

**PETER FRANCISCO SOIL AND WATER  
CONSERVATION DISTRICT**

*at the USDA Service Center, Sprouses Corner,*

Wednesday, February 18, 2026

**9:00 a.m. Board Meeting**

- I. Call to Order
- II. Adoption of the Agenda
- III. Approve Minutes
- IV. Treasurer's Report
- V. Committee Minutes/Reports
  1. Agriculture – February 18, 2026
- VI. Report of Cooperating Agencies
  1. NRCS
  2. VCE
  3. VDOF
- VII. District Reports
  1. Chairman – T. Smith
  2. Directors/Associate Directors
  3. Operations Manager – B. Maxey
  4. District Manager/Sr. Conservation Specialist – K. Snoddy
  5. Conservation District Coordinator – D. Collins
  6. Conservation Technician – C. Smith
    - DEQ/Local/Cumberland Residential Report
  7. Conservation Education Coordinator – C. Drake
- VIII. Old Business
- IX. New Business
  1. Upcoming Committee Meetings:
    - Education Committee: March 31<sup>st</sup> 10:00 a.m.
    - Personnel Committee: March 31<sup>st</sup> 1:00 p.m.
    - Education Committee: April 28<sup>th</sup> 10:00 a.m.
    - Operations Committee: April 28<sup>th</sup> 11:00 a.m. (Annual Plan of Work)
  2. February/March 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

February 18, 2026

**I. CALL TO ORDER**

**Directors Attending:**

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

**PFSWCD Staff**

Brandy Maxey

**Others**

Denney Collins – DCR

H. Gwynn Tyler, Associate

**Not in Attendance:** Associate(s): Jennifer Ligon, Ruth Wallace, Linda Eanes, Vertia Mae Jamerson; Staff: Kelly Snoddy, Cody Smith, 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 McRae-Jones to adopt the agenda as presented. Motion carried.*

**III. MINUTES**

*Motion: by Dunn, second by McRae-Jones to accept the 01/21/26 minutes. Motion carried.*

**IV. TREASURER’S REPORT**

*Motion: M. Todd Smith, Chair, recommends the treasurer’s report dated 01/31/26 be filed for audit.*

**V. COMMITTEE REPORTS**

1. **Agriculture Cost-Share Report**– 02/18/26 – Report on file.

The following was shared for Board approval.

- **Agriculture Committee Minutes 01/21/26 for Review**

Brandy shared the agriculture committee minutes from the 01/21/26 committee meeting.

*Motion: by Taylor, second by McRae-Jones to approve the 01/21/26 agriculture minutes. Motion carried.*

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

Contract#39-26-0169 Instances 735823 & 735869 CCI-SL6W

*Motion: by Dunn, second by Taylor to approve the listed cost-share contract. Motion carried.*

**VI. REPORTS OF COOPERATING AGENCIES**

1. VCE: Amber Taylor – Report on file.
2. VDOF: Harlee Craddock - Report on file.

**VII. REPORTS**

1. **Directors/Associate Directors:**

- M. Todd Smith attended the Cumberland Budget Meeting on 02/17/26 with Brandy and Cody. Kelly called-in from her NACD conference. He was in the office recently to sign an Ag Cost-Share check. He read the FY26 2<sup>nd</sup> Semi-Annual Administrative & Operational Support Disbursement/FY26 3<sup>rd</sup> Quarter Technical Assistance & Cost-Share Disbursements letter dated 02/12/26.

- Kevin Dunn informed the Board of the Virginia Soil and Water Conservation Board meetings coming up in March, April, and May. Next week he will be feeding members of the General Assembly as part of the Central Virginia Poultry Cooperative.
2. Operations Manager – Brandy Maxey: Report on file.
  3. District Manager/Sr. Conservation Specialist – Kelly Snoddy: Report on file.
    - During this time Todd recapped the watershed dam satellite discussion regarding a possible migration from AMCi to Pro-Texis. Denney informed the Board of a virtual Dam Safety Meeting tomorrow that will discuss Pro-Texis in more detail.
    - Brandy brought forth a letter drafted by Thomas Jefferson SWCD to send to the House Appropriations Committee and Senate Finance and Appropriations Committee asking to restore the \$25 million for dam rehabilitation back to the state budget.  
*Motion: by Taylor, second by McRae-Jones to have Peter Francisco SWCD send a letter in support of restoring the \$25 million for dam rehab back into the state budget. Motion carried.*
  4. Conservation District Coordinator – Denney Collins: Report on file.
  5. Conservation Technician – Brandy read Cody's residential report.

**Residential Report** – 02/18/26 – Report on file.

The following was shared for Board approval.

- DEQ PO17219 -Slate River & Rock Island Creek TMDL Report 02/18/26 – Report on file.  
*Motion: by Dunn, second by Teeple to approve #1. Six (6) RB-1 routine pump-outs. Motion carried.*
- Local Septic Grant – Peter Francisco SWCD Report 02/18/26 – Report on file.  
*Motion: by Dunn, second by Teeple to approve #1-A & #1-B. Two (2) Willis River RB-1 routine pump-outs. Two (2) Appomattox/James River RB-1 routine pump-outs. Motion carried.*
- Cumberland Septic Grant – Funds held by NFWF Report 02/18/26 – Report on file.  
*Motion: by Dunn, second by Teeple to approve #1. Ten (10) RB-1 routine pump-outs. Two (2) RB-3M simple non-permitted repairs. One (1) RB-4 replacement. Motion carried.*

VIII. **OLD BUSINESS**

IX. **NEW BUSINESS**

1. Upcoming Committee Meetings:

- Education Committee: March 31<sup>st</sup> 10:00 a.m.
- Personnel Committee: March 31<sup>st</sup> 1:00 p.m.
- Education Committee: April 28<sup>th</sup> 10:00 a.m.
- Operations Committee: April 28<sup>th</sup> 11:00 a.m. (Annual Plan of Work)

2. February/March 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, March 18th, 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 10:11 a.m. Motion carried.*

**Final Minutes - Signature on File**

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

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

# Agriculture Report

## February 18, 2026

1.) Review/Approval of Minutes from January 21, 2026 agriculture committee meeting

2.) Conservation Plans for review/approval

- None at this time

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>
• 39-26-0169 instance 735823	CCI-SL6W	\$11,143.75	
• 39-26-0169 instance 735869	CCI-SL6W	\$3,595.00	

<b>VACS Program Funding (actual shown in tracking)</b>	
PY2026 Allocation Total	\$3,134,682.00
Total Requested/Approved this month	\$14,738.75
Total Allocation Approved to Date (amount from tracking)	\$1,115,124.68
Remaining Allocation	\$2,036,051.07
Total Obligated (approved + under paid amounts)	\$1,113,369.68
Total allocation approved	86%



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

January 2026

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

### Upcoming & Ongoing Events:

- 2/19 UC Meeting; Cumberland Ext Staff Meeting; Quilting
- 2/25 VAAEA Winter Virtual Meeting; BCA Preg Checks
- 2/26 Field Visit with PFSWCD; Quilting
- 3/2 Livestock Club YQCA Training (Open to public)
- 3/5 Preg Checks; Quilting
- 3/6 Strategic Planning Professional Development
- 3/12 Annual Review with District Director; Quilting
- 3/17 BQA Recertification @ SPAREC

### Other Updates:

- Quarterly Reporting Deadline- April 15th
- Planning 3<sup>rd</sup> Annual Youth livestock Mock Show @ the BARN on April 3
- BCA Scholarship Due March 31

### Office Staffing & Leave:

- 2/23, 2/24,
- Teleworking Wednesdays.

Thank you,

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

Amber Taylor  
[aamber@vt.edu](mailto: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 February 2026**

### **Planting Season**

The Virginia Department of Forestry would like to remind forest landowners that planting season is upon us! Planting contractors are available to assist landowners and will be planting tracts in our area within the next month. Cost share may also be available to help offset the costs associated with spray work. Interested landowners are encouraged to contact their local office of the Virginia Department of Forestry.

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

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

### **SHARP Logger Training**

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

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

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

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

	<b>Amount Outstanding as of 12/31/25</b>	<b>Billed</b>	<b>Received</b>	<b>Est Amount Outstanding as of 01/31/26</b>
<b>Buckingham Drill</b>	\$1,252.97		\$684.45	\$568.52
<b>Cumberland Drill</b>	\$852.93		\$0	\$852.93

**Information**

- January/February
  - Monthly Administrative Duties
    - Paid office invoices & generated Residential Septic & VACS checks
    - Drill invoices & statements
    - Checking & credit card statements reconciled
    - Payroll, VRS, VOYA & Anthem
    - Board Meeting minutes, reports, emails, packets, & all other meeting tasks
    - Assisted landowners via phone & in-person
- January 22<sup>nd</sup> – Renewed SAM entity number
- January 23<sup>rd</sup> – Filed 1099s
- January 29<sup>th</sup> – Buffer/Mussel Outreach virtual meeting w/ JRA
- February 3<sup>rd</sup> – Verified SPDA (Security for Public Deposits Act) Accounts
- February 9<sup>th</sup> – Submitted Buckingham Local Funding Request
- February 17<sup>th</sup> – Attended Cumberland Budget Meeting (Request for local funding)

**Upcoming Dates of Interest/Holidays**

- March 3<sup>rd</sup> – Jesse & Caroline’s Baby Shower (B.A.R.N.) 4:00 p.m.
- March 4<sup>th</sup> -- Area V Spring Meeting (South Boston) Leave office @ 8:00 a.m.

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

VACS APPLICATIONS & CONSERVATION PLANS FOR BOARD APPROVAL

- Refer to Agriculture Committee Report

TECHNICAL INFORMATION

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

EDUCATION & PUBLIC RELATIONS

- Field day planning with JRA/Mussel Grant – planned for 9/26
- Coordinating with Brandy on County Budget Requests
- Cumberland Budget meeting in-person – 2/17

EROSION & SEDIMENT CONTROL PLAN REVIEW

- Buckingham: Central Virginia Christian School – High School

TRAININGS & MEETINGS

- JRBP Buffer Consortium meeting – every 2<sup>nd</sup> Wednesday
- NCDEA Board monthly meeting – every 3<sup>rd</sup> Tuesday
- NACD Meeting, San Antonio – February 13-19, 2026

WATERSHED DAMS

- Satellite/Airtime Data company discussion – Have spoken with Charles and am speaking with a few other Districts to discuss potential interest in migration from AMCi to Pro-Taxis platform. There is interest. Will make decision and finalize at the end of this month.

UPCOMING HOLIDAYS/OFFICE CLOSURE/LEAVE

- Office Holiday/closed – 2/16
- Out of office dates around conference travel – 2/13-20

### **ADMINISTRATION & OPERATIONS**

- **Disbursement Letters:** will be sent Feb 12; expect to receive funds within 30 days.
- **Library of Virginia Webinar Digitization Training:** Feb 18 10am. The webinar will be recorded and made available online at the Library of Virginia. To register go to [Education & Training | Library of Virginia](#). Look under the second heading, Self-Guided, and the "webinars" tab.
- **Freedom of Information Act (FOIA) Training for Directors:** The FOIA council has added several webinars for directors needing to complete their training which is required every two years. Local Officials Webinar Training at 10:00 am on Feb 4; Mar 4; April 8; and May 13.  
Register at: <https://event.webinarjam.com/r416v/register/oxo64aw0>

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

- **Conservation Planning Grant Deliverables Help Session:** Feb 12 9am-11am, [Conservation Planning Grant Deliverables Help Session | Meeting-Join | Microsoft Teams](#), for the purpose of reviewing the conservation planning grant deliverable requirements and answering your questions related to the process and improvements highlighted in your mid-year reviews. If you have any questions related to the midyear reviews, the process, or related needs you can share them with Carl and Vanessa by Feb 10 to kick off the conversation. If you have a plan you would like to screen share, let Vanessa know and they can work through it on Feb 12.

### **GRANT AGREEMENT REMINDERS:**

- **Desktop Procedures for District Fiscal Operations** must be annually reviewed by the District Board, or their Finance Committee and the review documented in official minutes.
- **Host at least one agricultural community outreach event** during the year that met the following
  - Was marketed through at least one venue that was 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.
- **Complete Board & Committee Meeting Minutes:** Per the *FY26 Administrative and Operational Grant Agreement, Deliverable #7*, DCR-DSWC CDCs are required to maintain copies of the complete meeting minutes (regular, special-called, and committee). Please make sure to email me approved, signed minutes each month, as they become available or include them in the following month's board meeting packet.

### **DCR NEWS:**

- Nikki Rovner, DCR Director
- Sarah Spota, DCR Deputy Director

### **DATES TO REMEMBER**

#### **FEBRUARY**

Feb 12 – CP Help Session Webinar 9am  
Feb 16 – State Holiday, offices closed

#### **MARCH**

Mar 4 – Area V Meeting, Halifax  
Mar 14 – VA General Assembly adjourns

#### **APRIL**

April 2 – Area III Meeting, Colonial  
April 15 – 3<sup>rd</sup> Quarter Reports due to DCR  
April 22 – Veto Session, General Assembly

#### **MAY**

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

#### **JUNE**

June 15 – Deadline for obligating PY26 Cost Share Funds

# February 18, 2026

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

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

1 DEQ Septic Pump-out

• 39-26-0162	RB-1, 1 System	\$	337.50	maximum cost-share	75% CS Rate
• 39-26-0164	RB-1, 1 System	\$	360.00	maximum cost-share	80% CS Rate
• 39-26-0166	RB-1, 1 System	\$	247.50	maximum cost-share	55% CS Rate
• 39-26-0170	RB-1, 1 System	\$	337.50	maximum cost-share	75% CS Rate
• 39-26-0171	RB-1, 1 System	\$	337.50	maximum cost-share	75% CS Rate
• 39-26-0173	RB-1, 1 System	\$	225.00	maximum cost-share	50% CS Rate

**Total DEQ Pump-Out Request    \$ 1,845.00**

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>	
\$ 112,663.33	Funds as of January 21, 2026
<b>\$ 1,845.00</b>	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 110,818.33	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.*

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

# February 18, 2026

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

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

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

1-A	<b>Willis River (Middle James River Roundtable) Applicants - (2 Contracts, 2 RB-1s)</b>				
	• 39-26-0161	RB-1, 1 System	\$ 225.00	50% CS Rate	
	• 39-26-0172	RB-1, 1 System	\$ 225.00	50% CS Rate	
					<b>\$450.00</b>
1-B	<b>Appomattox and James River Applicants- (1 Contract, 2 RB-1s)</b>				
	• 39-26-0111	2 RB-1s, 2 Systems	\$ 450.00	50% CS Rate	
					<b>\$ 450.00</b>
	<b>Total LOCAL Request</b>		<b>\$900.00</b>		

2 Cancellations/ Add Back

- 

	\$	-
--	----	---

<b>Local Septic Program Funds</b>	
\$ 31,400.00	Funds as of 1/21/2026
<b>\$900.00</b>	Subtract: Approved today for Local Willis - \$450.00 Local - \$450.00
\$ -	2.) Cancellations and money reimbursed from Middle James Round Table
\$ 30,500.00	Remaining to allocate

**LOCAL - Residential Projects**

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

#1-B. Appomattox and James River Approval: 1 Contracts, 2 RB-1s.

#2. Cancellations- N/A

**Septic Practices at 50%:**

**RB-1- Septic Tank Pumpout**

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

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

**Cap:**

**\$ 225.00**

**\$ 1,625.00**

**\$ 3,250.00**

# February 18, 2026

## Cumberland Septic Grant- Funds held by NFWF

**11 Contracts Total = 10 Pumpouts, 2 RB-3Ms and 1 RB-4 (12 Systems)**

1 Contract Number: Septic Practice:

• 39-26-0098	2 RB-1s, 2 Systems	\$	1,100.00	maximum cost-share 100% CS Rate
• 39-26-0111	2 RB-3Ms, 2 Systems	\$	600.00	maximum cost-share 100% CS Rate
• 39-26-0145	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0158	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0159	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0160	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0163	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0165	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0167	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0168	RB-1, 1 System	\$	550.00	maximum cost-share 100% CS Rate
• 39-26-0175	RB-4, 1 System	\$	12,500.00	maximum cost-share 100% CS Rate

**Total Cumberland Grant Request:      \$ 18,600.00**

<u>Cumberland Septic Grant- BMP Construction Funds (Septic)</u>	
BMP Septic Budget = \$845,500.00 October 1, 2025 - June 30, 2028 <u>Awarded</u>	
Amount= \$845,500.00	
\$ 730,193.00	Funds as of 1/31/2026 Quarterly Reimbursement- (Not submitted yet)
\$ 18,600.00	Subtract - Approved today for DEQ
\$ -	Add back to Budget - Cancelled Practice(s)
\$ 711,593.00	Remaining Budget to allocate

**Cumberland Septic Grant**

*#1. Approval: 11 Contracts; 10 RB-1s, 2 RB-3Ms and 1 RB-4.*

**Septic Practices at 100%:**

<b><u>RB-1- Septic Tank Pumpout</u></b>	<b><u>Cap:</u></b>	
	\$	<b>550.00</b>
<b><u>RB-3- Septic Tank System Repair</u></b>	\$	<b>7,500.00</b>
<b><u>RB-3M- Non-Permitted Repair- Level 1 (5 Year Lifespan)</u></b>	\$	<b>3,250.00</b>
<b><u>RB-3M- Non-Permitted Repair- Level 2 (10 Year Lifespan)</u></b>	\$	<b>6,500.00</b>
<b><u>RB-4- Septic Tank Installation/Replacement</u></b>	\$	<b>12,500.00</b>
<b><u>RB-4P- Septic Tank System with Pump</u></b>	\$	<b>16,500.00</b>
<b><u>RB-5- Alternative Onsite Sewage System</u></b>	\$	<b>31,500.00</b>