



# TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

## Board of Directors Monthly Meeting

September 19, 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**
  - a) **Julie Kay- Fredericksburg**
  - b) **Arn Eliasson- King George**
- 4) **Additions to Agenda / Public Comments**

Agenda #	Agenda Item	Page #
5	<b>Cooperating Agency Reports</b>	
	<i>USDA-Natural Resources Conservation Service (NRCS)</i> Brian Wooden, Jr., Carlie Pemberton	
	<i>Virginia Department of Conservation &amp; Recreation (DCR)</i> <ul style="list-style-type: none"> <li>Olivia Leatherwood (CDC) <a href="mailto:Olivia.leatherwood@dcr.virginia.gov">Olivia.leatherwood@dcr.virginia.gov</a> (757) 353-7973</li> <li>Marissa Roland Eastern Area Manager <a href="mailto:Marissa.roland@dcr.virginia.gov">Marissa.roland@dcr.virginia.gov</a> (804) 380-2452</li> </ul>	1-2
	<i>Virginia Cooperative Extension (VCE)</i> <ul style="list-style-type: none"> <li>Kayleigh Mize (Spotsylvania Livestock)</li> <li>Megan Williams (King George- Crops)</li> <li>Grace Kunkel (Stafford- Horticulture)</li> </ul>	3
	<i>Virginia Department of Forestry (VDOT)</i> <ul style="list-style-type: none"> <li>Matthew Coleman (Area Forester)</li> <li>Kinner Ingram (Rappahannock District Forester)</li> <li>Abby Tenney (Spotsylvania &amp; Orange)</li> <li>Melina Cienski (Fredericksburg, Stafford &amp; Prince William)</li> <li>Paul DiGiacomo (King George &amp; Westmoreland)</li> <li>Madeline “Maddie” Kenerly (Bay Water Specialist)</li> </ul>	
	<i>Friends of the Rappahannock (FOR)</i> <ul style="list-style-type: none"> <li>Angela Nam (Green Infrastructure Specialist/ VCAP)</li> <li>Leslie Anne Hammond (York River Steward)</li> </ul>	4 5-6
	<i>George Washington Regional Commission</i> <ul style="list-style-type: none"> <li>Brianna Heath (Environmental Services Coordinator II)</li> </ul>	
6	<b>Board Meeting Minutes</b>	
	(a) Approve Board Meeting Minutes from August 15, 2025	7-14
7	<b>Committee Meeting Minutes</b>	
	Consent Agenda – Approve the Committee Meeting Minutes Listed Below	
	(a) Approve the Technical Review Committee Meeting Minutes from August 15, 2025 (Prior month)	15-18
	(b) Approve the Operations and Personnel Joint Committee Meeting Minutes from September 3, 2025	19



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Agenda #	Agenda Item	Page #
8	<b>Financial Reports</b>	
	(a) Approve the Treasurer's Financial Report for August 31, 2025, and file for future audit	20-46
9	<b>Action Items</b>	
	(a) TRC report: Cost-share applications (VACS & VCAP) and nutrient management plans September 19, 2025 (this month)	
	(b) Approve to hire the Berkley Group, LLC at the contract rate of \$150.00 per hour with a 3% annual compensation increase to coincide with our fiscal year as identified in the On Call Consulting Services Contract. Maximum limit is identified in the Tri-County/City Soil & Water Conservation District annual budget.	
	(c) Approve the Purchasing Policy	47-53
	(d) Approve FY25 Annual Report. Directors are welcome to attend the presentation at the locality Board of Supervisors meeting.	54-67
	(e) Approve the purchase of a vehicle up to \$75,000.00	
	(f) Approve the purchase of a computer, cooling mat and docking station for Conservation Specialist Bradford in the amount of \$2,167.97	
	(g) Approve the <i>amended</i> Asset Inventory / Property list for the period ending June 30, 2025.	68-77
	(h) Approve to pay for spouse/partner meals at the Annual Meeting for FY2026	
	(i) Approve to cancel the December 19, 2025, Board Meeting	
	(j) Approve to give John Howe and Renee Davis authority to review and approve the Fiscal Year 2027 Intergovernmental Funding Application	
10	<b>Review / Updates</b>	
	(a) Monthly review of FY 2026 Annual Plan of Work ( <i>Details follow the agenda</i> )	Last Page of Agenda
	(b) Review Desktop Procedures, Bylaws and District Policies	Blue Binder
	(c) Review the 2024-2025 ASA Annual Report	78-85
	(d) Review letter from DCR Director Matt Wells regarding the 2025 Clean Water Farm Award and Grand Basin Award programs	86-87
	(e) Review FY25 Cost Share Technical Assistance Assessment	88-91
	(f) Review FY25 Administrative and Operations Assistance Assessment	92-94
	(g) The Personnel and Operations Committee has decided to proceed with the April 18, 2025, motion # 9 action item that hires the Berkley Group, LLC to conduct the audit assessment.	
	(h) Review the email from Olivia Leatherwood regarding the roles and responsibilities of associate directors. Our Bylaws state in section 6-3: " <i>All appointments of Associate Directors shall be made by a majority vote of the Board. Associate Directors shall serve until the end of that calendar year.</i> "	95-96
11	<b>Closed Session</b>	
	Requested by the Personnel Committee to discuss:	



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	<p>(a) <b>Initiating Closed Session at</b> _____ (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 <b>Personnel Matters</b> specifically to _____. I would like to invite _____ (name) to join the closed session.</p> <p>Motion Moved By: _____, Motion 2<sup>nd</sup> By: _____, [Vote] Passed / Failed</p> <p>(b) <b>Reconvene into Open Meeting at</b> _____ (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.”</p> <p>Motion Moved By: _____, Motion 2<sup>nd</sup> By: _____, [Vote] Passed / Failed</p> <p>(c) <b>Move to Implement Closed Session Decisions:</b> I move that the Board implement the decisions made in Closed Session regarding personnel matters noted in the initiation of the closed session.</p> <p>Motion Moved By: _____, Motion 2<sup>nd</sup> By: _____, [Vote] Passed / Failed</p>	
12	<b>Schedule Committee Meetings</b>	
	<b>Budget &amp; Finance</b> (Chair, Ray Simms) Janet Gayle Harris, John Howe	
	<b>Community Conservation</b> (Chair, Charles “Chuck” Koch) Daniel Goodale-Porter, Ray Simms	
	<b>Education &amp; Outreach</b> (Chair, Charles “Chuck” Koch) Daniel Goodale-Porter, Kayleigh Mize, Madison Morgan (Non-Voting Advisor), Carlie Pemberton (Non-Voting Advisor)	
	<b>Legislative &amp; Government</b> (Chair, Ray Simms) Daniel Goodale-Porter, Wayne Miller	
	<b>Operations</b> (Chair, Kayleigh Mize) Janet Gayle Harris, Charles “Chuck” Koch, Kayleigh Mize	
	<b>Personnel</b> (Chair, John Howe) Janet Gayle Harris, Chuck Koch, Jan Massey	
	<b>Technical Review</b> (Chair, Wayne Miller) Janet Gayle Harris, Jan Massey, Kayleigh Mize, (Brian Wooden- Non-Voting Advisor)	
	<a href="#">Scheduled October 17, 2025, 8:30 a.m.</a>	
13	<b>District Reports</b>	
	(a) Directors and Associate Directors	Bradford 97-98
	(b) Conservation Specialist (attached)	Greenlaw 99
		Rauch 100-101
	(c) Education & Outreach Coordinator (attached)	Morgan 102-103
	(d) Administrative Professional (attached)	McLean 104
	(e) District Manager (attached)	Davis 105-106
14	<b>Information / Announcements</b>	
	(a) Next Board Meeting: Friday, October 17, 2025, 9:00 a.m.	



# TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

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	<p>(b) <b>COIA training</b> 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 &amp; cc TCC District Manager.</p> <p>• ..... Training can be accessed at <a href="https://ethicswebinar.dls.virginia.gov">https://ethicswebinar.dls.virginia.gov</a> . 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.</p>	

15	Policies Adopted	

#### 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

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





# TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

## Board of Directors Monthly Meeting

September 19, 2025

### AGENDA

October 2025	Responsibility
Approve Intergovernmental Funding Application (County / City Funding Request) for upcoming Fiscal Year	Staff, Finance
Complete 1 <sup>st</sup> 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 15<sup>th</sup> yearly</i>	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
Attend Rappahannock River Basin Meeting and Rappahannock River Roundtable Symposium (October Yearly) ✓	Staff, Directors
Plan a District Banquet to celebrate District accomplishments ✓	Staff, Board

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



## September 2025 – CDC Report

Olivia Leatherwood, DCR Division of Soil and Water Conservation

olivia.leatherwood@dcr.virginia.gov | 757-353-7973

### ADMINISTRATION & OPERATIONS

- **First Quarter Reports:** are due by COB October 15<sup>th</sup>. This includes Attachment E (Excel Version), Balance Sheet, and Profit & Loss.
- **Return of Funds:** Invoice requests have been submitted to Central Office and should be sent to Districts shortly.
- **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 as well as your local city/county clerk know of the completion date.
- **Virtual Meeting Policies:** FOIA Code requires readoption of virtual meeting policies every year. If this applies to your District, please ensure that the policy is reviewed/readopted.
- **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 the 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 Attachment E Q1 Report.
- **ASA Policy:** Policies should be revisited/updated annually regarding how the District will handle Ag Stewardship Act complaints. Please notify Darrell Marshall (VDACS) of the date the board discusses the policy and if there are any changes.
- **FY25 Annual Report:** should be approved by 9/30. This is suggested, but no longer required by grant agreements.

### AG COST SHARE

- **Clean Water Farm Award:** nominations for Local and Grand Basin awards are due October 1<sup>st</sup>. 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.**
- **Conservation Plans:** As a reminder **COMPLETE** Conservation Plans must be approved prior to BMP approval. Regardless of when a plan was started, it should be updated and completed prior to any BMP approvals associated with the plan.
- **CAS Data:** As contracts are being entered, please do not delete any instances or contracts, even if they are unapproved. Instances should be marked as "Canceled."
- **Cost Share File Audits:** As of July 1, 2025, District file reviews are now to be completed in concordance with financial audits. I will be reaching out to the Districts being audited to schedule cost-share file audits in the coming weeks.
- **End of Lifespan Verifications:** Should be completed by 9/30/25 to received incentive payment of \$200 (2025 EOLs) or \$250 (2026 EOLs).
- **Support Letters or In-Kind Match Requests:** There is a new process to request a letter of support or in-kind match requests from the VACS Program for grant project proposals. A description of the process can be found at [www.dcr.virginia.gov/soil-and-water/vnrcf-match](http://www.dcr.virginia.gov/soil-and-water/vnrcf-match).
- **Data QA/QC Deliverable in FY26 Grant Agreements:** Please remember that the new grant agreement requires that all QA/QC issue be corrected within 30 days of notification of the data issue.

Sent electronically to SWCD offices: 9/5/25.

**DATES TO REMEMBER**

- Sept 15-16 – VSWCB Meeting & Farm Tour, Abingdon, Location info to come.
- Sept 18 – District TA Allocation Methodology Discussion, 1:00, [Register Here](#)
- Sept 30 – Deadline for End of Lifespan Verifications
- Oct 1 – VASWCD Quarterly Board Meeting, Drury Hotel Glen Allen, [Register Here](#)
- Oct 7 – Virtual Grant Training, 9:00-11:00, [Register Here](#)
- Oct 13 – Holiday, State Offices closed
- Oct 15-16 – VA Resource Training, Virtual, Contact Carl Thiel-Goin for registration information
- Oct 21-23 – DCR Conservation Planner Final Course, Buckingham
- Nov 4 – Holiday, State Offices closed
- Nov 11 – Holiday, State Offices closed
- Dec 7-9 – VASWCD Annual Meeting, Williamsburg
- Dec 10 – VSWCB Meeting, Williamsburg

Megan Williams

ANR Extension Agent King George/Caroline County

June 2025 SWCD Meeting Report

The past two months in review:

- Corn Ear Worm monitoring program done in Caroline, slowing in King George
- Weekly NASS Crop Progress and Weather reporting
- Closed registration for my winter pea cover crop variety trials, seeds have been sent!
- Put out 1 newsletter
- August 6: Green Talk: Fairy Gardens at Cedell Brooks Park
- August 22: King George OPRC Riding Club presentation on weed ID, pasture management
- August 26: King George Library Garden Talk: Fall planting
- September 3-5: Attended Integrated pest management (IPM) and pesticide safety educators' workshops

Upcoming:

- September 15: Fall planting talk at Woodcot Farm
- September 16: Fall planting talk for Caroline Garden Club
- September 18: Garden Planning for Lake Land'or community
- September 23: King George Library Garden Talk: Composting
- September 23: VA Home Water Quality Program inservice
- September 26, 30, October 2: State Fair Raised Beds garden Talks
- October 4-5: King George 4-H County Fair
- 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)
- November 19-20: 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)

- 6 site visits
  - 3 in Downtown FXBG
  - 3 in Spotsylvania County

### Project Submission

- 1 application was submitted but put on the waitlist in August
- 1 application was submitted for conservation landscaping for Hopyard Farm HOA

### Payment Request

- 2 payment requests have been approved (Cosner Park 17-25-003 and Smith 17-25-007)
- 1 payment request submitted (Raterman 17-25-006)

### Hours Spent on VCAP for PY25 (July 1st, 2024 - June 30th, 2025)

- 612 hours were spent on VCAP site visits, analysis, paperwork, outreach within Tri-County/City

**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](http://yorkriverroundtable.org/soty))

- Restoration opportunities:

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

### **Trees!!:**

Awarded DOF Trees for Clean Water proposal for community tree planting in Spotsylvania for Fall 2025 - scheduled for 10/17

Awarded Arbor Day Foundation proposal for tree planting and giveaway in Spotsylvania with Lake Anna State Park - tentatively scheduled for 10/19 and 10/20

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](https://gwrsepticrelief.org)



540-642-1540



[septicrelief@gwregion.org](mailto:septicrelief@gwregion.org)



406 Princess Anne St., Fredericksburg, VA 22401



[gwrsepticrelief.org](https://gwrsepticrelief.org)

**GEORGE  
WASHINGTON**  
REGIONAL COMMISSION



## TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

### Board of Directors Monthly Meeting

August 15, 2025

### Minutes

#### Meeting Time & Location:

Time: 9:00 a.m.

Location: Fredericksburg Presbyterian Church – Meeting Hall  
810 Princess Anne Street, Fredericksburg, VA 22401

#### PARTICIPANTS:

- a) Directors (Quorum ✓): Janet Gayle Harris (*Treasurer*), John Howe (*Vice Chair*), Charles “Chuck” Koch, Jan Massey (*Chair*), Wayne Miller (*Secretary*), Kayleigh Mize and Ray Simms
- 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)*), Olivia Leatherwood (*Department of Conservation and Recreation (DCR)*), Marissa Roland (*Department of Conservation and Recreation (DCR)*), Megan Williams (*Virginia Cooperative Extension (VCE)*), Melina Cienski (*Virginia Department of Forestry (VDOF)*), Madeline “Maddie” Kenerly (*Virginia Department of Forestry (VDOF)*) and Angela Nam (*Friends of the Rappahannock (FOR)*)
- d) Directors Absent: Daniel Goodale-Porter

1) **Call to Order:** At 9:07 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:** Olivia Leatherwood was introduced as our new Conservation District Coordinator (CDC) at the Virginia Department of Conservation and Recreation (DCR)

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

#### 5) Cooperating Agency Reports:

- Brian Wooden, *District Conservationist, USDA/NRCS* - Brian summarized his report that was handed out at the meeting.
- Olivia Leatherwood, *Conservation District Coordinator (CDC), DCR* - Olivia summarized Marissa Roland’s July 2025 CDC Report in the board package She also summarized her own August 2025 CDC Report in the board package.





## TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

### Board of Directors Monthly Meeting

August 15, 2025

### Minutes

- Kayleigh Mize, *Extension Agent, VCE* – Kayleigh summarized her report in the board package.
  - Megan Williams, *Extension Agent, VCE-King George Office* - Megan summarized her report in the board package.
  - Madeline “Maddie” Kenerly, *Bay Watershed Specialist, Virginia Department of Forestry (VDOP-Rappahannock District)* - Maddie shared a reminder that the landowners’ cost-share program includes a 1-year maintenance.
  - Angela Nam, *Green Infrastructure Specialist/Virginia Conservation Assistance Program (VCAP), Friends of the Rappahannock (FOR)* - Angela summarized her report in the board package.
  - Leslie Anne Hammond, *York River Steward, Friends of the Rappahannock (FOR)* - Leslie Anne was not present at the meeting. Her report is in the board package.
  - Brianna Heath, *Environmental Services Coordinator II, George Washington Regional Commission (GWRC)* - Brianna was not present at the meeting. Her Septic Relief Program flier is in the board package.
- 6) **Approve the Board Meeting Minutes from June 20, 2025.** John Howe moved, and Charles “Chuck” Koch seconded the motion to approve the board meeting minutes from June 20, 2025, as printed. The motion passed by voice vote. Motion # 1
- 7) **Approve the Technical Review Committee Meeting Minutes from June 20, 2025.** Wayne Miller moved, and Kayleigh Mize seconded the motion to approve the Technical Review Committee Meeting Minutes from June 20, 2025, as printed. The motion passed by voice vote. Motion # 2
- 8) **Financial Reports:**
- a) **Approve the Treasurer’s Financial Report for June 30, 2025, and file for future audit.**
  - b) **Approve the Treasurer’s Financial Report for July 31, 2025, and file for future audit.**
- John Howe moved, and Janet Gayle Harris seconded the motion to approve the Treasurer’s Financial Report for June 30, 2025, and the Treasurer’s Financial Report for July 31, 2025, and file for future audit. The motion passed by voice vote. Motion # 3



# TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

## Board of Directors Monthly Meeting

August 15, 2025

### Minutes

#### 9) Action Items

##### a) Technical Review Committee (TRC) Report: August 15, 2025

##### i. Conservation Plan Approval:

	<u>Contract #</u>	<u>Practice</u>	<u>Locality</u>
NRCS Conservation Plan	17-26-0010	SL-6W	Stafford

##### ii. New Cost Share Applications for CB Whole Farm Approach:

<u>Contract #</u>	<u>Practice</u>	<u>Locality</u>	<u>Requested Amount</u>
17-26-0001	WFA-NM	King George	\$3,688.88
17-26-0002	WFA-CC	King George	\$50,468.48
17-26-0004	WFA-NM	King George	\$5,658.27
17-26-0005	WFA-CC	King George	\$27,130.48
17-26-0006	WFA-NM	King George	\$2,343.91
17-26-0007	WFA-CC	King George	\$32,254.56
17-26-0008	WFA-NM	Spotsylvania	\$776.15
17-26-0009	WFA-CC	Spotsylvania	\$7,953.92
17-26-0011	WFA-NM	Spotsylvania	\$38,544.58
17-26-0012	WFA-CC	Spotsylvania	\$134,847.32
17-26-0013	WFA-NM	Stafford	\$5,461.32
17-26-0014	WFA-CC	Stafford	\$44,672.16
17-26-0015	WFA-NM	Stafford	\$5,377.44
17-26-0016	WFA-CC	Stafford	\$60,095.36
17-26-0017	WFA-NM	King George, Spotsylvania & Stafford	\$25,081.90
17-26-0018	WFA-CC	King George, Spotsylvania & Stafford	\$130,033.82
17-26-0019	WFA-NM	King George	\$1,708.48
17-26-0020	WFA-CC	King George	\$15,985.84
17-26-0021	WFA-NM	Spotsylvania	\$1,717.53
17-26-0022	WFA-CC	Spotsylvania	\$13,786.24
17-26-0023	WFA-NM	Spotsylvania	\$1,322.49
17-26-0024	WFA-CC	Spotsylvania	\$23,283.52
17-26-0025	WFA-NM	Spotsylvania	\$38,164.77
17-26-0026	WFA-CC	Spotsylvania	\$165,808.24
17-26-0027	WFA-NM	King George & Spotsylvania	\$5,179.81
17-26-0028	WFA-CC	King George & Spotsylvania	\$48,967.36
17-26-0030	WFA-NM	Spotsylvania	\$124.74
17-26-0031	WFA-CC	Spotsylvania	\$960.96
17-26-0032	WFA-NM	Spotsylvania	\$3,544.52
17-26-0033	WFA-CC	Spotsylvania	\$35,636.64
<b>TOTAL:</b>			<b>\$930,579.69</b>





TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting  
August 15, 2025  
Minutes

iii. Revised VCAP Applications/Increases:

<u>Contract #</u>	<u>Practice</u>	<u>Original Cost Share Amount</u>	<u>Original Cost Share Approval Date</u>	<u>Increase Amount</u>	<u>New Cost Share Request</u>
17-25-007	Conservation Landscaping (CL-3)	\$2,068.00	4/18/2025	\$535.84 Volunteer Hours	\$2,603.84
17-25-008	Permeable Paver	\$19,386.44 <small>Original estimate was \$24,233.05 New estimate is \$25,253.05</small>	6/20/2025	\$613.56	\$20,000.00
<b>TOTALS:</b>				<b>\$1,149.40</b>	<b>\$22,603.84</b>

iv. Other Business:

- (a) Approve update of the District's Agricultural Stewardship Act (ASA) policy form for handling agricultural water pollution complaints received by VDACS. (attached)

v. New PY26 CB VACS Applications:

<u>Contract #</u>	<u>Practice</u>	<u>Cost Share Amount Requested</u>
17-26-0010	SL-6W	\$126,833.74
17-26-0029	SL-7	\$29,261.10
17-26-0034	NM-1A	\$210.40
<b>TOTAL:</b>		<b>\$156,305.24</b>

Janet Gayle Harris moved, and John Howe seconded the motion to approve the Conservation Plan Approval, New Cost Share Applications for CB Whole Farm Approach, Revised VCAP Applications/Increases, the update of the District's Agricultural Stewardship Act (ASA) policy form for handling agricultural water pollution complaints received by VDACS and the New PY26 CB VACS Applications, as presented. The motion passed by voice vote. Motion #



## TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

### Board of Directors Monthly Meeting

August 15, 2025

### Minutes

- b) **Approve to purchase a 3<sup>rd</sup> vehicle with a budget of \$\_\_\_\_\_ or authorize the reimbursement for personal mileage reimbursement.** The motion was tabled to take the matter to the Operations Committee.
- c) **Approve to negotiate a new Virginia Conservation Assistance Program (VCAP) Memorandum of Understanding (MOU) with the Friends of the Rappahannock or bring the VCAP program back inhouse. Our current MOU expires November 30, 2025.** The motion was tabled at the Technical Review Committee Meeting.
- d) **Accept the resignation of King George Director Anthony Staats, with regrets.** John Howe moved, and Janet Gayle Harris seconded the motion to accept the resignation of King George Director Anthony Staats, with regrets. The motion passed by voice vote. Motion # 5
- e) **Approve the FY 2026 Reserve & Dedicated Funds.** Janet Gayle Harris moved, and John Howe seconded the motion to approve the FY 2026 Reserve & Dedicated Funds, as presented. The motion passed by voice vote. Motion # 6
- f) **Approve to purchase a new laptop for Conservation Specialist Bradford and to replace any necessary outdated equipment, as needed.** John Howe moved, and Charles "Chuck" Koch seconded the motion to approve to purchase a new laptop for Conservation Specialist Bradford and to replace any necessary outdated equipment, as needed. The motion passed by voice vote. Motion # 7
- g) **Approve the Asset Inventory / Property List for the period ending June 30, 2025.** Wayne Miller moved, and Janet Gayle Harris seconded the motion to approve the Asset Inventory / Property List for the period ending June 30, 2025, as presented. The motion passed by voice vote. Motion # 8

#### 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 August and September 2025.
- b) **Attachment E, 4<sup>th</sup> Quarter FY 2025.** The Board reviewed Attachment E, 4<sup>th</sup> Quarter FY 2025.
- c) **Attachment E, FY 2025 Year End Roll Up.** The Board reviewed Attachment E, FY 2025 Year End Roll Up.
- d) **Attachment D, Year End FY25.** The Board reviewed Attachment D, Year End FY25.





## TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

### Board of Directors Monthly Meeting August 15, 2025 Minutes

- e) **Cash on Hand and Carryover Report Year End FY25.** The Board reviewed the Cash on Hand and Carryover Report Year End FY25.
- f) **Annual Plan of Work for FY26.** The Board reviewed the Annual Plan of Work for FY26.
- g) **FY26 BMP Average Cost List Worksheet.** The Board reviewed the FY26 BMP Average Cost List Worksheet.
- h) **2025 Calendar Year Board & Committee vacancies.** The Board reviewed the 2025 Calendar Year Board and Committee vacancies.

#### 11) Closed Session: None

#### 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 October 10, 2025.
- Education and Outreach Committee: To Be Announced
- Legislative and Government Committee: To Be Announced
- Operations Committee: To Be Announced
- Personnel Committee: The next Personnel Committee Meeting will be held on October 1, 2025, at 9:00 a.m.
- Technical Review Committee: The next Technical Review Committee Meeting will be held on September 19, 2025, at 8:00 a.m.

#### 13) District Reports:

##### a) Directors and Associate Directors:

- Janet Gayle Harris shared an update that King George has voted down the solar farm.



## TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

### Board of Directors Monthly Meeting August 15, 2025 Minutes

- Charles “Chuck” Koch stated that he attended the virtual July 11<sup>th</sup> Potomac Council and Potomac Watershed Roundtable meeting. He said that the Council is looking to address a couple of issues, specifically the deliverables. They discussed moving the meetings to better align with deadlines, as an option, or reducing the number of meetings from 4 to 3 per year. Chuck noted that they had 3 great speakers who spoke about monitoring water and that DEQ had a presenter, as well. He feels that we should be good with healthy drinking water through 2050 and he likes the vision for the future. Chuck shared that the last speaker at the meeting spoke about urban heat islands; and that the temperature is high in parking lots at schools. He feels that localities should think about development and possibly plant more trees to help with the heat issue.
- Jan Massey shared that the presentation of the Whole Farm Approach at the TCC Kickoff Event went well.
- Wayne Miller shared that the Whole Farm Approach was well received at the TCC Kickoff Event.
- Ray Simms shared that the TCC Kickoff Event was a good public relations meeting. He also feels that the event showed our agricultural community how well our staff works together and the importance that the staff’s roles hold to the success of the District. Ray stated that he appreciated Madison coming to the Ruritan Club meeting.

#### **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.



**TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT**

**Board of Directors Monthly Meeting  
August 15, 2025  
Minutes**

**14) Information / Announcements:**

- a) Next Board Meeting: Friday, September 19, 2025, at 9:00 a.m.
- b) COIA Training is due by December 31, 2025, for locally elected Directors and staff.

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

- a) Approved the Board Meeting Minutes from June 20, 2025.
- b) Approved the Technical Review Committee Meeting Minutes from June 20, 2025.
- c) Approved the Treasurer's Financial Report for June 30, 2025, and file for future audit.
- d) Approved the Treasurer's Financial Report for July 31, 2025, and file for future audit.
- e) Accepted the resignation of King George Director Anthony Staats, with regrets.
- f) Approved the FY 2026 Reserve & Dedicated Funds.
- g) Approved to purchase a new laptop for Conservation Specialist Bradford and to replace any necessary outdated equipment, as needed.
- h) Approved the Asset Inventory / Property List for the period ending June 30, 2025.

**16) Chair's Comments:** Thanked everyone for attending.

**17) The meeting was adjourned at 10:03 a.m.** Janet Gayle Harris moved, and Kayleigh Mize seconded the motion that the Board adjourn the meeting. The motion passed by voice vote.  
Motion # 9

*This confirms that the meeting minutes were Board approved:*

\_\_\_\_\_  
Wayne Miller, Secretary

\_\_\_\_\_  
Date





## TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

### Technical Review Committee Meeting August 15, 2025 Minutes

#### Meeting Time & Location:

Time: 8:30 a.m.

Location: Fredericksburg Presbyterian Church – Meeting Hall  
810 Princess Anne Street, Fredericksburg, VA 22401

#### PARTICIPANTS:

- a) Committee Members: Janet Gayle Harris, Jan Massey, Wayne Miller (*Chair*), Kayleigh Mize 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 Ray Simms

1. **Call to Order:** At 8:40 a.m. by Wayne Miller

2. **Conservation Plan Approval:**

	<u>Contract #</u>	<u>Practice</u>	<u>Locality</u>
NRCS Conservation Plan	17-26-0010	SL-6W	Stafford

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

3. **New Cost Share Applications for CB Whole Farm Approach:**

<u>Contract #</u>	<u>Practice</u>	<u>Locality</u>	<u>Requested Amount</u>
17-26-0001	WFA-NM	King George	\$3,688.88
17-26-0002	WFA-CC	King George	\$50,468.48
17-26-0004	WFA-NM	King George	\$5,658.27
17-26-0005	WFA-CC	King George	\$27,130.48
17-26-0006	WFA-NM	King George	\$2,343.91
17-26-0007	WFA-CC	King George	\$32,254.56
17-26-0008	WFA-NM	Spotsylvania	\$776.15
17-26-0009	WFA-CC	Spotsylvania	\$7,953.92
17-26-0011	WFA-NM	Spotsylvania	\$38,544.58
17-26-0012	WFA-CC	Spotsylvania	\$134,847.32
17-26-0013	WFA-NM	Stafford	\$5,461.32
17-26-0014	WFA-CC	Stafford	\$44,672.16
17-26-0015	WFA-NM	Stafford	\$5,377.44
17-26-0016	WFA-CC	Stafford	\$60,095.36



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Technical Review Committee Meeting  
August 15, 2025  
Minutes

17-26-0017	WFA-NM	King George, Spotsylvania & Stafford	\$25,081.90
17-26-0018	WFA-CC	King George, Spotsylvania & Stafford	\$130,033.82
17-26-0019	WFA-NM	King George	\$1,708.48
17-26-0020	WFA-CC	King George	\$15,985.84
17-26-0021	WFA-NM	Spotsylvania	\$1,717.53
17-26-0022	WFA-CC	Spotsylvania	\$13,786.24
17-26-0023	WFA-NM	Spotsylvania	\$1,322.49
17-26-0024	WFA-CC	Spotsylvania	\$23,283.52
17-26-0025	WFA-NM	Spotsylvania	\$38,164.77
17-26-0026	WFA-CC	Spotsylvania	\$165,808.24
17-26-0027	WFA-NM	King George & Spotsylvania	\$5,179.81
17-26-0028	WFA-CC	King George & Spotsylvania	\$48,967.36
17-26-0030	WFA-NM	Spotsylvania	\$124.74
17-26-0031	WFA-CC	Spotsylvania	\$960.96
17-26-0032	WFA-NM	Spotsylvania	\$3,544.52
17-26-0033	WFA-CC	Spotsylvania	\$35,636.64
<b>TOTAL:</b>			<b>\$930,579.69</b>

Gini Greenlaw withdrew herself from the room on this portion of the meeting.

Jan Massey moved, and Janet Gayle Harris seconded a motion to approve the New Cost Share Applications, CB Whole Farm Approach, as printed above. The motion passed by voice vote.  
Motion # 2

**4. Revised VCAP Applications/Increases:**

<u>Contract #</u>	<u>Practice</u>	<u>Original Cost Share Amount</u>	<u>Original Cost Share Approval Date</u>	<u>Increase Amount</u>	<u>New Cost Share Request</u>
17-25-007	Conservation Landscaping (CL-3) <small>Approved by the TCR</small>	\$2,068.00	4/18/2025	\$535.84 Volunteer Hours	\$2,603.84
17-25-008	Permeable Paver	\$19,386.44 <small>Original estimate was \$24,233.05 New estimate is \$25,253.05</small>	6/20/2025	\$613.56	\$20,000.00
<b>TOTALS:</b>				<b>\$1,149.40</b>	<b>\$22,603.84</b>

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





TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Technical Review Committee Meeting  
August 15, 2025  
Minutes

**5. VCAP FY 26 Inspections: Update on Prior Year VCAP Inspections due by June 30, 2026**

Contract #	Locality	Property Type	BMP Practice	Practice Extent Size	Cost Share	Total Cost	Date Inspected Pass/Fail/ Reinspect	Form & Photos sent to VASWCD
17-18-001	Fredericksburg	Home	Rainwater Harvesting	1,955 Gal	\$2,810.00	\$4,946.63		
17-18-003	Fredericksburg	Private	Conservation Landscaping	865 Sq. Ft.	\$956.90	\$1,275.87		
17-18-004	Fredericksburg	Home	Rainwater Harvesting	3,000 Gal	\$4,462.00	\$6,485.61		
17-23-001	King George	Home	Living Shoreline	182 LF	\$30,000.00	\$45,750.00		
<b>TOTALS:</b>					<b>\$38,228.90</b>	<b>\$58,458.11</b>		

**6. Other Business:**

- a) Request for Directors to submit a list of affiliated operations that might pose conflicts of interest.
- b) Virginia Conservation Assistance Program (VCAP) Discussion - Our current Memorandum of Understanding (MOU) with Friends of the Rappahannock expires November 30, 2025. Approve to negotiate a new VCAP MOU or bring the program back in-house.

Jan Massey moved, and Janet Gayle Harris seconded the motion to table to approve to negotiate a new VCAP MOU or bring the program back in-house, until it has been reviewed by the Operations Committee, to be voted on at the next board meeting. The motion passed by voice vote. Motion # 4

- c) Approve update of the District's Agricultural Stewardship Act (ASA) policy form for handling agricultural water pollution complaints received by VDACS. (attached)

Jan Massey moved, and Janet Gayle Harris seconded a motion to approve the update of the District's Agricultural Stewardship Act (ASA) policy form for handling agricultural water pollution complaints received by VDACS, as presented. The motion passed by voice vote. Motion # 5





TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Technical Review Committee Meeting  
August 15, 2025  
Minutes

d) Clean Water Farm Award Nominations

The annual Virginia Clean Water Farm Awards recognize farmers that implement conservation practices and do their part to preserve water quality. The program is sponsored by the Virginia Department of Conservation and Recreation in partnership with Virginia's 47 Soil and Water Conservation Districts. Grand Basin winners represent the most exceptional of these awardees. One Grand Basin winner is selected from each major river drainage basin that received nominations. The winners' commitment to conservation and innovative use of best management practices makes them role models for producers throughout the commonwealth.

7. PY26 CB VACS Program Funds Update:

(As of August 14, 2025, at 4:00 p.m.)

<b>Total Allocation:</b>	\$0.00
<b>Total Requested:</b>	\$156,305.24
<b>Total Approved:</b>	\$0.00

8. New PY26 CB VACS Applications:

Contract #	Practice	Cost Share Amount Requested
17-26-0010	SL-6W	\$126,833.74
17-26-0029	SL-7	\$29,261.10
17-26-0034	NM-1A	\$210.40
	<b>TOTAL:</b>	<b>\$156,305.24</b>

Jan Massey moved, and Janet Gayle Harris seconded a motion to approve the New PY26 CB VACS Applications, as printed above. The motion passed by voice vote. Motion # 6

9. PY26 CB WFA Program Funds Update:

(As of August 14, 2025, at 4:00 p.m.)

<b>Total Allocation:</b>	\$0.00
<b>Total Requested:</b>	\$930,579.69
<b>Total Approved:</b>	\$0.00

10. The meeting was adjourned at 8:59 a.m.

*This confirms that the meeting minutes were Board approved:*

\_\_\_\_\_  
Wayne Miller, Secretary

\_\_\_\_\_  
Date



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

Operations and Personnel Joint Committees Meeting  
September 3, 2025  
Minutes

**Meeting Time & Location:**

Time: 1:00 p.m.

Location: Tri-County/City Soil and Water Conservation District Office  
4811 Carr Drive, Fredericksburg, VA 22408

**PARTICIPANTS:**

- Operations Committee Directors: Janet Gayle Harris, Charles “Chuck” Koch and Kayleigh Mize (*Chair*)
- Personnel Committee Directors: Janet Gayle Harris, John Howe (*Chair*) and Charles “Chuck” Koch
- Personnel Committee Directors Absent: Jan Massey
- Staff: Renee Davis (*District Manager*) and Christine McLean (*Administrative Professional*)

- 1) **Call to Order:** At 1:07 p.m. by Kayleigh Mize (*Operations Committee Chair*)
- 2) **Purpose:** To review the revised Berkely Group Human Resources Contract.  
To discuss moving forward with the purchase of a 3<sup>rd</sup> vehicle for the District.
- 3) **Discussion / Action Items:** The committees would like to obtain information from other districts regarding their experience with the services provided by the Berkley Group.  
The committees delegated district staff to obtain 3 quotes for a new vehicle to present to the Board at the next Board meeting.
- 4) **Future Meetings:** To be announced
- 5) **Adjournment:** At 2:55 p.m. by Kayleigh Mize (*Operations Committee Chair*)

*Respectfully Submitted,*

\_\_\_\_\_  
*Kayleigh Mize, Operations Chair*

\_\_\_\_\_  
*Date*

# TREASURER'S FINANCIAL REPORT

## August 2025

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

*Renee B. Davis*  
*Christine McLean*

Approved by Treasurer: *Janet Gayle Harris*

\_\_\_\_\_

Date

4:19 PM  
09/11/25  
Cash Basis

Tri County City Soil & Water Conservation District

**Balance Sheet**

As of August 31, 2025

	<u>Aug 31, 25</u>
<b>ASSETS</b>	
<u>Current Assets</u>	
<u>Checking/Savings</u>	
Cost Share Checking - 0016	420,642.94
Cost Share MM - 6347	52,847.65
Operations Checking - 8191	1,034,269.49
Operations MM - 6355	283,245.82
<u>Total Checking/Savings</u>	<u>1,791,005.90</u>
<u>Total Current Assets</u>	<u>1,791,005.90</u>
<b>TOTAL ASSETS</b>	<u><u>1,791,005.90</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
Credit Cards	1,767.60
<u>Other Current Liabilities</u>	
<u>Payroll Liabilities</u>	
Disability (Short/Long) VACORP	152.10
Group Life Ins Liability VRS	408.32
Retirement Liability VRS	1,576.92
VA Employment Commission	1.75
<u>Total Payroll Liabilities</u>	<u>2,139.09</u>
Sales Tax Payable	20.26
<u>Total Other Current Liabilities</u>	<u>2,159.35</u>
<u>Total Current Liabilities</u>	<u>3,926.95</u>
<u>Total Liabilities</u>	<u>3,926.95</u>
<u>Equity</u>	
Reserve & Dedicated Funds	792,950.98
Retained Earnings	846,515.73
Net Income	147,612.24
<u>Total Equity</u>	<u>1,787,078.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,791,005.90</u></u>



4:17 PM  
09/11/25  
Cash Basis

Tri County City Soil & Water Conservation District

**Profit & Loss**

August 2025

	<u>Aug 25</u>
<u>Income</u>	
<u>Self-Generating Funds</u>	
<u>Operations Bank Interest</u>	<u>10.06</u>
<u>Total Self-Generating Funds</u>	<u>10.06</u>
<u>State Operation Funds - DCR</u>	
<u>Administration &amp; Operations</u>	
<u>Admin &amp; Ops Operational Funds</u>	<u>159,901.00</u>
<u>Base T/A</u>	<u>130,069.00</u>
<u>Total Administration &amp; Operations</u>	<u>289,970.00</u>
<u>Cost Share Income</u>	
<u>CB VACS</u>	
<u>VACS Interest</u>	<u>4.25</u>
<u>Total CB VACS</u>	<u>4.25</u>
<u>Total Cost Share Income</u>	<u>4.25</u>
<u>Total State Operation Funds - DCR</u>	<u>289,974.25</u>
<u>Total Income</u>	<u>289,984.31</u>
<u>Gross Profit</u>	<u>289,984.31</u>
<u>Expense</u>	
<u>Automotive</u>	
<u>Gasoline</u>	<u>133.18</u>
<u>Repair / Maintenance / Fees</u>	<u>82.09</u>
<u>Total Automotive</u>	<u>215.27</u>
<u>Cost Share Expenditures</u>	
<u>VACS</u>	
<u>FY 25 CB VACS</u>	<u>1,003.56</u>
<u>VACS Bank Fee</u>	<u>5.00</u>
<u>Total VACS</u>	<u>1,008.56</u>
<u>Total Cost Share Expenditures</u>	<u>1,008.56</u>
<u>Director Expense</u>	
<u>Director Expenses</u>	<u>36.00</u>
<u>Total Director Expense</u>	<u>36.00</u>
<u>Operations</u>	
<u>Equipment Repair &amp; Maintenance</u>	<u>1,174.10</u>
<u>Fees</u>	<u>5.00</u>
<u>Office Cleaning</u>	<u>350.00</u>
<u>Office Services</u>	
<u>Software Licenses (QB, Adobe)</u>	<u>239.88</u>

4:17 PM

Tri County City Soil & Water Conservation District

09/11/25

**Profit & Loss**

Cash Basis

August 2025

	<u>Aug 25</u>
<u>Total Office Services</u>	<u>239.88</u>
<u>Office Supplies / Expense</u>	<u>345.40</u>
<u>Rent</u>	
<u>Climate Controlled Storage</u>	<u>256.80</u>
<u>Office Space Rental</u>	<u>2,333.33</u>
<u>Total Rent</u>	<u>2,590.13</u>
<u>Utilities</u>	<u>833.82</u>
<u>Total Operations</u>	<u>5,538.33</u>
<u>Payroll Expenses</u>	
<u>Disability (Short/Long) VACORP</u>	<u>152.10</u>
<u>Group Life Insurance (VRS)</u>	<u>408.32</u>
<u>Health Insurance</u>	<u>5,465.00</u>
<u>QBs Payroll Fees</u>	<u>42.00</u>
<u>Retirement</u>	
<u>VOYA Financial</u>	<u>703.12</u>
<u>VRS</u>	<u>134.96</u>
<u>Total Retirement</u>	<u>838.08</u>
<u>Salary Wages</u>	<u>34,600.74</u>
<u>Social Security and Medicare</u>	<u>2,646.95</u>
<u>VA Employment Commission</u>	<u>0.00</u>
<u>Workmen's Comp Insurance</u>	<u>231.00</u>
<u>Total Payroll Expenses</u>	<u>44,384.19</u>
<u>Staff Travel Training &amp; Expense</u>	
<u>Administrative Professional</u>	<u>409.84</u>
<u>Conservation Specialists</u>	<u>1,006.71</u>
<u>District Manager</u>	<u>401.10</u>
<u>Education Outreach Coordinator</u>	<u>444.93</u>
<u>Staff Merchandising</u>	<u>60.00</u>
<u>Staff Mileage Personal Vehicle</u>	<u>190.12</u>
<u>Total Staff Travel Training &amp; Expense</u>	<u>2,512.70</u>
<u>Total Expense</u>	<u>53,695.05</u>
<u>Net Income</u>	<u>236,289.26</u>



4:32 PM  
09/11/25  
Cash Basis

CM  
②

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

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Local/Government Funds				
City of Fredericksburg	0.00	2,000.00	-2,000.00	0.0%
King George County	13,750.00	55,000.00	-41,250.00	25.0%
Spotsylvania County	0.00	55,000.00	-55,000.00	0.0%
Stafford County	10,223.50	40,894.00	-30,670.50	25.0%
<b>Total Local/Government Funds</b>	<b>23,973.50</b>	<b>152,894.00</b>	<b>-128,920.50</b>	<b>15.7%</b>
Self-Generating Funds				
Operations Bank Interest	19.60	80.00	-60.40	24.5%
Rain Barrel Sales	198.00	85.00	113.00	232.9%
YouthConservationCamp Donations	0.00	200.00	-200.00	0.0%
<b>Total Self-Generating Funds</b>	<b>517.60</b>	<b>365.00</b>	<b>152.60</b>	<b>141.8%</b>
State Operation Funds - DCR				
Administration & Operations				
Admin & Ops Operational Funds	159,901.00	319,802.00	-159,901.00	50.0%
Base T/A	130,069.00	130,069.00	0.00	100.0%
VNRCF Additional TA	0.00	175,586.00	-175,586.00	0.0%
<b>Total Administration &amp; Operations</b>	<b>289,970.00</b>	<b>625,457.00</b>	<b>-335,487.00</b>	<b>46.4%</b>
<b>Total State Operation Funds - DCR</b>	<b>289,979.46</b>	<b>625,457.00</b>	<b>-335,477.54</b>	<b>46.4%</b>
<b>Total Income</b>	<b>314,470.56</b>	<b>778,716.00</b>	<b>-464,245.44</b>	<b>40.4%</b>
<b>Gross Profit</b>	<b>314,470.56</b>	<b>778,716.00</b>	<b>-464,245.44</b>	<b>40.4%</b>
<b>Expense</b>				
Automotive				
Automotive - Other	0.00	100.00	-100.00	0.0%
Gasoline	344.98	2,000.00	-1,655.02	17.2%
Repair / Maintenance / Fees	262.15	1,000.00	-737.85	26.2%
Vehicle Insurance (VACCS)	1,025.00	1,500.00	-475.00	68.3%
<b>Total Automotive</b>	<b>1,632.13</b>	<b>4,600.00</b>	<b>-2,967.87</b>	<b>35.5%</b>
Director Expense				
Director Expenses	36.00	13,000.00	-12,964.00	0.3%
Director Merchandising	270.00	3,000.00	-2,730.00	9.0%
<b>Total Director Expense</b>	<b>306.00</b>	<b>16,000.00</b>	<b>-15,694.00</b>	<b>1.9%</b>
District Outreach				
4-H Show & Sale	0.00	250.00	-250.00	0.0%
Community Events	1,556.94	9,000.00	-7,443.06	17.3%
Donations & Sponsorships	0.00	527.00	-527.00	0.0%
Outreach Supplies	0.00	5,000.00	-5,000.00	0.0%
<b>Total District Outreach</b>	<b>1,556.94</b>	<b>14,777.00</b>	<b>-13,220.06</b>	<b>10.5%</b>
Education				
Education Events	0.00	300.00	-300.00	0.0%
Education Materials & Supplies	2.72	1,000.00	-997.28	0.3%
Envirothon	0.00	200.00	-200.00	0.0%
Link Scholarship Recipient	0.00	1,000.00	-1,000.00	0.0%
Other Education Expenditures	0.00	100.00	-100.00	0.0%
Youth Conservation Camp	-550.00	1,100.00	-1,650.00	-50.0%
<b>Total Education</b>	<b>-547.28</b>	<b>3,700.00</b>	<b>-4,247.28</b>	<b>-14.8%</b>
Membership Fees				
Farm Bureau	0.00	40.00	-40.00	0.0%
Miscellaneous Membership	0.00	100.00	-100.00	0.0%
NACD	0.00	775.00	-775.00	0.0%
VASWCD & VACDE	3,617.00	4,000.00	-383.00	90.4%
<b>Total Membership Fees</b>	<b>3,617.00</b>	<b>4,915.00</b>	<b>-1,298.00</b>	<b>73.6%</b>
Operations				
Equipment Repair & Maintenance	1,850.49	8,000.00	-6,149.51	23.1%
Fees	5.00	200.00	-195.00	2.5%
Field Equipment	39.97	1,500.00	-1,460.03	2.7%
Furniture & Equipment				
Computer & Peripheral Equipment	0.00	10,000.00	-10,000.00	0.0%
Furniture & Equipment	0.00	5,000.00	-5,000.00	0.0%

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Tri County City Soil & Water Conservation District

**Profit & Loss Budget vs. Actual**

July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
Total Furniture & Equipment	0.00	15,000.00	-15,000.00	0.0%
Insurance -Business Owners Liab	0.00	500.00	-500.00	0.0%
Miscellaneous	0.00	500.00	-500.00	0.0%
Office Cleaning	700.00	6,000.00	-5,300.00	11.7%
Office Services				
Human Resource Consultant	0.00	10,000.00	-10,000.00	0.0%
Software Licenses (QB, Adobe)	239.88	3,500.00	-3,260.12	6.9%
Total Office Services	239.88	13,500.00	-13,260.12	1.8%
Office Supplies / Expense	436.40	5,000.00	-4,563.60	8.7%
Postage	0.00	750.00	-750.00	0.0%
Rent				
Climate Controlled Storage	470.80	2,500.00	-2,029.20	18.8%
Meeting Space	0.00	600.00	-600.00	0.0%
Office Space Rental	4,666.66	28,000.00	-23,333.34	16.7%
Total Rent	5,137.46	31,100.00	-25,962.54	16.5%
Utilities	1,796.77	12,000.00	-10,203.23	15.0%
Total Operations	10,210.97	94,050.00	-83,839.03	10.9%
Payroll Expenses				
Disability (Short/Long) VACORP	304.22	2,534.00	-2,229.78	12.0%
Group Life Insurance (VRS)	408.32	6,432.00	-6,023.68	6.3%
Health Insurance	10,930.00	83,136.00	-72,206.00	13.1%
QBs Payroll Fees	84.00	504.00	-420.00	16.7%
Retirement	1,576.93	18,672.00	-17,095.07	8.4%
Salary Wages	69,032.72	480,000.00	-410,967.28	14.4%
Social Security and Medicare	5,280.99	36,720.00	-31,439.01	14.4%
VA Employment Commission	1.75	62.00	-60.25	2.8%
Workmen's Comp Insurance	231.00	630.00	-399.00	36.7%
Total Payroll Expenses	87,849.93	628,690.00	-540,840.07	14.0%
Staff Travel Training & Expense				
Administrative Professional	444.84	1,500.00	-1,055.16	29.7%
Conservation Specialists	2,061.71	4,500.00	-2,438.29	45.8%
District Manager	436.10	1,500.00	-1,063.90	29.1%
Education Outreach Coordinator	479.93	1,500.00	-1,020.07	32.0%
Staff Merchandising	262.48	2,000.00	-1,737.52	13.1%
Staff Mileage Personal Vehicle	220.64	2,000.00	-1,779.36	11.0%
Total Staff Travel Training & Expense	3,905.70	13,000.00	-9,094.30	30.0%
Total Expense	166,858.32	779,732.00	-612,873.68	21.4%
Net Income	147,612.24	-1,016.00	148,628.24	-14,528.8%

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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
Operations Checking - 8191, Period Ending 08/29/2025

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	<u>Aug 29, 25</u>
<u>Beginning Balance</u>	<u>811,606.12</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 26 it...</u>	<u>-61,121.64</u>
<u>Deposits and Credits - 14 it...</u>	<u>289,977.65</u>
<u>Total Cleared Transactions</u>	<u>228,856.01</u>
<u>Cleared Balance</u>	<u>1,040,462.13</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 11 it...</u>	<u>-6,192.64</u>
<u>Total Uncleared Transactions</u>	<u>-6,192.64</u>
<u>Register Balance as of 08/29/2025</u>	<u>1,034,269.49</u>
<u>New Transactions</u>	
<u>Checks and Payments - 5 items</u>	<u>-18,671.30</u>
<u>Deposits and Credits - 2 items</u>	<u>24,268.16</u>
<u>Total New Transactions</u>	<u>5,596.86</u>
<u>Ending Balance</u>	<u>1,039,866.35</u>



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Tri County City Soil & Water Conservation District  
**Reconciliation Detail**  
Operations Checking - 8191, Period Ending 08/29/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						811,606.12
Cleared Transactions						
Checks and Payments - 26 items						
Liability Check	05/27/2025	3566	VACORP-StanCor...	X	-115.06	-115.06
Check	07/16/2025	3588	VA Department of...	X	-1,025.00	-1,140.06
Check	07/21/2025	3589	VACDE VA Assoc ...	X	-25.00	-1,165.06
Check	07/29/2025	3590	VACDE VA Assoc ...	X	-210.00	-1,375.06
Check	07/29/2025	3591	Morgan, Madison	X	-30.52	-1,405.58
Check	08/01/2025	3592	Infinity Technolog...	X	-583.00	-1,988.58
Check	08/04/2025	3593	Stone's Office Eq...	X	-591.10	-2,579.68
Check	08/05/2025	Debit	Truist Bank	X	-9,840.80	-12,420.48
Check	08/05/2025	Debit	Truist Bank	X	-2,439.67	-14,860.15
Check	08/05/2025	Debit	Truist Bank	X	-1,683.13	-16,543.28
Check	08/05/2025	Debit	Truist Bank	X	-744.40	-17,287.68
Check	08/05/2025	Debit	Truist Bank	X	-597.35	-17,885.03
Check	08/06/2025	3595	Anthem Blue Cros...	X	-5,465.00	-23,350.03
Liability Check	08/06/2025	E-pay	EFTPS	X	-3,896.96	-27,246.99
Liability Check	08/06/2025	Debit	Treasurer of Virgi...	X	-1,469.26	-28,716.25
Liability Check	08/06/2025	E-pay	VA Department of...	X	-665.00	-29,381.25
Liability Check	08/06/2025	Debit	VOYA Financial	X	-495.60	-29,876.85
Liability Check	08/06/2025	Debit	VOYA Financial	X	-271.01	-30,147.86
Liability Check	08/14/2025		QuickBooks Payro...	X	-12,925.86	-43,073.72
Check	08/20/2025	Debit	Intuit QuickBooks	X	-42.00	-43,115.72
Check	08/21/2025			X	-5.00	-43,120.72
Check	08/26/2025	Debit	Comcast Business	X	-347.91	-43,468.63
Check	08/26/2025	3601	Bradford, Theresa	X	-165.20	-43,633.83
Liability Check	08/27/2025	E-pay	EFTPS	X	-3,896.94	-47,530.77
Liability Check	08/27/2025	E-pay	VA Department of...	X	-665.00	-48,195.77
Liability Check	08/28/2025		QuickBooks Payro...	X	-12,925.87	-61,121.64
Total Checks and Payments					-61,121.64	-61,121.64
Deposits and Credits - 14 items						
Paycheck	08/15/2025	DD1...	Davis, Renee B	X	0.00	0.00
Paycheck	08/15/2025	DD1...	Rauch, Jeramy R	X	0.00	0.00
Paycheck	08/15/2025	DD1...	Morgan, Madison M	X	0.00	0.00
Paycheck	08/15/2025	DD1...	McLean, Christine A	X	0.00	0.00
Paycheck	08/15/2025	DD1...	Bradford, Theresa A	X	0.00	0.00
Paycheck	08/15/2025	DD1...	Greenlaw, Virgini...	X	0.00	0.00
Deposit	08/19/2025			X	289,970.00	289,970.00
Paycheck	08/29/2025	DD1...	Rauch, Jeramy R	X	0.00	289,970.00
Paycheck	08/29/2025	DD1...	Morgan, Madison M	X	0.00	289,970.00
Paycheck	08/29/2025	DD1...	McLean, Christine A	X	0.00	289,970.00
Paycheck	08/29/2025	DD1...	Davis, Renee B	X	0.00	289,970.00
Paycheck	08/29/2025	DD1...	Bradford, Theresa A	X	0.00	289,970.00
Paycheck	08/29/2025	DD1...	Greenlaw, Virgini...	X	0.00	289,970.00
Deposit	08/29/2025			X	7.65	289,977.65
Total Deposits and Credits					289,977.65	289,977.65
Total Cleared Transactions					228,856.01	228,856.01
Cleared Balance					228,856.01	1,040,462.13

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Tri County City Soil & Water Conservation District  
**Reconciliation Detail**  
Operations Checking - 8191, Period Ending 08/29/2025

Type	Date	Num	Name	Clr	Amount	Balance
<u>Uncleared Transactions</u>						
<u>Checks and Payments - 11 items</u>						
Liability Check	07/01/2025	3581	VACORP-StanCor...		-148.06	-148.06
Check	08/06/2025	3594	Falcon Realty Inv...		-2,333.33	-2,481.39
Liability Check	08/06/2025	3596	VACORP-StanCor...		-152.12	-2,633.51
Check	08/22/2025	3598	Graves Mountain ...		-2,176.60	-4,810.11
Check	08/22/2025	3597	King George High...		-10.00	-4,820.11
Check	08/25/2025	3599	VA Farm Bureau I...		-119.00	-4,939.11
Check	08/25/2025	3600	VA Farm Bureau I...		-112.00	-5,051.11
Check	08/27/2025	3602	Watkins Cleaning ...		-350.00	-5,401.11
Check	08/27/2025	3603	Davis, Renee		-24.92	-5,426.03
Liability Check	08/29/2025	Debit	VOYA Financial		-495.60	-5,921.63
Liability Check	08/29/2025	Debit	VOYA Financial		-271.01	-6,192.64
<u>Total Checks and Payments</u>					-6,192.64	-6,192.64
<u>Total Uncleared Transactions</u>					-6,192.64	-6,192.64
<u>Register Balance as of 08/29/2025</u>					222,663.37	1,034,269.49
<u>New Transactions</u>						
<u>Checks and Payments - 5 items</u>						
Check	09/03/2025	3604	Infinity Technolog...		-583.00	-583.00
Check	09/05/2025	3606	DCR Finance Office		-15,890.27	-16,473.27
Liability Check	09/05/2025	Debit	Treasurer of Virgi...		-1,985.24	-18,458.51
Liability Check	09/05/2025	3605	VACORP-StanCor...		-152.10	-18,610.61
Transfer	09/06/2025				-60.69	-18,671.30
<u>Total Checks and Payments</u>					-18,671.30	-18,671.30
<u>Deposits and Credits - 2 items</u>						
Deposit	09/05/2025				60.69	60.69
Deposit	09/08/2025				24,207.47	24,268.16
<u>Total Deposits and Credits</u>					24,268.16	24,268.16
<u>Total New Transactions</u>					5,596.86	5,596.86
<u>Ending Balance</u>					228,260.23	1,039,866.35



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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
Operations MM - 6355, Period Ending 08/29/2025

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	<u>Aug 29, 25</u>
<u>Beginning Balance</u>	<u>283,243.41</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>283,245.82</u>
<u>Register Balance as of 08/29/2025</u>	<u>283,245.82</u>
<u>Ending Balance</u>	<u>283,245.82</u>



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Tri County City Soil & Water Conservation District  
Reconciliation Detail  
Operations MM - 6355, Period Ending 08/29/2025

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>283,243.41</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/29/2025			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>283,245.82</u>
Register Balance as of 08/29/2025					<u>2.41</u>	<u>283,245.82</u>
Ending Balance					<u>2.41</u>	<u>283,245.82</u>

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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
Cost Share Checking - 0016, Period Ending 08/29/2025

	Aug 29, 25
<u>Beginning Balance</u>	478,329.48
<u>Cleared Transactions</u>	
<u>Checks and Payments - 4 it...</u>	-56,645.16
<u>Deposits and Credits - 1 item</u>	3.80
<u>Total Cleared Transactions</u>	-56,641.36
<u>Cleared Balance</u>	421,688.12
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 2 it...</u>	-1,045.18
<u>Total Uncleared Transactions</u>	-1,045.18
<u>Register Balance as of 08/29/2025</u>	420,642.94
<u>New Transactions</u>	
<u>Checks and Payments - 1 it...</u>	-326,458.64
<u>Deposits and Credits - 1 item</u>	60.69
<u>Total New Transactions</u>	-326,397.95
<u>Ending Balance</u>	94,244.99

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Tri County City Soil & Water Conservation District  
**Reconciliation Detail**  
Cost Share Checking - 0016, Period Ending 08/29/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						478,329.48
Cleared Transactions						
Checks and Payments - 4 items						
Check	06/24/2025	2230	Herbert Wilkerson...	X	-32,637.60	-32,637.60
Check	06/24/2025	2227	Owens, John C.	X	-22,999.00	-55,636.60
Check	08/14/2025	2255	Gentry, Nelson W.	X	-1,003.56	-56,640.16
Check	08/21/2025			X	-5.00	-56,645.16
Total Checks and Payments					-56,645.16	-56,645.16
Deposits and Credits - 1 item						
Deposit	08/29/2025			X	3.80	3.80
Total Deposits and Credits					3.80	3.80
Total Cleared Transactions					-56,641.36	-56,641.36
Cleared Balance					-56,641.36	421,688.12
Uncleared Transactions						
Checks and Payments - 2 items						
Check	06/30/2025	2252	Rosson, Lee C.		-342.58	-342.58
Check	07/24/2025	2254	Young, Gerald L.		-702.60	-1,045.18
Total Checks and Payments					-1,045.18	-1,045.18
Total Uncleared Transactions					-1,045.18	-1,045.18
Register Balance as of 08/29/2025					-57,686.54	420,642.94
New Transactions						
Checks and Payments - 1 item						
Check	09/05/2025	2256	DCR Finance Office		-326,458.64	-326,458.64
Total Checks and Payments					-326,458.64	-326,458.64
Deposits and Credits - 1 item						
Transfer	09/06/2025				60.69	60.69
Total Deposits and Credits					60.69	60.69
Total New Transactions					-326,397.95	-326,397.95
Ending Balance					-384,084.49	94,244.99



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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
Cost Share MM - 6347, Period Ending 08/29/2025

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	<u>Aug 29, 25</u>
<u>Beginning Balance</u>	<u>52,847.20</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>52,847.65</u>
<u>Register Balance as of 08/29/2025</u>	<u>52,847.65</u>
<u>Ending Balance</u>	<u>52,847.65</u>

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Tri County City Soil & Water Conservation District  
**Reconciliation Detail**  
Cost Share MM - 6347, Period Ending 08/29/2025

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						52,847.20
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/29/2025			X	0.45	0.45
Total Deposits and Credits					0.45	0.45
Total Cleared Transactions					0.45	0.45
Cleared Balance					0.45	52,847.65
Register Balance as of 08/29/2025					0.45	52,847.65
Ending Balance					0.45	52,847.65

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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*0599 Bradford, Period Ending 09/02/2025

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	<u>Sep 2, 25</u>
<u>Beginning Balance</u>	<u>744.40</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 4 items</u>	<u>-342.16</u>
<u>Payments and Credits - 1 item</u>	<u>744.40</u>
<u>Total Cleared Transactions</u>	<u>402.24</u>
<u>Cleared Balance</u>	<u>342.16</u>
<u>Register Balance as of 09/02/2025</u>	<u>342.16</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 2 items</u>	<u>-77.30</u>
<u>Total New Transactions</u>	<u>-77.30</u>
<u>Ending Balance</u>	<u>419.46</u>



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Tri County City Soil & Water Conservation District  
**Reconciliation Detail**  
VISA Card \*0599 Bradford, Period Ending 09/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						744.40
Cleared Transactions						
Charges and Cash Advances - 4 items						
Credit Card Cha...	08/01/2025		Walmart	X	-37.82	-37.82
Credit Card Cha...	08/08/2025		Sheetz	X	-32.50	-70.32
Credit Card Cha...	08/20/2025		Adobe Software	X	-239.88	-310.20
Credit Card Cha...	08/27/2025		Publix Grocery St...	X	-31.96	-342.16
Total Charges and Cash Advances					-342.16	-342.16
Payments and Credits - 1 item						
Check	08/05/2025	Debit	Truist Bank	X	744.40	744.40
Total Cleared Transactions					402.24	402.24
Cleared Balance					-402.24	342.16
Register Balance as of 09/02/2025					-402.24	342.16
New Transactions						
Charges and Cash Advances - 2 items						
Credit Card Cha...	09/03/2025		Amazon		-37.30	-37.30
Credit Card Cha...	09/08/2025		Chesapeake Cons...		-40.00	-77.30
Total Charges and Cash Advances					-77.30	-77.30
Total New Transactions					-77.30	-77.30
Ending Balance					-324.94	419.46

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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*0599 Davis, Period Ending 09/02/2025

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	<u>Sep 2, 25</u>
<u>Beginning Balance</u>	9,840.80
<u>Cleared Transactions</u>	
<u>Payments and Credits - 1 item</u>	<u>9,840.80</u>
<u>Total Cleared Transactions</u>	<u>9,840.80</u>
<u>Cleared Balance</u>	<u>0.00</u>
<u>Register Balance as of 09/02/2025</u>	<u>0.00</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 1 i...</u>	<u>-25.00</u>
<u>Total New Transactions</u>	<u>-25.00</u>
<u>Ending Balance</u>	<u>25.00</u>

3:05 PM

Tri County City Soil & Water Conservation District

09/11/25

# Reconciliation Detail

VISA Card \*0599 Davis, Period Ending 09/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,840.80
Cleared Transactions						
Payments and Credits - 1 item						
Check	08/05/2025	Debit	Truist Bank	X	9,840.80	9,840.80
Total Cleared Transactions					9,840.80	9,840.80
Cleared Balance					-9,840.80	0.00
Register Balance as of 09/02/2025					-9,840.80	0.00
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/04/2025		Friends of the Ra...		-25.00	-25.00
Total Charges and Cash Advances					-25.00	-25.00
Total New Transactions					-25.00	-25.00
Ending Balance					-9,815.80	25.00



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09/11/25

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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*3369 Greenlaw, Period Ending 09/02/2025

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	<u>Sep 2, 25</u>
<u>Beginning Balance</u>	<u>597.35</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 2 items</u>	<u>-77.36</u>
<u>Payments and Credits - 1 item</u>	<u>597.35</u>
<u>Total Cleared Transactions</u>	<u>519.99</u>
<u>Cleared Balance</u>	<u>77.36</u>
<u>Register Balance as of 09/02/2025</u>	<u>77.36</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-153.00</u>
<u>Total New Transactions</u>	<u>-153.00</u>
<u>Ending Balance</u>	<u>230.36</u>

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09/11/25

Tri County City Soil & Water Conservation District  
**Reconciliation Detail**  
VISA Card \*3369 Greenlaw, Period Ending 09/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						597.35
Cleared Transactions						
Charges and Cash Advances - 2 items						
Credit Card Cha...	07/31/2025		Amazon	X	-52.36	-52.36
Credit Card Cha...	08/26/2025		Friends of the Ra...	X	-25.00	-77.36
Total Charges and Cash Advances					-77.36	-77.36
Payments and Credits - 1 item						
Check	08/05/2025	Debit	Truist Bank	X	597.35	597.35
Total Cleared Transactions					519.99	519.99
Cleared Balance					-519.99	77.36
Register Balance as of 09/02/2025					-519.99	77.36
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/03/2025		Minuteman Press		-153.00	-153.00
Total Charges and Cash Advances					-153.00	-153.00
Total New Transactions					-153.00	-153.00
Ending Balance					-366.99	230.36

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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*5674 McLean, Period Ending 09/02/2025

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	Sep 2, 25
<u>Beginning Balance</u>	<u>2,439.67</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 11 it...</u>	<u>-1,142.53</u>
<u>Payments and Credits - 3 items</u>	<u>2,504.45</u>
<u>Total Cleared Transactions</u>	<u>1,361.92</u>
<u>Cleared Balance</u>	<u>1,077.75</u>
<u>Uncleared Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-214.00</u>
<u>Total Uncleared Transactions</u>	<u>-214.00</u>
<u>Register Balance as of 09/02/2025</u>	<u>1,291.75</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-25.00</u>
<u>Total New Transactions</u>	<u>-25.00</u>
<u>Ending Balance</u>	<u>1,316.75</u>



3:50 PM  
09/11/25

Tri County City Soil & Water Conservation District  
**Reconciliation Detail**  
VISA Card \*5674 McLean, Period Ending 09/02/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,439.67
Cleared Transactions						
Charges and Cash Advances - 11 items						
Credit Card Cha...	08/07/2025		Public Storage	X	-256.80	-256.80
Credit Card Cha...	08/07/2025		Amazon	X	-89.23	-346.03
Credit Card Cha...	08/07/2025		Staples	X	-78.17	-424.20
Credit Card Cha...	08/07/2025		Staples	X	-51.49	-475.69
Credit Card Cha...	08/07/2025		Staples	X	-25.89	-501.58
Credit Card Cha...	08/08/2025		Staples	X	-69.28	-570.86
Credit Card Cha...	08/08/2025		Staples	X	-52.18	-623.04
Credit Card Cha...	08/19/2025		Graves Mountain ...	X	-8.74	-631.78
Credit Card Cha...	08/21/2025		WaWa	X	-50.68	-682.46
Credit Card Cha...	08/22/2025		Staples	X	-27.96	-710.42
Credit Card Cha...	08/26/2025		Verizon	X	-432.11	-1,142.53
Total Charges and Cash Advances					-1,142.53	-1,142.53
Payments and Credits - 3 items						
Check	08/05/2025	Debit	Truist Bank	X	2,439.67	2,439.67
Credit Card Credit	08/12/2025		Staples	X	36.79	2,476.46
Credit Card Credit	08/22/2025		Staples	X	27.99	2,504.45
Total Cleared Transactions					1,361.92	1,361.92
Cleared Balance					-1,361.92	1,077.75
Uncleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/02/2025		Public Storage		-214.00	-214.00
Total Charges and Cash Advances					-214.00	-214.00
Total Uncleared Transactions					-214.00	-214.00
Register Balance as of 09/02/2025					-1,147.92	1,291.75
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/04/2025		Friends of the Ra...		-25.00	-25.00
Total Charges and Cash Advances					-25.00	-25.00
Total New Transactions					-25.00	-25.00
Ending Balance					-1,122.92	1,316.75

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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*5774 Morgan, Period Ending 09/02/2025

---

	<u>Sep 2, 25</u>
<u>Beginning Balance</u>	<u>1,683.13</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 4 it...</u>	<u>-138.24</u>
<u>Payments and Credits - 1 item</u>	<u>1,683.13</u>
<u>Total Cleared Transactions</u>	<u>1,544.89</u>
<u>Cleared Balance</u>	<u>138.24</u>
<u>Register Balance as of 09/02/2025</u>	<u>138.24</u>
<u>Ending Balance</u>	<u>138.24</u>

4:03 PM  
09/11/25

Tri County City Soil & Water Conservation District  
Reconciliation Detail  
VISA Card \*5774 Morgan, Period Ending 09/02/2025

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<u>Beginning Balance</u>						<u>1,683.13</u>
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 4 items</u>						
Credit Card Cha...	08/15/2025		Paul's Bakery	X	-36.00	-36.00
Credit Card Cha...	08/19/2025		Sheetz	X	-17.24	-53.24
Credit Card Cha...	08/26/2025		Minuteman Press	X	-60.00	-113.24
Credit Card Cha...	08/26/2025		Friends of the Ra...	X	-25.00	-138.24
<u>Total Charges and Cash Advances</u>					<u>-138.24</u>	<u>-138.24</u>
<u>Payments and Credits - 1 item</u>						
Check	08/05/2025	Debit	Truist Bank	X	1,683.13	1,683.13
<u>Total Cleared Transactions</u>					<u>1,544.89</u>	<u>1,544.89</u>
<u>Cleared Balance</u>					<u>-1,544.89</u>	<u>138.24</u>
<u>Register Balance as of 09/02/2025</u>					<u>-1,544.89</u>	<u>138.24</u>
<u>Ending Balance</u>					<u>-1,544.89</u>	<u>138.24</u>



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09/11/25

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Tri County City Soil & Water Conservation District  
**Reconciliation Summary**  
VISA Card \*2150 Rauch, Period Ending 08/31/2025

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	<u>Aug 31, 25</u>
<u>Beginning Balance</u>	<u>0.00</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 2 items</u>	<u>-132.09</u>
<u>Total Cleared Transactions</u>	<u>-132.09</u>
<u>Cleared Balance</u>	<u>132.09</u>
<u>Register Balance as of 08/31/2025</u>	<u>132.09</u>
<u>New Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-66.50</u>
<u>Total New Transactions</u>	<u>-66.50</u>
<u>Ending Balance</u>	<u>198.59</u>

4:11 PM  
09/11/25

Tri County City Soil & Water Conservation District  
**Reconciliation Detail**  
VISA Card \*2150 Rauch, Period Ending 08/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 2 items						
Credit Card Cha...	08/15/2025		Purvis Ford, Inc.	X	-82.09	-82.09
Credit Card Cha...	08/19/2025		Sheetz	X	-50.00	-132.09
Total Charges and Cash Advances					-132.09	-132.09
Total Cleared Transactions					-132.09	-132.09
Cleared Balance					132.09	132.09
Register Balance as of 08/31/2025					132.09	132.09
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	09/05/2025		WaWa		-66.50	-66.50
Total Charges and Cash Advances					-66.50	-66.50
Total New Transactions					-66.50	-66.50
Ending Balance					198.59	198.59



# PURCHASING POLICY

**Tri County City Soil & Water Conservation District**

4811 Carr Drive Fredericksburg, VA 22408

(540) 656-2401

(540) 656-2402

(540) 656-2403 Fax

[tricountycity@tccswcd.org](mailto:tricountycity@tccswcd.org)

[www.tccswcd.org](http://www.tccswcd.org)



## Tri County City Soil &amp; Water Conservation District

**PURCHASING POLICY**

Board Approved September 19, 2025, Motion # \_\_\_\_\_

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Disposal of District Property	5
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Tri County City Soil & Water Conservation District

## PURCHASING POLICY

Board Approved September 19, 2025, Motion # \_\_\_\_\_

The following guidelines set forth are the District's policy for competitive procurement, based on the dollar amount of the anticipated purchase. It is intended that the lowest cost quote will be accepted. However, in some cases the lowest cost may not be in the District's best interest. In this instance, a written explanation for taking a higher quote will be drawn up and maintained with the quotations.

The District's annual budget is developed to cover anticipated purchases. If sufficient funds are not available in a particular budget sub-category to cover the purchase, this shall be brought to the attention of the Board of Directors (BOD) by means of the "budget vs. actual" report. If sufficient funds are not available under the main category heading or the item was not included in the budget, the BOD may authorize the purchase and/or amend the annual budget.

**Accounting Procedures:** All District checks greater than \$1,000.00 must have dual *authorized* signatures. The District requires two Board Members, who have check signing authority, to review, sign and date each invoice and accompanying documentation prior to payment.

**Credit Card Policy:** All purchases must be made in accordance with the limitations of the District's *Credit Card Policy and Credit Card User Agreement* (Addendum to Financial Policy). All credit card purchases must be consistent with the approved budget and the *Credit Card Policy*. Non-budgeted purchases will be made in accordance with the District's Purchasing Policy.

**Guidelines for Procurement of Good and Services:** *All expenditures must be approved in advance by the appropriate party.*

The Tri- County/City Soil & Water Conservation District (TCCSWCD) is a political subdivision of the Commonwealth of Virginia and all procurements are made in accordance with the Virginia Public Procurement Act, Code of Virginia § 2.2-4300. It is the intent of the TCCSWCD that all purchases be made as the result of a competitive and open process that encourages participation by all qualified vendors.

The following guidelines set forth the TCCSWCD's policy for competitive procurement, based on the dollar amount of the anticipated purchase. It is intended that the lowest cost quotation will be accepted. However, should TCCSWCD determine that acceptance of the least costly price is not in the TCCSWCD's best interest, a written justification for accepting an offer other than the low bid shall be prepared and maintained as the record of action with the quotations.

**The following thresholds are hereby established by the TCCSWCD Board of Directors for the procurement of tangible goods and services other than professional services:**



## PURCHASING POLICY

Board Approved September 19, 2025, Motion # \_\_\_\_\_

- **Purchases up to \$10,000.00:** The District Manager(s) will procure goods using sound business practices and will endeavor to obtain the best product available for the lowest cost. While no formal bid or quotation process is required, quotations may be obtained if the District Manager(s) feels it is in TCCSWCD's best interest.
- **Purchases \$10,000 - \$200,000.00:** Written or oral quotations shall be obtained from at least three vendors and presented to the Budget & Finance Committee and/or Board for purchasing approval. The lowest cost quotation will usually be accepted. However, the Budget & Finance Committee and/or Board may, if it feels that the lowest cost is not in the TCCSWCD's best interest, authorize the acceptance of a higher quotation. All quotations shall be maintained on file for subsequent review and/or inspection. The purchasing approval will be recorded in the Budget & Finance Committee and/or Board Meeting Minutes.
- **Purchases over \$200,000.00:** The Budget & Finance Committee will review the budget for feasibility of the purchase and make funding recommendations to the TCCSWCD Board. Upon Board approval of the funding recommendations, written or sealed bids shall be obtained from at least three vendors. Bids or proposals may be submitted through the Commonwealth's statewide electronic procurement system, known as eVa, or other electronic means. The bids will then be reviewed by the TCCSWCD Board. The lowest cost quotation will usually be accepted. However, the Board may, if it feels that the lowest cost is not in TCCSWCD's best interest, authorize the acceptance of a higher quotation. All quotations shall be maintained on file for subsequent review and/or inspection. The purchasing motion and approval will be recorded in the official Board Meeting Minutes.
- **Computer Software/Hardware and Electronic Purchases:** Given the proprietary nature of the computer and electronics industry, obtaining quotes from three vendors for customized software/devices is not always feasible and will not be required. The District Manager(s) will obtain a quote for software/device based on experience or the recommendations of the TCCSWCD's IT Contractor, based on a common workstation / laptop build model. That quote, along with verification that funding is available within the current fiscal year budget, will be presented to the Board for review and approval. The purchasing motion and approval will be recorded in the official Board Meeting Minutes. .

**The following thresholds are hereby established by the TCCSWCD Board of Directors for the procurement of professional services:**

- **Purchases up to \$10,000.00:** The District Manager(s) will procure services using sound business practices and endeavor to obtain the best product available for the lowest cost. While no formal bid or quotation process is required, quotations may be obtained if the District Manager(s) feels it is in the TCCSWCD's best interest.
- **Purchases \$10,000.00 - \$80,000.00:** Written or oral quotations shall be obtained from at least three vendors and presented to the Budget & Finance Committee and/or Board for purchasing approval. The lowest cost quotation will usually be accepted. However, the Budget & Finance Committee and/or Board may, if it feels that the lowest cost is not in the TCCSWCD's best interest, authorize the acceptance of a higher quotation. All quotations shall be maintained on file for subsequent review and/or inspection. The purchasing



## Tri County City Soil &amp; Water Conservation District

**PURCHASING POLICY**

Board Approved September 19, 2025, Motion # \_\_\_\_\_

approval will be recorded in the Budget & Finance Committee and/or Board Meeting Minutes.

- **Purchases over \$80,000.00:** The Budget & Finance Committee will review the budget for feasibility of the service and make funding recommendations to the TCCSWCD Board. Upon Board approval of the funding recommendations, written or sealed bids shall be obtained from at least three vendors. Bids or proposals may be submitted through the Commonwealth's statewide electronic procurement system, known as eVa, or other electronic means. The bids will then be reviewed by the Board. The lowest cost quotation will usually be accepted. However, the Board may, if it feels that the lowest cost is not in the TCCSWCD's best interest, authorize the acceptance of a higher quotation. All quotations shall be maintained on file for subsequent review and/or inspection. The purchasing motion and approval will be recorded in the official Board Meeting Minutes.

In the event of an emergency where the procurement of tangible goods/services is necessary, the Executive Committee consisting of the Chairman, Vice-Chairman, Secretary and Treasurer, via teleconference if necessary, shall have the authority to approve procurement.

**Credit Card Usage & Procedures**

The credit card will be used for TCCSWCD purchases only. ***No personal purchases will be allowed.*** All purchases will be made in accordance with the TCCSWCD Purchasing Policy.

Receipts for all purchases must be turned in to the Administrative Professional or the District Manager.

TCCSWCD will reconcile and initial the monthly credit card reconciliation to which all receipts must be attached. The reconciled statement must then be reviewed/approved for payment and initialed by another staff member/director with check signing privileges.

**Check Signing Authority**

All authorized check signers must be approved by the TCCSWCD Board of Directors. A check signer should only sign checks that match a vouched invoice. Check signers should never sign any check that is to be paid to themselves. Electronic signatures shall not be used for signing checks.

## PURCHASING POLICY

Board Approved September 19, 2025, Motion # \_\_\_\_\_

- ***In the case of emergency:*** When obtaining three quotes or bids is not feasible the employee or individual securing the service/purchase shall contact two directors for permission to proceed, followed by written documentation, pictures, etc. of the circumstances requiring said services or purchases. This action must be brought to the attention of the BOD at the next meeting and recorded in the minutes. Receipts and any documentation are to be filed for future review and justification of expenditures not previously budgeted.

**Inventory:** An inventory list shall be developed and updated on an annual basis. This list shall be maintained in a safe, secure location where risk of damage or alteration is reduced. The inventory list should be a detail of all fixed assets (e.g., computers, vehicles, equipment, etc.) owned and/or controlled by the District whose purchase price is greater than \$500.00 or has a serial number. Any item purchased for \$500.00 or more shall be maintained on the inventory list until it is disposed of by one of the ways listed below.

**Disposal of District Property:** Guidelines for disposal and removal from inventory of District property.

- Trade in on a replacement or acquisition of like property
- Advertisement for sale by receiving bids.
- Advertised public auction.
- Donation to a non-profit organization.
- Destruction using the Records Retention Destruction Method
- Other method as declared by the BOD.

No tangible property of the District with a value greater than \$1,500.00 shall be sold or otherwise disposed of by the District without the authorization of the Operations Committee or BOD.

---

 Jan Massey, Chairperson

---

 Date

Tri County City Soil & Water Conservation District

**PURCHASING POLICY**

Board Approved September 19, 2025, Motion # \_\_\_\_

**History of Revisions:**

Origination Date: September 16, 2022, Motion # 9

Budget & Budget & Finance Committee Chair: Janet Gayle Harris

Acting Chair: Jan Massey

Revision Date: September 1, 2022, Motion # \_\_\_\_

Budget & Budget & Finance Committee Chair: Ray Simms

Chairperson: Jan Massey



Tri-County/City Soil & Water  
Conservation District

# FY25 Annual Report

[www.tccswcd.org](http://www.tccswcd.org)  
(540) 656-2401

July 1, 2024–June 30, 2025

Latest information  
and updates on  
VCAP, VACS, and  
Outreach



THE COMMONWEALTH OF VIRGINIA SUPPORTS TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT THROUGH FINANCIAL AND ADMINISTRATIVE ASSISTANCE PROVIDED BY THE VIRGINIA SOIL & WATER CONSERVATION BOARD AND THE DEPARTMENT OF CONSERVATION AND RECREATION.



# About the District

## Our Mission:

Tri-County/City Soil & Water Conservation District provides leadership, education, financial assistance, and technical programs to both rural and urban communities to improve soil and water conservation.

## Our 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



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT (TCCSWCD) HAS SERVED THE COMMONWEALTH OF VIRGINIA COUNTIES OF KING GEORGE, SPOTSYLVANIA, STAFFORD SINCE 1944 AND THE CITY OF FREDERICKSBURG SINCE 1984. WE ARE A LOCAL POLITICAL SUBDIVISION OF THE COMMONWEALTH, FOCUSING ON NATURAL RESOURCE PROBLEMS AND SOLUTIONS. LIKE OTHER CONSERVATION DISTRICTS, TRI-COUNTY/CITY SWCD IS SELF-GOVERNED AND NON-PROFIT AND ESTABLISHES PRIORITIES, SETS POLICY, AND ADMINISTERS PROGRAMS TO CONSERVE SOIL AND WATER RESOURCES.

TRI-COUNTY/CITY SWCD IS NOT A REGULATORY AGENCY. INSTEAD, THE AGENCY PROVIDES TECHNICAL ASSISTANCE, INFORMATION, EDUCATIONAL PROGRAMS, VOLUNTEER OPPORTUNITIES, AND NEWSLETTERS TO CITIZENS ON MANY ASPECTS OF WATER QUALITY, NONPOINT SOURCE POLLUTION, AND STREAM HEALTH.



# Staff and Directors

## BOARD OF DIRECTORS

**Jan Massey** - Spotsylvania - Board Chair

**Wayne Miller** - Spotsylvania - Board Secretary - Technical Review Committee Chair

**Charles "Chuck" Koch** - Fredericksburg - Community Conservation Committee Chair -  
Education and Outreach Committee Chair

**Janet Gayle Harris** - King George - Board Treasurer

**John Howe** - Stafford - Board Vice-Chair - Personnel Committee Chair

**Daniel Goodale-Porter** - Stafford

**Ray Simms** - Board Parliamentarian - Director At-Large - Legislative & Government  
Committee Chair - Budget and Finance Committee Chair

**Kayleigh Mize** - Virginia Cooperative Extension - Appointed Director - Operations  
Committee Chair

## STAFF

**Renee Davis** - District Manager - [renee.davis@tccswcd.org](mailto:renee.davis@tccswcd.org)

**Christine McLean** - Administrative Professional - [christine.mclean@tccswcd.org](mailto:christine.mclean@tccswcd.org)

**Gini Greenlaw** - Conservation Specialist - [gini.greenlaw@tccswcd.org](mailto:gini.greenlaw@tccswcd.org)

**Jerry Rauch** - Conservation Specialist - [jerry.rauch@tccswcd.org](mailto:jerry.rauch@tccswcd.org)

**Theresa Bradford** - Conservation Specialist - [theresa.bradford@tccswcd.org](mailto:theresa.bradford@tccswcd.org)

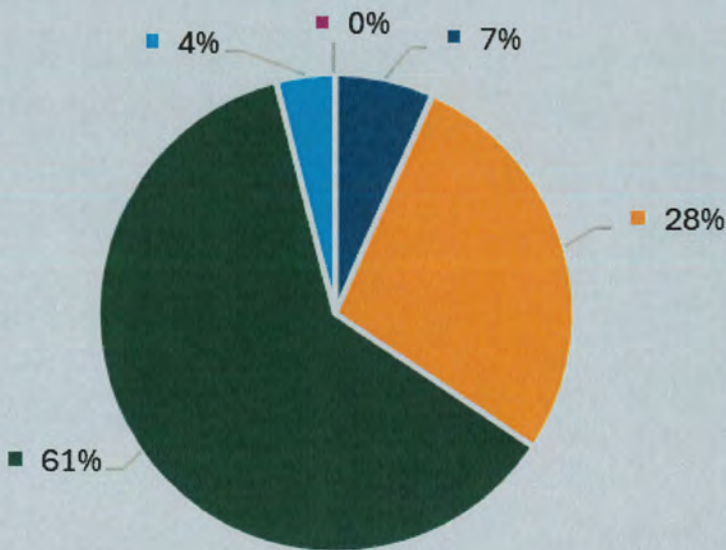
**Madison Morgan** - Education and Outreach Coordinator - [madison.morgan@tccswcd.org](mailto:madison.morgan@tccswcd.org)





# Budget

## Operating Revenues



## Operating Revenues Key

### Local Government Funding:

\$152,894.00

### DCR Operating Funds:

\$632,860.30

### DCR VACS Funds:

\$1,407,719.95

### VCAP:

\$90,387.00

### Self Generating Funds:

\$343.14

## TOTAL OPS REVENUES:

**\$2,284,204.39**

- Local Government Funding (total)
- DCR Operating Funds
- DCR VACS Funds
- VCAP
- Self Generating Funds

## Operating Expenses Key

### Operations:

\$95,050.54

### Payroll:

\$370,201.78

### Education, Outreach, & Other:

\$8,313.90

### Travel/Training:

\$18,665.73

### VACS:

\$1,488,861.79

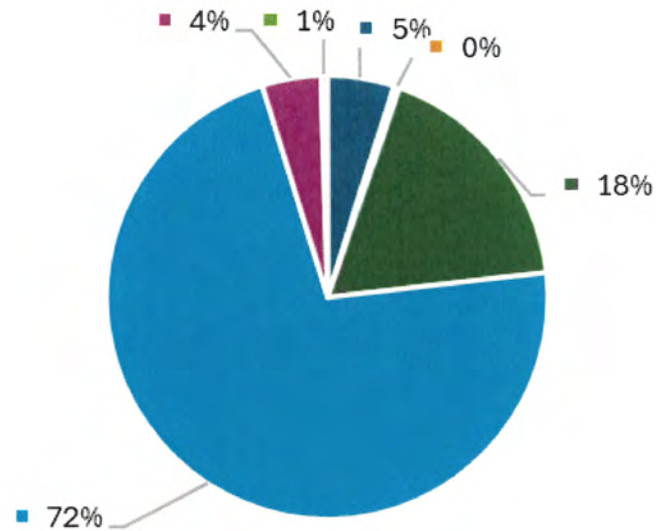
### VCAP:

\$90,387.00

## TOTAL OPS EXPENSES:

**\$2,071,480.74**

## Operating Expenses



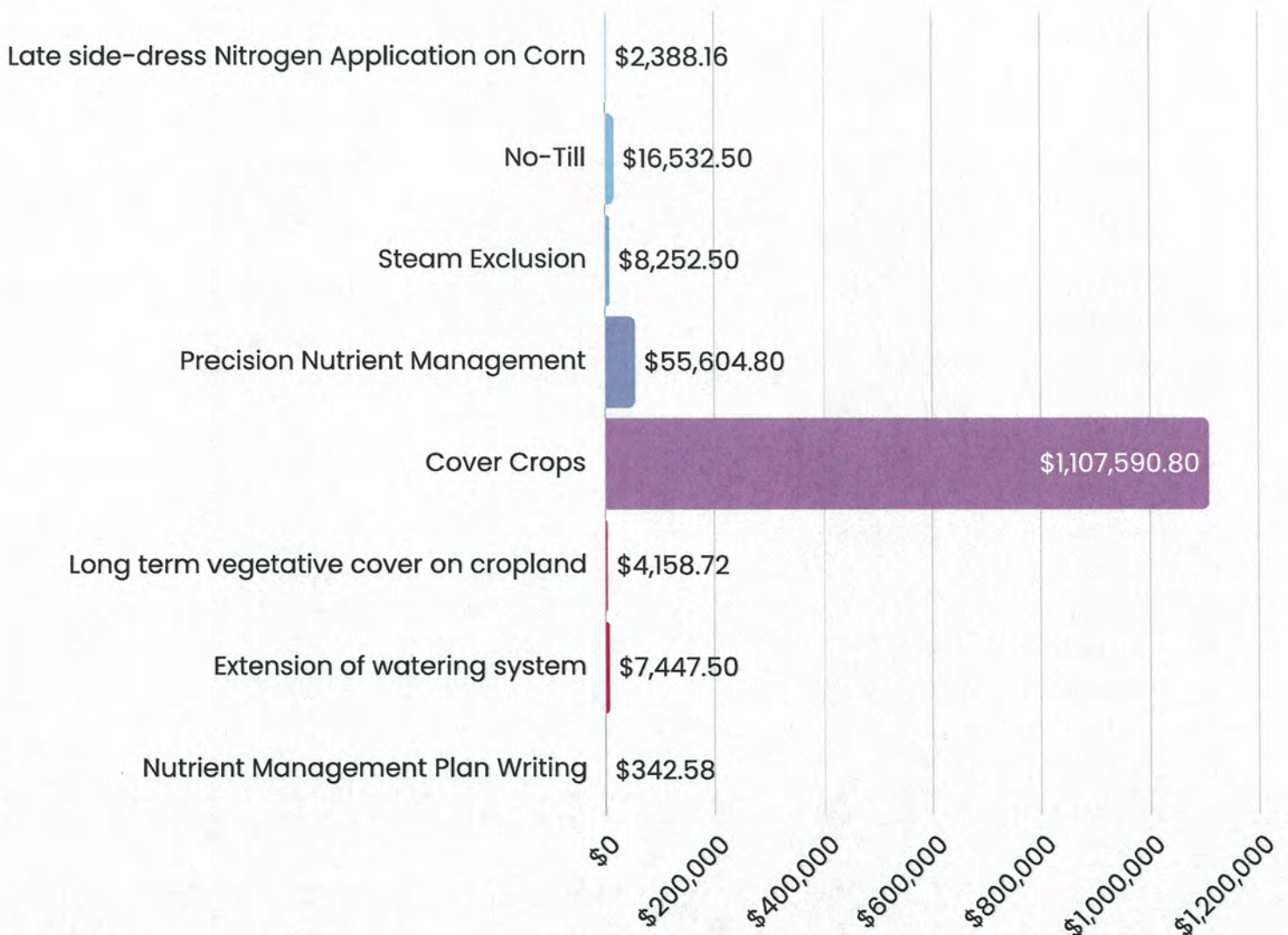
- Operations
- Payroll
- VCAP
- Education, Outreach, and Other
- VACS
- Travel/Training

# Virginia Agricultural Cost Share Program (VACS)

The Virginia Agricultural Cost Share Program (VACS) supports various practices in conservation planning to treat cropland, pastureland, hayland and forested land. Some practices are paid for at a flat rate or straight per-acre rate. Others are cost-shared on a percentage basis of up to 100 percent. In some cases, the U.S. Department of Agriculture also pays a percentage.

The cost-share program's practices can often be funded by a combination of state and federal funds, reducing the landowner's expense to less than 30% of the total cost. The VACS Program is operated through Technical Assistance funding through the Department of Conservation and Recreation (DCR)

The graph below shows the amount of money that was cost shared in FY25 with TCCSWCD producers.





# CONSERVATION HIGHLIGHTS

FY25



★ **13,353.65** ★

**ACRES OF COVER CROPS  
PLANTED ACROSS THE DISTRICT**



**\$1,223,817.56**

Cost shared directly to producers  
instilling Best Management  
Practices across their operations



Tri-County/City SWCD hosted 2 pasture walks in FY25. One walk featured pasture management and grazing improvements, and the other was an educational tour of Earth's Echo Farm with local legislative officials.

## AGRICULTURAL COST-SHARE BREAKOUT BY LOCALITY

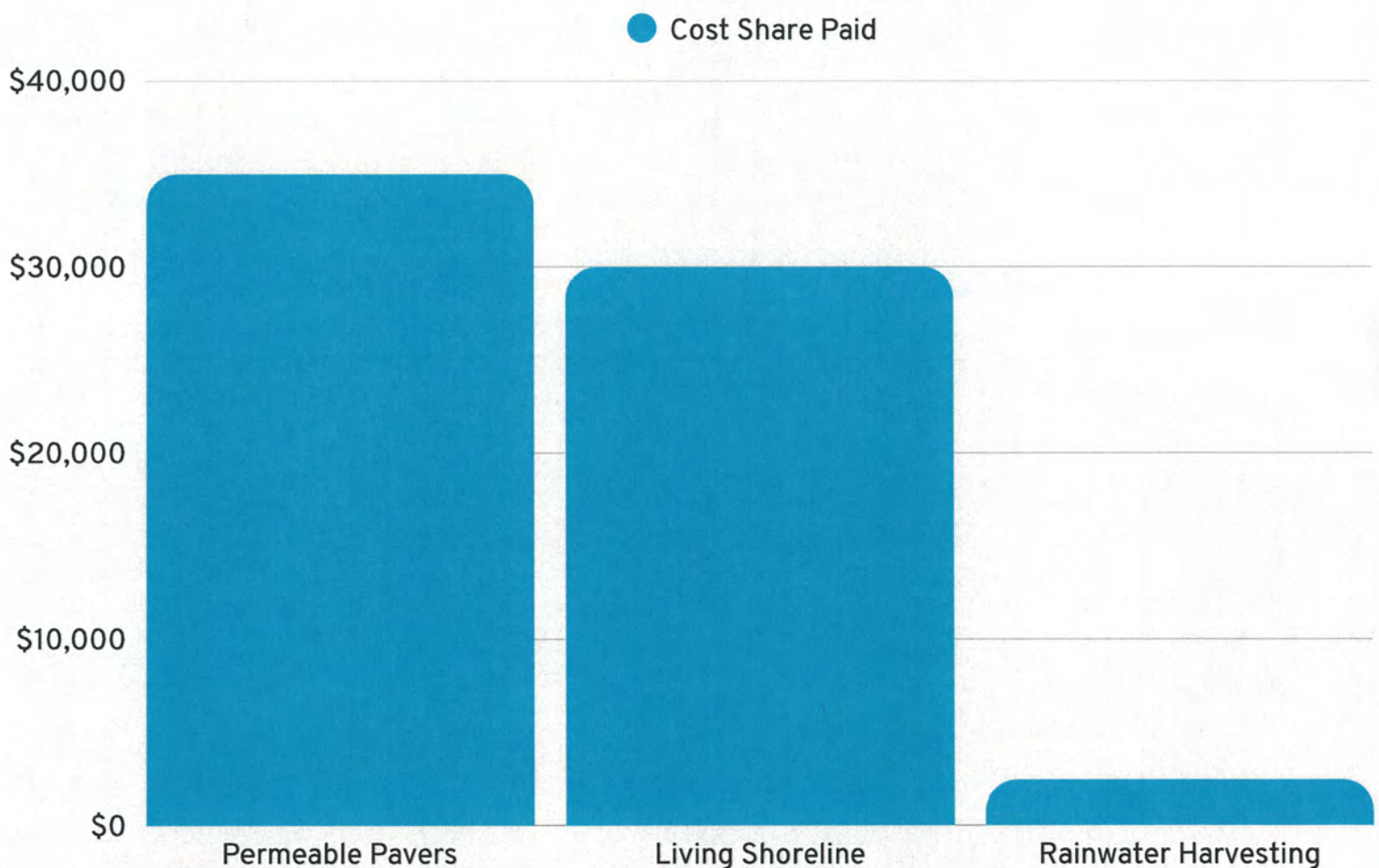




# Virginia Conservation Assistance Program (VCAP)

The Virginia Conservation Assistance Program (VCAP) is an urban-cost share program that provides financial incentives and technical assistance to property owners installing eligible Best Management Practices in participating Soil and Water Conservation Districts.

The practices can be installed on properties where problems such as erosion, poor drainage, or poor vegetation occur. Some of the practices include rain gardens, rainwater harvesting systems, and green roofs. \*\*The below chart shows only **completed** VCAP practices for FY25.

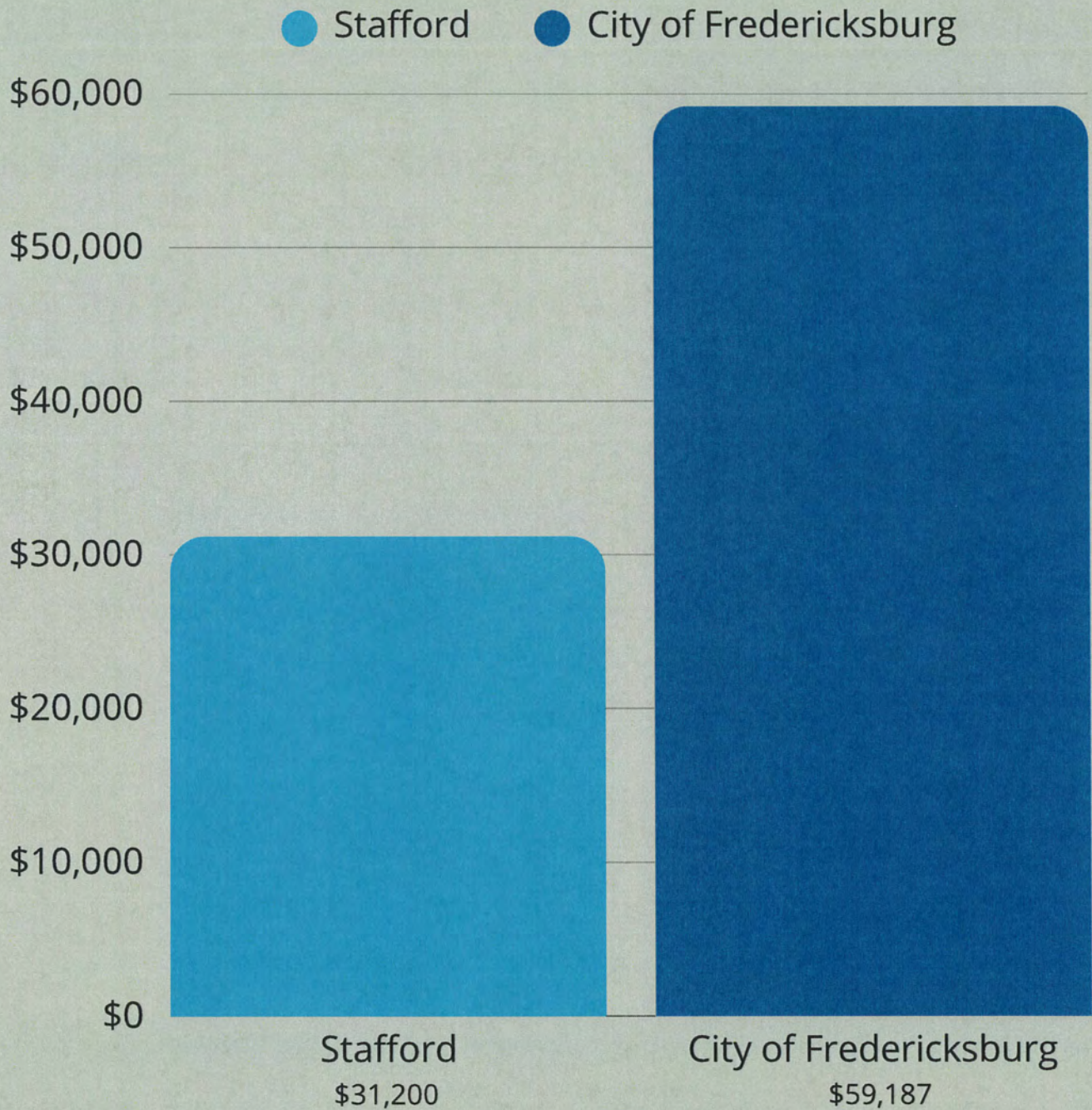


\$90,387.00 Paid out in FY25 for the Virginia Conservation Assistance Program



# VCAP by Locality

\*\* For COMPLETED practices in FY25





# Virginia Conservation Assistance Program (VCAP)

In FY25, numerous projects have been approved but not yet completed. We anticipate the following projects to be completed before May 15, 2026, to receive full funding. Estimated FY26 payout for VCAP: \$68,416

## SPOTSYLVANIA

Bioretention - \$20,000  
Rainwater Harvesting - \$17,452  
Conservation Landscaping - \$2,068  
Permeable Pavers - \$20,000

Conservation Landscaping - \$7,000  
Rainwater Harvesting - \$1,896

## STAFFORD



**Virginia Conservation  
Assistance Program**

Presented by Virginia Association of Soil & Water Conservation Districts



# Education and Outreach

Tri-County/City SWCD offers educational programming for students K-12 and interested adults. TCCSWCD partners with area public, private, and homeschool groups to provide outreach programs, VA SOL aligned learning plans, and educational materials. Through FY25, the District was able to reach 3,914 participants through various events.

In the table below, you can find specific county breakouts of information shared. These events varied from homeschool outings, educational programs, community events, Board of Supervisor meetings, and many others. The tab of “other” designates programs run by the District that reached a regional audience such as Fun Fests, Community Days, and partnered outreach events.

County/City	Number of Programs	Number of Participants
King George	12	592
Stafford	18	1,616
Spotsylvania	11	581
City of Fredericksburg	12	678
Other	7	447
District Totals	60	3,914

# EDUCATION REPORT

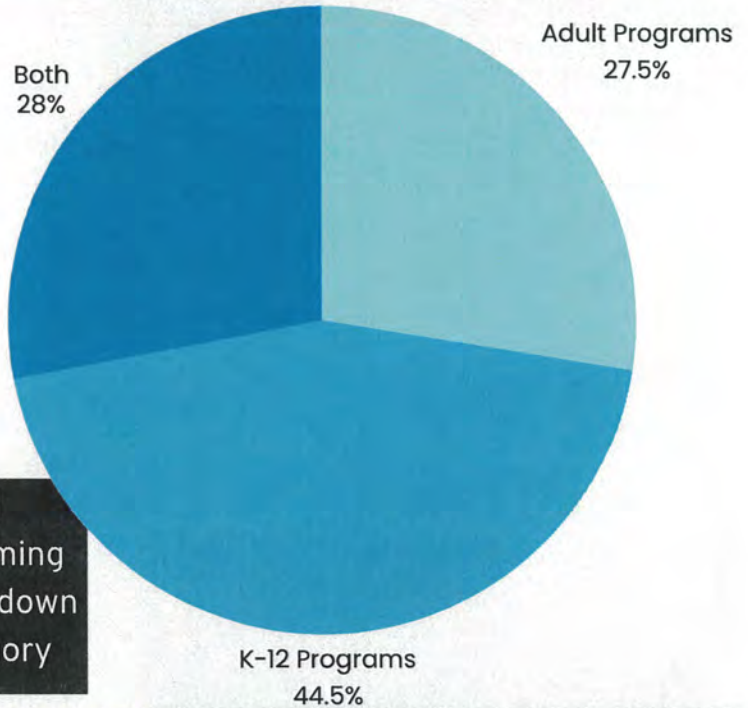
FY25



**885**

STUDENTS TAUGHT ABOUT  
AGRICULTURE, NATURAL  
RESOURCES CAREER CLUSTERS

Growing the future of  
Conservation Stewards



**57**  
EDUCATORS  
in Professional Development  
sessions

Total  
programming  
and breakdown  
by category

**\$550**

Scholarship awarded to a Spotsylvania resident to attend Youth Conservation Camp. The program brings together about 70 interested students for a week of learning about Virginia's natural resources from conservation professionals and faculty from Virginia Tech. Most of the instruction is hands-on and outdoors.

The same student was selected to participate in Youth Conservation Leadership Institute where he worked with his Boy Scout Troop to build bat boxes for Motts Run in the City of Fredericksburg.



**\$1,000**  
awarded through the L. Gordon  
"Link" Linkous Scholarship to a  
Spotsylvania student pursuing a  
degree in Environmental  
Engineering



**2 COMPETING TEAMS IN  
ENVIROTHON FROM  
FREDERICKSBURG ACADEMY**



[WWW.TCCSWCD.ORG](http://WWW.TCCSWCD.ORG)



# Staff Advancement

664  
7

Combined Training Hours from  
current staff in FY24

Certifications gained from  
Trainings by current staff





# Partners in Conservation



Tri-County/City SWCD works with multiple agencies and entities to accomplish the common goal of conservation amongst our territories in the Commonwealth.

- The Virginia Association of Soil and Water Conservation Districts
- Department of Conservation and Recreation
- USDA- Natural Resources Conservation Service
- USDA- Farm Service Agency
- Virginia Department of Forestry
- Friends of the Rappahannock
- George Washington Regional Commission
- Potomac Watershed Council & Roundtable
- Rappahannock River Basin Commission
- Virginia Forage and Grasslands Council
- The Virginia Cooperative Extension
- Virginia Department of Environmental Quality
- Virginia Department of Agriculture and Consumer Services
- National Association of Conservation Districts
- York River Roundtable
- York River Steward
- King George County
- Stafford County
- Spotsylvania County
- The City of Fredericksburg





# Contact

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**(540) 656-2402**

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Fredericksburg, VA 22408**

**Website: [www.tccswcd.org](http://www.tccswcd.org)**

**Email: [tricountycity@tccswcd.org](mailto:tricountycity@tccswcd.org)**



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT (TCCSWCD) HAS SERVED THE COMMONWEALTH OF VIRGINIA COUNTIES OF KING GEORGE, SPOTSYLVANIA, STAFFORD SINCE 1944 AND THE CITY OF FREDERICKSBURG SINCE 1984. WE ARE A LOCAL POLITICAL SUBDIVISION OF THE COMMONWEALTH, FOCUSING ON NATURAL RESOURCE PROBLEMS AND SOLUTIONS. LIKE OTHER CONSERVATION DISTRICTS, TRI-COUNTY/CITY SWCD IS SELF-GOVERNED AND NON-PROFIT AND ESTABLISHES PRIORITIES, SETS POLICY, AND ADMINISTERS PROGRAMS TO CONSERVE SOIL AND WATER RESOURCES.

TRI-COUNTY/CITY SWCD IS NOT A REGULATORY AGENCY. INSTEAD, THE AGENCY PROVIDES TECHNICAL ASSISTANCE, INFORMATION, EDUCATIONAL PROGRAMS, VOLUNTEER OPPORTUNITIES, AND NEWSLETTERS TO CITIZENS ON MANY ASPECTS OF WATER QUALITY, NONPOINT SOURCE POLLUTION, AND STREAM HEALTH.



# Tri County City Soil & Water Conservation District ASSET INVENTORY / PROPERTY LIST

Year End June 30, 2025

(Items Purchased Over \$500.00)

**AMENDED**

## 1998

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

## 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
✓	<b>VA Flag Set</b> Inc Stand & Trappings	TCCVA1			\$185.00	\$55.00	
✓	<b>US Flag Set</b> Inc Stand & Trappings	TCCUSA1			\$147.00	\$35.00	
	<b>Total</b>				<b>\$461.00</b>	<b>\$90.00</b>	

## 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
	<b>Total</b>				<b>\$500.00</b>	<b>0</b>	

## 2003

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



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

(Items Purchased Over \$500.00)

**AMENDED**

**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
	<b>Total</b>				\$1,915.00	0	

**2011**

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

**AMENDED**

**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
	<b>Total</b>				<b>\$1,820.00</b>	0	

**2015**

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

**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
	<b>Total</b>				<b>\$720.00</b>	0	



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

(Items Purchased Over \$500.00)

**AMENDED**

**2017**

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
✓	<b>Fellowes Laminator</b>	5734101			\$188.49	\$137.70	
X	Dell Inspiron Desktop 13668-3106BLK	FKNX2F2		District 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
	<b>Total</b>				<b>\$1,468.94</b>	<b>\$137.70</b>	

**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
	<b>Total</b>				<b>\$749.99</b>	<b>0</b>	

**2021**

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

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

(Items Purchased Over \$500.00)

**AMENDED**

**FY 2022**

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
X	<b>HP Envy Laptop</b> X360 2-in-1 15.6" Touchscreen Purchased From BestBuy	8CG131G9DZ	09/01/2021 Best Buy	Conserv. Specialist (Rauch)	\$709.99	\$500.00	10/14/2024
✓	<b>HP Envy Laptop</b> X360 2-in-1 15.6" Touchscreen Purchased From BestBuy	8CG131G9HQ	09/01/2021 Best Buy	Conserv. Specialist (Coleman) (Bradford)	\$709.99	\$500.00	
✓	<b>MSI Laptop</b> 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	
✓	<b>Tru Red Shredder</b> 100 Sheet MicroCut Purchased From Staples	291P1167INA1	04/21/2022 Staples		\$261.99	\$200.00	
✓	<b>FireKing Fireproof Filing Cabinet</b>	FL2021335100	6/26/2022	Conservat ion	\$2,228.54	\$2,228.54	
	<b>Total</b>				<b>\$5,910.50</b>	<b>\$4,928.54</b>	

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

(Items Purchased Over \$500.00)

**AMENDED**

**FY 2023**

Verify Item 06/30/2025	Asset	Serial # ID #	Date Purchased	User	Cost New	Value 06/30/2024	Disposed Date
✓	<b>Shark Vacuum</b> 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
✓	<b>3- Monitors &amp;</b> 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	
✓	<b>MSI Laptop</b> 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
✓	<b>1- Monitor</b>	0E2YHCJW104430N	03/17/2023 Best Buy	Con. Specialist (Bradford)	\$279.99	\$200.00	
	<b>Total</b>				<b>\$5,688.45</b>	<b>\$2,500.00</b>	



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

(Items Purchased Over \$500.00)

**AMENDED**

**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. Rauch Greenlaw Rauch	\$999.99	\$999.99	
✓	iPhone 14 Pro	HV454V6WRW	9/7/2023	Educ. Morgan	\$999.00	\$999.00	
✓	iPhone 14 Pro	G3KWN435N	9/7/2023	DM Davis	\$999.99	\$999.99	
✓	iPad Pro	G96XX2PQ4M	9/7/2023	Conser. Kessler Rauch Bradford	\$1,081.95	\$1,081.95	
✓	iPad Pencil	SHJPKKTF0JM9	9/12/2023	Conser. Kessler Rauch Bradford	\$129.00	\$129.00	
✓	iPad Keyboard	FTPKT9KAN611	9/07/2023	Conser. Kessler Rauch Bradford	\$298.99	\$298.99	
✓	iPad Pro	JKX67771Y4	9/7/2023	Educ. Morgan	\$1,081.95	\$1,081.95	
✓	iPad Pencil	SHJPKKTF0JKN9	9/12/2023	Educ. Morgan	\$129.00	\$129.00	
✓	iPad Keyboard	FTPKXC5N611	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	
	<b>Total</b>				<b>\$239,263.88</b>	<b>\$239,263.88</b>	

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

(Items Purchased Over \$500.00)

**AMENDED**

**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 <sup>nd</sup> 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)

**AMENDED**

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				<del>\$15,753.10</del> <b>\$14,753.11</b>	<del>\$15,753.10</del> <b>\$14,753.11</b>	



**Tri County City Soil & Water Conservation District**  
**ASSET INVENTORY / PROPERTY LIST**

Year End June 30, 2025

(Items Purchased Over \$500.00)

**AMENDED**

**Asset Totals**

<b>Fiscal Year</b>	<b>Total Cost New</b>	<b>Total Value 06/30/2025</b>
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	<del>\$15,753.10</del> \$14,753.11	<del>\$15,753.10</del> \$14,753.11
Total	<del>\$305,856.51</del> \$304,856.52	<del>\$264,577.40</del> \$263,577.41

Approved at the Board of Directors meeting on September 19, 2025, Motion # \_\_\_\_\_

\_\_\_\_\_  
Treasurer, Janet Gayle Harris

\_\_\_\_\_  
Date



*Joseph W. Guthrie*  
Commissioner

# COMMONWEALTH of VIRGINIA

## Department of Agriculture and Consumer Services

PO Box 1163, Richmond, Virginia 23218

[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

August 31, 2025

Matthew S. Wells, Director  
Department of Conservation and Recreation

Charles Newton, Chair  
Soil and Water Conservation Board

Virginia Soil and Water Conservation Districts

The Virginia Agricultural Stewardship Act (ASA) program recently completed its 28<sup>th</sup> year of responding to water quality complaints involving agricultural operations in the Commonwealth. Over the years, we have benefited greatly from the continued support and cooperation of local soil and water conservation districts, Virginia's agricultural community, and other local, state, and federal agencies that assist VDACS in our efforts to carry out the provisions of the ASA.

As required by the ASA, I am providing the attached annual report of the ASA program for the period April 1, 2024, through March 31, 2025. The report offers a summary of the cases received and processed by the ASA staff.

The ASA program provides a practical and positive way of addressing water pollution problems on farms in Virginia. My staff and I are committed to providing a timely response to the citizens of the Commonwealth and resolving water quality issues with reasonable and effective stewardship measures.

I welcome your comments and questions regarding this report and the ASA program.

Sincerely,

A handwritten signature in cursive script that reads "Joseph W. Guthrie".

Joseph W. Guthrie  
Commissioner

ATTACHMENT



**ANNUAL REPORT  
ON THE  
AGRICULTURAL STEWARDSHIP ACT**

**Joseph Guthrie  
Commissioner**

**August 31, 2025**



# **VIRGINIA AGRICULTURAL STEWARDSHIP ACT ANNUAL REPORT**

**For Program Year April 1, 2024 - March 31, 2025**

## **BACKGROUND**

The 1996 Session of the General Assembly enacted the Agricultural Stewardship Act (ASA) (Va. Code § 3.2-400 et seq.), which requires the Commissioner of Agriculture and Consumer Services (Commissioner) to administer and enforce the ASA program. Through an effort of cooperation and coordination involving Virginia's Soil and Water Conservation Districts (SWCD), the Virginia Department of Agriculture and Consumer Services (VDACS), and the agricultural community, the ASA program provides a common-sense solution to water pollution problems caused by agricultural operations.

Subsection B of Va. Code § 3.2-408 requires the Commissioner to compile a report by August 31 of each year listing the number of complaints received, the nature of each complaint, the actions taken in resolution of each complaint, and any penalties that may have been assessed. Additionally, the Commissioner is required to (i) provide this report to the Soil and Water Conservation Board, the Department of Conservation and Recreation, and to every SWCD; (ii) publish notice in the Virginia Register that the report is available; and (iii) make the report available to the public upon request.

The following report on the ASA program is for the program year April 1, 2024, through March 31, 2025.

## **PROGRAM OBJECTIVES**

The ASA Program is designed to:

- Identify water quality problems and help farmers correct them in a common-sense manner that accommodates both the farmer and the environment;
- Establish a system that respects both the farmer and the person voicing concerns about water quality;
- Educate farmers about stewardship and encourage them to enhance it even in instances in which a water quality problem cannot be proven;
- Support farmers in their efforts to strengthen their stewardship practices, provide them with the information they need, and help link them to resources that can provide assistance; and
- Educate Virginia citizens about normal farming practices and the impact those practices may or may not have on the environment.

## **HOW THE PROGRAM WORKS**

Complaints alleging that a specific agricultural activity is causing or will cause water pollution are received by the Commissioner. If a complaint meets the criteria for investigation, the Commissioner, through ASA program staff, contacts the appropriate SWCD about investigating the complaint. If the district declines, ASA program staff conducts the investigation on behalf of the Commissioner. In most cases, a joint investigation involving local district staff and ASA program staff is performed.

The purpose of the investigation is to determine whether the agricultural activity is causing or will cause water pollution. If no causal link is found, the Commissioner determines that the complaint is unfounded. If the Commissioner determines that the activity is the cause of pollution, the farmer is given up to 60 days to develop an agricultural stewardship plan to correct the identified water pollution problems. The local district typically reviews the plan, and the Commissioner will approve the plan when he determines that it meets the necessary requirements to solve the water pollution problem.

The ASA provides the farmer up to six months from the date of the Commissioner's determination that a complaint is founded to start implementing the agricultural stewardship plan and up to 18 months from the date to complete plan implementation. The timing allows the farmer to take advantage of suitable weather conditions for outside work or required construction. If a farmer fails to submit a plan for approval, implement a plan within the given timeline, or maintain an approved plan, the Commissioner is required by law to take enforcement action.

## **AGRICULTURAL ACTIVITIES**

The ASA program received numerous inquiries regarding possible agricultural pollution during the program year of April 1, 2024, through March 31, 2025. Thirty-nine of these cases became official complaints. The official complaints fell into 10 categories according to the type of agricultural activity:

- Beef (14)
- Swine (6)
- Land Conversion (5)
- Equine (5)
- Dairy (3)
- Other (2)
- Goats, Sheep (1)
- Beef, Equine, Goats, Swine (1)
- Equine, Goats (1)
- Cropland, Dairy (1)

## **TYPES OF POLLUTION**

The ASA addresses water pollution problems caused by nutrients, sediment, and toxins entering state waters from agricultural activities. The ASA program received complaints based on the six following pollution categories during the program year of April 1, 2024 through March 31, 2025:

- Bacteria, Nutrients, Sediment (11)
- Nutrients, Sediment (10)
- Bacteria, Nutrients (8)
- Sediment (7)
- Nutrients (2)
- Bacteria (1)

## **COMMISSIONER'S FINDINGS**

During the program year, 17 (44 percent) of the 39 official complaints were determined to be founded and required agricultural stewardship plans to address water pollution problems. In each founded case, there was sufficient evidence to support the allegations that the agricultural activities were causing or would cause water pollution.

Ten (26 percent) of the 39 official complaints received during the program year were determined to be unfounded because there was either insufficient evidence or no evidence of water pollution. In some instances, farmers involved in the unfounded complaints voluntarily incorporated best management practices into their operations to prevent more complaints or to prevent potential problems from becoming founded complaints.

Twelve (31 percent) of the 39 official complaints received during the program year were dismissed for various reasons. Many of the complaints that were dismissed were situations where a water quality concern existed but was remedied prior to the completion of the investigation process. Others were cases in which the ASA program had no jurisdiction in the matter, were withdrawn by the complainant, or were dismissed because insufficient information was provided by the complainant.

In general, farmers involved in the complaint and correction process were cooperative in meeting the deadlines established by the ASA. Under the ASA, the Commissioner is required to issue a corrective order when an owner or operator fails to submit, complete, or implement an agricultural stewardship plan based on the findings of a conference held to receive the facts on a case. Two corrective orders were issued during the 2024 - 2025 program year for failure to maintain the measures necessary to prevent water pollution that were included in the approved agricultural stewardship plan on past complaint sites. During the program year, one corrective order was appealed and two notices of violation of a corrective order were issued by the Commissioner. Civil penalties for the violations of the corrective order were suspended due to the appeal process.



### **ASA CASE DECISION TABLES**

The following tables provide the information about the individual ASA cases that were received, investigated, and decided during the 2024 - 2025 program year.

<b>CASE DECISIONS</b> April 1, 2024 - March 31, 2025 <b>Founded Complaints</b>			
<b>Complaint Number</b>	<b>Locality of Complaint</b>	<b>Activities Category</b>	<b>Complaint Type</b>
1332	Augusta County	Beef	Nutrients, Sediment
1334	Floyd County	Land Conversion	Sediment
1337	Rockingham County	Goats, Sheep	Nutrients
1338	Page County	Beef	Bacteria, Nutrients, Sediment
1339	Carroll County	Land Conversion	Sediment
1346	Botetourt County	Other	Sediment
1350	Rockingham County	Dairy	Nutrients
1351	Page County	Beef	Bacteria, Nutrients, Sediment
1353	Page County	Beef	Bacteria, Nutrients, Sediment
1354	Page County	Beef	Bacteria, Nutrients, Sediment
1356	Page County	Beef	Bacteria, Nutrients, Sediment
1357	Page County	Beef	Bacteria, Nutrients, Sediment
1361	Buckingham County	Equine, Goats	Bacteria, Nutrients, Sediment
1363	Rockingham County	Cropland, Dairy	Bacteria, Nutrients, Sediment
1367	Albemarle County	Other	Sediment
1369	Shenandoah County	Beef	Bacteria, Nutrients, Sediment
1370	Mathews County	Swine	Bacteria, Nutrients, Sediment

<b>CASE DECISIONS</b> April 1, 2024 - March 31, 2025 <b>Unfounded Complaints</b>			
<b>Complaint Number</b>	<b>Locality of Complaint</b>	<b>Activities Category</b>	<b>Complaint Type</b>
1336	Gloucester County	Equine	Bacteria, Nutrients
1342	Cumberland County	Dairy	Nutrients, Sediment
1343	Bedford County	Beef	Nutrients, Sediment
1344	Bedford County	Land Conversion	Sediment
1347	Gloucester County	Swine	Bacteria, Nutrients, Sediment
1355	Montgomery County	Equine	Nutrients, Sediment
1362	Scott County	Swine	Nutrients, Sediment
1364	Appomattox County	Dairy	Bacteria, Nutrients
1366	City of Chesapeake	Equine	Bacteria, Nutrients
1368	Smyth County	Swine	Nutrients, Sediment

<b>CASE DECISIONS</b> April 1, 2024 - March 31, 2025 <b>Dismissed Complaints</b>			
<b>Complaint Number</b>	<b>Locality of Complaint</b>	<b>Activities Category</b>	<b>Complaint Type</b>
1333	Grayson County	Beef	Bacteria
1335	Mathews County	Swine	Bacteria, Nutrients
1340	Louisa County	Beef	Bacteria, Nutrients
1341	Spotsylvania County	Beef	Bacteria, Nutrients
1345	Chesterfield County	Beef, Equine, Goats, Swine	Nutrients, Sediment
1348	Dinwiddie County	Equine	Bacteria, Nutrients

1349	Augusta County	Equine	Nutrients, Sediment
1352	Bath County	Land Conversion	Sediment
1358	Page County	Beef	Bacteria, Nutrients
1359	Highland County	Beef	Nutrients, Sediment
1360	Amherst County	Swine	Nutrients, Sediment
1365	Grayson County	Land Conversion	Sediment

### **CASE TRENDS**

Compared to the previous program year, the ASA program received the same number of official complaints (39). There also was no change in the total number of founded complaints requiring plans (17). Unfounded complaints increased by three complaints, from 7 to 10, while the overall percentage of unfounded complaints increased from 18 percent to 26 percent of the total number of official complaints. There was a 20 percent decrease in the overall number of dismissed complaints, from 15 to 12.

### **COMPLAINT TRACKING**

With the assistance of the Virginia Department of Conservation and Recreation (DCR), the ASA program uses a geographic information system (GIS) to track and report certain best management practices implemented to address water pollution on founded complaint sites. This GIS tracking module assists ASA staff in the verification process and contribute to the goals outlined in the Chesapeake Bay Phase III Watershed Implementation Plan. The ASA program has prioritized visiting past complaint sites to measure, document, and verify the livestock exclusion fencing that was implemented as a result of stewardship plan implementation prior to the ASA program having the GIS capability to track best management practices. During the 2024-2025 program year, ASA program staff recorded a total of 3,599 linear feet of livestock exclusion fencing and 0.82 acres of buffer installed from current and past complaint sites statewide. These figures include only the livestock exclusion fencing and buffer acres installed without cost-sharing assistance involving ASA complaints.

### **CONTACTS**

Questions regarding this report should be directed to the ASA office at 804-786-2658, or to [darrell.marshall@vdacs.virginia.gov](mailto:darrell.marshall@vdacs.virginia.gov).



Stefanie K. Taillon  
*Secretary of Natural and Historic Resources*

Frank N. Stovall  
*Deputy Director  
for Operations*

Matthew S. Wells  
*Director*




Darryl Glover  
*Deputy Director for  
Dam Safety,  
Floodplain Management and  
Soil and Water Conservation*

Andrew W. Smith  
*Chief Deputy Director*

**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF CONSERVATION AND RECREATION

Laura Ellis  
*Deputy Director for  
Administration and Finance*

**TO: Soil and Water Conservation Districts**

**FROM: Matthew S. Wells, Director** 

**SUBJECT: 2025 Clean Water Farm Awards**

**DATE: August 28, 2025**

We are proud to be a strong supporter of the Clean Water Farm Awards program. Through this partnership between Soil and Water Conservation Districts (districts) and the Virginia Department of Conservation and Recreation (DCR), farmers who demonstrate their conservation ethic receive the recognition they deserve. The program also enables communities to learn about local farmers whose conservation practices help improve water quality – and all Virginians benefit from clean water. It is through our partnership and your dedication that we are able to make this happen.

We are counting on your continued support for the 2025 Clean Water Farm Award (CWFA) program as we strive to select an outstanding farm in each of the 112 counties and cities that comprise Virginia's 47 districts. You can access the CWFA application online at <http://www.dcr.virginia.gov/form/DCR199-007.pdf>. Again this year, DCR will provide signs and certificates signed by the Governor for all local winners. To order CWFA signs and certificates, submit your local winners' name, farm name, county, and a completed and signed CWFA application to your Conservation District Coordinator (CDC) by October 1, 2025.

Clean Water Farm Award winners will again be eligible for Virginia's Grand Basin Awards. Grand Basin winners represent the most outstanding examples of farming in the Commonwealth's 10 major river basins. Districts may submit one local award recipient for each river basin that falls within the district's boundaries. Nominee(s) must be selected by the district. Submit your district nominee(s) to the DCR regional office that will coordinate selection for the corresponding river basin. Please see the list of offices and river basins at the end of the new Grand Basin Award Nomination Form and direct any questions to your CDC. District nominations must contain:

- A Completed Grand Basin Award Nomination Form (Found online here <https://www.dcr.virginia.gov/form/DCR199-008.pdf>)
- A completed and signed Clean Water Farm Award Application.  
(Online application form - <http://www.dcr.virginia.gov/form/DCR199-007.pdf>)
- A narrative, between one and two pages, highlighting outstanding conservation practices of the farm operation and information about the operation itself (size, all farming activities- not just those where practices are installed, and a couple of personal details if appropriate).

- A PowerPoint presentation of at least six slides representing significant conservation practices. Each slide must be accompanied by a statement describing the farm scene. One slide depicting the farm owner or manager is requested.

The deadline for submitting nomination packets to your CDC is October 1, 2025. We will have an in-person presentation of the Grand Basin winners at the Virginia Association of Soil and Water Conservation District's Annual meeting in December. DCR will provide signs for presentation at the Annual Meeting and framed copies of the Virginia General Assembly resolution for the Grand Basin winners later in the spring of 2026.

We are looking forward to another successful year of recognizing Virginia's farmers. We appreciate your support and assistance.

CC: SWCD Administrative Secretaries (please distribute to all district directors and staff)  
DCR Conservation District Coordinators

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

**503CSTA-25-46** Grant Agreement for the period 7/01/24 thru 6/30/25 for **Tri-County/City Soil & Water Conservation District**.

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

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

**Activity:**

	<b><i>Fully Satisfied</i></b>	<b><i>Partially Satisfied</i></b>	<b><i>Did Not Satisfy</i></b>	<b>Notes/Comments:</b>
	<b>"A"</b>	<b>"B"</b>	<b>"C"</b>	
<b>Grant Agreement Performance Deliverables</b>  1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of: <ul style="list-style-type: none"> <li>• The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2025);</li> <li>• This Grant Agreement;</li> <li>• All State laws and regulations.</li> </ul>	A			
2. Did the District implement VACS in accordance with the PY2025 VACS BMP Manual, including but not limited to the provisions on approval and payment of cost-share, working within District boundaries, bid process, and other administrative guidelines established in the <i>Manual</i> ?	A			
3. Did the District properly maintain cost-share files in accordance with the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual Guidelines</i> and the Cost-Share File Administrative Review Form?	A			
4. Did District staff implementing the VACS Program obtain the DCR Conservation Planner Certification within 24 months of hire (dependent upon availability of all required courses? If the 24 month timeline is exceeded, did staff adequately demonstrate progress towards achieving certification? Did staff maintain conservation planning certification after achieving the initial certification? During staff's certification review, were any deficiencies noted?	A			Staff is working towards certification.



5. If applicable, did District staff implementing the VACS Program obtain and maintain the appropriate level of Engineering Job Approval Authority (EJAA) for components of the BMPs installed within District boundaries. Did District staff follow EJAA requirements and applicable standards and specifications at all times?	N/A			Staff works with DCR engineering team to complete structural practices.
6. Prior to the District approving cost-share applications, did the District submit secondary considerations and receive Department approval of those considerations?	A			
7. Did the District act consistently with both primary and secondary considerations and act consistently with Virginia Soil and Water Conservation Board policies while also demonstrating the following priorities during the program year: <ul style="list-style-type: none"> <li>For Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and;</li> <li>For Districts in basins outside the Chesapeake Bay, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low).</li> </ul>	A			
8. Prior to the District approving cost-share applications, did the District Board approve an Average Cost List and submit it to the Department? Was the Average Cost List applied to contract estimates properly? If a mid-year update to the Average Cost List was made, did the District follow the proper procedures as outlined in the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual</i> ?	A			
9. If applicable, prior to practice contract approval, was a complete and Board-approved DCR conservation plan or Resource Management Plan entered into the Conservation Application Suite or was a NRCS conservation plan, written by NRCS staff on file with the District and Board-approved? Does the plan include the practices approved by the District?	A			Planning is improving and no deficiencies were observed.
10. Was data entered in the Conservation Application Suite accurately to the satisfaction of the Department, including the entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s).	A			

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

DCR DSWC CDC and Program Manager/Coordinator verified:

*E. Blair Johnson*

(Conservation District Coordinator) 9/1/2025 (Date)

*Christine F. Watmister Jones*

\_\_\_\_ (Program Manager/Coordinator)      9/4/2025      (Date)

Reviewed with the SWCD Board; entered and attached to the \_\_\_\_\_, 2025 meeting minutes:

Comments:



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

503OPS-25-46-GF Grant Agreement for the period 7/01/24 thru 6/30/25 for TRI-COUNTY/CITY Soil & Water Conservation District Funds from DCR are made available to the Soil & Water Conservation District (District) to support administrative and operational expenses to support District actions that address the Commonwealth's water quality and natural resource conservation needs.

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

<i>Activity:</i>	<i>Notes/Comments:</i>			
	<i>Fully Satisfied</i>	<i>Partially Fulfilled</i>	<i>Did Not Fulfill</i>	
<i>Activity:</i>	<i>"A"</i>	<i>"B"</i>	<i>"C"</i>	
Grant Agreement Performance Deliverable				
1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs: <ul style="list-style-type: none"> <li>• The Virginia Agricultural BMP Cost-Share Program</li> <li>• The Virginia Agricultural BMP Tax Credit Program</li> <li>• Conservation Reserve Enhancement Program (CREP)</li> <li>• Voluntary BMP installation</li> <li>• Agricultural Stewardship Act</li> <li>• Resource Management Plan (RMP) Program</li> </ul>	A			
2. <b><u>Wherever applicable</u></b> , actively participate in the local promotion, development, and implementation of the following programs and initiatives: <ul style="list-style-type: none"> <li>• The Water Quality Improvement Act</li> <li>• Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions</li> <li>• Virginia's Healthy Waters initiatives</li> <li>• Nutrient Management Training and Certification Program</li> <li>• Conservation Planning Programs</li> <li>• Local TMDL development and implementation processes</li> <li>• Land conservation initiatives (consistent with any state-identified priorities)</li> <li>• Sound land use and watershed planning approaches</li> <li>• Environmental Education programs</li> </ul>	A			
3. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.	A			
4. Hold monthly meetings with a quorum of District board members present.	A			11 meetings with quorum

5. Develop and maintain a long-term plan that enhances District capabilities, on a 4-year cycle through a process that obtains input from stakeholders, including local government(s). A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. This plan should contain, at a minimum, a discussion of district goals and/or objectives and include strategies or action items to achieve each of those goals in order to implement the applicable programs covered in this Agreement.	A				Expires June 2029. Reviewed at the April board meeting.
6. Prepare and follow an annual plan of work that demonstrates how the District will implement specific strategies or action items in support of its long-term plan. A documented mid-year review of the plan is expected during a scheduled meeting of the District Board.	A				Annual plan progress is reviewed at every board meeting.
7. Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC.	A				
8. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2023 electronic template of the <b>Attachment E (Project Financial Report)</b> , submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required. Submit End of Year reports including District's Cash Balance Report and Carry Over Reports.	A				All reports submitted timely and accurately
9. <i>DCR's Desktop Procedures for District Fiscal Operations (Procedures)</i> annually reviewed by the District Board or their Finance Committee and documented in official minutes.	A				Reviewed at August board meeting
10. When audited and when assessed annually on grant deliverables, the District acted upon the findings of the financial audit or grant deliverable assessments as directed by the VSWCB, the Audit Subcommittee of the VSWCB, and the Department.	N/A				
11. District staff responsible for the District's administrative functions or financial data management and financial reporting, must attend trainings (i.e. Quickbooks, Accounting, Minutes, etc.) when provided by the Department.	A				
12. Annually review and maintain employee personnel documents including District personnel policy, position descriptions, and performance expectations. Document Pay Action Authorizations and conduct annual employee evaluations. Provide copies of the approved personnel policy and position descriptions to the CDC.	A				All staff were reviewed in November, March and June.
13. New directors are required to complete orientation training within six months of qualifying for office.	N/A				

14. In accordance with the Freedom of Information Act (FOIA), the District designated a FOIA officer and the FOIA Officer completed FOIA training every 24 months. A copy of the training certificate was provided to the District's assigned CDC, and contract information was submitted to the FOIA Council.	A			
15. The District has a designated Records Officer on file with the Library of Virginia and the Records Officer has completed the Library of Virginia Record Retention course(s) within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia. A copy of the training certificate(s) was provided to the District's assigned CDC.	A			
16. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.]	N/A			No special requests made by DCR
17. Hosted at least one agricultural community outreach event during the year that met the conditions outlined in Attachment F (#17).	A			TCC hosted it first ever farmer dinner with many partners and VSU.
18. Notified the Virginia State University-Small Farm Outreach Program of every outreach event conducted by the District focusing on agricultural producers in the manner outlined in Attachment F (#18).	A			
19. Submit a District Board approved, completed Attachment D (Itemized District Budget Request Form) for Fiscal Year 2027 to the Department no later than July 15, 2025.	A			

DCR DSWC CDC and Program Manager/Coordinator verified:

*E. Blane Jordan*

(Conservation District Coordinator) 9/1/2025 (Date)

*Christina F. Watlington Jones*

(Program Manager/Coordinator) 9/4/2025 (Date)

Reviewed with the SWCD Board; entered and attached to the September, 2025 meeting minutes:



## Christine McLean

---

**From:** Leatherwood, Olivia (DCR) <Olivia.L Leatherwood@dcr.virginia.gov>  
**Sent:** Tuesday, September 9, 2025 5:13 PM  
**To:** Aaron Saunders; Abigail Ainsley; Amanda Whispell; Amy Walker; Anna Moreau; Anne Davis; Bob Waring; Brandon Dillistin; Christine McLean; Debbie Billings; Emma Rich; Gini Greenlaw; Grace Daughtery; Hunter Gravatt; Jerry Rauch; Jim Wallace; Joanna Balderson; Kathy Clarke; Kathy Shamblin; Kelly Brann; Marable, Kemper M.; LaVerne Calhoun; Lowery Becker; Madison Morgan; Marley Goodman; Meredith Rose; Michelle Carter; Renee Davis; Robyn Woolsey; Samantha Pereira; Sharon Conner; Stacey Sovick; Theresa Bradford; Trevor Guy; Tyler Deitz; Waring Baylor  
**Subject:** Associate Directors

Good afternoon,

Instead of adding this large blurb to my report, I decided to send in an email. Please pass this on to Directors as you see fit as this email is being sent to District staff only.

### **Associate Director Job Descriptions and Guidelines:**

DCR has received questions recently about the roles, responsibilities, and ability for associate directors to participate in Soil and Water District Board meetings.

- Associate Directors of VA SWCDs are not referenced in Code of VA.
- No official decision from OAG exists on what Associate Directors can and can't do.
- OAG guidance is that all SWCDs should create and adopt an *Associate Director Job Description*. The purpose of this job description is to define clear parameters as to what Associate Directors are authorized by the local BOD to do. Without such parameters in place, it could be argued in court that all Associate Directors have all voting rights, which is clearly not the intent of an elected board nor the intention of anyone when Associate Director positions were initially created. This includes covering when an Associate Director can and cannot vote.

DCR is recommending districts adopt associate director's job guidelines with the following components being included:

- Purpose of Associate Director
- Associate Directors may be members of committees established by local BODs; thus, they have voting rights on said committees.
- Associate Directors may be Chairs of committees established by local BODs.
- An Associate Director who is Chair of a committee may present committee recommendations to the BOD at a regular or special-called board meeting for consideration; however, an Associate Director may not vote in such meetings.
- An Associate Director may not make a stand-alone motion in a regular or special-called board meeting.
- Associate Directors may participate in discussions in a regular or special-called board meeting. They do not have voting rights.
- Associate Directors may be invited to participate in closed meetings.

If your Board has already adopted a policy or guidelines for associate directors, then no action needs to be taken.

If you have any questions, please let me know!

Thank you,

**Olivia Leatherwood** (*she/her*)  
**Conservation District Coordinator**  
Division of Soil and Water Conservation  
Virginia Department of Conservation and Recreation  
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**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: August 7th – September 10<sup>th</sup>, 2025

Prepared for September 19th, 2025, Board Meeting

**Training**

- 8/7 Virginia Ag. Expo, in person
- 8/19 – 8/21 Graves Mountain Lodge training, in person
- 8/8 – 8/9 Chesapeake Bay Landscape Professional (CBLP) Certification Training, in person

**Farm Visits**

**-Spotsylvania**

- 8/11 Farm visit with existing producer
- 8/13 Farm visit with producer for VDACS complaint
- 8/21 Farm visit with existing producer
- 9/2 Farm visit with potential producer
- 9/4 Farm visits (2) with existing producers

**-King George**

- None

**-Stafford**

- 8/22 Farm visit with potential producer
- 8/27 Farm visit with existing producer

**Miscellaneous Tasks**

- Attended King George County Schools Back to School Day for teachers
- Delivered board packages
- Brought truck in for inspection and oil change
- Signed up multiple producers for Whole Farm Approach (WFA)
- Attended Lake Anna Civic Association (LACA) Board Meeting
- Wrote application for Clean Water Farm Award for Cherry Grove
- Refilled water for the office
- Created labels and organized WFA folders
- Researched CCI-CNT (Continuing Conservation Initiative-Continuous No-Till)
- Worked on stream exclusion projects
- Changed approvals in tracking, printed Part IIs and mailed approval letters
- Created concept maps for potential producers





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**Conservation Specialist Monthly Report**

Theresa Bradford, Conservation Specialist

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Prepared for September 19th, 2025, Board Meeting

- Coordinated with Dept. of Forestry and Friends of the Rappahannock for a new Woodland buffer filter area at Cherry Grove Farm Ent.
- Completed homework for CBLP training
- Created As Built for fence exclusion project
- Updated timesheets and training logs
- Updated spreadsheets for WFA and uploaded into CAS
- Worked with Virginia Dept. of Ag. & Consumer Services on an erosional complaint

**Upcoming Tasks or Events**

9/25 – DCR Row Crop Training, Suffolk, VA

9/29 – DCR Conservation Engineering training, Lexington, VA

10/8 – King George County Schools Reverse Career day

10/21 – DCR Conservation Planner Course, Buckingham County, VA \*

11/7 – Farm Tour, Seeding/Pasture planting demo, Spotsylvania, VA

12/7 – Annual Meeting, Williamsburg, VA

\*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: August 7 - September 10, 2025

Prepared for September 19, 2025 Board Meeting

### Training

-  August 19-21 – VACDE (*Virginia Association of Conservation District Employees*) Training, Graves Mountain
  - *Agronomy 101*
  - *VCAP Updates and Mock Reviews*
  - *Native Nursery Tour, Hill House Nursery*
  - *Beyond 2025: Chesapeake Bay Progress in the Agricultural Sector and What Lies Ahead*
-  September 8-9 – Chesapeake Bay Professional Landscape Training, Haymarket, Va






### Site Visits

-  **Spotsylvania**
  - September 2 – Site visit, prospective VCAP participant
-  **Stafford**
  - August 22 – Farm visit, prospective new producer

### Miscellaneous Tasks

- 💧 Regular staff meetings 😊
- 💧 Aug. 7 – Virginia Agricultural Expo – Brooke Farms, Locust Grove
- 💧 Local tour of VCAP practices with Madison
- 💧 Aug. 12 – Attended VCAP Water cooler chat, virtual
- 💧 Signing up producers for whole farm approach contracts
- 💧 Inputting contracts into Tracking
- 💧 Sending out approval letters for August board approvals
- 💧 Getting branded gear – embroidery at Minuteman Press
- 💧 Sept. 3 - Working the TCCSWCD tent at STEM Day for the Fred Nats game
- 💧 Water Wednesdays – refilling water cooler
- 💧 Sept. 10 – Met with Angela and Renée to discuss VCAP practices

### Upcoming Tasks/Trainings/Events

-  September 25 – Basic Ag Training – Row Crops, Tidewater AREC, Suffolk, Va
-  September 29 – “Meet the BMPs” CBPL Green Infrastructure Tour, Roanoke, Va
-  October 15-16 – Virginia Resource Training, online webinars \*
-  October 15 – Rappahannock River Symposium, Fredericksburg
-  October 21-23 – DCR Conservation Planner Course, Buckingham County \*



Tri-County/City Soil and Water Conservation District  
4811 Carr Drive · Fredericksburg, Virginia 22408  
Phone: (540) 656-2401 or (540) 656-2402  
Fax: (540) 656-2403 · Website: [www.tccswcd.org](http://www.tccswcd.org)

**Monthly Staff Report: Jerry Rauch, Conservation Specialist**  
**Period of August 6, 2025, through September 8, 2025**  
**Prepared for September 19, 2025, Board of Directors Meeting**

**Farm Visits/Office Visits**

**Spotsylvania**

- 8/11/2025 Site Visit to discuss SL-7 design and proposal with producer
- 8/12/2025 (3) Producer Visit signup for WFA-NM & WFA-CC
- 8/13/2025 Producer Site Visit with Tim Abbot USDA for an ASA complaint
- 8/26/2025 Producer Site Visit to evaluate Resource Concerns for SL-1
- 8/28/2025 Producers office visit to sign up for WFA-NM & WFA-CC
- 8/29/2025 Producers office visit to sign up of WFA-NM & WFA-CC
- 9/3/2025 (3) Producer Visit signup for WFA-NM & WFA-CC
- 9/5/2025 (3) Producer Visit signup for WFA-NM & WFA-CC

**King George**

- 9/4/2025 New Producer office visit to sign up for WFA-NM & WFA-CC
- 9/5/2025 Producer Visit signup for WFA-NM & WFA-CC

**Stafford**

- 8/22/2025 Producer Site Visit to offer Technical Assistance and determine eligibility for any BMP's
- 8/27/2025 Producer Site Visit to discuss eligibility SL-10 and CCI-SL-6W
- 8/29/2025 (1) Producers office visit to sign up for WFA-NM & WFA-CC
  - (1) New Producer office visit to sign up for WFA-NM & WFA-CC

**Training Attended**

- 8/19/ - 8/21 Graves Mountain Training
  - Attended Soils Class, Records Retention & File Organization, Engineering Activity, and DEQ/DCR update and future funding perspective

**Misc Tasks**

- File Reviews/Paying Carryover Contracts to Producer
- Assisted producers with FY2026 WFA and VACs cost-share signup
- Assisted with BMP practice completions
- Assisting with up-coming outreach and awards event planning/Weekly Check-In's
- Enter contracts into Tracking for Board of Directors Approval
- Assisted in Mailing approval letters for first round of WFA & VACS approvals from August Board of Directors Meeting.

**Down-the-Road Events & Training**

- 9/10/2025 Spotsylvania Ag Committee Meeting
- 9/29 – 10/2/2025 Conservation Engineering Training – Lexington, VA





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ASA – Agriculture Stewardship Act  
CCI-SL-6W - Stream Exclusion w/ Wide Buffer – Maintenance Practice  
SL-1- Long-Term Vegetative Cove on Cropland  
SL-7- Extension of Water and Grazing Management  
SL-10 – Grazing Land Management  
WFA-NM – Whole Farm Approach-Nutrient Management Bundle  
WFA-CC – Whole Farm Approach- Cover Crop Bundle

**Tri County City SWCD**

**Education and Outreach Coordinator**

**Monthly Staff Report**

Madison Morgan, Education and Outreach Coordinator

Aug 7 – Sep 10

**Training—**

**Other tasks—**

- 8/12 – Viewed VCAP Practices with G. Greenlaw to demonstrate spot checks
- 8/14 – Annual Meeting Planning Meeting w/ VASWCD
- 8/16 – King George Farmers Market
- 8/17 – Long Farmers Market
- 8/18 – Met with Kayleigh Mize to talk about joint projects between TCCSWCD and VCE
- Began researching venues for the end of year banquet for staff meeting to plan next steps
- 8/19 – 8/21 – Graves Mountain Training
- 8/24 – Long Farmers Market
- 8/26 – Met with TCCSWCD staff to talk about the end of year Banquet
- Formatted and completed the TCCSWCD update page for the Area III Newsletter
- Completed the FY25 Annual Report for Board Approval and submission to DCR
- Submitted information to become a Stafford County partner in Education
- 8/28 – Stafford Superintendent Community Advisory Committee meeting
- 8/29 – Watched the CRRL Lunch and Learn that was recorded previously
- 9/3 – Fred Nats STEM Day
  - 4500 People in attendance
- 9/4 – Lake Anna Civic Association Meeting
- Submitted an updates page for the LACA Newsletter
- 9/8 – Chancellor Ruritan Club meeting to thank them for their support with YCC
- Worked on a grant application for a field trip to the Rappahannock Education Farm
- 9/9 – King George CTE Committee Meeting and CTEats
- 9/10 – Education Committee Meeting w/ VASWCD
- 9/10 – Envirothon Steering Committee meeting w/ VASWCD
- 9/10 – Spotsylvania Ag and Forestry Committee Meeting

**VCAP—**

**Upcoming—**

- 9/11 – Stafford Superintendent Advisory Committee Meeting
- 9/13 – Project WILD Training
- 9/14 – Long Farmers Market
- 9/17 - Project WILD Training

- 9/24 - Project WILD Training
- 9/22-9/26 – Marketing Success Online Training
- 9/28 – Tree FXBG Tree Giveaway
- 10/7 – Grant Training
- 10/8 – Stafford Schools Partner meeting
- 10/10 – PWRC
- 10/15 – Rappahannock River Symposium
- 10/16 – Envirothon site visit w/ Area III educators
- 10/25 – Hartwood Presbyterian Church Bicentennial
- 10/27 – Stafford Ag Committee Meeting
- 10/28 – FXBG Council Meeting
- 10/30 – Stafford Superintendent Advisory Committee Meeting





## TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

**Christine McLean, Administrative Professional**  
**Staff Report for August 6, 2025 – September 9, 2025**  
**Prepared for September 19, 2025 Board Meeting**

### Summary:

Continuing to train with Renee. Continuing to create procedure documents for future staff training. Attending Week Staff Check-ins. Paying bills. Checking time sheets. Hand delivered board packages. Attended VACDE Annual Training at Graves Mountain Lodge from August 19<sup>th</sup> – 21<sup>st</sup>. Attended Operations and Personnel Joint Committees Meeting on September 3<sup>rd</sup>.

### Completed Tasks:

- Attended Weekly Staff Check-ins
- Continuing to train with Renee
- Check Mail (Daily)
- Paid monthly bills/Cut checks
- Entered Credit Card Charges
- Ordered Office Supplies
- Hand delivered board packages
- Attended the VACDE Annual Training at Graves Mountain Lodge August 19<sup>th</sup> – 21<sup>st</sup>
- Attended the Operations & Personnel Joint Committees Meeting on September 3<sup>rd</sup>
- Created invoice for BMP Repayment
- Applied payment for invoice for BMP Repayment & deposit at bank
- Continuing to create Admin Procedure Documents
- Checking Time Sheets
- Typed Board & TRC Meeting Minutes
- Made bank deposits
- Verified Financials to be reconciled
- Finished creating locality invoices with Renee

### Completed Trainings:

Completion Date	Provider/Presenter (*Red = DCR Deliverable)	Trainer	Certified Until	Notes	Hours
8/19/25	Agronomy 101	VACDE @ Graves			3.5
8/20/25	Records Management 101: Covering the Basics	LVA @ Graves			2.5
8/20/25	Native Nursery Tour	VACDE @ Graves			3.5
8/21/25	Beyond 2025: Chesapeake Bay Progress in the Ag. Sector & What Lies Ahead	DEQ & DCR @ Graves			2
8/27/25	NCDEA Professional Development - August	NCDEA			1
9/4/25	Electronic Records Management Training Part 1 (September Session 1)	LVA			1
9/8/25	Retention Schedule FAQs Training	LVA			1
9/9/25	Admin/Ops Committee	VASWCD			1
<b>Total Training Hours</b>					<b>15.5</b>

### Upcoming:

- September 18<sup>th</sup> – Electronic Records Management Training Part 2
- October 13<sup>th</sup> – Columbus Day Holiday
- October 15<sup>th</sup> – Rappahannock River Symposium
- October 16<sup>th</sup> – 1 Year Work Anniversary!
- October 17<sup>th</sup> – Next TRC & TCC Board Meetings

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

Renee B. Davis

August 9, 2025 – September 10, 2025

Prepared for September 19, 2025, Board Meeting

*Happy Harvesting ~ 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, and prepared the agenda and board package for circulation. Delivered the board package and put a copy on the TCCSWCD website. 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. Reviewed the QA/QC reports, posted committee meetings on the website and emailed committee members.

- ☐ Continued training the Administrative Professional on committee and board minutes, payments, receipts, board packages, payments, Attachment E, payroll overview and other various tasks.
- ☐ Reviewed cost share files to process check requests. Reviewed with staff as necessary
- ☐ Additional Phone Meeting with Kelsey Wong on the HR Pilot Program to suggest contract revisions
- ☐ Cut checks for producers
- ☐ Contributed finance reports and data for the Annual Report
- ☐ Taught the Administrative Professional Reserve & Dedicated Funds
- ☐ Filed end of the year documents
- ☐ Reviewed the TCC Roundup Newsletter
- ☐ Extensive work and meetings on VCAP files and procedures
- ☐ Moved office back to the back room
- ☐ Reviewed edits on the Berkley contract and made suggestions for additional edits to be presented to the Operations and Personnel Committees
- ☐ Completed a Certified Crop Advisor reference for a former Conservation Specialist
- ☐ Sent emails and information to 2- potential directors
- ☐ Trained the administrative Professional on how to edit the Chart of Accounts to match the approved FY26 Budget
  - ☐ Entered the FY26 budget in QuickBooks
  - ☐ Edited the class accounts listing
  - ☐ Showed how to edit the Reserve & Dedicated equity accounts
- ☐ Gathered specifications for a new laptop for the conservation specialist
- ☐ Worked STEM Day at Fred Nat's Stadium
- ☐ Reviewed and distributed Area III newsletter via email
- ☐ Signed and emailed the ASA policy to VDACS
- ☐ Printed and reviewed a new ASA complaint
- ☐ Updated and emailed committee appointments
- ☐ Registered directors and myself for the Rappahannock River Symposium
- ☐ Trained the Administrative Professional on County invoices, DCR Return of Funds, return of funds from a producer, VCAP deposit and transfer of funds
- ☐ Reviewed CDC Report
- ☐ Completed the 2024-2025 Creditable Coverage Disclosure form
- ☐ Attended Graves Mountain Lodge training





Tri-County/City Soil &  
Water Conservation District

District Manager Staff Report-  
Continued

Renee B. Davis

*Prepared meeting documents for most of the below.*

Meeting Information	
✓	August 15, 2025: Board of Directors Meeting
✓	Weekly Monday morning staff meetings *****
✓	August 12, 2025: VCAP Water Cooler Chat (Q&A)
✓	August 13, 2025: Met with Margaret and Kelsey of the Berkley Group to discuss the scope of work.
✓	August 26, 2025: Banquet planning meeting
✓	September 3, 2025: Operations & Personnel Committees joint meeting

**Training Completed:**

Completion Date	Topic (Red * Certification or Deliverable)	Trainer	Certified Until	Notes	Hours
August 19, 2025	<i>Agronomy 101</i>	Keith Burgess Graves Mountain Lodge Training		3 CP CEUs & 1.5 NM CEU	3.5
August 20, 2025	<i>VCAP Updates &amp; Mock Reviews</i>	Rachel Duval Graves Mountain Lodge Training			2.5
August 20, 2025	<i>Virginia Tax Credits</i>	Tracy Sanders, Demetria Dennis & Richard Tyree w/ Virginia Department of Taxation Graves Mountain Lodge Training			2
August 20, 2025	<i>Real-Life Engineering</i>	Raleigh Coleman Graves Mountain Lodge Training		2 CEUs	2
August 21, 2025	<i>Beyond 2025: Chesapeake Bay Progress in the Agricultural Sector and what Lies Ahead</i>	Kevin McLean (VA DEQ) and James Martin (VA DCR) Graves Mountain Lodge Training			2
<b>Total</b>					<b>12</b>

**Upcoming:**

- Office and Storage unit cleanup day
- VCAP File Reviews
- Berkley Group contract
- Audit Preparation
- County & City Funding Request