.
5. Conservation Technician – Cody Smith: Report on file.

Residential Report – 09/17/25 – Report on file.

The following was shared for Board approval.

- DEQ PO17219 -Slate River & Rock Island Creek TMDL Report 09/17/25 – Report on file.
Motion: by Dunn, second by Temple to approve #1. Six (6) RB-1 routine pump-outs. Motion carried.
Motion: by Taylor, second by McRae-Jones to accept the FY26 Residential Septic Guidelines Grant Agreement with DEQ. Motion carried.
- Local Septic Grant – Peter Francisco SWCD Report 09/17/25 – Report on file.
Motion: by Dunn, second by McRae-Jones to approve #1-A & #1-B. Four (4) Willis River RB-1 routine pump-outs. Five (5) Appomattox/James River RB-1 routine pump-outs. One (1) Appomattox/James River RB-3M simple non-permitted repair over 50%. Motion carried.

VIII. OLD BUSINESS

1. Annual Report – Staff brought the FY24-25 Annual Report back to the Board for approval. All edits discussed during the previous Board Meeting were made.
Motion: by McRae-Jones, second by Teeple to approve the FY24-25 Annual Report. Motion carried.
2. Strategic Plan – Staff brought the 2026-2029 Strategic Plan back to the Board for approval. All edits discussed during previous Board Meeting were made.
Motion: by McRae-Jones, second by Taylor to approve the 2026-2029 Strategic Plan. Motion carried.
3. Attachment D – Kelly informed the Board of amendments to our Attachment D. The Attachment D review committee suggested we make some changes to our Attachment D and resubmit by October 15th. A suggestion included increasing Operational Base Funds to reflect Kelly's time spent on Admin/Ops due to her new role as District Manager/Sr. Conservation Specialist. Another suggestion was to reevaluate time spent on Dam Repair

and Rehabilitation Projects. We were advised to add more information to the notes section for justification. Chairman will sign once changes are made and Attachment D will be resubmitted.

IX. NEW BUSINESS

1. Extension Leadership Council Representative (2026-2027) – Ruth & Jennifer asked that a representative from PFSWCD be appointed to the Extension Leadership Council. Sherry Ragland previously held that role.
Motion: by Dunn, second by Teeple to appoint Brandy Maxey to represent PFSWCD on the Extension Leadership Council. Motion carried.
2. FY25 Grant Admin Ops & CS-TA Grant Assessments – Denney gave an overview of our grant assessments. We received all As on our Admin Ops Grant and all As and one B on our Cost Share-Technical Assistance Grant. The Board reviewed the assessments.
3. National Fish and Wildlife Foundation Septic Grant Agreement – Cody brought before the Board the NFWF Project Funding Agreement for the Cumberland County Septic Program. This grant agreement will offer 100% reimbursement on septic pump-outs, repairs, and replacements in Cumberland County from 07/01/25 to 06/30/28. The Grant will also cover personnel, travel, equipment, and supply costs associated with this program.
Motion: by Dunn, second by McRae-Jones to accept the National Fish and Wildlife Foundation Septic Grant Agreement for the Cumberland County Septic Program. Motion carried.
4. Annual Conference Discussion (December 7th-10th) – Brandy passed out 2025 Annual Meeting Registration forms. She asked they be returned to her before the October 24th early bird registration deadline. Hotel reservations for the Doubletree-Williamsburg will need to be booked within the next week. Discussion was had about the \$50 Busch Gardens Christmas Town Ticket add-on. The Board all agreed to cover the cost of the ticket for those who wish to attend.
5. September/October 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, October 29th, 2025 at 9:00 a.m. at the Virginia Cooperative Extension Center, 54 Administration Ln.

Motion: by Dunn, second by Teeple to adjourn the meeting at 11:58 a.m. Motion carried.

Final Minutes - Signature on File

M. Todd Smith, Chair

Brandy M. Maxey, Operations Manager

Agriculture Committee Minutes

September 17, 2025

Time Meeting Began: 8:38a.m.

Time Meeting Adjourned: 8:57 a.m.

Attendance: Todd Smith, Kevin Dunn, Jennifer Ligon

Not in Attendance: Terry Seal, Amber Taylor

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

1.) Review of Minutes from Agriculture Committee meeting August 13, 2025

2.) Conservation Plans for review/approval

- None

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>
• 39-26-0035 instance 715560	SL8B	\$25,325.00	
• 39-26-0035 instance 715559	NM5N	\$1,600.00	
• 39-26-0036 instance 715583	SL8B	\$2,105.00	
• 39-26-0036 instance 71584	SL8H	\$1,342.20	
• 39-26-0036 instance 715585	NM5P	\$705.28	

4.)

• 39-26-0034 instance 715429	SL8B	\$11,032.50	
• 39-26-0034 instance 715432	SL8H	\$570.00	
• 39-26-0034 instance 715434	NM1A	\$368.64	

5.) Updates to previously approved/carried over PY25 contracts

39-25-0054 instance 658383		\$680.00	
• <i>additional cost-share due to change in pipeline</i>	SL6W		\$1,876.88
39-25-0235		\$6,213.87	
<i>additional cost-share due to change in contract life -</i>			
• <i>miscommunication with planner</i>	SL6W		

6.) Review/Approve: Transfer of Responsibility Form for SL6W, Contract 39-25-0112

7.) Request Board to grant Ag committee authority to approve contracts between now and October board meeting

Agriculture Committee Minutes
September 17, 2025

VACS Program Funding (actual shown in tracking)	
PY2026 Allocation Total	\$3,134,682.00
Total Requested/Approved this month	\$43,048.62
Total Allocation Approved to Date (amount from tracking)	\$32,123.52
Remaining Allocation	\$3,132,857.00
Total Obligated (approved + under paid amounts)	\$32,123.52
Total allocation approved	1%
PY2025 carryover obligated	\$1,007,551.83
PY2025 carryover returned/available	\$29,017.36
PY2025 carryover available after above approvals	\$22,123.49

Ag. Committee Recommendations/Discussion Summary:

- 1.) Motion by Dunn, Second by Ligon to approve minutes as presented. Motion carried.
 - 3.) Motion by Dunn, Second by Ligon to approve cost-share applications. Motion carried.
 - 4.) Motion by Ligon, Second by Dunn to approve cost-share applications. T. Smith abstained. T. Smith left room at 8:42a.m. during discussion and returned at 8:43am.m after. Motion carried.
 - 5.) Motion by Dunn, Second by Ligon to approve updates as listed. Motion carried.
 - 6.) Motion by Ligon, Second by Dunn to approve Transfer of Responsibility form and submit to DCR. Motion carried.
- Motion by Ligon, Secon by Dunn to adjourn at 8:57a.m.. Motion carried.

Signature on File

M. Todd Smith, Committee Chair

September 2025 - Monthly NRCS Activity Report

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

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.
- The FY25 CSP-IRA applications that were previously pre-approved for funding this fiscal year, were withdrawn, ranked under the CSP Classic fund pool and submitted for evaluation on March 28, 2025. I was advised by the VA NRCS ASTC-Programs that the 18 pre-approved CSP-IRA applications would have funding held back in the CSP Classic fund pool to fund the 18 applications under CSP Classic.
- **We have finally heard from the State Office on these and they have ALL been funded using Fiscal Year 2022 "prior year" funding. This results in ~\$1.9 million dollars for Buckingham and Cumberland forestry CSP contracts!**
- All 18 of these CSP NIPF 2025 applications have now been obligated and are under contract.
- We have completed all EQIP 2025 contract obligations with high tunnel and CPA 106 Forest Management Plan applications that were approved.

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 will have DOF complete the field inspections on those. One of them is a CP21 Fileter 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.



Submitted By: DAVID B. HARRIS
District Conservationist

Date: September 17, 2025

Brandy M. Maxey
Operations Manager
September 17, 2025

	Amount Outstanding as of 07/31/25	Billed	Received	Est Amount Outstanding as of 8/31/25
Buckingham Drill	\$1,421.56	\$150.00	\$0	\$1,571.56
Cumberland Drill	\$157.95	\$0	\$157.95	\$0

Information

- August/September
 - Worked on updating Strategic Plan, Annual Report, CB Restoration Grant Application, & Attachment D
 - Paid office invoices & generated Residential Septic, VACS, and travel reimbursement checks
 - Mailed out drill invoices
 - Bank Statements reconciled
 - Worked on payroll, VRS, VOYA & Anthem tasks
 - Compiled board meeting minutes and reports for upcoming meetings & sent out previous board meeting minutes to partnering agencies & local government officials
 - Assisted landowners on residential application and/or questions
- August 19th-21st – Attended VACDE Staff Training at Graves Mountain Lodge
 - Agronomy 101, Record Retention & Building Files, Board Relations Panel, Tree ID Hike, & Beyond 2025: CB Progress in the Ag Sector
- September 5th – Attended 2025 Middle James Roundtable Annual Conference in Richmond
- September 8th – Policy Manual Review Committee Meeting
- September 9th – VASWCD Admin/Ops Committee Meeting (Virtual)
- September 9th – Buckingham Active Seniors Presentation
- September 10th – VASWCD Education Committee & Envirothon Steering Committee (Virtual)
- September 12th – Submitted the FY26-27 CB Restoration Grant Application

Upcoming Dates of Interest/Holidays

- September 25th – Dam Safety Work Group & Tour (Augusta)
- October 1st – VASWCD Quarterly Board Meeting (Richmond)
- October 13th – Holiday
- October 15th – Quarterly Reports Due

KELLY JONES SNODDY
DISTRICT MANAGER/SR. CONSERVATION SPECIALIST
SEPTEMBER 17, 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 PY25 – TBD by 9/30/25 - 29
 - EOY PY26 – TBD by 9/30/26 – 20
 - EOY PY27 – TBD by 9/30/27 - 29
 - CY25 Random Verifications – planned after 9/17 Board meeting with DCR- 7

EDUCATION & PUBLIC RELATIONS

- Rain Barrel Workshop, partnering with CRC and 4H – 9/19

E&S AND SWM PROGRAMS

- Cumberland: updates on White Level Estates (previously approved)
- Cumberland: Cedar Hollow Subdivision Development Plans
- Cumberland: Levi Swarey Poultry Barn Plans
- Cumberland: Green Ridge Recycling – consultation with county

TRAININGS & MEETINGS

- NCDEA Board monthly meeting – every 3rd Tuesday
- NCDEA Mid-year meeting (WA) – 8/25-29 (Report attached)
- Middle James Round Table meeting – 9/5
- Ad Hoc Policy Committee meeting – 9/8
- Buckingham Active Seniors presentation – 9/9
- District TA Allocation Methodology discussion meeting – 9/18
- VASWCD Quarterly Board meeting – 10/1
- DCR Conservation Planning Training (PF to host) – 10/21-23

WATERSHED DAMS

- Dam Safety Work Group Meeting – 9/25
- PE inspections to be schedule this fall with DCR - TBD

UPCOMING HOLIDAYS/OFFICE CLOSURE/LEAVE

- Out of office/leave – 10/10
- Office Holiday/closed – 10/13

Kelly Jones Snoddy

Report on attendance at NCDEA Mid-Year Meeting

- August 25-29, 2025 attended the National Conservation District Employees Association Mid-year meeting and Professional Development Training, held in Spokane, WA
- Other Southeast representatives:
 - Kayleigh Evans, Kentucky, SECDEA Past President and NCDEA Secretary
 - Penny Warwick, Kentucky, KACDE President
- As Southeast Region Director, part of my responsibilities on the NCDEA Board is to bring the needs of the southeast region to the national board. During the meeting we handled general Board business, strategic planning updates and needs, offered and attended a regional professional development training, and attended a tour with the Spokane SWCD. I was appointed the Chair of the Nominating Committee for this next executive officer election round.

Future dates of importance for NCDEA:

- NACD Annual meeting – February 13-19, 2026 – San Antonio, TX
- 2026 NCDEA Mid-Year Planning Meeting – August 31-September 4, 2026 – to be hosted by the Southeast Region



ADMINISTRATION & OPERATIONS

- **FY25 Assessments:** will be presented at September Board Meetings
- **FY26 1st Quarter Cost Share:** disbursement letters were sent on Aug 29
- **1st Quarter Reports:** are due Oct 15. Attachment E, QuickBooks cash balance sheet and P&L for the quarter.
- **Virtual Grant Training: Developing a Budget:** will be hosted on Oct 7 from 9-11am. This session builds on the training efforts held in June at Randolph Macon though it is still beneficial for those joining in for the first time. This is Part #2 of a series of grant training sponsored by the Association. Part #3 will be held at the annual meeting and focus on grant language and key components to ensure grant competitiveness. Register for the zoom at <https://us02web.zoom.us/meeting/register/cGZtYoFrSJK9kMQGoclWww>

COST SHARE AND TECHNICAL ASSISTANCE

- **District TA Allocation Methodology Discussion** September 18 at 1pm -The VASWCD will be convening a virtual discussion around the issue of Technical Assistance and is seeking input and feedback about current allocation methodologies and models. SWCD Directors and staff are welcome to attend and districts from across the Commonwealth are encouraged to participate to share insights. The VASWCD is facilitating this dialogue to inform continued advocacy on behalf of SWCDs. Register for the zoom at <https://us02web.zoom.us/meeting/register/zaJWcNcARWOIk7hH3H-OLg>
- **Clean Water Farm Award:** nominations for Local and Grand Basin awards are due Oct 1st. CWFA forms can be found on the DCR website. Plan to obtain all signatures and approvals no later than September board meetings as no applications will be accepted after Oct 1. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) Basin Nominations require a nomination cover sheet, a 1–2-page summary, 6 or more photos, one preferably with the nominee & their farm entrance sign.
- **BMP Verifications:**
 - **CY25 Random Verifications:** must be completed by Oct 31.
 - **End of Lifespan (EOL) BMP Verifications:** for 2025, 2026, & 2027 are loaded into CAS. 2025 Verifications must be completed by Sept 30 at a \$200 rate. Any '26 and '27 verifications completed by Sept 30 receive \$250.
- **Complete Conservation Plans:** must be approved prior to BMP approval, no matter when the plan was started it needs to be updated and completed prior to new BMP approvals. Complete plan includes all maps, attachments, signatures and CAS information (Objective, Summary, etc).
- **Dates for Obligations Data Pull and Disbursement letters:**
 - Pull obligations Nov. 1, letters Nov. 14
 - Pull obligations Feb. 1, letters Feb. 12
 - Pull obligations May 1, letters May 11
 - Pull obligations June 1, letters June 8
- **Additional Allocation for OCB:** please continue to enter contracts into tracking above and beyond allocation to show funding need for potential reallocation process later this year.
- **Ag Outreach Event to Fulfill FY26 Admin/Ops Grant Agreement Deliverable:**
#10. The District hosted at least one agricultural community outreach event during the year that met the following: Marketed through at least one venue that is directed towards producers with small farms or producers considered socially disadvantaged. Included an introduction of District programs, staff and directors; and Included a discussion featuring local agricultural producers that utilized the VACS Program. Provided notice to partners, including the Virginia State University Small Farm Outreach Program, of the event and provided an opportunity to partners to participate in the agenda

DATES TO REMEMBER

SEPTEMBER

Sept 15 & 16 – VASWCB Meeting and Farm Tour, Abington
Sept 18 – District TA Allocation Methodology Webinar, 1pm
Sept 25 – Basic Ag Training
Sept 25 – In Person Dam Workgroup Meeting
Sept 30 – Deadline for End of Lifespan Verifications

OCTOBER

Oct 1 – CWFA Local and Basin due to DCR
Oct 1 – VASWCD Qrtly Meeting, Drury Hotel Richmond
Oct 7 – Virtual Grant Training: Developing a Budget 9am
Oct 9 – 16 Denney on Leave
Oct 13 – State Holiday, offices closed
Oct 15-16 – VA Resource Training, Online
Oct 21- 23 DCR Final CP Course

NOVEMBER

Nov 4 – State Holiday, offices closed
Nov 11 – State Holiday, offices closed
Nov 26, 27 & 28 – State Holidays, offices closed

DECEMBER

Dec 7-9 – VASWCD Annual Meeting, Williamsburg
Dec 10 – VSWCB Meeting, Williamsburg

Sent electronically to SWCD offices: 9/4/2025

Cody Smith

Peter Francisco SWCD Conservation Technician

September 17, 2025

Technical & Educational Assistance

- Septic Program- Received 6 DEQ RB-1s; 8 Local RB-1s, 1 RB-3M.
 - Processed multiple payments for multiple RB-1's.
- 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.
- August 14th- EJAA Review with Amanda
- September 17th- Spot Checks

Trainings and Meetings

- September 5th- Middle James Roundtable meeting in Richmond.
- September 9th- Peter Francisco history presentation with Buckingham Seniors.

Other/Upcoming:

- Multiple Upcoming Farm visits.
- Final inspection of completed projects.
- Continuation of spot checks.
- Continuation of Dam inspections- TBD
- September 25th- National Heritage Training/ Dam Safety Meeting/ Pasture Condition Score training.
- September 29th to October 2nd- Engineering ICE training.

Annual Leave:

- N/A

September 17, 2025

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

(6 Contract Total = 6 Pumpouts, 6 RB-1s)

1 DEQ Septic Pump-out

• 39-26-0033	RB-1, 1 System	\$	225.00	maximum cost-share 50% CS Rate
• 39-26-0037	RB-1, 1 System	\$	225.00	maximum cost-share 50% CS Rate
• 39-26-0038	RB-1, 1 System	\$	225.00	maximum cost-share 50% CS Rate
• 39-26-0042	RB-1, 1 System	\$	225.00	maximum cost-share 50% CS Rate
• 39-26-0045	RB-1, 1 System	\$	225.00	maximum cost-share 50% CS Rate
• 39-26-0047	RB-1, 1 System	\$	225.00	maximum cost-share 50% CS Rate

Total DEQ Pump-Out Request **\$ 1,350.00**

2 DEQ- Other Considerations- N/A

- N/A

\$ -

<u>DEQ PO17219 - BMP Construction Funds (Septic) 7/1/22 - 6/30/2025</u>	
BMP Septic Budget = \$59,486.08 + Mod 1 \$47,113.92 = \$106,600.00	
\$ 7,750.00	Funds as of 8/13/2025 (PFSWCD FUNDING UNTIL NEW FUNDS ALLOCATED).
\$ 1,350.00	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 6,400.00	Remaining DEQ to allocate of PAST conditional approval and today's approval.

DEQ PO #17219 Slate River & Rock Island Creek Projects

#1. Approval: 6 Contracts; 6 RB-1s.

#2. N/A

Semptember 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	<u>Willis River (Middle James River Roundtable) Applicants - (4 Contracts, 4 RB-1s)</u>			
	• 39-26-0030	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0039	RB-1, 1 System	\$ 225.00	50% CS rate
	• 39-26-0040	RB-1, 1 System	\$ 225.00	50% CS rate
	• 39-26-0041	RB-1, 1 System	\$ 225.00	50% CS rate

\$900.00

1-B	<u>Appomattox and James River Applicants- (4 Contracts, 5 RB-1s and 1 RB-3M)</u>			
	• 39-26-0029	RB-3M, 1 System	\$ 3,250.00	50% CS Rate
	• 39-26-0031	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0032	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0044	RB-1, 3 Systems	\$ 675.00	50% CS rate

\$ 4,375.00

Total **LOCAL** Request

\$5,275.00

2 Cancellations/ Add Back

•

\$ -

<u>Local Septic Program Funds</u>	
\$ 41,850.00	Funds as of 8/13/2025
\$5,275.00	Subtract: Approved today for Local
\$ -	2.) Cancellations and money reimbursed from Middle James Round Table
\$ 36,575.00	Remaining to allocate

LOCAL - Residential Projects

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

#1-B. Appomattox and James River Approval: 4 Contracts, 5 RB-1s and 1 RB-3M.

#2. Cancellations- N/A

Assessment of SWCD Compliance with the FY 25 Cost-Share and Technical Assistance Grant Agreement

503CSTA-25-33 Grant Agreement for the period 7/01/24 thru 6/30/25 for

Peter Francisco

Soil & Water Conservation District.

Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and technical delivery of the Virginia Agricultural Best Management Practices Cost-Share Program as prescribed in Section 10.1-546.1 of the Code of Virginia and addressing the Commonwealth's conservation and water quality needs.

By acceptance of funds the district agreed to the deliverables listed below. The Conservation District Coordinator, in conjunction with DCR Division of Soil and Water Conservation program managers and coordinators, have assessed the District's fulfillment of the deliverables

<i>Activity:</i>	<i>Fully Satisfied</i>	<i>Partially Fulfilled</i>	<i>Did Not Fulfill</i>	<i>Notes/Comments:</i>
Grant Agreement Performance Deliverables	"A"	"B"	"C"	
1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of: - The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2025); - This Grant Agreement; - All State laws and regulations.	A			The District implemented the program in accordance with all policies, agreements and state laws and regulations.
2. Did the District implement VACS in accordance with the PY2025 VACS BMP Manual, including but not limited to the provisions on approval and payment of cost-share, working within District boundaries, bid process, and other administrative guidelines established in the <i>Manual</i> ?	A			The District implemented VACS in accordance with the PY2025 VACS BMP Manual.
3. Did the District properly maintain cost-share files in accordance with the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual Guidelines</i> and the Cost-Share File Administrative Review Form?	A			Cost Share files were properly maintained.
4. Did District staff implementing the VACS Program obtain the DCR Conservation Planner Certification within 24 months of hire (dependent upon availability of all required courses? If the 24 month timeline is exceeded, did staff adequately demonstrate progress towards achieving certification? Did staff maintain conservation planning certification after achieving the initial certification? During staff's certification review, were any deficiencies noted?	A			All technical staff are maintaining certification.

5. If applicable, did District staff implementing the VACS Program obtain and maintain the appropriate level of Engineering Job Approval Authority (EJAA) for components of the BMPs installed within District boundaries. Did District staff follow EJAA requirements and applicable standards and specifications at all times?	A			District staff obtained and maintained an appropriate level of EJAA. Staff also followed EJAA requirements, standards and specifications at all times.
6. Prior to the District approving cost-share applications, did the District submit secondary considerations and receive Department approval of those considerations?	A			The District submitted and received Department approval before approving cost share applications.
7. Did the District act consistently with both primary and secondary considerations and act consistently with Virginia Soil and Water Conservation Board policies while also demonstrating the following priorities during the program year: - For Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and; - For Districts in basins outside the Chesapeake Bay, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low).	A			The District acted consistently with all requirements.
8. Prior to the District approving cost-share applications, did the District Board approve an Average Cost List and submit it to the Department? Was the Average Cost List applied to contract estimates properly? If a mid-year update to the Average Cost List was made, did the District follow the proper procedures as outlined in the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual</i> ?	A			The District Board approved and submitted an Average Cost List to the Department before approving cost share applications. No updates were made.
9. If applicable, prior to practice contract approval, was a complete and Board-approved DCR conservation plan or Resource Management Plan entered into the Conservation Application Suite or was a NRCS conservation plan, written by NRCS staff on file with the District and Board-approved? Does the plan include the practices approved by the District?		B		All required plans were approved before contract approval and were entered into CAS. The plans included practices approved by the district. Upon DCR review of plans, it was determined that some improvement on the quality of information in the plan is needed to fully satisfy the deliverable.
10. Was data entered in the Conservation Application Suite accurately to the satisfaction of the Department, including the entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s).	A			Data was entered into CAS accurately and to the satisfaction of the Department.

11. Was data entered into the Conservation Application Suite within 15 days after the end of every quarter to accurately reflect District Board approvals, cancellations, carryovers, and participant funding requests?	A			Data was entered in a timely manner.
12. Were data issues corrected within 30 days from the date the District was notified of the issues or by the established deadlines? This includes issues that are found through the bi-monthly QA/QC reports, as well as other data entry issues that may be identified.	A			Data issues were corrected within 30 days.
13. Did the District take appropriate action within 180 days to address all verification issues once identified?	A			Verifications were all handled appropriately.
14. Did the District maintain the Conservation Application Suite within one month of payments being rendered, and other financial records by the reporting deadline for each quarter?	A			CAS and financial records were maintained by the reporting deadline for each quarter.
15. Did the District submit complete and accurate End of Year Cash Balance Reports, and Carry Over Reports by the End of Year reporting deadline?	A			Complete and accurate end of the year reports were submitted in a timely manner.
16. Were tax credit applications approved by the District Board and was there a corresponding District Board approved soil conservation plan on file at the District for each tax credit? Were tax credits issued after practices received technical certification and did the tax credit issue date fall in the same calendar year as the technical certification date? Was all of the required tax documentation provided to the participant?	A			As applicable, all tax credits and documentation were handled appropriately.
17. Were applications for cost-share and tax credits approved by District Board action and individually documented in their District Board minutes (identified by contract or instance #)?	A			Applications were approved and documented correctly.
18. Did District staff responsible for utilizing any component of the Department's Conservation Application Suite complete the IT Security Course by the established deadline?	A			All required staff completed training.
19. Did all technical staff attend trainings, certification or recertification courses?	A			All technical staff attended required trainings and/or course certifications.
20. Did District staff participate in an annual VACS Program Update sponsored by the Department?	A			All required staff attended the training.

DCR DSWC CDC and Program Manager/Coordinator verified:

_____  _____ (Conservation District Coordinator) _____ 7/30/2025 _____ (Date)

E. Blain Gordon

____ (Program Manager/Coordinator)

____ 8/27/25 ____ (Date)

Reviewed with the SWCD Board; entered and attached to the ____ 09/17/25 ____, 2025 meeting minutes:

Comments:

Assessment of SWCD Compliance with the FY25 Administrative and Operational Support Grant Agreement

503OPS-25-33-GF Grant Agreement for the period 7/01/24 thru 6/30/25 for Peter Francisco **Soil & Water Conservation District**
Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and operational expenses to support District actions that address the Commonwealth's water quality and natural resource conservation needs.

By acceptance of funds the district agreed to the deliverables listed below. The Conservation District Coordinator, in conjunction with DCR Division of Soil and Water Conservation program managers and coordinators, have assessed the District's fulfillment of the deliverables:

<i>Activity:</i>	<i>Fully Satisfied</i>	<i>Partially Fulfilled</i>	<i>Did Not Fulfill</i>	<i>Notes/Comments:</i>
Grant Agreement Performance Deliverable	"A"	"B"	"C"	
1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs: • The Virginia Agricultural BMP Cost-Share Program • The Virginia Agricultural BMP Tax Credit Program • Conservation Reserve Enhancement Program (CREP) • Voluntary BMP installation • Agricultural Stewardship Act • Resource Management Plan (RMP) Program	A			Peter Francisco continues to be a leader locally, statewide and nationally with their involvement in various programs and conservation efforts.
2. Wherever applicable , actively participate in the local promotion, development, and implementation of the following programs and initiatives: • The Water Quality Improvement Act • Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions • Virginia's Healthy Waters initiatives • Nutrient Management Training and Certification Program • Conservation Planning Programs • Local TMDL development and implementation processes • Land conservation initiatives (consistent with any state-identified priorities) • Sound land use and watershed planning approaches • Environmental Education programs	A			Peter Francisco actively participates in the local promotion of water quality programs and initiatives. They are a great partner and resource that provides knowledge and expertise to other districts learning to implement these programs.
3. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.	A			District continues to work with partnering agencies: FSA, NRCS, DCR, Buckingham and Cumberland Counties, VDH, DOF, VCE, State Parks, Buckingham and Cumberland Public Schools; Private Christian Schools, Buckingham Cattlemen's Association, James River Buffer Program with James River Association, Middle James River Roundtable – Willis River Project, DEQ PO17219 Slate River/Rock Island

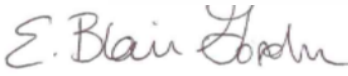
				Watershed Project
4. Hold monthly meetings with a quorum of District board members present.	A			Held 12 monthly meetings with a quorum.

5. Develop and maintain a long-term plan that enhances District capabilities, on a 4-year cycle through a process that obtains input from stakeholders, including local government(s). A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. This plan should contain, at a minimum, a discussion of district goals and/or objectives and include strategies or action items to achieve each of those goals in order to implement the applicable programs covered in this Agreement.	A			Plan was reviewed and maintained.
6. Prepare and follow an annual plan of work that demonstrates how the District will implement specific strategies or action items in support of its long-term plan. A documented mid-year review of the plan is expected during a scheduled meeting of the District Board.	A			Annual plan of work was prepared, followed and reviewed.
7. Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC.	A			Meeting minutes and required publications were submitted to CDC.
8. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2023 electronic template of the Attachment E (Project Financial Report) , submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required. Submit End of Year reports including District's Cash Balance Report and Carry Over Reports.	A			Complete and accurate quarterly reports were submitted to CDC.
9. <i>DCR's Desktop Procedures for District Fiscal Operations</i> (Procedures) annually reviewed by the District Board or their Finance Committee and documented in official minutes.	A			The Procedures were reviewed and documented.
10. When audited and when assessed annually on grant deliverables, the District acted upon the findings of the financial audit or grant deliverable assessments as directed by the VSWCB, the Audit Subcommittee of the VSWCB, and the Department.	A			District was not audited this year. No findings from previous year assessment.
11. District staff responsible for the District's administrative functions or financial data management and financial reporting, must attend trainings (i.e. Quickbooks, Accounting, Minutes, etc.) when provided by the Department.	A			Administrative staff attended required training.

12. Annually review and maintain employee personnel documents including District personnel policy, position descriptions, and performance expectations. Document Pay Action Authorizations and conduct annual employee evaluations. Provide copies of the approved personnel policy and position descriptions to the CDC.	A			Personnel documents were reviewed and maintained. Copies of policies and job descriptions were provided.
13. New directors are required to complete orientation training within six months of qualifying for office.	A			Directors are up to date on training.
14. In accordance with the Freedom of Information Act (FOIA), the District designated a FOIA officer and the FOIA Officer completed FOIA training every 24 months. A copy of the training certificate was provided to the District's assigned CDC, and contract information was submitted to the FOIA Council.	A			The District designated a FOIA Officer and is up to date on training.
15. The District has a designated Records Officer on file with the Library of Virginia and the Records Officer has completed the Library of Virginia Record Retention course(s) within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia. A copy of the training certificate(s) was provided to the District's assigned CDC.	A			The District has a designated Records Officer and is up to date on training.
16. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.]	A			The District provided data and other information as requested.
17. Hosted at least one agricultural community outreach event during the year that met the conditions outlined in Attachment F (#17).	A			The District hosted an outreach event and met the conditions of Att. F #17.
18. Notified the Virginia State University-Small Farm Outreach Program of every outreach event conducted by the District focusing on agricultural producers in the manner outlined in Attachment F (#18).	A			The District notified VSU Small -Farm Outreach of their outreach event as outlined in Att. F #18.
19. Submit a District Board approved, completed Attachment D (Itemized District Budget Request Form) for Fiscal Year 2027 to the Department no later than July 15, 2025.	A			The District submitted a Board approved and complete Att. D.

DCR DSWC CDC and Program Manager/Coordinator verified:

_____  (Conservation District Coordinator) _____ 7/30/2025 _____ (Date)

_____  (Program Manager/Coordinator) _____ 8/25/25 _____ (Date)

Reviewed with the SWCD Board; entered and attached to the _____ 09/17/25 _____, 2025 meeting minutes: