

Monacan Soil and Water Conservation District
January 30, 2026
Meeting Minutes
Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

- A. Call to Order and Roll Call 12:45 pm
- B. Roll Call
 - 1. Directors – John Kochensparger (chair), Sandy Brindley, Kate Anderson, Matt Dabney, Skye Brickhouse
 - 2. Associate Directors – Ken Carter, Dan Jones
 - 3. Partners – Denney Collins (DCR), Hailey Crawford (Goochland County)
 - 4. Not present – Sebastian Volcker (vice chair)
- C. Pledge of Allegiance
- D. Public Comment Period
- E. Organizational Items
 - 1. **Officer Elections**
 - a. Chairman – Sandy nominated Kate for chair. John seconded. The motion carried. John gave Kate the floor to lead the meeting.
 - b. Vice-Chairman – Kate nominated Matt for vice chair. John seconded. The motion carried.
 - 2. **Staff Appointments**
 - a. Secretary – John made a motion to elect Lissy, Sandy seconded. The motion carried.
 - b. Treasurer – John made a motion to elect Lissy, Sandy seconded. The motion carried.
 - c. FOIA Officer – John made a motion to elect Keith, Sandy seconded. The motion carried.
 - d. Records Retention Officer – Sandy made a motion to elect Lissy as Record Retentions officer. John seconded. The motion carried.
 - 3. **Review By-Laws** – John made some edits, these were passed around. John motioned to approve, Sandy seconded. The motion carried.
 - 4. **Update mileage rate** – The new federal rate mileage is 72.5 cents for 2026.
- F. Minutes
 - 1. **November 17, 2025 Regular Meeting*** - Motion to approve made by Sandy, seconded by Matt. Motion carried.
- G. Treasurer's Report
 - 1. **Monthly Reports** – The motion to accept both November and December
 - 2. **November*** - Motion to approve made by Matt, seconded by Sandy. Motion carried.
 - 3. **December*** - Motion to approve made by Matt, seconded by Sandy . Motion carried.
 - 4. **Transfer Virginia Land Conservation Foundation Stewardship Fund donation into LGIP*** Motion to approve made by Sandy, seconded by Matt. Motion carried.

H. Chairman's Report

1. VASWCD Directory information*

I. Director/Associate Director Reports

1. Kate – Animal control posted on facebook about losing animals in ponds and Kate commented on there about Monacan being able to assist with this. Keith commented that animal control did not contact the District or VCE about assistance with this for the ag community
2. Matt – nothing to report
3. John – outsmarted the weather and was able to get to the beach before the snow hit. Would like to thank the board for the last two years while he served as the Chair. He is sad to see Sandy and Colton leave the District.
4. Sandy – wanted to thank John and Sebastian for their leadership over the last two years. Also thanks Kate and Matt for stepping up this year.
5. Skye – nothing new to report
6. Dan – Congratulations to Kate, Matt, Keith and Lissy for their board appointments. If you have a walker hound, don't leave the gate unlocked when its cold outside.
7. Ken – nothing to report

J. Liaison Reports

1. Goochland – Hailey – Nothing in the works on the Data center.
 - a. Riparian Buffer at Tucker Park, Parks & Rec project – They weren't actively working on any projects, but they were contact by the James River master naturalists about guarding riparian buffers. Skye also shared some information to share with this possible project.
2. Powhatan – none present

K. Committee Reports

1. Agricultural Committee/Business
 - a. December Ag Committee meeting minutes – Kate motioned to approve, Matt seconded. The motion carried
 - b. December Ag Committee Contract Approvals – The motion to approve the contracts approved by the Ag Committee in December made by Matt. The motion was seconded by Sandy. The motion carried.
 1. 38-26-0001 SL-7 \$176,314.60
Tax Credit \$11,019.66
 2. 38-26-0036 CCI-SL-6W \$10,041.58
 3. 38-26-0037 CCI-SL-6W \$22,388.80
 4. 38-26-0038 CCI-SL-6W \$11,342.56
 5. 38-26-0039 CCI-SL-6W \$6682.49
 6. 38-26-0040 CCI-SL-6W \$5311.18
 7. 38-25-0045 Current Required Completion Date 12/31/25
Proposed New Required Completion Date 6/12/26
 - c. Conservation Plan Approvals – motion to approve the following conservation plans made by Kate, seconded by Matt. The motion carried.
 1. 38-26-0006
 2. 38-26-0007

d. **VACS Contract Approvals – Motion to approve the following contracts and tax credit made by Matt, seconded by John.**

1. **38-26-0023 FR-1 \$1,890.00**

2. **38-26-0046 SL-1 \$10,871.99**

Tax Credit: \$640.58

3. **38-26-0041 NM-5P \$3,733.04**

4. **38-26-0042 NM-5N \$1,750.08**

5. **38-26-0043 NM-5P \$1,209.20**

6. **38-26-0044 NM-5N \$4,557.52**

7. **38-26-0045 NM-5P \$4,557.52**

2. **Financial Committee – John presented in Sebastian’s absence.**

a. **November Committee meeting minutes – John presented. John motioned to approve, Sandy seconded. Sandy wanted to clarify that the difference in funding requests for counties is due to some of the benefits the district receives by being located in Goochland County. The motion carried.**

b. **Goochland County budget meeting – Kate and Keith presented.**

3. **Personnel Committee/Business – Sandy reviewed the last year serving as chair. Is deferring the following to Keith for presentation.**

a. **Agricultural Programs Manager position update* - The job description has been rewritten and has been bumped down to Conservation Specialist I for position advertisement. Motion to approve job description made by Sandy, John seconded. The motion carried.**

b. **Conservation Technician – job description revision – Maddie’s position is being changed from Agricultural Technician to Conservation Technician. Motion to approve this made by Sandy, seconded by Matt. No discussion, the motion carried.**

L. **Old Business**

M. **Unfinished Business**

1. **Gift Card Policy – Kate is deferring this to the next meeting.**

2. **Electronic Meeting Policy – Matt made a motion to approve. John seconded. There was no discussion. The motion carried.**

N. **New Business**

1. **Review Desktop Guide**

2. **Youth Conservation Camp and Camp Wildlife Scholarships - Sandy motioned to approve to allocate \$750 to scholarships as the Education Committee sees fit.**

3. **VCAP Application 38-26-001* - Motion to approve made by Matt, John seconded. The motion carried.**

4. **Resignation of Director – Sandy presented. Kate made a motion to accept Sandy’s resignation. Matt seconded. The motion carried.**

O. **DCR Conservation District Coordinator – Denney Collins***

P. **Staff Reports & Presentation**

1. **Keith – see attached**

i. **PlanRVA - Three Chopt Trail, Richmond to Charlottesville**

2. Colton – see attached
3. Lissy – see attached
4. Maddie – see attached.

Q. Reports of Cooperating Agencies

1. VCE – Skye presented. John has his farm to table program coming up every Tuesday. Working with Cayla to develop program for parks and rec's summer camp. New Volunteer Coordinator position has been filled.
2. NRCS – Report previously
3. Capital Region Land Conservancy – Dan presented
 - a. Adcock Easement update
 - b. Canada Easement application initiated
 - c. Hudson Easement application
4. DOF

R. Closed Session

S. Upcoming Activities

Adjourn - 1:57 pm

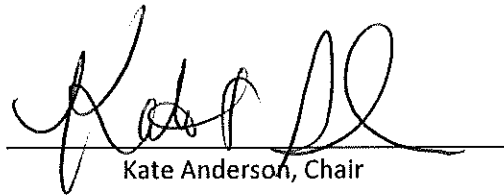
Respectfully Submitted,



Lissy Hamilton
Office Administrator

Approved:

2/23/26
Date


Kate Anderson, Chair

Monacan Soil and Water Conservation District

January 30, 2026

Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

AGENDA

1-29-25

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Public Comment Period
- D. Organizational Items
 - 1. Officer Elections**
 - a. Chairman
 - b. Vice-Chairman
 - 2. Staff Appointments**
 - a. Secretary
 - b. Treasurer
 - c. FOIA Officer
 - d. Records Retention Officer
 - 3. Review By-Laws***
 - 4. Update mileage rate**
- E. Minutes
 - 1. November 17, 2025 Regular Meeting***
- F. Treasurer's Report
 - 1. Monthly Reports**
 - a. **November***
 - b. **December***
 - c. **Transfer Virginia Land Conservation Foundation Stewardship Fund donation into LGIP***
- G. Chairman's Report
 - 1. VASWCD Directory information*
- H. Director/Associate Director Reports
- I. Liaison Reports
 - 1. Goochland
 - a. Riparian Buffer at Tucker Park, Parks & Rec project
 - 2. Powhatan

J. Committee Reports

1. Agricultural Committee/Business
 - a. **December Ag Committee meeting minutes ***
 - b. **Conservation Plan Approvals***
 - c. **VACS Contract Approvals***
 - d. **Tax Credit Approvals***
2. Financial Committee
 - a. **November Committee meeting minutes***
 - b. Goochland County budget meeting
3. Personnel Committee/Business
 - a. **Agricultural Programs Manager position update***
 - b. Conservation Technician – job description revision*

K. Old Business

L. Unfinished Business

1. Gift Card Policy*
2. **Electronic Meeting Policy***

M. New Business

1. Review Desktop Guide*
2. **Youth Conservation Camp Scholarship***
3. **Camp Woods & Wildlife Scholarship***
4. **VCAP Application 38-26-001***
5. **Resignation of Director***

N. DCR Conservation District Coordinator – Denney Collins*

O. Staff Reports & Presentation

1. *Keith**
 - i. PlanRVA - Three Chopt Trail, Richmond to Charlottesville
2. *Colton**
3. *Lissy**
4. *Maddie**

P. Reports of Cooperating Agencies

1. VCE
2. NRCS
3. Capital Region Land Conservancy
 - a. Adcock Easement update
 - b. Canada Easement application initiated
 - c. Hudson Easement application
4. DOF

Q. Closed Session

R. Upcoming Activities

Adjourn

- Please submit travel reimbursement forms monthly.

Items in bold require a vote.

* refer to supporting information/attachments

Monacan Soil and Water Conservation District may audio record meetings for the purpose of composing meeting minutes.

Monacan Soil and Water Conservation District

Year	2026
Chair	
Vice Chair	
Secretary	
Treasurer	
FOIA Officer	
Records Retention Officer	
By-Laws	Reviewed Revised
Mileage Rate	Up 2.5 cents to 72.5 cents per mile

Suggested revisions are highlighted

Constitution and By-Laws of the Monacan Soil and Water Conservation District

Article I – Name

The name of the District shall be the Monacan Soil and Water Conservation District.

Article II – Boundaries

The District shall include the land and waters lying within the counties of Goochland and Powhatan, in the Commonwealth of Virginia.

Article III – Organization

The District is an independent, non-profit, non-partisan, educational organization, and body politic and corporate as sated in 10.1-538 code 1950-8(21053) Article 3 of the Code of Virginia.

Article IV – Purpose

The purpose of this District shall be:

- A. To provide and promote effective soil, water, and natural resource conservation and development of programs which account for natural resource needs and capabilities and are in harmony with total resource conservation and development requirements of the community, district, and state.
- B. To give support to wise and orderly resource management which considers the needs of all users of land and water with the ultimate goal of improving and enriching the living environment.
- C. To provide a forum through which people can communicate and discuss local resource conservation needs, goals, objectives, and programs so that a united effort for greater continued financial support will result.
- D. To study and evaluate the nature and scope of natural resources in the district and to give guidance to counties in developing plans of action.

Article V – Officers

The officers of the District shall be Chairman, Vice-Chairman, Secretary, and Treasurer. The Chairman and Vice-Chairman shall be directors and duly elected at the first meeting of the year. The Secretary and Treasurer positions may be duly elected Directors or staff appointed by the Board. New officers shall resume their duties immediately upon election or appointment.

Article VI – Tenure of Office

The Chairman and Vice-Chairman shall be elected for one year terms.

Article VII – Duties of Officers

- A. The Chairman of this body shall be the Executive Head of the District and preside at its meetings **and executive sessions**. The Chairman shall appoint standing and ad-hoc committees as deemed necessary.
- B. In the Chairman's absence, the Vice-Chairman shall perform the Chairman's duties. In the absence of both the Chair and Vice-Chairman, the director with the most years of service shall preside or as otherwise agreed by the directors present.
- C. The Secretary shall:
 1. Keep minutes of the meetings **and executive sessions** and furnish a written monthly report to the District Directors, Associate Directors and District staff pertaining to the activities of the District and inform members of pending meetings.
 2. Send a copy of the minutes to each Director, the County Administrator of the respective counties, the USDA NRCS District Conservationist serving the Monacan District, and other cooperating agencies.
- D. The Treasurer shall:
 1. Receive and account for all monies. All major disbursements shall be approved by a majority of the Board.
 2. Be bonded.
 3. Deposit funds into accounts approved by the Board.
 4. Disburse funds in a timely manner and issue a report of receipts and disbursements at the meeting of the Board.
 5. All nonrecurring disbursements will be made in compliance with the District Purchasing Policy.

Article VIII – Board Composition

The Board of Directors is comprised of 6 Directors, Directors serve a four-year term and may succeed themselves. As per Code of Virginia Title 10.1-527-529, if the district embraces more than one county or city, or parts thereof, the two candidates from each

county or city, or part thereof, receiving the largest number of votes cast in the election shall be elected Directors for the District. The two district directors appointed by the State Soil and Water Conservation Board shall be persons who are by training and experience qualified to perform the specialized skilled service which will be required of them in performance of their duties. One of the appointed directors shall be a Virginia Cooperative Extension agent of the county, city, or one of the counties, cities constituting the district, or part thereof. Other appointed and elected district directors shall reside within the boundaries of the district. Director elections and appointments shall be conducted according to the Code of Virginia.

The Directors have the duty to hire, manage and release employees and to manage the finances and business of the soil and water district.

Article IX – Quorum

A majority of the Directors shall constitute a quorum. A majority of the attending Directors will be required to pass a motion or approve any action of business.

Article X – Committees

A Director shall serve as the chairman of each standing committee. The district shall maintain a list of standing committees, members, and advisors. All other ad-hoc committees and work groups may be chaired by a director, associate director, or a staff member. Other committee persons are not restricted to directors of the Board. All committee members shall have a voting privilege on the respective committee. Committee members shall be appointed by the District Chair. Committees shall have the privilege to select advisors. ***Committees shall be comprised of at least 4 voting members.***

Article XI – Annual Plan of Work and Strategic Plan

The District shall develop an Annual Plan of Work. The District shall formulate and approve a Strategic Plan (4-5 year period), which shall be reviewed annually.

Article XII – Distribution of Assets

No individual is entitled to use for personnel benefit any of the property or income of the District. Upon dissolution or reorganization of the District, all properties and funds shall be divided equally between the counties.

Article XIII – Amendments

- A. These By-laws may be amended with 60 days notice. Proposed amendments shall be submitted in writing to the Board at least 60 days prior to the vote. Amendments may only be submitted by a Director.
- B. Amendments shall become effective immediately upon being adopted.

Article XIV – District Meetings

- A. The District shall meet monthly, except as approved by the Chairman, at such times as designated by the District Board. Other agency personnel are invited to attend regular business meetings, with the Board having the authority to go into executive session at times as deemed necessary.
- B. All meetings are open to the public.
- C. Deliberation of the Board and committee meetings should follow Roberts Rules of Order.
- D. The Board and committees may conduct Closed Meetings per the Code of Virginia 2.2-3711. Attendance shall be at the discretion of the Chairman of the Board/committee

Article XV – Associate Directors

Associate Directors may be appointed by the Board and may be discharged by a majority of the Board. Associate Directors shall be nonvoting members of the Board.

Revised
1/4/82
1/3/83
1/18/96
1/12/2015
3/18/2021
4/21/25 revised
1/26/26 revised

Chairman

Date

Monacan Soil and Water Conservation District
November 17, 2025
Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

A. Call to Order - 9:00 AM

1. Directors present – John Kochensparger (Chair), Sebastian Volcker (V. Chair), Kate Anderson, Matt Dabney, Sandy Brindley, Skye Brickhouse (VCE)
2. Associate Directors present – Dan Jones, John Few (VCE)
3. Staff present – Keith Burgess (District Manager), Lissy Hamilton (Office Administrator), Colton Sullivan (Ag Conservationist), Maddie Wiley (Conservation Technician)
4. Others – Tara Ciavarella (NRCS), Denney Collins (DCR), Hailey Crawford (Goochland)
5. Not present – Ken Carter

B. Pledge of Allegiance

C. Public Comment Period

D. Minutes

1. **October 16, 2025 - Regular Meeting* - Motion to approve made by Sebastian. Seconded by Kate. No discussion, the motion carried.**

E. Treasurer's Report

1. **Monthly Report - Motion to approve made by Sebastian. Seconded by Sandy. There was no discussion. The motion carried.**

F. Chairman's Report

1. DCR Staff contacts & CDC assignments*

G. Director/Associate Director Reports

1. Skye – Good to be back, a little under the weather.
2. John Few – Good
3. Matt – nothing new to report
4. Kate – Turkeys leave this week
5. Dan – Just wanted to thank staff, Maddie and Keith and Sandy, and say that the event was wonderful
6. Sebastian – Received a note from a constituent about concerns about rezoning and they also wanted the district to inform citizens about the dangers of nuclear plants. Sebastian let them know this is out of the districts purview.
7. Sandy – nothing to report
8. John Kochensparger – Agreed with Dan about the event.

H. Liaison Reports

1. Goochland – West Creek Commerce and the Amazon delivery center projects are very close to approval.
2. Powhatan

I. Committee Reports

1. Agricultural Committee/Business – see agenda

a. **Conservation Plan – CP #38-26-0004 – Kate motioned to approve on behalf of the Ag Committee. The motion carried.**

b. **VACS Contract Approvals – Kate motioned to approve the following contracts on behalf of the Ag Committee. The motion carried.**

1.	38-26-0026	NM-1A	\$1,266.44
2.	38-26-0025	SL-8B	\$63,322.00
3.	38-26-0030	SL-1	\$1,888.44
		Tax credit:	\$119.12
4.	38-26-0035	SL-8B	\$1,397.00

J. Old Business

1. Recognition Dinner – Sandy presented. She noted that staff spent a considerable amount of time on prepping for the event. Lee Ware was the keynote speaker. Keith, Colton, Dan and Sebastian introduced the people being recognized. There was one Goochland Board of Supervisor in attendance which was Neil Spoonhower. Three school board members attended. Both County Administrators and multiple deputy administrators attended. Members of Powhatan Planning Commission attended. Multiple higher up DCR staff attended, including Denney. After meeting with staff, she recommends doing this bi-annually if the district decides to continue.

K. Unfinished Business

1. Gift Card Policy – Keith presented. Matt asked about gift cards as drawing prizes as incentives. He also asked about gift cards donated as prizes.
2. VASWCD Annual meeting – Keith and Lissy plan on being there early, so if any has any issues please reach out to them.

L. New Business

1. FY25-26 Goochland Budget & Funding status – Check is in the mail
2. Goochland County Budget – submitted a flat funding request for the current fiscal year
3. Powhatan County Budget – plans on doing the same for Powhatan County.
Dan asked if there is any evidence that the Goochland County board has softened their position on funding for the district. Matt, Kate, and Keith answered yes. Sandy stated that the AG instructed that the Board be very involved with the budgeting process.
4. December Ag Committee – John motioned that the board does not have a December meeting *and authority to ag committee have authority for any VACS Approvals*. Kate seconded. There was discussion. Dan asked if that meant that means that the usual December pot lock be in January. It was noted that there needs to be an Ag Committee meeting in December. The motion carried.
5. Electronic Meeting Policy – Keith presented.
6. February meeting – Sebastian motioned for the February meeting to be set for February 23rd. Sandy seconded. The motion carried.

M. DCR Conservation District Coordinator – Denney Collins*

N. Staff Reports & Presentation

1. Keith* - noted that it is year thirty-six for him at the district.
2. Colton*
3. Lissy*
4. Maddie*

O. Reports of Cooperating Agencies

1. VCE – John - Private pesticide applicator recertification is coming up. Farm-to-Table is every Tuesday in March. Looking for Volunteers for the Farm-to-Table. Powhatan water testing results are in. There were two bacteria that were the biggest issues. Skye – he and Cayla are planning on starting a Goochland ELC. GLE has been going well. Powhatan farm day was successful. Cayla is now the Unit Coordinator for the Goochland office. Joann Gergle is retiring in December, so the volunteer coordinator position is now open for applications.
2. NRCS – They came back this past Thursday, waiting for guidance.
3. Capital Region Land Conservancy
 - a. VLCF donation
 - b. Easement referral
4. DOF

P. Upcoming Activities

Adjourn - 10:13 AM

- Please submit travel reimbursement forms monthly.

Items in bold require a vote.

* refer to supporting information/attachments

Monacan Soil and Water Conservation District may audio record meetings for the purpose of composing meeting minutes.

Monacan Soil & Water Conservation District
Balance Sheet
As of December 1, 2025

	<u>Dec 1, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1252 LGIP Land Stewardship	2,611.70
General Operations Account	15,507.76
Chesapeake Bay VACS CS Acco...	465,871.98
1147 LGIP Marketing & Outreach	12,878.71
1148 LGIP Employee Leave	82,876.34
1149 LGIP Vehicle Replacement	92,063.17
1150 LGIP Short Term Cont.	247,135.59
1188 LGIP General Operations	529,634.16
Total Checking/Savings	<u>1,448,579.41</u>
Total Current Assets	<u>1,448,579.41</u>
TOTAL ASSETS	<u>1,448,579.41</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Fed/FICA/MC Payable	900.00
Payroll Liabilities - Other	-3,734.15
Total Payroll Liabilities	<u>-2,834.15</u>
Total Other Current Liabilities	<u>-2,834.15</u>
Total Current Liabilities	<u>-2,834.15</u>
Total Liabilities	<u>-2,834.15</u>
Equity	
Retained Earnings	1,289,409.86
Net Income	162,003.70
Total Equity	<u>1,451,413.56</u>
TOTAL LIABILITIES & EQUITY	<u>1,448,579.41</u>

11:06 AM

12/02/25

Monacan Soil & Water Conservation District
Reconciliation Summary
General Operations Account, Period Ending 11/30/2025

	Nov 30, 25
Beginning Balance	35,456.19
Cleared Transactions	
Checks and Payments - 20 ite...	-42,189.26
Deposits and Credits - 9 Items	28,385.23
Total Cleared Transactions	-13,804.03
Cleared Balance	<u>21,652.16</u>
Uncleared Transactions	
Checks and Payments - 7 items	-6,144.40
Total Uncleared Transactions	-6,144.40
Register Balance as of 11/30/2025	<u>15,507.76</u>
Ending Balance	15,507.76

9:09 AM

12/02/25

Monacan Soil & Water Conservation District
Reconciliation Summary
Chesapeake Bay VACS CS Account, Period Ending 11/30/2025

	<u>Nov 30, 25</u>
Beginning Balance	475,635.93
Cleared Transactions	
Checks and Payments - 1 it...	-1,888.41
Deposits and Credits - 1 item	3.65
Total Cleared Transactions	<u>-1,884.76</u>
Cleared Balance	<u><u>473,751.17</u></u>
Uncleared Transactions	
Checks and Payments - 1 it...	<u>-7,879.19</u>
Total Uncleared Transactions	<u>-7,879.19</u>
Register Balance as of 11/30/2025	<u><u>465,871.98</u></u>
Ending Balance	465,871.98

4:24 PM

12/02/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1150 LGIP Short Term Cont., Period Ending 11/30/2025

	<u>Nov 30, 25</u>
Beginning Balance	246,311.13
Cleared Transactions	
Deposits and Credits - 1 item	<u>824.46</u>
Total Cleared Transactions	<u>824.46</u>
Cleared Balance	<u><u>247,135.59</u></u>
Register Balance as of 11/30/2025	247,135.59
Ending Balance	247,135.59

4:25 PM

12/02/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1188 LGIP General Operations, Period Ending 11/30/2025

	<u>Nov 30, 25</u>
Beginning Balance	545,855.10
Cleared Transactions	
Checks and Payments - 1 it...	-18,000.00
Deposits and Credits - 1 item	1,779.06
	<u> </u>
Total Cleared Transactions	-16,220.94
	<u> </u>
Cleared Balance	529,634.16
	<u> </u>
Register Balance as of 11/30/2025	529,634.16
Ending Balance	529,634.16

4:26 PM

12/02/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1252 LGIP Land Stewardship, Period Ending 11/30/2025

	<u>Nov 30, 25</u>
Beginning Balance	2,602.97
Cleared Transactions	
Deposits and Credits - 1 item	<u>8.73</u>
Total Cleared Transactions	<u>8.73</u>
Cleared Balance	<u><u>2,611.70</u></u>
Register Balance as of 11/30/2025	2,611.70
Ending Balance	2,611.70

4:28 PM

12/02/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1148 LGIP Employee Leave, Period Ending 11/30/2025

	<u>Nov 30, 25</u>
Beginning Balance	82,599.86
Cleared Transactions	
Deposits and Credits - 1 item	<u>276.48</u>
Total Cleared Transactions	<u>276.48</u>
Cleared Balance	<u><u>82,876.34</u></u>
Register Balance as of 11/30/2025	82,876.34
Ending Balance	82,876.34

4:29 PM

12/02/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1147 LGIP Marketing & Outreach, Period Ending 11/30/2025

	<u>Nov 30, 25</u>
Beginning Balance	12,835.74
Cleared Transactions	
Deposits and Credits - 1 item	<u>42.97</u>
Total Cleared Transactions	<u>42.97</u>
Cleared Balance	<u><u>12,878.71</u></u>
Register Balance as of 11/30/2025	12,878.71
Ending Balance	12,878.71

4:31 PM

12/02/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1149 LGIP Vehicle Replacement, Period Ending 11/30/2025

	<u>Nov 30, 25</u>
Beginning Balance	91,756.04
Cleared Transactions	
Deposits and Credits - 1 Item	<u>307.13</u>
Total Cleared Transactions	<u>307.13</u>
Cleared Balance	<u><u>92,063.17</u></u>
Register Balance as of 11/30/2025	92,063.17
Ending Balance	92,063.17

Monacan Soil & Water Conservation District
Profit & Loss
 July through November 2025

	Jul - Nov 25
Income	
LOCAL - GOOCHLAND	9,250.00
LOCAL - POWHATAN	12,500.00
MSWCD INCOME	
Gifts/Refunds	9,243.54
Interest Income	3.07
LGIP Gen Op Interest	2,716.12
LGIP Interest	12,947.60
Total MSWCD INCOME	24,910.33
STATE	
VACS 26 Add'l TA	52,117.51
Conservation Easements	1,134.92
Operation Funds	127,644.50
VACS 25 Add'l TA	0.00
VACS Base TA Funds	121,504.00
Total STATE	302,400.93
State Cost-Share Funds	
VACS 26	400,903.90
State Cost-Share Funds - Other	20.78
Total State Cost-Share Funds	400,924.68
Total Income	749,985.94
Gross Profit	749,985.94
Expense	
Monacan SWCD	
Payroll Expenses	
District Mgr.	62,483.32
Conservation Spec.	36,379.22
Conservation Technician	8,709.77
Ag Conservationist	3,122.85
Dist Mgr/Cons Spec	0.00
Office Administrator	33,927.67
Payroll Tax Expense	7,619.70
Unemployment Tax Exp	100.00
Payroll Expenses - Other	13,941.32
Total Payroll Expenses	166,283.85
interest/service fee	35.00
Total Monacan SWCD	166,318.85
State Cost Share Paid	
VACS 26 Paid	9,767.60
VACS 22 Paid	100,159.26
VACS 23 to 22 Transfer	74,240.31
VACS 24 Paid	84,251.15
VACS 25 Paid	99,928.75
Total State Cost Share Paid	368,347.07
STATE EXP	
Ag Tech Exp	807.26
Conservation Spec. Exp. (CS)	2,479.41
District Mgr.Exp.	862.37
Office Admin. Exp.	1,259.87

1:35 PM
12/15/25
Cash Basis

Monacan Soil & Water Conservation District
Profit & Loss
July through November 2025

	<u>Jul - Nov 25</u>
Operations	
Gen Office & Op Expenses	
Office Equipment	434.23
Wire Fee	83.00
Vehicle Maint./Repairs	112.28
Vehicle Insurance	473.00
Supplies	162.79
Rent	2,750.00
Insurance - office	130.00
Directors - technology	4,709.70
Directors	2,486.26
Gen Office & Op Expenses - Other	<u>1,710.71</u>
Total Gen Office & Op Expenses	13,051.97
Information and Technology	
IT Support	1,875.00
Server/IT Equipment	129.99
Telephone/Communication	
Cell Service	650.95
Phone & Internet	<u>2,323.12</u>
Total Telephone/Communication	2,974.07
Copier Lease + Copies	236.00
Computer Software	<u>1,447.02</u>
Total Information and Technology	6,662.08
Education/Outreach Programs	
VACS Outreach	6,016.96
Public/ Govt Relations	118.79
Educational Programs	366.77
Awards Program/Picnic	4,540.75
Education/Outreach Programs - O...	<u>243.85</u>
Total Education/Outreach Programs	11,287.12
Computer/copier mt	623.29
Dues - VASWCD	3,842.00
Scholarships - YCC	<u>0.00</u>
Total Operations	35,466.46
VACS TA Funds Return	<u>12,440.95</u>
Total STATE EXP	53,316.32
Total Expense	<u>587,982.24</u>
Net Income	<u><u>162,003.70</u></u>

Monacan Soil & Water Conservation District
Balance Sheet

As of December 31, 2025

Dec 31, 25

ASSETS

Current Assets

Checking/Savings

1252 LGIP Land Stewardship	2,620.41
General Operations Account	83,686.84
Chesapeake Bay VACS CS Account	927,630.06
1147 LGIP Marketing & Outreach	12,921.48
1148 LGIP Employee Leave	83,151.64
1149 LGIP Vehicle Replacement	92,368.99
1150 LGIP Short Term Cont.	247,956.56
1188 LGIP General Operations	<u>496,304.31</u>
Total Checking/Savings	1,946,640.29

10:34 AM

01/05/26

Monacan Soil & Water Conservation District
Reconciliation Summary
General Operations Account, Period Ending 12/31/2025

	<u>Dec 31, 25</u>
Beginning Balance	21,652.16
Cleared Transactions	
Checks and Payments - 19 ite...	-35,967.63
Deposits and Credits - 7 Items	104,399.31
Total Cleared Transactions	<u>68,431.68</u>
Cleared Balance	<u><u>90,083.84</u></u>
Uncleared Transactions	
Checks and Payments - 6 items	-7,236.49
Total Uncleared Transactions	<u>-7,236.49</u>
Register Balance as of 12/31/2025	<u><u>82,847.35</u></u>
New Transactions	
Checks and Payments - 1 item	-851.00
Total New Transactions	<u>-851.00</u>
Ending Balance	<u><u>81,996.35</u></u>

12:35 PM

01/05/26

Monacan Soil & Water Conservation District
Reconciliation Summary
Chesapeake Bay VACS CS Account, Period Ending 12/31/2025

	<u>Dec 31, 25</u>
Beginning Balance	473,751.17
Cleared Transactions	
Checks and Payments - 3 ite...	-70,732.88
Deposits and Credits - 2 Items	524,611.77
	<u>453,878.89</u>
Total Cleared Transactions	
Cleared Balance	<u><u>927,630.06</u></u>
Register Balance as of 12/31/2025	927,630.06
Ending Balance	927,630.06

1:07 PM

01/06/26

Monacan Soil & Water Conservation District
Reconciliation Summary
1188 LGIP General Operations, Period Ending 12/31/2025

	<u>Dec 31, 25</u>
Beginning Balance	529,634.16
Cleared Transactions	
Checks and Payments - 1 it...	-35,000.00
Deposits and Credits - 1 item	1,670.15
Total Cleared Transactions	<u>-33,329.85</u>
Cleared Balance	<u>496,304.31</u>
Register Balance as of 12/31/2025	496,304.31
Ending Balance	496,304.31

3:32 PM

01/05/26

Monacan Soil & Water Conservation District
Reconciliation Summary
1252 LGIP Land Stewardship, Period Ending 12/31/2025

	<u>Dec 31, 25</u>
Beginning Balance	2,611.70
Cleared Transactions	
Deposits and Credits - 1 item	<u>8.71</u>
Total Cleared Transactions	<u>8.71</u>
Cleared Balance	<u><u>2,620.41</u></u>
Register Balance as of 12/31/2025	2,620.41
Ending Balance	2,620.41

3:31 PM

01/05/26

Monacan Soil & Water Conservation District
Reconciliation Summary
1150 LGIP Short Term Cont., Period Ending 12/31/2025

	<u>Dec 31, 25</u>
Beginning Balance	247,135.59
Cleared Transactions	
Deposits and Credits - 1 item	<u>820.97</u>
Total Cleared Transactions	<u>820.97</u>
Cleared Balance	<u><u>247,956.56</u></u>
Register Balance as of 12/31/2025	247,956.56
Ending Balance	247,956.56

3:29 PM

01/05/26

Monacan Soil & Water Conservation District
Reconciliation Summary
1149 LGIP Vehicle Replacement, Period Ending 12/31/2025

	<u>Dec 31, 25</u>
Beginning Balance	92,063.17
Cleared Transactions	
Deposits and Credits - 1 item	<u>305.82</u>
Total Cleared Transactions	<u>305.82</u>
Cleared Balance	<u>92,368.99</u>
Register Balance as of 12/31/2025	92,368.99
Ending Balance	92,368.99

3:26 PM

01/05/26

Monacan Soil & Water Conservation District
Reconciliation Summary
1148 LGIP Employee Leave, Period Ending 12/31/2025

	<u>Dec 31, 25</u>
Beginning Balance	82,876.34
Cleared Transactions	
Deposits and Credits - 1 item	<u>275.30</u>
Total Cleared Transactions	<u>275.30</u>
Cleared Balance	<u><u>83,151.64</u></u>
Register Balance as of 12/31/2025	83,151.64
Ending Balance	83,151.64

2:47 PM

01/05/26

Monacan Soil & Water Conservation District
Reconciliation Summary
1147 LGIP Marketing & Outreach, Period Ending 12/31/2025

	<u>Dec 31, 25</u>
Beginning Balance	12,878.71
Cleared Transactions	
Deposits and Credits - 1 item	<u>42.77</u>
Total Cleared Transactions	<u>42.77</u>
Cleared Balance	<u><u>12,921.48</u></u>
Register Balance as of 12/31/2025	12,921.48
Ending Balance	12,921.48

Monacan Soil & Water Conservation District
Profit & Loss Budget vs. Actual
 July through December 2025

	<u>Jul - Dec 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
LOCAL - GOOCHLAND	9,250.00	37,000.00	-27,750.00
LOCAL - POWHATAN	12,500.00	50,000.00	-37,500.00
MSWCD INCOME			
Conservation Supplies	0.00	100.00	-100.00
Gifts/Refunds	9,243.54		
Interest Income	3.77	10.00	-6.23
LGIP Gen Op Interest	2,716.12	13,607.90	-10,891.78
LGIP Interest	14,401.17	20,717.81	-6,316.64
Total MSWCD INCOME	26,364.60	34,435.71	-8,071.11
STATE			
VACS 26 Add'l TA	120,316.12		
Conservation Easements	1,134.92		
END OF LIFESPAN VERIFICATIONS	1,200.00	1,000.00	200.00
Operation Funds	127,644.50	255,289.00	-127,644.50
VACS 25 Add'l TA	0.00		
VACS Base TA Funds	121,504.00	121,504.00	0.00
Total STATE	371,799.54	377,793.00	-5,993.46
State Cost-Share Funds			
VACS 26	925,508.61		
State Cost-Share Funds - Other	27.84		
Total State Cost-Share Funds	925,536.45		
Total Income	1,345,450.59	499,228.71	846,221.88
Gross Profit	1,345,450.59	499,228.71	846,221.88
Expense			
Monacan SWCD			
Payroll Expenses			
District Mgr.	75,785.58	111,768.00	-35,982.42
Conservation Spec.	43,911.08	63,355.00	-19,443.92
Conservation Technician	8,796.35	41,824.00	-33,027.65
Ag Conservationist	4,666.85		
Dist Mgr/Cons Spec	0.00		
Office Administrator	40,963.28	58,508.00	-17,544.72
Payroll Tax Expense	9,143.66		
Unemployment Tax Exp	100.00		
Payroll Expenses - Other	17,426.65		
Total Payroll Expenses	200,793.45	275,455.00	-74,661.55
Conservation Supply	0.00	100.00	-100.00
interest/service fee	35.00		

Monacan Soil & Water Conservation District
Profit & Loss Budget vs. Actual
 July through December 2025

	<u>Jul - Dec 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Monacan SWCD	200,828.45	275,555.00	-74,726.55
State Cost Share Paid			
VACS 26 Paid	18,642.49		
VACS 22 Paid	100,159.26		
VACS 23 to 22 Transfer	74,240.31		
VACS 24 Paid	138,229.95		
VACS 25 Paid	99,928.75		
Total State Cost Share Paid	<u>431,200.76</u>		
STATE EXP			
Ag Tech Exp	1,156.73	3,500.00	-2,343.27
Conservation Spec. Exp. (CS)	2,776.70	3,500.00	-723.30
District Mgr.Exp.	911.84	3,500.00	-2,588.16
Office Admin. Exp.	1,900.80	3,000.00	-1,099.20
Operations			
Gen Office & Op Expenses			
Human Resources Support	0.00	2,500.00	-2,500.00
Technical Equipment	127.60	2,000.00	-1,872.40
Office Equipment	434.23	12,000.00	-11,565.77
Empl Ed & Training	0.00	1,500.00	-1,500.00
Wire Fee	98.00	200.00	-102.00
Vehicle Maint./Repairs	178.25	1,500.00	-1,321.75
Vehicle insurance	473.00	1,000.00	-527.00
Supplies	218.84	3,100.00	-2,881.16
postage	0.00	400.00	-400.00
Rent	2,750.00	8,250.00	-5,500.00
Insurance - office	130.00	500.00	-370.00
Dues - NACD	0.00	250.00	-250.00
Directors - technology	4,709.70	3,000.00	1,709.70
Directors	3,113.72	8,000.00	-4,886.28
Gen Office & Op Expenses - Other	1,710.71		
Total Gen Office & Op Expenses	<u>13,944.05</u>	<u>44,200.00</u>	<u>-30,255.95</u>
Information and Technology			
iPad/Tablet	0.00	1,000.00	-1,000.00
IT Support	2,441.56	6,000.00	-3,558.44
Server/IT Equipment	129.99	500.00	-370.01
Computer/Technology Replacement	0.00	3,600.00	-3,600.00
Telephone/Communication			
Cell Service	814.29	2,000.00	-1,185.71
Phone & Internet	2,662.27		

Monacan Soil & Water Conservation District
Profit & Loss Budget vs. Actual
 July through December 2025

	<u>Jul - Dec 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Telephone/Communication	3,476.56	2,000.00	1,476.56
Copier Lease + Copies	363.93	2,000.00	-1,636.07
Computer Software	1,635.81	15,500.00	-13,864.19
Total Information and Technology	8,047.85	30,600.00	-22,552.15
Education/Outreach Programs			
Website Registration	0.00	150.00	-150.00
Website	0.00	375.00	-375.00
VACS Outreach	6,016.96	6,000.00	16.96
Public/ Govt Relations	222.93	5,000.00	-4,777.07
Printing/Dup	0.00	250.00	-250.00
Educational Programs	366.77	1,400.00	-1,033.23
Awards Program/Picnic	4,540.75	3,000.00	1,540.75
Education/Outreach Programs - Other	243.85		
Total Education/Outreach Programs	11,391.26	16,175.00	-4,783.74
Annual Report	422.47		
Computer/copier mt	623.29		
Dues - VASWCD	3,842.00		
Scholarships - YCC	0.00	750.00	-750.00
Total Operations	38,270.92	91,725.00	-53,454.08
VACS TA Funds Return	12,440.95		
Total STATE EXP	57,457.94	105,225.00	-47,767.06
Total Expense	689,487.15	380,780.00	308,707.15
Net Income	655,963.44	118,448.71	537,514.73

1:00 PM
01/08/26

Monacan Soil & Water Conservation District Check Detail July through December 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	12/10/2025	Comcast		General Operati...		-339.15
Bill		12/03/2025			Phone & Internet	-339.15	339.15
TOTAL						-339.15	339.15
Bill Pmt -Check	ACH	12/10/2025	Verizon Wireless		General Operati...		-163.34
Bill		12/11/2025			Cell Service	-163.34	163.34
TOTAL						-163.34	163.34
Check	ACH	12/16/2025	Alliance Technol...		General Operati...		-283.28
					IT Support	-283.28	283.28
TOTAL						-283.28	283.28
Bill Pmt -Check	5734	12/16/2025	Alliance Technol...		General Operati...		-283.28
Bill		12/12/2025			IT Support	-283.28	283.28
TOTAL						-283.28	283.28
Liability Check	ACH	12/27/2025	Treasurer of VA ...		General Operati...		-6,026.85
					District Mgr.	-1,876.77	1,876.77
					District Mgr.	-109.91	109.91
					District Mgr.	-7.45	7.45
					Office Administra...	-982.45	982.45
					Office Administra...	-57.54	57.54
					Office Administra...	-3.90	3.90
					Office Administra...	-36.08	36.08
					Conservation Spec.	-1,063.84	1,063.84
					Conservation Spec.	-62.30	62.30
					Conservation Tec...	-4.22	4.22
					Conservation Tec...	-39.07	39.07
					Conservation Tec...	-702.29	702.29
					Conservation Tec...	-41.13	41.13
					Conservation Tec...	-2.79	2.79

1:00 PM

01/08/26

Monacan Soil & Water Conservation District
Check Detail
July through December 2025

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
					Conservation Tec...	-25.79	25.79
					Payroll Liabilities	-1,011.32	1,011.32
TOTAL						-6,026.85	6,026.85

2025 Virginia Land Conservation Foundation Stewardship Fund

	AGENCY NAME	NUMBER OF DONATIONS	% OF TOTAL DONATIONS	AMOUNT OF FUNDS
1	500-Year Forest Foundation	2	0.46%	\$4,539.66
2	Albemarle County	16	3.71%	\$36,317.29
3	Amherst County	2	0.46%	\$4,539.66
4	Black Family Land Trust	1	0.23%	\$2,269.83
5	Blue Ridge Foothills Conservancy	1	0.23%	\$2,269.83
6	Broad Water Innovations	1	0.23%	\$2,269.83
7	Capital Region Land Conservancy Inc	14	3.24%	\$31,777.63
8	Chesapeake Conservancy	1	0.23%	\$2,269.83
9	City of Franklin	1	0.23%	\$2,269.83
10	Clarke County	6	1.39%	\$13,618.98
11	Coastal Virginia Conservancy	2	0.46%	\$4,539.66
12	Culpeper Soil & Water Conservation District	1.5	0.35%	\$3,404.75
13	Eastern Shore Land Trust	2	0.46%	\$4,539.66
14	Ever Green Team	92	21.32%	\$208,824.44
15	Fauquier County	5	1.16%	\$11,349.15
16	Henricopolis Soil and Water Conservation District	0.5	0.12%	\$1,134.92
17	Historic Virginia Land Conservancy	4	0.93%	\$9,079.32
18	Land Savers United	20	4.63%	\$45,396.62
19	Land Trust of Virginia	50	11.59%	\$113,491.54
20	Middle Peninsula Chesapeake Bay Public Access Authority	1	0.23%	\$2,269.83
21	Monacan Soil & Water Conservation District	0.5	0.12%	\$1,134.92
22	New River Conservancy	1	0.23%	\$2,269.83
23	New River Land Trust	3	0.70%	\$6,809.49
24	Northern Neck Land Conservancy	12.5	2.90%	\$28,372.89
25	Northern Virginia Conservation Trust	5	1.16%	\$11,349.15
26	Old Dominion Land Conservancy, Inc.	33	7.65%	\$74,904.42
27	Piedmont Environmental Council	13.5	3.13%	\$30,642.72
28	Potomac Conservancy	1	0.23%	\$2,269.83
29	Shenandoah County	1.17	0.27%	\$2,648.13
30	Shenandoah National Park Trust	1	0.23%	\$2,269.83
31	Shenandoah Valley Battlefield Foundation	5.5	1.27%	\$12,484.07
32	Shenandoah Valley Conservancy (formerly Valley Conservation Council)	26.33	6.10%	\$59,772.21
33	The Humane Society Wildlife Land Trust	1	0.23%	\$2,269.83
34	The Nature Conservancy	2	0.46%	\$4,539.66
35	Town of Lovettsville	3	0.70%	\$6,809.49
36	Virginia Department of Forestry	14	3.24%	\$31,777.63
37	Virginia Department of Historic Resources	2	0.46%	\$4,539.66
38	Virginia Department of Wildlife Resources	2	0.46%	\$4,539.66
39	Virginia Eastern Shore Land Trust	2	0.46%	\$4,539.66
40	Virginia Outdoors Foundation	76	17.61%	\$172,507.14
41	Warren County	3	0.70%	\$6,809.49
	TOTALS	431.50	100.00%	\$979,432.00

VASWCD Directory Information

Please provide the information you wish to be included in the VASWCD directory. This directory is available on-line through the VASWCD website. It is often used by staff, DCR, and swcd directors as a reference document.

Name	
Address	
Address	
City, State zip code	
Phone #	
Email address	

Agenda Items

I. Liason Reports

1. Gochland
2. Powhatan

Monacan Soil & Water Conservation District - Ag Committee
Date: 12/19/25 Time: 11:43 am

Location: Ag. Classroom

Chair: Kate Designated Note Taker: Maddie

Voting Members in Attendance: Sebastian, Kate, Matt, skye, Dan;
Ken arrived late (11:50am)

Staff Attending: Maddie, Cotton

Agenda/Discussion Item #1: ^{VACS} SL-7 contract approval request

Discussion: Discussed funding of project & future progression.

Motion/Recommendation to bring to Board: Kate motioned to approve SL-7 contract with tax credit. Dan seconded. Motion carried.

Follow up Action Items: _____

Agenda/Discussion Item #2: VACS CCI Contract approval Request

Discussion:

Motion/Recommendation to bring to Board: Kate Motioned to approve all 5 CCI contracts. Dan seconded. Motion carried.

Follow up Action Items:

Agenda/Discussion Item #3: VACS change of completion request

Discussion:

Motion/Recommendation to bring to Board: Kate motioned to accept
change of completion date. Dan seconded. Motion carried.

Follow up Action Items: _____

Motion to Adjourn made by: Kate Seconded by: Dan

Time of Adjournment: 11:58 am

X: _____

Ag Committee Agenda

January 30, 2026

A. Staff is submitting the following conservation plans for Board approval:

1. 38-26-0006
2. 38-26-0007

B. Staff is submitting the following contracts to discuss for Board approval:

1. 38-26-0023 FR-1 \$1,890.00
2. 38-26-0046 SL-1 \$10,871.99

Tax Credit: \$640.58

3. 38-26-0041 NM-5P \$3,733.04
4. 38-26-0042 NM-5N \$1,750.08
5. 38-26-0043 NM-5P \$1,209.20
6. 38-26-0044 NM-5N \$4,557.52
7. 38-26-0045 NM-5P \$4,557.52

PY26 VACS (as of 1/15/2026)

Requested: \$1,182,446.

Allocation: \$2,442,317.00

Monacan Soil & Water Conservation District - Finance Committee

Date: 11/25/25 Time: 10:02

Location: Ag Classroom

Chair: Sebastian Designated Note Taker: Lissy

Voting Members in Attendance: Ken Carter, John Kochensparger,
Sebastian Volker, Sandy Brundley, Kate Anderson

Staff Attending: Keith Burgess, Lissy Hamilton

Agenda/Discussion Item #1: County Budget Requests

Discussion:
Amount of funding was discussed.
Methods of justification for funding was
discussed.

Motion/Recommendation to bring to Board: John Motioned to ask
Goodland for 37,000. Kate seconded. 1 nay, Motion ^{carried}
John Motioned to ask Powhatan for 50,000.
Kate seconded. Motion carried

Follow up Action Items: _____

Motion/Recommendation to bring to Board: _____

Follow up Action Items: _____

Motion to Adjourn made by: Sebastian Seconded by: Kate

Time of Adjournment: 11:17 am

X: _____

Item J.2.b

Goochland County meeting & budget

Monacan Soil and Water Conservation District
Conservation Specialist I
Agricultural Conservation Programs Manager
Position # AG403

This position will focus on managing and implementing the Virginia Agricultural Cost-Share Program (VACS). ~~This position will also manage the Virginia Conservation Assistance Program (VCAP).~~ The position will provide conservation assistance to customers to achieve the goals of the District. This position is under the direct supervision of the District Manager.

Duties

1. Manage and implement the Virginia Agricultural Cost-Share Program (VACS).
2. Provide technical assistance for the implementation of agricultural best management practices.
3. Work cooperatively with local, state, and federal agencies and organizations in delivering soil and water conservation programs.
4. ~~Participate in agricultural watershed planning and implementation programs.~~
5. Attend monthly MSWCD Board meetings and staff meetings.
6. Participate in trainings and workshops as directed and when deemed appropriate.
7. ~~Manage and implement the Virginia Conservation Assistance Program (VCAP)~~
8. In conjunction with the District Manager, direct the work of the Conservation Technician
9. Other duties as assigned.

Knowledge, Skill, and Abilities

1. Knowledge of soil and water conservation issues, policies, and technology
2. Knowledge of the Virginia Agricultural Cost-Share Program and related best management practices
3. Knowledge of agricultural production as related to soil and water conservation best management practices.
4. Ability to read, interpret, understand, and apply documents, manuals, policies, and regulations.
5. Proficient with Microsoft software (Word, Excel, etc.)
6. Ability to become proficient with conservation planning, engineering, and GIS software.
7. Ability to become/maintain a certified Department of Conservation and Recreation Conservation Planner.
8. Ability to receive/maintain Department of Conservation and Recreation Engineering Job Approval Authority.
9. Ability to read maps and aerial imagery.
10. Ability to interpret technical standards, specifications, and engineering plans.
11. Excellent written and oral communication skills.

12. Good to excellent math skills related to understanding and implement conservation engineering.
13. Good problem-solving skills.
14. Ability to manage multiple projects.
15. Ability to develop and maintain effective working relationships with agricultural producers, contractors, and partners.
16. Ability to work independently and as a team member.
17. Ability to manage agricultural technical staff work as related to the VACS program.

Education/Qualifications

- BS/BA or equivalent work experience required in related conservation or agriculture field. This position may require bonding. This position must pass background checks which may include financial, security, criminal, youth, driving, and others.
- Applicant must have/obtain a valid Virginia driver's license (within 6 months of employment). Employee may be required to occasionally use a personal vehicle.

Desirable Skills

- Basic civil engineering skills (topographic surveying, plan reading, drafting).
- Familiar with production agricultural.

Physical Conditions and Nature of Work

Tasks involve both office and field work. Field work will involve walking over difficult terrain, lifting and carrying moderate weight, and occasional exposure to adverse weather conditions. The position will require working around livestock, agricultural, and construction equipment and tools. The position may also be required to lift heavy objects exceeding 50 lbs. Tasks require alertness to avoid potentially hazardous conditions. It will be necessary to observe and interpret people. Responsibilities require regular contact with farmers, public officials, landowners, District Board members and the general public while using good judgement to effectively deliver District programs and resolve complex issues.

Work Hours & Benefits

This is a full-time 40-hour per week established position with full benefits per the Personnel Policy. The Personnel Policy shall serve as guidance for employment and benefits. This position is classified as Professional under the FLSA.

Salary

~~This position has a starting salary of \$53,000.~~ This position is Grade 6 or Grade 7 within the Monacan Pay Scale depending on qualifications and having an annual salary range of \$46K to \$58K with benefits. There is opportunity for job advancement within Monacan SWCD.

Education, Certifications, Skills

Education

Bachelor of Science Degree in agriculture, or natural resources field of study.

OR

Equivalent work experience of at least 5 years related to this position's duties and responsibilities.

Mandatory Certifications required within 2 years of employment.

- DCR Conservation Planner
- DCR Nutrient Management Planner
- DCR Engineering Job Approval Authority (EJAA) for commonly implemented VACS practices within Monacan SWCD
- VDACS Category 10 Pesticide Applicators

Mandatory Trainings

- DCR IT Security Course - annually
- DCR VACS Program Manual - annually
- DCR CP Module as applicable to conservation planning, VACS
- DCR VACS Program Update
- DCR Engineering Workshops as applicable to EJAA certification
- DCR Ag BMP Tracking Program

Recommended/Preferred Trainings

VACDE Trainings

VASWCD Trainings

Driver Safety

Effective Presentation and Instruction

DEQ Virginia Erosion and Sediment Control

Conservation Specialist I
Conservation Programs Manager
Position # AG403
 Job Performance Evaluation

Job Element	Average Hrs/Wk	Weight %	Performance Rating
Agricultural			
Implement VACS Program	24	60	1 2 3 4 5
Provide conservation assistance to agricultural landowners/managers	6	15	1 2 3 4 5
Support non-VACS agricultural programs (watershed planning, WIP III goal implementation, ASA...)	2	5	1 2 3 4 5
Training			
Agricultural Best management practices courses and training opportunities (agronomic, engineering, conservation, professional development)	4	10	1 2 3 4 5
Administration			
Attend monthly district board meetings, support Board and Agricultural Committee	2	5	1 2 3 4 5
Support non-VACS programs	2	5	1 2 3 4 5
Total	40	100	1 2 3 4 5

Performance Rating Score

- 1- Poor, does not meet goals, negatively impacting District Programs
- 2 - Fair, partially meets goals and responsibilities
- 3 - Average, meets goals and responsibilities
- 4 - Good, meets goals and occasionally exceeds goals and responsibilities
- 5 - Exceptional - often exceeds goals and responsibilities, model employee

Monacan Soil and Water Conservation District
Agricultural Conservation Technician
Position # ~~AG1001~~ CT2002

The ~~Agricultural~~ Conservation Technician will focus on supporting implementation of the Virginia Agricultural Cost-Share Program (VACS). The main roles of this position will revolve around *the VACS, supporting the VACS program manager*, data entry, and file management. The position will also provide in-the-field assistance ~~to the VACS program manager~~ which includes on-farm field visits, project surveying, and practice verification. *Secondary roles will include managing the VCAP, education, and community programming, and information technology support.* This position is under the direct supervision of the District Manager.

Duties

1. Provide support to the VACS program manager for implementation of the Virginia Agricultural Cost-Share Program.
2. Perform data entry, assist with contract file documents.
3. Provide technical assistance for the implementation of agricultural best management practices.
4. Work cooperatively with local, state, and federal agencies and organizations in delivering soil and water conservation programs.
5. Attend monthly MSWCD Board meetings and staff meetings.
6. Participate in trainings and workshops as directed and when deemed appropriate.
7. *Assist with and conduct educational and outreach programs including Envirothon*
8. *Manage the Virginia Conservation Assistance Program (VCAP)*
9. *Assist the District Manager with information technology (IT)*
10. Other duties as assigned.

Knowledge, Skill, and Abilities

1. Knowledge of agricultural production as related to soil and water conservation best management practices.
2. Ability to read maps and aerial imagery.
3. Good to excellent organizational skills
4. Good to excellent attention to file and document details
5. Proficient with Microsoft software (Word, Excel, etc.)
6. Ability to work independently and as a team member.
7. Ability to develop and maintain effective working relationships with agricultural producers, contractors, and partners.
8. Knowledge of the Virginia Agricultural Cost-Share Program and related best management practices

9. Knowledge of soil and water conservation issues, policies, and technology
10. Ability to read, interpret, understand, and apply documents, manuals, policies, and regulations.
11. Ability to become proficient with conservation planning, engineering, and GIS software.
12. Ability to become/maintain a certified Department of Conservation and Recreation Conservation Planner.
- ~~13. Ability to receive/maintain Department of Conservation and Recreation Engineering Job Approval Authority.~~
14. Ability to interpret technical standards, specifications, and engineering plans.
15. Good written and oral communication skills.
16. Ability to manage multiple projects.
17. *Ability to communicate effectively and teach youth and adult*
18. *Ability to develop educational programs*
19. *Knowledge of soil and water conservation practices related to the VCAP.*

Education/Qualifications

- 4-year college degree in agriculture or conservation field of study or equivalent work experience.
- This position may require bonding. This position must pass background checks which may include financial, security, criminal, youth, driving, and others.
- Applicant must have/obtain a valid Virginia driver's license (within 6 months of employment). Employee may be required to occasionally use a personal vehicle.

Desirable Skills

- Familiar with production agricultural.
- *Familiar with environmental educational programs*

Physical Conditions and Nature of Work

Tasks involve both office and field work. Field work will involve walking over difficult terrain, lifting and carrying moderate weight, and occasional exposure to adverse weather conditions. The position will require working around livestock, agricultural, and construction equipment and tools. The position may also be required to lift heavy objects exceeding 50 lbs. Tasks require alertness to avoid potentially hazardous conditions. It will be necessary to observe and interpret people. Responsibilities require regular contact with farmers, public officials, landowners, District Board members and the general public while using good judgement to effectively deliver District programs and resolve complex issues. Must be able to interpret color coded materials.

Work Hours & Benefits

This is a full-time 40 hour per week established position with full benefits per the Personnel Policy. The Personnel Policy shall serve as guidance for employment and benefits. This position is subject to the Fair Labor Standards Act (FLSA). This position is non-exempt per FLSA.

Salary

~~\$36,000+~~ based on knowledge and experience. This is a Grade 5 6 Position on the Monacan SWCD Pay Scale.

DRAFT

~~Agricultural Conservationist~~ Conservation Technician

Training Topics and Courses

Mandatory Certifications

DCR Conservation Planner – 2 years from date of hire
DCR Nutrient Management Planner - 2 years from date of hire
~~DCR Engineering Job Approval Authority for VACS practices – 2 years from date of hire~~
Chesapeake Bay Landscape Professional Certification

Mandatory Trainings

DCR IT Security Course - annually
DCR VACS Program Manual - annually
DCR CP Module
DCR VACS Program Update
DCR Engineering Workshops
DCR Ag BMP Tracking Program
VASWCD VCAP training

Recommended Trainings

NRCS JEDs
VACDE Trainings
VASWCD Trainings
Driver Safety
Effective Presentation and Instruction
Agricultural trainings as related to VACS practices and agricultural conservation
Educational program trainings (Project WET, WILD, Learning Tree, MeWEE)

**Conservation Technician
Job Performance Evaluation**

Job Element	Average Hrs/wk	Weight %	Performance Rating
Agricultural	28	60%	
<i>Provide administrative support VACS program</i>	26		1 2 3 4 5
<i>Provide conservation assistance to agricultural landowners/managers</i>	2		1 2 3 4 5
Education	2	5%	
<i>Design, implement and assist w/ ed. Programs including Envirothon</i>	2		1 2 3 4 5
Community	2	5%	
<i>Promote soil and water conservation on non-agricultural land (TMDLs, land use planning, ...)</i>	2		1 2 3 4 5
Administration	2	5%	
<i>Attend monthly board meetings, support Board and appropriate committees</i>	2		1 2 3 4 5
Training	6	15%	
<i>Participate in training sessions to obtain/maintain the required certifications</i>	4		1 2 3 4 5
<i>Participate in education training opportunities to advance education and outreach skills</i>	2		1 2 3 4 5
Total	40	100%	1 2 3 4 5

Performance Rating Score

- 1- Poor, does not meet goals, negatively impacting District Programs
- 2 - Fair, partially meets goals and responsibilities
- 3 - Average, meets goals and responsibilities
- 4 - Good, meets goals and occasionally exceeds goals and responsibilities
- 5 - Exceptional - often exceeds goals and responsibilities, model employee

Soil and Water Conservation Districts
Desktop Procedures for District Fiscal Operations

District Manager's recommendation: I have further reviewed of the Gift Card Policy submitted (following) at the November 17, 2025 Board meeting, and reviewed the Desktop manual (language follows). Developing a general policy to address the infrequency and variability of gift cards is difficult. Based on discussions, the policy would have to be revised/updated for each gift card purchase and distribution event. It would be more efficient for a staff/director to present the specifics of each gift card two weeks prior to the Board meeting for the awarding of gift cards.

Gift Cards

Gift cards are often given to recipients of District awards or winners of competitions (i.e., District Envirothon and poster contest winners and District-level awards for conservation-friendly farms). Gift cards are a form of currency and should be managed with the same sensitivity as cash or checks. A policy should be developed by the Board that includes the following information:

- Which funding source may be used to purchase gift cards (must be allowable under the regulations of the funding entity/award)
- Clear and detailed criteria or categories for the awarding of gift cards, such as for competitions, recognitions, and/or events
- Amounts associated with each criterion or category
- Restrictions on eligibility of recipients
- Required approval for issuance of cards
- Detailed procedures for purchasing and securing cards
- An annual log for purchase and issuance of cards, noting their type, value, and purpose, along with the name of the recipients and the dates awarded
- Procedure for reconciliation of expenses for cards purchased, the log, and the count of cards on hand that is documented, dated, and maintained with the annual log

The purchase of all gift cards should be approved by the Board and recorded in the Board meeting minutes with the purpose and value of each gift card.

Gift cards given to District employees are considered taxable income and should be reported as such to the IRS. For that reason, gift cards are not recommended for employee compensation.

Gift Card Policy

Draft 11-14-25

Overview

The purpose of this policy is to establish clear guidelines for the purchase, distribution, and accounting of gift cards by Monacan SWCD to ensure compliance with state and federal regulations regarding the use of public funds.

Other considerations should be evaluated prior to giving gift cards, such as:

- Reimbursement of expenses associated with programs
- COIA and Ethics
- Recipient restrictions based on recipient's employer policies

Policy

Gift cards (defined as any prepaid card, certificate, or electronic code redeemable for goods, services, or cash value) are considered a cash equivalent and will be handled with the same level of security and accountability as cash.

Gift cards may be used for:

1. Public Outreach, Education, or Event Participation as incentives or door prizes for community education programs or public events that advance the District's mission
Ex. – A gift card given to a coach of a district Envirothon team.
2. Volunteer Appreciation – to acknowledge significant volunteer contributions to District programs or activities.

Gift cards shall **not** be used for:

1. Personal gifts, celebrations, or holidays
2. Compensation or bonuses in lieu of wages
3. Board member appreciation or compensation
4. Alcohol, tobacco, or any other non-permissible purchase under state or local law.

All gift card purchases require a completed Gift Card Request Form including purpose, quantity, value, and distribution plan and must be approved by the District Manager, Finance Committee Chair, or the Chairman of the Board. The Gift Card Request forms will be kept in a designated file according to

appropriate retention schedules. Lost cards must be reported to the District Manager immediately.

Gift Card Request Form

Date of Request: _____ Requested by: _____

Purpose/Event: _____

Number of Gift Cards: _____ Type/Store: _____

Recipient Name(s)	Value
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Value: _____

Board Approval Date: _____

Please provide a receipt and a photocopy of the gift card to the District Manager/Treasurer once purchased.

Monacan Soil and Water Conservation District

Electronic Meetings

Draft 1-29-26

The following policy and procedures are intended to allow the Monacan Soil and Water Conservation District (Monacan) Board of Directors, Associate Directors, and committee members to allow electronic participation in meetings under the Code of Virginia. References to Electronic Meetings under the Virginia Freedom of Information (FOIA) include but may not be limited to § 2.2-3701, § 2.2-3708.3, and § 2.2-3708.2 as of July 2025.

Monacan will annually review the policy for compliance with the Code of Virginia and the Virginia Freedom of Information Act. This policy was adopted in reference to the most recent FOIA – Electronic Meetings Guide (updated July 2025).

Definitions (§ 2.2-3701)

The definitions included below are specifically relevant to meetings conducted using electronic communications, but keep in mind that the other definitions in § 2.2-3701 also apply to electronic meetings as appropriate.

The definition of "electronic communication" was amended in 2018 and subsequently is applicable to all of the types of electronic participation allowed under §§ 2.2-3708.2 and 2.2-3708.3:

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

This definition is meant to be broad enough to include all of the different types of technology that might be used for electronic communication, whether audio-only (such as telephone or radio technology), visual-only (such as text messaging or email), or both (such as television and many online virtual meeting platforms).

The following two definitions are effective as of September 1, 2022. These definitions distinguish between meetings where a public body has assembled a quorum in one physical location, but one or more members is participating by electronic communication and meetings where there is no quorum physically assembled in one location and all of the members are participating using electronic communication:

"All-virtual public meeting" means a public meeting (i) conducted by a public body, other than those excepted pursuant to subsection C of § 2.2-3708.3, using electronic communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and
(iii) to which public access is provided through electronic communication means.

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a

quorum of the public body is otherwise physically assembled.

The definition of "public body" includes, among other entities, "any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body."

Note: Member participation and monitoring meetings electronically

So long as all of the appropriate procedural requirements are met, a member participating in a meeting using electronic communication may participate in discussions, make motions, vote, join in closed meetings, and otherwise participate fully as if such member was physically present. If the procedural requirements are not met, however, then the member may only monitor the meeting (i.e., listen or watch, depending on the technology used) and cannot otherwise participate.

If a member is monitoring a meeting but not participating, as a matter of best practices, it is suggested that the chair of the public body make a statement to inform the public and the other members, such as:

"Please observe that [*member name*] could not attend today's meeting, but is [*listening/watching*] the meeting [*by speakerphone, videoconference, or whatever electronic communication means is being utilized*]. However, [*member name*] is only monitoring the meeting. [*He/she*] is not counted as present and cannot make motions, vote, or otherwise participate."

I. Remote participation and all-virtual public meetings (§ 2.2-3708.3)

A. Policy

All Virtual Public Meetings

Monacan will conduct no all-virtual public meetings without revisions to this policy.

Remote Participation

It is the policy of the Monacan Soil and Water Conservation District and its committees that individual Board of Director members, Associate Directors, and respective committee members may participate in meetings of the Monacan Soil and Water Conservation District by electronic communication as permitted by § 2.2-3708.3 of the Code of Virginia.

- A. A Board member may participate in a Board meeting through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B below:
 - 1. On or before the day of a meeting, a member of the Board notifies the Chair that will that the member is unable to attend the meeting due to an emergency or personal matter and identifies the nature of the emergency or personal matter, and upon

receiving the request and qualifying information, the Chair approves the request. The member may notify staff to make the request and staff then notifies the chair (since the chair must be notified of requests for remote participation, but as a practical matter, most public bodies rely on staff to make the technical arrangements for members to participate remotely); However, any member of the Board may challenge the Chair's decision and request a roll-call vote on the approval of the member's request as the first order of business.

If the member's participation from a remote location is disapproved by the Board because such participation would violate the policy contained in subsection B of this Rule, the disapproval shall be recorded in the minutes with specificity.

If a member participates remotely, the Board must record in its minutes the member participating remotely, the nature of the emergency or personal matter, and the remote location from which the member participated.

Remote participation by a Board member for an emergency or personal matter is limited each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is greater.

2. If a member of the Board notifies the Chair that the member is unable to attend a meeting due to (i) a temporary or permanent disability or other medical condition, or (ii) a family member's medical condition that requires the member to provide care for such family member or (iii) the member is a caregiver who must provide care for a person with a disability at the time of the public meeting that prevents the member's physical attendance. The Board must record this fact and the remote location from which the member participated in its minutes.

B. Participation by a Board member as authorized under subsection A shall occur only under the following conditions:

1. The Board adopts this written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this Rule. The policy shall be applied strictly and uniformly, without exception, to the entire membership of the Board and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the Board is physically assembled at the primary meeting location. For purposes of determining whether a quorum is physically assembled, a remotely participating member counts toward the quorum if the member is participating remotely either because they are (i) a person with a disability, or (ii) a caregiver for a person with a disability; and
3. The Board arranges for the voice of the member participating remotely to be heard at the primary meeting location.

Appendix

Electronic Meetings under the Virginia Freedom of Information Act, FOIA – Electronic Meetings Guide,
Updated July 2025

ANNEX A

RESOLUTION APPROVING REMOTE ATTENDANCE OF A MEMBER

MONACAN SOIL AND WATER CONSERVATION DISTRICT
RESOLUTION APPROVING REMOTE ATTENDANCE OF A MEMBER

Meeting on _____ (Date)

WHEREAS, the Monacan Soil and Water Conservation District Board of Directors has met with a quorum physically assembled in one location on the date of this resolution;

WHEREAS, _____ (the "Member") desires to participate remotely in said meeting, due to: [check applicable reason]

- a temporary or permanent disability or other medical condition that prevents the member's physical attendance. [For purposes of determining whether a quorum is physically assembled? an individual member of a public body who is a person with a disability as defined in Va. Code § 2.07-106.7 and uses remote participation counts toward the quorum as if the individual was physically present;]
- a family member's medical condition that requires the member to provide care for such family member thereby preventing the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. [For purposes of determining whether a quorum is physically assembled? an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present;]
- the member's principal residence location being more than 60 miles from the meeting location.
- a personal matter, the specific nature of which is _____; the Member(s) has previously attended a remote meeting for a personal reason ___ times this calendar year; and this amount does not exceed the maximum allowance of remote participation in meetings due to a personal reason for that Member for this calendar year.¹

WHEREAS, the Member is participating remotely from _____
[location; example? »her home? »his office<]; and

¹ Each member of a public body may participate in a meeting remotely for personal reasons no more than (i) two meetings per calendar year or (ii) 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

WHEREAS, the Member has notified the Chair prior to the beginning of the meeting of the Members' request to participate remotely, and of the reasons for that request; and the Chair has approved those requests;

NOW THEREFORE, Monacan Soil and Water Conservation District hereby ratifies the determination of the Chair that the Member may participate remotely; and holds that the Chair's determination was consistent with the written policy regarding remote participation. The Secretary (or Clerk) is hereby directed to include a copy of this resolution in the minutes for this meeting.

ADOPTED by majority vote of the Monacan Soil and Water Conservation District Board of Directors on the above-said date, by a vote of ___ Ayes to ___ Nays, with ___ Abstentions.

CERTIFIED COPY:

CHAIR

DATE

ANNEX B

DECISION DISAPPROVING REMOTE ATTENDANCE OF A MEMBER

Monacan Soil and Water Conservation District
DECISION DISAPPROVING REMOTE ATTENDANCE OF A MEMBER

Meeting on _____ (Date)

The Monacan Soil and Water Conservation District Board of Directors met on the above-described date; and having received a request by _____ (the “Member”) to participate remotely in the meeting, the request was:

- rejected by the Chair [OR]
- approved by the Chair but was not ratified by a majority vote of the Monacan Soil and Water Conservation District Board of Directors. A motion to reject the Chair’s determination passed by a vote of ___ Ayes to ___ Nays, with ___ Abstentions,

on the following legal grounds under the Monacan Soil and Water Conservation District Electronic Meetings Policy (the “Policy”):

- the Member failed to inform the Chair of the request to participate remotely prior to 3:00pm on the working day before the meeting, as required by the Policy.
- a quorum of the Monacan Soil and Water Conservation District Board of Directors was not physically assembled at the primary or central meeting location, as required by the Policy and Va. Code § 2.2-3701 q1v1 “remote participation.”
- the Member has already exceeded his/her maximum allowance of remote participation in meetings for personal reasons (namely, two meetings per calendar year or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater), as required by the Policy and Va. Code § 2.2-3708.3(B)(4).
- the Member’s remote participation would have violated the following requirement of the Policy and/or Va. Code § 2.2-3708.3: _____

_____.

The Secretary (or Clerk) is hereby directed to include a copy of this decision in the minutes for the meeting.

CERTIFIED COPY:

CHAIR

DATE

ELECTRONIC MEETINGS POLICY

Important Notes:

1. Where to place this Policy. Although your board can adopt this policy as a standalone document, we suggest that it is usually best to include the full text of this policy inside of your board's bylaws, where it is more likely to be remembered and passed on. Either way, be sure to keep a certified copy of the policy or bylaws on file, in physical form (printed) and electronically (scanned).
2. How to incorporate this policy into your Bylaws. This policy consists of three articles. We recommend that your Agency copy and paste these three articles into your agency's bylaws. Usually, the best place to insert these articles is near the end of the bylaws, before the article that addresses provisions for amendments (typically the last article of an organization's bylaws). For example:

Article I	Name and Purpose of [[Board]]
Article II	Members and Staff
Article III	Officers
Article IV	Meetings
Article V	<i>Electronic Meetings Policy – General Provisions</i>
Article VI	<i>Remote Participation of Individual Members</i>
Article VII	<i>All-Virtual Meetings</i>
Article VIII	Provisions for Amendments
Annex A	<i>Resolution Approving Remote Attendance of a Member</i>
Annex B	<i>Decision Disapproving Remote Attendance of a Member</i>

You will, of course, need to make appropriate formatting changes to fit this policy into your public body's bylaws.

3. Brackets. When text is placed within brackets (for example, [[Board]]), this means that you should replace the text with the text that applies to your agency (for example, your public body's board might instead be styled a "Council"). In some cases, text in double brackets should simply be deleted.
4. Blanks. Annex A and Annex B are forms provided for your agency to fill out on the date of a meeting where a member requests to participate remotely. These forms contain long blanks (for example, "_____ " in place of the date of the meeting). The blanks should be left unfilled until the day of the meeting where the form is being filled out.

ARTICLE [I]. ELECTRONIC MEETINGS POLICY – GENERAL PROVISIONS

Section 1. Authority and Scope

A. **Authority.** This Electronic Meetings Policy (the “Policy”) [[consisting of Articles through of these Bylaws]] is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715. This Policy supersedes any prior policy of the [[Board]] on remote participation in [[Board]] meetings.

B. **Distinction from States of Emergency.** This Policy shall not govern an electronic meeting conducted to address a state of emergency. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

C. [[This Policy shall be readopted at least once annually.]] [[ALTERNATIVELY, if this Policy is incorporated into the Bylaws, add a provision to the Bylaws’ description of the Annual Meeting that says, “These Bylaws shall be readopted each year at the [[Board]]’s Annual Meeting.”]]

Section 2. Definitions.

As used in [[the three articles comprising this Electronic Meetings Policy]], unless the context requires a different meaning:

“**All-virtual public meeting**” means a public meeting conducted by the [[Board]] using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

Whenever this Policy is used for remote participation in a committee meeting or an all-virtual meeting of a committee, the terms “[[Board]],” “**Chair**,” and “**Vice Chair**” have the meanings attributed to them in [[Section 3 of this Article]].

“**Caregiver**” means an adult who provides care for a person with a disability as defined in § 51.5-40.1 of the Code of Virginia. A caregiver shall be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom he is caring.

“**Committee**” includes any group of members of the [[Board]], however labeled or designated, created to perform delegated functions of the [[Board]] or to advise the [[Board]], regardless of where or how the committee meets, whether or not votes are cast in any meeting of the committee, or how many [[Board]] members are part of the committee. The term “committee” includes subcommittees.

“**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

“Notify” or “notifies,” for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

“Remote participation” means participation by an individual member of the [[Board]] by electronic communication means in a public meeting where a quorum of the [[Board]] is physically assembled, as defined by Va. Code § 2.2-3701.

Section 3. Committees

A. Committee Meetings to Be Public. Committees of the [[Board]] (however labeled or designated) are public bodies under the Virginia Freedom of Information Act; and therefore, committee meetings (like meetings of the [[Board]] itself) must be publicly noticed, publicly accessible, and memorialized by the taking of minutes, as required by § 2.2-3707 of the Code of Virginia.

B. Remote Participation in Committee Meetings. Pursuant to § 2.2-3708.3(D), Article [II] (Remote Participation of Individual Members) and Article [III] (All-Virtual Meetings) of these Bylaws both apply to committees, as well as to the [[Board]] itself. When a committee meets virtually, or when any member of a committee participates remotely, the term “[[Board]]” (as used in Article [II] or Article [III]) shall be deemed to refer to the committee, and the terms “chairman” and “vice Chairman” shall refer to the Chairman and Vice Chairman of the committee.

C. Quorum. The quorum for a committee meeting, whether held in-person or otherwise, shall be a majority of the committee members, or three members of the committee, whichever is more.

Section 4. Strict and Uniform Application of this Policy

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting, and without regard to the identity of any member requesting remote participation.

Section 5. Recording in Minutes

As with all meetings, minutes shall be taken for every all-virtual meeting and every meeting that involves remote participation. Minutes shall include:

- (a) the identity of the members of the public body who participated in the meeting through electronic communication means;
- (b) the identity of the members of the public body who were physically assembled at one physical location;
- (c) the identity of the members of the public body who were not present at the location identified in clause (b) but who monitored such meeting through electronic communication means; and
- (d) in the case of meetings that involve remote participation under Article [II], the information required by Section 4 of Article [II].

ARTICLE [II]. REMOTE PARTICIPATION OF INDIVIDUAL MEMBERS.

Section 1. Physical Quorum Required

Regardless of the reasons why a member is participating in a meeting from a remote location by electronic communication means, no member shall participate remotely under this Article unless a quorum of the [[Board]] have been physically assembled at the primary or central meeting location. However, for purposes of determining whether a quorum is physically assembled, the following individuals who use remote participation shall be counted as if they were physically present: (1) any individual member of a public body who is a person with a disability as defined in § 51.5-40.1; and (2) any individual member of a public body who is a caregiver for a person with a disability.

Section 2. Process to Request Remote Participation

A. No later than 3:00pm on the working day prior to the day of the meeting, the requesting member must notify the Chair (or the Vice-Chair if the requesting member is the Chair) that the member is unable to physically attend a meeting due to:

- (1) a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- (2) a family member's medical condition that requires the member to provide care for such family member thereby preventing the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance.;
- (3) the member's principal residence location being more than 60 miles from the meeting location; or
- (4) a personal matter, the nature of which is identified with specificity by the member. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. A member who fails to make a request to participate remotely by 3:00pm on the working day prior to the meeting shall be ineligible to participate remotely, regardless of the

B. The requesting member shall also notify the [[Board]]'s staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

C. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter.

D. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or

other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

E. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether the member's request is in conformance with this policy, and therefore approved or disapproved.

Section 3. Process to confirm approval or disapproval of participation from a remote location.

When a quorum of the [[Board]] has assembled for the meeting, the [[Board]] shall vote to determine whether the Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy.

For the purpose of assuring compliance with this Article, the [[Board]] may adopt a resolution approving the remote attendance of the requesting member. A template form of such resolution is included as Annex A to [[this Policy]] [[the Bylaws]]. Likewise, if the Chair disapproves the remote attendance of the requesting member (or if the Board fails to ratify the Chair's decision), then the Chair should certify such decision using the form on Annex B. The Secretary [[or Clerk]] to the Board is directed to bring copies of Annex A and B to all meetings of the [[Board]], so that these forms may be filled out when necessary.

Section 4. Recording in Minutes

A. If the member is allowed to participate remotely, the [[Board]] shall record in its minutes (1) the [[Board]]'s approval of the member's remote participation; (2) a general description of the remote location from which the member participated; (3) the grounds for which the member participated remotely (as enumerated in Section 2(A) of this Article), and (4) if the grounds for participating remotely was a personal matter as described in Section 2(A)(4), then the specific nature of the personal matter and the number of times the member has participated remotely due to a personal matter for that calendar year.

B. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or the Virginia Freedom of Information Act, shall be recorded in the minutes with specificity.

Section 5. Closed Session

If the [[Board]] goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

ARTICLE [III]. ALL-VIRTUAL MEETINGS

Section 1. When an all-virtual public meeting may be authorized

An all-virtual public meeting may be held only when:

- (a) The [[Board]] has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and
- (b) The [[Board]]'s last meeting was not an all-virtual public meeting.

Section 2. All-Virtual Public Meeting Requirements

The following applies to any all-virtual public meeting of the [[Board]] that is scheduled in conformance with this Policy:

- (a) The meeting notice shall indicate that the public meeting will be all-virtual and that the [[Board]] will not change the method by which the [[Board]] chooses to meet without providing a new meeting notice that comports with § 2.2-3707 of the Code of Virginia.
- (b) The [[Board]] shall provide public access by electronic communication means that allows the public to hear all participating members of the [[Board]].
- (c) Audio-visual technology, if available, shall be used to allow the public to see the members of the [[Board]]. When audio-visual technology is available, a member of the [[Board]] shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.
- (d) A phone number, email address, or other live contact information shall be provided to the public to alert the [[Board]] if electronic transmission of the meeting fails for the public, and if such transmission fails, the [[Board]] takes a recess until public access is restored;
- (e) A copy of the proposed agenda and all agenda packets (unless exempt) shall be made available to the public electronically at the same time such materials are provided to the [[Board]].
- (f) The public shall be afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received.
- (g) There shall be no more than two members of the [[Board]] together in one physical location.

Section 3. Closed Session

If the [[Board]] goes into closed session, transmission of the meeting to the public will be suspended until the public body resumes to certify the closed meeting in open session.

ANNEX A

RESOLUTION APPROVING REMOTE ATTENDANCE OF A MEMBER

[[BOARD]]

RESOLUTION APPROVING REMOTE ATTENDANCE OF A MEMBER

Meeting on _____ (Date)

WHEREAS, the **[[Board]]** has met with a quorum physically assembled in one location on the date of this resolution;

WHEREAS, _____
(the “Member”) desires to participate remotely in said meeting, due to: *[check applicable reason]*

- a temporary or permanent disability or other medical condition that prevents the member’s physical attendance. *[For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in Va. Code § 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present.]*
- a family member’s medical condition that requires the member to provide care for such family member thereby preventing the member’s physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member’s physical attendance. *[For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present.]*
- the member’s principal residence location being more than 60 miles from the meeting location.
- a personal matter, the specific nature of which is _____; the Member(s) has previously attended a remote meeting for a personal reason ____ times this calendar year; and this amount does not exceed the maximum allowance of remote participation in meetings due to a personal reason for that Member for this calendar year.¹

WHEREAS, the Member is participating remotely from _____
[location: example, “her home,” “his office”]; and

WHEREAS, the Member has notified the Chair prior to the beginning of the meeting of the Members’ request to participate remotely, and of the reasons for that request; and the Chair has approved those requests;

NOW THEREFORE, _____ (Public Body)
hereby ratifies the determination of the Chair that the Member may participate remotely; and holds that the Chair’s determination was consistent with the written policy regarding remote participation. The Secretary (or Clerk) is hereby directed to include a copy of this resolution in the minutes for this meeting.

¹ Each member of a public body may participate in a meeting remotely for personal reasons no more than (i) two meetings per calendar year or (ii) 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

ADOPTED by majority vote of the [[Board]] on the above-said date, by a vote of ___
Ayes to ___ *Nays*, with ___ *Abstentions*.

CERTIFIED COPY:

CHAIR

DATE

ANNEX B

DECISION DISAPPROVING REMOTE ATTENDANCE OF A MEMBER

[[BOARD]]

DECISION DISAPPROVING REMOTE ATTENDANCE OF A MEMBER

Meeting on _____ (Date)

The [[Board]] met on the above-described date; and having received a request by _____ (the “Member”) to participate remotely in the meeting, the request was:

- rejected by the Chair [OR]
- approved by the Chair but was not ratified by a majority vote of the [[Board]]. A motion to reject the Chair’s determination passed by a vote of ___ Ayes to ___ Nays, with ___ Abstentions,

on the following legal grounds under the [[Board]]’s Electronic Meetings Policy (the “Policy”):

- the Member failed to inform the Chair of the request to participate remotely prior to 3:00pm on the working day before the meeting, as required by the Policy.
- a quorum of the [[Board]] was not physically assembled at the primary or central meeting location, as required by the Policy and Va. Code § 2.2-3701 q.v. “remote participation.”
- the Member has already exceeded his/her maximum allowance of remote participation in meetings for personal reasons (namely, two meetings per calendar year or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater), as required by the Policy and Va. Code § 2.2-3708.3(B)(4).
- the Member’s remote participation would have violated the following requirement of the Policy and/or Va. Code § 2.2-3708.3: _____

The Secretary (or Clerk) is hereby directed to include a copy of this decision in the minutes for the meeting.

CERTIFIED COPY:

CHAIR

DATE

SOIL AND WATER CONSERVATION DISTRICTS

Desktop Procedures for District Fiscal Operations

Adopted by the Virginia Soil and Water Conservation Board
June 26, 2024

Effective Date
July 1, 2024

Issued by:
The Virginia Department of Conservation and Recreation

Soil and Water Conservation Districts
Desktop Procedures for District Fiscal Operations

TABLE OF CONTENTS

I. INTRODUCTION

II. BOARD REQUIREMENTS AND RESPONSIBILITIES

DIRECTORS.....	2
FREEDOM OF INFORMATION ACT (FOIA).....	3
CONFLICT OF INTEREST ACT (COIA).....	3
RECORDS MANAGEMENT.....	4
BOARD OF DIRECTORS MEETINGS.....	4
COMMITTEES.....	4
FINANCE COMMITTEE.....	5

III. ACCOUNTABILITY

BONDING.....	6
BUDGET DEVELOPMENT.....	6
TREASURER’S REPORTS.....	6
DISTRICT POLICIES.....	7
DEBTS AND LEASES.....	7
EXTERNAL FISCAL AUDITS.....	7
RECORDS MANAGEMENT.....	9

IV. CASH CONTROL

BANK ACCOUNTS AND SIGNATORIES.....	10
INSURED BANK ACCOUNTS.....	10
CHECK-SIGNING POLICY.....	11
OUTSTANDING CHECKS.....	11
VOIDED CHECKS.....	11
BANK RECONCILIATIONS.....	12
SEGREGATION OF DUTIES.....	12

V. CASH MANAGEMENT

ACCOUNTING METHOD (CASH BASIS).....	14
RESERVE FUND BALANCES.....	14
PETTY CASH.....	14
GIFT CARDS.....	15
TRANSFERS.....	15

VI. RECEIPTS PROCESSING

DIRECT DEPOSIT (EDI).....	16
SALES.....	16
COLLECTION OF STATE RETAIL SALES AND USE TAX.....	17

VII. EXPENDITURE PROCESSING (NON-PAYROLL)

ONLINE BILL PAY.....	18
VACS PAYMENTS.....	19

Soil and Water Conservation Districts
Desktop Procedures for District Fiscal Operations

TWO-PARTY CHECKS.....	19
IRS 1099 FORMS.....	20
SALES AND TAX EXEMPTIONS FOR DISTRICT PURCHASES.....	20
VIII. CREDIT CARDS	
DEBIT CARDS.....	21
DISTRICT CREDIT CARDS.....	21
IX. EMPLOYEE/DIRECTOR EXPENSE REIMBURSEMENT	
USE OF PERSONAL CREDIT CARDS.....	23
NON-TRAVEL.....	23
TRAVEL.....	24
X. PROCUREMENT	
SURPLUS PROPERTY.....	26
FIXED ASSETS INVENTORY.....	26
XI. REPORTING	
REPORTING EXPENDITURES OF SWCD DISCRETIONARY FUNDS.....	28
SWCD COMPLETION OF DCR REPORT FORM “ATTACHMENT E”.....	29
COMPLETION OF THE DCR BUDGET TEMPLATE EXERCISE “ATTACHMENT D”.....	30
XII. FEDERAL FUNDS REQUIREMENTS	
ACTIVITIES ALLOWED OR NOT ALLOWED.....	31
ALLOWABLE COSTS/COST PRINCIPLES.....	31
CASH MANAGEMENT.....	32
EQUIPMENT AND REAL PROPERTY MANAGEMENT.....	32
MATCHING.....	32
PERIOD OF AVAILABILITY OF FUNDS.....	33
PROCUREMENT.....	33
PROGRAM INCOME.....	33
REPORTING.....	34
FEDERAL FUNDS AUDITING REQUIREMENTS.....	34
XIII. PERSONNEL MANAGEMENT	
PERSONNEL POLICY.....	35
HIRING A NEW EMPLOYEE.....	35
ORIENTATION.....	35
FAIR LABOR STANDARDS ACT (FLSA) EXEMPT/NON-EXEMPT.....	36
TIMESHEETS.....	36
TELEWORK.....	36
PAYROLL AND TAXES.....	36
PERSONNEL EVALUATIONS.....	37
SALARY ADJUSTMENTS.....	37
PERSONNEL FILES.....	37
SWCD EMPLOYEE VS. INDEPENDENT CONTRACTOR.....	38

Soil and Water Conservation Districts
Desktop Procedures for District Fiscal Operations

XIV. APPENDIX A – SAMPLE POLICIES

SAMPLE 1 PURCHASING POLICY.....	40
SAMPLE 2 PURCHASING POLICY.....	42
SAMPLE VEHICLE USE POLICY.....	44
SAMPLE VEHICLE MILEAGE LOG.....	47
SAMPLE 1 CREDIT CARD POLICY.....	48
SAMPLE 2 CREDIT CARD POLICY.....	49
SAMPLE 1 CHECK-SIGNING POLICY.....	52
SAMPLE 2 CHECK-SIGNING POLICY.....	53
SAMPLE PAY ACTION AUTHORIZATION FORM.....	54
SAMPLE TELEWORK POLICY.....	55
SAMPLE TELEWORK AGREEMENT.....	58
SAMPLE TELEWORK LOG.....	61
SAMPLE GIFT CARD LOG.....	62

Virginia Tech Campus - Blacksburg, VA.
Apply through your local Soil & Water Conservation District.

JULY 13-19
2025



Youth Conservation Camp



Join us for a week of outdoor, hands-on learning from conservation professionals and Virginia Tech faculty about natural resources.

Open to all Virginia High School students currently enrolled in grades 9-12th in 2025.

Contact your local SWCD to learn more about how to apply. Scholarship funding to cover registration may be available.



[VASWCD.ORG/CONSERVATION-CAMP](https://vaswcd.org/conservation-camp)

Questions? Contact:
byron.minson@vaswcd.org

The cost per camper in 2025 was \$550. Total scholarship budget of \$750.

Camp Woods and Wildlife

June 15-19, 2026

Check back in February 2026 for information about 2026 Camp.



View [information/frequently asked questions](#)

The Virginia Department of [Forestry](#), in cooperation with other natural resource conservation agencies and organizations, has proudly administered Camp Woods and Wildlife (formerly called Holiday Lake [Forestry](#) Camp) for more than 70 years. Camp Woods and Wildlife is an academic, structured, residential camp that focuses on field experiences in forestry and other natural resources. This unique camping experience introduces 13-16-year-olds to the challenges, special skills, and knowledge needed for managing the forest resources we use and enjoy every day.

Camp Woods and Wildlife is ideal for students who:

- wish to explore forestry and wildlife related careers
- participate in forestry and wildlife judging teams, Envirothon competitions, or ecology clubs
- want to experience hands-on learning and gain real-world skills in natural resources conservation

+ Dates and Location

- Cost

All students selected to attend Camp are awarded a \$300 scholarship and pay a nominal \$95 registration fee to confirm their attendance and acceptance of the scholarship.

Camp scholarships are funded through contributions from forest business and industry, conservation agencies and associations, and individual sponsors committed to educating tomorrow's young leaders.

Monacan funded a \$300 scholarship in 2025.

VCAP Application Request

1. 38-26-001 RWH \$3,316.00

Motion: Monacan SWCD moves that the proposed VCAP application is approved contingent upon final approval from the VCAP Steering Committee.

Rainwater Harvesting Calculator

green cells require number entry (square footage)

Information to Include in VCAP Application

Variable	Value	Units
Impervious CDA Entering Cistern(s) (enter sq.ft.) =	1400	sq.ft.
Treatment gallons =	829	Gallons
5-Year Lifespan Eligible Cost-Share =	\$1,243.50	Dollars
10-Year Lifespan Eligible Cost-Share =	\$3,316.00	Dollars
Minimum Suggested Tank Size =	912	Gallons

January 22, 2026

Board of Directors & Staff

Monacan Soil and Water Conservation District

Dear Members of the Board and Staff,

It is with mixed emotions that I must resign as Director of the Monacan Soil and Water Conservation District, effective January 31, 2026. I have accepted a position in Tampa, Florida to begin at the end of February. It has been an honor to serve in this role.

I am grateful for the opportunity to have worked alongside an outstanding Board and a dedicated staff, whose professionalism and passion for conservation have been truly inspiring. Together, we have made meaningful progress in promoting the stewardship of our natural resources and supporting sustainable practices throughout the Powhatan and Goochland communities.

My time with Monacan has provided me with lasting memories and a profound appreciation for the value of teamwork and community engagement. I am proud of what we have accomplished together and confident in the Monacan's continued success in serving the people of our region.

Thank you for your support, friendship, and collaboration over the years. I look forward to seeing the Monacan Soil and Water Conservation District continue to thrive and make a positive impact.

Sincerely,

A handwritten signature in cursive script that reads "Sandy Bradley".

Code of Virginia

Title 10.1. Conservation

Subtitle I. Activities Administered by the Department of Conservation and Recreation

Chapter 5. Soil and Water Conservation

Article 1. General Provisions

§ 10.1-500. Definitions

As used in this chapter, unless the context requires a different meaning:

"Board" means the Virginia Soil and Water Conservation Board.

"County" includes towns.

"City" includes all cities chartered under the Commonwealth.

"District" or "soil and water conservation district" means a political subdivision of this Commonwealth organized in accordance with the provisions of this chapter.

"District director" means a member of the governing body of a district authorized to serve as a director.

"Due notice" means notice published at least twice, with an interval of at least seven days between the two publication dates, in a newspaper or other publication of general circulation within the appropriate area, or if no such publication of general circulation is available, by posting at a reasonable number of conspicuous places within the appropriate area. Such posting shall include, where possible, posting at public places where it is customary to post notices concerning county or municipal affairs. Hearings held pursuant to such notice, at the time and place designated in the notice, may be adjourned from time to time without renewing the notice for the adjourned dates.

"Governing body of a city or county" means the entire governing body regardless of whether all or part of that city or county is included or to be included within a district.

"Government" or "governmental" includes the government of this Commonwealth, the government of the United States, and any of their subdivisions, agencies or instrumentalities.

"Land occupier" or "occupier of land" includes any person, firm or corporation who holds title to, or is in possession of, any lands lying within a district organized, or proposed to be organized, under the provisions of this chapter, in the capacity of owner, lessee, renter, tenant, or cropper. The terms "land occupier" and "occupier of land" shall not include an ordinary employee or hired hand who is furnished a dwelling, garden, utilities, supplies, or the like, as part payment, or payment in full, for his labor.

"Locality" means a county, city or town.

Code 1950, § 21-3; 1950, p. 76; 1954, c. 670; 1964, c. 512; 1970, c. 480; 1985, c. 448; 1988, c. 891.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

Title 10.1. Conservation

Subtitle I. Activities Administered by the Department of Conservation and Recreation

Chapter 5. Soil and Water Conservation

Article 3. Soil and Water Conservation Districts

§ 10.1-530. Designation of chairman; terms of office; filling vacancies

A. The district directors shall designate a chairman from the elected members, or from the Board-appointed members, of the district board and may change such designation.

B. The term of office of each district director shall be four years. A district director shall hold office until his successor has been elected or appointed and has qualified. The selection of successors to fill a full term shall be made in accordance with the provisions of this article. Beginning in the year 2003, the election of district directors shall be held at the November 2003 general election and each fourth year thereafter. The terms of office of elected district directors shall begin on January 1 following the November general election. The term of office of any district director elected in November 1999 shall be extended to the January 1 following the November 2003 general election. The term of office of any district director elected in November 2000 shall expire on the January 1 following the November 2003 general election. The term of office of any district director elected in November 2001 or 2002 shall be extended to expire on the January 1 following the November general election in 2007. Appointments made by the Board to the at-large position held by an extension agent shall be made to commence January 1, 2005, and each fourth year thereafter. Appointments made by the Board to the other at-large position shall be made to commence January 1, 2007, and each fourth year thereafter. Any appointment made by the Board prior to January 1, 2005, to an at-large position held by an extension agent shall be made to expire January 1, 2005; and any appointment made by the Board prior to January 1, 2007, to the other at-large position shall be made to expire January 1, 2007.

C. A vacancy shall exist in the event of the death, resignation or removal of residence from the district of any director or the elimination or detachment from the district of the territory in which a director resides, or by the removal of a director from office by the Board. Any vacancy in an elected or appointed director's position shall be filled by an appointment made by the Board for the unexpired term. In the event of the creation of a new district, the transfer of territory from an existing district to an existing district, or the addition of territory not previously within an existing district to an existing district, the Board may appoint directors to fill the vacancies of elected directors prescribed by § 10.1-515 in the newly created district or in the territory added to an existing district. Such appointed directors shall serve in office until the elected directors prescribed by § 10.1-515 take office after the next general election at which directors for the entire district are selected.

Code 1950, §§ 21-44, 21-45; 1954, c. 670; 1956, c. 654; 1964, c. 512; 1970, c. 480; 1988, c. 891; 2001, c. 54; 2002, cc. 143, 236.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

ADMINISTRATION & OPERATIONS

- **SWCD Election of Officers, 2026 Calendar Year Meeting Dates & Times, Committee Appointments:** Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2026 Calendar Year regular board meeting date and time. Send updates to the VASWCD, assigned CDC, and other partners. Committee appointments generally occur in January/February and are typically made by the Board Chair.
- **Quarterly Reports:** due Jan 15; Attachment E, cash balance and Profit & Loss reports.
- **IRS 1099 Forms:** to be mailed no later than Jan 31.
- **2026 IRS Mileage Rate:** changes to 72.5 cents beginning Jan 1, 2026; up 2.5 cents from 2025.
- **Obligation Data Pull:** will be done on Feb 2, disbursement letters will be sent Feb 12.

COST SHARE AND TECHNICAL ASSISTANCE

- **Additional Changes to Definition of Applicant:** VSWCB met on Dec 10 and approved an additional change to the definition. In the Guidelines and Glossary sections the definition of 'applicant' now includes the following:
"Any individual, landowner, agent, operator of record, or business entity who is determined to have knowingly misrepresented its compliance status with the VACS Program to a District or District Representative may, upon a determination of a Board of District Directors, not be considered an "applicant" for a period of **at least one (1) year but no more than five (5) years**. In rendering such a determination, **and after consulting with the Office of the Attorney General**, the Board of District Directors shall evaluate all available evidence in a public meeting, and any related resolutions must be passed by a majority vote of a quorum of District Directors."
- **Agricultural BMP Tax Credit:** January 31, 2026, is the deadline for Districts to provide producers with all required documentation for any Agricultural BMP tax credits certified in calendar year 2025. The Technical Certification Date of the practice and the Tax Credit Certification Signature Date must be within the same calendar year. Each impacted producer should be sent a Virginia Form ABM, tax certificate letter(s) with attached certificate, and the applicable letter documenting an approved Soil Conservation Plan or Resource Management Plan. After that point it is the producer's responsibility to work with their tax preparer to submit all required documentation to the Virginia Department of Taxation within the required timeframe.
- **Agricultural Equipment Tax Credit:** For any producers that inquire regarding the Agricultural Equipment Tax Credit, Districts should provide a blank copy of the Virginia Form AEC, a letter confirming that an approved Soil Conservation Plan is on file at the District, and a blank copy of the certified statement to be signed by the producer and their nutrient management planner stating that their NMP is being implemented. The Form AEC and supporting documentation are due to Department of Taxation at least 90 days prior to the producer's filing deadline.

DCR NEWS:

- **Theresa Lucas:** new DCR Conservation Data Technician, Richmond. Please continue to use the CAS Help Desk email at dswc-cas-help@dcr.virginia.gov to receive assistance with your CAS questions.
- **Crystal Lavin:** is the new (CDC) in the Suffolk Office

DATES TO REMEMBER

JANUARY

Jan 14—VA General Assembly convenes
Jan 15 – Quarterly Reports due
Jan 19 – State Holiday, offices closed
Jan 29 – CP Training Webinar: VA BMPs and CS
Jan 31 – Deadline to mail 1099's & tax credit certificates

FEBRUARY

Feb 16 – State Holiday, offices closed

MARCH

Mar 14 —VA General Assembly adjourns

Keith Burgess

January 2026

Activities

Assisted VCE with Private Pesticide Applicators Recertification Class
Assisted VCE with Well Water Testing Program Interpretation meeting
Financial Committee meeting
Plan RVA Three Notch Trail – meeting with Plan RVA staff
Goochland Budget meeting and information provided per request
IT consultations for iPads - Pliant
DCR staff discussions related to the Nutrient Management Planning program
Goochland County Environmental Dept – interpretation of agricultural land disturbance activity exemptions per DEQ law and regulations
Review Plan of Development for Powhatan
Staff meetings

Training

Attended VASWCD Annual meeting
Grow More: The Basics of Behavior Change & How to Message to Middle Adapters
Grow More: Reframing your Outreach to Meet Your Audience
Common Engineering Problems and How to Prevent Them

Technical Assistance

Gail Canada (P) – conservation easement
Karen Hudson (P) – conservation easement
Linda Weistroffer (G) – general farm and cattle management
State Farm (G) – new grant for water system and buffers
Ronnie Nuckols (G) – livestock water system

Upcoming Events

Virginia Crop Production Association Annual crop conference
Area III Managers meeting

Upcoming Staff Activities

Service current VACS contracts, process VACS applications

Monacan 2 X 2 Schedule – please contact the District Manager to schedule discussion topic.

Other Updates

Colton Sullivan January 2026

Activities

- Ronnie Nuckols SL7 Engineering Packet Development, cost share application, pre-construction meeting and on-site planning
- Data entry and contacts for PY26 cover crop applications
- PY 26 Cover Crop Inspections
- FR-1 contract development
- Pons SL-1 Contract Development
- Writing NMP's and conservation plans for current contracts
- CCI Maintenance practices development and payment

Training Attended

- VNRLI Session 3

Scheduled Training

Technical Assistance

- Henderson conservation planning

Meetings Attended

Calendar

Lissy Hamilton
January 26, 2026 Report

Monthly tasks

Payroll
Payroll liabilities
Payables
Bank reconciliations
Board packets
Filing
Facebook updates

Other

Taxes
 Quarterly State
 Quarterly Federal
 2025 W-2
 1099's
Quarterly reports
 County report
 Attachment E – DCR
Quarterly funding requests to counties
Quarterly Building meeting

PY26 Staff Report – January 2026

Maddie Wiley

Activities:

- VACS data entry and field visits
- Cover crop inspections and mapping
- VCAP site visit and application
- Annual meeting display and fundraising ornament creation
- Envirothon virtual presentation & flyer
- Director's iPad set up w/ Pliant

Trainings:

- NMP Soil Science, Soil Fertility, and Crop Production Training – Jan. 12-13
- NMP Plan Writing Training – Jan. 20-22

Meetings/Events:

- Ag Committee Meeting – Jan. 19
- State Farm NFWF Project Meeting – Jan 19.

Upcoming Trainings/Events:

- NMP Certification Exam – Feb. 6



AMELIA SERVICE CENTER REPORT
Monacan SWCD Board Meeting
January 26th, 2026

Office Updates:

We are currently finishing up the last few CSP annual payments for 2025 for producers who wanted to be paid in the 2026 tax year.

We have also sent out new deferral letters to all existing applicants from last year. If we do not hear that the applicant would like to continue, the applications will not defer automatically as in past years but will instead be cancelled. Applicants who do not choose to defer can re-apply at any time in the future with a new application.

Following our 2026 application deadline of January 15th, we are now working on producer eligibility documents as well as field visits.

We have received some information on the new Regenerative Pilot Program (RPP) as well as the tentative EQIP and CSP payment schedules for 2026. There have been major changes to the CSP program. We are still waiting for final versions of guidance, official program deadlines, ranking tools, and state-specific payment schedules and practice scenarios.

The Regenerative Pilot Program will take a whole-farm approach. All contracts will be for a minimum of five years and must include soil health testing in the first and last years.

- **Environmental Quality Incentives Program (EQIP)**
 - 23 active EQIP contracts (6 Powhatan, 3 Goochland)
- **Conservation Stewardship Program (CSP)**
 - 24 active CSP Classic contracts (3 Powhatan, 2 Goochland)
 - 2 active CSP-GCI contracts
- **Applications:**
 - 2026:
 - CSP – 14 apps on file (5 renewals, 7 deferrals, 2 new)
 - EQIP – 34 apps on file (12 deferrals, 22 new)

Upcoming Events/Deadlines

- February 27th – applicant eligibility deadline
- Sometime between March 27th and April 3rd – Tentative ranking deadline, all programs

Earth Team Volunteer Program

- Please contact the NRCS office for more information on Earth Team volunteers.

VA NRCS Operational/Personnel Changes

- Area 3 engineering needs will be divided among the other three area engineers and the soil conservation technicians.

Submitted By Tara Ciavarella, District Conservationist

Agenda Items

- P. Reports of Cooperating Agencies
 - 1. VCE
 - 2. NRCS
 - 3. Capital Region Land Conservancy
 - a. Adcock Easement
 - b. Canada Easement application initiated
 - c. Hudson Easement application pending
 - 4. DOF