



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

August 15, 2025

AGENDA

Meeting Location:

Fredericksburg Presbyterian Church – Meeting Hall
810 Princess Anne St, Fredericksburg, VA 22401

- 1) **Call to Order:** 9:00 a.m.
- 2) **Invocation / Pledge of Allegiance**
- 3) **Introductions / Welcome Guests**
- 4) **Additions to Agenda / Public Comments**

Agenda #	Agenda Item	Page #
5	Cooperating Agency Reports	
	<i>USDA-Natural Resources Conservation Service (NRCS)</i> Brian Wooden, Jr., Carlie Pemberton	
	<i>Virginia Department of Conservation & Recreation (DCR)</i>	1-2
	<ul style="list-style-type: none"> Olivia Leatherwood (CDC) Olivia.leatherwood@dcr.virginia.gov (757) 353-7973 Marissa Roland Eastern Area Manager Marissa.roland@dcr.virginia.gov (804) 380-2452 	
	<i>Virginia Cooperative Extension (VCE)</i>	3
	<ul style="list-style-type: none"> Kayleigh Mize (Spotsylvania Livestock) Megan Williams (King George- Crops) Grace Kunkel (Stafford- Horticulture) 	4
	<i>Virginia Department of Forestry (VDOT)</i>	
	<ul style="list-style-type: none"> Matthew Coleman (Area Forester) Kinner Ingram (Rappahannock District Forester) Abby Tenney (Spotsylvania & Orange) Melina Cienski (Fredericksburg, Stafford & Prince William) Paul DiGiacomo (King George & Westmoreland) Madeline “Maddie” Kenerly (Bay Water Specialist) 	
	<i>Friends of the Rappahannock (FOR)</i>	5
6	<ul style="list-style-type: none"> Angela Nam (Green Infrastructure Specialist/ VCAP) Leslie Anne Hammond (York River Steward) 	6-7
	<i>George Washington Regional Commission</i>	8
6	Board Meeting Minutes	
	(a) Approve Board Meeting Minutes from June 20, 2025	9-17
7	Committee Meeting Minutes	
	Consent Agenda – Approve the Committee Meeting Minutes Listed Below	
8	(a) Approve the Technical Review Committee Meeting Minutes from June 20, 2025 (Prior month)	18-21
	Financial Reports	
8	(a) Approve the Treasurer’s Financial Report for June 30, 2025, and file for future audit	22-45
	(b) Approve the Treasurer’s Financial Report for July 31, 2025, and file for future audit	46-68



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

August 15, 2025

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Agenda #	Agenda Item	Page #
9	Action Items	
	(a) TRC report: Cost-share applications ^(VACS & VCAP) and nutrient management plans August 15, 2025 ^(this month)	
	(b) Approve to purchase a 3 rd vehicle with a budget of \$_____ or authorize the reimbursement for personal mileage reimbursement	
	(c) Approve to negotiate a new Virginia Conservation Assistance Program (VCAP) Memorandum of Understanding (MOU) with Friends of the Rappahannock or bring the VCAP program back inhouse. Our current MOU expires November 30, 2025.	69
	(d) Accept the resignation of King George Director Anthony Staats, with regrets	70
	(e) Approve the FY 2026 Reserve & Dedicated Funds	71-74
	(f) Approve the Asset Inventory / Property List for the period ending June 30, 2025	75-84
10	Review / Updates	
	(a) Monthly review of FY 2026 Annual Plan of Work <i>(Details follow the agenda)</i>	Last Page of Agenda
	(b) Attachment E, 4 th Quarter FY 2025	85
	(c) Attachment E, FY 2025 Year End Roll Up	86
	(d) Attachment D, Year End FY25	87-88
	(e) Cash on Hand and Carryover Report Year End FY25	89-94
	(f) Annual Plan of Work for FY26	95-107
	(g) FY26 BMP Average Cost List Worksheet	108-110
	(h) 2025 Calendar Year Board & Committee vacancies	111
11	Closed Session	
	Requested by the Personnel Committee to discuss: _____	
	(a) Initiating Closed Session at _____ ^(Time) : I move that we go into a Closed Session as provided for in the Code of Virginia Section 2.2-3711 (A) to discuss Personnel Matters specifically to _____. I would like to invite _____ ^(name) to join the closed session. Motion Moved By: _____, Motion 2 nd By: _____, [Vote] Passed / Failed	
	(b) Reconvene into Open Meeting at _____ ^(Time) : “Pursuant to the Code of Virginia Section 2.2-3712 (D), I move to certify that to the best of the Board’s knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Board during the Closed Meeting.” Motion Moved By: _____, Motion 2 nd By: _____, [Vote] Passed / Failed	
	(c) Move to Implement Closed Session Decisions: I move that the Board implement the decisions made in Closed Session regarding personnel matters noted in the initiation of the closed session. Motion Moved By: _____, Motion 2 nd By: _____, [Vote] Passed / Failed	



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT
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	Schedule Committee Meetings	
	Budget & Finance (Chair, Ray Simms) Janet Gayle Harris, John Howe	
	Community Conservation (Chair, Charles "Chuck" Koch) Daniel Goodale-Porter, Ray Simms	
	Education & Outreach (Chair, Charles "Chuck" Koch) Daniel Goodale-Porter, Kayleigh Mize, Madison Morgan (Non-Voting Advisor) , Carlie Pemberton (Non-Voting Advisor)	
12	Legislative & Government (Chair, (VACANT) Daniel Goodale-Porter, (VACANT), (VACANT)	
	Operations (Chair, (VACANT) Janet Gayle Harris, Charles "Chuck" Koch, Kayleigh Mize <div style="text-align: right;">Review the Berkley Contract</div>	
	Personnel (Chair, John Howe) Janet Gayle Harris, Chuck Koch, Jan Massey	
	Technical Review (Chair, Wayne Miller) Janet Gayle Harris, Jan Massey, Kayleigh Mize, (Brian Wooden- Non-Voting Advisor) <div style="text-align: right;">Scheduled September 19, 2025, 8:30 a.m.</div>	
	District Reports	
	(a) Directors and Associate Directors	Bradford 112-114
13	(b) Conservation Specialist (attached)	Greenlaw 115-116 Rauch 117
	(c) Education & Outreach Coordinator (attached)	Morgan 118-119
	(d) Administrative Professional (attached)	McLean 120-121
	(e) District Manager (attached)	Davis 122-123
	Information / Announcements	
	(a) Next Board Meeting: Friday, September 19, 2025 9:00 a.m.	
14	(b) COIA training is available on the Commonwealth Learning Center and is due by December 31, 2025, for locally elected Directors and staff. FOIA training is due every 2 years in even numbered years (2026, 2028 etc.). COIA is due in odd numbered years (2025, 2027 etc.) The certificate is due 2 years from the last training certificate date. Please submit the certificate to your local Clerk of the Court & cc TCC District Manager. • Training can be accessed at https://ethicswebinar.dls.virginia.gov . Select "Local Elected Officials or EDAs/IDAs" to complete the correct training. There is no certificate, so please take a screenshot to document completion. Let your SWCD know as well as your local city/county clerk of the completion date.	
15	Policies Adopted	



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16) Chair's Comments

17) Adjournment by 11:00 a.m. (to exceed this time requires Board approval)

10 (a) FY 2026 Monthly Review of Annual Plan of Work

August 2025	Responsibility
Implement staffing patterns and seek candidates to fill vacant positions, if necessary ✓	Personnel, Board, Staff
Schedule the unscheduled annual tasks listed on previous page	Board, Finance, Operations, Personnel
Review, update and approve the Four-Year Strategic Plan ✓	Staff, Board
Begin Annual Report on previous fiscal year ✓	Staff, Operations
Begin Intergovernmental Funding Application (locality funding request) for upcoming fiscal year	Staff, Finance
Prepare and publish August newsletter ✓	Staff
Attend Graves Mountain staff training	Staff
Plan fiscal year Outreach Program (DCR Deliverable) ✓	Staff, Personnel, Board
Review the Bylaws and company policies	Staff, Board
Review Annual Plan of Work at each Board meeting ✓	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach ✓	Staff, Board
Plan a District Banquet to celebrate District accomplishments	Staff, Board

September 2025	Responsibility
Give annual updates to Fredericksburg, King George, Spotsylvania, and Stafford	Staff, Directors
Continue hiring process to implement new staffing pattern, if not completed ✓	Personnel, Staff, Board
Select nominees for annual Clean Water Farm & Forestry BMP Awards	Staff
Select TCC Poster Contest winner for submission to VASWCD	Staff, Education
Support Meaningful Watershed Educational Experience (MWEE)	Staff, Education
Re-affirm Ag Stewardship Act Agreement with VDACS	Staff, Ag TRC, Board
Complete Annual Report on previous fiscal year and submit it to the Board for approval and distribution (or delegate authority to approve)	Staff, Operations, Board
Review VCAP policies and procedures for this fiscal year with Friends of the Rappahannock – update MOU if necessary	Staff, Community Conservation
Review locality MOU's for updates	Staff, Community Conservation
Approve Intergovernmental Funding Application (County / City Funding Request) for upcoming Fiscal Year (or delegate authority to approve)	Board
Plan fiscal year Outreach Program (DCR Deliverable) ✓	Staff, Personnel, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Plan a District Banquet to celebrate District accomplishments	Staff, Board



July 2025 – CDC Report

Marissa Roland, DCR Division of Soil and Water Conservation

marissa.roland@dcr.virginia.gov | 804-380-2452

ADMINISTRATION AND OPERATIONS

- **Attachment D – FY27 Budget Template** is due to DCR-Blair Gordon no later than **July 15**.
- **Disbursement Letters:** Q1 Admin/Ops – July 23rd; Q1 Cost-Share – August 29th
- **Dedicated Reserves:** On page 14 of the 2024 Desktop Procedures for District Fiscal Operations is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation." Board action is necessary to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds).
- **Quarterly reports are due July 15, 2025:** Attachments E, QBs cash balance and P&L reports for the quarter and year end roll up.
- **FY25 Self-Assessment Questionnaire Due on or before 07/15/25:** The questionnaire is NOT required but is an extremely helpful tool I use when completing grant assessments. Don't forget to list your District's accomplishments!!!
 - **FY25 Grant Assessments:** will need to be reviewed and approved by DCR Central Office prior to presentation to SWCDs. The two deadlines for submission are Aug 11 and Aug 25. Assessment presentations to SWCDs will occur in September.
- **Return of funds:** As soon as I receive your EOY reports and have reconciled them, I will submit invoice requests for return of funds.

AG COST SHARE

- **Clean Water Farm Award** nominations for Local and Grand Basin awards are due **October 1st**. CWFA forms can be found online on the DCR website. No nomination forms will be accepted after Oct 1. All signatures and approvals must be obtained no later than your September Board meeting. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) Basin Nominations require a nomination cover sheet, a 1–2-page summary, 6 or more photos, one preferably with the nominee & his farm entrance sign.
 - **Coastal and Chowan River Basins:** Blair Gordon/Marissa Roland
 - **James River Basin:** Denney Collins, denney.collins@dcr.virginia.gov
 - **Potomac and Rappahannock River Basins:** Debbie Cross, debbie.cross@dcr.virginia.gov
 - **York River Basin:** Olivia Leatherwood, olivia.leatherwood@dcr.virginia.gov
- **FY26 End-of-Fiscal Year VACS Items:**
 - Run EOY QA/QC Reports in Tracking and continue keeping data clean. Complete and Submit EOY Cost-Share Reports (Carryover, Cash On-Hand Balance) to your CDC on or before 07/15/25.
 - Your efforts are VERY appreciated!
- **FY26 Secondary Considerations and FY26 Average Cost List:** Both documents must be approved by the SWCD Board of Directors and secondary considerations must be approved by DCR prior to allocating any FY26 cost-share.
- **Basic Ag Training – Row Crops:** Hosted by DCR in coordination with the Tidewater AREC on 9/25. Register with Vanessa Lewis (vanessa.lewis@dcr.virginia.gov) by August 15.

DATES TO REMEMBER:

- **JULY**
 - Jul 8:** Tracking Program Updates #1, 1:00pm, required for technical staff to attend for grant deliverable
 - Jul 23:** FY26 Q1 Admin & Ops/Base TA letters to SWCDs
 - Jul 24:** Tracking Program Updates #2, 9:30am, required for technical staff to attend for grant deliverable
- **AUGUST**
 - Aug 19-21:** VACDE Annual Graves Mountain Lodge Training, info TBD



August 2025 – CDC Report

Olivia Leatherwood, DCR Division of Soil and Water Conservation
olivia.leatherwood@dcr.virginia.gov | 757-353-7973

ADMINISTRATION & OPERATIONS

- **Return of Funds:** Invoice requests have been submitted to Central Office and should be sent to Districts shortly.
- **FY26 Q1 CSTA Disbursement Letters:** will go out August 29th. Please have obligations in CAS by August 22nd.
- **SPDA Verification:** please remember to complete this quarterly.
- **COIA Training for Directors:** The Code of VA requires training once every two years for locally elected officials; most Directors completed training July-December 2023. Training can be accessed at <https://ethicswebinar.dls.virginia.gov>. Select "Local Elected Officials or EDAs/IDAs" to complete the correct training. There is no certificate, so please take a screenshot to document completion. Let your SWCD know as well as your local city/county clerk of the completion date.
- **Virtual Grant Training Developing a Budget:** will be hosted October 7th 9:00-11:00. This session builds on the training efforts held in June at Randolph Macon and will also be beneficial for those joining for the first time. This is Part 2 of a series of grant training sponsored by VASWCD. Part 3 will be held at Annual Meeting and focus on grant language and key components to ensure grant competitiveness. [Register Here.](#)
- **Dedicated Reserves:** On page 14 of *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation." Board action is necessary to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). Once books are closed for FY25, this action should be placed on SWCD board meeting agendas. This should happen before September 30 in Quarter 1 of FY26 so that necessary transfer can be made on the Q1 Att. E.

AG COST SHARE

- **Clean Water Farm Award:** nominations for Local and Grand Basin awards are due October 1st. CWFA forms can be found on the DCR website. **Plan to obtain all signatures and approvals no later than September board meetings as no applications will be accepted after October 1.**
- **PY26 Secondary Considerations & Average Cost List:** Require DCR approval and must be submitted **prior to making any approvals**. Remember that if your SWCD chooses to lower the PY26 participant cap, that must be documented in the secondary considerations. Average Cost List requires local SWCD board approval before being submitted to DCR. Submit a copy to Sara Bottenfield and a copy to your CDC.
- **BMP Verifications:** I will be reaching out to schedule random verifications for the Fall as applicable.
 - **End of Lifespan Verifications:** for 2025, 2026, & 2027 are loaded into CAS. 2025 Verifications must be completed by September 30th at a \$200 rate. Any 2026 and 2027 verifications completed by September 30th will receive \$250.
- **Cost Share File Audits:** Districts required to undergo audits in FY26 are Three Rivers and Tri-County City. I will be reaching out to schedule cost-share file audits soon.

DCR-DSWC NEWS: STAFFING UPDATES & VACATIONS

- **Jennifer Ciminelli, Data Services Manager:** Jennifer.ciminelli@dcr.virginia.gov; 804-845-2189
- **Sara Bottenfield** will be on vacation July 28th-August 8th
- **Jen Edwards** will be on vacation August 11th-August 29th

DATES TO REMEMBER

- Aug 19-21 – VACDE Training, Graves Mountain Lodge, Syria, VA
- Sept 25 – Basic Ag Training, Row Crops, Tidewater AREC, Suffolk
- Sept 30 – Deadline for End of Lifespan Verifications
- Oct 1 – CWFA Local & Grand Basin due to DCR
- Oct 7 – Virtual Grant Training: Developing a Budget; 9:00
- Oct 15-16 – Virginia Resource Training, Virtual
- Dec 7-9 – VASWCD Annual Meeting, Williamsburg
- Dec 10 – VSWCB Meeting, Williamsburg

Sent electronically to SWCD offices: 8/4/25.

DATE: August 15, 2025
TO: TCCSWCD Directors and Staff
FROM: Kayleigh Mize, ANR Extension Agent, Spotsylvania
RE: Spotsylvania VCE monthly report, respectfully submitted

This past month

3/24: Kaysen Ridge Hunter Born

7/14-7/17: Virtual "Harnessing AI and Technology virtual summer series (Online)

7/18: Young Farmers Event at Fred Nats game

7/25: Planning meeting with Madison

7/31: Forage Management Program – spoke on Forage establishment

8/7: Ag Expo – Locust Grove & Eastern VA Cattleman's Association board meeting

Coming up in the near future

7/18: Meeting with SWCD to plan programs

Planning Pasture Renovation/Seed Drilling program for November 10

Planning Homesteading program for November 11 - tentative

Needs?



Virginia Cooperative Extension
Virginia Tech • Virginia State University

Megan Williams

ANR Extension Agent King George/Caroline County

June 2025 SWCD Meeting Report

The past two months in review:

- 6/24 Bloomia Tour with Local Agents
- 7/3 Hosted a VCE intern for a day
- 7/6-10 King George/ Caroline/ Spotsylvania 4-H Camp
- July 29 Pollinators and Beneficial insects Library Garden Talk
- July 31 Forage management 101 with Turner Minx
- Sept 20 Cattle field day canceled, tentative reschedule for spring
- Corn Ear Worm monitoring program (Thanks Hunter!)
- NASS Crop Progress and Weather reporting
- Opened registration for my winter pea cover crop variety trials, closing soon!
- Put out 1 newsletter

Upcoming:

- August 6: Green Talk: Fairy Gardens at Cedell Brooks Park
- August 22: Riding Club presentation on weed ID, pasture management
- August 26: Library Garden Talk: Fall planting
- September 20: Cattle Field day
- September 23: Library Garden Talk: Composting
- September 26, 30, October 2: State Fair Raised Beds garden Talks
- October 4-5: King George 4-H County Fair
- October 5th: Green Talk: Plant Swap and Tree Planting for Kids at Cedell Brooks Park
- October 15: Well Water Testing Clinics
- October 18: Tabling at Bowling Green Harvest Festival
- October 21: Library Garden Talk: Rain Barrels
- Working on journal article publication from graduate research
- November 12: Private Pesticide Applicators Recertification (10am, Fredericksburg downtown library)
- TBD: Category 6 right of way pesticide applicators course

Friends of the Rappahannock (FOR)
3219 Fall Hill Avenue
Fredericksburg, VA 22401



VCAP Report

Site Visit(s)

- 8 site visits
 - 2 in Downtown FXBG
 - 2 in Stafford County
 - 1 in King George County
 - 3 in Spotsylvania County

Project Approval

- 1 project approval
 - Traditional permeable paver driveway in Downtown Fredericksburg

Project Adjustments

- Two projects were completed (1 conservation landscaping and 1 bioretention) but the final cost is different from the estimated total cost that was submitted with the application so requesting approval again
- Outreach
 - Presentation at the Porter Branch of the library in partnership with TCC on VCAP + Rain Barrel Workshop

Friends of the Rappahannock (FOR)
3219 Fall Hill Avenue
Fredericksburg, VA 22401



York River Steward

- State of the York Watershed System Report released, learn more on the York River & Small Coastal Basin Roundtable website (yorkriverroundtable.org/soty)

- Restoration opportunities:

Living Shorelines: Additional funding available to support VCAP Living Shoreline projects

Trees!!:

Submitted DOF Trees for Clean Water proposal for community tree planting in Spotsylvania for Fall 2025

Submitted Arbor Day Foundation proposal for tree planting and giveaway in Spotsylvania with Lake Anna State Park

Financial assistance available to landowners and producers for -

- New FR-1 or FR-3 applications
- Installation of silvopasture on existing pasture

Riparian Forests for Landowners program accepting interest from landowners - [Apply here](#)

Friends of the Rappahannock (FOR)
3219 Fall Hill Avenue
Fredericksburg, VA 22401



ASSISTANCE AVAILABLE IN PLANNING DISTRICT 16

CAROLINE

FREDERICKSBURG

KING GEORGE

SPOTSYLVANIA

STAFFORD

WHAT PROJECTS ARE ELIGIBLE?

The septic system must be for a residential property located in Planning District 16.

Eligible projects include repair, replacement, or correction of:

- Failing Septic Systems
- Straight Pipes
- Pit Privies

COST-SHARE ASSISTANCE

All income levels may apply for assistance.

The George Washington Regional Commission may cover 50%-80% of the cost of eligible repairs, replacements, or corrections through this program depending on income level.

HOW TO APPLY >

Start by filling out the interest form on our website!

A staff member will review your eligibility and guide you through the next steps.

To apply and learn more, visit the link below or scan the QR code.



gwrsepticrelief.org



540-642-1540



septicrelief@gwregion.org



406 Princess Anne St., Fredericksburg, VA 22401



gwrsepticrelief.org

Updated March 2025

**GEORGE
WASHINGTON**
REGIONAL COMMISSION



ASSISTANCE AVAILABLE IN PLANNING DISTRICT 16

CAROLINE

FREDERICKSBURG

KING GEORGE

SPOTSYLVANIA

STAFFORD

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406 Princess Anne St., Fredericksburg, VA 22401



gwrsepticrelief.org

GEORGE
WASHINGTON
REGIONAL COMMISSION



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

June 20, 2025

Minutes

Meeting Time & Location:

Time: 9:00 a.m.

Location: Fredericksburg Presbyterian Church – Middle House

810 Princess Anne Street, Fredericksburg, VA 22401

PARTICIPANTS:

- a) Directors (Quorum ✓): Daniel Goodale-Porter, Janet Gayle Harris (*Treasurer*), John Howe (*Vice Chair*), Charles “Chuck” Koch, Jan Massey (*Chair*), Wayne Miller (*Secretary*), Ray Simms and Anthony Staats
- b) Staff: Theresa Bradford (*Conservation Specialist*), Renee Davis (*District Manager*), Gini Greenlaw (*Conservation Specialist*), Christine McLean (*Administrative Professional*), Madison Morgan (*Education & Outreach Coordinator*) and Jerry Rauch (*Conservation Specialist*)
- c) Partners: Brian Wooden (*United States Department of Agriculture (USDA)/Natural Resources Conservation Service (NRCS)*), Grace Kunkel (*Virginia Cooperative Extension (VCE)*) and Leslie Anne Hammond (*Friends of the Rappahannock (FOR)*)
- d) Directors Absent: Kayleigh Mize

1) **Call to Order:** At 9:00 a.m. by Jan Massey.

2) **Invocation/Pledge of Allegiance:** Jan Massey led the Pledge of Allegiance, and Wayne Miller provided the invocation.

3) **Introduce/Welcome Guests:** None

4) **Additions to Agenda / Public Comments:** None

5) **Cooperating Agency Reports:**

- Brian Wooden, *District Conservationist, USDA/NRCS* - Brian gave an update that he has been working on finishing program obligations with Carlie Pemberton.
- Marissa Roland (*Eastern Area Manager/Acting Conservation District Coordinator (CDC), Virginia Department of Conservation and Recreation (DCR)*) - Jerry Rauch summarized Marissa’s CDC Report in the board package.
- Megan Williams, *Extension Agent, VCE-King George Office* - Megan was not present at the meeting. Her report is in the board package.



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting June 20, 2025 Minutes

- Grace Kunkel, *Extension Agent, VCE-Stafford Office* - Grace stated that the Extension Master Gardener (EMG) College Master Gardener volunteers received 4-5 days of entomology, plant disease and production training. She informed everyone that the Pesticide Applicator Training is today, June 20, 2025, in Culpeper. Grace is teaching on the topic: mosquitoes! Grace gave an update that she will be attending the TCCSWCD Dog Days of Summer event tomorrow, June 21, 2025, with a sunflower planting station. She reported that 4H camp is coming up in July and they will be teaching entomology. Grace noted that over 30 kids requested scholarships this year, and that they are still looking for sponsors. If anyone is interested, they can get in touch with Lori Clark in the Stafford VCE Office. She also wanted to give a quick overall Extension update, to keeping an eye out on any cuts to "capacity funding" (such as the Smith-Lever Act) in the federal budget. Losing capacity funding is what would impact the extension program in yet unforeseen ways outside of other soft funding losses.
 - Madeline "Maddie" Kenerly, *Bay Watershed Specialist, Virginia Department of Forestry (VDOF-Rappahannock District)* - Maddie was not present at the meeting. Christine McLean shared her email with the group that there is a reported case of Beech Leaf disease in Spotsylvania and for people to keep an eye out.
 - Angela Nam, *Green Infrastructure Specialist/Virginia Conservation Assistance Program (VCAP), Friends of the Rappahannock (FOR)* - Angela was not present at the meeting. Her report is in the board package.
 - Leslie Anne Hammond, *York River Steward, Friends of the Rappahannock (FOR)* - Leslie Anne summarized her and Angela Nam's reports in the board package.
 - Brianna Heath, *Environmental Services Coordinator II, George Washington Regional Commission (GWRC)* - Brianna was not present at the meeting. Her Environmental Newsletter is in the board package.
- 6) **Approve the Board Meeting Minutes from May 16, 2025.** Charles "Chuck" Koch moved, and Daniel Goodale-Porter seconded the motion to approve the board meeting minutes from May 16, 2025. Janet Gayle Harris noted that page 6 should be amended from cattle judge to herdsman judge. The Board Meeting Minutes were approved from May 16, 2025, as amended. The motion passed by voice vote. Motion # 1
- 7) **Committee Meeting Minutes:**
- a) **Approve the Technical Review Committee Meeting Minutes from May 16, 2025.** Wayne Miller moved, and Janet Gayle Harris seconded the motion to approve the Technical Review Committee Meeting Minutes from May 16, 2025, as printed. The motion passed by voice vote. Motion # 2



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting
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Minutes

- b) **Approve the Operations Committee Meeting Minutes from May 21, 2025.** Janet Gayle Harris moved, and Charles “Chuck” Koch seconded the motion to approve the Operations Committee Meeting Minutes from May 21, 2025, as printed. The motion passed by voice vote. Motion # 3
- c) **Approve the Personnel Committee Meeting Minutes from June 11, 2025.** Janet Gayle Harris moved, and Charles “Chuck” Koch seconded the motion to approve the Personnel Committee Meeting Minutes from June 11, 2025, as printed. The motion passed by voice vote. Motion # 4
- 8) **Approve the Treasurer’s Financial Report for May 31, 2025, and file for future audit.** John Howe moved, and Anthony Staats seconded the motion to approve the Treasurer’s Financial Report for May 31, 2025, and file for future audit. The motion passed by voice vote. Motion # 5

9) **Action Items**

a) **Technical Review Committee (TRC) Report: June 20, 2025**

i. **PY25 Cost Share Increases:**

Contract #	Practice	Original Amount	Approval Date	New Amount	Increase Requested
17-25-0002	SL-8B	\$17,172.00	9/20/24	\$19,080.00	\$1,908.00
17-25-0004	SL-8B	\$19,022.50	9/20/24	\$21,740.00	\$2,717.50
17-25-0023	SL-8B	\$31,164.30	9/20/24	\$34,627.00	\$3,462.70
17-25-0036	SL-8B	\$115,261.10	9/20/24	\$116,469.20	\$1,208.10
Total					\$9,296.30

ii. **New VCAP Application:**

Contract #	Locality	Practice	Practice Extent Size	Total Estimated Cost	Total Cost Share
17-25-008	Spotsylvania	Permeable Pavers (PP)	4,000 sq ft	\$24,233.05	\$19,386.44
Totals				\$24,233.05	\$19,386.44

iii. **Revised VCAP Application:**

Contract #	Locality	Practice	Practice Extent Size	Total Estimated Cost	Total Cost Share
17-25-004	Stafford	Conservation Landscaping (CL-3)	<u>Revision:</u> 1,301 sq ft Previously Approved 900 sq ft	\$9,500.00 No Change	\$7,000.00 No Change
Totals			1,301 sq ft	\$9,500.00 No Change	\$7,000.00 No Change



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting
June 20, 2025
Minutes

iv. **VCAP Inspections: Update on Prior Year VCAP Inspections due by June 30, 2025**

Contract #	Locality	Property Type	Practice	Practice Extent Size	Cost Share	Total Cost	Date Inspected Pass/Fail/Reinspect	Form & Photos sent to VASWCD
17-16-002	Fredericksburg	Business	Rainwater Harvesting (RWH)	300 gal	\$595.75	\$595.75	5/30/25 Passed	5/30/25
17-16-006	Stafford	Home	Rainwater Harvesting (RWH)	650 gal	\$1,218.29	\$1,218.75	11/7/24 Passed	8/1/24
17-17-001	King George	Home	Rainwater Harvesting (RWH)	305 gal	\$610.00	\$801.84	10/23/24 Passed	10/24/24
17-17-004	King George	Home	Conservation Landscaping (CL-3)	700 sq ft	\$889.51	\$1,186.01	10/23/24 Passed	10/24/24
Totals					\$3,313.55	\$3,802.35		

v. **Other Business:**

(a) **Approval of PY2026 Average BMP Cost List**

(b) **Approval of Transfer of Maintenance Responsibility (Tax ID Number Change) for Contract 17-25-0048**

(c) **Recommendations for Sign-up Deadlines:**

- i. October 15, 2025 – Producer sign-up deadline for Whole Farm Approach Cover Crops and Nutrient Management
- ii. February 28, 2026 – Nutrient Management Plans (Covers 1-3 years)
- iii. March 1, 2026 – Split Application of Nitrogen on Small Grains
- iv. April 1, 2026 – Side Dress Applications of Nitrogen on Corn and Grain Sorghum
- v. April 1, 2026 – Nitrogen and/or Phosphorous Variable Rate Application
- vi. April 15, 2026 – Rolling sign-ups (for all other Best Management Practices)

vi. **Random Verification – Repayment**

DCR BMP FY25 Random Verification Action: BMP Repayment Reason: Participant is no longer farming Tract 3231 pertaining to 20.8 acres in contract. CCI-CNT 5 Year Lifespan (60 months), January 1, 2021

Contract #	Contract Amount	End of Lifespan	Months in Compliance	Months Remaining	Repayment Amount
17-21-0121	\$520.00	12/31/2025	53	7	\$60.69



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting
June 20, 2025
Minutes

- vii. **Adoption of Operator Information Release Form for PY26.** Handed out at the meeting.
- viii. **PY2025 VACS Program Funds Update:**

(As of June 18, 2025, at 4pm)

Total Allocation:	\$2,530,600.00
Total Requested:	\$1,340,062.52
Total Approved:	\$1,337,262.32

- ix. **Adoption of language by the district that all cropland west of Interstate 95 fall under the Piedmont cover crop planting dates and that all cropland east of Interstate 95 fall under the Coastal Plain cover crop planting dates.**

Wayne Miller moved, and John Howe seconded the motion to approve the PY25 Cost Share Increases, New VCAP Application, Revised VCAP Application, VCAP Inspections, Approval of PY2026 Average BMP Cost List, Approval of Transfer of Maintenance Responsibility for Contract 17-25-0048, Recommendations for Sign-up Deadlines, Random Verification BMP Repayment for Contract 17-21-0121, Adoption of Operator Information Release Form for PY26 and Adoption of language by the district that all cropland west of Interstate 95 fall under the Piedmont cover crop planting dates and that all cropland east of Interstate 95 fall under the Coastal Plain cover crop planting dates, as presented. The motion passed by voice vote. Motion # 6

- b) **Approve the Average Cost List for Program Year 2026.** John Howe moved, and Janet Gayle Harris seconded the motion to approve the Average Cost List for Program Year 2026, as presented. The motion passed by voice vote. Motion # 7
- c) **Approve the FY26 Annual Plan of Work, as presented by the Operations Committee.** Janet Gayle Harris moved, and Anthony Staats seconded the motion to approve the FY26 Annual Plan of Work, as presented by the Operations Committee. The motion passed by voice vote. Motion # 8
- d) **Approve \$2,667.45 at Verizon and \$2,263.53 at Best Buy for the purchase of a computer, keyboard, mouse, 2-monitors, iPhone and iPad, cooling pad, docking station and related items purchased on 6/2/25 & 6/3/25 for the new Conservation Specialist.** Jan Massey moved, and Daniel Goodale-Porter seconded the motion to approve \$2,667.45 at Verizon and \$2,263.53 at Best Buy for the purchase of a computer, keyboard, mouse, 2-monitors, iPhone and iPad, cooling pad, docking station and related items purchased on 6/2/25 & 6/3/25 for the new Conservation Specialist. The motion passed by voice vote. Motion # 9



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting
June 20, 2025
Minutes

- e) **Approve to cancel the July 2025 Board Meeting.** John Howe moved, and Wayne Miller seconded a substitute motion to give Chairperson Jan Massey the authority to cancel the July 2025 Board Meeting by July 1st. The motion passed by voice vote.
Motion # 10
 - f) **Approve to give authority to Janet Gayle Harris, Ray Simms or John Howe to review and approve Attachment D.** Wayne Miller moved, and Janet Gayle Harris seconded the motion to approve to give authority to Janet Gayle Harris, Ray Simms or John Howe to review and approve Attachment D. The motion passed by voice vote.
Motion # 11
 - g) **Approve to give authority to Janet Gayle Harris, Ray Simms or John Howe to review and Approve Attachment E and the End of the Year Roll Up.** Charles "Chuck" Koch moved, Daniel Goodale-Porter seconded the motion to approve to give authority to Janet Gayle Harris, Ray Simms or John Howe to review and Approve Attachment E and the End of the Year Roll Up. The motion passed by voice vote.
Motion # 12
- 10) **Review / Updates:**
- a) **Monthly review of the FY 2025 Annual Plan of Work.** The Board reviewed the work planned on the FY2025 Annual Plan of Work for June and July 2025.
 - b) **Code 10.1-530 Designation of chairman; terms of office; *filling vacancies*.** The Board reviewed Code 10.1-530 Designation of chairman; terms of office; *filling vacancies*.
 - c) **Review approved grant agreements:**
 - **Administrative and Operational Support from the Commonwealth of Virginia.** The Board reviewed the Administrative and Operational Support from the Commonwealth of Virginia grant agreement.
 - **Cost-Share and Technical Assistance from the Commonwealth of Virginia.** The Board reviewed the Cost-Share and Technical Assistance from the Commonwealth of Virginia grant agreement.
 - **Virginia Soil and Water Conservation Board Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2026.** The Board reviewed the Virginia Soil and Water Conservation Board Policy on Soil and Water Conservation District Administration and Operations Funding Allocations for Fiscal Year 2026 grant agreement.



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

June 20, 2025

Minutes

- **Virginia Soil and Water Conservation Board Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations (Fiscal Year 2026).** The Board reviewed the Virginia Soil and Water Conservation Board Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations (Fiscal Year 2026) grant agreement.

11) Closed Session: Yes. Requested by the Personnel Committee to discuss the hiring of Jeramy Rauch authorized by the Personnel Committee, waiving the teleworking restriction within the 6-month probationary period for Jeramy Rauch and 6-month probationary period for Virginia Greenlaw ending August 1, 2025.

- a) **Initiating Closed Session at 9:38 a.m.** John Howe moved that we go into a Closed Session as provided for in the Code of Virginia Section 2.2-3711 (A) to discuss the hiring of Jeramy Rauch authorized by the Personnel Committee, waiving the teleworking restriction within the 6-month probationary period for Jeramy Rauch and 6-month probationary period for Virginia Greenlaw ending August 1, 2025. I would like to invite Renee Davis to join the closed session. Charles "Chuck" Koch, seconded the motion to go into Closed Session. The motion passed by voice vote. Motion # 13
- b) **Reconvene into Open Meeting at 9:46 a.m.** John Howe moved that Pursuant to the Code of Virginia Section 2.2-3712 (D), I certify that, to the best of Board's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Session was convened were heard or discussed by this Board during the Closed Session. Charles "Chuck" Koch seconded the motion to reconvene into Open Session. The motion passed by voice vote. Motion # 14
- c) **Move to implement Closed Session decisions:** John Howe moved that the Board implement the decisions made in Closed Session regarding the hiring of Jeramy Rauch authorized by the Personnel Committee, waiving the teleworking restriction within the 6-month probationary period for Jeramy Rauch and 6-month probationary period for Virginia Greenlaw ending August 1, 2025. Janet Gayle Harris seconded the motion to move to implement the Closed Session Decisions. The motion passed by voice vote. Motion # 15

12) Schedule Committee Meetings:

- Budget and Finance Committee: To Be Announced
- Community Conservation Committee: The next Potomac Council and Potomac Watershed Roundtable meeting will be held on July 11, 2025.
- Education and Outreach Committee: To Be Announced



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting June 20, 2025 Minutes

- Legislative and Government Committee: To Be Announced
- Operations Committee: To Be Announced
- Personnel Committee: The next Personnel Committee Meeting will be scheduled for September 2025.
- Technical Review Committee: The next Technical Review Committee Meeting will be held on August 15, 2025, at 8:30 a.m.

13) District Reports:

a) Directors and Associate Directors:

- Daniel Goodale-Porter shared that he had a great time at Virginia Institute of Marine Science (VIMS) open house. He spoke with grad students and professors. Daniel added that he loves talking about VIMS research and that he had volunteers offer to speak at the District's future events.
- Janet Gayle Harris shared that she received a thank you letter from 4-H to the district. She noted her concern that King George County does not have a septic dump site. Currently septic pump-outs are going to Hopewell, VA. Since Septic pump-outs are required every 4 years, she would like more information available to homeowners seeking support on this matter.

b) Conservation Specialists:

- Theresa Bradford's staff report is in the board package.
- Gini Greenlaw's staff report is in the board package.
- Jerry Rauch's staff report is in the board package.

c) Education & Outreach Coordinator:

- Madison Morgan's staff report is in the board package.

d) Administrative Professional:

- Christine McLean's staff report is in the board package.

e) District Manager:

- Renee Davis's staff report is in the board package.

14) Information / Announcements:

- Next Board Meeting: Friday, July 18, 2025, or Friday, August 15, 2025, at 9:00 a.m. The chairperson will make a determination by July 1st, 2025
- COIA Training is due by December 31, 2025, for locally elected Directors and staff.
- Please Join Us...* Annual Kick-Off Event on July 8, 2025, 5:00 p.m. – 7:00 p.m. at Lee Hill Community Center – 1 H.C.C. Drive, Fredericksburg, VA 22408



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

June 20, 2025

Minutes

15) Policies & Other Items Adopted/ Approved/Revoked:

- a) Approved the Average Cost List for Program Year 2026.
- b) Approved the FY26 Annual Plan of Work, as presented by the Operations Committee.
- c) Approved \$2,667.45 at Verizon and \$2,263.53 at Best Buy for the purchase of a computer, keyboard, mouse, 2-monitors, iPhone and iPad, cooling pad, docking station and related items purchased on 6/2/25 & 6/3/25 for the new Conservation Specialist.
- d) Approved to give Chairperson Jan Massey the authority to cancel the July 2025 Board Meeting by July 1st.
- e) Approve to give authority to Janet Gayle Harris, Ray Simms or John Howe to review and approve Attachment D.
- f) Approve to give authority to Janet Gayle Harris, Ray Simms or John Howe to review and Approve Attachment E and the End of the Year Roll Up.

16) Chair's Comments: Will let the district know by July 1st if the July Board Meeting will be cancelled. COIA Training can be scheduled to be done at the district office. See you all July 8th from 5 p.m. – 7 p.m. for the Kickoff Event.

17) The meeting was adjourned at 10:02 a.m. John Howe moved, and Daniel Goodale-Porter seconded the motion that the Board adjourn the meeting. The motion passed by voice vote. Motion # 16

This confirms that the meeting minutes were Board approved:

Wayne Miller, Secretary

Date



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Technical Review Committee Meeting
June 20, 2025
Minutes

Meeting Time & Location:

Time: 8:30 a.m.

Location: Fredericksburg Presbyterian Church – Middle House
810 Princess Anne Street, Fredericksburg, VA 22401

PARTICIPANTS:

- a) Committee Members: Janet Gayle Harris, Jan Massey, Wayne Miller (*Chair*) and Brian Wooden (*Non-Voting Advisor*)
- b) Staff: Theresa Bradford (*Conservation Specialist*), Renee Davis (*District Manager*), Gini Greenlaw (*Conservation Specialist*), Christine McLean (*Administrative Professional*), Madison Morgan (*Education & Outreach Coordinator*) and Jerry Rauch (*Conservation Specialist*)
Others: *Directors* – John Howe, Charles “Chuck” Koch and Anthony Staats
- c) Committee Members Absent: Kayleigh Mize

1. **Call to Order:** At 8:33 a.m. by Wayne Miller

2. **Cost Share Increases:**

Contract #	Practice	Original Amount	Approval Date	New Amount	Increase Requested
17-25-0002	SL-8B	\$17,172.00	9/20/24	\$19,080.00	\$1,908.00
17-25-0004	SL-8B	\$19,022.50	9/20/24	\$21,740.00	\$2,717.50
17-25-0023	SL-8B	\$31,164.30	9/20/24	\$34,627.00	\$3,462.70
17-25-0036	SL-8B	\$115,261.10	9/20/24	\$116,469.20	\$1,208.10
Total					\$9,296.30

Janet Gayle Harris moved, and Jan Massey seconded a motion to approve the Cost Share Increases, as printed above. The motion passed by voice vote. Motion # 1

3. **New VCAP Application:**

Contract #	Locality	Practice	Practice Extent Size	Total Estimated Cost	Total Cost Share
17-25-008	Spotsylvania	Permeable Pavers (PP)	4,000 sq ft	\$24,233.05	\$19,386.44
Totals				\$24,233.05	\$19,386.44

Jan Massey moved, and Janet Gayle Harris seconded a motion to approve the New VCAP Application, as printed above. The motion passed by voice vote. Motion # 2



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Technical Review Committee Meeting
June 20, 2025
Minutes

4. Revised VCAP Application:

Contract #	Locality	Practice	Practice Extent Size	Total Estimated Cost	Total Cost Share
17-25-004	Stafford	Conservation Landscaping (CL-3)	<u>Revision:</u> 1,301 sq ft Previously Approved 900 sq ft	\$9,500.00 No Change	\$7,000.00 No Change
Totals			1,301 sq ft	\$9,500.00 No Change	\$7,000.00 No Change

Janet Gayle Harris moved, and Jan Massey seconded a motion to approve the Revised VCAP Application, as printed above. The motion passed by voice vote. Motion # 3

5. VCAP Inspections: Update on Prior Year VCAP Inspections due by June 30, 2025

Contract #	Locality	Property Type	Practice	Practice Extent Size	Cost Share	Total Cost	Date Inspected Pass/Fail/Reinspect	Form & Photos sent to VASWCD
17-16-002	Fredericksburg	Business	Rainwater Harvesting (RWH)	300 gal	\$595.75	\$595.75	5/30/25 Passed	5/30/25
17-16-006	Stafford	Home	Rainwater Harvesting (RWH)	650 gal	\$1,218.29	\$1,218.75	11/7/24 Passed	8/1/24
17-17-001	King George	Home	Rainwater Harvesting (RWH)	305 gal	\$610.00	\$801.84	10/23/24 Passed	10/24/24
17-17-004	King George	Home	Conservation Landscaping (CL-3)	700 sq ft	\$889.51	\$1,186.01	10/23/24 Passed	10/24/24
Totals					\$3,313.55	\$3,802.35		

6. Other Business:

a) Approval of PY2026 Average BMP Cost List

Janet Gayle Harris moved, and Jan Massey seconded a motion to approve the PY2026 Average BMP Cost List, as presented. The motion passed by voice vote. Motion # 4

b) Approval of Transfer of Maintenance Responsibility (Tax ID Number Change) for Contract 17-25-0048

Janet Gayle Harris moved, and Jan Massey seconded a motion to approve the transfer of Maintenance Responsibility (Tax ID Number Change) for Contract 17-25-0048. The motion passed by voice vote. Motion # 5



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Technical Review Committee Meeting

June 20, 2025

Minutes

c) Recommendations for sign-up deadlines:

- i) October 15, 2025 – Producer sign-up deadline for Whole Farm Approach Cover Crops and Nutrient Management**
- ii) February 28, 2026 – Nutrient Management Plans (Covers 1-3 years)**
- iii) March 1, 2026 – Split Application of Nitrogen on Small Grains**
- iv) April 1, 2026 – Side Dress Applications of Nitrogen on Corn and Grain Sorghum**
- v) April 1, 2026 – Nitrogen and/or Phosphorous Variable Rate Application**
- vi) April 15, 2026 – Rolling sign-ups (for all other Best Management Practices)**

Jan Massey moved, and Janet Gayle Harris seconded a motion to approve the recommended sign-up deadlines, as printed above. The motion passed by voice vote. Motion # 6

d) Random Verification – Repayment

DCR BMP FY25 Random Verification Action: BMP Repayment

Reason: Participant is no longer farming Tract 3231 pertaining to 20.8 acres in contract. CCI-CNT 5 Year Lifespan (60 months), January 1, 2021

Contract #	Contract Amount	End of Lifespan	Months in Compliance	Months Remaining	Repayment Amount
17-21-0121	\$520.00	12/31/2025	53	7	\$60.69

Formula: Contract Amount/Lifespan # of Months = Amount per Month Cost-Share
Remaining # of Months x Amount per Month Cost-Share = BMP Repayment Amount
\$520.00/60mo. = \$8.67/month x 7 months = \$60.69 Repayment

Janet Gayle Harris moved, and Jan Massey seconded a motion to approve the BMP Repayment, as printed above. The motion passed by voice vote. Motion # 7

e) Adoption of Operator Information Release Form for PY26

Janet Gayle Harris moved, and Jan Massey seconded a motion to approve the Adoption of Operator Information Release Form for PY26, as presented. The motion passed by voice vote. Motion # 8

7. PY25 VACS Program Funds Update:

(As of June 18, 2025, at 4pm)

Total Allocation:	\$2,530,600.00
Total Requested:	\$1,340,062.52
Total Approved:	\$1,337,262.32



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Technical Review Committee Meeting

June 20, 2025

Minutes

8. Adoption of language by the district that all cropland west of Interstate 95 fall under the Piedmont cover crop planting dates and that all cropland east of Interstate 95 fall under the Coastal Plain cover crop planting dates.

Janet Gayle Harris moved, and Jan Massey seconded a motion to approve the adoption of language by the district that all cropland west of Interstate 95 fall under the Piedmont cover crop planting dates and that all cropland east of Interstate 95 fall under the Coastal Plain cover crop planting dates. The motion passed by voice vote. Motion # 9

9. The meeting was adjourned at 8:50 a.m.

This confirms that the meeting minutes were Board approved:

Wayne Miller, Secretary

Date

TREASURER'S FINANCIAL REPORT

June 2025

Prepared by: *Renee Davis*
& *Christine McLean*

Approved by Treasurer: *Janet Gayle Harris*

Renee B. Davis
Christine McLean

Janet Gayle Harris

7/11/2025
Date

4:25 PM
07/03/25
Cash Basis

② JCH
JCH

Tri County City Soil & Water Conservation District

Balance Sheet
As of June 30, 2025

	<u>Jun 30, 25</u>
ASSETS	
<u>Current Assets</u>	
<u>Checking/Savings</u>	
<u>Cost Share Checking - 0016</u>	<u>467,175.34</u>
<u>Cost Share MM - 6347</u>	<u>52,846.75</u>
<u>Operations Checking - 8191</u>	<u>846,531.06</u>
<u>Operations MM - 6355</u>	<u>283,241.00</u>
<u>Total Checking/Savings</u>	<u>1,649,794.15</u>
<u>Total Current Assets</u>	<u>1,649,794.15</u>
TOTAL ASSETS	<u><u>1,649,794.15</u></u>
LIABILITIES & EQUITY	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
<u>Credit Cards</u>	
<u>VISA Card *0599 Bradford</u>	<u>228.87</u>
<u>VISA Card *0599 Davis</u>	<u>5,164.97</u>
<u>VISA Card *3369 Greenlaw</u>	<u>518.58</u>
<u>VISA Card *5674 McLean</u>	<u>1,447.29</u>
<u>VISA Card *5774 Morgan</u>	<u>1,400.83</u>
<u>Total Credit Cards</u>	<u>8,760.54</u>
<u>Other Current Liabilities</u>	
<u>Payroll Liabilities</u>	
<u>Disability (Short/Long) VACORP</u>	<u>148.06</u>
<u>Retirement Liability VRS</u>	<u>1,402.83</u>
<u>VA Employment Commission</u>	<u>6.25</u>
<u>Total Payroll Liabilities</u>	<u>1,557.14</u>
<u>Sales Tax Payable</u>	<u>9.76</u>
<u>Total Other Current Liabilities</u>	<u>1,566.90</u>
<u>Total Current Liabilities</u>	<u>10,327.44</u>
<u>Total Liabilities</u>	<u>10,327.44</u>
<u>Equity</u>	
<u>Dedicated & Emergency Funds</u>	<u>854,727.79</u>
<u>Retained Earnings</u>	<u>572,015.27</u>
<u>Net Income</u>	<u>212,723.65</u>
<u>Total Equity</u>	<u>1,639,466.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,649,794.15</u></u>

3:30 PM
07/10/25
Cash Basis

②/10/25
BH

Tri County City Soil & Water Conservation District

Profit & Loss

June 2025

August 15 2025 Board Meeting
Page # 24

	<u>Jun 25</u>
<u>Income</u>	
<u>Self-Generating Funds</u>	
<u>Operations Bank Interest</u>	9.56
<u>Rain Barrel Sales</u>	99.00
<u>Total Self-Generating Funds</u>	108.56
<u>State Operation Funds - DCR</u>	
<u>Cost Share Income</u>	
<u>CB VACS</u>	
<u>VACS Interest</u>	11.93
<u>Total CB VACS</u>	11.93
<u>Total Cost Share Income</u>	11.93
<u>Total State Operation Funds - DCR</u>	11.93
<u>Total Income</u>	120.49
<u>Gross Profit</u>	120.49
<u>Expense</u>	
<u>Automotive</u>	
<u>Gasoline</u>	92.97
<u>Repair / Maintenance / Fees</u>	11.00
<u>Total Automotive</u>	103.97
<u>Cost Share Expenditures</u>	
<u>VACS</u>	
<u>FY 25 CB VACS</u>	1,071,991.52
<u>VACS Bank Fee</u>	5.00
<u>Total VACS</u>	1,071,996.52
<u>Total Cost Share Expenditures</u>	1,071,996.52
<u>Director Expense</u>	
<u>Travel / Training / Meals</u>	36.00
<u>Total Director Expense</u>	36.00
<u>District Outreach</u>	
<u>Community Event</u>	867.76
<u>Marketing & Outreach Supplies</u>	418.08
<u>Total District Outreach</u>	1,285.84
<u>Education Costs</u>	
<u>Youth Conservation Camp</u>	1,100.00
<u>Total Education Costs</u>	1,100.00
<u>Miscellaneous</u>	450.00
<u>Office Operations</u>	
<u>Equipment Repair & Maintenance</u>	647.95
<u>Fees & Licenses</u>	5.00
<u>Furniture & Equipment</u>	
<u>Computer Equipment & Peripheral</u>	4,930.98
<u>Furniture & Equipment</u>	41.79

3:30 PM
07/10/25
Cash Basis

Tri County City Soil & Water Conservation District

Profit & Loss

June 2025

	<u>Jun 25</u>
<u>Total Furniture & Equipment</u>	<u>4,972.77</u>
<u>Office Cleaning</u>	<u>350.00</u>
<u>Office Services</u>	
<u>Software Licenses (QB, Adobe)</u>	<u>165.00</u>
<u>Total Office Services</u>	<u>165.00</u>
<u>Office Supplies / Expense</u>	<u>532.29</u>
<u>Rent</u>	
<u>Climate Controlled Storage</u>	<u>214.00</u>
<u>Office Space Rental</u>	<u>2,333.33</u>
<u>Total Rent</u>	<u>2,547.33</u>
<u>Utilities</u>	<u>1,248.57</u>
<u>Total Office Operations</u>	<u>10,468.91</u>
<u>Payroll Expenses</u>	
<u>Disability (Short/Long) VACORP</u>	<u>148.06</u>
<u>Health Insurance</u>	<u>6,441.00</u>
<u>QBs Payroll Fees</u>	<u>35.00</u>
<u>Retirement</u>	
<u>VOYA Financial</u>	<u>682.86</u>
<u>VRS</u>	<u>-0.01</u>
<u>Total Retirement</u>	<u>682.85</u>
<u>Salary Wages</u>	
<u>Admin Professional</u>	<u>5,000.00</u>
<u>Conservation Specialist</u>	<u>17,291.66</u>
<u>District Manager</u>	<u>6,521.90</u>
<u>Education Coordinator</u>	<u>4,851.00</u>
<u>Total Salary Wages</u>	<u>33,664.56</u>
<u>Social Security and Medicare</u>	<u>2,575.35</u>
<u>VA Employment Commission</u>	<u>6.25</u>
<u>Total Payroll Expenses</u>	<u>43,553.07</u>
<u>Staff Travel Training & Expense</u>	
<u>Conservation Specialist</u>	<u>710.02</u>
<u>Staff Mileage Personal Vehicle</u>	<u>174.30</u>
<u>Total Staff Travel Training & Expense</u>	<u>884.32</u>
<u>Total Expense</u>	<u>1,129,878.63</u>
<u>Net Income</u>	<u>-1,129,758.14</u>

4:29 PM
07/03/25
Cash Basis

Tri County City Soil & Water Conservation District
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
Self-Generating Funds				
YouthConservationCamp Donations	0.00	200.00	-200.00	0.0%
Operations Bank Interest	109.12	80.00	29.12	136.4%
Rain Barrel Sales	184.02	85.00	99.02	216.5%
Total Self-Generating Funds	343.14	365.00	-21.86	94.0%
Local/Government Funds				
City of Fredericksburg	2,000.00	2,000.00	0.00	100.0%
Stafford County	40,894.00	40,894.00	0.00	100.0%
King George County	55,000.00	55,000.00	0.00	100.0%
Spotsylvania County	55,000.00	55,000.00	0.00	100.0%
Total Local/Government Funds	152,894.00	152,894.00	0.00	100.0%
State Operation Funds - DCR				
Administration & Operations				
Base T/A	130,069.00	130,000.00	69.00	100.1%
VNRCF Additional TA	182,989.30	220,692.00	-37,702.70	82.9%
Admin & Ops Operational Funds	319,802.00	212,908.00	106,894.00	150.2%
Total Administration & Operations	632,860.30	563,600.00	69,260.30	112.3%
Total State Operation Funds - DCR	2,040,580.25	563,600.00	1,476,980.25	362.1%
Total Income	2,260,999.39	716,859.00	1,544,140.39	315.4%
Gross Profit	2,260,999.39	716,859.00	1,544,140.39	315.4%
Expense				
Miscellaneous	239.14	500.00	-260.86	47.8%
Education Costs				
Aspen Grove Field Day	0.00	300.00	-300.00	0.0%
Other Education Expenditures	25.00	100.00	-75.00	25.0%
Education Materials / Supplies	35.34	1,000.00	-964.66	3.5%
Envirothon	125.00	200.00	-75.00	62.5%
Youth Conservation Camp	900.00	1,100.00	-200.00	81.8%
Link Scholarship Recipient	1,000.00	1,000.00	0.00	100.0%
Total Education Costs	2,085.34	3,700.00	-1,614.66	56.4%
Automotive				
Repair / Maintenance / Fees	247.59	3,000.00	-2,752.41	8.3%
Vehicle Insurance (VACCS)	1,107.00	1,500.00	-393.00	73.8%
Gasoline	1,656.42	3,000.00	-1,343.58	55.2%
Total Automotive	3,011.01	7,500.00	-4,488.99	40.1%
Membership Fees				
Miscellaneous Membership	0.00	100.00	-100.00	0.0%
Farm Bureau	40.00	40.00	0.00	100.0%
NACD	775.00	775.00	0.00	100.0%
VASWCD & VACDE	3,817.00	4,000.00	-183.00	95.4%
Total Membership Fees	4,632.00	4,915.00	-283.00	94.2%
District Outreach				
4-H Show & Sale	250.00	250.00	0.00	100.0%
Donations & Sponsorships	527.31	300.00	227.31	175.8%
Marketing & Outreach Supplies	2,422.99	3,500.00	-1,077.01	69.2%
Community Event	2,633.26	1,000.00	1,633.26	263.3%
Total District Outreach	5,833.56	5,050.00	783.56	115.5%
Staff Travel Training & Expense				
Operations Manager	25.00	0.00	25.00	100.0%
Administrative Professional	873.69	1,000.00	-126.31	87.4%
District Manager	1,198.83	1,000.00	198.83	119.9%
Staff Mileage Personal Vehicle	1,240.94	2,000.00	-759.06	62.0%
Education Outreach Coordinator	1,327.07	1,000.00	327.07	132.7%
Conservation Specialist	3,950.05	5,000.00	-1,049.95	79.0%
Total Staff Travel Training & Expense	8,615.58	10,000.00	-1,384.42	86.2%
Director Expense				
Travel / Training / Meals	10,050.15	9,000.00	1,050.15	111.7%

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Tri County City Soil & Water Conservation District

07/03/25

Profit & Loss Budget vs. Actual

Cash Basis

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Total Director Expense	10,050.15	9,000.00	1,050.15	111.7%
Office Operations				
Website Management	165.00	120.00	45.00	137.5%
Insurance - Business Owners	418.00	400.00	18.00	104.5%
Postage	666.49	750.00	-83.51	88.9%
Fees & Licenses	1,983.19	400.00	1,583.19	495.8%
Office Services				
Human Resource Consultant	0.00	10,000.00	-10,000.00	0.0%
Office Services - Other	502.80	2,000.00	-1,497.20	25.1%
Software Licenses (QB, Adobe)	2,356.34	1,800.00	556.34	130.9%
Total Office Services	2,859.14	13,800.00	-10,940.86	20.7%
Equipment Repair & Maintenance	3,590.82	3,000.00	590.82	119.7%
Office Supplies / Expense	4,402.06	5,000.00	-597.94	88.0%
Office Cleaning	4,900.00	6,000.00	-1,100.00	81.7%
Utilities	10,902.00	9,000.00	1,902.00	121.1%
Furniture & Equipment				
Field Equipment	409.29	1,500.00	-1,090.71	27.3%
Furniture & Equipment	1,771.77	5,000.00	-3,228.23	35.4%
Computer Equipment & Peripheral	17,957.92	10,000.00	7,957.92	179.6%
Total Furniture & Equipment	20,138.98	16,500.00	3,638.98	122.1%
Rent				
Meeting Space	600.00	600.00	0.00	100.0%
Climate Controlled Storage	1,952.00	2,000.00	-48.00	97.6%
Office Space Rental	28,666.70	28,000.00	666.70	102.4%
Total Rent	31,218.70	30,600.00	618.70	102.0%
Total Office Operations	81,244.38	85,570.00	-4,325.62	94.9%
Payroll Expenses				
VA Employment Commission	62.25	52.00	10.25	119.7%
QBs Payroll Fees	343.00	750.00	-407.00	45.7%
Workmen's Comp Insurance	789.00	900.00	-111.00	87.7%
Disability (Short/Long) VACORP	1,390.55	1,727.00	-336.45	80.5%
Group Life Insurance (VRS)	1,756.02	4,382.00	-2,625.98	40.1%
Retirement	6,493.40	26,716.00	-20,222.60	24.3%
Social Security and Medicare	22,791.45	25,016.00	-2,224.55	91.1%
Health Insurance	38,649.00	74,251.00	-35,602.00	52.1%
Salary Wages	297,927.11	327,000.00	-29,072.89	91.1%
Total Payroll Expenses	370,201.78	460,794.00	-90,592.22	80.3%
Cost Share Expenditures				
VACS	1,488,861.79	0.00	1,488,861.79	100.0%
Total Cost Share Expenditures	1,488,861.79	0.00	1,488,861.79	100.0%
Total Expense	2,048,275.74	587,029.00	1,461,246.74	348.9%
Net Income	212,723.65	129,830.00	82,893.65	163.8%

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Tri County City Soil & Water Conservation District
Reconciliation Summary
Operations Checking - 8191, Period Ending 06/30/2025

	<u>Jun 30, 25</u>
<u>Beginning Balance</u>	<u>899,223.66</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 29 it...</u>	<u>-49,923.45</u>
<u>Deposits and Credits - 9 items</u>	<u>111.48</u>
<u>Total Cleared Transactions</u>	<u>-49,811.97</u>
<u>Cleared Balance</u>	<u>849,411.69</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 6 items</u>	<u>-2,880.63</u>
<u>Total Uncleared Transactions</u>	<u>-2,880.63</u>
<u>Register Balance as of 06/30/2025</u>	<u>846,531.06</u>
<u>New Transactions</u>	
<u>Checks and Payments - 9 items</u>	<u>-10,866.48</u>
<u>Deposits and Credits - 2 items</u>	<u>758.50</u>
<u>Total New Transactions</u>	<u>-10,107.98</u>
<u>Ending Balance</u>	<u>836,423.08</u>

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Tri County City Soil & Water Conservation District
Reconciliation Detail
Operations Checking - 8191, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						899,223.66
Cleared Transactions						
Checks and Payments - 29 Items						
Check	04/08/2025	3547	Watkins Cleaning S...	X	-525.00	-525.00
Check	05/08/2025	3561	Falcon Realty Inve...	X	-2,333.33	-2,858.33
Check	05/28/2025	3567	Watkins Cleaning S...	X	-350.00	-3,208.33
Check	06/04/2025	3568	Anthem Blue Cross...	X	-976.00	-4,184.33
Liability Check	06/09/2025	E-pay	EFTPS	X	-3,760.34	-7,944.67
Liability Check	06/09/2025	E-pay	VA Department of ...	X	-645.00	-8,589.67
Check	06/09/2025	3569	Infinity Technologi...	X	-568.00	-9,157.67
Check	06/09/2025	3570	Southern Copier Sa...	X	-79.95	-9,237.62
Check	06/11/2025	3576	Anthem Blue Cross...	X	-5,465.00	-14,702.62
Check	06/11/2025	3574	VASWCD Education...	X	-1,100.00	-15,802.62
Check	06/11/2025	Debit	Truist Bank	X	-812.49	-16,615.11
Check	06/11/2025	Debit	Truist Bank	X	-528.95	-17,144.06
Check	06/11/2025	3573	Watkins Cleaning S...	X	-350.00	-17,494.06
Check	06/11/2025	Debit	Truist Bank	X	-205.52	-17,699.58
Check	06/11/2025	Debit	Truist Bank	X	-170.00	-17,869.58
Check	06/11/2025	3571	Davis, Renee	X	-117.60	-17,987.18
Check	06/11/2025	3572	McLean, Christine	X	-56.70	-18,043.88
Liability Check	06/12/2025	Debit	QuickBooks Payroll...	X	-12,610.71	-30,654.59
Liability Check	06/16/2025	Debit	VOYA Financial	X	-481.63	-31,136.22
Liability Check	06/16/2025	Debit	VOYA Financial	X	-262.28	-31,398.50
Check	06/20/2025	Debit	Intuit QuickBooks	X	-35.00	-31,433.50
Check	06/23/2025	Debit	Intuit QuickBooks	X	-5.00	-31,438.50
Check	06/24/2025	3579	Falcon Realty Inve...	X	-376.97	-31,815.47
Liability Check	06/25/2025	E-pay	EFTPS	X	-3,760.36	-35,575.83
Liability Check	06/25/2025	E-pay	VA Department of ...	X	-645.00	-36,220.83
Check	06/26/2025	Debit	Comcast Business	X	-348.01	-36,568.84
Liability Check	06/27/2025	Debit	QuickBooks Payroll...	X	-12,610.70	-49,179.54
Liability Check	06/27/2025	Debit	VOYA Financial	X	-481.63	-49,661.17
Liability Check	06/27/2025	Debit	VOYA Financial	X	-262.28	-49,923.45
Total Checks and Payments					-49,923.45	-49,923.45
Deposits and Credits - 9 Items						
Deposit	06/18/2025			X	104.25	104.25
Check	06/20/2025	Debit	Amazon	X	0.00	104.25
Paycheck	06/30/2025	DD1919	Greenlaw, Virginia P	X	0.00	104.25
Paycheck	06/30/2025	DD1920	McLean, Christine A	X	0.00	104.25
Paycheck	06/30/2025	DD1921	Morgan, Madison M	X	0.00	104.25
Paycheck	06/30/2025	DD1917	Bradford, Theresa A	X	0.00	104.25
Paycheck	06/30/2025	DD1918	Davis, Renee B	X	0.00	104.25
Paycheck	06/30/2025	DD1922	Rauch, Jeremy R	X	0.00	104.25
Deposit	06/30/2025			X	7.23	111.48
Total Deposits and Credits					111.48	111.48
Total Cleared Transactions					-49,811.97	-49,811.97
Cleared Balance					-49,811.97	849,411.69
Uncleared Transactions						
Checks and Payments - 6 Items						
Liability Check	04/04/2025	3546	VACORP-StanCorp ...		-143.65	-143.65
Liability Check	05/09/2025	3564	VACORP-StanCorp ...		-55.65	-199.30
Liability Check	05/27/2025	3566	VACORP-StanCorp ...		-115.06	-314.36
Check	06/11/2025	3575	Falcon Realty Inve...		-2,333.33	-2,647.69
Check	06/12/2025	3577	Treasurer of Virgini...		-150.00	-2,797.69
Check	06/24/2025	3578	Primo Brands (Blue...		-82.94	-2,880.63
Total Checks and Payments					-2,880.63	-2,880.63
Total Uncleared Transactions					-2,880.63	-2,880.63
Register Balance as of 06/30/2025					-52,692.60	846,531.06
New Transactions						
Checks and Payments - 9 Items						
Liability Check	07/01/2025	Debit	Treasurer of Virgini...		-1,402.84	-1,402.84
Liability Check	07/01/2025	3581	VACORP-StanCorp ...		-148.06	-1,550.90
Liability Check	07/01/2025	E-pay	VA Employment Co...		-6.25	-1,557.15
Check	07/02/2025	Debit	Truist Bank		-5,164.97	-6,722.12
Check	07/02/2025	Debit	Truist Bank		-1,447.29	-8,169.41
Check	07/02/2025	Debit	Truist Bank		-518.58	-8,687.99
Check	07/02/2025	Debit	Truist Bank		-228.87	-8,916.86
Check	07/03/2025	Debit	Truist Bank		-1,873.31	-10,790.17
Check	07/03/2025	Debit	Truist Bank		-76.31	-10,866.48
Total Checks and Payments					-10,866.48	-10,866.48
Deposits and Credits - 2 Items						
Deposit	07/03/2025				208.50	208.50
Deposit	07/03/2025				550.00	758.50
Total Deposits and Credits					758.50	758.50
Total New Transactions					-10,107.98	-10,107.98
Ending Balance					-62,800.58	836,423.08

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Tri County City Soil & Water Conservation District

Reconciliation Summary

Operations MM - 6355, Period Ending 06/30/2025

	<u>Jun 30, 25</u>
<u>Beginning Balance</u>	<u>283,238.67</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>2.33</u>
<u>Total Cleared Transactions</u>	<u>2.33</u>
<u>Cleared Balance</u>	<u>283,241.00</u>
<u>Register Balance as of 06/30/2025</u>	<u>283,241.00</u>
<u>Ending Balance</u>	<u>283,241.00</u>

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Tri County City Soil & Water Conservation District
Reconciliation Detail
Operations MM - 6355, Period Ending 06/30/2025

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>283,238.67</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	<u>2.33</u>	<u>2.33</u>
Total Deposits and Credits					<u>2.33</u>	<u>2.33</u>
Total Cleared Transactions					<u>2.33</u>	<u>2.33</u>
Cleared Balance					<u>2.33</u>	<u>283,241.00</u>
Register Balance as of 06/30/2025					<u>2.33</u>	<u>283,241.00</u>
Ending Balance					<u>2.33</u>	<u>283,241.00</u>

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Tri County City Soil & Water Conservation District
Reconciliation Summary
Cost Share Checking - 0016, Period Ending 06/30/2025

	<u>Jun 30, 25</u>
<u>Beginning Balance</u>	<u>1,573,458.26</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 27 it...</u>	<u>-732,603.95</u>
<u>Deposits and Credits - 1 item</u>	<u>11.50</u>
<u>Total Cleared Transactions</u>	<u>-732,592.45</u>
<u>Cleared Balance</u>	<u>840,865.81</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 23 it...</u>	<u>-373,690.47</u>
<u>Total Uncleared Transactions</u>	<u>-373,690.47</u>
<u>Register Balance as of 06/30/2025</u>	<u>467,175.34</u>
<u>Ending Balance</u>	<u>467,175.34</u>

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Tri County City Soil & Water Conservation District
Reconciliation Detail
Cost Share Checking - 0016, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,573,458.26
Cleared Transactions						
Checks and Payments - 27 items						
Check	05/16/2025	2204	WMM Farms, Inc.	X	-34,297.90	-34,297.90
Check	06/03/2025	2205	Tate & Tate Inc.	X	-25,840.50	-60,138.40
Check	06/03/2025	2206	Lewis A Gentry & S...	X	-15,532.10	-75,670.50
Check	06/04/2025	2207	Willow Oak Farm & ...	X	-1,206.00	-76,876.50
Check	06/09/2025	2208	Gentry, Walter R.	X	-8,987.70	-85,864.20
Check	06/16/2025	2209	Mill Creek Farms LLC	X	-53,773.20	-139,637.40
Check	06/16/2025	2214	Gentry, Nelson W.	X	-31,924.00	-171,561.40
Check	06/16/2025	2210	Williams, Agnes M.	X	-20,619.00	-192,180.40
Check	06/16/2025	2212	Bar M Farm LLC	X	-16,907.00	-209,087.40
Check	06/16/2025	2213	Gentry, Jr. Charles S.	X	-8,041.50	-217,128.90
Check	06/16/2025	2211	Weedon, Larry S.	X	-2,999.20	-220,128.10
Check	06/17/2025	2217	Charles L. Henders...	X	-93,046.40	-313,174.50
Check	06/17/2025	2218	Wolfrey, Dylan Scott	X	-3,402.00	-316,576.50
Check	06/17/2025	2215	Smith, Howard H.	X	-2,014.20	-318,590.70
Check	06/18/2025	2220	D.S. Terrell, Inc.	X	-153,470.00	-472,060.70
Check	06/20/2025	2222	J4Hawk Farm, LLC	X	-11,447.10	-483,507.80
Check	06/23/2025			X	-5.00	-483,512.80
Check	06/24/2025	2235	Young, Gerald L.	X	-49,425.80	-532,938.60
Check	06/24/2025	2226	AJ Miller Farms LLC	X	-48,398.00	-581,336.60
Check	06/24/2025	2225	Latimers Knoll Far...	X	-36,509.00	-617,845.60
Check	06/24/2025	2233	Douglas Coleman F...	X	-29,299.80	-647,145.40
Check	06/24/2025	2239	Garrett, Douglas L.	X	-21,740.00	-668,885.40
Check	06/24/2025	2229	Miller, Zachary P. (...)	X	-18,637.50	-687,522.90
Check	06/24/2025	2224	Glenburnie Farm LLC	X	-15,852.90	-703,375.80
Check	06/24/2025	2237	Young, Gerald L.	X	-13,137.75	-716,513.55
Check	06/24/2025	2223	Lakeside Dairy Far...	X	-10,430.00	-726,943.55
Check	06/24/2025	2234	Allen, Jr., Dandridg...	X	-5,660.40	-732,603.95
Total Checks and Payments					-732,603.95	-732,603.95
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	11.50	11.50
Total Deposits and Credits					11.50	11.50
Total Cleared Transactions					-732,592.45	-732,592.45
Cleared Balance					-732,592.45	840,865.81
Uncleared Transactions						
Checks and Payments - 23 items						
Check	06/17/2025	2216	Stover, Daniel		-924.00	-924.00
Check	06/18/2025	2219	Dye, Glenn A.		-24,044.00	-24,968.00
Check	06/20/2025	2221	Wright Jr., Mack A.		-7,648.00	-32,616.00
Check	06/24/2025	2240	Charity Hill Farm LLC		-34,627.00	-67,243.00
Check	06/24/2025	2230	Herbert Wilkerson ...		-32,637.60	-99,880.60
Check	06/24/2025	2231	Owens, Robert A.		-25,612.00	-125,492.60
Check	06/24/2025	2227	Owens, John C.		-22,999.00	-148,491.60
Check	06/24/2025	2228	Garrett, Cory D		-19,660.00	-168,151.60
Check	06/24/2025	2232	Ball, Laurence A.		-4,502.50	-172,654.10
Check	06/24/2025	2238	Bar M Farm LLC		-3,394.75	-176,048.85
Check	06/24/2025	2236	WMM Farms, Inc.		-1,292.76	-177,341.61
Check	06/25/2025	2242	Cloverfield Enterpri...		-116,469.20	-293,810.81
Check	06/25/2025	2244	Gum Bottom, Inc.		-19,080.00	-312,890.81
Check	06/25/2025	2241	J.R. and J.G. Good...		-12,034.70	-324,925.51
Check	06/25/2025	2243	Crisp, Donald		-4,158.72	-329,084.23
Check	06/26/2025	2246	Allen, Jr., Dandridg...		-1,939.20	-331,023.43
Check	06/26/2025	2245	Silver, Edward G.		-1,411.50	-332,434.93
Check	06/27/2025	2247	Cloverfield Enterpri...		-17,386.08	-349,821.01
Check	06/27/2025	2250	Cherry Grove Farm...		-15,179.20	-365,000.21
Check	06/27/2025	2251	Charles L. Henders...		-5,955.84	-370,956.05
Check	06/27/2025	2249	Allen, Jr., Dandridg...		-1,454.40	-372,410.45
Check	06/27/2025	2248	Dye, Glenn A.		-937.44	-373,347.89
Check	06/30/2025	2252	Rosson, Lee C.		-342.58	-373,690.47
Total Checks and Payments					-373,690.47	-373,690.47
Total Uncleared Transactions					-373,690.47	-373,690.47
Register Balance as of 06/30/2025					-1,106,282.92	467,175.34
Ending Balance					-1,106,282.92	467,175.34

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Tri County City Soil & Water Conservation District
Reconciliation Summary
Cost Share MM - 6347, Period Ending 06/30/2025

	<u>Jun 30, 25</u>
<u>Beginning Balance</u>	<u>52,846.32</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>0.43</u>
<u>Total Cleared Transactions</u>	<u>0.43</u>
<u>Cleared Balance</u>	<u>52,846.75</u>
<u>Register Balance as of 06/30/2025</u>	<u>52,846.75</u>
<u>Ending Balance</u>	<u>52,846.75</u>

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07/02/25

Tri County City Soil & Water Conservation District
Reconciliation Detail
Cost Share MM - 6347, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,846.32
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	0.43	0.43
Total Deposits and Credits					0.43	0.43
Total Cleared Transactions					0.43	0.43
Cleared Balance					0.43	52,846.75
Register Balance as of 06/30/2025					0.43	52,846.75
Ending Balance					0.43	52,846.75

10:21 AM

07/03/25

⑧ JCH
JCH

Tri County City Soil & Water Conservation District

Reconciliation Summary

VISA Card *0599 Bradford, Period Ending 07/02/2025

	<u>Jul 2, 25</u>
<u>Beginning Balance</u>	<u>205.52</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 5 items</u>	<u>-305.18</u>
<u>Payments and Credits - 2 items</u>	<u>434.39</u>
<u>Total Cleared Transactions</u>	<u>129.21</u>
<u>Cleared Balance</u>	<u>76.31</u>
<u>Register Balance as of 07/02/2025</u>	<u>76.31</u>
<u>Ending Balance</u>	<u>76.31</u>

10:21 AM

Tri County City Soil & Water Conservation District

07/03/25

Reconciliation Detail

VISA Card *0599 Bradford, Period Ending 07/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						205.52
Cleared Transactions						
Charges and Cash Advances - 5 items						
Credit Card Cha...	06/17/2025		Sheetz	X	-62.97	-62.97
Credit Card Cha...	06/17/2025		Staples	X	-19.99	-82.96
Credit Card Cha...	06/25/2025		Jose's Rocky Mount	X	-21.83	-104.79
Credit Card Cha...	06/26/2025		Holiday Inn	X	-124.08	-228.87
Credit Card Cha...	07/01/2025		Sheetz	X	-76.31	-305.18
Total Charges and Cash Advances					-305.18	-305.18
Payments and Credits - 2 items						
Check	06/11/2025	Debit	Truist Bank	X	205.52	205.52
Check	07/02/2025	Debit	Truist Bank	X	228.87	434.39
Total Cleared Transactions					129.21	129.21
Cleared Balance					-129.21	76.31
Register Balance as of 07/02/2025					-129.21	76.31
Ending Balance					-129.21	76.31

10:50 AM

07/03/25

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Tri County City Soil & Water Conservation District

Reconciliation Summary

VISA Card *0599 Davis, Period Ending 07/02/2025

	<u>Jul 2, 25</u>	
<u>Beginning Balance</u>		<u>170.00</u>
<u>Cleared Transactions</u>		
<u>Charges and Cash Advances - 4 ite...</u>	<u>-5,164.97</u>	
<u>Payments and Credits - 2 items</u>	<u>5,334.97</u>	
<u>Total Cleared Transactions</u>	<u>170.00</u>	
<u>Cleared Balance</u>		<u>0.00</u>
<u>Register Balance as of 07/02/2025</u>		<u>0.00</u>
<u>Ending Balance</u>		<u>0.00</u>

10:50 AM

Tri County City Soil & Water Conservation District

07/03/25

Reconciliation Detail

VISA Card *0599 Davis, Period Ending 07/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						170.00
Cleared Transactions						
Charges and Cash Advances - 4 items						
Credit Card Cha...	06/02/2025		Best Buy	X	-2,263.53	-2,263.53
Credit Card Cha...	06/02/2025		Public Storage	X	-214.00	-2,477.53
Credit Card Cha...	06/02/2025		Staples	X	-19.99	-2,497.52
Credit Card Cha...	06/03/2025		Verizon	X	-2,667.45	-5,164.97
Total Charges and Cash Advances					-5,164.97	-5,164.97
Payments and Credits - 2 items						
Check	06/11/2025	Debit	Truist Bank	X	170.00	170.00
Check	07/02/2025	Debit	Truist Bank	X	5,164.97	5,334.97
Total Cleared Transactions					170.00	170.00
Cleared Balance					-170.00	0.00
Register Balance as of 07/02/2025					-170.00	0.00
Ending Balance					-170.00	0.00

10:55 AM

07/03/25

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Tri County City Soil & Water Conservation District
Reconciliation Summary
VISA Card *3369 Greenlaw, Period Ending 07/02/2025

	<u>Jul 2, 25</u>	
<u>Beginning Balance</u>		<u>0.00</u>
<u>Cleared Transactions</u>		
Charges and Cash Advances - 8 items	<u>-518.58</u>	
<u>Total Cleared Transactions</u>	<u>-518.58</u>	
<u>Cleared Balance</u>		<u><u>518.58</u></u>
<u>Uncleared Transactions</u>		
Payments and Credits - 1 item	<u>518.58</u>	
<u>Total Uncleared Transactions</u>	<u>518.58</u>	
<u>Register Balance as of 07/02/2025</u>		<u><u>0.00</u></u>
<u>Ending Balance</u>		<u><u>0.00</u></u>

10:55 AM

Tri County City Soil & Water Conservation District

07/03/25

Reconciliation Detail

VISA Card *3369 Greenlaw, Period Ending 07/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 8 items						
Credit Card Cha...	06/09/2025		Amazon	X	-247.27	-247.27
Credit Card Cha...	06/10/2025		Royal Farms	X	-11.00	-258.27
Credit Card Cha...	06/20/2025		Paul's Bakery	X	-36.00	-294.27
Credit Card Cha...	06/25/2025		Amazon	X	-57.47	-351.74
Credit Card Cha...	06/25/2025		Jose's Rocky Mount	X	-18.50	-370.24
Credit Card Cha...	06/26/2025		Holiday Inn	X	-124.08	-494.32
Credit Card Cha...	06/26/2025		Wegmans	X	-15.67	-509.99
Credit Card Cha...	06/26/2025		Walmart	X	-8.59	-518.58
Total Charges and Cash Advances					-518.58	-518.58
Total Cleared Transactions					-518.58	-518.58
Cleared Balance					518.58	518.58
Uncleared Transactions						
Payments and Credits - 1 item						
Check	07/02/2025	Debit	Truist Bank		518.58	518.58
Total Uncleared Transactions					518.58	518.58
Register Balance as of 07/02/2025					0.00	0.00
Ending Balance					0.00	0.00

10:06 AM

07/03/25

R/10/25
564

Tri County City Soil & Water Conservation District
Reconciliation Summary
VISA Card *5674 McLean, Period Ending 07/02/2025

	<u>Jul 2, 25</u>	
<u>Beginning Balance</u>		<u>528.95</u>
<u>Cleared Transactions</u>		
<u>Charges and Cash Advances - 8 ite...</u>	<u>-1,547.29</u>	
<u>Payments and Credits - 3 items</u>	<u>2,076.24</u>	
<u>Total Cleared Transactions</u>		<u>528.95</u>
<u>Cleared Balance</u>		<u>0.00</u>
<u>Register Balance as of 07/02/2025</u>		<u>0.00</u>
<u>Ending Balance</u>		<u>0.00</u>

10:06 AM

07/03/25

Tri County City Soil & Water Conservation District
Reconciliation Detail
VISA Card *5674 McLean, Period Ending 07/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						528.95
Cleared Transactions						
Charges and Cash Advances - 8 items						
Credit Card Cha...	06/05/2025		Amazon	X	-188.62	-188.62
Credit Card Cha...	06/05/2025		Amazon	X	-135.30	-323.92
Credit Card Cha...	06/09/2025		HealthEquity	X	-450.00	-773.92
Credit Card Cha...	06/12/2025		Amazon	X	-41.79	-815.71
Credit Card Cha...	06/25/2025		Verizon	X	-440.65	-1,256.36
Credit Card Cha...	06/25/2025		Web Hosting Inc.	X	-165.00	-1,421.36
Credit Card Cha...	06/27/2025		Amazon	X	-64.19	-1,485.55
Credit Card Cha...	06/27/2025		Amazon	X	-61.74	-1,547.29
Total Charges and Cash Advances					-1,547.29	-1,547.29
Payments and Credits - 3 items						
Check	06/11/2025		Truist Bank	X	528.95	528.95
Credit Card Credit	06/25/2025		Fredericksburg Ci...	X	100.00	628.95
Check	07/02/2025		Truist Bank	X	1,447.29	2,076.24
Total Cleared Transactions					528.95	528.95
Cleared Balance					-528.95	0.00
Register Balance as of 07/02/2025					-528.95	0.00
Ending Balance					-528.95	0.00

10:12 AM

07/03/25

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JGH

Tri County City Soil & Water Conservation District
Reconciliation Summary
VISA Card *5774 Morgan, Period Ending 07/02/2025

	<u>Jul 2, 25</u>	
<u>Beginning Balance</u>		<u>812.49</u>
<u>Cleared Transactions</u>		
<u>Charges and Cash Advances - 5 it...</u>	<u>-1,873.31</u>	
<u>Payments and Credits - 1 item</u>	<u>812.49</u>	
<u>Total Cleared Transactions</u>	<u>-1,060.82</u>	
<u>Cleared Balance</u>		<u><u>1,873.31</u></u>
<u>Register Balance as of 07/02/2025</u>		<u><u>1,873.31</u></u>
<u>New Transactions</u>		
<u>Payments and Credits - 1 item</u>	<u>1,873.31</u>	
<u>Total New Transactions</u>	<u>1,873.31</u>	
<u>Ending Balance</u>		<u><u>0.00</u></u>

10:12 AM
07/03/25

Tri County City Soil & Water Conservation District
Reconciliation Detail
VISA Card *5774 Morgan, Period Ending 07/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						812.49
Cleared Transactions						
Charges and Cash Advances - 5 items						
Credit Card Cha...	06/03/2025		Lowe's Home Cen...	X	-4.98	-4.98
Credit Card Cha...	06/08/2025		Executive Adverti...	X	-947.77	-952.75
Credit Card Cha...	06/11/2025		Executive Adverti...	X	-418.08	-1,370.83
Credit Card Cha...	06/24/2025		WaWa	X	-30.00	-1,400.83
Credit Card Cha...	07/01/2025		Minuterman Press	X	-472.48	-1,873.31
Total Charges and Cash Advances					-1,873.31	-1,873.31
Payments and Credits - 1 item						
Check	06/11/2025	Debit	Truist Bank	X	812.49	812.49
Total Cleared Transactions					-1,060.82	-1,060.82
Cleared Balance					1,060.82	1,873.31
Register Balance as of 07/02/2025					1,060.82	1,873.31
New Transactions						
Payments and Credits - 1 item						
Check	07/03/2025	Debit	Truist Bank		1,873.31	1,873.31
Total New Transactions					1,873.31	1,873.31
Ending Balance					-812.49	0.00

TREASURER'S FINANCIAL REPORT

July 2025

Prepared by: *Renee Davis*
& *Christine McLean*

Approved by Treasurer: *Janet Gayle Harris*

Renee B. Davis
Christine McLean

Date

12:00 PM
08/11/25
Cash Basis

Tri County City Soil & Water Conservation District
Balance Sheet
As of July 31, 2025

	<u>Jul 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Cost Share Checking - 0016	421,647.70
Cost Share MM - 6347	52,847.20
Operations Checking - 8191	810,052.48
Operations MM - 6355	283,243.41
Total Checking/Savings	<u>1,567,790.79</u>
Total Current Assets	<u>1,567,790.79</u>
TOTAL ASSETS	<u><u>1,567,790.79</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	15,357.71
Other Current Liabilities	
Payroll Liabilities	1,623.13
Sales Tax Payable	20.26
Total Other Current Liabilities	<u>1,643.39</u>
Total Current Liabilities	<u>17,001.10</u>
Total Liabilities	<u>17,001.10</u>
Equity	
Dedicated & Emergency Funds	854,727.79
Retained Earnings	784,738.92
Net Income	<u>-88,677.02</u>
Total Equity	<u>1,550,789.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,567,790.79</u></u>

12:05 PM
08/11/25
Cash Basis

Tri County City Soil & Water Conservation District

Profit & Loss

July 2025

	<u>Jul 25</u>
<u>Income</u>	
<u>Local/Government Funds</u>	
King George County	<u>13,750.00</u>
Stafford County	<u>10,223.50</u>
<u>Total Local/Government Funds</u>	<u>23,973.50</u>
<u>Self-Generating Funds</u>	
Donations- Other	<u>300.00</u>
Operations Bank Interest	<u>9.54</u>
Rain Barrel Sales	<u>198.00</u>
<u>Total Self-Generating Funds</u>	<u>507.54</u>
<u>State Operation Funds - DCR</u>	
<u>Cost Share Income</u>	
CB VACS	
VACS Interest	<u>5.21</u>
<u>Total CB VACS</u>	<u>5.21</u>
<u>Total Cost Share Income</u>	<u>5.21</u>
<u>Total State Operation Funds - DCR</u>	<u>5.21</u>
<u>Total Income</u>	<u>24,486.25</u>
<u>Gross Profit</u>	<u>24,486.25</u>
<u>Expense</u>	
<u>Automotive</u>	
Gasoline	<u>211.80</u>
Repair / Maintenance / Fees	<u>180.06</u>
Vehicle Insurance (VACCS)	<u>1,025.00</u>
<u>Total Automotive</u>	<u>1,416.86</u>
<u>Cost Share Expenditures</u>	
VACS	
FY 25 CB VACS	<u>45,527.40</u>
VACS Bank Fee	<u>5.00</u>
<u>Total VACS</u>	<u>45,532.40</u>
<u>Total Cost Share Expenditures</u>	<u>45,532.40</u>
<u>Dedicated Funds Expenditures</u>	
Furniture & Fixtures	<u>11,785.97</u>
<u>Total Dedicated Funds Expenditures</u>	<u>11,785.97</u>
<u>Director Expense</u>	
Director Merchandising	<u>270.00</u>
<u>Total Director Expense</u>	<u>270.00</u>
<u>District Outreach</u>	
Community Event	<u>1,556.94</u>
<u>Total District Outreach</u>	<u>1,556.94</u>
<u>Education Costs</u>	

12:05 PM
08/11/25
Cash Basis

Tri County City Soil & Water Conservation District

Profit & Loss

July 2025

	Jul 25
Education Materials / Supplies	2.72
Youth Conservation Camp	-550.00
Total Education Costs	-547.28
Membership Fees	
VASWCD & VACDE	3,617.00
Total Membership Fees	3,617.00
Office Operations	
Equipment Repair & Maintenance	676.39
Fees & Licenses	5.00
Furniture & Equipment	
Field Equipment	39.97
Total Furniture & Equipment	39.97
Office Cleaning	350.00
Office Supplies / Expense	91.00
Rent	
Climate Controlled Storage	214.00
Office Space Rental	2,333.33
Total Rent	2,547.33
Utilities	962.95
Total Office Operations	4,672.64
Payroll Expenses	
Disability (Short/Long) VACORP	152.12
Group Life Insurance (VRS)	0.00
Health Insurance	5,465.00
QBs Payroll Fees	42.00
Retirement	
VOYA Financial	703.12
VRS	35.73
Total Retirement	738.85
Salary Wages	34,431.98
Social Security and Medicare	2,634.04
VA Employment Commission	1.75
Total Payroll Expenses	43,465.74
Staff Travel Training & Expense	
Administrative Professional	35.00
Conservation Specialist	1,055.00
District Manager	35.00
Education Outreach Coordinator	35.00
Staff Merchandising	202.48
Staff Mileage Personal Vehicle	30.52
Total Staff Travel Training & Expense	1,393.00
Total Expense	113,163.27
Net Income	-88,677.02

2:56 PM
08/05/25

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Tri County City Soil & Water Conservation District
Reconciliation Summary
Operations Checking - 8191, Period Ending 07/31/2025

	<u>Jul 31, 25</u>	
<u>Beginning Balance</u>		<u>849,411.69</u>
<u>Cleared Transactions</u>		
<u>Checks and Payments - 33 items</u>	<u>-62,864.77</u>	
<u>Deposits and Credits - 19 items</u>	<u>25,059.20</u>	
<u>Total Cleared Transactions</u>	<u>-37,805.57</u>	
<u>Cleared Balance</u>		<u>811,606.12</u>
<u>Uncleared Transactions</u>		
<u>Checks and Payments - 6 items</u>	<u>-1,553.64</u>	
<u>Total Uncleared Transactions</u>	<u>-1,553.64</u>	
<u>Register Balance as of 07/31/2025</u>		<u>810,052.48</u>
<u>New Transactions</u>		
<u>Checks and Payments - 2 items</u>	<u>-1,174.10</u>	
<u>Total New Transactions</u>	<u>-1,174.10</u>	
<u>Ending Balance</u>		<u>808,878.38</u>

2:56 PM
08/05/25

Tri County City Soil & Water Conservation District

Reconciliation Detail

Operations Checking - 8191, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						849,411.69
Cleared Transactions						
Checks and Payments - 33 items						
Liability Check	04/04/2025	3546	VACORP-StanCorp ...	X	-143.65	-143.65
Liability Check	05/09/2025	3564	VACORP-StanCorp ...	X	-55.65	-199.30
Check	06/11/2025	3575	Falcon Realty Inve...	X	-2,333.33	-2,532.63
Check	06/12/2025	3577	Treasurer of Virgini...	X	-150.00	-2,682.63
Check	06/24/2025	3578	Primo Brands (Blue...	X	-82.94	-2,765.57
Liability Check	07/01/2025	Debit	Treasurer of Virgini...	X	-1,402.84	-4,168.41
Liability Check	07/01/2025	E-pay	VA Employment Co...	X	-6.25	-4,174.66
Check	07/02/2025	Debit	Truist Bank	X	-5,164.97	-9,339.63
Check	07/02/2025	Debit	Truist Bank	X	-1,447.29	-10,786.92
Check	07/02/2025	Debit	Truist Bank	X	-518.58	-11,305.50
Check	07/02/2025	Debit	Truist Bank	X	-228.87	-11,534.37
Check	07/03/2025	Debit	Truist Bank	X	-1,873.31	-13,407.68
Check	07/03/2025	Debit	Truist Bank	X	-76.31	-13,483.99
Check	07/07/2025	Debit	Truist Bank	X	-233.97	-13,717.96
Liability Check	07/08/2025	E-pay	EFTPS	X	-3,875.00	-17,592.96
Liability Check	07/08/2025	E-pay	VA Department of ...	X	-660.00	-18,252.96
Check	07/08/2025	3583	Infinity Technologi...	X	-601.39	-18,854.35
Check	07/08/2025	3582	Watkins Cleaning ...	X	-350.00	-19,204.35
Check	07/11/2025	3585	Anthem Blue Cross...	X	-5,465.00	-24,669.35
Check	07/11/2025	3584	Falcon Realty Inve...	X	-2,333.33	-27,002.68
Liability Check	07/14/2025	Debit	QuickBooks Payroll...	X	-12,866.17	-39,868.85
Check	07/14/2025	3586	VASWCD	X	-3,592.00	-43,460.85
Check	07/14/2025	3587	Southern Copier S...	X	-75.00	-43,535.85
Check	07/20/2025	Debit	Intuit QuickBooks	X	-42.00	-43,577.85
Liability Check	07/21/2025	E-pay	EFTPS	X	-3,875.08	-47,452.93
Liability Check	07/21/2025	E-pay	VA Department of ...	X	-660.00	-48,112.93
Liability Check	07/21/2025	Debit	VOYA Financial	X	-495.60	-48,608.53
Liability Check	07/21/2025	Debit	VOYA Financial	X	-495.60	-49,104.13
Liability Check	07/21/2025	Debit	VOYA Financial	X	-271.01	-49,375.14
Liability Check	07/21/2025	Debit	VOYA Financial	X	-271.01	-49,646.15
Check	07/21/2025			X	-5.00	-49,651.15
Check	07/26/2025	Debit	Comcast Business	X	-347.49	-49,998.64
Liability Check	07/30/2025		QuickBooks Payroll...	X	-12,866.13	-62,864.77
Total Checks and Payments					-62,864.77	-62,864.77
Deposits and Credits - 19 items						
Deposit	07/03/2025			X	208.50	208.50
Deposit	07/03/2025			X	550.00	758.50
Deposit	07/03/2025			X	13,750.00	14,508.50
Deposit	07/14/2025			X	20.07	14,528.57
Deposit	07/14/2025			X	300.00	14,828.57
Deposit	07/14/2025			X	10,223.50	25,052.07
Paycheck	07/15/2025	DD19...	McLean, Christine A	X	0.00	25,052.07
Paycheck	07/15/2025	DD19...	Greenlaw, Virginia P	X	0.00	25,052.07
Paycheck	07/15/2025	DD19...	Davis, Renee B	X	0.00	25,052.07
Paycheck	07/15/2025	DD19...	Bradford, Theresa A	X	0.00	25,052.07
Paycheck	07/15/2025	DD19...	Rauch, Jeremy R	X	0.00	25,052.07
Paycheck	07/15/2025	DD19...	Morgan, Madison M	X	0.00	25,052.07
Paycheck	07/31/2025	DD19...	Rauch, Jeremy R	X	0.00	25,052.07
Paycheck	07/31/2025	DD19...	Morgan, Madison M	X	0.00	25,052.07
Paycheck	07/31/2025	DD19...	McLean, Christine A	X	0.00	25,052.07
Paycheck	07/31/2025	DD19...	Greenlaw, Virginia P	X	0.00	25,052.07
Paycheck	07/31/2025	DD19...	Davis, Renee B	X	0.00	25,052.07
Paycheck	07/31/2025	DD19...	Bradford, Theresa A	X	0.00	25,052.07
Deposit	07/31/2025			X	7.13	25,059.20
Total Deposits and Credits					25,059.20	25,059.20
Total Cleared Transactions					-37,805.57	-37,805.57
Cleared Balance						811,606.12
Uncleared Transactions						
Checks and Payments - 6 items						
Liability Check	05/27/2025	3566	VACORP-StanCorp ...		-115.06	-115.06
Liability Check	07/01/2025	3581	VACORP-StanCorp ...		-148.06	-263.12
Check	07/16/2025	3588	VA Department of ...		-1,025.00	-1,288.12
Check	07/21/2025	3589	VACDE VA Assoc of...		-25.00	-1,313.12
Check	07/29/2025	3590	VACDE VA Assoc of...		-210.00	-1,523.12
Check	07/29/2025	3591	Morgan, Madison		-30.52	-1,553.64
Total Checks and Payments					-1,553.64	-1,553.64
Total Uncleared Transactions					-1,553.64	-1,553.64
Register Balance as of 07/31/2025					-39,359.21	810,052.48
New Transactions						
Checks and Payments - 2 items						
Check	08/01/2025	3592	Infinity Technologi...		-583.00	-583.00
Check	08/04/2025	3593	Stone's Office Equi...		-591.10	-1,174.10
Total Checks and Payments					-1,174.10	-1,174.10
Total New Transactions					-1,174.10	-1,174.10
Ending Balance					-40,533.31	808,878.38

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08/05/25

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Tri County City Soil & Water Conservation District
Reconciliation Summary
Operations MM - 6355, Period Ending 07/31/2025

	<u>Jul 31, 25</u>
<u>Beginning Balance</u>	<u>283,241.00</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>2.41</u>
<u>Total Cleared Transactions</u>	<u>2.41</u>
<u>Cleared Balance</u>	<u>283,243.41</u>
<u>Register Balance as of 07/31/2025</u>	<u>283,243.41</u>
<u>Ending Balance</u>	<u>283,243.41</u>

12:43 PM
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Tri County City Soil & Water Conservation District
Reconciliation Detail
Operations MM - 6355, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						<u>283,241.00</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2025			X	<u>2.41</u>	<u>2.41</u>
Total Deposits and Credits					<u>2.41</u>	<u>2.41</u>
Total Cleared Transactions					<u>2.41</u>	<u>2.41</u>
Cleared Balance					<u>2.41</u>	<u>283,243.41</u>
Register Balance as of 07/31/2025					<u>2.41</u>	<u>283,243.41</u>
Ending Balance					<u>2.41</u>	<u>283,243.41</u>

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08/05/25

Tri County City Soil & Water Conservation District

Reconciliation Summary

Cost Share Checking - 0016, Period Ending 07/31/2025

	<u>Jul 31, 25</u>	
<u>Beginning Balance</u>		<u>840,865.81</u>
<u>Cleared Transactions</u>		
<u>Checks and Payments - 22 items</u>	<u>-362,541.09</u>	
<u>Deposits and Credits - 1 item</u>	<u>4.76</u>	
<u>Total Cleared Transactions</u>	<u>-362,536.33</u>	
<u>Cleared Balance</u>		<u>478,329.48</u>
<u>Uncleared Transactions</u>		
<u>Checks and Payments - 4 items</u>	<u>-56,681.78</u>	
<u>Total Uncleared Transactions</u>	<u>-56,681.78</u>	
<u>Register Balance as of 07/31/2025</u>		<u>421,647.70</u>
<u>Ending Balance</u>		<u>421,647.70</u>

11:50 AM

Tri County City Soil & Water Conservation District

08/05/25

Reconciliation Detail

Cost Share Checking - 0016, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						840,865.81
Cleared Transactions						
Checks and Payments - 22 items						
Check	06/17/2025	2216	Stover, Daniel	X	-924.00	-924.00
Check	06/18/2025	2219	Dye, Glenn A.	X	-24,044.00	-24,968.00
Check	06/20/2025	2221	Wright Jr., Mack A.	X	-7,648.00	-32,616.00
Check	06/24/2025	2240	Charity Hill Farm ...	X	-34,627.00	-67,243.00
Check	06/24/2025	2231	Owens, Robert A.	X	-25,612.00	-92,855.00
Check	06/24/2025	2228	Garrett, Cory D	X	-19,660.00	-112,515.00
Check	06/24/2025	2232	Ball, Laurence A.	X	-4,502.50	-117,017.50
Check	06/24/2025	2238	Bar M Farm LLC	X	-3,394.75	-120,412.25
Check	06/24/2025	2236	WMM Farms, Inc.	X	-1,292.76	-121,705.01
Check	06/25/2025	2242	Cloverfield Enterp...	X	-116,469.20	-238,174.21
Check	06/25/2025	2244	Gum Bottom, Inc.	X	-19,080.00	-257,254.21
Check	06/25/2025	2241	J.R. and J.G. Goo...	X	-12,034.70	-269,288.91
Check	06/25/2025	2243	Crisp, Donald	X	-4,158.72	-273,447.63
Check	06/26/2025	2246	Allen, Jr., Dandri...	X	-1,939.20	-275,386.83
Check	06/26/2025	2245	Silver, Edward G.	X	-1,411.50	-276,798.33
Check	06/27/2025	2247	Cloverfield Enterp...	X	-17,386.08	-294,184.41
Check	06/27/2025	2250	Cherry Grove Far...	X	-15,179.20	-309,363.61
Check	06/27/2025	2251	Charles L. Hender...	X	-5,955.84	-315,319.45
Check	06/27/2025	2249	Allen, Jr., Dandri...	X	-1,454.40	-316,773.85
Check	06/27/2025	2248	Dye, Glenn A.	X	-937.44	-317,711.29
Check	07/15/2025	2253	Willow Oak Farm ...	X	-44,824.80	-362,536.09
Check	07/21/2025			X	-5.00	-362,541.09
Total Checks and Payments					-362,541.09	-362,541.09
Deposits and Credits - 1 item						
Deposit	07/31/2025			X	4.76	4.76
Total Deposits and Credits					4.76	4.76
Total Cleared Transactions					-362,536.33	-362,536.33
Cleared Balance					-362,536.33	478,329.48
Uncleared Transactions						
Checks and Payments - 4 items						
Check	06/24/2025	2230	Herbert Wilkerso...		-32,637.60	-32,637.60
Check	06/24/2025	2227	Owens, John C.		-22,999.00	-55,636.60
Check	06/30/2025	2252	Rosson, Lee C.		-342.58	-55,979.18
Check	07/24/2025	2254	Young, Gerald L.		-702.60	-56,681.78
Total Checks and Payments					-56,681.78	-56,681.78
Total Uncleared Transactions					-56,681.78	-56,681.78
Register Balance as of 07/31/2025					-419,218.11	421,647.70
Ending Balance					-419,218.11	421,647.70

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08/05/25

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Tri County City Soil & Water Conservation District
Reconciliation Summary
Cost Share MM - 6347, Period Ending 07/31/2025

	<u>Jul 31, 25</u>
<u>Beginning Balance</u>	<u>52,846.75</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>0.45</u>
<u>Total Cleared Transactions</u>	<u>0.45</u>
<u>Cleared Balance</u>	<u>52,847.20</u>
<u>Register Balance as of 07/31/2025</u>	<u>52,847.20</u>
<u>Ending Balance</u>	<u>52,847.20</u>

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08/05/25

Tri County City Soil & Water Conservation District
Reconciliation Detail
Cost Share MM - 6347, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,846.75
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2025			X	0.45	0.45
Total Deposits and Credits					0.45	0.45
Total Cleared Transactions					0.45	0.45
Cleared Balance					0.45	52,847.20
Register Balance as of 07/31/2025					0.45	52,847.20
Ending Balance					0.45	52,847.20

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08/05/25

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Tri County City Soil & Water Conservation District
Reconciliation Summary
VISA Card *0599 Bradford, Period Ending 08/02/2025

	<u>Aug 2, 25</u>	
<u>Beginning Balance</u>		<u>76.31</u>
<u>Cleared Transactions</u>		
<u>Charges and Cash Advances - 4 items</u>	<u>-744.40</u>	
<u>Payments and Credits - 1 item</u>	<u>76.31</u>	
<u>Total Cleared Transactions</u>	<u>-668.09</u>	
<u>Cleared Balance</u>		<u>744.40</u>
<u>Uncleared Transactions</u>		
<u>Charges and Cash Advances - 1 item</u>	<u>-37.82</u>	
<u>Total Uncleared Transactions</u>	<u>-37.82</u>	
<u>Register Balance as of 08/02/2025</u>		<u>782.22</u>
<u>Ending Balance</u>		<u>782.22</u>

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08/05/25

Tri County City Soil & Water Conservation District
Reconciliation Detail
VISA Card *0599 Bradford, Period Ending 08/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						76.31
Cleared Transactions						
Charges and Cash Advances - 4 items						
Credit Card Cha...	07/07/2025		Walmart	X	-37.60	-37.60
Credit Card Cha...	07/08/2025		Amazon	X	-159.98	-197.58
Credit Card Cha...	07/08/2025		Walmart	X	-71.82	-269.40
Credit Card Cha...	07/21/2025		Chesapeake Cons...	X	-475.00	-744.40
Total Charges and Cash Advances					-744.40	-744.40
Payments and Credits - 1 item						
Check	07/03/2025	Debit	Truist Bank	X	76.31	76.31
Total Cleared Transactions					-668.09	-668.09
Cleared Balance					668.09	744.40
Uncleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	08/01/2025		Walmart		-37.82	-37.82
Total Charges and Cash Advances					-37.82	-37.82
Total Uncleared Transactions					-37.82	-37.82
Register Balance as of 08/02/2025					705.91	782.22
Ending Balance					705.91	782.22

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08/05/25

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Tri County City Soil & Water Conservation District
Reconciliation Summary
VISA Card *0599 Davis, Period Ending 08/02/2025

	<u>Aug 2, 25</u>	
<u>Beginning Balance</u>		<u>0.00</u>
<u>Cleared Transactions</u>		
<u>Charges and Cash Advances - 4 items</u>	<u>-10,074.77</u>	
<u>Payments and Credits - 1 item</u>	<u>233.97</u>	
<u>Total Cleared Transactions</u>	<u>-9,840.80</u>	
<u>Cleared Balance</u>		<u>9,840.80</u>
<u>Uncleared Transactions</u>		
<u>Charges and Cash Advances - 1 item</u>	<u>-13.75</u>	
<u>Total Uncleared Transactions</u>	<u>-13.75</u>	
<u>Register Balance as of 08/02/2025</u>		<u>9,854.55</u>
<u>Ending Balance</u>		<u>9,854.55</u>

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08/05/25

Tri County City Soil & Water Conservation District
Reconciliation Detail
VISA Card *0599 Davis, Period Ending 08/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 4 items						
Credit Card Cha...	07/02/2025		Public Storage	X	-214.00	-214.00
Credit Card Cha...	07/03/2025		Amazon	X	-9,817.05	-10,031.05
Credit Card Cha...	07/03/2025		Walmart	X	-19.97	-10,051.02
Credit Card Cha...	07/07/2025		WEIS Markets	X	-23.75	-10,074.77
Total Charges and Cash Advances					-10,074.77	-10,074.77
Payments and Credits - 1 item						
Check	07/07/2025	Debit	Truist Bank	X	233.97	233.97
Total Cleared Transactions					-9,840.80	-9,840.80
Cleared Balance					9,840.80	9,840.80
Uncleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	07/03/2025		Dollar Tree Stores		-13.75	-13.75
Total Charges and Cash Advances					-13.75	-13.75
Total Uncleared Transactions					-13.75	-13.75
Register Balance as of 08/02/2025					9,854.55	9,854.55
Ending Balance					9,854.55	9,854.55

4:09 PM
08/05/25

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Tri County City Soil & Water Conservation District
Reconciliation Summary
VISA Card *3369 Greenlaw, Period Ending 08/02/2025

	<u>Aug 2, 25</u>
<u>Beginning Balance</u>	<u>518.58</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 5 items</u>	<u>-597.35</u>
<u>Payments and Credits - 1 item</u>	<u>518.58</u>
<u>Total Cleared Transactions</u>	<u>-78.77</u>
<u>Cleared Balance</u>	<u>597.35</u>
<u>Uncleared Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-52.36</u>
<u>Total Uncleared Transactions</u>	<u>-52.36</u>
<u>Register Balance as of 08/02/2025</u>	<u>649.71</u>
<u>Ending Balance</u>	<u>649.71</u>

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08/05/25

Tri County City Soil & Water Conservation District
Reconciliation Detail
VISA Card *3369 Greenlaw, Period Ending 08/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						518.58
Cleared Transactions						
Charges and Cash Advances - 5 items						
Credit Card Cha...	07/08/2025		Dollar Tree Stores	X	-12.50	-12.50
Credit Card Cha...	07/08/2025		Family Dollar	X	-5.00	-17.50
Credit Card Cha...	07/09/2025		ACE Hardware	X	-39.97	-57.47
Credit Card Cha...	07/16/2025		Sheetz	X	-64.88	-122.35
Credit Card Cha...	07/21/2025		Chesapeake Cons...	X	-475.00	-597.35
Total Charges and Cash Advances					-597.35	-597.35
Payments and Credits - 1 item						
Check	07/02/2025	Debit	Truist Bank	X	518.58	518.58
Total Cleared Transactions					-78.77	-78.77
Cleared Balance					78.77	597.35
Uncleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	07/31/2025		Amazon		-52.36	-52.36
Total Charges and Cash Advances					-52.36	-52.36
Total Uncleared Transactions					-52.36	-52.36
Register Balance as of 08/02/2025					131.13	649.71
Ending Balance					131.13	649.71

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Tri County City Soil & Water Conservation District
Reconciliation Summary
VISA Card *5674 McLean, Period Ending 08/02/2025

	<u>Aug 2, 25</u>	
<u>Beginning Balance</u>		<u>0.00</u>
<u>Cleared Transactions</u>		
<u>Charges and Cash Advances - 4 items</u>	<u>-2,439.67</u>	
<u>Total Cleared Transactions</u>	<u>-2,439.67</u>	
<u>Cleared Balance</u>		<u>2,439.67</u>
<u>Register Balance as of 08/02/2025</u>		<u>2,439.67</u>
<u>Ending Balance</u>		<u>2,439.67</u>

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Tri County City Soil & Water Conservation District
Reconciliation Detail
VISA Card *5674 McLean, Period Ending 08/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 4 items						
Credit Card Cha...	07/03/2025		Amazon	X	-1,968.92	-1,968.92
Credit Card Cha...	07/03/2025		Amazon	X	-26.56	-1,995.48
Credit Card Cha...	07/03/2025		Amazon	X	-12.08	-2,007.56
Credit Card Cha...	07/26/2025		Verizon	X	-432.11	-2,439.67
Total Charges and Cash Advances					-2,439.67	-2,439.67
Total Cleared Transactions					-2,439.67	-2,439.67
Cleared Balance					2,439.67	2,439.67
Register Balance as of 08/02/2025					2,439.67	2,439.67
Ending Balance					2,439.67	2,439.67

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Tri County City Soil & Water Conservation District
Reconciliation Summary
VISA Card *5774 Morgan, Period Ending 08/02/2025

	<u>Aug 2, 25</u>
<u>Beginning Balance</u>	<u>1,873.31</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 9 items</u>	<u>-1,683.13</u>
<u>Payments and Credits - 1 item</u>	<u>1,873.31</u>
<u>Total Cleared Transactions</u>	<u>190.18</u>
<u>Cleared Balance</u>	<u>1,683.13</u>
<u>Register Balance as of 08/02/2025</u>	<u>1,683.13</u>
<u>Ending Balance</u>	<u>1,683.13</u>

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08/05/25

Tri County City Soil & Water Conservation District
Reconciliation Detail
VISA Card *5774 Morgan, Period Ending 08/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,873.31
Cleared Transactions						
Charges and Cash Advances - 9 items						
Credit Card Cha...	07/03/2025		Allman's Bar-B-Q...	X	-1,093.69	-1,093.69
Credit Card Cha...	07/03/2025		Walmart	X	-140.82	-1,234.51
Credit Card Cha...	07/03/2025		Dollar Tree Stores	X	-13.75	-1,248.26
Credit Card Cha...	07/07/2025		Walmart	X	-92.46	-1,340.72
Credit Card Cha...	07/08/2025		Walmart	X	-89.02	-1,429.74
Credit Card Cha...	07/08/2025		WaWa	X	-30.00	-1,459.74
Credit Card Cha...	07/15/2025		Sheetz	X	-40.61	-1,500.35
Credit Card Cha...	07/16/2025		Safford KIA of Fre...	X	-180.06	-1,680.41
Credit Card Cha...	07/28/2025		Walmart	X	-2.72	-1,683.13
Total Charges and Cash Advances					-1,683.13	-1,683.13
Payments and Credits - 1 item						
Check	07/03/2025	Debit	Truist Bank	X	1,873.31	1,873.31
Total Cleared Transactions					190.18	190.18
Cleared Balance					-190.18	1,683.13
Register Balance as of 08/02/2025					-190.18	1,683.13
Ending Balance					-190.18	1,683.13

Documents | Trust Online

bank.truist.com/web/documents?acindex=0bf96b22-09d3-3d7e-9622-78cc2f016372

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Name

Date

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No data to display.

9:03 AM 8/15/2025



We work with the people who work the land.

**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**
4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2402 • Fax: (540) 656-2403
<http://tccswcd.org>

Memorandum of Understanding and Agreement (MOA)

Between the Tri-County/City Soil and Water Conservation District (TCCSWCD) and Friends of the Rappahannock (FOR)

December 1, 2023 – November 30, 2025

This Memorandum of Understanding and Agreement sets forth the terms and conditions between the TCCSWCD and FOR relating to the Virginia Conservation Assistance Program (VCAP). Under this agreement FOR agrees to perform the following functions and activities towards VCAP applications and contracts in Fredericksburg City, Spotsylvania, King George, and Stafford Counties. In return, all technical assistance monies associated with successfully completed VCAP projects will be paid by TCCSWCD to FOR.

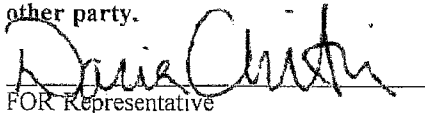
Under this agreement FOR agrees to:

- Meet with landowners and homeowners in Fredericksburg City, Spotsylvania, King George, and Stafford Counties who are interested in pursuing VCAP contracts.
- Provide technical advice and address landowner concerns.
- Evaluate which (if any) Best Management Practices (BMP(s)) would be most effective in treating stormwater on the site.
- Assist the landowner in preparing and submitting a complete application for VCAP cost-share consideration.
- Ensure that the VCAP application includes a proper narrative, site sketch, photo documentation of site, VCAP ranking sheet and complete the VCAP ranking form.
- Assist homeowners and landowners with contractors and engineers with whom may undertake the project and/or project design.
- Provide all design data, photos, invoices, and BMP completion reports to TCCSWCD.
- Attend TCCSWCD's monthly Board Meetings to provide VCAP reports and updates.
- Assist TCCSWCD with spot-checks per the VCAP program requirements.

Under this agreement the TCCSWCD agrees to:

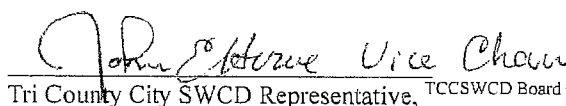
- Take all VCAP project submissions to the TCCSWCD Technical Review committee for funding consideration.
- Take all VCAP project submissions to the TCCSWCD board for approval.
- Provide notice of VCAP contract funding approval to the applicant.
- When completed and authorized for payment by the Technical Review committee, provide payment to the applicant.
- Reimburse Friends of the Rappahannock (FOR) all allocated Technical Assistance (TA) funds associated with the VCAP project completion.
- Provide spot-checks per VCAP program requirements.

Either party can terminate this Memorandum of Understanding with 30 days' written notice to the other party.


FOR Representative

1/12/24

Date


Tri County City SWCD Representative, TCCSWCD Board approved November 17, 2023, Motion # 10

11-30-23

Date

Renee Davis

From: Anthony Staats <staats.anthony09@gmail.com>
Sent: Tuesday, July 22, 2025 11:57 AM
To: Renee Davis
Subject: Resignation – Tri-County/City Soil & Water Conservation District

To my fellow directors and staff,

I wanted to let you all know that I will be stepping down from my role as Director of the Tri County City Soil and Water Conservation District, effective immediately. I have made the decision to join the United States Navy and begin the next chapter of my life in service to our country.

It has been an incredible honor to serve on this board—especially as one of the youngest, if not the youngest, directors of Soil and Water in Virginia history. Being elected with 585 votes from the people of King George County was a moment I will never forget, and I have done my best to live up to the trust placed in me.

I am proud to have served not only as a director, but also as chair of both the Legislative Committee and the Operations Committee. These roles gave me the chance to work closely with many of you and to help shape the direction of our work in meaningful ways.

I also want to thank the staff and fellow directors who offered their guidance and support throughout my time on the board. Your experience, insight, and commitment made me a better public servant and teammate, and I am grateful to have worked alongside you.

Though I am moving on, I will always carry with me a deep respect for this mission and the people behind it. While I am leaving this position, I hope to remain a lifelong advocate for conservation and public service in whatever role I serve.

Thank you for everything. I wish you all continued success and look forward to seeing the great work this board will continue to accomplish.

All the best,

Anthony Staats

Director, Tri County City Soil and Water Conservation District
King George County

FY 2026 Reserve & Dedicated Funds (FY 2025 Year End Balances)

Worksheet

1. QB Year End Balance Sheet, Cash Basis
2. QB Year End Profit & Loss Report
3. Cash on Hand DCR Report
4. Attachment E 4th Quarter

Balance Sheet:

Total Combined Assets (agrees with Attachment E) \$1,649,794.15

Cost Share Obligations: Subtract Attachment E DCR-VACS Cost Share Pools of Money
(Which should also agree with the Cash on Hand Balance Report)

- DCR – VACS FY23 -187,748.73
- DCR – VACS FY24 -91,867.73
- DCR – VACS FY25 -240,440.63

Sub-Total Cost Share Allocations -\$520,057.09

Total Current Liabilities - \$10,327.44 -10,327.44

FY2025 Funds to Return to DCR (Cash on Hand Report) -326,458.64

Remaining Funds to Reserve & Dedicate for FY 26 See June Balance Sheet \$792,950.98

Profit & Loss Report:

FY 26 Unobligated Emergency Reserve Funds \$553,489.94

1-Year Expenses as noted on FY 25 Profit & Loss Report

\$2,048,275.74 Total Expense - \$5,924.01 Dedicated Expense - \$1,488,861.79 VACS Expense=

Dedicated Reserve Funds \$239,461.04

- Vehicle Purchase FY27 \$75,000.00
- Equipment & Storage \$75,000.00
- Furniture & Fixtures \$25,000.00
- Employee Retention \$44,461.04
- Marketing & Outreach \$20,000.00

Approved by the Board of Directors on August 15, 2025, Motion # ____

1:10 PM
08/11/25
Cash Basis

Tri County City Soil & Water Conservation District
Balance Sheet
As of June 30, 2025

	<u>Jun 30, 25</u>
ASSETS	
<u>Current Assets</u>	
<u>Checking/Savings</u>	
<u>Cost Share Checking - 0016</u>	<u>467,175.34</u>
<u>Cost Share MM - 6347</u>	<u>52,846.75</u>
<u>Operations Checking - 8191</u>	<u>846,531.06</u>
<u>Operations MM - 6355</u>	<u>283,241.00</u>
<u>Total Checking/Savings</u>	<u>1,649,794.15</u>
<u>Total Current Assets</u>	<u>1,649,794.15</u>
TOTAL ASSETS	<u><u>1,649,794.15</u></u>
LIABILITIES & EQUITY	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
<u>Credit Cards</u>	
<u>VISA Card *0599 Bradford</u>	<u>228.87</u>
<u>VISA Card *0599 Davis</u>	<u>5,164.97</u>
<u>VISA Card *3369 Greenlaw</u>	<u>518.58</u>
<u>VISA Card *5674 McLean</u>	<u>1,447.29</u>
<u>VISA Card *5774 Morgan</u>	<u>1,400.83</u>
<u>Total Credit Cards</u>	<u>8,760.54</u>
<u>Other Current Liabilities</u>	
<u>Payroll Liabilities</u>	
<u>Disability (Short/Long) VACORP</u>	<u>148.06</u>
<u>Retirement Liability VRS</u>	<u>1,402.83</u>
<u>VA Employment Commission</u>	<u>6.25</u>
<u>Total Payroll Liabilities</u>	<u>1,557.14</u>
<u>Sales Tax Payable</u>	<u>9.76</u>
<u>Total Other Current Liabilities</u>	<u>1,566.90</u>
<u>Total Current Liabilities</u>	<u>10,327.44</u>
<u>Total Liabilities</u>	<u>10,327.44</u>
<u>Equity</u>	
<u>Dedicated & Emergency Funds</u>	<u>854,727.79</u>
<u>Retained Earnings</u>	<u>572,015.27</u>
<u>Net Income</u>	<u>212,723.65</u>
<u>Total Equity</u>	<u>1,639,466.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,649,794.15</u></u>

1:13 PM

08/11/25

Cash Basis

Tri County City Soil & Water Conservation District

Profit & Loss

July 2024 through June 2025

	Jul '24 - Jun 25
Youth Conservation Camp	900.00
Total Education Costs	2,085.34
Membership Fees	
Farm Bureau	40.00
NACD	275.00
VASWCD & VACDE	3,817.00
Total Membership Fees	4,632.00
Miscellaneous	689.14
Office Operations	
Equipment Repair & Maintenance	3,590.82
Fees & Licenses	1,533.19
Furniture & Equipment	
Computer Equipment & Peripheral	17,957.92
Field Equipment	409.29
Furniture & Equipment	1,771.77
Total Furniture & Equipment	20,138.98
Insurance - Business Owners	418.00
Office Cleaning	4,900.00
Office Services	
Software Licenses (QB, Adobe)	2,356.34
Office Services - Other	502.80
Total Office Services	2,859.14
Office Supplies / Expense	4,402.06
Postage	666.49
Rent	
Climate Controlled Storage	1,952.00
Meeting Space	600.00
Office Space Rental	28,666.70
Total Rent	31,218.70
Utilities	10,902.00
Website Management	165.00
Total Office Operations	80,794.38
Payroll Expenses	
Disability (Short/Long) VACORP	1,390.55
Group Life Insurance (VRS)	1,756.02
Health Insurance	38,649.00
QBs Payroll Fees	343.00
Retirement	
VOYA Financial	6,079.34
VRS	414.06
Total Retirement	6,493.40
Salary Wages	297,927.11
Social Security and Medicare	22,791.45
VA Employment Commission	62.25
Workmen's Comp Insurance	789.00
Total Payroll Expenses	370,201.78
Rain Barrels	395.00
Staff Travel Training & Expense	
Administrative Professional	873.69
Conservation Specialist	3,950.05
District Manager	1,198.83
Education Outreach Coordinator	1,327.07
Operations Manager	25.00
Staff Mileage Personal Vehicle	1,240.94
Total Staff Travel Training & Expense	8,615.58
VCAP	
NFWF Grant	2,718.00
VCAP Cost Share	60,864.00
VCAP TA	3,600.00
Total VCAP	67,182.00
Total Expense	2,048,275.74
Net Income	212,723.65

1:13 PM

08/11/25

Cash Basis

Tri County City Soil & Water Conservation District

Profit & Loss

July 2024 through June 2025

	Jul '24 - Jun '25
Income	
Local/Government Funds	
City of Fredericksburg	2,000.00
King George County	55,000.00
Spotsylvania County	55,000.00
Stafford County	40,894.00
Total Local/Government Funds	152,894.00
Self-Generating Funds	
Donations- Other	50.00
Operations Bank Interest	109.12
Rain Barrel Sales	184.02
Total Self-Generating Funds	343.14
State Operation Funds - DCR	
Administration & Operations	
Admin & Ops Operational Funds	319,802.00
Base T/A	130,069.00
VNRCF Additional TA	182,989.30
Total Administration & Operations	632,860.30
Cost Share Income	
CB VACS	
FY 25 CB VACS	1,407,610.00
VACS Interest	109.95
Total CB VACS	1,407,719.95
Total Cost Share Income	1,407,719.95
Total State Operation Funds - DCR	2,040,580.25
Transfer Memo	0.00
VCAP Income	
NFWF Grant	2,718.00
VCAP	60,864.00
VCAP TA	3,600.00
Total VCAP Income	67,182.00
Total Income	2,260,999.39
Gross Profit	2,260,999.39
Expense	
Automotive	
Gasoline	1,656.42
Repair / Maintenance / Fees	247.59
Vehicle Insurance (VACCS)	1,107.00
Total Automotive	3,011.01
Cost Share Expenditures	
VACS	
2023 CB VACS Transfer for 2022	9,821.75
FY 22 CB VACS	7,447.50
FY 23 CB VACS	206,590.58
FY 24 CB VACS	97,722.64
FY 25 CB VACS	1,167,254.32
VACS Bank Fee	25.00
Total VACS	1,488,861.79
Total Cost Share Expenditures	1,488,861.79
Dedicated Funds Expenditures	
Equipment & Storage	-12.00
Furniture & Fixtures	6,378.51
Potomac Watershed Council	-442.50
Total Dedicated Funds Expenditures	5,924.01
Director Expense	
Travel / Training / Meals	10,050.15
Total Director Expense	10,050.15
District Outreach	
4-H Show & Sale	250.00
Community Event	2,633.26
Donations & Sponsorships	527.31
Marketing & Outreach Supplies	2,422.99
Total District Outreach	5,833.56
Education Costs	
Education Materials / Supplies	35.34
Envirothon	125.00
Link Scholarship Recipient	1,000.00
Other Education Expenditures	25.00

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025

(Items Purchased Over \$500.00)

1998

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
	Level Rod 25" ft/10ths/100ths	N/A			\$122.49	0	
1	Clinometers x 2 % and degree	546079			\$185.96	\$92.98	
	Total				\$308.45	\$92.98	

2001

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	GBC Docubind P100 Binding System	NF07649			\$129.00	0	08/31/2022
✓	VA Flag Set Inc Stand & Trappings	TCCVA1			\$185.00	\$55.00	
✓	US Flag Set Inc Stand & Trappings	TCCUSA1			\$147.00	\$35.00	
	Total				\$461.00	\$90.00	

2002

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	Audio Equipment For BOD Meetings	8129449 / MAAA091106			\$500.00	0	06/30/2024
	Total				\$500.00	0	

2003

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
✓	EnviroScape Replaced top 2014	TCCES1			\$173.00	\$55.00	
✓	EnviroScape (Wetlands Model) Display & Video	TCCES2			\$850.00	\$15.00	
	Total				\$1,023.00	\$70.00	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025
(Items Purchased Over \$500.00)

2007

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	Water Test Equip 5 PH10 Monitors (Grant Funded)				\$1,915.00	\$141.75	06/30/2024
	Total				\$1,915.00	0	

2011

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
	Acer x1261P Projector (Grant Funded)	10801520459			\$399.99	\$137.70	
X	Nikon Coolpix Camera Acquired with points from credit card				0	0	05/12/2023
	Total				\$399.99	\$137.70	

2013

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	Ford F-150	1FTFX1ET2DFD0 1208			\$27,971.00	0	11/28/2023
X	HP Pavillion Laptop G6	00196-267-149- 707		VCAP	\$309.95	0	02/17/2023
X	HP Pavillion Laptop G6	00196-267-152- 422		EXTRA Educatio n	\$309.95	0	02/17/2023
X	HP Pavillion Desktop P6-2330	4CE24404B9		Admin. Professio	\$399.99	0	02/09/2022
	Total				\$28,990.89	0	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025
(Items Purchased Over \$500.00)

2014

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	Enviroscape (National Park Service)	TCCES3			\$1,000.00	0	06/30/2024
X	HP Envy 17 Laptop	5CG3470WK4		Conserv. Specialis t	\$820.00	0	04/16/2023
X	Cannon Powershot Camera Acquired with points from credit card				0	0	04/16/2023
	Total				\$1,820.00	0	

2015

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
✓	Panasonic Phone System w/ Base and 3 Cordless Phones	5ECQA008589			\$250.00	\$13.50	
✓	Ozark Trail Gazebo 12x12 WalMart		05/26/2015		\$136.86	\$90.00	
	Total				\$386.86	\$103.50	

2016

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	Acer Laptop Aspire E5-575 Series	NXGE6AA007616 55EA7600		District Manager	\$360.00	0	05/12/2023
X	Acer Laptop Aspire E5-575 Series	NXGE6AA007616 55EA7600		Educatio n	\$360.00	0	05/12/2023
	Total				\$720.00	0	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025

(Items Purchased Over \$500.00)

2017

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
✓	Fellowes Laminator	5734101			\$188.49	\$137.70	
X	Dell Inspiron Desktop 13668-3106BLK	FKNX2F2		Distriet Manager	\$399.99	0	05/12/2023
X	HP DesignJet T120 (Plotter / Large Printer)	CN6AJ8M04J			\$782.47	0	05/17/2023
X	Orange A Cold Laminator	23917			\$97.99	0	Previous Disposal
	Total				\$1,468.94	\$137.70	

2020

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	HP Envy Laptop X360 m Convertible Model 13m-bd0023dx	CND0397K43		Conserv. Specialis t (Adams)	\$749.99	0	05/12/2023
	Total				\$749.99	0	

2021

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
✓	Konica Minolta Bizhub C3350i Printer/Copier/Fax All in One Purchased From Southern Copier	A93E011203809	06/15/2021		\$2,725.00	\$1,500.00	
	Total				\$2,725.00	\$1,500.00	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025

(Items Purchased Over \$500.00)

FY 2022

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	HP Envy Laptop X360 2-in-1 15.6" Touchscreen Purchased From BestBuy	8CG131G9HQ	09/01/2021 Best Buy	Conserv. Specialist (Rauch)	\$709.99	\$500.00	10/14/2024
✓	HP Envy Laptop X360 2-in-1 15.6" Touchscreen Purchased From BestBuy	8CG131G9HQ	09/01/2021 Best Buy	Conserv. Specialist (Coleman) (Bradford)	\$709.99	\$500.00	
✓	MSI Laptop GS76 Stealth 11UG-257US17.3" FHD 360hz Intel Core i9 Processor NVIDIA GeForce RTX3070 1TB SSD 32 GB Memory Purchased From BestBuy	K2111N0191741	02/09/2022 Best Buy	District Manager (Davis)	\$1,999.99	\$1,500.00	
✓	Tru Red Shredder 100 Sheet MicroCut Purchased From Staples	291P1167INA1	04/21/2022 Staples		\$261.99	\$200.00	
✓	FireKing Fireproof Filing Cabinet	FL2021335100	6/26/2022	Conservation	\$2,228.54	\$2,228.54	
	Total				\$5,910.50	\$4,928.54	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025
(Items Purchased Over \$500.00)

FY 2023

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
✓	Shark Vacuum Model # NV752	Y02Q3107Z2Z5	11/29/2022 Amazon	Office	\$264.88	\$200.00	
X	2- Chairs w/ 3 Year Protection Plan		02/17/2023 Staples	Office	\$549.95	0	06/30/2024
✓	3- Monitors & Total Tech Protection Model #'s S27BG402EN	0E2YHCJW100546Y 0E2YHCJW100595V 0E2YHCJW100573N	02/17/2023 Best Buy	Con. Spec. (Kessler) (Raueh) (Greenlaw) DM (Davis), Edu. (Morgan)	\$1,095.08	\$600.00	
✓	MSI Laptop GP76 Stealth Model # MS-17KY	K2209N0096070	02/18/2023 Best Buy	Education (Morgan)	\$3,368.56	\$1,500.00	
X	1- Chair		04/04/2023 Staples	Con. Specialist (Coleman)	\$129.99	\$129.99	06/30/2024
✓	1 - Monitor	0E2YHCJW104430N	03/17/2023 Best Buy	Con. Specialist (Bradford)	\$279.99	\$200.00	
	Total				\$5,688.45	\$2,500.00	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025

(Items Purchased Over \$500.00)

FY 2024

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
✓	2024 KIA Telluride 4 DR AWD SX	5XYP5DGC7RG426640	08/29/2023	Education	\$52,432.07	\$52,432.07	
✓	2023 Ford F-150	1FTFW1E85PKE98384	08/29/2023	Conservation	\$55,047.76	\$55,047.76	
✓	iPhone 14 Pro	KGXD4P95JY	9/7/2023	Conser. Raueh Greenlaw Raueh	\$999.99	\$999.99	
✓	iPhone 14 Pro	HV454V6WRW	9/7/2023	Educ. Morgan	\$999.00	\$999.00	
✓	iPhone 14 Pro	G3KWJN435N	9/7/2023	DM Davis	\$999.99	\$999.99	
✓	iPad Pro	G96XX2PQ4M	9/7/2023	Conser. Kessler Raueh Bradford	\$1,081.95	\$1,081.95	
✓	iPad Pencil	SHJPKKTF0JM9	9/12/2023	Conser. Kessler Raueh Bradford	\$129.00	\$129.00	
✓	iPad Keyboard	FTPKT9KAN611	9/07/2023	Conser. Kessler Raueh Bradford	\$298.99	\$298.99	
✓	iPad Pro	JKX67771Y4	9/7/2023	Educ. Morgan	\$1,081.95	\$1,081.95	
✓	iPad Pencil	SHJPKKTF0JKM9	9/12/2023	Educ. Morgan	\$129.00	\$129.00	
✓	iPad Keyboard	FTPXCXN5N611	9/07/2023	Educ. Morgan	\$298.99	\$298.99	
✓	Sharp BP-70C45 Printer/Copier/Scanner/ Fax	2507555X	10/02/2023	All	\$10,081.08	\$10,081.08	
✓	Shredder FD8502AF	2307B0064	10/02/2023	All	\$3,700.00	\$3,700.00	
✓	Samsung Monitors (4)	1. 0E2YHCJW912254V 2. 0E2YHCJW912169Z 3. 0E2YHCJW912255L 4. 0E2YHCJW912257B	10/18/2023	Con Greenlaw DM Davis Educ. Morgan Con Bradford	\$1,179.32	\$1,179.32	
	5- Biltmore Sticks	N/A	12/01/2023	Education	\$648.93	\$648.93	
✓	Computer Server, Router, Network, Cage, Backup	MJ0LLC1Q	3/28/2024	All	\$11,406.44	\$11,406.44	
✓	5- FireKing Fireproof Filing Cabinets	CON: FL2024036129 CON: FL2024037073 CON: FL2024023062 DM: FL2024037071 CON: FL2024008036	06/12/2024 & 06/21/2024	1- DM 4- Conser.	\$12,459.60	\$12,459.60	
✓	Renovations Floor, Electrical, Doors		04/24/2024 05/08/2024 05/16/2024	All	\$35,568.93	\$35,568.93	
✓	Office Furniture Desks, Tables, Cabinets		05/29/2024		\$50,720.89	\$50,720.89	
	Total				\$239,263.88	\$239,263.88	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025
(Items Purchased Over \$500.00)

FY 2025

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2025	Disposed Date
✓	iPhone 15 Pro Natural Titanium	KL042H445Q	7/26/2024	Cons. Spec.- Bradford	\$999.99	\$999.99	
✓	Keyboard & Mouse	Keyboard: 2421TVOSR638 Mouse: 2412AP09J6K8	08/27/2024	DM- Davis	\$31.99	\$31.99	
✓	Keyboard & Mouse	Keyboard & Mouse: LZ402A1A-DJR	08/27/2024	Cons. Spec.- Bradford	\$31.99	\$31.99	
✓	iPhone 15 Pro Natural Titanium	KL042H445Q	07/26/2024	Cons. Spec.- Bradford	\$999.99	\$999.99	
✓	4TB External Hard Drive	NABR8367	One-4TB Bought 8/27/24 Staples	ALL	\$134.99	\$134.99	
✓	2TB External Hard Drive	24272G402924 2 nd at bank \$154.99 x 2	Two-2TB Bought 9/10/24 Best Buy	ALL	\$309.08	\$309.08	
✓	Samsung Monitor	0T5RHNA801408	10/18/2024	Admin- McLean	\$249.99	\$249.99	
✓	Samsung Monitor	0T5RHNA801417	10/18/2024	Admin- McLean	\$249.99	\$249.99	
✓	MSI Computer	K2408N0078271	10/18/2024	Admin- McLean	\$3199.00	\$3199.00	
✓	Logitech Keyboard & Mouse	Keyboard: 2422TVOUJ38 Mouse: 2417AP0P5QS8	10/18/2024	Admin- McLean	\$21.27	\$21.27	
✓	J5 Dock	DPAA2409001849	10/18/2024	Admin- McLean	\$109.99	\$109.99	
✓	Targus Cooling Mat	2407002730	10/19/2024	Admin- McLean	\$29.99	\$29.99	
✓	iPhone 15 Blue	M6TJ7H2D79	10/21/2024	Admin- McLean	\$729.99	\$729.99	
✓	Bosch Outdoor Laser	425469979	11/22/2024	Conservation	\$211.81	\$211.81	
✓	512GB External Flash Drive		1 Bought 11/27/24 Best Buy	To back up Rauch Laptop	\$31.58	\$31.58	
✓	Alienware Computer	ST: HL2HX54 EX: 38279284744	01/29/2025	Cons. Spec.- Greenlaw	\$1899.99	\$1899.99	
✓	Targus Cooling Mat	2404006184		Cons. Spec.- Greenlaw	\$37.99	\$37.99	
✓	Logitech Keyboard & Mouse	Keyboard: 2431TVV287D8 Mouse: 2427AP09WVY8	02/06/2025	Cons. Spec.- Greenlaw	\$49.99	\$49.99	
✓	Coffee Maker	N/A	01/16/2025	Conf. Rm	\$46.99	\$46.99	
✓	Countertop Ice Maker	240800552	01/08/2025	Conf. Rm	\$99.98	\$99.98	
✓	Conference Room Chairs (10)	N/A \$164.85 x10	01/09/2025	Conf. Rm	\$1,648.50	\$1,648.50	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025
(Items Purchased Over \$500.00)

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2025	Disposed Date
✓	Dell 16" Laptop	SN: D85N384	06/02/2025	Rauch	\$1,199.99	\$1,199.99	
✓	2-Samsung Odysessy Monitors	SNs: 0E2YHCRY410929 & 0E2YHCRY410963	06/02/2025	Rauch	\$599.98	\$599.98	
✓	J5 Docking Station	JCD543	06/02/2025	Rauch	\$83.99	\$83.99	
✓	Logitech Mouse/Keyboard Combo	MK470	06/02/2025	Rauch	\$35.62	\$35.62	
✓	Cooling Mat	AWE83US	06/02/2025	Rauch	\$40.99	\$40.99	
✓	Apple iPad Pro 11- inch (M4) 256GB Standard Glass in Space Black	353357701133040	06/03/2025	Rauch	\$1,199.99	\$1,199.99	
✓	Apple iPhone 16 Pro 128GB in Natural Titanium	351284086641193	06/03/2025	Greenlaw	\$999.99	\$999.99	
✓	Apple Pencil Pro	QXNWW4N7PR	06/03/2025	Rauch	\$129.99	\$129.99	
✓	Magic Keyboard for iPad Pro 11" (M4)	XON9LRQ9MY	06/03/2025	Rauch	\$299.99	\$299.99	
✓	iPhone Case	N/A	06/03/2025	Greenlaw	\$37.49	\$37.49	
	Total				\$15,753.10	\$15,753.10	

Tri County City Soil & Water Conservation District
ASSET INVENTORY / PROPERTY LIST
Year End June 30, 2025
(Items Purchased Over \$500.00)

Asset Totals

Fiscal Year	Total Cost New	Total Value 06/30/2025
1998	\$308.45	\$92.98
2001	\$461.00	\$90.00
2002	\$500.00	0
2003	\$1,023.00	\$70.00
2007	\$1,915.00	0
2011	\$399.99	\$137.70
2013	\$28,990.89	0
2014	\$1,820.00	0
2015	\$386.86	\$103.50
2016	\$720.00	0
2017	\$1,468.94	\$137.70
2020	\$749.99	0
2021	\$2,725.00	\$1,500.00
2022	\$3,681.96	\$4,928.54
2023	\$5,688.45	\$2,500.00
2024	\$239,263.88	\$239,263.88
2025	\$15,753.10	\$15,753.10
Total	\$305,856.51	\$264,577.40

Approved at the Board of Directors meeting on August 15, 2025, Motion # _____

Treasurer, Janet Gayle Harris

Date

SWCD: Tri County City

Contact: Renee Davis & Christine McLean

Address: 4811 Carr Drive
Fredericksburg, VA 22408

Agreement Number: 503CSTA-25-46-GF

Phone Number: (540) 656-2401

Reporting Quarter Dates: **4/1/2025** thru **6/30/2025**
(beginning) (closing)

	Beginning Balance *	Transfers In/Out (Must = 0)	Adjusted Beginning Balance (1) +/- (2)	Receipts (During the report period)	Expenditures (During the report period)	Ending Balance
State Sources	(1)	(2)	(3)	(4)	(5)	(6)
VACS Interest / Bank Fee		(\$23.99)	(\$23.99)	\$38.99	(\$15.00)	
VACS FY 22						
VACS FY 23	\$187,748.73		\$187,748.73			\$187,748.73
VACS FY 24	\$91,867.73		\$91,867.73			\$91,867.73
VACS FY 25	\$1,350,725.10	\$23.99	\$1,350,749.09	\$56,945.86	(\$1,167,254.32)	\$240,440.83
FY23 Transfer for 2022						
Admin & Ops Operational						
Admin & Ops- Base TA						
Admin/Ops VNRCE AddTA		(\$7,402.96)	(\$7,402.96)	\$7,402.96		
Admin & OPS Interest Fee		(\$29.67)	(\$29.67)	\$29.67		
Total State Sources	\$1,630,341.56	(\$7,432.63)	\$1,622,908.93	\$64,417.48	(\$1,167,269.32)	\$520,057.09

Federal Sources	(1)	(2)	(3)	(4)	(5)	(6)
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Total Federal Sources						

Local/Other Sources	(1)	(2)	(3)	(4)	(5)	(6)
Local Government Contrib		(\$37,723.50)	(\$37,723.50)	\$37,723.50		
Change in Assets / Liabiliti	\$3,956.98		\$3,956.98	\$6,370.46		\$10,327.44
Dedicated Emerg Reserve	\$408,337.80		\$408,337.80			\$408,337.80
Dedicated Vehicle	\$75,000.00		\$75,000.00			\$75,000.00
Dedicated Equip & Stora	\$100,012.00		\$100,012.00			\$100,012.00
Dedicated Furniture & Fix	\$105,568.70		\$105,568.70	\$12,960.80		\$118,529.50
Dedicated Employ Refenti	\$195,390.19		\$195,390.19			\$195,390.19
Dedicated Market & Outr	\$49,380.58		\$49,380.58			\$49,380.58
Dedicated Potomac Rount	\$442.50		\$442.50			\$442.50
VCAP & VCAP TA				\$21,200.00	(\$21,200.00)	
Operations	\$265,469.92	\$45,255.15	\$310,725.07		(\$138,407.80)	\$172,317.27
Donations & Fundraisers						
Rain Barrels		(\$99.02)	(\$99.02)	\$99.02		
Total Local/Other	\$1,203,558.45	\$7,432.63	\$1,210,991.08	\$78,353.78	(\$158,607.80)	\$1,259,737.06
TOTAL (All Sources)	\$2,833,900.01		\$2,833,900.01	\$142,771.28	(\$1,326,877.12)	\$1,649,794.15

* Must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal.

Prepared by:	Renee Davis	Renee B. Davis	7/10/2023
	Print Name	Signature	Date
*Approved by:	Janet Gayle Harris	Janet Gayle Harris	7/10/2023
	Print Name	Signature	Date

7/1/2024

Final

Attachment E
*****OFFICIAL FISCAL YEAR 2025 FORM*****

Department of Conservation and Recreation
Virginia Nonpoint Source Management Program
Project Financial Report

SWCD: <u>Tri County City</u>	Agreement Number: <u>503CSTA-25-46-GF</u>
Contact: <u></u>	Phone Number: <u>(540) 656-2401</u>
Address: <u>4811 Carr Drive</u> <u>Fredericksburg, VA 22408</u>	
Reporting Quarter Dates: <u>FY2025 - Year to Date Totals</u>	

NOTE: There is no data entry permitted on this sheet.

	Beginning Balance (7/1/24)	Transfers In/Out (Year-to-Date)	Adjusted Beginning Balance (1) +/- (2)	Receipts (Year-to-Date)	Expenditures (Year-to-Date)	Ending Balance (Year-to-Date)
State Sources	(1)	(2)	(3)	(4)	(5)	(6)
VACS Interest / Bank Fee		(\$84.95)	(\$84.95)	\$109.95	(\$25.00)	\$0.00
VACS FY 22	\$7,447.50		\$7,447.50		(\$7,447.50)	
VACS FY 23	\$394,339.31		\$394,339.31		(\$206,590.58)	\$187,748.73
VACS FY 24	\$189,590.37		\$189,590.37		(\$97,722.64)	\$91,867.73
VACS FY 25		\$84.95	\$84.95	\$1,407,610.00	(\$1,167,254.32)	\$240,440.63
FY23 Transfer for 2022	\$9,821.75		\$9,821.75		(\$9,821.75)	
Admin & Ops Operational		(\$319,802.00)	(\$319,802.00)	\$319,802.00		
Admin & Ops Base TA		(\$130,069.00)	(\$130,069.00)	\$130,069.00		
Admin/Ops VNRCF AddTA		(\$182,989.30)	(\$182,989.30)	\$182,989.30		
Admin & OPS Interest Fee		(\$109.12)	(\$109.12)	\$109.12		
Total State Sources	\$601,198.93	(\$632,969.42)	(\$31,770.49)	\$2,040,589.37	(\$1,498,061.79)	\$520,057.09
Federal Sources	(1)	(2)	(3)	(4)	(5)	(6)
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Other: (Specify)						
Total Federal Sources						
Local/Other Sources	(1)	(2)	(3)	(4)	(5)	(6)
Local Government Contrib		(\$152,894.00)	(\$152,894.00)	\$152,894.00		
Change in Assets / Liabilit	\$14,561.83		\$14,561.83	\$9,935.07	(\$14,199.49)	\$10,327.44
Dedicated Emerg Reserve	\$301,316.07	\$107,021.53	\$408,337.60			\$408,337.60
Dedicated Vehicle	\$43,431.92	\$31,568.08	\$75,000.00			\$75,000.00
Dedicated Equip & Storag	\$48,458.19	\$51,541.81	\$100,000.00	\$12.00		\$100,012.00
Dedicated Furniture & Fix	\$45,685.18	\$79,222.83	\$124,908.01	\$13,052.79	(\$19,431.30)	\$118,529.50
Dedicated Employ Retenti	\$120,000.00	\$75,390.19	\$195,390.19			\$195,390.19
Dedicated Market & Outre	\$49,380.56	\$619.44	\$50,000.00		(\$619.44)	\$49,380.56
Dedicated Potomac Rount				\$442.50		\$442.50
VCAP & VCAP TA				\$67,182.00	(\$67,182.00)	
Operations	\$217,272.21	\$440,338.56	\$657,610.77		(\$485,293.50)	\$172,317.27
Donations & Fundraisers		(\$50.00)	(\$50.00)	\$50.00		
Rain Barrels		\$210.98	\$210.98	\$184.02	(\$395.00)	
Total Local/Other	\$640,135.56	\$632,969.42	\$1,473,105.58	\$243,752.56	(\$567,120.70)	\$1,129,737.06
TOTAL (All Sources)	\$1,441,334.89		\$1,441,334.89	\$2,284,441.75	(\$2,075,982.49)	\$1,649,794.15

* - The beginning balance is the amount of funds on hand at the start of the report period. The ending balance from the previous report period will become the beginning balance for the new report period. This figure will automatically carry forward to the next report period.

** Must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required on the Attachment E submittal.

Prepared by: <u>Renee Davis</u>	<u>Renee B. Davis</u>	<u>7/10/2025</u>
Print Name	Signature	Date
**Approved by: <u>Janet Gayle Harris</u>	<u>Janet Gayle Harris</u>	<u>7/10/2025</u>
Print Name	Signature	Date

Completed reports should be directed to the district's assigned DCR Conservation District Coordinator by the deadlines established in this agreement.

Attachment D (Itemized District Budget Request Form)

FY2027 ATTACHMENT D (Itemized District Budget Request Form)												
ITEMIZED BUDGET FOR THE YEAR BEGINNING JULY 1, 2028												
A	B	C	D	E	F	G	H	I	J	K	L	M
1	2	3	4	5	6	7	8	9	10	11	12	13
Tri County City	SWCD Name	4 # of Localities	Current FTEs	Forecasted RMP plans to be inspected =	FTE	Base General Assembly Funds	DCR Program Funding Level	DCR Program Funding Increased	TOTAL			
45	Resource Management Plans to Inspect		0									
46	Personnel and Fringe Benefits (FICA, retirement, health)											
47	Staff - Training and Meetings											
48	Vehicle - Federal Rate \$70 per mile											
49	CREP											
50	Personnel and Fringe Benefits (FICA, retirement, health)											
51	Staff Training and Meetings											
52	Vehicle - Federal Rate \$70 per mile											
53	TOTAL AGRICULTURAL PROGRAM IMPLEMENTATION					\$	\$	\$	\$	\$	\$	\$
54	Chesapeake Bay Preservation Act Agricultural Program (Non-DCR Funding)											
55	Personnel and Fringe Benefits (FICA, retirement, health)											
56	Staff Training and Meetings											
57	Vehicle - Federal Rate \$70 per mile											
58	TOTAL CHESAPEAKE BAY PRESERVATION ACT					\$						
59	Environmental Education (List Activities)											
60	Environthon, Rain Barrel Programs, Educational Supplies in the Classroom, Community/Enviroscapes Workshops, Earth Day Events, Conservation Poster Contest, Youth Day Camp, NWEE											
61	Personnel and Fringe Benefits (FICA, retirement, health)											
62	Staff Training and Meetings											
63	Vehicle - Federal Rate \$70 per mile											
64	Program Costs											
65	TOTAL ENVIRONMENTAL EDUCATION											
66	Other Programs/Projects (Non-DCR Funded) - For Information Only - (List Activities and Staff FTE required)											
67	VCAP											
68	GRAND TOTALS											
69	Personnel and Fringe Benefits (FICA, retirement, health)											
70	Rent & Utilities											
71	Equipment (field gear, computers, copiers, phones, etc.)											
72	Staff - Training and Meetings											
73	Vehicle - Federal Rate \$70 per mile											
74	Other Expenses											
75	Chesapeake Bay Preservation Act (Non-DCR Funded)											
76	Program Costs (Environmental Education Only)											
77	Dam Repair and Rehabilitation											
78	LEVEL FUNDING GRAND TOTAL											
79	INCREASED FUNDING GRAND TOTAL											
80	Reviewed by (SWCD Board or Director)											
81	District Point of Contact											
82	Contact Number											
83	Board Approval Date											

Attachment D (Itemized District Budget Request Form)

FY2027 ATTACHMENT D (Itemized District Budget Request Form)										
A	B	C	D	E	F	G	H	I	J	K
ITEMIZED BUDGET FOR THE YEAR BEGINNING JULY 1, 2026										
1	2	3	4	5	6	7	8	9	10	11
Tri County City	SWCD Name	# of Localities	Current FTEs	Level	Increased	Base General Assembly Funds	DCR Program Funding Level	DCR Program Funding Increased	TOTAL	
1	Central Operations									
2	Personnel and Fringe Benefits (FICA, retirement, health)		FTE 1.50		0.00	150,370				
3	Rent & Utilities					55,705				
4	Directors' Travel, Training, and Meetings		# of Directors 10			13,291				
5	Equipment (field gear, computers, copiers, phones, etc.)					32,825				
6	Support Expenses (info systems, dues, postage, supplies, website, communications, etc.)					38,005				
7	Staff - Training and Meetings					3,968				
8	Vehicles - Federal Rate \$ 70 per mile					770				
9	Other Expenses Community Events, Outreach Supplies, Marketing					14,777				
10	TOTAL CENTRAL OPERATIONS					309,711				
11	Dam Maintenance									
12	Dam Maintenance - Annual		# of Dams 0							
13	Personnel and Fringe Benefits (FICA, retirement, health)		FTE							
14	Staff - Training and Meetings									
15	Vehicle - Federal Rate \$ 70 per mile									
16	TOTAL DAM MAINTENANCE									
17	Dam Repair and Rehabilitation									
18	Dam Repair and Rehabilitation Projects (list projects)		# of Dam Projects 0							
19	Personnel and Fringe Benefits (FICA, retirement, health)		FTE 0.00							
20	Staff - Training and Meetings									
21	Vehicle - Federal Rate \$ 70 per mile									
22	TOTAL DAM REPAIR/REHABILITATION									
23	Agricultural Program Implementation									
24	Chesapeake Bay Ag BMP Cost Share & Tax Credits		Forecasted BMP Funds (Level funding & increased funding) =	Level	Increased					
25	Personnel and Fringe Benefits (FICA, retirement, health)		FTE 3.00							
26	Staff - Training and Meetings									
27	Vehicle - Federal Rate \$ 70 per mile									
28	Outside the Chesapeake Bay Ag BMP Cost Share & Tax Credits		Forecasted BMP Funds (Level funding & increased funding) =	Level	Increased					
29	Personnel and Fringe Benefits (FICA, retirement, health)		FTE 0.00							
30	Staff - Training and Meetings									
31	Vehicle - Federal Rate \$ 70 per mile									
32	Resource Management Plans to Review		Forecasted RMP plans to be reviewed =	Level	Increased					
33	Personnel and Fringe Benefits (FICA, retirement, health)		FTE							
34	Staff - Training and Meetings									
35	Vehicle - Federal Rate \$ 70 per mile									
36	TOTAL									
37	Chesapeake Bay Ag BMP Cost Share & Tax Credits		Forecasted BMP Funds (Level funding & increased funding) =	Level	Increased					
38	Personnel and Fringe Benefits (FICA, retirement, health)		FTE 3.00							
39	Staff - Training and Meetings									
40	Vehicle - Federal Rate \$ 70 per mile									
41	Resource Management Plans to Review		Forecasted RMP plans to be reviewed =	Level	Increased					
42	Personnel and Fringe Benefits (FICA, retirement, health)		FTE							
43	Staff - Training and Meetings									
44	Vehicle - Federal Rate \$ 70 per mile									

2025 Cost-Share Program End of Program Year Cash On-Hand Balance

complete multiple sheets if needed

District Name: **Tri County City SWCD**

Form Completed By: **Jerry Rauch & Renee Davis**

Date:

July 11, 2025

Conservation District Coordinator: **Blair Gordon**

Program Type (1): Enter the Program Type exactly as it appears in the Tracking Program. (Ex. 2025 CB VACS, 2025 OCB VACS, 2024 OCB VACS Transfer, etc.)	2022 CB VACS	2023 CB VACS	2024 CB VACS	2025 CB VACS	
Cost-Share Account Cash Balance as of 06/30/25. (2)	\$ -	\$ 187,748.73	\$ 91,867.73	\$ 240,440.63	\$ -
Amount of funds obligated to BMP Carryovers. (3) (-)	\$ -	\$ -	\$ 75,475.63	\$ 118,122.82	\$ -
Amount of funds unobligated . (=)	\$ -	\$ 187,748.73	\$ 16,392.10	\$ 122,317.81	\$ -
Amount of Funds to Return to DCR: The CDC will work w/ each SWCD to properly return the correct amount.	\$ -	\$ 187,748.73	\$ 16,392.10	\$ 122,317.81	\$ -

This is for on-hand cash balances, do not include any unrequested funds remaining with DCR.

- Enter the Program Type exactly as it appears in the Tracking Program, which will include basin, program year and funding type.
- All completed BMPs by June 30 need to be paid prior to completing this report. The cash balance should reflect the cost-share account balance, which should also equal the sum of the obligated and unobligated funds. Do not estimate earned interest or bank charges that will occur after submission of this report. All payments, earned interest and bank charges made after this report must be recorded in the next program year.
- For CREP, this includes funds obligated to rental payments.

APPROVED

By: *Quentin Harris*

Date: *7/11/2025*

End of Program Year Cash On-Hand Balance

Date: Friday, July 11, 2025

District equal to TRI-COUNTY/CITY

And Program Year in list

2015
2016
2017
2018
2019
2020
2021
2022

Run

Run and Hide Parameters

End of Program Year Cash On-Hand Balance

Program Year	Program	Total Cash In	Total Cash Out	Cash Balance	Payments	Obligated Cash On-Hand	Carryover Obligation	Un-Obligated Cash On-Hand
2022	2020 CB CREP Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00
2022	2022 CB CREP (SB)	\$2,980.10	(\$2,980.10)	\$0.00	(\$996.83)	\$0.00	To be entered from Carryover Report	\$0.00
2022	2022 CB VACS	\$638,715.29	(\$638,715.29)	\$0.00	(\$555,028.85)	\$0.00	To be entered from Carryover Report	\$0.00
2022	2022 RMP (SB)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00
2022	2023 CB VACS Transfer	\$50,394.52	(\$50,394.52)	\$0.00	(\$8,327.73)	\$0.00	To be entered from Carryover Report	\$0.00

Signature:



Date:

7/11/2025



End of Program Year Cash On-Hand Balance

Date: Friday, July 11, 2025

District equal to TRI-COUNTY/CITY

And Program Year in list

- 2016
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023

Run

Run and Hide Parameters

End of Program Year Cash On-Hand Balance

Program Year	Program	Total Cash In	Total Cash Out	Cash Balance	Payments	Obligated Cash On-Hand	Carryover Obligation	Un-Obligated Cash On-Hand
2023	2023 CB CREP (SB)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00
2023	2023 CB VACS	\$1,253,827.20	(\$1,066,078.47)	\$187,748.73	(\$790,354.61)	\$0.00	To be entered from Carryover Report	\$187,748.73
2023	Small Herd Initiative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00

Signature:



Date:

7/11/2025



End of Program Year Cash On-Hand Balance

Date: Friday, July 11, 2025

District equal to TRI-COUNTY/CITY

And Program Year in list

2017
2018
2019
2020
2021
2022
2023
2024

Run

Run and Hide Parameters

End of Program Year Cash On-Hand Balance

Program Year	Program	Total Cash In	Total Cash Out	Cash Balance	Payments	Obligated Cash On-Hand	Carryover Obligation	Un-Obligated Cash On-Hand
2024	2024 CB CREP (SB)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00
2024	2024 CB VACS	\$1,001,860.42	(\$909,992.69)	\$91,867.73	(\$861,385.79)	\$75,469.33	To be entered from Carryover Report	\$16,398.40
2024	2024 RMP CB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00
2024	Small Herd Initiative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00

Signature:

Just George Harris

Date:

7/11/2025



End of Program Year Cash On-Hand Balance

Date: Friday, July 11, 2025

District equal to TRI-COUNTY/CITY

And Program Year in list

2019
2020
2021
2022
2023
2024
2025
2026

Run

Run and Hide Parameters

End of Program Year Cash On-Hand Balance

Program Year	Program	Total Cash In	Total Cash Out	Cash Balance	Payments	Obligated Cash On-Hand	Carryover Obligation	Un-Obligated Cash On-Hand
2025	2024 CB VACS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00
2025	2025 CB CREP (SB)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00
2025	2025 CB RMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00
2025	2025 CB VACS	\$1,407,719.95	(\$1,167,279.32)	\$240,440.63	(\$1,167,254.32)	\$118,122.82	To be entered from Carryover Report	\$122,317.81
2025	Small Herd Initiative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	To be entered from Carryover Report	\$0.00

Signature:



Date:

7/11/2025



Tri-County/City Soil and Water Conservation District FY25 Carryover Report

* **Carryover** - Items are currently in their third FY and, unless noted as an exception below, must have DCR approval before being carried over again by the SWCD Board. Please reach out to the Agricultural Incentives Program Manager by 5/15/2025.
* **Rollups** - Items are currently in their fourth FY and, unless noted as an exception below, must be completed and certified by the end of June 2025 or cancelled. No further carryovers are allowed.

Actions:

1. **Board** - Review and approve the FY25 Carryover Report.
2. **Needs** - DCN and SWCD Board approval to Carryover to FY25.
3. **Needs** - SWCD Board approval to Carryover to FY25.

Exceptions:
4. **CRP, DuPont, \$19 TMDL, EQP, RCPP, MVP contracts** - DCR approval is not required for District Boards to keep this partnership project in Carryover status, but please work with a private partner (e.g., 15106, DuPont Partners) to complete this project as soon as possible.
District equal to TEL-COUNTY/CITY
Program Year equal to 2024

Cost-Share Program Carryover Report for BMPs To Be Carried Over into FY25

Funding Source-Tax Credit	Program	Practice	Contract Number	BMP_I Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount Completion (percent)	Estimated Completion Date	Person Verifying Practice Is Construction	Carryover Justification	FY BMP Approved	PY25 Fiscal Year Number	Necessary Action
2024 CB VACS	SL-6W	17-25-0001	529614	7/21/2023	Mine Run Ag Inc.			Chesapeake Bay	2261.93	Lin. Feet	\$75,475.63	\$0.00	50	6/30/2026	Theresa Bradford	Other (describe in BMP Comments)	PY24	1st FY	
										FY24 Carryover Total		\$75,475.63							

District equal to TEL-COUNTY/CITY
Program Year equal to 2025

Cost-Share Program Carryover Report for BMPs To Be Carried Over into FY25

Funding Source-Tax Credit	Program	Practice	Contract Number	BMP_I Approval Date	Business	First Name	Last Name	Drainage	Extent Requested	Extent Requested Unit	Amount Approved	Tax Credit Amount Approved	Amount Completion (percent)	Estimated Completion Date	Person Verifying Practice Is Construction	Carryover Justification	FY BMP Approved	PY25 Fiscal Year Number	Necessary Action
2025 CB VACS	NM-3C	17-25-0028	623876	9/20/2024	Bar M Farms LLC	Anthony	Mayo	Chesapeake Bay	22.41	Acres	\$146.46	\$0.00	5	09/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0028	623876	9/20/2024	Bar M Farms LLC	Anthony	Mayo	Chesapeake Bay	11.38	Acres	\$146.46	\$0.00	5	09/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-5N	17-25-0042	627640	10/18/2024	Mill Creek Farms, LLC			Chesapeake Bay	262.6	Acres	\$1,268.80	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-5N	17-25-0042	627640	10/18/2024	Mill Creek Farms, LLC			Chesapeake Bay	53.25	Acres	\$468.00	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-5N	17-25-0042	627640	10/18/2024	Mill Creek Farms, LLC			Chesapeake Bay	33.4	Acres	\$291.20	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-5N	17-25-0042	627640	10/18/2024	Mill Creek Farms, LLC			Chesapeake Bay	26.41	Acres	\$235.28	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-5N	17-25-0042	627640	10/18/2024	Mill Creek Farms, LLC			Chesapeake Bay	29.9	Acres	\$259.60	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-5N	17-25-0042	627640	10/18/2024	Mill Creek Farms, LLC			Chesapeake Bay	14.9	Acres	\$127.28	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	29.9	Acres	\$263.40	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	8.6	Acres	\$63.60	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	8.99	Acres	\$71.34	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	8.99	Acres	\$71.34	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	31.61	Acres	\$93.66	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	80.3	Acres	\$529.80	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	37.4	Acres	\$248.40	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	27	Acres	\$186.00	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	48.74	Acres	\$323.20	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	48.5	Acres	\$327.00	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	26.1	Acres	\$180.60	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	30.9	Acres	\$149.40	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	45.4	Acres	\$308.40	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	92.16	Acres	\$642.96	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	12.02	Acres	\$84.12	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	7.34	Acres	\$56.04	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0059	650116	2/21/2025	Charles L. Henderson Farms, LLC			Chesapeake Bay	30.42	Acres	\$206.52	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	SL-1	17-25-0061	650886	4/18/2025	Willow Oak Farm & Vineyard LLC	Lee	Smith	Chesapeake Bay	52.2	Acres	\$28,363.20	\$0.00	5	9/30/2025	Gini Greenlaw	Contractor issues	PY25	1st FY	
2025 CB VACS	SL-1	17-25-0061	650886	4/18/2025	Willow Oak Farm & Vineyard LLC	Lee	Smith	Chesapeake Bay	16	Acres	\$7,296.00	\$0.00	5	9/30/2025	Gini Greenlaw	Contractor issues	PY25	1st FY	
2025 CB VACS	SL-6W	17-25-0062	650891	4/18/2025	Forest Farms LLC	Kayvin	Farchall	Chesapeake Bay	600	Lin. Feet	\$4,800.00	\$0.00	5	6/30/2026	Theresa Bradford	Contractor issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0063	658625	3/21/2025		Nelson	Gentry	Chesapeake Bay	21.33	Acres	\$151.98	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0063	658625	3/21/2025		Nelson	Gentry	Chesapeake Bay	58	Acres	\$384.00	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0063	658625	3/21/2025		Nelson	Gentry	Chesapeake Bay	45.82	Acres	\$311.20	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0063	658625	3/21/2025		Nelson	Gentry	Chesapeake Bay	21	Acres	\$150.00	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0063	658625	3/21/2025		Nelson	Gentry	Chesapeake Bay	12.53	Acres	\$87.18	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0063	658625	3/21/2025		Nelson	Gentry	Chesapeake Bay	24.94	Acres	\$173.64	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0063	658625	3/21/2025		Nelson	Gentry	Chesapeake Bay	2	Acres	\$24.00	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0063	658625	3/21/2025		Nelson	Gentry	Chesapeake Bay	13.03	Acres	\$90.18	\$0.00	5	9/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	SL-6W	17-25-0064	651436	4/18/2025	Cherry Grove Farm Ent. Inc.			Chesapeake Bay	6509	Lin. Feet	\$48,808.50	\$0.00	5	6/30/2026	Jerry Rauch	Other (describe in BMP Comments)	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0065	652142	4/18/2025		Gerald	Young	Chesapeake Bay	19.7	Acres	\$130.20	\$0.00	5	09/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0065	652142	4/18/2025		Gerald	Young	Chesapeake Bay	32.1	Acres	\$225.00	\$0.00	5	09/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
2025 CB VACS	NM-3C	17-25-0065	652142	4/18/2025		Gerald	Young	Chesapeake Bay	31.8	Acres	\$214.80	\$0.00	5	09/30/2025	Jerry Rauch	Weather related issues	PY25	1st FY	
										FY25 Carryover Total		\$118,122.82							
										Total Carryover into FY26		\$193,598.45							

Signature:

Board Approval Date: May 16, 2025

Motion # 10

Date:


6-30-25

Tri-County/City Soil & Water Conservation District

Fiscal Year 2026 ANNUAL PLAN OF WORK July 1, 2025 – June 30, 2026

*Approved by
Tri-County/City Soil & Water Conservation District's
Board of Directors on June 20, 2025, Motion # 8*

APPROVED

By: 
Date: 6-20-25

MISSION

To provide leadership, education, financial assistance and technical programs to both rural and urban communities to improve soil and water conservation.

VISION

Tri County City Soil & Water Conservation District works with communities and partners to promote awareness and inspire the conservation of natural resources through integrated approaches to improve soil and water health.

TCCSWCD FY26 ANNUAL PLAN OF WORK

ADMINISTRATIVE GOALS

A ten-member Board of Directors, consisting of both publicly elected and state-appointed Directors, is responsible for leadership of the organization to meet the District's mission of assisting all resource users to conserve, sustain, and improve soil, water, and related resources. Committees made up of Directors, Associate Directors, and Partners working together support the Board. Under the leadership and governance of the Board, District staff perform administrative, managerial, technical, educational, and outreach tasks. Volunteers and partner agencies also assist with District programs. The Board of Directors is responsible for making decisions regarding departures from this plan of work.

Goal 1: Maintain effective District administration and management.

Goal 2: Maintain financial accountability.

1. Meet the deliverables for the Administration and Operations Department of Conservation & Recreation (DCR) grant.
2. Continue to review and update District policies.
3. Determine the best staffing pattern for the District to deliver services to producers/farmers, residential or urban areas, businesses and others while strengthening the administrative and operations section of the District.
4. Hire and train new employees as needed to maintain or expand District functions.
5. Maintain a supportive, engaged, and positive team environment for a qualified and dedicated staff.
 - a. Identify and support training to achieve and maintain knowledge, skills, abilities, and certifications for job duties and emerging needs.
6. Strengthen District programs by cross-training staff.
7. Pursue reliable and adequate funding to effectively implement and deliver state and federal technical and financial assistance programs and meet locality needs.
 - a. Consult with locality staff and leaders regarding priorities and needs for conservation and how the District can assist with these goals. Secure reliable and adequate funding for District services.
 - b. Review and update Memorandum of Understanding's (MOU's) with District localities.
8. Leverage District resources through partnerships and grants when possible.
9. Continue Director advocacy of the District's mission and goals.

TCCSWCD FY26 ANNUAL PLAN OF WORK

TECHNICAL & FINANCIAL ASSISTANCE GOALS

Tri-County/City SWCD's technical staff works in partnership with the Natural Resources Conservation Service (NRCS), the Virginia Department of Conservation and Recreation (DCR) and other partner agencies to implement conservation programs, including the Virginia Agricultural Cost-Share Best Management Practices Program ("VACS Program" or "Cost-Share Program"), and provide technical assistance and innovative ideas to all resource users in the District.

Goal 1: Assist agricultural land users in addressing conservation issues, including nutrient & pollutant reduction and drainage, erosion, and stormwater problems.

Goal 2: Assist urban and suburban land users in addressing conservation issues, including nutrient & pollutant reduction and drainage, erosion, and stormwater problems.

1. Provide technical assistance to agricultural producers to implement conservation best management practices (BMP) independently and through participation in VACS and other programs.
 - a. Meet deliverables for the DCR grant for the VACS program and technical assistance.
 - b. Encourage new participants in the VACS Program.
 - c. Assist agricultural producers with participation in other conservation-relevant state and federal programs.
 - d. Nominate qualified agricultural producers who have participated in the VACS Program and successfully implemented conservation BMPs for DCR's *Clean Water Farm Award* and other awards programs.
2. Continue to implement or oversee the Virginia Conservation Assistance Program (VCAP) and provide related technical assistance.
3. Expand staff cross-training to assist with technical conservation programs.
4. Collaborate with locality partners for effective conservation.
 - a. Support District localities' efforts to use Low Impact Development (LID) practices for urban non-point source water pollution issues.
 - b. Support and participate in local conservation planning and studies. Provide input into the development of new conservation practices and programs as appropriate.
 - c. To the extent possible, support localities with Soil & Water Quality Conservation Assessments on agricultural land.
5. Participate in regional conservation efforts such as the Rappahannock River Basin Commission, York River and Small Coastal Basins Roundtable, Potomac Council and Potomac Watershed Roundtable, George Washington Regional Commission, and Planning District 16.
 - a. Host the Potomac Council and Potomac Watershed Roundtable Meeting as agreed.

TCCSWCD FY26 ANNUAL PLAN OF WORK

EDUCATION & OUTREACH GOALS

The District views conservation education and outreach as critical to reaching our mission. Federal, state, and local regulations and requirements continue to increase while their implementation is often underfunded or completely unfunded. Education is a key component of success for any regulatory or voluntary conservation program. The District has staff with experience and expertise in creating, administering, and presenting conservation education programs for a variety of audiences of all ages, which, in turn, assists with the success of all conservation efforts, both voluntary and regulatory.

Goal 1: Pursue diverse activities in the District to inform the public about soil and water conservation.

Goal 2: Partner with other organizations to offer programs to audiences of all ages.

1. Promote conservation by participating in local events offering educational opportunities.
2. Provide information to partners and land users on matters of soil and water quality issues, solutions, and opportunities. Methods may include telephone calls, emails, and in-office visits; site/field visits; organization meetings; teacher consultations; community events; presentations; newsletters and more.
3. Promote conservation scholarships, including the L. Gordon "Link" Linkous Scholarship; the Virginia Association of Soil and Water Conservation Districts (VASWCD) Scholarship, and the Youth Conservation Camp scholarship.
4. Increase public awareness of conservation and District activities through a variety of means, such as press releases, newsletters, social media, and the District website.
5. Continue supporting local school systems by providing meaningful watershed educational experiences (MWEEs).
6. Support the Envirothon program.
7. Continue outreach to local government officials and staff.
8. Host an Annual Kick-off event to promote the Virginia Agricultural Cost-Share (VACS) Program which will focus on best management practices.
9. Work with staff to plan a District Banquet at the end of the calendar year celebrating the District's accomplishments
10. Plan at least one field trip yearly with District schools

TCCSWCD FY26 ANNUAL PLAN OF WORK CALENDAR

Board = Completed by the Board of Directors, generally at a monthly meeting; typically reviewing and/or approving documents or the work of a committee and/or staff

Directors = Completed by some or all Directors outside of a Board meeting

Board Committees

Ag TRC: Technical Review
CC: Community Conservation
EDU: Education
Finance: Finance/Budget

GOV: Legislative/Gov Affairs
NOM: Nominating
OPS: Operations
PER: Personnel

Recurring Tasks

Monthly	Responsibility
Support Board of Directors meeting (prepare agenda, staff reports, and Board packets, transcribe minutes)	Staff
Complete advance preparation for monthly board and committee meetings	Directors
Reconcile financial accounts on time to include with monthly Board meeting packets	Staff, Treasurer
Prepare and submit accurate on time Treasurer's and other financial reports	Staff, Treasurer
Submit Grant Deliverables to DCR – submissions should be accurate and on time <ul style="list-style-type: none"> Provide DCR a signed Copy of Minutes Attachment E Attachment C Attachment D (Odd Years) 	Staff, Board, Directors
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board

Quarterly	Responsibility
Prepare, sign & submit quarterly DCR reports (July, October, January, April)	Staff, Treasurer
Prepare, sign & submit quarterly taxes (July, October, January, April)	Staff
Prepare and publish newsletters (August, November, February, May)	Staff
Attend Potomac Council and Potomac Watershed Roundtable meetings (July, October, January, April)	Staff, appointed Director(s)

Unscheduled Annual Tasks (to be scheduled by responsible party)	Responsibility
Prepare for Audit (Odd Years)	Staff, Finance
Review Desktop Procedures for SWCD Fiscal Operations (Document in minutes)	Staff, Finance and/or Board
Review of Audit findings and Exit interview (Odd Years)	Staff, Finance, Board
Attend VASWCD Association Meetings, including the Annual Meeting in December	Staff, Director(s)
Attend Administrative and Operations Meetings/Trainings	Staff
Review Personnel Policy including job descriptions & performance expectations	Staff, Personnel
Review Records Retention	Staff, Operations
Review current four-year Strategic Plan (Document in minutes)	Staff, Board
Attend DCR QuickBooks & accounting training, if offered	Staff
Complete annual DCR & NRCS security trainings	Staff
Host meetings of the Potomac Council and Potomac Watershed Roundtable (per schedule)	Community Conservation, Staff
Plan Outreach Program Deliverable	Staff, Directors
Process and rank agricultural cost-share applications	Staff
Plan at least one field trip yearly with District schools	Staff
Have each Director attend at least one farm tour a year	Directors
Work with staff to plan a District Banquet at the end of the calendar year celebrating the District's accomplishments	Staff, Directors

Bi-Annual	Responsibility	Next CY
Attend required COIA (odd years) training for elected officials provided by Office of Attorney General	Director, Staff	2025
Attend required FOIA (even years) training for elected officials provided by Office of Attorney General	Director, Staff	2026
Prepare for bi-annual DCR audit (Fall)	Staff	2025

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Multi-Year	Responsibility	Next CY	Cycle
Recommend at-large candidate for VASWCB appointment to the Board (Fall)	Board	2026	4 yr.
Fulfil public notice obligations relating to public election of District Directors (Fall)	Staff	2027	4 yr.
Prepare orientation binders for new Directors (Fall)	Staff	2027	4 yr.
Recommend VCE candidate for VASWCB appointment to the Board (late Spring)	Board	2028	4 yr.
Prepare Strategic Plan for the next four years	Staff & Board	2029	4 yr.
Take minutes at VASWCD Area III Annual Meeting (December)	Staff	2026	8 yr.
Host VASWCD Area III Spring Meeting (March)	Staff & Board	2027	8 yr.
Host one-day Area III Envirothon Competition (March/April)	Staff	2032	8 yr.
Renegotiate lease on office space	Operations, Board	2026	

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**July – December
2025**

July 2025	Responsibility
<i>Fiscal year and Ag Cost-Share program year begins</i>	
Evaluate District staffing pattern and select a staffing pattern that will provide effective delivery of services	Personnel, Board, Staff
Complete 4 th Quarter Attachment E	Staff, Finance, Board
Review, update and approve TCC Reserve and Dedicated Funds	Staff, Finance, Board
Review Desktop Procedures and revise policies if necessary to remain consistent with the Desktop Procedures	Staff, Finance
Begin school-year education planning: consult with schools and partner agencies; determine event dates; set deadlines for scholarship(s) and poster contest	Staff, Education
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Personnel Committee to determine the Human Resource needs of TCC	Personnel
Review the Bylaws and company policies	Staff, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Host an Annual Kick-off event to promote the Virginia Agricultural Cost-Share (VACS) Program which will focus on best management practices	Staff, Board
Identify past 10 years of producers with VACS practices and reconnect for future opportunities	Staff
Approve TCC Inventory Asset List	Staff

August 2025	Responsibility
Implement staffing patterns and seek candidates to fill vacant positions, if necessary	Personnel, Board, Staff
Schedule the unscheduled annual tasks listed on previous page	Board, Finance, Operations, Personnel
Review, update and approve the Four-Year Strategic Plan	Staff, Board
Begin Annual Report on previous fiscal year	Staff, Operations
Begin Intergovernmental Funding Application (locality funding request) for upcoming fiscal year	Staff, Finance
Prepare and publish August newsletter	Staff
Attend Graves Mountain staff training	Staff
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Review the Bylaws and company policies	Staff, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Plan a District Banquet to celebrate District accomplishments	Staff, Board

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September 2025	Responsibility
Give annual updates to Fredericksburg, King George, Spotsylvania, and Stafford	Staff, Directors
Continue hiring process to implement new staffing pattern, if not completed	Personnel, Staff, Board
Select nominees for annual Clean Water Farm & Forestry BMP Awards	Staff
Select TCC Poster Contest winner for submission to VASWCD	Staff, Education
Support Meaningful Watershed Educational Experience (MWEE)	Staff, Education
Re-affirm Ag Stewardship Act Agreement with VDACS	Staff, Ag TRC, Board
Complete Annual Report on previous fiscal year and submit it to the Board for approval and distribution (or delegate authority to approve)	Staff, Operations, Board
Review VCAP policies and procedures for this fiscal year with Friends of the Rappahannock -- update MOU if necessary	Staff, Community Conservation
Review locality MOU's for updates	Staff, Community Conservation
Approve Intergovernmental Funding Application (County / City Funding Request) for upcoming Fiscal Year (or delegate authority to approve)	Board
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Plan a District Banquet to celebrate District accomplishments	Staff, Board

October 2025	Responsibility
Approve Intergovernmental Funding Application (County / City Funding Request) for upcoming Fiscal Year	Staff, Finance
Complete 1 st Quarter Attachment E	Staff, Finance, Board
Continue hiring process to implement new Staffing pattern, if not completed	Personnel, Staff, Board
Select local Clean Water Farm & Forestry BMP Award winner(s) for year	Ag TRC, Board
Register to attend VASWCD Annual Meeting	Staff, Directors
Support Meaningful Watershed Educational Experience (MWEE)	Staff, Education
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
<i>Ag Cost-Share - deadline for cover crop applications is October 15th yearly</i>	<i>Staff</i>
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Attend Rappahannock River Basin Meeting and Rappahannock River Roundtable Symposium (October Yearly)	Staff, Directors
Plan a District Banquet to celebrate District accomplishments	Staff, Board

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November 2025	Responsibility
Approve to hold or cancel the December Board meeting	Board
Conduct mid-year staff evaluations, make recommendations re: salary, bonuses	Staff, Personnel, Finance, Board
Appoint Nominating Committee (NOM) for Board officers for next calendar year	Board Chair
Prepare and publish November newsletter	Staff
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Attend Envirothon training at Graves Mountain Lodge with Area II	Staff
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Host a District Banquet to celebrate District accomplishments	Staff, Board

December 2025	Responsibility
Attend VASWCD Annual Meeting	Staff, Directors
Review BMP Average Cost List and consider revising, if appropriate	Staff, Ag TRC, Board
Review, purge, and shred documents according to the Records Retention Policy	Staff, Records Retention Officer
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Complete FOIA (even years) or COIA (odd years) Training	Staff, Directors
NOM presents recommendations for Board Officers, Board elects' officers for the calendar year	NOM, Board

TCCSWCD FY26 ANNUAL PLAN OF WORK CALENDAR

Board = Completed by the Board of Directors, generally at a monthly meeting; typically reviewing and/or approving documents or the work of a committee and/or staff

Directors = Completed by some or all Directors outside of a Board meeting

Board Committees

Ag TRC: Technical Review

CC: Community Conservation

EDU: Education

Finance: Finance/Budget

GOV: Legislative/Gov Affairs

NOM: Nominating

OPS: Operations

PER: Personnel

January – June 2026

January 2026	Responsibility
Appoint Committees, Parliamentarian, Associate Directors, and Watershed Representatives	Board & Chair
Complete 2 nd Quarter Attachment E	Staff, Finance, Board
Prepare and mail 1099's and W-2's	Staff
Attend DCR Annual Security Awareness Training	Staff
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board

February 2026	Responsibility
Register for VASWCD Area III Spring meeting	Staff, Directors
Update local government & present Clean Water Farm and Forestry BMP Awards	Staff, Directors
Review and update Personnel Policy	Staff, Personnel, Board
Review and update Position Descriptions and Performance Expectations	Staff, Personnel, Board
Prepare and publish February newsletter	Staff
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Plan an Annual Kick-off event to promote the Virginia Agricultural Cost-Share (VACS) Program which will focus on best management practices	Staff, Board

March 2026	Responsibility
Attend VASWCD Area III Spring meeting	Staff, Directors
Select scholarship recipients (L. Gordon "Link" Linkous, VASWCD, Youth Conservation Camp)	Staff, Education
Review and update Financial Policy and related Addendums	Staff, Finance
Review Attachment C to receive Cost share & TA funding	Staff, Finance
Review Attachment C to receive Administrative & Operating Funding	Staff, Personnel
Submit Employer Data Sheet to renew coverage with The Local Choice by April 1 st	Staff
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Hold TCC Budget meeting to plan for next fiscal year Budget	Staff, Budget /Finance
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Plan an Annual Kick-off event to promote the Virginia Agricultural Cost-Share (VACS) Program which will focus on best management practices	Staff, Board
Begin Annual Plan of Work for the upcoming fiscal year (for May or June Board approval)	Staff, Operations

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NOM: Nominating

OPS: Operations

PER: Personnel

April 2026	Responsibility
Begin Annual Plan of Work for the upcoming fiscal year (for May or June Board approval)	Staff, Operations
Attend NRCS Local Working Group meeting	Staff, Directors
Complete 3rd Quarter Attachment E	Staff, Finance, Board
Participate in Earth Day events and activities	Staff
Complete VA Auto Count and Car Care system	Staff
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Plan an Annual Kick-off event to promote the Virginia Agricultural Cost-Share (VACS) Program which will focus on best management practices	Staff, Board
Draft Secondary Considerations, Ranking and Average Cost list for next fiscal year	Staff, Ag TRC, Board
Renegotiate office space lease (Typically for the next 5 years)	Operations, Board

May 2026	Responsibility
Conduct year-end staff evaluations, make recommendations re: salary, bonuses	Staff, Personnel
Make recommendations to Board re: staffing pattern, staff salary, bonuses for next fiscal year	Finance, Personnel, Board
Draft DCR Attachment D (for June – odd years- Board approval)	Staff, Finance
Approve Secondary Considerations, Ranking and Average Cost list for next fiscal year	Staff, Ag TRC, Board
Approve Annual Plan of Work for next fiscal year	Staff, Operations, Board
Prepare and publish May newsletter	Staff
Plan fiscal year Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Conduct Ag cost-share verifications / spot checks with the DCR CDC	Staff
Renegotiate office space lease (Typically for the next 5 years)	Operations, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Plan an Annual Kick-off event to promote the Virginia Agricultural Cost-Share (VACS) Program which will focus on best management practices	Staff, Board
Identify past 10 years of producers with VACS practices and reconnect for future opportunities	Staff

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NOM: Nominating

OPS: Operations

PER: Personnel

June 2026	Responsibility
Approve Annual Plan of Work for FY27	Operations, Staff, Board
Financialize DCR Attachment D (odd years) for Board approval	Finance, Board
Return unobligated funds to DCR (End of Program Year- Cash on Hand Balance) by June 15th	Staff, Finance, Board
Review and approve Cost Share and Technical Assistance DCR Grant Agreements for FY27	Staff, Board
Review and approve Administrative/Operational Support DCR Grant Agreements for FY27	Staff, Board
Approve BMP Average Cost List for FY27	Staff, Ag TRC, Board
Approve Secondary Considerations for FY27	Staff, Ag TRC, Board
Approve Ranking Sheet for FY27	Staff, Ag TRC, Board
Approve project Carryovers for Ag Cost-Share	Staff, Ag TRC, Board
Approve Annual Budget for FY27	Staff, Finance, Board
Update TCC Inventory Asset List	Staff
Process Ag Cost-Share payments	Staff
Attend annual Ag Cost-Share program training	Staff
Update on the Outreach Program (DCR Deliverable)	Staff, Personnel, Board
Review Annual Plan of Work at each Board meeting	Staff, Operations, Board
Attend one locality Board of Supervisors meeting and plan one locality Outreach	Staff, Board
Plan an Annual Kick-off event to promote the Virginia Agricultural Cost-Share (VACS) Program which will focus on best management practices	Staff, Board
Identify past 10 years of producers with VACS practices and reconnect for future opportunities	Staff
June 30, 2026: End of fiscal year, Ag Cost-Share program year and VCAP program	

TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT**Board Of Directors****APPOINTED DIRECTORS****VA COOPERATIVE EXTENSION**

Extension Agent

*Kaleigh Mize, since April 2022***VA SOIL & WATER CONSERVATION Board**

At-large

Ray Simms, since 2020 ⁽¹⁾**ELECTED DIRECTORS****FREDERICKSBURG**

Charles "Chuck" Koch, since Nov 2019

Vacant

KING GEORGE

Janet Gayle Harris (Treasurer), since Nov 1990

Anthony Staats, since Jan 2024

SPOTSYLVANIA

Jan Massey (Chair), since Nov 2015

Wayne W. Miller (Secretary), since Nov 1971

STAFFORD

Daniel Goodale-Porter, since Jan 2024

John Howe (Vice Chair), since Nov 2015 ⁽²⁾**ASSOCIATE DIRECTORS**

Vacant

Partners**VA DEPARTMENT OF FORESTRY**

Melina Cienski, Fredericksburg, Stafford & Prince William Forester

Matthew Coleman, Area Forester

Paul DiGiacomo, King George & Westmoreland Forester

Kinner Ingram, Rappahannock District Forester

Madeline "Maddie" Kenerly, Bay Water Specialist

Abbey Tenney, Spotsylvania & Orange Forester

USDA-NATURAL RESOURCES CONSERVATION SERVICE

Carlie Pemberton, Soil Conservationist

Brian Wooden, District Conservationist

Virginia Cooperative Extension

Grace Kunkel, Stafford Horticulture Agent

Kayleigh Mize, Spotsylvania Livestock Agent

Megan Williams, King George Crop Agent

Virginia DEPARTMENT OF CONSERVATION & RECREATION

Vacant, Conservation District Coordinator

FRIENDS OF THE RAPPAHANNOCK

Daria Christian, Executive Director

Leslie Anne Hammond, York River Steward

Bryan Hofmann, Deputy Director

Brent Hunsinger, Program Advocacy & Coastal Programs

Angela Nam, Green Infrastructure Specialist (VCAP)

GEORGE WASHINGTON REGIONAL COMMISSION

Kate Gibson, Environmental Planner

**POTOMAC COUNCIL & POTOMAC WATERSHED
ROUNDTABLE**

Charles "Chuck" Koch, Heather Shackley

Staff

Theresa Bradshaw, Conservation Specialist

Renee Davis, District Manager

Gini Greenlaw, Conservation Specialist

Christine McLean, Administrative Professional

Madison Morgan, Education & Outreach

Coordinator

Jerry Rauch, Conservation Specialist

OFFICE

4811 Carr Drive

Fredericksburg, VA 22408

8:00 a.m. – 4:30 p.m.

TELEPHONE

(540) 656-2401

(540) 656-2402

(540) 656-2403 Fax

Email

tricountycity@tccswcd.org

ONLINEwww.tccswcd.orgfacebook.com/tccswcd¹ Also elected as Director for Spotsylvania from 1974-75, 1982-83, and 1995-2015² Also appointed as Director for VA Cooperative Extension from 2002-2010

FY2026 BMP AVERAGE COST LIST WORKSHEET

(Unapproved)

Name: _____**Tract:** _____**Designed By:** _____**Field:** _____**Date:** _____

Structure	Amount	Price per amount	
Trough, with pad			
Concrete 500 gal	No.	\$3,850.00	/Installed
2 Hole Frost-free	No.	\$3,630.00	/Installed
4 Hole Frost-free	No.	\$3,850.00	/Installed
6 Hole Frost-free	No.	\$4,290.00	/Installed
Frost-Free Hydrant	No.	\$423.50	/Installed
Extended Concrete Pad Beyond 8'x8'/Concrete	yd ³	\$390.00	/Installed
Pipeline/Tile	Amount	Price per amount	
1" PE (Plastic)	Ft.	\$5.50	/Ft.
1.25" PE (Plastic)	Ft.	\$5.50	/Ft.
1.5" PE (Plastic)	Ft.	\$6.60	/Ft.
2" PVC-Schedule 40	Ft.	\$6.50	/Ft.
4" PVC-Schedule 40	Ft.	\$8.00	/Ft.
Cut off valve box-if outside pad	No.	\$275.00	/Installed
Pressure Reducer	No.	\$165.00	/Installed
Adjustment for rock-must be verified by staff	Ft.	\$10.00	/Ft.
4" Corrugated Plastic Tile	Ft.	\$5.50	/Ft.
Well	Amount	Price per amount	
Drilling Average 430'	Ft.	\$27.50	/Ft.
Pump & pressure tank	No.	\$3,520.00	/Installed
Pumphouse/shelter	No.	\$4,000.00	/Installed
Reservoir	No.	\$2,392.00	/Installed
New Electrical Service	No.	\$2,104.50	/Installed
Electric Line (including solar)	Ft.	\$7.00	/Ft.
Electric Meter Base	No.	\$1,012.00	/Installed
Permits	No.	\$1,342.00	All
Fence	Amount	Price per amount	
2 strand HT electric	Ft.	\$3.96	/Ft.
3 strand HT with 2 electric	Ft.	\$4.46	/Ft.
4 strand HT with 2 electric	Ft.	\$4.79	/Ft.
5-8 strand HT with 2 electric	Ft.	\$5.06	/Ft.
3 strand barb-T-Posts	Ft.	\$5.67	/Ft.
4 strand barb-T-Posts	Ft.	\$6.16	/Ft.
5-8 strand barb-T-Posts	Ft.	\$6.33	/Ft.
3 strand barb-All wood posts	Ft.	\$5.78	/Ft.
4 strand barb-All wood posts	Ft.	\$6.05	/Ft.
5-8 strand barb-All wood posts	Ft.	\$6.22	/Ft.
Woven with 1 barb or HT	Ft.	\$8.80	/Ft.
Portable/Temporary fence	Ft.	\$0.94	/Ft.

Charger	No.	\$539.00	/Installed
Stream Crossing, 16' wide	Amount	Price per amount	
Ramp	Ft.	\$121.00	/Ft.
With 24" Culvert	Ft.	\$55.00	/Ft.
With 30" Culvert	Ft.	\$104.50	/Ft.
With 36" Culvert	Ft.	\$242.00	/Ft.
Spring Development (Prices vary based on design)	Amount	Price per amount	
Spring Development - New	No.	\$5,368.00	/Installed
Machine Work & Stone	Amount	Price per amount	
Farm Tractor	Hr.	\$150.00	/Hr.
Farm Labor	Hr.	\$28.05	/Hr.
Machine Work with Mobilization	Hr.	\$150.00	/Hr.
Dozer	Hr.	\$220.00	/Hr.
Back hoe	Hr.	\$148.50	/Hr.
Stone, delivered	Tons	\$80.00	/Ton
Riprap, installed	Tons	\$165.00	/Ton
Non-woven geotextile fabric	Ft ²	\$0.25	/Ft ²
Seeding	Amount	Price per amount	
Pasture/Meadow (Seed/Lime/Fertilizer/Mulch)	Ac.	\$1,039.50	/Ac.
Critical area w/ Grading, etc.	Ac.	\$3,151.50	/Ac.
Grassed Waterway	Ac.	\$3,580.50	/Ac.
Cover Crop	Ac.	\$110.00	/Ac.
Long-Term Vegetative Cover	Amount	Price per amount	
Eligible Seed, planted	Ac.	\$85.00	Ac.
Minerals (fertilizer, lime, etc), applied	Ac.	\$225.00	/Ac.
Herbicide, applied	Ac.	\$150.00	/Ac.
Site prep: Final Grade & Seed	Hr.	\$165.00	/Hr.
Nutrient Management Planning	Ac.	\$22.40	/Ac.
Grade Stabilization	Amount	Price per amount	
Mobilization	Job	\$11,200.00	Job
Site Prep: Remove Trees & Vegetation	Hr.	\$364.00	Hr.
Site Prep: Shape and Grade Slopes; Flatten bottom, install	Hr.	\$364.00	Hr.
Site Prep: Final Grade & Seed installed	Hr.	\$364.00	Hr.
HDPE Pipe: 12" - installed	Lin. Ft.	\$145.00	Lin. Ft.
HDPE Pipe: 24" - installed	Lin. Ft.	\$175.00	Lin. Ft.
HDPE Pipe: 30" - installed	Lin. Ft.	\$200.00	Lin. Ft.
Concrete Manhole - 48", installed	Ea.	\$5,600.00	Ea.
EC-2 Stabilization Matting, Installed	Ft ²	\$2.24	Ft ²
Wooden Safety Fence, Installed	Ft ²	\$11.20	Ft ²
Roof Runoff (Prices vary based on design)	Amount	Price per amount	
6" Seamless Aluminum Gutters	Ft.	\$10.45	/Ft.
Downspouts 3-4"	Ft.	\$7.98	/Ft.
Downspouts 4-5"	Ft.	\$9.35	/Ft.
Underground Outlet 6"	Ft.	\$8.80	/Ft.
Underground Outlet 8"	Ft.	\$11.55	/Ft.

Fascia Boards	Ft.	\$10.45	/Ft.
Animal Waste	Amount	Price per amount	
Facility - Roof, Concrete Floor, 4-6' wall	Ft ²	\$40.70	Ft ²
Facility - Roof, Concrete Floor, 8" curb	Ft ²	\$26.40	Ft ²
Excavation	No.	\$9,086.00	/No.
Animal Trails & Walkways	Amount	Price per amount	
Animal Walkway w/in floodplain-(9" of stone)	Ft ²	\$3.96	Ft ²
Heavy use area pad or animal walkway outside of floodplain (6" of stone)	Ft ²	\$3.30	Ft ²
Tree Planting	Amount	Price per amount	
300 Hardwoods/ac (Site prep included)	Ac.	\$4,620.00	/Acre
Conifer Tree Planting (Site prep included)	Ac.	\$715.00	/Acre
Hardwood/Pine Planting	Ac.	\$3,300.00	/Acre

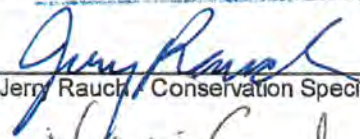
Total Estimated Cost: _____

Estimate Cost (XX%) _____

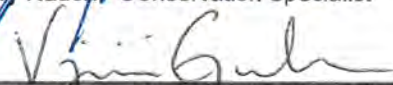
Out of pocket cost (XX%) _____

Out of pocket cost (25%) Tax Credit _____


Note: Cost share will be paid based on estimated costs or actual costs, whichever less, not to exceed amount approved by Tri-County/City SWCD Board. For rates and costs not listed, District staff will use the most current NRCS cost list.



Jerry Rauch - Conservation Specialist




Gini Greenlaw - Conservation Specialist



Theresa Bradford - Conservation Specialist



Wayne Miller - Chair, Technical Review Committee



Jan Massey - Chair, Board of Directors

Board Approval Date: 6/20/2025

Motion # 7



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www.tccswcd.org

2025 Calendar Year

Board Officers

Approved November 15, 2024, Motion #5 and #6

Chair: Jan Massey

Vice Chair: John Howe

Treasurer: Janet Gayle Harris

Secretary: Wayne Miller

Parliamentarian: Ray Simms

FOIA & Records Retention Officer: Christine McLean (Staff Member)

Committee Appointments

<p><u>Budget & Finance</u></p> <p>Chair: <i>Ray Simms</i></p> <ul style="list-style-type: none"> Janet Gayle Harris John Howe 	<p><u>Operations</u></p> <p>By-Laws, Annual Plan of Work, Annual Report, FOIA, Organizational Growth, Strategic Plan</p> <p>Chair: Vacant</p> <ul style="list-style-type: none"> Janet Gayle Harris Charles "Chuck" Koch Kayleigh Mize
<p><u>Community Conservation</u></p> <p>VCAP, Potomac Watershed Roundtable & Potomac Council Representative, Rappahannock River Basin Commission Representative</p> <p>Chair/ Member: <i>Charles "Chuck" Koch</i></p> <ul style="list-style-type: none"> Ray Simms Daniel Goodale-Porter (Alternate) 	<p><u>Personnel</u></p> <p>Chair: <i>John Howe</i></p> <ul style="list-style-type: none"> Janet Gayle Harris Chuck Koch Jan Massey
<p><u>Education & Outreach</u></p> <p>Envirothon, Youth Conservation Camp, Link Scholarship, Poster Contest, EnviroScape, Tree Seedling Sale, Teacher Training</p> <p>Chair: <i>Charles "Chuck" Koch</i></p> <ul style="list-style-type: none"> Daniel Goodale-Porter Kayleigh Mize Madison Morgan- <small>non-voting advisor</small> Carlie Pemberton [Board Approved 03/18/2022 <small>non-voting advisor</small>] 	<p><u>Technical Review</u></p> <p>Agricultural Cost Share, VCAP Cost Share, Watershed Dams, Apply for Grants</p> <p>Chair: <i>Wayne Miller</i></p> <ul style="list-style-type: none"> Janet Gayle Harris Jan Massey Kayleigh Mize Brian Wooden - <small>non-voting advisor</small>
<p><u>Legislative & Government</u></p> <p>State & Local Legislative, Board of Supervisors, Host Local Government Breakfast, General Assembly, VASWCD</p> <p>Chair: Vacant</p> <ul style="list-style-type: none"> Daniel Goodale-Porter Vacant 	<p><u>Check Signers</u></p> <ul style="list-style-type: none"> Janet Gayle Harris John Howe Wayne Miller Ray Simms

* The Chair of the Board of Directors is an ex-officio member of all committees with full voting rights. However, they are not included in determining how large a quorum is needed or if a quorum has been met.



We work with the people who work the land.

Tri County/City Soil and Water Conservation District

Conservation Specialist Monthly Report

Theresa Bradford, Conservation Specialist

Report Period: June 12th – August 7th, 2025

Prepared for August 15th, 2025, Board Meeting

Training

- 6/12 VACS Program Updates (virtual)
- 6/18 VCAP Program Updates (virtual)
- 6/26 Basic Ag Training-livestock, Ferrum, VA
- 7/8 CAS Updates (virtual)
- 7/16 Pesticide Management Orientation Course (VT – online)*
- 7/29 DCR Engineering training (Virtual)
- 7/30 Whole Farm Approach Import Refresher training (virtual)

Farm Visits

-Spotsylvania

- 6/18 Farm visit with existing producer
- 7/2 Farm visit with two existing producers, different farms
- 7/9 Farm visit with existing producer
- 7/10 Farm visit with potential producer
- 7/11 Farm visit with existing producer
- 7/30 Farm visit with potential producer

-King George

- 7/22 Farm visit with potential producer
- 7/23 Farm visit with existing producer

-Stafford

- 7/23 Farm visit with potential producer

Miscellaneous Tasks

- Met several times with District team on Kickoff Event Planning
- Planned and helped coordinate first annual Kickoff Event
- Attended Hanover-Caroline SWCD Kickoff Event



We work with the people who work the land.

Tri County/City Soil and Water Conservation District

Conservation Specialist Monthly Report

Theresa Bradford, Conservation Specialist

Report Period: June 12th – August 7th, 2025

Prepared for August 15th, 2025, Board Meeting

- Started signing up producers for Whole Farm Approach
- Started importing the Whole Farm Approach spreadsheet into Conservation Application Suite
- Worked on revising the BMP Average Cost List for PY2026
- Worked on BMP Average Cost Lists for several potential structural practices
- Met a producer onsite to help layout fencing project with their contractor, had to remark some fence posts because cows ate the flags and then checked the progress of stream exclusion fence installation after contractor had installed posts
- Delivered board packages
- Revised the Cost Share display board for the Kickoff
- Worked with a nutrient management planner to fix a producer's NMP
- Reviewed multiple contracts for payments
- Made phone calls to invite producers to Kickoff
- Edited Conservation Plans
- Carried over multiple contracts
- Reorganized contracts and maps within folders
- Met Directors to have them sign papers and checks
- Delivered Checks to producers
- Worked with DCR Engineer on a revised engineering plan for a current producer
- Revised and printed flyers for Kickoff event
- Attended multiple staff meetings and check-ins
- Calculated training hours and helped Jerry with financials for Annual Report
- Updated timesheet
- Worked with a producer to plan a fall Farm Tour
- Researched old contracts for potential Continuing Conservation practices
- Completed ranking for practices
- Learned how to complete Nutrient Management practices
- Reorganized the practice handouts in the mobile office for the truck
- Went to Walmart for supplies and water
- Called producers to check on status of structural practices
- Made appointment for Ford F-150 state inspection and oil change
- Met with Madison to plan King George County School District Back to School teacher day event
- Met with Hunter Gravatt from Hanover-Caroline SWCD to work through some issues with the Whole Farm Approach Spreadsheet and upload into the Conservation Application Suite



We work with the people who work the land.

Tri County/City Soil and Water Conservation District

Conservation Specialist Monthly Report

Theresa Bradford, Conservation Specialist

Report Period: June 12th – August 7th, 2025

Prepared for August 15th, 2025, Board Meeting

Upcoming Tasks or Events

- 8/7 – Virginia Ag Expo, Locust Grove
- 8/8 – King George County Schools Back to School teacher day event
- 8/14 – F-150 Truck inspection and Oil Change
- 8/18 – Meeting with Kayleigh Mize to plan Fall Farm Tour
- 8/19 – 8/21 Grave Mountain Lodge Training
- 8/26 – District Awards Banquet planning meeting
- 9/3 – FredNats STEM Day
- 9/8 – Chesapeake Bay Professional Landscape Certification training, Haymarket, VA
- 9/10 – Spotsylvania Agriculture/Forestry Committee Meeting
- 9/25 – DCR Row Crop Training, Suffolk, VA
- 10/15 – Department of Historic Resources *
- 10/21 – DCR Conservation Planner Course, Buckingham County, VA *
- 11/7 – Farm Tour, Seeding/Pasture planting demo, Spotsylvania










*Trainings required for Conservation Planner and/or Nutrient Management Planner Certifications



We work with the people who work the land.

Tri County/City Soil and Water Conservation District
Conservation Specialist Monthly Report
Gini Greenlaw, Conservation Specialist
Report Period: June 12 - August 6, 2025
Prepared for August 15, 2025 Board Meeting

Training

-  June 12 – VACS Program Updates (virtual)
-  June 18 – VCAP Program Updates (virtual)
-  June 24-25 – Agriculture Nutrient Management Certification Training – (virtual) *
-  June 26 – Basic Ag Training-Livestock, Ferrum, Va
-  July 8 – CAS Updates (virtual)
-  July 11 – Pesticide Management Orientation Course (VT-online) *
-  July 29 – DCR Engineering Training (virtual)
-  July 30 – Whole Farm Approach – Import refresher training (virtual)
-  Aug. 1-6 – VCAP trainings (self-paced)

Farm Visits

Spotsylvania

- July 9 – Farm visit for stream exclusion project, fencing
- July 10 – Farm visit for possible dairy loafing lot, spot check for pasture planting
- July 25 – Farm visit for event planning
- July 30 – Farm visit, prospective new producer








King George

- July 23 – Farm visit, drone demonstration

Stafford

- July 23 – Farm visit, prospective new producer
- July 28 – Farm visit, Whole Farm Approach sign-up

Miscellaneous Tasks

-  Regular staff meetings ☺
-  Help with office rearranging, decorating, file management
-  Delivering board packages
-  July 8 – First Annual Kickoff Event – Lee Hill Community Center
-  July 9 – Attended Hanover-Caroline's Kickoff Event – Mattaponi Springs
-  Truck maintenance and putting together a safety kit. Truck is now outfitted with a jumper battery, portable air compressor, and first aid kit (Quarterly reminders set in google calendar to make sure batteries stay charged up.)
-  Completing contracts in Tracking, distributing payments

- 💧 Putting together and updating documents for PY26 sign ups
- 💧 Preparing folders and filing system for PY26
- 💧 Signing up producers for whole farm approach contracts

Upcoming Tasks/Trainings/Events

- 🌱 August 7 – Virginia Agricultural Expo – Brooke Farms, Locust Grove
- 🌱 August 19-21 – VASWCD Training – Graves Mountain
- 🌱 September 8-9 – Chesapeake Bay Landscape Professional Training, Haymarket, Va
- 🌱 September 25 – Basic Ag Training – Row Crops, Tidewater AREC, Suffolk, Va
- 🌱 October 15-16 – Virginia Resource Training, online webinars *
- 🌱 October 21-23 – DCR Conservation Planner Course, Buckingham County *
- 🌱 November 7 – Seeding/Pasture planting Demo – Willow Oak Farm & Vineyard

** trainings that are required for Conservation Planning and/or Nutrient Management certifications*



Tri-County/City Soil and Water Conservation District
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Phone: (540) 656-2401 or (540) 656-2402
Fax: (540) 656-2403 · Website: www.tccswcd.org

Monthly Staff Report: Jerry Rauch, Conservation Specialist
Period of June 12, 2025, through August 6, 2025
Prepared for August 15, 2025, Board of Directors Meeting

Farm Visit
Spotsylvania

- 7/2/2025 Producer Visit discussed design of SL-7
- 7/2/2025 Delivered Check to producer and discussed Whole Farm
- 7/9/2025 Site visit to lay out fence for SL-6W, Stream Exclusion
- 7/10/2025 Site visit with producer requesting a feeding pad for Cattle
- 7/14/2025 Site visit to check layout of fence with contractor and producer
- 7/30/2025 Site visit with producer requesting a SL-6W, Well, Watering System and Exclusion fence

King George

- 7/23/2025 Producer Farm visit for WFA Sign-up

Stafford

- 7/28/2025 Producer Farm visit for WFA Sign-up

Training Attended

- 7/8/2025 VAC update with DCR Virtual Training
- 7/23/2025 Trained with Hanover-Caroline Staff for Whole Farm Approach and County Assessments
- 7/29/2025 DCR Engineering Virtual Design Training
- 7/30/2029 DCR Whole Farm Approach Update Training

Activities:

- 7/8/2025 District Kickoff
- 7/14/2025 Planning meeting on site for Pasture overseeding/drill demonstration

Misc Tasks

- File Reviews/Paying contracts to Producer
- On-boarding
- Assisted producers with FY2026 WFA and VACs cost-share signup
- Assisted with BMP practice completions
- Assisting with up-coming outreach and awards event planning
- Developing Annual Report Statistics

Achievements

- Received Conservation Planner Certification

Down-the-Road Events & Training

- Graves Mountain Admin and BMP Training August 19th-21st

Tri County City SWCD

Education and Outreach Coordinator

Monthly Staff Report

Madison Morgan, Education and Outreach Coordinator

June 12 – Aug 6

Training—

- 6/17 – VLCF Grant workshop
- 6/18 – Education Committee Meeting
- 6/18 – VCAP FY25 Updates Training
- 6/18 – From Likes to Legal Training
- 6/24 – Environmental education workshop
- 7/21 – Virtual Ag in the Classroom Training
- 7/22 – Ag in the Classroom Training

Other tasks—

- 6/12 – Recording CRRL Lunch and Learn
- 6/12 – Annual Meeting Planning Meeting w/ VASWCD
- 6/15 – Long Farmers Market
- Helped homeowner with rain barrel information
- 6/17 – VLCLF Grant workshop
- 6/18 – Education Committee Meeting
- 6/18 – VCAP FY26 Updates
- 6/18 – From Likes to Legal Training
- Prepped materials for Conservation for Pet Owners event
- 6/21 – Conservation for Pet Owners Event
- Continued documenting RSVPs for Producer Kickoff
- 6/24 – Environmental Education Workshop
- Updated Allman's BBQ on catering numbers
- 6/24 – FXBG City Council meeting to announce the Fredericksburg vacancy on the board
- 6/29 – Long Farmers Market
- 6/30 – Rain Barrel Workshop
- Asked staff for materials for Annual Report
- Began work on Annual Report
- Reached out to KG Farmers Market manager about the district coming to a market
- Helped build and sell rain barrels
- 7/2 – Area III Envirothon Meeting
- Worked with staff to prepare kickoff materials
- 7/8 – Producer Kickoff
- 7/9 – Hanover-Caroline SWCD Kickoff
- 7/10 – Met with Hartwood Presbyterian Church about event in October

- 7/10 – Met with the City of FXBG’s new sustainability coordinator to discuss partnership opportunities further with the District
- 7/11 – PWR meeting
- 7/13 – Long Farmers Market
- Assisted J. Rauch and C. McLean with end of year mileage reports
- 7/14 – Attended meeting w/ Con Specs’ J. Rauch, T. Bradford, & G. Greenlaw with Kenny Smith for seed planting demo
- 7/15 – Assisted KG VCE and James Madison Garden Club w/ a Pollinators Picnic
- 7/15 – KG BOS
- Dropped of KIA for inspection and service
- Met with FredNats community engagement specialist to discuss STEM day and the District’s availability for programming
- 7/17 – CRRL Fun Fest
- 7/21 – Virtual Ag in the Classroom Training
- 7/22 – Ag in the Classroom Training
- Completed Graves Registration
- 7/30 – Stafford Schools Community Resources Fair
- 8/5 – Recorded video introduction for Stafford Teachers back to school reporting sessions
- Continued working on Annual Report and supporting documents.

VCAP—

- Received spot check’s to be completed FY26

Upcoming—

- 8/17 – Long Farmers Market
- 8/24 – Long Farmers Market
- 9/8 – Chancellor Ruritan Meeting
- 9/13 – Project WILD Training
- 9/14 – Long Farmers Market
- 9/21 – Long Farmers Market
- 9/28 – Tree FXBG Tree Giveaway



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT
Administrative Professional Staff Report
Christine McLean
June 12, 2025 – July 9, 2025
Prepared for ~~July 18, 2025 Board Meeting~~ (Cancelled)

Monthly Highlights

Continuing to train with Renee. Creating procedure documents for future staff training. Several trainings attended/completed. Prepping for Producer Kickoff Event. Attended trainings. Monthly financials completed. Assisted in hosting Tri-County/City's Kickoff Event. Attended Hanover-Caroline's Kickoff Event.

Completed Tasks:

- * Attended Monthly Staff Meeting
- * Continuing to train with Renee
- * Check Mail (Daily)
- * Paid monthly bills/Cut checks
- * Attended PY26 VACS Program Update Session on June 12th
- * Attended VCAP PY26 Updates Training on June 18th
- * Attended From Likes to Legal: Social Media Content as Public Records Training on June 18th
- * Attended NCDEA June Professional Development Webinar - Innovative District Services to Connect to Your Community Training on June 25th
- * Records Management: June Electronic Records Training on June 27th
- * Finished cutting VACS PY25 Producer Checks
- * Entered Credit Card Charges
- * Ordered Office Supplies
- * Assisted Producers with Check Signing/Pick Ups
- * Continuing to create Admin Duties Procedure Documents
- * Verified Time Sheets
- * Typed Board & TRC Meeting Minutes
- * Backed Up Staff Laptops
- * Reconciliation of Financials (5 credit card accounts and 4 bank accounts)
- * Worked on Attachment E with Renee
- * Worked on Attachment D with Renee
- * Attended CAS/Tracking Updates session on July 8th
- * Assisted/Attended TCC Producer Kickoff Event on July 8th
- * Attended the Hanover-Caroline Kickoff Event on July 9th

Completed Trainings:

Completion Date	Provider/Presenter (*Red = DCR Deliverable)	Trainer	Certified Until	Notes	Hours
6/12/25	*PY26 VACS Program Update Session	DCR			2.5
6/18/25	VCAP PY26 Updates Training	VASWCD			0.5
6/18/25	From Likes to Legal: Social Media Content as Public Records Training	LVA			1
7/8/25	CAS/Tracking Updates	DCR			1.5
Total Training Hours					5.5



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT
Administrative Professional Staff Report

Christine McLean

July 10, 2025 – August 6, 2025

Prepared for August 15, 2025 Board Meeting

Completed Tasks:

- * Attended Weekly Staff Meetings
- * Check Mail (Daily)
- * Paid monthly bills/Cut checks
- * Cut VACS Checks
- * Entered Credit Card Charges
- * Ordered Office Supplies
- * Helped with VCAP contracts
- * Received lobby filing cabinets
- * Organizing files in new fireproof filing cabinets
- * Worked on Attachment D with Renee
- * Worked on Attachment E with Renee
- * Working on self-paced QuickBooks training
- * Went on vacation
- * Verified Staff Time Sheets
- * Starting to plan District Banquet Event
- * Reconciliation of Financials (5 credit card accounts and 4 bank accounts)
- * Starting to assemble Board Package to be hand delivered

Upcoming:

- * Virginia Ag Expo on August 7th
- * Office Cleanup Day on August 12th
- * Graves Mountain Lodge Training August 19th – 21st
- * Area III Report due August 29th
- * Labor Day on September 1st
- * Fredericksburg Nationals STEM Day on September 3rd
- * September Board Meeting on September 12th

Tri-County/City Soil & Water Conservation District District Manager Staff Report

Renee B. Davis

June 12, 2025 – August 8, 2025

Prepared for August 15, 2025, Board Meeting

Happy Summer ~ Renee



Just The Highlights

- *Monthly:* Updated general and payroll QuickBooks software and worked with IT on a variety of computer and peripheral matters, reviewed timesheets, ran payroll, processed taxes and liabilities, reviewed funding and paid transactions, paid, reconciled and or reviewed 6- credit card accounts and 4- bank statements, prepared and or reviewed the financial package, prepared or reviewed board and committee minutes, prepared the agenda and board package for circulation. Prepared the VCAP agenda for the TRC Committee and reviewed and processed new VCAP applications and payments. Reviewed and tracked all VCAP paperwork. Updated the Deliverables Checklist for completion. Assisted staff by answering questions and showing how to do a variety of tasks and procedures. Suggested corrections or edits where necessary.

- ☐ Continued training the Administrative Professional on committee and board minutes, payments, receipts, board packages, payments, Attachment E, payroll overview and other various tasks.
- ☐ Reviewed the QA/QC reports
- ☐ Reviewed cost share files to process check requests. Reviewed with staff as necessary
- ☐ FY26 Kick-off event
- ☐ Attended Hanover/Caroline Kick-off event
- ☐ Attachment E
- ☐ Attachment D
- ☐ Phone Meeting with Kelsey Wong on the HR Pilot Program to suggest contract revisions. Set up another meeting with Margaret for August 13, 2025
- ☐ End of the year document processing- Signed Cash on Hand, Carryover, Tracking Ledgers, Average Cost List, Annual Plan of Work, Grant Signatures
- ☐ Updated salary changes in QuickBooks following evaluations. Updated the Employee Pay Action Approval Form for signature
- ☐ Cut checks for producers
- ☐ Researched information on the Lake Anna sediment issue
- ☐ Made lodge and meal reservations for Graves Mountain Lodge trainings
- ☐ Quarterly payroll taxes and reports
- ☐ Revised forms for FY26- check Request etc.
- ☐ Renewed Walmart tax exempt card
- ☐ Assisted other Districts with QuickBooks, payroll and Attachment E questions
- ☐ Trained Admin Professional on Attachment E and the end of the year rolup
- ☐ Worked with Christine to complete and submit the DCR assessment questionnaire
- ☐ Renewed vehicle insurance
- ☐ Transferred files to the new fireproof filing cabinets
- ☐ Re-arranged furniture
- ☐ Prepared data for the Annual Report
- ☐ Reviewed and scheduled an ASA Equine Compliant
- ☐ Updated director, partner and committee directories
- ☐ Updated Conservation Specialist Rauch on various matters: Stafford MOU, etc.
- ☐ Corresponded with the National Park Service on matters
- ☐ Printed QB VACS reports for Conservation Specialist Rauch
- ☐ Completed the Worker's Compensation Audit
- ☐ Completed the SPDA account verifications
- ☐ Completed list server request for new CDC
- ☐ Reviewed how to create an invoice in QB with the Admin Professional. Updated the invoice template, class list and chart of accounts

Prepared meeting documents for most of the below.

Meeting Information	
✓	June 20, 2025: Board of Directors Meeting
✓	Weekly Monday morning staff meetings

Training Completed:

Completion Date	Topic (Red * Certification or Deliverable)	Trainer	Certified Until	Notes	Hours
June 18, 2025	<i>FY26 VCAP Updates</i>	<i>Rachel DuVal with VASWCD</i>			.75
July 8, 2025	<i>CAS PY26 Updates Session I</i>	<i>Jennifer Edwards</i>	<i>FY 2027</i>		.50
Total					1.25

Upcoming:

- Graves Mountain Lodge Training
- Enter the FY26 Budget in QuickBooks
- Adjust the Chart of Accounts in QuickBooks for FY26
- Office and Storage unit cleanup day
- VCAP File Reviews and meeting with Angela/ FOR
- Berkley Group Phone Meeting with Margaret & Kelsey to review contract concerns
- Audit Preparation
- September 3, 2025: Fred Nats STEM Day
- County & City Funding Request