



**Piedmont Soil and Water Conservation District  
Board of Directors Meeting Minutes - Farmville, Virginia  
March 24, 2026, 11:00 a.m.**

**Board Members Present:**

Larkin Moyer –Director, Amelia County / Chairman  
Charles “Chuck” Arnason –Director, Nottoway County / Treasurer  
Dr. James Gates, Jr.- Director, Prince Edward County  
Juan Whittington – Appointed At-Large Director, Amelia County  
Haley Norton – Associate Director, Conservation Specialist, Fort Pickett

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

Ricky Rash – Director, Nottoway County /Vice Chairman  
Horace Adams –Director, Prince Edward County / Secretary  
Jennifer Morris – Director, Amelia County  
Mackenzie Gunn – Appointed VCE Director, Amelia County & VCE ANR agent  
Erin Small – Associate Director, VCE ANR Agent Prince Edward County  
Deanna Fehrer – Finance/ Records Manager  
Tyler Smith – Conservation Technician  
Kelly Atkinson – Education Specialist  
Dr. Kathy Gee - Associate Director, Nottoway County  
Cristy Cook – Farm Service Agency, CED  
Patrick Murphy - Department of Forestry  
Claire Helmke – Quail Forever - Farm Bill Biologist

**PSWCD Staff Present:**

Kevin Dunn – Senior Conservation Specialist  
Paula Totten – District Manager  
Charlie Wootton – Senior Conservation Specialist

**Partners Present:**

Denney Collins – Dept. of Conservation and Recreation, Conservation District Coordinator  
Tara Ciavarella - NRCS - District Conservationist, Amelia  
Jeremy Evans – NRCS - District Conservationist, Nottoway/Farmville  
Doug Stanley, Prince Edwar County Administrator  
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, March 24, 2026. Chairman Moyer welcomed everyone and called the meeting to order at 11:06 am. A quorum was not present. No additions to the agenda were recorded.

**CONSERVATION COMMITTEE** – Mr. Dunn presented:

Mr. Dunn reviewed the VACS and Septic contracts prepared for approval.

Mr. Dunn reported that the RFP committee had met on March 16 at 11:00. The eight applications were reviewed and accepted. Mr. Dunn reported the committee signed eight contracts for the NFWF Manure injection grant 0603.25.087832.

**FINANCE COMMITTEE** – Chair Arnason

Mr. Arnason reported that at the February 24 board meeting, the committee has agreed for Ms. Totten to try to negotiate a lower price on one of the potential options for a replacement vehicle for the drill program. Mr. Arnason stated Ms. Totten could not get a lower price at a local dealer so the District would be contacting a dealer in Virginia Beach about a previously quoted Ford F250 truck.

**PLANNING** - Chair Gunn

Ms. Totten stated that Annual Plan of Work would be reviewed at the meeting on March 31. She reported this month annual plan of work was mainly focused on education activities and Strategic planning. Ms. Totten reported Mr. Stanley was the winner of the \$50 gift card for submitting a strategic planning survey. She stated a meeting would be scheduled for early April with Ms. Gunn and Ms. Fehrer to review the results of the survey.

**WATERSHED** - Chair Arnason

Mr. Wootton reported a pre-construction meeting is scheduled for repairs at Bush#1 for April 16. Mr. Charles Wilson, DCR engineer, will be attending the meeting and will also complete the four engineer inspections for Buffalo 4, Bush 2, Bush 4B and Bush 7.

**PERSONNEL COMMITTEE:** - Chair Morris

Ms. Totten reported that she was working on performance reviews and stated there would be a personnel committee meeting on April 28 at 9:30 am.

**LEGISLATIVE COMMITTEE** - Chair Rash

Ms. Collins reported there were no new updates. She stated there was not a budget, and the General Assembly was not scheduled to come back until April 25. Mr. Dunn stated the last update had two different amount for funding in the House and Senate.

**COMMUNICATION / EDUCATION** – Chair Gunn

Ms. Totten reported the Education Committee met March 23 at 1:00pm to review applications for the Lindy Hamlett Education Scholarship. She stated this year the District received 4 high school and 5 college scholarships. Ms. Totten reported that the committee selected 2 high school students from Prince Edward and Nottoway Counties and 2 college students from Amelia and Prince Edward counties to be awarded a \$2000 scholarship. She stated the recipients names will be released after they have been notified. Ms. Totten stated that Ms. Atkinson thanked the education committee for their time and efforts.

**DISTRICT MANAGER AND PARTNER AGENCY REPORTS****Prince Edward County**

Mr. Stanley reported that the budget should be approved at the next Board of Supervisors meeting. He stated there would be a new gateway signage project coming up for main roads coming into Prince Edward County. Mr. Stanley reported that residents could now submit applications for permits and pay online. He stated that 2 acres in the Industrial Park were leased to the Department of Corrections and 5 acres leased to Planet Network for their expansion and increased workforce. He also stated that currently, Prince Edward County puts 23,579 tons of trash in the landfill and at this rate there

**Manager & Staff reports**

Ms. Totten reported that Mr. Dunn worked on checking cover crops, nutrient management and the NFWF grant, Mr. Smith worked on septic applications and end of lifespan checks on CREP with Mr. Hazelgrove, NRCS, Mr. Wootton worked on end of lifespan checks on VACS practices, entering data in the tracking program, and preparing letter to landowners around Buffalo #1 dam to notify them of the upcoming repair work. Ms. Totten stated that Ms. Fehrer worked on the NFWF grant and continued training Ms. Totten on financial duties. Ms. Totten reported she worked on performance reviews, training, and assisted with septic applications and strategic planning.

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

Ms. Collins reported there would be a virtual session to review changes to the Desktop Guide on April 13<sup>th</sup> at 11:00 am and the Desktop guide would need to be reviewed in the June meeting. She reminded the District that request for carryover needed to be in by May 15 with carryovers going into a 4<sup>th</sup> year would need DCR approval. For districts that have board meetings after May 15 they will have to give delegation of authority to a director to approve carryovers at April meeting.

**Natural Resources Conservation Service**

Farmville – See Attached

Mr. Evans read his report for the Board.

Amelia – See attached

Ms. Ciavarella highlighted EQIP and CSP workload and updates to program deadlines.

Fort Pickett – Haley Norton, Conservation Specialist, Environmental Department

Ms. Norton gave a shortly presentation on the assessment and mapping surveys of the endangered species Michaux's Sumac at Fort Pickett.

**ADJOURNMENT:**

The meeting was adjourned at 12:05pm.

Submitted By Paula E. Totten  
Paula Totten, Piedmont SWCD Staff

Date: 3-31-2026

Approved By Horace Adams  
Horace Adams, Director / Secretary

Date: 3-31-2026

