



**Piedmont Soil and Water Conservation District  
Board of Directors Meeting Minutes - Farmville, Virginia  
June 24, 2025, 11:00 a.m.**

**Board Members Present:**

Larkin Moyer –Director, Amelia County / Chairman  
Ricky Rash – Director, Nottoway County /Vice Chairman  
Horace Adams –Director, Prince Edward County / Secretary  
Jennifer Morris – Director, Amelia County  
Dr. James Gates, Jr.- Director, Prince Edward County  
Juan Whittington – Appointed At-Large Director, Amelia County  
Mackenzie Gunn – Appointed VCE Director, Amelia County & VCE ANR agent  
Haley Norton – Associate Director, Conservation Specialist, Fort Pickett

**Board Members, Staff & Partners Absent:**

Charles “Chuck” Arnason –Director, Nottoway County / Treasurer  
Dr. Kathy Gee - Associate Director, Nottoway County  
Erin Small – Associate Director, VCE ANR Agent Prince Edward County  
Kelly Atkinson – Education Specialist  
Jeremy Evans - NRCS District Conservationist, Nottoway/Farmville

**PSWCD Staff Present:**

Kevin Dunn – Senior Conservation Specialist  
Deanna Fehrer - District Manager  
Tyler Smith – Conservation Technician  
Paula Totten – Assistant District Manager  
Charlie Wootton – Senior Conservation Specialist

**Partners Present:**

Denney Collins - Conservation District Coordinator, Dept. Conservation & Recreation  
Tara Ciavarella - NRCS District Conservationist, Amelia  
Claire Helmke – Farm Bill Biologist, Quail Forever  
A.J. Austin – Farm Service Agency, Program Tech (CED trainee)  
Doug Stanley – Prince Edward County, Administrator

**Visitors Present:**

Adam M. Davis, Longwood University  
Royce Coleman, Amelia County, Environmental Specialist

**CALL TO ORDER & WELCOME**

A regular meeting of the Piedmont SWCD Board of Directors was held at the Prince Edward County Agriculture building on Tuesday, June 24, 2025. Chairman Moyer welcomed everyone and called the meeting to order at 11:02. A quorum was present. Additions to the agenda were recorded.

**SECRETARY’S REPORT**

On a motion by Mr. Rash, seconded by Dr. Gates and carried by unanimous vote, the Board approved the May 27, 2025, minutes as presented.

**TREASURER’S REPORT**

On a motion by Mr. Rash, seconded by Mr. Whittington and carried by unanimous vote, the Board accepted the May 2025 Treasurer’s Report as presented to be filed for audit.

**CONSERVATION COMMITTEE**

Mr. Wootton presented corrections to previously approved conservation reports.

**On a motion by Mr. Whittington, seconded by Mr. Rash and carried by unanimous vote, the Board approved the following corrections:**

July 23, 2024

**James W. Garnett, Jr.**

05-25-~~0003~~ **0006** (589595)

**SL-6W Stream Exclusion with Wide Buffer (50'/10yr) (100')**

Estimated Cost	\$ 25,715.50
Estimated Cost-Share	\$ 24,429.72 (95%)
Estimated Buffer Payment	\$ 320.00
Total Estimated Cost Share	\$ 24,749.72

October 27, 2024

**Debra Wilson**

~~05-25-0067~~ **#639908**

05-25-**0076** (641111)

**SL-6W Stream Exclusion w/Wide Buffer (20')**

Estimated Cost	\$ 8,332.50
Estimated Cost Share (95%)	\$ 7,915.88
Estimated Buffer Payment (.1 acre)	\$ 80.00
Total Estimated Cost-Share	\$ 7,995.88

February 25, 2025

**James W. Garnett, Jr.**

05-25-~~0003~~ **0006** (589595)

**SL-6W Stream Exclusion with Wide Buffer (50'/10yr) (100')**

Estimated Cost	\$ <del>25,715.50</del> 31,965.50
Estimated Cost-Share	\$ <del>24,429.72</del> 30,367.22
Estimated Buffer Payment	\$ 320.00
Total Estimated Cost Share	\$ <del>24,749.72</del> 30,687.22

March 25, 2025

**Big Meadows Farm LLC**

05-25-~~0102~~ **0107** (651423)

**SL-6W Stream Exclusion with Wide Buffer (50'/10yr) (1,800' & 4.4ac)**

Estimated Cost	\$ 15,350.00
Estimated Cost-Share	\$ 14,582.50
Estimated Buffer Payment	\$ 3,520.00
Total Estimated Cost Share	\$ 18,102.50

**Big Meadows Farm LLC**

05-25-~~0102~~ **0107** (651422)

**SL-7 Extension of Watering System Grazing Land Mgmt. (10yr) (25.6ac)**

Estimated Cost	\$ 6,600.00
Estimated Cost-Share	\$ 4,950.00
Estimated Tax Credit	\$ 412.50

April 22, 2025

**John Nixon**

05-25-~~0113~~ **0112** (651950)

**RB-1 Residential Septic Pump-out**

Estimated Cost	\$ 450.00
Estimated Cost Share (50%)	\$ 225.00

**Kelsey R Redman**

05-25-0124 (657451)

**SL-6W Stream Exclusion with Wide Buffer (50'/10yr) (1,600', 2ac)**

Estimated Cost	\$ 22,170.00
Estimated Cost-Share	\$ 21,061.50
Estimated Buffer Payment	\$ 1,600.00
Total Estimated Cost Share	\$ 22,661.50

**\* Additional \$10.00 added to correct Total Estimated Cost-Share amount.**

Mr. Dunn presented the conservation report for structural and agronomic practices.

**On a motion by Mr. Rash, seconded by Dr. Gates and carried by unanimous vote, the Board approved the following FY25 VACS contracts (OCB \$27,150.00).**

**OCB**

**Nottoway**

**Lewis Williamson**

**CCI-SL-6W Stream Exclusion w/Wide Buffer Maint. (5850')**

05-25-0130 #658211	Estimated Cost	\$ 7,312.50
	Estimated Cost-Share	\$ 7,312.50

**CCI-WP-2W Stream Protection w/Wide Buffer Maint. (4150')**

05-25-0130 #658205	Estimated Cost	\$ 4,150.00
	Estimated Cost-Share	\$ 4,150.00

**Prince Edward****Bassett Hound Haven**

05-25-0129 #658151

**CCI-SL-6W Stream Exclusion w/Wide Buffer Maint. (9950')**

Estimated Cost	\$ 15,687.50
Estimated Cost-Share	\$ 15,687.50

**On a motion by Dr. Gates, seconded by Mr. Rash and carried by unanimous vote, the Board approved of the following FY25 VACS contracts (CB \$19,299.20) and tax credit (\$389.38).**

**C.B.****Prince Edward****Robert Browning**

05-25-0003 (658222)

**CCI-SL-6W Stream Exclusion w/Wide Buffer Maint. (1900')**

Estimated Cost	\$ 2,375.00
Estimated Cost-Share	\$ 2,375.00

05-25-0003 (651477)

**SL-7 Extension of Watering System -Tax Credit Only**

Actual Cost	\$ 6,230.00
Actual Cost-Share	\$ 4,672.50
<b>Tax Credit</b>	<b>\$ 389.38</b>

**R.M. Watkins & Sons Inc**

05-25-0022 #657954

**NM-5P Variable Rate Application P (1457.6 ac)**

Estimated Cost	\$ 11,660.80
Estimated Cost-Share	\$ 11,660.80

**Easter Design**

05-25-0069 #658811

**NM-3C Split Application of N (481.7 ac)**

Estimated Cost	\$ 2,890.20
Estimated Cost-Share	\$ 2,890.20

**Easter Design**

05-25-0069 #640536

**NM-1Nutrient Management Plan Writing (2,050.8 ac)**

Estimated Cost	\$ 4,101.60
Estimated Cost-Share	\$ 4,101.60

\* Additional **15 Ac** Approved with **\$30.00** in Cost-Share. Original Approved 8-27-24

**Colin Wolfe**

05-25-0013 #598474

**NM-1Nutrient Management Plan Writing (530.4 ac)**

Estimated Cost	\$ 1,060.80
Estimated Cost-Share	\$ 1,060.80

\* Additional **39.1 Ac** Approved with **\$78.20** in Cost-Share. Original Approved 10-22-24

**Timothy Orr**

05-25-0086 #658839

**NM-1Nutrient Management Plan Writing (52.2 ac)**

Estimated Cost	\$ 104.40
Estimated Cost-Share	\$ 104.40

**David D. Benson**

05-25-0044 #658813

**NM-1Nutrient Management Plan Writing (450.3 ac)**

Estimated Cost	\$ 900.60
Estimated Cost-Share	\$ 900.60

**Smith Tobacco**

05-25-0053 #658812

**NM-1Nutrient Management Plan Writing (630 ac)**

Estimated Cost	\$ 1,260.00
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Estimated Cost-Share

\$ 1,260.00

Mr. Smith presented the Septic applications for approval.

**On a motion by Mr. Rash, seconded by Mr. Adams and carried by unanimous vote, the Board approved the following septic applications totaling \$12,825.00 Grant #16969 and \$6,250.00 Grant #16970 as presented:**

**Septic Approvals**

**Prince Edward Grant #16969**

**Mike Hare**

05-25-0118 (656774)

**RB-1 Residential Septic Pump-out**

Estimated Cost \$ 450.00

Estimated Cost Share (50%) \$ 225.00

**Diane Hinde**

05-25-0132 (658948)

**RB-4P Residential Septic Repair/Replacement w/ Pump**

Estimated Cost \$ 18,400.00 at \$16,500 Cap

Estimated Cost Share (75%) \$ 12,375.00

**Karen Pawelec**

05-25-0131 (658932)

**RB-1 Residential Septic Pump-out**

Estimated Cost \$ 450.00

Estimated Cost Share (50%) \$ 225.00

**Flat Creek Grant #16970**

**Herold Tyler**

05-25-0128 (657922)

**RB-4 Residential Septic Repair/Replacement**

Estimated Cost \$ 15,500.00 at \$12,500 Cap

Estimated Cost Share (50%) \$ 6,250.00

**On a motion by Ms. Morris, seconded by Mr. Rash and carried by unanimous vote, the Board approved the VACS and septic contracts carryover report (CB and OCB \$474,635.41, except for Oakmulgee Dairy (attached)).**

**On a motion by Mr. Whittington, seconded by Mr. Adams and carried by unanimous vote, the Board approved the VACS carryover for Oakmulgee Dairy (CB \$38,238.00), with Mr. Moyer leaving the room (attached).**

Mr. Dunn reported that \$2.19M was obligated this year to agriculture producers.

**On a motion by Ms. Morris, seconded by Dr. Gates and carried by unanimous vote, the Board appointed Mr. Rash the authority to approve any FY25 VACS contracts between June 24 and June 30 (deadline to have all VACS funding complete).**

Mr. Smith reported that a VCAP participant has requested an advance payment for a rainwater harvesting project. He stated that the contractor is requesting a payment upfront to purchase materials for the project. Mr. Smith stated that there was an option available called the Startup Payment Program. Ms. Fehrer gave a summary of the Startup Payment Program which includes a Memorandum of Understanding (MOU) the District would be required to sign with the VASWCD and with the participant if the Board decide to opt into the program. She stated the MOU requires the participant to refund the payment if the practice was not completed. Ms. Fehrer reported that the District had the option to set guidelines on which practices would be eligible and startup payment caps. After some discussion, the Board decided to table the discussion until July to have time to review the program further.

**FINANCE COMMITTEE** – Chair Arnason

**On a motion by Mr. Rash, seconded by Mr. Adams and carried by unanimous vote, the Board approved the May 27, 2025 Joint Finance and Personnel Committee minutes and the June 16, 2025 Finance Committee minutes as presented.**

Ms. Collins reviewed the change to the Administrative Operations Grant Agreement A, B, C options for deliverables. She stated that even though the Annual Plan of Work, FOIA, Strategic Plan, Records Officer requirements and personnel policy requirements had been removed from the performance deliverables they were still in the Desktop Guide. Ms. Collins stated as part of the Cost-Share and Technical Assistance Grant Agreement, all technical staff are required to attend CAS Training and meet all performance deliverables.

**On a motion by Mr. Rash, seconded by Ms. Morris and carried by unanimous vote, the Board approved the FY26 DCR grant agreement number 503CSTA-26-34-GF for Cost-Share and Technical Assistance (\$4,102,038 CB, \$272,579 OCB, \$648,219 TA).**

**On a motion by Mr. Rash, seconded by Dr. Gates and carried by unanimous vote, the Board approved the FY26 DCR grant agreement number 503OPS-26-34-GF for Administrative Operations (\$273,946 Admin/Ops., \$63,000 Dam Main.)**

**On a motion by Mr. Rash, seconded by Mr. Adams and carried by unanimous vote, the Board approved the FY26 Operational Budget.**

Source FUNDING	Budgeted Income	Budgeted Expense						
VACS Income	\$ 4,374,617.00		CB \$4,102,038; OCB \$272,579					
DCR Dam Maint.	\$ 63,000.00		Dams (\$4500/dam)					
PE Dam Maint.	\$ 5,000.00		Level funding PE Co.					
VACS Technical Assist	\$ 362,744.00		\$80,520 Base + \$282,182 addition (TA budget based on return \$2.2M CS and related TA)					
DCR Admin& Oper	\$ 273,946.00		DCR Operations					
Local Government	\$ 28,240.00		Level funding					
Equipment Program	\$ 20,000.00		Projected					
319 Septic Grant Admin	\$4,000		2 grants Flat & PE					
<b>Total Funding</b>	<b>\$ 5,131,547.00</b>							
<b>EXPENDITURES</b>								
VACS Cost Share Exp		\$ 4,374,617.00	CB \$4,102,038; OCB \$272,579					
Dam Expense		\$ 68,000.00	Regular maintenance; remote monitoring					
VACS Technical Assist		\$ 362,744.00	**Support of VACS program					
Operational Expense		\$ 302,186.00	**Operations & Education					
Septic Program Implementation		\$4,000	Program Support					
Equipment Program		\$ 20,000.00	Salaries, Maintenance, Truck, Storage expenses					
<b>TOTALS</b>	<b>\$ 5,131,547.00</b>	<b>\$ 5,131,547.00</b>						

\*\*Expenditures of the budget include: increases in compensation, changes to employment status, continuation of benefits, increase in monthly cell phone stipend, travel and vehicle expense, office supplies, operational costs, IT costs, administration of program costs including outreach, rent, dues, HR fees, education programming, and equipment. Budget work papers are on file in the office.

**On a motion by Ms. Morris, seconded by Mr. Whittington and carried by unanimous vote, the Board approved the FY27-28 Budget Template Attachment D (\$1,052,940).**

**On a motion by Mr. Whittington, seconded by Mr. Rash and carried by unanimous vote, the Board approved the updates to the Finance Policy.**

## **PLANNING**

Ms. Fehrer reviewed the FY26 Annual Plan of Work. Ms. Fehrer reported starting next year that all VACS funds must be obligated by June 15<sup>th</sup>.

**On a motion by Mr. Rash, seconded by Dr. Gates and carried by unanimous vote, the Board approved the FY26 Annual Plan of Work.**

## **WATERSHED** - Chair Arnason

Ms. Fehrer reported that spring mowing had started on the dams. Mr. Wootton reported that the contractor had cleared the trees from the access road at Buffalo #6. He stated that the lock would not open, so the landowner cut it. He reported that a new lock would be installed in a way that the landowner would be able to use his own lock as well. Mr. Wootton reported that there were a couple of other locks that needed to be replaced.

Ms. Fehrer reported that a landowner at Bush #6 had concerns about the water level in the lake. She stated that the staff would be doing a water level survey for normal pool to see if there was an issue with the dam.

Ms. Fehrer reported that the Tabletop exercise with Prince Edward County went well. Mr. Moyer thanked Prince Edward County for all their support.

#### **PERSONNEL COMMITTEE:** - Chair Morris

Ms. Morris reported that all evaluations and salary increases had been reviewed and approved.

Ms. Fehrer reviewed the changes to the personnel policy. She stated that none of the proposed changes regarding annual and sick leave would benefit her in any way. She reviewed a new leave sharing program in which employees can donate leave to a leave pool to be available to employees who have used all their leave and have a medical emergency or are impacted by a natural disaster as declared by the President of the United States.

**On a motion by Dr. Gates, seconded by Mr. Adams and carried by unanimous vote, the Board approved the updates to the Personnel Policy.**

**On a motion by Mr. Rash, seconded by Dr. Gates and carried by unanimous vote, the Board approved the updates to the Office and IT Policies.**

#### **LEGISLATIVE COMMITTEE** - Chair Rash

Mr. Rash reported that the VASWCD was in the process of updating the Policy handbook and an all-district director email was sent out with the proposed language changes. He asked if anyone had comments, to send them to Mr. Dunn to take before the VASWCD.

#### **COMMUNICATION / EDUCATION** – Chair Gunn

Ms. Morris reported that she used the Soil Trailer for Bible School at her church for the science station. She stated they had 120 to 130 kids each night and she taught the soil cycle, water cycle, and soil profile. Mr. Moyer reported he saw the District display at the Amelia County Fair and there was a lot of good information.

#### **PRINCE EDWARD COUNTY**

Mr. Stanley reported the county had entered into a new agreement with Elite Recycling for mixed stream recycling to help increase recycling in the county. He stated that a “Special Use” Permit had been issued for a new restaurant. Mr. Stanley reported that a 5-megawatt solar field was approved in Green Bay after the developer had reworked the design. He stated that the Town of Farmville and Prince Edward County would be merging their EMS services. He announced that there would be a public hearing that evening to review the Comprehensive Plan. Mr. Stanley stated that the county was looking to expand agricultural opportunities in the county.

#### **DISTRICT MANAGER AND PARTNER AGENCY REPORTS**

##### **District Manager & Staff reports**

Ms. Totten reported that all the staff were now using a new workload spreadsheet, so the report was a little longer this month. She stated that the spreadsheet is helping to get a true idea workload. She stated that staff had been busy with end-of-year tasks and education events.

Ms. Fehrer reported that she, along with Mr. Dunn and Ms. Totten, had a zoom call with Mary Sketch of the Virginia Soil Health Coalition and Eric Bendfeldt from VCE about showcasing Ms. Fehrer’s work within the District. Ms. Fehrer stated that she would like to see the interview focus more on soil and water districts and the programs and services they provide.

##### **Department of Conservation and Recreation**

Ms. Collins reminded the District of the July 15<sup>th</sup> deadline for end of the year reports. She announced the PY26 CAS Virtual Training on July 8 at 1 pm and July 24 9:30 am. Ms. Collins reviewed the main changes to the FY26 grant

agreements including; the requirement to return 6% TA for cancelled carryover practices has been removed; all approvals and transfers must be done by June 15<sup>th</sup>; again this year 50% of unobligated cost share funds can be reallocated with TA to any district regardless of basin; extension of cover crop 60% cover inspection date Dec. 15 through Feb. 28; and Cost-Share Admin. Files review. "Cost-Share File Audit" will be done every two years by DCR with any findings going to the audit subcommittee and to the state board.

#### USDA-NRCS – Farmville & Amelia

Ms. Ciavarella reported that she currently has four preapprovals in the contracting process – one EQIP high tunnel, one EQIP forestry and wildlife, and two CSP forestry and wildlife. The state office has received additional funds as requested and may be funding more CSP applications. She stated that all travel and training are still on hold. Ms. Ciavarella reported the Amelia office has five CSP contracts up for renewal this year, all renewal applications have been received. She stated that the James River Association buffer stewardship interns started in the office two weeks ago and have begun conducting field reviews of past buffer projects to assess the need for assistance with invasive management and tree re-planting. Ms. Ciavarella reported that NRCS has not received any guidance or questions for the Local Workgroup Meeting, the Deadline is June 30, this date will be pushed back. She stated she is acting as District Conservationist in Lawrenceville indefinitely.

#### Farm Service Agency – Farmville

Mr. Austin reported the FSA CRP offers were accepted through June 6, 2025. Two offers were submitted in Nottoway: (1 new offer in Southern Rivers and 1 re-enrollment in Chesapeake Bay) and 3 re-enrollments in Chesapeake Bay for Prince Edward. Mr. Austin stated if FSA does not reach their CRP acreage ceiling, FSA will accept continuous CRP offers from interested landowners through July 31, 2025. He stated there could be more batches after that if it's determined that the offered acres support USDA's conservation priorities. Mr. Austin reported the nomination period is now open County Committee Elections for the 2025 COC Elections. He stated this year LAA 1 is up for election and currently the COC member representing that area is Edward Glenn. Mr. Austin asked if you know anyone who may be interested in serving on the County Committee, please consider nominating them. Mr. Austin reminded producers who have NAP Buy-up coverage to report any Notice of Loss for any type of eligible weather disaster that could affect their hay production. He also stated that FSA is busy preparing for FY25 crop acreage reports for corn, soybeans and tobacco and that final reporting date is July 15

#### Virginia Cooperative Extension - Amelia & Prince Edward

Ms. Gunn reported that she will have a Beef Program in July. She stated there were spaces available if anyone was interested. She stated that the SPAREC Forage Specialist had left so the ag agents were helping to cover some of the workload. Ms. Gunn stated she did not know when the position would be filled.

#### District and Staff Comments

Mr. Moyer asked Ms. Norton if she would like to introduce herself to the Board. Ms. Norton stated she previously served on the PSWCD Board as VCE agent. She stated she is a Conservation Specialist at Fort Barfoot (Fort Pickett) in the Environmental Department. Ms. Norton stated she monitors threatened and endangered species. She stated her current focus is on pollinators, bats and mussels. She shared that she also does youth programs and is looking forward to finding ways to partner with the District.

#### **ADJOURNMENT:**

The meeting was adjourned at 1:01pm.

Submitted By \_\_\_\_\_  
Paula Totten, Piedmont SWCD Staff

Date: \_\_\_\_\_

Approved By \_\_\_\_\_  
Horace Adams, Director / Secretary

Date: \_\_\_\_\_