



**Piedmont Soil and Water Conservation District  
Board of Directors Meeting Minutes - Farmville, Virginia  
August 26, 2025, 11:00 a.m.**

**Board Members Present:**

Larkin Moyer –Director, Amelia County / Chairman  
Charles “Chuck” Arnason –Director, Nottoway County / Treasurer  
Horace Adams –Director, Prince Edward County / Secretary  
Jennifer Morris – Director, Amelia County  
Dr. James Gates, Jr.- Director, Prince Edward County  
Mackenzie Gunn – Appointed VCE Director, Amelia County & VCE ANR agent

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

Ricky Rash – Director, Nottoway County /Vice Chairman  
Juan Whittington – Appointed At-Large Director, Amelia County  
Haley Norton – Associate Director, Conservation Specialist, Fort Pickett  
Erin Small – Associate Director, VCE ANR Agent Prince Edward County  
Tara Ciavarella - NRCS District Conservationist, Amelia  
Dr. Kathy Gee - Associate Director, Nottoway County

**PSWCD Staff Present:**

Kelly Atkinson – Education Specialist  
Kevin Dunn – Senior Conservation Specialist  
Deanna Fehrer – Finance/ Records Manager  
Tyler Smith – Conservation Technician  
Paula Totten – District Manager  
Charlie Wootton – Senior Conservation Specialist

**Partners Present:**

Denney Collins - Conservation District Coordinator, Dept. Conservation & Recreation  
Jeremy Evans - NRCS District Conservationist, Nottoway/Farmville  
Claire Helmke – Farm Bill Biologist, Quail Forever  
Cristy Cook – Farm Service Agency, CED  
DaReyon Howell, Farm Service Agency, COT  
Royce Coleman, Amelia County, Environmental Manager

**Visitors Present:**

**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, August 26, 2025. Chairman Moyer 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 Dr. Gates, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the July 22, 2025, minutes as presented.

**TREASURER’S REPORT**

On a motion by Mr. Arnason, seconded by Ms. Morris and carried by unanimous vote, the Board accepted the July 2025 Treasurer’s Report as presented to be filed for audit.

On a motion by Mr. Arnason and seconded by Dr. Gates and carried by unanimous vote, the Board approved to send the delinquent invoice for rental of the seed drill in the amount of \$731.97 to the Office of the Attorney General for legal counsel.

### **CONSERVATION COMMITTEE**

On a motion by Mr. Arnason, seconded by Mr. Adams and carried by unanimous vote, the Board approved the following FY26 VACS conservation plans:

CP5-26-0001	JOHN SHEPHERD	BMP
5-NRCS	SIGNED BY STAFF FOR FSA	
10-NRCS		

On a motion by Dr. Gates, seconded by Mr. Arnason and carried by unanimous vote, the Board approved the following addition.

#### **Lee D Vaughan**

05-26-0003

661163

(Approved 7/22/2025)

WP-2W Stream Protection Fencing/Wide Buffer	<del>1200'(5yr)</del> 2000'(10yr)	
Estimated Cost	<del>\$6,825.00</del>	\$10,500.00
Estimated Cost Share(75%)	<del>\$5,118.75</del>	\$8,400.00
Estimated Buffer Payment	<del>\$384.00</del>	\$1,200.00
Total Estimated Cost Share	<del>\$5,502.75</del>	\$9,600.00

\*Additional exclusion and change to 10 yr lifespan. **Additional Cost Share \$4,097.25**

On a motion by Mr. Arnason, seconded by Mr. Adams and carried by unanimous vote, the Board approved the use of \$48 of Admin/Ops funds to cover the overpayment for contract 05-25-0022 due to oversight in number of acres installed verses planned.

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

### **VACS PROGRAM APPROVALS**

#### **PY26 Approvals**

#### **C.B.**

#### **Prince Edward**

Woodville Farm inc.

05-26-0009

694676

SL-8B Cover Crop for Nutrient & Residue Management	307.6 Ac.
Estimated Cost	\$ 24,608.00
Estimated Cost-Share	\$ 24,608.00

#### **Amelia**

#### **Caroline Farms**

05-26-0010

695125

SL-8B Cover Crop for Nutrient & Residue Management	203.7 Ac.
Estimated Cost	\$ 20,370.00
Estimated Cost-Share	\$ 20,370.00

#### **Caroline Farms**

05-26-0010

695174

NM-5P Precision Nut. Mgmt. on Cropland- Phosphorus App.	203.7 Ac.
Estimated Cost	\$ 1,629.60
Estimated Cost-Share	\$ 1,629.60

#### **Caroline Farms**

05-26-0010

695142

NM-1A Nutrient Management Plan Writing and Revision	203.7 Ac.
Estimated Cost	\$ 407.40
Estimated Cost-Share	\$ 407.40

**OCB****Gina M. DeJesus**

05-26-0005

671367

**SL-1 Long Term Vegetative Cover on Cropland (8.5ac/5yrs)**

Estimated Cost	\$	3400.00
Estimated Cost-Share	\$	2550.00
Estimated Incentive Payment	\$	212.50
Total Estimated Cost-Share	\$	2762.50

**John Shepherd**

05-26-0011

695484

**SL-1 Long Term Vegetative Cover on Cropland (37.4ac/5yrs)**

Estimated Cost	\$	14960.00
Estimated Cost-Share	\$	11220.00
Estimated Incentive Payment	\$	935.00
Total Estimated Cost-Share	\$	12155.00
Estimated Tax Credit	\$	701.25

**On a motion by Mr. Arnason, seconded by Dr. Gates and carried by unanimous vote, the Board approved the FY26 CREP contract, pending funding approved by DCR.**

**CREP****OCB****Charles Wootton**

05-26-0002

**CRSL-6: CREP Stream Exclusion with Grazing Land Management (120')**

Estimated Cost	\$	1244.00
Estimated Cost-Share 50%	\$	622.00

**Charles Wootton**

05-26-0002

**CRFR-3: CREP Woodland Buffer Filter Area (.4ac)**

Estimated Cost	\$	1056.16
Estimated Cost-Share 50%	\$	528.08

**Charles Wootton**

05-26-0002

**CP-22: CREP Riparian Forest Buffer (.4ac)**

Estimated Cost	\$	40.00
Estimated Cost-Share 50%	\$	20.00

**On a motion by Mr. Adams, seconded by Ms. Morris and carried by unanimous vote, the Board approved the following septic contract.**

**Septic Approvals****Flat Creek - #16970****Jennifer Barlow**

05-26-0008

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

Estimated Cost	\$	450.00
Estimated Cost-Share 90%	\$	405.00

Mr. Wootton reported that the conservation staff are working on an outreach event for October 21<sup>st</sup>, at Doug Vaughan's farm in Amelia. He stated that the event would be a late afternoon event with an opportunity for partners to set up information tables. Mr. Wootton stated more information would be shared at the September Board meeting.

**FINANCE COMMITTEE** – Chair Arnason

**On a motion by Mr. Arnason, seconded by Ms. Morris and carried by unanimous vote, the Board approved a contract with Trent Land Surveying in the amount of \$9,000 for the As Built Survey for Bush 2 & 5.**

**On a motion by Mr. Arnason, seconded by Ms. Morris and carried by unanimous vote, the Board accepted the reserve funds with their dedicated use as presented. A copy is on file in the office.**

**PLANNING**

Ms. Fehrer reviewed the Strategic Plan Review – Goal #2 (see attached). Ms. Atkinson asked the Board if they wanted a new area of focus for education. Mr. Moyer stated that anything that stirs interest in agriculture would help. Ms. Fehrer stated there would be a plan for utilizing the soil trailer for future events.

Ms. Fehrer reported that each year the District reviews the Ag Stewardship Act Policy and the point of contact. There were no changes to the points of contact, Mr. Wootton and Mr. Moyer will remain the points of contact for 2026.

Ms. Totten reviewed the FY26 Annual Plan of Work for September. Ms. Totten reviewed the inventory list, and it is on file in the office.

Mr. Moyer stated that the Annual Meeting would be December 7-9 in Williamsburg if any Directors are interested in attending.

**WATERSHED** - Chair Arnason

Mr. Arnason reported that the bid period for RFB for the repairs at Buffalo #1 closes, Friday, August 29th at 10 am. He stated that the bids would be opened at that time.

**On a motion by Mr. Arnason, seconded by Ms. Morris and carried by unanimous vote, the Board gave authority to the watershed committee to accept the lowest responsive bid for Buffalo #1 (see above).**

**On a motion by Mr. Arnason, seconded by Dr. Gates and carried by unanimous vote, the Board approved the estimate from Bander Smith, in the amount of \$8,765.04 to remove the sediment covering the lower valve and confirm operability and address stuck open or leaking valves at Buffalo #1.**

**PERSONNEL COMMITTEE**: - Chair Morris

Ms. Fehrer thanked the Board for their support during her time as District Manager. Ms. Totten has assumed the responsibilities. Ms. Fehrer, Ms. Totten and Mr. Wootton will cover the watershed dam workload. Ms. Fehrer assisted with leading a couple of the admin. sessions.

**LEGISLATIVE COMMITTEE** - Chair Rash**COMMUNICATION / EDUCATION** – Chair Gunn

Ms. Atkinson reported she attended the Sailor's Creek Pollinator Festival. She stated that there were about 50 people that visited the District table. She noted that she was able to promote the Septic Program during the event.

Ms. Atkinson reported she was planning a teacher workshop at Twin Lakes with Ms. Mondrey with VCE. She stated there was a new Envirothon coach for Fuqua and was working with the other schools to get additional Envirothon teams. She reported she will be working Nottoway middle school on a new after school program for 5-8 grade and she sent out information to promote Youth Conservation Leadership Institute.

**DISTRICT MANAGER AND PARTNER AGENCY REPORTS****District Manager & Staff reports**

Ms. Totten reported staff were busy promoting the new program year and getting files ready. She stated that Ms. Atkinson was preparing for the new school year and planning programs. She highlighted the training the staff received at Graves Mountain Lodge and thanked Mr. Wootton for manning the office while they were away.

Ms. Fehrer reported that Mr. Rash contacted her about the missing sign at Sandy River Reservoir. Dr. Gates stated he would go by and see if the sign was back. Ms. Fehrer stated once she heard from Dr. Gates, she would follow up with Prince Edward County if the sign was still missing.

**Department of Conservation and Recreation** (See attached)

Ms. Collins reported that the Return of Funds invoices have not been sent out yet. They should be to the District

shortly. She highlighted FY26 1<sup>st</sup> quarter CS/TA letters should go out August 29 and that Senior Directors will need to take COIA Training. She reminded the District that Clean Water Farm Awards were due by Oct 1<sup>st</sup>. She asked the Board to obtain all approvals and signatures at the September Board Meeting.

Virginia Cooperative Extension - Amelia

Ms. Gunn reported she participated in a VA Outdoor event for women. She stated she has 2 chicken processing programs in Buckingham County and Pittsylvania County and a canning series in Buckingham County and Cumberland County. She reported that Amelia County was sponsoring a Well Water Clinic. Test Kit pickup will be Oct 1<sup>st</sup> and drop-off will be Oct 8<sup>th</sup>. Ms. Gunn reported there will be 2 vegetable production training in Charlotte County and Cumberland County, a Pumpkin Field Day and working at the State Fair.

USDA-NRCS – Farmville & Amelia (See attached)

Farm Service Agency – Farmville (See attached)

Ms. Cook reported that FSA was hiring for a temporary full-time County Program Analyst Position for the Farmville Office. She will take resumes through Friday, August 29<sup>th</sup>.

**ADJOURNMENT:**

The meeting was adjourned at 12:52 pm.

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

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

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

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