

**PETER FRANCISCO SOIL AND WATER
CONSERVATION DISTRICT**

at the USDA Service Center, Sprouses Corner,

Wednesday, May 20, 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. Education – April 28, 2026
 2. Operations (Annual Plan of Work) – April 28, 2026
 3. Personnel/Budget – May 13, 2026
 4. Agriculture – May 20, 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
- VIII. Old Business
 1. FY26 Local Working Group Meeting – NRCS (Packet Provided)
- IX. New Business
 1. Camp Woods and Wildlife Donation
 2. Positive Pay (First Bank)
 3. Check Policy (Cancellations)
 4. Valley Link (Community Concerns)
 5. May/June 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

May 20, 2026

I. CALL TO ORDER

Directors Attending:

M. Todd Smith
Kevin Dunn
Barbara Teeple
Amber A. Taylor

PFSWCD Staff

Brandy Maxey
Kelly Snoddy
Cody Smith
Charli Drake (Virtual)

Others

Denney Collins – DCR
Harlee Craddock – DOF
Nick Pietrzak – DOF

Ruth Wallace, Associate
Vertia Mae Jamerson, Associate
Linda Eanes, Associate

Not in Attendance: Director(s): Terry Seal, Donna McRae-Jones; Associate(s): Jennifer Ligon, H. Gwynn Tyler;
Staff: Jesse Hudgins

M. Todd Smith, Chair, called the meeting to order at 9:09 a.m. with a quorum.

II. ADOPTION OF AGENDA

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

III. MINUTES

Motion: by Teeple, second by Taylor to accept the 04/15/26 minutes. Motion carried.

IV. TREASURER’S REPORT

Motion: M. Todd Smith, Chair, recommends the treasurer’s report dated 04/30/26 be filed for audit.

V. COMMITTEE REPORTS/MINUTES

1. **Education Committee Report** – 04/28/26 – Report on file.

Ruth shared the Education Committee Report.

- Education Plan of Work – Committee recommends the FY26-27 Education Plan of Work be approved by the Board.
- Poster Contest Winners (13 entries) – Committee recommends Nadia Exantus’s poster be sent to the association to be considered at the state level.

Motion from Committee: Ruth Wallace read the Education Committee’s Recommendations and the Board approved. Motion carried.

- Education Committee Minutes Approval

Motion: by Taylor, second by Dunn to accept the Education Committee minutes dated 04/28/26. Motion carried.

2. **Operations Committee Report** – 04/28/26 – Report on file.

Kelly shared the Operations Committee Report.

- Reviewed and drafted a general Annual Plan of Work for FY26-27. The Education Plan of Work was reviewed during the Education Committee and will be incorporated into this Annual Plan of Work.
- Recommendation to approve the District’s general operations FY26-27 Annual Plan of Work as presented.

Motion from Committee: Kelly Snoddy read the Operations Committee's Recommendations and the Board approved. Motion carried.

- Operations Committee Minutes Approval

Motion: by Taylor, second by Dunn to accept the Operations Committee minutes dated 04/28/26. Motion carried.

3. **Personnel/Budget Committee Report** – 05/13/26 – Report on file.

M. Todd Smith & Kelly shared the Personnel/Budget Committee Report.

- Accept the resignation of Jesse Hudgins, Equipment Manager, to be effective June 30, 2026.
- Have staff begin the process of gathering information to advertise the Equipment Manager position.
- Salary and bonus offerings as presented from March 31, 2026 Committee meeting will remain as previously presented.
- Future task of the committee is to evaluate the current job descriptions and develop a corresponding position matrix to assist with a more clearly defined promotion process.
- FY26-27 draft budget reviewed, noting numbers will not be completely accurate until after June 30th. Final FY27 grant amounts will be approved in early July by VSWCD Board. Bring back budget in July with updated numbers for approval.

Motion from Committee: M. Todd Smith read the Personnel/Budget Committee's Recommendations and the Board approved. Motion carried.

- Personnel/Budget Committee Minutes Approval

Motion: by Taylor, second by Dunn to accept the Personnel/Budget Committee minutes dated 05/13/26. Motion carried.

4. **Agriculture Committee Report**– 05/20/26 – 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.
- Discussion: SL6W potential on property bordering Willis River #5E – discussed in report.
- Discussion: PY27 Average Cost-List – discussed in report.
- Board to provide Chairman with authority to review and approve cost-share applications, conservation plans, and carry-over list between 05/20/26 and 06/15/26, in order to meet 06/15/26 deadline based on DCR guidelines.

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

VI. REPORTS OF COOPERATING AGENCIES

1. VCE:

- Ruth Wallace – Full Watershed Exploration Camp next week (May 25th-May 27th). Planning a stop at the James River National Wildlife Refuge on Wednesday. 4-H Assistant will start in August to provide more programming in areas such as homesteading and finance.
- Linda Eanes – Reiterated Watershed Exploration Camp with Ruth. Camp is full with three vans making the trip. Volunteer from Prince Edward to drive the third van.
- Amber Taylor – Report on file.

2. VDOF: Harlee Craddock & Nick Pietrzak - Report on file. Reminder to still be careful with fires during this drought. Uptick in Southern Pine beetles in the area. Advised to call VDOF if infestation is found.

VII. REPORTS

1. Directors/Associate Directors:

- M. Todd Smith passed around thank-you cards/letters from VASWCD Education Foundation (annual golf fundraiser donation), Buckingham Anti-Litter Task Force (donation), and DCR (hosting field day event). High Bridge Farm and Forkland Dairy Farm, in conjunction with Peter Francisco SWCD, hosted newer members of DCR and Kendall for an informative field day experience. Todd attended the Personnel/Budget committee on 05/13/26.

- Kevin Dunn reminded Board of the VA Soil and Water Board meeting on June 17th. This will prevent him from attending next month's PFSWCD Board of Directors meeting held on the same day. He will also be serving on the Technical Advisory Committee (TAC) for the upcoming fiscal year with Kelly Snoddy as proxy.
- 2. Operations Manager – Brandy Maxey: Report on file.
- 3. District Manager/Sr. Conservation Specialist – Kelly Snoddy: Report on file. Discussion was had about a landowner operating the gate on a watershed dam causing a rapid drop in water levels.
Motion: by Dunn, second by Teeple to have staff inspect the aforementioned watershed dam, followed by a letter to all watershed dam landowners reminding them that dam interference is prohibited. If these issues continue, a letter from the OAG will follow. Motion carried.
- 4. Conservation District Coordinator – Denney Collins: Report on file. Reminder to delegate Chairman, at the June Board meeting, to have the authority to sign the FY26-27 grant agreement before 06/30/26. Also, a reminder that Barbara Teeple's term as Director At-Large expires 12/31/26. Motion needed to reappoint her for the upcoming term.
Motion: by Dunn, second by Taylor to reappoint Barbara Teeple as Director At-Large for Peter Francisco Soil and Water Conservation District for the upcoming term. Barbara Teeple abstained. Motion carried.
- 5. Conservation Technician – Cody Smith: Report on file.

Residential Report – 05/20/26 – Report on file.

The following was shared for Board approval.

- DEQ PO17219 -Slate River & Rock Island Creek TMDL Report 05/20/26 – Report on file.
Motion: by Dunn, second by Taylor to approve #1. Five (5) RB-1 routine pump-outs. Motion carried.
 - Local Septic Grant – Peter Francisco SWCD Report 05/20/26 – Report on file.
Motion: by Dunn, second by Taylor to approve #1-A. Eight (8) Willis River RB-1 routine pump-outs. Motion carried.
 - Cumberland Septic Grant – Funds held by NFWF Report 05/20/26 – Report on file.
Motion: by Taylor, second by Dunn to approve #1. Seventy-Four (74) RB-1 routine pump-outs. One (1) RB-3M non-permitted repair. Two (2) RB-4 replacements. One (1) RB-5 alternative system. Motion carried.
6. Conservation Education Coordinator – Charli Drake: Report on file.

VIII. OLD BUSINESS

1. FY26 Local Working Group Meeting – NRCS – Reminder LWG meeting will be held immediately following the June Board of Directors Meeting on June 17th. Questionnaire packets were handed out at this time in order to prepare for next month's meeting.

IX. NEW BUSINESS

1. Camp Woods and Wildlife Donation – Discussion on the amount to donate to Camp Woods and Wildlife this year since no campers are attending from Buckingham or Cumberland counties.
Motion: by Taylor, second by Teeple to donate \$1,000 to Camp Woods and Wildlife for 2026. Motion carried.
2. Positive Pay – First Bank reached out about a new security fraud feature called Positive Pay that will prevent “washed” checks from being cashed. After researching and speaking to other districts, the staff consensus is this feature would be more time-consuming due to the time sensitive nature of the program. The Board agreed that PFSWCD should opt out of this feature.
3. Check Policy (Cancellations) – Policy attached. Staff has had issues lately with some applicants not receiving their septic reimbursement checks through the mail in a timely manner. A check cancellation/stop-payment policy was drafted. Motion needed to add to the current policy manual.
Motion: by Dunn, second by Teeple to add the drafted check cancellation/stop-payment policy to the current policy manual. Motion carried.
4. Valley Link (Community Concerns) – Residents have been calling the office with water quality concerns regarding Valley Link's proposed power lines coming through Buckingham County. Board stated that because we are a non-regulatory educational agency, there is no action we can take at this time. If issues arise in the

future and are taken to the county level, we can possibly offer assistance as a resource to the county. Valley Link will need our approval on any power lines that are slated to come through easements we hold on the watershed dams. Board advised Kelly to email the OAG to get more information on this situation.

5. May/June Annual Plan of Work – The Board reviewed the Annual Plan of Work.

X. PUBLIC COMMENT

The next board meeting will be held on Wednesday, June 17th, 2026 at 9:00 a.m. in the Conference Room of the USDA Service Center, Sprouse’s Corner.

***Motion:** by Dunn, second by Taylor to adjourn the meeting at 11:27 a.m. Motion carried.*

Final Minutes - Signature on File

M. Todd Smith, Chair

Brandy M. Maxey, Operations Manager

PETER FRANCISCO SOIL & WATER CONSERVATION DISTRICT

Education Committee Meeting

April 28, 2026

USDA Service Center Conference Room

Committee Members:

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

Meeting began: 8:30 a.m

Meeting ended: 11:30 a.m

Committee Members Present – Barbara Teeple, Ruth Wallace, Amber Taylor, Jennifer Ligon

Committee Members Absent – Linda Eanes

Non-Voting Members/Staff – Charlotte Drake, Cody Smith

AGENDA

- 1. Review – Education Plan of Work**
2. Judge Peter Francisco SWCD poster contest entries. There are a total of 13 entries.

Age Category	Student and Place
K-1	1 st Place Finn Taravella, 2 nd Place Alana Shanks
2-3 rd Grade	1 st Place Layla Shumaker 2 nd Place Jesse Baber
4-6 th Grade	1st Place Nadia Exantus (1st Overall)

Committee Recommendations:

The committee recommends that the Education Plan of Work to be approved by the board.

Motion by: *Amber Taylor* Second: *Ruth Wallace*

The committee recommends that Nadia Exantus’s poster be sent to the association to be considered at the state level.

Motion by: *Amber Taylor* Second by: *Barbra Teeple*

Meeting adjournment time: 11:30 a.m.

Motion by: *Barbra Teeple* Second by: *Amber Taylor*

Signature on File

Ruth Wallace, Committee Chair

PETER FRANCISCO SOIL & WATER CONSERVATION DISTRICT
Operations Committee

Tuesday, April 28, 2026
USDA Service Center Conference Room

Meeting began: 11:02 a.m.
Meeting ended: 11:57 a.m.

Committee Members Present - Barbara Teeple, Amber Taylor, Jennifer Ligon, Hugh Gwynn Tyler
Committee Members Absent - Donna McRae-Jones
Non-Voting Members/Staff - Brandy Maxey, Cody Smith, Charlotte Drake, Kelly Snoddy

MINUTES

Committee Business

The committee reviewed and discussed a draft general plan of work for FY26-27, making a few changes related to timing of some activities and dates. The Education plan of work was reviewed by the Education Committee earlier the same day and will be incorporated into this Annual Plan of Work.

Committee Recommendation:

The Annual Plan of Work committee is submitting the FY 26-27 General Annual Plan of work to the Board for approval and adoption. Included in this document is the Education Committee's Annual Plan of Work. (copy attached)

Motion by: Taylor, second by Ligon to approve the district's general operations 2026-2027 Annual Plan of Work as presented, for Full Board approval. Motion Carried.

Motion: by Taylor, second by Ligon, to adjourn the meeting at 11:57 a.m. Motion carried.

Submitted by,

Signature on file

Barbara Teeple, Committee Chair

PETER FRANCISCO SOIL & WATER CONSERVATION DISTRICT
Personnel/Budget Committee Meetings
Jointly Held
May 13th, 2026
Extension Office – Buckingham

Meeting began: 8:35a.m.
Meeting ended: 10:45a.m.

Personnel Committee Members Present – Todd Smith, Ruth Wallace, Gwynn Tyler, Kevin Dunn, Terry Seal
Budget Committee Members Present - Todd Smith, Donna McRae-Jones, Gwynn Tyler, Kevin Dunn, Terry Seal
Committee Members Absent – None
Non-Voting Members/Staff Present – Kelly Snoddy, Brandy Maxey, Jesse Hudgins

MINUTES

Personnel Committee Business

1. Review/Accept Minutes for March 31, 2026 Personnel Committee Meeting

Motion by Dunn, Second by Wallace to approve March 31, 2026 Committee Minutes.
Motion carried.

2. Continued Discussion on Performance Evaluations/Salary

Motion required to move into Closed session under personnel for salary/performance evaluations.

Move into Closed Session/Meeting

Motion by: Wallace to recommend going into Closed Meeting as allowed by Virginia Statute under Section Personnel (§2.2-3711.A.1) of the Code of Virginia to discuss personnel performance matters.

This subject matter is exempt from open meeting requirements; second by Dunn.

Vote: Ayes – 5 Nays - 0 Motion carried.

Absent During Vote: 0

Chair announced we are now in closed session as allowed under item (§2.2-3711.A.1) of the Code of Virginia to discuss personnel performance matters, designate who may attend/leave.

Brandy Maxey, staff, left the room at 8:41a.m. Donna McRae-Jones, Director and Budget Committee member, allowed to remain/attend.

Time entered into Closed Session/Meeting: 8:40a.m.

Return from Closed Session/Meeting

Motion: Wallace to certify that to the best of our knowledge, only matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion to go into closed session were heard, discussed or considered in closed session; second by Dunn.

Vote: Ayes – 5 Nays - 0 Motion carried.

Absent During Vote: 0

Time returned from Closed Session/Meeting: 9:26a.m.

Jesse Hudgins, staff, left the meeting at 8:46a.m.

Brandy Maxey, staff, returned to meeting after Committee returned from closed session.

Budget Committee Business – began at 9:37a.m.

1. Review – Draft Budget for FY26-27

Todd Smith, Director and Personnel Chair, left the meeting at 10:00a.m., quorum still standing.

Personnel Committee Recommendations:

Motion by Dunn, Second by Wallace to put forth the following to the Full Board:

- Accept the resignation of Jesse Hudgins, Equipment Manager, to be effective June 30, 2026.
- Have staff begin the process of gathering documents required and planning the process for advertising the Equipment Manager position, as soon as possible.
- Salary and bonus offerings as presented from March 31, 2026 Committee meeting will remain as previously presented.
- Future task of the committee is to evaluate the current job descriptions and develop a corresponding position matrix to assist with a more clearly defined promotion process. This will also complement the future planned upgrades to the evaluation forms.

Budget Committee Recommendations:

Motion by Dunn, Second by McRae-Jones to put forth the following to the Full Board:

- Present the Proposed Budget for FY26-27 as reviewed, noting some numbers will not be completely accurate until the end of June.

Motion by: Dunn, Second by: Seal to adjourn the meeting. Motion carried.

Joint Meeting adjournment time: 10:45a.m.

Signature on File

M. Todd Smith, Committee Chair

Agriculture Committee Minutes

May 20, 2026

Time Meeting Began: 8:32a.m.

Time Meeting Adjourned, time to go into Full Board meeting: 9:06a.m.

Time Meeting Reconvened: 11:28a.m.

Time Meeting Adjourned: 12:22p.m.

Attendance: Todd Smith, Amber Taylor, Kevin Dunn

Not in Attendance: Terry Seal, Jennifer Ligon

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

1.) Review/Approval of Previous Month's Minutes

2.) Conservation Plans for review/approval

- CP-39-26-0023
- CP-39-26-0026
- CP-39-26-0020

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>
•	39-26-0318 instance 737844	SL6W	\$48,511.50	
•	39-26-0096 instance 738610	NM1A	\$817.20	
•	39-26-0371 instance 737400	SL6W	\$39,888.75	\$1,074.69
*	39-26-0095 instance 737044	NM5N	\$3,436.16	
*	39-26-0095 instance 737045	NM5P	\$3,436.16	

**previously approved, additional acreage based on precision application receipts*

4.) Discussion: SL6W potential on property bordering Willis River #5E. Discussing with landowner the removal of old fence/trees around watershed dam and emergency spillway at same time as other fence/water system install for SL6W. Can District assist with funds for tree removal? What would that look like? Guidance for staff requested.

5.) Discussion: PY27 Average Cost-List

6.) Motion needed: Board to provide Chairman with authority to review and approve cost-share applications, conservation plans and carry-over list between 5/20/26 and 6/15/26, in order to meet 6/15/26 deadline based on DCR guidelines. Regularly scheduled PFSWCD Board meeting is June 17, 2026.

Agriculture Committee Minutes
May 20, 2026

<u>VACS Program Funding (actual shown in tracking)</u>	
PY2026 Allocation Total	\$3,134,682.00
Total Requested/Approved this month	\$96,089.77
Total Allocation Approved to Date (amount from tracking)	\$1,879,316.05
Remaining Allocation	\$1,504,229.94
Total Obligated (approved + under paid amounts)	\$1,799,132.71
Total allocation approved	57%

Signature on File

M. Todd Smith, Committee Chair

Ag. Committee Recommendations/Discussion Summary:

1. Motion by Taylor, Second by Dunn to approve April minutes. Motion passed.
2. Motion by Dunn, Second by Taylor to approve conservation plans listed. Motion passed.
3. Motion by Taylor, Second by Dunn to approve cost-share and tax credit applications listed. Motion passed.
4. Committee advised Kelly to use watershed maintenance funds for tree removal and fence replacement at emergency spillway exit. Kelly to discuss process with Charles prior to removal of existing and new install. Recommend breakaway fencing at exit to emergency spillway area and enough space for mower to pass.
5. Cost-List items were reviewed and discussed. Staff will follow up on a few items and bring back next month for final review.
6. Motion by Taylor, Second by Dunn to provide Chairman M. Todd Smith with authority to review and approve cost-share applications, conservation plans and carry-over list between 5/20/26 and 6/15/26, in order to meet 6/15/26 deadline based on DCR guidelines. Motion passed.



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

May 2026

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

Upcoming & Ongoing Events:

- 5/4 PD 13 & 14 Meeting, B/C Livestock Club Meeting (EOY)
- 5/19-21 VCE Livestock & Forage In-Service, Blacksburg
- 5/28 Sam Price- Field Visit with Kelly
- 6/1 Homesteading Discussion Meeting
- 6/3 Drought Webinar- Zoom 7pm
- 6/10 PAJLS Committee Meeting 6:30pm

Other Updates:

- FSA Reporting (LFP, Freeze, NAP, etc.)
- Quilting every 2nd & 4th Thursday
- Quarterly Reporting Deadline- July 15th
- Beef Cattle Univ July 8-10th
- Cattle & Equipment WISE October 6-8th.

Office Staffing & Leave:

- 5/ 21,22,26, 29
- Teleworking Wednesdays.
- Holiday: 5/25, 6/19

Thank you,

A handwritten signature in blue ink that reads 'Amber Taylor'.

Amber Taylor
aamber@vt.edu
C: 434-315-4339

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

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

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 27th – 30th, 2026. Open registration will begin Monday, February 23rd, 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 23rd.

FY2027 Cost Share Programs are Live

As we wrap up planting and cost-share practices for this season we can start to think about applications opening up at the start of next month for FY27. These programs include Reforestation of Timberlands, Hardwood Cost-Share and Growing and Protecting Forests Cost-Share. Interested landowners are encouraged to contact their local office at the Virginia Department of Forestry to sign up. They should plan to sign up as soon as possible since priority is given to earlier applicants.

Hardwood Assessment Tool (HAT) Training

This event is designed to introduce foresters and other land managers to the Hardwood Assessment Tool and state cost-share programs. Through a combination of classroom and field time, participants will learn how to use the Hardwood Assessment Tool, visit hardwood demonstration projects, and learn how they can help landowners access DOF cost share. The event will take place at the Virginia Interagency Fire Academy in Farmville so May 28 at 8:00 am - May 29 at 5:00 pm. SAF credits will be available. \$50 registration fee. Interested foresters are encouraged to apply through the link on the VDOF website.

Brandy M. Maxey
Operations Manager
May 20, 2026

	Amount Outstanding as of 03/31/26	Billed	Received	Est Amount Outstanding as of 04/30/26
Buckingham Drill	\$426.47	\$1,661.35	\$706.70	\$1,381.12
Cumberland Drill	\$315.90	\$1,192.47	\$0	\$1,508.37

Information

- April/May
 - Preparation for Personnel/Budget Committee & Annual Plan of Work Committee
 - Monthly Administrative Duties
 - Paid office invoices & generated Residential Septic & VACS checks
 - Drill invoices & statements
 - Checking accounts, credit card, and LGIP reconciled
 - Payroll, VRS, VOYA & Anthem
 - Board Meeting minutes, reports, emails, packets, & all other meeting tasks
 - Assisted landowners via phone, in-person, and email
- April 20th – 21st – Real World w/ Ruth (Buckingham Middle School)
- April 23rd – VRS Political Subdivision Roundtable (Virtual)
- April 27th – Field Day w/ Kelly, DCR, & Kendall (High Bridge Farm & Forkland Dairy)
- April 28th – Operations Committee Meeting (Annual Plan of Work)
- April 29th – Area V Envirothon (Holiday Lake)
- May 1st – Verified SPDA Accounts
- May 5th – Bear Creek Lake w/ Charli & Cody (Cumberland 1st Graders)
- May 6th – VASWCD Golf Tournament
- May 9th - Worked PFSWCD table at May Fest w/ Kelly
- May 13th – Personnel/Budget Committee Meeting
- May 17th-18th -- State Envirothon w/ Charli & Cody (Harrisonburg)

Upcoming Dates of Interest/Holidays

- May 25th – Holiday
- May 29th – Annual Leave
- June 1st – Curdsville Community Center Presentation (6:00 p.m.)

KELLY JONES SNODDY
DISTRICT MANAGER/SR. CONSERVATION SPECIALIST
MAY , 2026

VACS APPLICATIONS & CONSERVATION PLANS FOR BOARD APPROVAL

- Refer to Agriculture Committee Report

TECHNICAL INFORMATION

- Scheduling visits with interested producers
- Drawing up estimates and draft layouts for potential approvals
- 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
- Coordinating with Cody on developing design packages
- Continuing to make inspections as contacted by producers/contractors on currently approved projects
- Assisting producers with coordinating with contractors and guiding pre-construction meetings
 - Verifications/Spot-checks TBD: EOY PY26 – TBD by 9/30/26 – 20 EOY PY27 – TBD by 9/30/27 – 29
- Data entry in tracking for completion payments and carry-over potentials
- Completion payments being tallying and reimbursements being made for cover crop, nm and other non-carryover eligible practices
- Responded to the Virginia General Assembly's nonpartisan research agency ([JLARC](#) – Joint Legislative Audit and Review Commission) request. The purpose is to help JLARC staff better understand the technical assistance district staff provide to producers, districts' VACS funding allocations and demand, causes of cancelled contracts, and ways VACS can be paired with other state and federal programs. Important for ensuring that JLARC can provide accurate and complete information to the General Assembly. There will also be an electronic survey to all district staff with VACS-related duties.
- Reminder: All cost-share applications and conservation plans need to be approved by June 15th, per DCR Guidelines. Last month, Board gave approval for Chairman to approve items based on our June board meeting falling after the DCR deadline.

OPERATIONS/ADMINISTRATIVE INFORMATION

- Coordinated with Brandy on preparation for Committee meetings
- Budget Committee Meeting – 5/13
- Personnel Committee Meeting – 5/13

EDUCATION & PUBLIC RELATIONS

- May Fest – booth – 5/9

EROSION & SEDIMENT CONTROL PLAN REVIEW

- Cumberland: Arcola Towers (cell tower)
- Buckingham: Bridgeport Stream Mitigation Bank

TRAININGS & MEETINGS

- Buffer Consortium virtual meeting – every 2nd Wednesday
- NCDEA Board monthly meeting – every 3rd Tuesday
- SECDEA Mid-Year Planning Meeting – 4/13-4/17, North Carolina
- VACDE Governing Board meeting – 5/1
- VACDE Training Committee meeting – 5/4
- NCDEA Training Committee meeting – 5/4
- Buffer Consortium full meeting – 5/5
- VACDE Conservation Planning Committee meeting with DCR – 5/27

UPCOMING HOLIDAYS/OFFICE CLOSURE/LEAVE

- Out of office – Leave: 5/26-27, 6/3, 6/8-9 Office closed – State Holiday: 5/25 and 6/19

ADMINISTRATION & OPERATIONS

- **FY27 Budget:** begin working on a draft budget to prepare for FY27, no June 30th deadline.
- **FY27 Grant Agreements:** will likely be delayed due to late state budget and VSWCB policy approvals. Option to delegate authority to the board chair to sign grant agreements when released. The board must ratify any delegated authority decisions at their next meeting.
- **At-Large Appointed Director:** terms expire 12/31/2026. Directors, currently holding At-Large appointments, need to let your District know your intentions about seeking re-appointment. SWCD boards must act on At-Large Director appointment recommendations no later than July/August SWCD Board Meeting as reappointment packets are due by September 1st to DCR for consideration by the VSWCB at their September Meeting. Please submit packets to your CDC for review before the deadline.

COST SHARE & TECHNICAL ASSISTANCE

- **Data Pulls & Disbursements:**
 - Pull obligations May 1, disbursement letters transmitted to SWCDs May 11
 - Pull obligations June 1, disbursement letters transmitted to SWCDs June 8
- **Unobligated PY26 cost share funds:** All Cost Share approvals must be completed by June 15. Option to delegate authority for last minute approvals. The requirement for districts to obligate 90% of cost share dollars no longer exists. Unobligated PY26 cost share funds, even if they have been disbursed, will need to be returned to DCR with appropriate TA.
- **PY27 VACS Program Update Sessions:** Wednesday, June 17: 1- 4pm or Tuesday, June 23: 9am – noon. Both sessions will be virtual, and the content will be the same. You only need to attend one. Links to join each session will be sent out as we get closer to the dates.
- **PY27 VACS Reminders:** Average Cost List and Secondary Considerations must be board approved before any PY27 contracts can be approved. Secondary Considerations must also be DCR approved.
- **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.

CONSERVATION PLANNING

- **DCR Conservation Planner Resources & End of Year Review:** A checklist of grant deliverable requirements and an example of the objective, description of operation and assessment summary will be emailed by mid or late April. No action is needed and the documents are for planners to use as a reference.
- **Guidance on When a Conservation Plan Needs to be Re-Approved:** If a complete board approved conservation plan but does not include the BMP being sought for board approval, the conservation plan must be approved to include the new BMP. The signature page will need to be updated w/new signatures, and new approval dates entered in CAS, in all cells requiring approval date. *If the BMP was in the original conservation plan approval, then the conservation plan does not need to be re-approved.

- **DCR Conservation Planner Certification Courses:** Direct questions to Carl Thiel-Goin or Vanessa Lewis. 2026 In-person training dates for *initial* conservation planner certification courses. May 20 Stream ID Course Charlottesville, VA 8am-4:30pm, June 15-16, Soil Science, Soil Fertility and Crop Production School, Nutrient Management Plan Writing School July 7-9, October 7-8 VA Resource Training – Online Webinars, RUSLE 2 Part A, B, C – TBD, October 14-16 DCR Conservation Planner Course – In Person Buckingham County.

GRANT AGREEMENT REMINDERS:

- **Policy Review:** annual review of policies noted in the minutes, only need approval if revised.
- **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

MAY

May 15 – Deadline to request 4th year carryovers
 May 20 – Stream ID Course, Charlottesville

JUNE

June 15 – Deadline for obligating PY26 Cost Share Funds
 June 16 – VASWCD Quarterly Meeting (virtual)
 June 17 – VSWCB Meeting, Location TBD
 June 17 – PY27 VACS Update Session 1-4pm
 June 23 – PY27 VACS Update Session 9am-Noon

JULY

July 15 – End of Year Reports due to DCR
 July 30 – Deadline for resolution of all QA/QC issues

AUGUST

Aug 18-20: VACDE Annual Training, Graves Mountain

OCTOBER

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

May 20th, 2026

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

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

1 DEQ Septic Pump-out

- 39-26-0330 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate
- 39-26-0338 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate
- 39-26-0343 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate
- 39-26-0376 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate
- 39-26-0377 RB-1, 1 System \$ 225.00 maximum cost-share 50% CS Rate

Total DEQ Pump-Out Request \$ 1,125.00

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>	
\$ 83,762.11	Funds as of 4/15/2026 Board Meeting
\$ 1,125.00	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 82,637.11	Remaining DEQ to allocate

DEQ PO #17219 Slate River & Rock Island Creek Projects

- #1. Approval: 5 Contracts; 5 RB-1s.
 #2. N/A.

<u>Septic Practices at 50%:</u>	<u>Cap:</u>
<u>RB-1- Septic Tank Pumpout</u>	\$ 225.00
<u>RB-3- Septic Tank System Repair</u>	\$ 3,750.00
<u>RB-3M- Non-Permitted Repair- Level 1</u>	\$ 1,625.00
<u>RB-3M- Non-Permitted Repair- Level 2</u>	\$ 3,250.00
<u>RB-4- Septic Tank Installation/Replacement</u>	\$ 6,250.00
<u>RB-4P- Septic Tank System with Pump</u>	\$ 8,250.00
<u>RB-5- Alternative Onsite Sewage System</u>	\$ 15,750.00

May 20th, 2026

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

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

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

1-A	Willis River (Middle James River Roundtable) Applicants - (7 Contracts, 8 RB-1s)			
	• 39-26-0319	2 RB-1s, 2 Systems	\$ 450.00	50% CS Rate
	• 39-26-0321	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0332	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0333	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0351	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0366	RB-1, 1 System	\$ 225.00	50% CS Rate
	• 39-26-0367	RB-1, 1 System	\$ 225.00	50% CS Rate
				\$1,800.00
1-B	Appomattox and James River Applicants- (0 Contracts)			
	• N/A	1 RB-1, 1 System	\$ -	50% CS Rate
				\$ -
	Total LOCAL Request		\$1,800.00	

2 Cancellations/ Add Back

-

\$	-

Local Septic Program Funds	
\$ 23,825.00	Funds as of 4/15/2026 Board Meeting
\$1,800.00	Subtract: Approved today for Local
	Willis - \$1,800.00 Local - \$0.00
\$ -	2.) Cancellations and money reimbursed from Middle James Round Table
\$ 22,025.00	Remaining to allocate

LOCAL - Residential Projects

- #1-A. Willis River Approval: 7 Contracts, 8 RB-1s.
- #1-B. Appomattox and James River Approval: N/A.
- #2. Cancellations- N/A

<u>Septic Practices at 50%:</u>	<u>Cap:</u>
<u>RB-1- Septic Tank Pumpout</u>	\$ 225.00
<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-3- Septic Tank System Repair</u>	\$ 3,750.00

May 20th, 2026

Cumberland Septic Grant- Funds held by NFWF

52 Contracts Total = 74 Pumpouts, 1 RB-3M, 2 RB-4s and 1 RB-5 = 75 Systems

• 39-26-0226	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0227	RB-4, 1 System	\$ 12,500.00	maximum cost-share	100% CS Rate
• 39-26-0247	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0257	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0300	RB-1, 1 System	\$ 3,250.00	maximum cost-share	100% CS Rate
• 39-26-0320	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0322	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0323	RB-1, 4 Systems	\$ 2,200.00	maximum cost-share	100% CS Rate
• 39-26-0324	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0325	RB-1, 1 System	\$ 1,100.00	maximum cost-share	100% CS Rate
• 39-26-0326	RB-1, 5 Systems	\$ 2,750.00	maximum cost-share	100% CS Rate
• 39-26-0327	RB-1, 3 Systems	\$ 1,650.00	maximum cost-share	100% CS Rate
• 39-26-0329	RB-1, 2 Systems	\$ 1,100.00	maximum cost-share	100% CS Rate
• 39-26-0331	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0334	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0335	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0336	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0337	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0339	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0340	RB-1, 10 Systems	\$ 5,500.00	maximum cost-share	100% CS Rate
• 39-26-0341	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0342	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0344	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0345	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0346	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0347	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0348	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0349	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0350	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0352	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0353	RB-1, 3 Systems	\$ 1,650.00	maximum cost-share	100% CS Rate
• 39-26-0354	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0355	RB-1, 2 Systems	\$ 1,100.00	maximum cost-share	100% CS Rate
• 39-26-0356	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0357	RB-1 & RB-3M, 1 System	\$ 7,050.00	maximum cost-share	100% CS Rate
• 39-26-0358	RB-1 & RB-5, 1 System	\$ 32,050.00	maximum cost-share	100% CS Rate
• 39-26-0359	RB-1, 2 Systems	\$ 1,100.00	maximum cost-share	100% CS Rate
• 39-26-0360	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0361	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0362	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0363	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0364	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0365	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate
• 39-26-0368	RB-1, 1 System	\$ 550.00	maximum cost-share	100% CS Rate

May 20th, 2026

- 39-26-0369 RB-1, 1 System \$ 550.00 maximum cost-share 100% CS Rate
- 39-26-0370 RB-1 & RB-4, 1 System \$ 13,050.00 maximum cost-share 100% CS Rate
- 39-26-0372 RB-1, 1 System \$ 550.00 maximum cost-share 100% CS Rate
- 39-26-0373 RB-1, 1 System \$ 550.00 maximum cost-share 100% CS Rate
- 39-26-0374 RB-1, 1 System \$ 550.00 maximum cost-share 100% CS Rate
- 39-26-0375 RB-1, 1 System \$ 550.00 maximum cost-share 100% CS Rate
- 39-26-0378 RB-1, 1 System \$ 550.00 maximum cost-share 100% CS Rate
- 39-26-0379 RB-1, 1 System \$ 550.00 maximum cost-share 100% CS Rate

<u>Cumberland Septic Grant- BMP Construction Funds (Septic)</u>	
BMP Septic Budget = \$845,500.00 October 1, 2025 - June 30, 2028 Awarded	
Amount= \$845,500.00	
\$ 579,706.00	Funds as of April 15th Board Meeting
\$ 106,400.00	Subtract - Approved today for Cumberland Septic Grant
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 473,306.00	Remaining Budget to allocate
<u>Cumberland Septic Grant</u>	
<i>#1. Approval: 52 Contracts; 74 RB-1s, 1 RB-3M, 2 RB-4s and 1 RB-5.</i>	
<i>#2. N/A</i>	

<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

Cody Smith

Peter Francisco SWCD Conservation Technician

May 20th, 2026

Technical & Educational Assistance

- Septic Program- Received 5 DEQ RB-1s; 8 Local RB-1s; and 72 Cumberland grant RB-1s, 1 RB-3M, 2 RB-4s and 1 RB-5.
 - Processed multiple payments for septic practices.
- Multiple field visits, survey stream crossings, 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.
- Cumberland Septic Grant reimbursement request approved on April 16th. (\$49,827.15)
- DEQ Quarterly Approved on April 28th. (\$6,775.23)
- Attended Area V Envirothon at Holliday Lake on April 29th.
- Assisted Charli at Bear Creek Lake with Cumberland 1st Grade on May 5th.
- Assisted Charli at Beat Creek Lake with Cumberland 6th Grade on May 13th.
- Volunteered at the State Envirothon at EMU on May 17th/28th.

Trainings and Meetings

- Education Committee on April 28th.
- VACDE Meeting May 1st.
- Annual Association Golf tournament on May 6th.
- YCC Counselor Meeting on May 7th.

Other/Upcoming:

- Multiple upcoming farm visits.
- Finals inspection of completed projects.
- VASWCD Dam Owner Training on May 21st.
- VACS Update June 17th or June 23rd.

Annual Leave:

- May 25th- Memorial Day
- June 1st- Annual Leave

Charlotte Elaine Drake
Conservation Education Coordinator
May Report

Programs

- April 29th – Area V Envirothon Competition – Holiday Lake State Park
- May 5th – Cumberland County 1st grade field day – Bear Creek Lake State Park
- May 13th – Cumberland County 6th grade MWEE – Bear Creek Lake State Park
- May 17th & 18th – State Envirothon – EMU

News & Information

- Education committee met on April 28th @ 8:30 a.m. to discuss the Education Plan of Work and poster contest winners. See minutes to see results of the poster contest.
- April 29th Peter Francisco staff assisted in the Area V Envirothon hosted at Holiday Lake State Park.
- May 5th PFSWCD coordinated the Cumberland County 1st grade science field day. Multiple partnered agencies attended the event such as, Bear Creek Lake State Park, Department of Forestry, James River Association, and Cumberland Extension. The event hosted approximately 100 students.
- May 6th PFSWCD staff participated in the annual golf tournament hosted by the association.
- May 7th YCC meeting held virtually to discuss camp counselor roles and schedules.
- May 13th PFSWCD coordinated the Cumberland County 6th grade MWEE event held at Bear Creek Lake State Park. Partnered agencies that attended the MWEE were: Bear Creek Lake State Park, Department of Forestry James River Association, PF staff, and Cumberland County Extension. Approximately 65 students attended the event.
- May 17th and 18th Cody, Brandy and I assisted in the state Envirothon held in Harrisonburg VA. Cody was tech assist/escort, Brandy was score keeper, and I was an escort/score keeper.

Upcoming Dates

- June 11th – Wildlife detective camp

APPENDIX I: CHECK CANCELLATION/STOP-PAYMENT



Check Cancellation/Stop-Payment

A lost check must be allowed to clear for 45 business days from the check issue date before a cancellation/stop-payment request is submitted or processed. The Operations Manager will verify bank clearing status and ledger entries before executing any cancellation. If the bank shows the check has not cleared and 45 business days have passed, the Operations Manager may proceed with cancellation and reconciliation actions. “Business days” excludes weekends and federal bank holidays.

Exceptions are allowed as follows:

Immediate cancellation may be authorized (with documented approval) for:

- a) Fraud/theft evidence
- b) Material error in payee or amount
- c) Legal or regulatory requirement (e.g., court order)
- d) Duplicate payment confirmed by Operations Manager

Other circumstances:

If a check has been distributed, but not cleared the bank within 3 months from the date of the check, the Operations Manager shall contact the recipient to follow up. If the check is not lost or recipient was unable to be reached, the District may choose to wait 6 months (from the date of the check) before canceling. This would be at the discretion of the Board of Directors, made on a case-by-case basis.

Check Voiding

When a check needs to be voided for any reason, the following procedure must be followed:

1. The check should be voided in QuickBooks and staff shall follow the policy outlined in the Desktop Procedures for District Fiscal Operations. Additionally, the documentation associated with the original check shall be stapled to the voided check and a reason for the void shall be written on the check stub.