



**Piedmont Soil and Water Conservation District
Board of Directors Meeting Minutes - Farmville, Virginia
July 22, 2025, 11:00 a.m.**

Board Members Present:

Ricky Rash – Director, Nottoway County /Vice Chairman
Charles “Chuck” Arnason –Director, Nottoway County / Treasurer
Horace Adams –Director, Prince Edward County / Secretary
Jennifer Morris – Director, Amelia 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
Dr. Kathy Gee - Associate Director, Nottoway County
Erin Small – Associate Director, VCE ANR Agent Prince Edward County

Board Members, Staff & Partners Absent:

Larkin Moyer –Director, Amelia County / Chairman
Dr. James Gates, Jr.- Director, Prince Edward County
Charlie Wootton – Senior Conservation Specialist
Kelly Atkinson – Education Specialist

PSWCD Staff Present:

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

Partners Present:

Denney Collins - Conservation District Coordinator, Dept. Conservation & Recreation
Rachel McAden – Nutrient Management Planner, Dept. Conservation & Recreation
Tara Ciavarella - NRCS District Conservationist, Amelia
Jeremy Evans - NRCS District Conservationist, Nottoway/Farmville
Claire Helmke – Farm Bill Biologist, Quail Forever
Cristy Cook – Farm Service Agency, CED
Patrick Murphy – Virginia Department of Forestry
Doug Stanley – Prince Edward County, Administrator

Visitors Present:

Adam M. Davis, Longwood University
Royce Coleman, Amelia County, Environmental Manager
Sam Arvik – Prince Edward County, Community Development Intern

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, July 22, 2025. Vice-Chairman Rash welcomed everyone and called the meeting to order at 11:00 am. A quorum was present. Additions to the agenda were recorded.

SECRETARY’S REPORT

On a motion by Mr. Whittington, seconded by Ms. Morris and carried by unanimous vote, the Board approved the June 24, 2025, minutes as presented.

TREASURER'S REPORT

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

CONSERVATION COMMITTEE

On a motion by Mr. Arnason, seconded by Mr. Adams and carried by unanimous vote, the Board approved the VACS FY26 Cost List.

On a motion by Mr. Arnason, seconded by Mr. Whittington and carried by unanimous vote, the Board approved the following FY25 VACS conservation plan:

Lee D Vaughan CP5-25-0016 (revised)

On a motion by Mr. Arnason, seconded by Ms. Morris and carried by unanimous vote, the Board approved the following FY25 VACS contract transfer.

Transfer of Maintenance: Contract 05-25-0062
Raymond W. White to Lee Douglas Vaughan

VACS PROGRAM APPROVALS

On a motion by Mr. Arnason, seconded by Ms. Morris and carried by unanimous vote, the Board approved the FY25 VACS contracts Mr. Rash approved between June 24 and June 30.

Big Meadows
05-22-0018
456199

SL-6 Stream Exclusion with Wide Buffer (35'/10 yrs)

Estimated Cost	\$ 15,350.00
Estimated Cost-Share	\$ 14,582.50
Estimated Buffer Payment	\$ 3,520.00
Tot. Est. Cost-Share (Mar. 2025)	\$ 18,102.50
Updated Tax Credit (original \$484.96)	\$ 509.96

Big Meadows
05-25-0107
651423

SL-6 Stream Exclusion with Wide Buffer (50'/10 yrs)

Estimated Cost	\$ 15,350.00
Estimated Cost-Share	\$ 14,582.50
Estimated Buffer Payment	\$ 3,520.00
Tot. Est. Cost-Share (Mar. 2025)	\$ 18,102.50
Revised Estimated Cost	\$ 18,450.00
Additional Cost-Share (pumping plant)	\$ 2,945.00
Updated Total Estimated Cost-Share	\$ 21,047.50

Big Meadows
05-25-0107
651422

**SL-7 Extention of Watering and Grazing Management System
Tax Credit Only (original \$484.96)**

\$ 550.00

**Jason
Geesaman**
05-25-0068
640140

SL-8H Harvestable Cover Crop (additional 18.4 ac.)

Estimated Cost-Share (Oct. 2024)	\$ 426.00
Additional Cost-Share	\$ 368.00
Total Cost-Share	\$ 794.00

Tyler Piper
05-23-0074
521765

SL-7 Extension of Watering and Grazing Management System
Tax Credit Only \$ 679.74

On a motion by Mr. Whittington, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the following FY26 VACS contracts (CB \$19,752.75).

PY26 Approvals

C.B.

Nottoway

Lee D Vaughan
05-26-0003

SL-7 Extension of Watering and Grazing Management System

661166	Estimated Cost	\$ 17,200.00
	Estimated Cost-Share (75%)	\$ 12,900.00

661163

WP-2W Stream Protection Fencing/Wide Buffer 1200' (5yr)

	Estimated Cost	\$ 6,825.00
	Estimated Cost Share	\$ 5,118.75
	Estimated Buffer Payment	\$ 384.00
	Total Estimated Cost Share (75%)	\$ 5,502.75

Amelia:

Windy Springs
05-26-0004
661483

SL-8A Protective Cover for Ag Land 45 ac

	Estimated Cost-Share	\$ 1,350.00
	Total Cost-Share (90 days @\$30/ac)	\$ 1,350.00

On a motion by Mr. Arnason, seconded by Mr. Whittington and carried by unanimous vote, the Board approved the FY25 VACS contract correction Mr. Rash approved between June 24 and June 30.

Septic Approvals

PY25 Approvals by Mr. Rash (email on file)

Spring Creek Grant #16969

approved June 24, 2025, as grant #16970

Herold Tyler

RB-4 Residential Septic Repair/Replacement

Mr. Smith presented a PowerPoint presentation on updates to the FY26 VACS program.

FINANCE COMMITTEE – Chair Arnason

On a motion by Mr. Arnason, seconded by Mr. Whittington and carried by unanimous vote, the Board approved the proposed 60-month lease agreement from Key Office for a Canon Copier in the mount of \$11,331 (\$188.85 /month).

Mr. Arnason presented a proposal to the Board for the VCAP Start-Up Payment Program. Along with the VCAP guidelines for the Start Up Payment Program, the Board would set additional guidelines as follows;

Offer 25% of the approved estimate cost share amount up to \$2,000 (per practice) as an up-front payment for the following practices:

- Rainwater Harvesting – maximum up-front \$2,000
- Conservation Landscaping – maximum up-front \$1,750
- Rain Garden - maximum up-front \$1,750
- Dry Well - maximum up-front \$1,750

On a motion by Mr. Arnason, seconded by Mr. Adams and carried by unanimous vote, the Board approved to participate in the VCAP Start-Up Program as presented. The VASWCD will need to approve a MOU.

PLANNING

Ms. Fehrer reviewed the Summary of PY 25 Accomplishments. (See attached)

Ms. Fehrer reviewed the Strategic Plan Review – Goal #1 (see attached). She asked the Board if there any additional suggestions for the District to market cost-share programs. Ms. Small stated there are local Realtor groups to connect with to share District cost-share information for the VCAP and Septic programs. Ms. Gunn agreed and stated she had shared information about the District septic program with a realtor in Amelia.

Ms. Fehrer reviewed the FY26 Annual Plan of Work and stated that she and the staff had already started working on items for August.

WATERSHED - Chair Arnason

Ms. Fehrer reported that Bander Smith had completed the inspection of the gates on Dams Buffalo 1,2,3,4 and Bush 4B but due to the higher-than-normal water levels in the dams, the divers for Bander Smith were not able to inspect the primary pipe. She reported that Bander Smith would come back within the next couple of weeks depending on the amount of rainfall. Ms. Fehrer reported that she was working on the IFB for repairs to Buffalo #1 which included wave berm repair, filter drain and seepage repairs. She stated that Districts are now required to use eVA to post IFBs. She is working with DGS to complete the documents for eVA and suggested to Mr. Wilson DCR Engineer that a training on submitting IFBs would be beneficial to the districts that have watershed dams.

Ms. Fehrer reported that a landowner at Bush #6 had concerns about the water level in the lake. She stated that Bander Smith checked Bush #6, and the gate was closed. Ms. Fehrer reported that Bander Smith indicated that the water level had been high for so long due to beaver activity and debris in the low-level overflow pipe. She stated that Bander Smith indicated the water level was at normal level now. Ms. Fehrer stated the staff would still do a water level survey for normal pool to see if there was an issue upstream.

On a motion by Mr. Arnason, seconded by Mr. Whittington and carried by unanimous vote, the Board approved the brush removal at Buffalo #2 in the amount of \$1000 as a work order under the current mowing and maintenance contract.

PERSONNEL COMMITTEE: - Chair Morris

Ms. Morris reported that Ms. Fehrer was looking into a retirement program for staff. Ms. Fehrer stated that several districts were on the VRS system but that the District gives 6% to staff for retirement.

LEGISLATIVE COMMITTEE - Chair Rash

Mr. Rash reported that he would be attending a VASWCD Legislative Committee meeting via zoom on July 28th to review the VASWCD Policy handbook.

COMMUNICATION / EDUCATION – Chair Gunn

Ms. Fehrer reported that Ms. Atkinson was working a reduced schedule this summer but is working on planning for the coming school year and working on the 2025 District Annual Report.

DISTRICT MANAGER AND PARTNER AGENCY REPORTS

District Manager & Staff reports

Ms. Totten reported that the staff were busy closing out the 2025 program year. Ms. Fehrer processed end-of-year reports and 43 payments of which Mr. Dunn submitted documentation for 36. She stated that Mr. Smith was busy updating brochures and flyers for PY2026, Ms. Atkinson was working on the 2025 annual report and planning for the

new school year programs, Mr. Wootton worked on updating the cost list, closing out projects and updating the tracking program.

District and Staff Comments

Mr. Dunn introduced Rachel McAden, DCR Nutrient Management Planner covers this area.

Department of Conservation and Recreation (See attached)

Ms. Collins reported that FY25 has been closed out and a letter for “return of funds” would be coming out in the next couple of weeks. She reported that cost-share funds would be disbursed quarterly based on obligations in CAS on Aug 1, Nov 1, Feb 1, May 1 and June 1 so all BMP approvals must be in CAS by close of business the previous business day. She also reported that the Admin Disbursement letters would go out July 23rd including 50% Admin./Ops funds, 100% Base TA funds and remaining FY25 VACS and TA funds.

USDA-NRCS – Farmville & Amelia (See attached)

Farm Service Agency – Farmville (See attached)

Virginia Cooperative Extension - Prince Edward (See attached)

Department of Forestry

Mr. Murphy reported that DOF is actively burning. He stated that there are twice as many as last year. He reported the Reforestation of Timberland program is a continuous signup and funds are still available. He reported DOF is in the middle of chemical and burn site prep. He stated September is the latest they can do chemical site prep. Mr. Murphy also reported that National Wildfire Preparedness is at Level 4 and field offices may be short-staffed if foresters volunteered to assist.

Prince Edward County

Mr. Stanley reported the Board of Supervisors had approved the renovation of the Worsham convenience site. Mr. Stanley reported the County had over 4500 tons of recycling and hoped to increase this amount with the option to co-mingle recycling with Greenleaf Recycling. He stated the County has a new website that should be more user friendly. Mr. Stanley reported the county was looking into ways to focus on agriculture and forest in their Strategic Plan. He stated that repairs were made to the sidewalk in front of the Agriculture building and the boiler at the Cannery had been replaced. Mr. Stanley reported Kinex (Planet Network) would hopefully complete the fiber optic installation in Cumberland and surrounding counties within the next 15 months. He stated the county is in the process of updating their water supply plan with DEQ.

ADJOURNMENT:

The meeting was adjourned at 12:45 pm.

Submitted By _____
Paula Totten, Piedmont SWCD Staff

Date: _____

Approved By _____
Horace Adams, Director / Secretary

Date: _____

DRAFT