

**SHENANDOAH VALLEY SOIL & WATER CONSERVATION DISTRICT
MINUTES OF June 5, 2025
BOARD OF DIRECTORS MEETING
KEEZLETOWN RURITAN HALL
KEEZLETOWN, VIRGINIA**

Board Members Present:

Directors: Charles Newton, Betty Reese (arrived at 10:00am), Elizabeth Baldwin, Keith Sheets, Kevin Craun (arrived at 10:10am), Jimmy Burke, Kathy Holm
Associate Directors Lisa Perry, Dan Downey

Board Members Absent:

Directors: Jeff Heie
Associate Directors: Keith Thomas, Walter Heeb, Matt Dale, John Hoffman

District Staff Present: Megan Dalton, Josh Walker

Cooperating Agency Representatives Present: Cory Guilliams (NRCS), Tad Williams (DCR)**Guests:** none

Charles Newton, Chairman, called the meeting to order at 9:49 a.m.

Megan Dalton informed the group that Josh Walker, Engineering Specialist at the SVSWCD was going to provide an overview of the Engineering Job Approval Authority (EJAA) program that DCR administers in association with the VACS program. Josh provided a detailed PowerPoint presentation highlighting how Engineering Job Approval Authority was "given" by the DCR Engineering Services Program Manager, Amanda Pennington. Josh overviewed the various levels and components of the EJAA program and explained how it worked in association with our VACS program. Several questions were asked and answered during the presentation.

Keith Sheets moved to accept the May 1, 2025 Board Meeting minutes. Betty Reese seconded, and the motion carried unanimously.

Elizabeth Baldwin moved to receive the April 2025 Treasurer's Report. Betty Reese seconded, and the motion carried unanimously.

STAFF REPORTS

Josh Walker and Megan Dalton each highlighted items outlined on their Staff Report. See attached Staff Report. Megan also read Kathy Holm, new SVSWCD Director from the City of Harrisonburg's bio and introduced her to the group.

PARTNER AGENCY REPORTS

Cory Guilliams (NRCS) – Cory highlighted items on the NRCS report. See attached NRCS Report.

Elizabeth Baldwin (VCE) – No written report provided. Ms. Baldwin advised the group of the Voluntary BMP Survey that VCE recently published and overviewed the purpose of the survey and the types of information that was being asked as part of the survey.

Tim Higgs (VDACS) – Not present. No report.

Stuart Baker (DOF) – Not present. No report

Sara Jordan (DEQ) – Not present. See attached DEQ Report

Tad Williams (DCR) – Tad highlighted several key items from the DCR – CDC report. See attached CDC Report.

Felicity Zimmerman (CBF) – Not present No report.

COMMITTEE REPORTS

Chesapeake Bay –

Jimmy Burke advised that the Chesapeake Bay Committee met on June 5th to review and discuss ag BMP related business. Mr. Burke advised that there were a number of actionable items from this meeting requiring Board action today.

Jimmy Burke moved to approve the Agricultural BMP Contracts listed on the attached Chesapeake Bay Committee Report. Kevin Craun seconded, and the motion carried unanimously.

Jimmy Burke moved to approve the Project Cancellation listed on the attached Chesapeake Bay Committee Report. Elizabeth Baldwin seconded, and the motion carried unanimously.

Mr. Burke informed the group that the Chesapeake Bay Committee had an end of the year meeting scheduled for Monday, June 30th and advised that the Committee would need approval authority in order to wrap up needed business by the end of the program year. **Jimmy Burke moved to provide the Chesapeake Bay Committee with approval authority for their end of the year Meeting on June 30th, 2025. Keith Sheet seconded the motion and it carried unanimously.**

Mr. Burke advised that in preparation for the new Cost Share program year, staff had updated a number of required documents that the Board would need to act on today including the Average Cost List, and Labor and Equipment Rates List as well as the SVSWCD's Secondary Considerations. **Mr. Burke moved to approve the FY26 Average Cost List and Labor and Equipment Rates List. Kevin Craun seconded and the motion carried unanimously. Jimmy Burke moved to approve the District's FY26 Secondary Considerations. Keith Sheet seconded the motion and it passed unanimously.**

Dam Maintenance – Megan advised that the Committee met on May 16th and reviewed and discussed annual dam inspections and reviewed a list of potential projects that staff had prepared. She advised that the maintenance contractor was under contract for the spring mowing and some associated tasks and noted that an extension for the completion of the mowing and other work had been given due to the rains that prevented the contractor from getting started timely at the dams. She noted that she and Shelby were still working through things with the USFS with regards to the downed trees at the Hog Pen dam.

Education & Awards – Megan Dalton mentioned that Megan Trice was attending staff/faculty meetings at the two teacher of the years' schools to present the awards. She also noted that Megan would also be attending School Board Meetings at the respective School Boards to recognize this year's Teacher of the Year recipients. Megan also noted that Megan had attended/will be attending the several local school awards assemblies to present our scholarship recipients with their scholarships.

Finance – Keith Sheets asked Megan Dalton to overview the action items for the Finance Committee. Megan Dalton explained that over the past month she had consulted with procurement "experts" with both Rockingham County and the City of Harrisonburg seeking guidance and input on procurement procedures for the VDH well and septic project that the District was under agreement with them for. She explained that the District needed to procure the services of a professional engineer to "design" the septic system and submit the required permitting documents to VDH. She explained that the procurement professionals had indicated that our current policy did not clearly outline how to handle professional services and she indicated that this issue was addressed in the modified policy with the addition of a Professional Services section. She also noted that there had been a change to the Virginia Public Procurement Act (VPPA) that went into effect in January of 2025 that was not updated in our policy and she reviewed this change. Kevin Craun made a suggestion for a wording edit to the Professional Services section of the policy. **Keith Sheets moved to approve the FY25 Financial Policy – Modification #1 with the edit suggested by Mr. Craun. Kevin Craun seconded the motion and it passed unanimously.**

Megan overviewed the FY26 Budget noting that a copy of the Budget had been shared in packets and she reminded the group that the Finance Committee had met in April to review this document. **Keith Sheets moved to approve the FY26 Budget. Kevin Craun seconded the motion and the motion passed unanimously.**

Megen then explained in addition to the changes that the Finance Committee had reviewed and made to the FY26 Financial Policy, she had made several other modifications to the policy that was being presented for the new fiscal year based on the recommendation of the procurement professionals. Megen also noted that she had modified the layout of the policy to table format to make the policy easier to understand, noting that she had taken the table layout from the City of Harrisonburg's Procurement Policy. Megen reviewed the changes with the group. Kevin Craun suggested that the edit he suggested for the previous Financial Policy be incorporated into the FY26 policy. **Keith Sheets moved to approve the FY26 Financial Policy with the edit suggested by Mr. Craun. Kevin Craun seconded the motion and the motion passed unanimously.**

Megen explained that there were very few changes to the District's Expense Policy for FY26, noting that the changes were editorial. **Keith Sheets moved to approve the FY26 Expense Policy. Betty Reese seconded the motion and the motion passed unanimously.**

Urban – Lisa mentioned that the Urban Committee met in May and noted that the Committee recommended 1 HCAP tree planting project be approved by the City. She informed the group that the Committee was scheduled to meet in June and advised that the focus of this meeting will be to review and discuss a plan for ranking applications during next program year.

Personnel – Megen Dalton stated that the Personnel Committee has not met since the last Board meeting. She noted that the PSNT team was on-boarded at the end of May and were already getting started with sampling and analysis of several corn fields.

OLD BUSINESS – None

NEW BUSINESS –

Megen advised that she had prepared an Annual Plan of Work (APW) for the new fiscal year – 2026. She reminded the group that the draft FY26 APW had been shared in their Board Meeting packet. **Kevin Craun moved to approve the FY26 Annual Plan of Work, Keith Sheets seconded the motion and it passed unanimously.**

Megen Dalton informed the group that we had received our FY26 Cost-Share and Technical Assistance Grant Agreement from DCR and the Administrative and Operational Support Grant Agreement from DCR. She advised the group that copies of the Agreements were included in their Board Meeting packets. She explained that she had not had a chance to review them but noted that there was not anything that we could change in either grant agreement and suggested that it was reasonable to take action to accept these agreements. Kevin Craun moved to accept the two DCR Agreements and to delegate authority to the Chairman to sign the Agreements. Kathy Holm seconded the motion and the motion passed unanimously.

CORRESPONDENCE –

Megen Dalton reviewed two pieces of correspondence with the group. Item number one was a thank you note from the Turner Ashby FFA, thanking staff for participating in their recent outreach event that they hosted. The second piece of correspondence was a thank you note from the Easter Mennonite High School Envirothon Team, thanking the District and staff for their coordination of the various levels of Envirothon Competitions.

BOARD MEMBER REPORTS

Kevin Craun – Kevin Craun welcomed Kathy Holm to the Board and stated that he was looking forward to working with her. He also noted that he expected the PSNT crew to have a busy next few weeks, noting that all the corn was planted around the same time and therefore would likely need to be sampled and analyzed around the same time.

With no further business, the meeting was adjourned at 12:06 p.m.

SUBMITTED FOR APPROVAL:


Megen Dalton, Secretary

APPROVED:


Charles Newton, Chair

VIRGINIA ENGINEERING JOB APPROVAL AUTHORITY

FORM VA-ENG-3
02/18

Name: _____ Delegated by: _____ Title: _____ Date: _____
 (Responsible Engineer)
 Title: _____ Conferred by: _____ Title: _____ Date: _____
 (Line Supervisor)
 Grade: _____ Area: _____ Location: _____

NOTES

1. Authority is issued based on the individual's training, experience, and demonstrated competence.
2. Employees shall not approve designs or certify construction for practices that exceed their maximum approval limit.
3. The Responsible Engineer may recommend approval authority only up to the approval authority held by that engineer.
4. The controlling factor that results in the highest classification determines the Job Class. For example, a waste storage facility (pond) with a storage capacity of 100,000 cu. ft. (Class II) and a fill height of 15 ft. (Class III) would be a Job Class III.
5. Engineering approval applies to new construction only. Refer to NEM 501.20-501.24 for repair and rehabilitation.
6. Engineering practices not listed, or more complex than those listed, shall be sent with documentation to the State Office for review and approval by the State Conservation Engineer.
7. All jobs to be constructed under formal contract must be approved by the State Conservation Engineer.
8. The State Conservation Engineer must approve all jobs requiring the signing and sealing of construction plans by a licensed professional engineer.
9. Job Class I-V for all practices is limited to low hazard potential as defined in NEM 503 and shall not alter the visual resources of beaches and shorelines on oceans.

DEFINITIONS OF MAXIMUM APPROVAL LIMITS

INVENTORY AND EVALUATION (I+E) - On site observations of an exploratory nature for planning and preparation of sound alternative solutions of sufficient intensity for the cooperator to make treatment decisions. May require assistance from higher levels for large or complex jobs. (See NEM 501 and 510.)

DESIGN - Designing and checking all aspects of the supporting data, drawings, and specifications to ensure that the planned practice will meet the purpose for which it is installed. Also includes setting any specific inspection requirements. Approval signature is required. (See NEM 501 and 511.)

CONSTRUCTION (Const.) - Surveys, layout, staking, inspection of materials and work, and making tests to determine that the job meets specifications. Approval signature is required. Jobs where inspection staffing plans are issued are not included on this chart. (See NEM 501 and 512.)

ABBREVIATIONS

ANNUAL REVIEW The form will be reviewed with the employee annually and revised as needed. If no significant changes are made, the following table will be used to indicate that the review has been made by the appropriate engineering personnel.

Reviewed By	Title	Comments	Date

in.	inch	grav.	gravity
ft.	foot	mech.	mechanical or structural
sq. ft.	square foot	veg.	vegetated
cu. ft.	cubic foot		
fps	feet per second		
cfs	cubic feet per second		
psi	pounds per square inch		
gal.	gallon		
gpm	gallons per minute		

VIRGINIA ENGINEERING JOB APPROVAL AUTHORITY

FORM VA-ENG-3
02/18

Practice Code and Name	Controlling Factors	Units	I	II	III	IV	V	Notes	I+E	Design	Const
560 Access Road	Culvert Inside Diameter	in.	18	24	36	48	All				
	Maximum Grade	%	8	10	15	20	All				
	Length	ft.	2,000	5,000	10,000	20,000	All				
	Surface	type	soil	gravel	asphalt	concrete	All				
309 Agrichemical Handling Facility	Tank Storage Volume	gal	-	500	1,000	2,000	All				
591 Amendments for Treatment of Agricultural Waste	A U	type	-	-	All	-	-				
366 Anaerobic Digester	Number	no.	-	-	-	-	All				
316 Animal Mortality Facility	Storage Capacity	1000 cu ft.	-	100	500	1,000	2,000				
396 Aquatic Organism Passage	Structure - Wall Height	ft.	4	6	8	12	All	2, 4			
	Watershed Area	acre	100	200	640	1280	All				
	Obstruction Removal	type	-	-	-	Removal	Removal & Replacement				
672 Building Envelope Improvement		each	All	-	-	-	-	10			
584 Channel Bed Stabilization	Bankfull Capacity (At channel depth)	cfs	-	200	500	750	1,000				
	Channel Depth (Bottom of channel to lowest top of bank)	ft.	-	3	5	8	10				
	Section Length	ft.	-	500	1,000	3,000	All				
	Bankfull Velocity	fps	-	4	6	8	10				
326 Clearing and Snagging	Section Length	ft.	1,000	2,500	5,000	15,000	All				
317 Composting Facility	Storage Capacity	1000 cu Ft	-	100	500	1,000	2,000				
	Structure - Wall Height	ft.	4	6	8	12	All	2, 4			
356 Dike	Water Height	ft.	2	4	6	8	12				
362 Diversion	Drainage Area	acre	10	25	50	150	All				

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Practice Code and Name	Controlling Factors	Units	I	II	III	IV	V	Notes	I+E	Design	Const
554 Drainage Water Management	Area Controlled	acre	5	15	50	200	All				
432 Dry Hydrant	Capacity (flow)	gpm	-	500	1,000	2,000	All				
368 Emergency Animal Mortality Management	Disposal Method	type	-	-	-	onsite	offsite				
374 Farmstead Energy Improvement	Electrical, mechanical, or structural modification, installation, or replacement	each	-	-	All	-	-	10, 11			
	Other (lightbulb replacement, insulation, etc.)	each	All	-	-	-	-	10			
655 Forest Trails and Landings	Trails	ft	-	All	-	-	-				
	Landings	acre	-	All	-	-	-				
410 Grade Stabilization Structure	See Practice Note 8		-	-	-	-	-	5, 8			
412 Grassed Waterway	Capacity	cfs	25	50	150	250	All				
355 Groundwater Testing	Design Slope	%	-	-	-	-	All				
	Number	no.	All	-	-	-	-				
561 Heavy Use Area Protection	Surface Area	acre	0.5	1	2	4	All				
	Surface Cover	type	veg	-	veg, gravel	veg, gravel, paved	All				
430 Irrigation Pipeline	Pipeline capacity < 50 psi maximum pressure	gpm	-	250	1,000	2,000	5,000				
	Pipeline capacity > = 50 psi maximum pressure	gpm	-	100	500	1,000	3,500				
436 Irrigation Reservoir	See Practice Note 8		-	-	-	-	-	5, 8			
441 Irrigation System, Microirrigation	Area Irrigated	acre	5	10	25	50	All				
443 Irrigation System, Surface & Subsurface	Area Irrigated	acre	5	10	25	50	All				
447 Irrigation System, Tailwater Recovery	Area Irrigated	acre	5	10	25	50	All				
449 Irrigation Water Management	Area Irrigated	acre	5	10	25	50	All				
527 Karst Sinkhole Treatment	Number	no.	-	-	-	-	All				

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02/18

Practice Code and Name	Controlling Factors	Units	I	II	III	IV	V	Notes	I+E	Design	Const
460 Land Clearing	Area	acre	5	10	25	50	All				
466 Land Smoothing	Area Treated	acre	10	20	40	100	All				
670 Lighting System Improvement	Electrical modification, installation or replacement	each	-	-	All	-	-	10, 11			
	Lightbulb Replacement	each	All	-	-	-	-	10			
468 Lined Waterway or Outlet	Design Capacity	cfs	-	50	100	200	All				
516 Livestock Pipeline	Pressure	psi	50	100	200	250	300				
	Diameter	in.	1.5	2	3	5	All				
	Length (longest run)	ft.	1,000	2,500	5,000	10,000	All				
	Number	no.	-	-	All	-	-				
353 Monitoring Well											
500 Obstruction Removal	Area	acre	0.5	1	2	3	All	7			
582 Open Channel	Design Capacity	cfs	-	50	150	300	1,000				
	Bankfull Velocity	fps	-	4	6	8	10				
378 Pond (Embankment)	See Practice Note 8			-	-	-	-	5, 8			
378 Pond (Excavated)	Surface Area at Design High Water	acre	0.2	0.5	1	2	All				
520 Pond Sealing or Lining - Compacted Soil	Surface Area at Design Depth	acre	-	0.2	0.5	1.5	All				
	Design Depth	ft	-	8	10	15	All				
522 Pond Sealing or Lining - Concrete	Surface Area at Design Depth	acre	-	0.2	0.5	1.5	All				
	Design Depth	ft	-	8	10	15	All				
521 Pond Sealing or Lining - Geomembrane or Geosynthetic Clay Liner	Surface Area at Design Depth	acre	-	0.2	0.5	1.5	All				
	Design Depth	ft.	-	8	10	15	All				

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Practice Code and Name	Controlling Factors	Units	I	II	III	IV	V	Notes	I+E	Design	Const
533 Pumping Plant	Designed by others	each	-	All	-	-	-	-	-	-	-
	Axial flow pump capacity	gpm	-	-	-	25,000	50,000	-	-	-	-
	Centrifugal and turbine pump capacity	gpm	-	-	-	1,500	3,500	-	-	-	-
	Centrifugal pump head	ft.	-	-	-	150	350	-	-	-	-
	Turbine pump head	ft.	-	-	-	250	500	-	-	-	-
654 Road/Trail/Landing Closure and Treatment	Treatment Method	type	veg	All	-	-	-	-	-	-	-
558 Roof Runoff Structure	Roof Area	sq. ft.	-	2,400	4,800	7,200	All	-	-	-	-
367 Roofs and Covers	Area Covered	sq. ft.	-	-	-	All (2, 3)	All (9)	-	-	-	-
350 Sediment Basin	See Practice Note 8		-	-	-	-	-	5, 8	-	-	-
572 Spoil Spreading	Acre	acre	-	All	-	-	-	-	-	-	-
574 Spring Development	Capacity (flow)	gpm	All	-	-	-	-	-	-	-	-
442 Sprinkler System	Area Irrigated	acre	5	10	25	50	All	-	-	-	-
578 Stream Crossing	Design Velocity <= 6 fps	fps	All	-	-	-	-	3	-	-	-
	Design Velocity > 6 fps	fps	-	-	7	8	10	-	-	-	-
	Culvert Inside Diameter	in.	18	24	36	48	All	-	-	-	-
580 Streambank and Shoreline Protection, Beaches and Shorelines	Height Above Shoreline (Mean High Water)	ft.	-	-	-	-	3	6	-	-	-
	Protection Method	type	-	-	-	veg.	All	6	-	-	-
580 Streambank and Shoreline Protection, Streambanks	Bankfull Velocity	fps	-	4	6	8	10	-	-	-	-
	Bankfull Capacity (At channel depth)	cfs	-	200	1,000	2,000	5,000	-	-	-	-
	Channel Depth (Bottom of channel to lowest top of bank)	ft.	-	3	6	8	10	-	-	-	-
	Protection Method	type	-	-	-	-	All	-	-	-	-

VIRGINIA ENGINEERING JOB APPROVAL AUTHORITY

FORM VA-ENG-3
02/18

Practice Code and Name	Controlling Factors	Units	I	II	III	IV	V	Notes	I+E	Design	Const
587 Structure for Water Control	See Practice Note 8		-	-	-	-	-	5, 8			
606 Subsurface Drain	Inside Diameter	in.	4	6	8	12	All				
607, 608 Surface Drainage, Field Ditch/Main or Lateral	Total System length	ft.	500	2,000	6,000	12,000	All				
	Design Velocity	fps	4	6	8	10	10				
	Design Capacity	cfs	20	50	150	300	1,000				
	Area Controlled (Total system)	acre	10	25	50	150	All				
600 Terrace	Fill Height	ft.	3	4	5	6	All	1			
575 Trails and Walkways	Maximum Grade	%	8	10	15	20	All				
620 Underground Outlet	Culvert Inside Diameter	in.	18	24	36	48	All				
635 Vegetated Treatment Area	Inside Diameter	in.	6	12	18	24	All				
360 Waste Facility Closure	Animal Units	A.U.	-	50	100	All	-				
633 Waste Recycling	Type	no.	-	-	-	excavated/ embankment	All				
632 Waste Separation Facility	End use of recycled waste	tons	-	on farm	All	-	-				
313 Waste Storage Facility	Number	each	-	-	-	-	All				
	Storage Capacity	1,000 cu. ft.	-	100	500	1,000	2,000				
	Fill Height (Pond)	ft.	-	10	15	20	All				
	Structure - Wall Height	ft.	4	6	8	12	All	2, 4			
	Structure - Tank Span (Beam span; with slats or solid cover)	ft.	-	-	4	8	All	2			
634 Waste Transfer	Animal Units (1,000 lbs)	no.	75	250	500	1,000	All				
629 Waste Treatment	Number	each	-	-	-	-	All				

VIRGINIA ENGINEERING JOB APPROVAL AUTHORITY

FORM VA-ENG-3
02/18

Practice Code and Name	Controlling Factors	Units	I	II	III	IV	V	Notes	I+E	Design	Const
359 Waste Treatment Lagoon	Aerobic Surface Area	acre	5	10	15	20	25				
	Fill Height	ft.	-	10	15	20	All				
	Anaerobic Volume	1000 cu Ft	-	-	-	-	2,000				
638 Water and Sediment Control Basin	Area Controlled (Total system)	acre	10	20	50	100	All				
	Fill Height	ft.	3	4	5	6	All				
642 Water Well (Requires Well Driller Certification)	Diameter	in.	6	8	10	12	All				
351 Water Well Decommissioning	Well Type	type	-	dug	dug or driven	All	-	2			
	Capacity	gal.	500	750	1,000	2,500	All				
614 Watering Facility	Delivery System	type	grav	grav	grav, siphon	grav, siphon, pump	All				
	Area created	acre	5	2	10	20	All	8			
	Area enhanced	acre	2	5	15	25	All				
658 Wetland Creation	Enhancement method	type	veg	veg, eng	-	-	-	8			
	Area restored	acre	2	5	15	25	All				
657 Wetland Restoration	Restoration method	type	veg	veg, eng	-	-	-	8			

PRACTICE NOTES

1. Effective Height - Difference in elevation between the auxiliary spillway crest (top of embankment if no auxiliary spillway) and the lowest point in the original cross-section along the center line of the embankment. All embankments that require a VA DCR Dam Safety permit shall be designed by a registered professional engineer.
2. Must use standard drawings approved by the SCE. Note applies to all job classes unless note (2) appears with a particular class.
3. Up to maximum limit shown on SCE approved standard drawing. Note applies to all job classes unless note (3) appears with a particular class.
4. Wall Height - The distance in feet from the top of the floor inside the storage facility to the top of the wall.
5. All must have relatively impervious cutoff, simple foundation needs, and use standard detail drawings approved by the SCE. Dam classification must be Low Hazard and the product of storage (acre-feet) times effective height (feet) equals 3,000 or less. All dams subject to Virginia Dam Safety regulations shall be designed and sealed by a registered professional engineer.
6. NRCS will not provide design or construction assistance to solve erosion problems created by wave action on the open and unprotected shores of the Atlantic Ocean.
7. Dam removal requires approval by SCE.
8. See controlling factors listed below for Dams and Structures Practices 410, 552, 436, 378, 350, and 587.
9. All custom roof designs shall be designed by a Virginia licensed P.E.
10. Energy audit completed by TSP. Design completed by TSP or vendor.
11. Construction certified by licensed professional.

Practice Codes and Names	Controlling Factors	Units	I	II	III	IV	V	Notes	I+E	Design	Const
410 Grade Stabilization Structure	Watershed Area	acre	100	200	640	1,280	12,800	5			
438 Irrigation Reservoir	Effective Height	ft.	10	15	20	25	35	1, 5			
378 Pond (Embankment)	Pipe Inside Diameter (single barrel pipe/culvert, pressure flow)	in.	-	-	12	24	All	5			
350 Sediment Basin	Pipe Controlled Head (single barrel pipe/culvert, pressure flow)	ft.	-	-	10	20	All	5			
587 Structure for Water Control	Pipe Inside Diameter (single barrel pipe/culvert, nonpress. flow)	in.	12	24	36	48	All	5			
	Drop Spillway Net Drop (box/straight drop spillway)	ft.	-	1	3	5	All	2, 5			
	Drop Spillway Weir Capacity (box/straight drop spillway)	cfs	-	25	50	250	All	2, 5			
	Chute Net Drop (rock riprap chute)	ft.	2	6	8	10	All	2, 5			
	Chute Weir Capacity (rock riprap chute)	cfs	10	25	50	250	All	2, 5			
	Embankment Over Active Fault		-	-	-	-	None				



We work with the people who work the land.

Shenandoah Valley Soil & Water Conservation District
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www.svswcd.org

Staff Reports –May 2025

Megen Dalton

- Due to an unexpected IT issue we transitioned to our new IT service provider, ITdecisions, a little faster than anticipated. In early May, we experienced a major issue with our NAS- Network Attached Storage and had to get a new device to serve as our “server”. ITdecisions was able to download all of our data from the cloud and get our data saved on the hard drive of a new device. They networked and mapped the drives for all 13 of our devices to the new server. We also had to get everyone set up for remote access since the new vendor utilizes a different system for remote access. We were “down” for a few days, but things seem to be working well with our new device. A number of staff have also experienced some other random IT issues that we have worked through this month. In the coming months, I have plans to upgrade a number of our devices with some additional RAM and purchase new PDF software for all machines. In the coming months we will be upgrading our Microsoft office and exploring a few other IT improvements and upgrades.
- Our four 2025 PSNT Technicians are joining the team on Wednesday, May 28th. We have a number of farmers already on the list for sampling and analysis during our first week of the PSNT season. Unfortunately, we have encountered a supply issue with the test strips that we use for our PSNT analysis. We have been advised that our supplier can’t get us the test strips until mid-July. We do have a small amount of strips on hand from last year but only have enough to complete about 200 samples, half of what we expect we will need to complete the season. We have spent some time trying to explore other analysis options for PSNT and will be testing out a new meter that doesn’t require the use of test strips. We hope to assess if the new meter provides accurate and consistent results that are comparable to the traditional meter and results we are used to using.
- Last week, I provided a brief presentation with Shayna Carter, Stormwater Compliance Specialist with the City, highlighting the District’s partnership with the Harrisonburg for the HCAP program. The presentation focused on the bioretention at the Trinity Presbyterian Church and the HCAP program and was one of the many field trip options that the Choose Clean Water Conference offered their attendees.
- Shelby and I continue to work on many dam activities including the tree removal project at the Hog Pen dam. We have been in contact with USFS staff and are hopeful that we can work through the required paperwork efficiently. We have also been working with our dam maintenance contractor to inform him of the conditions of the dam. We have provided an extension for this season’s mowing due to the rains that have occurred recently.
- There were lots of water level notifications that were received from May 13-May19. The rains that occurred around this time period definitely resulted in rising water levels at our dams. The remote monitoring devices were very helpful in knowing how these rains impacted the water levels at our dams.
- I participated in the Smith Creek Partnership meeting. The Smith Creek Coordinator position that the Alliance for the Shenandoah Valley hired through their NFWF grant, is coming to a close. The SVSWCD has taken on the responsibility for administering the remaining grant funds. We will also be working with the Alliance and NRCS to coordinate future meetings of the partnership.
- In association with a pilot project that we are working with DCR on, Elizabeth and I have been working to explore, understand, and set up ACH- Automated Clearing House system with the bank. Our SWCD along with the Hanover-Caroline SWCD were asked to pilot the ACH program for VACS payments. We are working on developing a policy for ACH use and will be sharing that with the Board for their review and approval in the coming month or so. We have met with bank representatives and will be receiving formal training on how to use the system. We have also used this opportunity to work with our Bank representative

to update and enhance some other banking features and services and hope to add check scanner and some additional features to our processes and protocols. Stay tuned for more information and details.

- I have been spending a lot of time on the HCAP program, we have had a number of project completions that required payment calculation and O&M plan development and other project wrap up activities. We have also had a lot of interested clients submit application packets which has yielded lots of correspondence with the client and City staff. In addition, I have spent time updating a few of our template documents for the new fiscal year.
- We have begun work on the VDH Septic and Well project. We plan to obtain costs estimates from local engineers for the design and installation oversight and certification of the planned well and alternative on-site septic system in June and hope to have these projects wrapped up by the end of the calendar year.

Elizabeth Dellinger

Megan Trice

- Waterman Elementary School Soils day – supported Headwaters SWCD soils trailer with other activities
- Soils Lesson to Skyline Middle School Newcomer class
- Worked on VDH Septic and Well project
- Presented 2 scholarships to students at their High School Awards Assemblies
- PSNT Season has begun
- Various ag work

Josh Walker

- Site visits for construction
- Survey new stream crossings
- As-built visits for completed structures
- As-built inspections for Roof runoff
- Proving NRCS design features to DCR Engineering for piggyback projects
- Training new staff on Hydraulic Grade Lines
- Inventory and Evaluation for potential piggyback projects
- Site plans for tax credit only and cost-share projects
- Animal waste site visits to determine locations and drainage

Shelby Foosness

- Submitted multiple piggyback projects to DCR for I&E review, prepared estimated cost sheets for these projects, and sent preapproval packets to these producers
- Reviewed a district only animal waste approval packet with producer
- Processed a Nutrient Management Plan Writing and Revision (NM-1A) estimated cost sheet
- Took a lot of cover crop reports and prepared ~70 payment statements
- Observed dam pool levels on Satalarm portal during high water events during week of 5/12
- Attended Dam Maintenance Committee Meeting on 5/16
- Attended quarterly dam safety workgroup meeting
- Completed archive reviews for CCI files with Jack
- Completed final inspection for first district only littershed!
- Attended Meeting Minutes and WFA Update webinars
- Met with the City of Harrisonburg's procurement specialists

Hunter Arehart

- Multiple fence staking visits
- Continued rain barrel work
- SL-1 visits with Jack
- Cover crop payment processing
- Initial site visits for potential district only projects with Jack
- Stream ID training in Charlottesville
- Helped train new PSNT Crew
 - Field training and testing samples
- East Rock Food for America with Mini
- New piggyback project work

Jack Carlton

- Taking over CCI work, finishing up payment statements for remaining projects, conducting archive reviews as they are completed
- Assisting Elizabeth with remaining SL-1s
- Two Education events with Mini this month: Soils Day at Waterman Elementary & Bluestone is for Learners Event
- Making Initial visits and starting some planning for new PY26 Projects
- Assisting Megen with Urban work: Reviewing Estimated Costs/Payment Statements and reviewing and editing templates for PY26

Chesapeake Bay Committee Report

6/5/2025

Agricultural BMP Contract Approvals

Contract #	Practice	Estimated Cost	Cost Share	Cost Share Buffer	Staff
Contract # 09-24-0304, Instance # 586909	WP-4	\$105,633.68	VACS: \$1,798.69 DuPont: \$599.56	VACS: \$179.87 DuPont: \$59.96	SNDF
Contract # 09-24-0304, Instance # 586910	WP-4C	\$54,827.03	VACS: \$5,851.31 DuPont: \$1,950.44	VACS: \$585.13 DuPont: \$195.05	SNDF
Contract # 09-24-0252, Instance # 581609	SL-6W	\$104,480.75	-\$3,267.00	-\$326.70	SNDF
Contract # 09-25-0343, Instance # 656902	WP-4	\$307,593.00	\$0.00	\$0.00	EFD
Contract # 09-25-0344, Instance # 657967, 657968, 657969, 657970, 657971, 657972, 657973, 657974, 657975, 657976, 657977, 657978, 657979, 657980, 657981, 657982, 657983, 657984, 657985, 657986, 657987, 657988, 657989, 657990, 657991, 657992, 657993, 657994	NM-1A	\$8,817.22	\$8,817.22	N/A	SNDF
Contract # 09-25-0311, Instance # 657916	NM-3C	\$504.00	\$357.00	N/A	SNDF

Project Cancellations

Contract #	Practice	Cost Share	Program	Staff
648867, 648868, 648869, 648870, 648871	NM-6	\$18,620.55	VACS	SNDF
Contract # 09-25-0149, Instance # 647755	SL-8B	\$782.40	VACS	SNDF

Other Items Needing Board Approval

Approval Authority for end of June Chesapeake Bay Committee Meeting scheduled for 6/30/2025
Approve Average Cost List and Labor and Equipment Rates
Approve Secondary Considerations



United States Department of Agriculture

Harrisonburg Field Office Monthly Report

Shenandoah Valley SWCD Board Meeting
June 4, 2025

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
 - So far, of the 36 EQIP applications that we submitted for FY2025 funding consideration, 18 have been preapproved for funding. We had four additional applications preapproved for funding over the month of May. We are in the process completing contracts for participants that wishing to move forward with contracts for their projects.
- **Conservation Stewardship Program (CSP)**
 - So far, of the 5 CSP applications that we submitted for FY2025 funding consideration, 4 have been preapproved for funding. Preapproved applicants have been notified of their respective application's preapproved status.
 - Participants with 2021 CSP contracts have been notified that they can sign-up for the renewal of their contract for additional five years. The deadline for these participants to sign up for the renewal of their contracts is June 20, 2025. We have 14 of these contracts that are eligible for renewal. So far, 8 of these participants have signed up to renew their contracts.

Outreach/Education/Agency Activities/Events:

- On May 6th, Ariel worked with Megan Trice to teach Waterman Elementary School students about soils using the Soil as an Apple Exercise and by making Soil Shakes. Over the course of the event, they spoke to over 120 students and their teachers about soils.
- On May 15th, Cory and Adam attended the Virginia Cooperative Extension's Seasonal High Tunnel Production Workshop held at Second Mountain Farm in the Hinton area of Rockingham County. The landowner, Tim Showalter-Ehst, and staff from Virginia State University and Valley Produce Supply spoke at the event about vegetable production in high tunnel systems. Cory spoke to the group about financial assistance for seasonal high tunnel systems through EQIP. Over 20 people from around Virginia came out to the meeting.
- On May 20th, Cory worked with Seth Coffman and Dylan Cooper with Trout Unlimited to host a field trip titled Engineering for Nature as a part of the 2025 Choose Clean Water Conference held in Harrisonburg. The field trip included a stop at Bart Johnson's streambank restoration project in the headwaters of Smith Creek and a visit to the functioning bioreactor on the Smith Creek Spring on the Yancey Farm. There were 20 conference participants at the field trip.

Submitted By: Cory Guilliams, District Conservationist

DEQ-Valley Regional Office Report to the Shenandoah Valley SWCD June 2025

- VRO Ag Program Updates:
 1. We are now performing on-farm inspections. Strict biosecurity is followed. We can visit no more than one farm on-site in a 24-hour period until this fall. Starting in the fall, we can only visit one farm on-site in a 72-hour period.
 2. Senate Bill 1495 was signed by the Governor on 3/21/2025, effective immediately, that exempts bovine incinerators that meet certain criteria from air program permitting, much like the exemption that was already available for poultry and swine incinerators.
 3. We continue to focus on poultry litter reporting and education for the requirement that has a reporting deadline of September 15 each year for poultry litter brokers, poultry permittees, and end-users of poultry litter.
 4. There continues to be outreach with the ag community regarding water withdrawal reporting for crop irrigation and larger groundwater users.

- DEQ's Clean Water Financing and Assistance Program's Agricultural Loan Dashboard as of May 30, 2025, is found below. For more information, contact Phil Davis, Ag BMP Project Manager with the Clean Water Financing and Assistance Program: (540) 209-4201, philip.davis@deq.virginia.gov.

AgBMP Loan Program Dashboard 05/30/2025

Application Status	Total Number	Total Value	Average	Median
Application Pending	6	\$ 928,328.00	\$ 154,721.33	\$ 153,000.00
Conditionally Authorized	61	\$ 16,193,014.98	\$ 265,459.26	\$ 222,000.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	72	\$ 10,786,950.04	\$ 149,818.75	\$ 110,000.00
Inactive	20	\$ 3,593,093.52	\$ 179,654.68	\$ 97,500.00
Credit Approved	16	\$ 4,381,373.98	\$ 273,835.87	\$ 226,500.00
Credit Not Approved	10	\$ 1,631,181.53	\$ 163,118.15	\$ 96,938.51
Loan Closed	81	\$ 15,044,330.26	\$ 185,732.47	\$ 147,362.19
Loan Closed with PF Granted	3	\$ 919,035.22	\$ 306,345.07	\$ 440,924.00
Project Complete	130	\$ 22,529,386.32	\$ 173,302.97	\$ 115,515.94
Project Complete with PF Granted	14	\$ 2,153,475.97	\$ 153,819.71	\$ 95,104.08
Completed without DEQ Funding	26	\$ 2,971,538.29	\$ 114,289.93	\$ 58,129.63
Equipment Purchase Complete	22	\$ 1,639,630.00	\$ 74,528.64	\$ 39,249.50
PF Granted SWCD	20	\$ 349,370.43	\$ 17,468.52	
Total PF Granted to Producers	17	\$ 1,268,932.43		
Total Applications	482			
Total Active Projects	167			
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 58,350,611.42		
Total PF Granted		\$ 1,562,966.52		
Total Repayments		\$ 20,296,812.65		
Total Unobligated Loan Funds		\$ (7,831,280.24)		

1) Administrative and Operational Items

- **FY26 Grant Agreements:** Approve at June meetings. Return signed copy to DCR, retain copy for your records.
- **FY25 4th Qtr. and End of Year Attachment E and Related Financial Report Reviews – Due 07/15/24:** In addition to the routine submission of the Attachment E, Balance Sheet, and Profit & Loss, the 4th qtr. reports are to include the FY24 Attachment E “roll-up”, Year-End Cash Balance Report, and Carryover Reports. Instructions for completion were sent to SWCD staff via email on 05/22/25.
- **FY25 Self-Assessment Questionnaire Due on or before 07/15/24:** Administrative and/or managerial staff submit the questionnaire; however, technical staff should assist with providing data. Sent to SWCD staff via email on 05/07/25.
- **SWCD Director and Admin/Manager Financial Training.** Will be held on June 6, 2025 from 9:30AM until 3:00PM at Randolph-Macon College in Ashland, VA. Sarah Adams has been confirmed as a speaker and will be discussing audit pitfalls that can occur with journal entries, voided checks, bank reconciliations and changes in liabilities, and how to appropriately handle these items in QuickBooks. There will also be an Attachment D Budget Template Q/A session and a grant writing workshop. This training will be in-person only with no virtual attendance option available.
- **FY27 Budget Template or Attachment D:** due to DCR by July 15.
- **The Virginia Soil and Water Conservation Board adopted the Policy and Procedures on Soil and Water Conservation District Cost-Share and Technical Assistance Funding Allocations (Fiscal Year 2026) on May 28, 2025. The FY2026 policy supersedes the FY2025 policy.**
 - One of the revisions to the FY2026 policy removes the requirement to return the technical assistance funding to the Department associated with a previous year’s carryover practice. Districts are authorized to reobligate the cost-share funds associated with the cancelled practice during FY2026 but any cost-share funds associated with a cancelled practice that are not reobligated must be returned to the Department. However, Districts will not be required to return any of the technical assistance funds associated with the cancelled contract’s cost-share funds.

2) Ag and Cost Share Items

- **Keep CAS AgBMP Tracking Module Data Updated:** All data entry should be completed and accurate by **07/15/25**. Utilize the reports that are available on the Reports>Emailed Reports page within CAS. Specially, under the QA section on that page, use the BMPs and (if you participate) the WFA BMPs reports.
- **Verifications:**
 - **2025 End of Lifespan (EOL) BMP Verifications:** To be completed by 09/30/25. Any 2025 and 2026 EOLs completed by 09/30/25 will qualify for an incentive payment. \$200/\$250 reimbursement rate.
 - **CY 2025 Random Verifications:** Will be scheduled by T. Williams w/ SWCD staff this fall.
- **Training Required for Ag Tech staff** (virtual) Must attend one of each to meet grant agreement deliverable:
- **VACS Program Updates:**
 - June 12, Thursday, 1:00 - 4:00 pm** Register: <https://events.gcc.teams.microsoft.com/event/fe2eb8cb-8a6d-47f9-be83-1c7f8a99463b@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
 - June 17, Tuesday, 9:00am - Noon** Register: <https://events.gcc.teams.microsoft.com/event/9fd0067f-b5c9-4ac0-9881-5e6119003897@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
- **CAS/Tracking Updates:** July 8, Tuesday, 1:00 - 2:30 pm and July 24, Thursday, 9:30 - 11:00 am. Details soon.

- **Clean Water Farm Award** nominations for Local and Grand Basin awards are due **October 1st**. CWFA forms can be found online on the DCR website. No nomination forms will be accepted after Oct 1. All **signatures and approvals must be obtained no later than your September Board meeting**. Each district may give one local award per jurisdiction. (Blue sign and certificate signed by the Governor) **Basin Nominations require a nomination cover sheet, a 1–2-page summary, 6 or more photos, one preferably with the nominee & his farm entrance sign.**
- **Please ensure that when participants self-install any portion of a BMP that the participant provides receipts for all materials purchased by the participant for the installation of the BMP component(s).** An invoice from the participant that simply lists materials and their respective cost(s) as purchased by the participant is not acceptable.
- **PY 2026 Secondary Considerations:** Require DCR approval. Must be submitted for review and approval on or before **06/30/25** to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. If you delay submission your board may not approve PY26 cost share contracts until after DCR approves your secondary considerations.
- **PY 2026 Average Cost List:** requires local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and copy your CDC. Don't forget to include a good and implementable contingency clause.
- **Carryovers:** Encourage VACS participants to complete their projects in time for payment prior to the end of the fiscal year to reduce carryovers into FY26. Keep in mind that only certain practices are eligible for carryover status. Districts should reference Pages II-42-II-46 of the *FY25 VACS Program Manual* for a list of practices eligible for carryover and an explanation of the carryover procedures. Practices approved in FY25 that are listed as "two-year completion date eligible" do not need formal board approval prior to the end of this FY. Other practices substantially under construction and eligible for carryover will need approval by SWCD boards prior to COB 06/30/25.

Upcoming Training and Important Dates

- **June 6, 2025:** SWCD Director and Admin/Manager Financial Training from 9:30AM until 3:00PM at Randolph-Macon College in Ashland, VA. Registration is available through the VASWCD.
- **June 12, 2025:** PY 2026 VACS Updates Session from 1:00PM until 4:00PM (virtual).
- **June 15, 2025:** All transfers of cost-share and technical assistance funds between SWCDs must be complete.
- **June 17, 2025:** PY 2026 VACS Updates Session from 9:00AM until 12:00PM (virtual).
- **June 19, 2025:** Juneteenth Holiday, All state offices closed
- **June 19-June 25:** Tad will be on vacation
- **July 4, 2025:** July 4th Holiday, All state offices
- **July 8, 2025:** CAS/Tracking Updates from 1-2:30pm (virtual).
- **July 15, 2025:** Fourth Quarter Reports and EOY and Carryover Reports are due to the CDC.
- **July 15, 2025:** PY 2027 Attachment D Budget Template is due to DCR.
- **July 24, 2025:** CAS/Tracking Updates from 9:30-11am (virtual)
- **July 30, 2025:** Deadline for resolution of all QAQC issues.
- **August 19-21, 2025:** Graves Mountain Training in Syria, VA.
- **October 1, 2025:** Clean Water Farm and Grand Basin Nominations are due to your CDC

cc: Blair Gordon, Soil and Water Conservation District Liaison
Sara Bottenfield, Agricultural Incentives Program Manager
Dr. Angela Ball, Western Area Manager

Electronically sent to SWCD offices 6/2/25.

Chesapeake Bay Committee Report

6/5/2025

Agricultural BMP Contract Approvals

Contract#	Practice	Estimated Cost	Cost Share	Cost Share Buffer	Staff
Contract # 09-24-0304, Instance # 586909	WP-4	\$105,633.68	VACS: \$1,798.69 DuPont: \$599.56	VACS: \$179.87 DuPont: \$59.96	SNDF
Contract # 09-24-0304, Instance # 586910	WP-4C	\$54,827.03	VACS: \$5,851.31 DuPont: \$1,950.44	VACS: \$585.13 DuPont: \$195.05	SNDF
Contract # 09-24-0252, Instance # 581609	SL-6W	\$104,480.75	-\$3,267.00	-\$326.70	SNDF
Contract # 09-25-0343, Instance # 656902	WP-4	\$307,593.00	\$0.00	\$0.00	EFD
Contract # 09-25-0344, Instance # 657967, 657968, 657969, 657970, 657971, 657972, 657973, 657974, 657975, 657976, 657977, 657978, 657979, 657980, 657981, 657982, 657983, 657984, 657985, 657986, 657987, 657988, 657989, 657990, 657991, 657992, 657993, 657994	NM-1A	\$8,817.22	\$8,817.22	N/A	SNDF
Contract # 09-25-0311, Instance # 657916	NM-3C	\$504.00	\$357.00	N/A	SNDF

Project Cancellations

Contract#	Practice	Cost Share	Program	Staff
648867, 648868, 648869, 648870, 648871	NM-6	\$18,620.55	VACS	SNDF
Contract # 09-25-0149, Instance # 647755	SL-8B	\$782.40	VACS	SNDF

Other Items Needing Board Approval

Approval Authority for end of June Chesapeake Bay Committee Meeting scheduled for 6/30/2025
Approve Average Cost List and Labor and Equipment Rates
Approve Secondary Considerations

2026 Average Cost List

Shenandoah Valley Soil & Water Conservation District

Component		Unit	Unit Cost
Fence (NRCS 382)	FR-1, FR-3, SL-6N, SL-6W, SL-7, SL-11B, WP-1, WP-2N, WP-2W, WP-4B, WP-4LL, WQ-11		
	Fence Charger - Electric or Solar (includes necessary accessories)	Each	\$450.00
	4 Strand Barbed Wire	Ft.	\$4.75
	5 Strand Barbed Wire	Ft.	\$5.00
	4 Board Fence	Ft.	\$17.50
	Woven Wire w/ 1 Strand of Barbed or Electric Wire	Ft.	\$6.25
	4 Strand Coated High Tensile (Horses only)	Ft.	\$6.00
	5 Strand Coated High Tensile (Horses only)	Ft.	\$6.25
	2 Strand High Tensile	Ft.	\$3.50
	3 Strand High Tensile	Ft.	\$4.00
	4 Strand High Tensile	Ft.	\$4.50
	5 Strand High Tensile	Ft.	\$4.75
	7 Strand High Tensile	Ft.	\$5.25
	Flood Gate (typically at Forded Stream Crossings)	Ft.	\$10.00
	Incidental Rock (Additional Cost/Ft)	Ft.	\$1.00
	Severe Rock (Additional Cost/Ft)	Ft.	\$1.50
Corral	SL-6N, SL-6W, SL-7, WP-4B, WP-4LL		
	Small (32' X 32') Fence & Gates only	Each	\$2,750.00
	Medium (48' X 48') Fence & Gates only	Each	\$3,250.00
	Large (64' X 64') Fence & Gates only	Each	\$3,500.00
Well (NRCS 642)	SL-6N, SL-6W, SL-7, WP-4B, WP-4LL		
	Well Permit Fee & Onsite Soil Evaluation	Each	\$900.00
	Well - Drilling and Casing (up to 600 feet of drilling and up to 100 feet of casing)	Each	\$28,000.00
	Well - Additional Drilling (over 600 feet)	Ft.	\$32.00
	Well - Additional Casing (over 100 feet)	Ft.	\$39.50
	Well Head/Electrical Protection	Each	\$350.00
	Geotechnical Study (on a case by case basis)	Each	\$500.00
Pumping Plant (NRCS 533)	SL-6N, SL-6W, SL-7, WP-4B, WP-4LL		
	Locating & Connecting to Existing Pipeline (for each connection to an existing pipeline)	Each	\$250.00
	Pumping Plant - Electric (up to or equal to 1.5hp pump)	Each	\$8,000.00
	Pumping Plant - Electric (over 1.5hp pump)	Each	\$10,000.00
	Reservoir & Pump	Each	\$9,000.00
	New/Upsize of Pressure Tank Only	Each	\$1,500.00
	Pump & Pressure Tank Upgrade	Each	\$4,000.00
	Pumping Plant Housing	Each	\$3,000.00
Pipeline (NRCS 516, 558, 606 & 620)	SL-6N, SL-6W, SL-7, WP-1, WP-4B, WP-4LL		
	1" 200 psi PE	Ft.	\$3.75
	1 1/4" 200 psi PE	Ft.	\$5.50
	1 1/2" 200 psi PE		
	2" 200 psi PE	Ft.	\$7.25
	4" PVC Sch40	Ft.	\$9.50
	6" PVC Sch40	Ft.	\$16.75
	8" PVC Sch40	Ft.	\$24.00
	Incidental Rock (Loose Rock & Sleeving) Additional Cost/Ft	Ft.	\$2.00
	Severe Rock (Rock Breaking, Rock Dust, Sleeving) Additional Cost/Ft	Ft.	\$5.00
	Extreme Rock (Extreme Rock Breaking, Rock Dust & Sleeving) Additional Cost/Ft	Ft.	\$25.00
	Pipeline Under Creek (does not include cost of pipe)	Ft.	\$40.00
	1" Pressure Reducer Valve	Each	\$475.00
	1 1/4" Pressure Reducer Valve	Each	\$650.00
	1 1/2" Pressure Reducer Valve	Each	\$1,025.00
	2" Pressure Reducer Valve	Each	\$1,250.00
Watering Facility (NRCS 614)	SL-6N, SL-6W, SL-7, WP-4B, WP-4LL		
	2 Hole Trough & 12' x 12' concrete pad with gravel apron	Each	\$2,750.00
	4 Hole Trough & 12' x 12' concrete pad with gravel apron	Each	\$3,000.00
	Hydrant and/or Drainage Valve (include one per trough)	Each	\$250.00

Component		Unit	Unit Cost
Stream Crossing (NRCS 578) SL-6N, SL-6W, SL-7 WP-2N, WP-2W, WP-4B, WP-4LL			
Culvert Stream Crossing		Refer to Crossing Calculator	
Ford Stream Crossing		Refer to Crossing Calculator	
Flood Gate (typically at Forded Stream Crossings)		Refer to Fence Section	
Animal Waste Appurtenances WP-4, WP-4B, WP-4C, WP-4SF, WP-4LC, WP-4LL			
Engineering of Structure		Each	\$6,000.00
Zoning Permit		\$45 (Page)	\$25 (R'ham)
Excavation - Minimal (existing pad)		SqFt.	\$1.75
Excavation - Average (minimal slope and no bedrock issues)		SqFt.	\$3.75
Excavation - Severe (considerable cut or fill and/or bedrock issues)		SqFt.	\$4.75
Excavation - Extreme (considerable cut or fill and/or considerable bedrock issues)		SqFt.	\$6.25
Site Stabilization - Seeding & Mulching (50' x length/width of non-access sides of building) All Structures Eligible		SqFt.	\$0.25
Site Stabilization - Stone (50' x length/width of operating side(s) of building) All Structures Eligible		SqFt.	\$1.25
Animal Waste Storage Facility (NRCS 313) WP-4, WP-4B, WP-SF, WP-4LC, WP-4LL			
Litter Shed with Clay Floor		SqFt.	\$22.50
Litter Shed with Concrete Floor		SqFt.	\$27.50
Manure Collection/Scrape Alley		SqFt.	\$22.50
Manure Storage Area		SqFt.	\$27.50
Bedded Pack Facility (loafing/housing space)		SqFt.	\$18.75
Liquid Pit (Small - 10,000 cubic feet or smaller)		CuFt.	\$5.25
Liquid Pit (Large - Greater than 10,000 cubic feet)		CuFt.	\$5.00
Animal Mortality Facility (NRCS 316) WP-4C			
Compost Bins & Working Space (Inside Littershed)		Per Bin	\$6,000.00
Compost Bins & Working Space (Stand Alone Facility)		Per Bin	site specific
Compost Storage Area		SqFt.	\$27.50
Roof Runoff Management (NRCS 558 & 620) WP-4, WP-4B, WP-4C, WP-4SF, WP-4LC, WP-4LL, WQ-12			
Fascia Boards (for use on existing structures only)		Ft.	\$2.75
Gutters		Ft.	\$8.00
Downspouts		Ft.	\$12.00
Outlet Protection (up to 12" diameter pipe)		Each	\$175.00
Outlet Protection (over 12" diameter pipe)		Each	\$325.00
Stone Drip Edge (6' x length of building)		SqFt.	\$2.50
Drainlines/Underground Outlet		Refer to Pipeline Section	
Incidental or Severe Rock		Refer to Pipeline Section	
Heavy Use Area/Trails & Walkway (NRCS 561 & 575) SL-6N, SL-6W, SL-7 SL-11B, WP-2N, WP-2W, WP-4SF, WP-4B, WP-4LL			
Gravel & Geotextile Fabric		SqFt.	\$2.75
Reinforced Concrete		SqFt.	\$9.50
Concrete Curbing (new or added to existing concrete pad)		LinFt.	\$35.00
Critical Area Treatment (NRCS 342) SL-11, WQ-11, WQ-12, SL-11B			
Light Grading, Seeding & Mulching		Ac.	\$1,150.00
Moderate Grading, Seeding & Mulching		Ac.	\$2,200.00
Heavy Grading, Seeding & Mulching		Ac.	\$3,000.00
Forage/Herbaceous Planting (NRCS 512) FR-1, FR-3, SL-1			
Mix that includes Alfalfa, Warm Season Grasses or Improved Fescue (ex: novel or E-)		Ac.	\$325.00
Mixtures that doesn't include any of the above species		Ac.	\$275.00
Clover Overseeding/Frost Seeding		Ac.	\$60.00
Pasture Overseeding		Ac.	\$175.00
Tree/Shrub Establishment & Site Prep (NRCS 391, 490 & 612) FR-1, FR-3			
Hardwoods or Hardwood/Pine Mix - 110 stems/Acre (includes wet-adapted)		Ac.	\$1,450.00
Hardwoods or Hardwood/Pine Mix - 300 stems/Acre (includes wet-adapted)		Ac.	\$4,000.00
Conservation Cover (with Nurse Crop)		Ac.	\$100.00
Light Site Prep (herbicide and/or mowing x1)		Ac.	\$100.00
Heavy Site Prep (multiple herbicide and/or mowing treatments, burning, etc.)		Ac.	\$175.00
Invasive Species Control (Invasive species present, Multiple treatments of special herbicides & mowing)		Ac.	\$275.00

For costs not listed or covered on this Average Cost List, NRCS & District staff will research and determine the appropriate cost(s) to use.

Approved 6/5/2025

2026 Supplemental Cost List
Shenandoah Valley Soil & Water Conservation District

Component		Unit	Unit Cost
Fence (NRCS 382)	FR-1, FR-3, SL-6N, SL-6W, SL-7, SL-11B, WP-1, WP-2N, WP-2W, WP-4B, WP-4LL, WQ-11		
	Confinement Fence	Ft.	\$17.50
	Polywire	Ft.	\$0.75
	Small Square Woven Wire w/ 1 or 2 Strand Barbed Wire (Sheep, Goats & Horses)	Ft.	\$7.25
Well (NRCS 642)	SL-6N, SL-6W, SL-7, WP-4B, WP-4LL		
	Spring Development (NRCS 574)	Each	site specific
Pumping Plant (NRCS 533)	SL-6N, SL-6W, SL-7, WP-4B, WP-4LL		
	Pumping Plant - Solar	Each	site specific
	Public Water Hook Up	Requested from locality as needed	
Pipeline (NRCS 516, 558, 606 & 620)	SL-6N, SL-6W, SL-7, WP-1, WP-4B, WP-4LL		
	2" PVC Sch40	Ft.	\$7.25
	3" PVC Sch40	Ft.	\$8.00
	4" Corrugated PE	Ft.	\$4.75
	6" Corrugated PE	Ft.	\$7.25
	10" Corrugated Dual Wall PE	Ft.	\$24.50
	12" Corrugated Dual Wall PE	Ft.	\$17.75
	18" Corrugated Dual Wall PE	Ft.	\$28.50
	24" Corrugated Dual Wall PE	Ft.	\$44.00
	30" Corrugated Dual Wall PE	Ft.	\$76.50
	36" Corrugated Dual Wall PE	Ft.	\$85.00
	42" Corrugated Dual Wall PE	Ft.	\$105.00
	48" Corrugated Dual Wall PE	Ft.	\$135.00
	60" Corrugated Dual Wall PE	Ft.	\$275.00
Watering Facility (NRCS 614)	SL-6N, SL-6W, SL-7, WP-4B, WP-4LL		
	Concrete Trough (400 gal) with gravel apron	Each	\$3,500.00
	7' Heavy Equipment Tire Trough & 24' x 24' gravel pad	Each	\$3,500.00
	8' Heavy Equipment Tire Trough & 24' x 24' gravel pad	Each	\$3,600.00
	Portable Trough & Valve (If pad is needed use HUA costs below)	Each	\$300.00
Animal Waste Appurtenances	WP-4, WP-4B, WP-4C, WP-4SF, WP-4LC, WP-4LL		
	E&S Review Fee & Land Disturbance Permit Over 10,000 SqFt. and up to 1 Acre of disturbance (including road)	Each	\$1,150+ (Page) \$300 (R'ham)
	Stormwater Engineering Over 10,000 SqFt. and up to 1 Acre of disturbance (including road)	Each	\$5,000.00
	Stormwater Implementation Measures Over 10,000 SqFt. and up to 1 Acre of disturbance (including road)	Each	\$10,000.00
	Stormwater Engineering w/ Easement Over 1 Acre of disturbance (including road)	Each	\$15,000.00
	Stormwater Engineering w/ Water Quality BMPs Over 1 Acre of disturbance (including road)	Each	\$20,000.00
	Stormwater Review Fees & Permitting (In addition to E&S & LD Permit Fees) Over 1 Acre of disturbance (including road)	Each	\$756 (Page) \$2,700 (R'ham)
	Stormwater Implementation Measures Over 1 Acre of disturbance (including road)	Each	\$25,000.00
	Safety Gate for Liquid Pit	Each	site specific
	Safety Fencing for Liquid Pit	Ft.	\$13.25
	Storage/Pumping	Each	site specific
	Manure Transfer Pipe (6")	Ft.	site specific
Animal Waste Storage Facility (NRCS 313)	WP-4, WP-4B, WP-SF, WP-4LC, WP-4LL		
	Roof over existing concrete pad (only as component of new planned system)	SqFt.	\$15.25
Heavy Use Area/Trails & Walkway (NRCS 561 & 575)	SL-6N, SL-6W, SL-7 SL-11B, WP-2N, WP-2W, WP-4SF, WP-4B, WP-4LL		
	Shale & Fabric	SqFt.	
Critical Area Treatment (NRCS 342)	SL-11, WQ-11, WQ-12, SL-11B		
	Atypical Situation	Ac.	site specific
	Hydroseeding (Additional cost per acre. Documentation required to show need.)	Ac.	site specific
Tree/Shrub Establishment & Site Prep (NRCS 391, 490 & 612)	FR-1, FR-3		
	Hardwoods (including Wet-Adapted) or Hardwood/Pine Mix (for use when density is between 110 & 300)	Tree	\$13.00
	Pines (DOF Rate)	Ac.	\$150.00
	Pines (Per DOF Recommendation)	Tree	
	Shrubs - 890 stems/Acre	Ac.	\$3,600.00

2026 Supplemental Cost List
Shenandoah Valley Soil & Water Conservation District

Component	Unit	Unit Cost
Stream Crossing Components <i>Using Crossing Calculator (NRCS 578)</i> SL-6N, SL-6W, WP-4B, WP-4LL		
#57	Ton	\$62.50
4" - 6" Stone (Surge or VDOT #1's)	Ton	\$62.50
RDC	Ton	\$47.00
3" Crusher Run	Ton	\$50.00
21-B	Ton	\$54.00
Class A1 Rip Rap (Gabion)	Ton	\$100.00
12"-18" (Rip-Rap Class 1)	Ton	\$105.00
Geotextile	SqFt	\$0.20
Concrete Slurry	CuYd	\$180.00
Stone Ford Crossing Labor & Equipment - Minimal Excavation	SqFt	\$1.50
Stone Ford Crossing Labor & Equipment - Considerable Excavation	SqFt	\$3.00
Concrete Ford Crossing Labor & Equipment - Minimal Excavation	SqFt	\$3.00
Concrete Ford Crossing Labor & Equipment - Considerable Excavation	SqFt	\$6.00
Rip Rap Placement Labor & Equipment	SqFt	\$2.50
Cover Crop (NRCS 340) SL-8, SL-8A, SL-8B, SL-8H, NM-7, WQ-4, WFA-CC		
Small Grain	Ac.	\$70.00
Legume	Ac.	\$80.00
Nutrient Management (NRCS 590) NM-3C, NM-6, NM-5N, WFA-NM		
Sidedress Application	Ac.	\$8.00
PSNT Sample Analysis	Each	\$30.00
Manure Injection	Ac.	\$100.00
Nutrient Management Plan Development (Commercial Fertilizer Only) excludes Soil Sampling & Analysis	Ac.	\$2.00
Nutrient Management Plan Development (with Manure) excludes Soil Sampling & Analysis	Ac.	\$4.00
Soil Sample Analysis	Each	\$20.00
Heavy Use Area/Trails & Walkway (NRCS 561 & 575) SL-6N, SL-6W, SL-7 SL-11B, WP-2N, WP-2W, WP-4SF, WP-4B, WP-4LL		
Concrete	SqFt.	\$7.00

Approved

6/5/2025

2026 Labor, Equipment & Material Rates

Shenandoah Valley Soil & Water Conservation District

Job Description	Maximum Rate
Hand Labor (manual labor, concrete work, operating rented equipment, etc.)	\$25/Hour
Tractor (drive posts, light grading, harrowing, bushhogging, etc.)	\$65/Hour
Bobcat/Skid Loader Work	\$65/Hour
Broadcast Seeding	\$6/Acre
Tractor & Drill	\$42/Acre
Light Tillage (culti-mulcher, leveling disc)	\$18/Acre
Medium Tillage (offset disc, tandem disc, cutting disc, etc.)	\$35/Acre
Heavy Tillage (chisel plow, moldboard plow, subsoil etc.)	\$50/Acre
Turbo Till (excelsator)	\$22/Acre
Track Hoe, Track Loader, High Hoe	\$155/Hour
Mini Excavator	\$65/Hour
Back-Hoe	\$90/Hour
Dozer	\$135/Hour
Dump Truck/Hauling	\$70/Hour (\$7.00/ton on the road)
Hauling Materials on/off Farm (Truck/ATV/Gator/Vehicle)	\$30/Hour
Bushhogging (flat/even ground)	\$22/Acre
Mulching with Straw Blower (equipment and 2 men)	\$62/Hour
Round Bale & Large Square Bale	\$45 each
Square Bale of Straw	\$6 each
High Quality Shale (for tough pads, roads, building pads, walkways)	\$4/Ton or \$5.35/cubic yard
Fill Quality Shale/Fill Dirt	\$3/Ton or \$4/cubic yard
Poultry Litter (manure & application)	Spreading \$12/Acre Litter \$30/Ton
Bedpack/Dry Stack Manure (manure & application)	Spreading \$22/Acre Manure \$15/Ton
Liquid Manure (manure & application)	Spreading \$12/1,000 gallons Manure \$35/1,000 gallons
Manure pump rental and tractor for pumping	\$30/Hour
Herbicide/Fertilizer/Lime Application (operator & equipment)	\$12/Acre

Unless otherwise specified, all equipment rates include equipment use and operator.

For rates and costs not listed, District staff will research and determine the appropriate cost(s) to use.
(Consult the VCE's Farm Custom Work Rate Guide for the Shenandoah Valley)

Approved: 6/5/25

SHENANDOAH VALLEY COST SHARE PROGRAM 2026 PROGRAM CONSIDERATIONS

The SVSWCD will prioritize the implementation of appropriate BMPs that will reduce the greatest amount of nutrient and sediment contamination while utilizing the least cost, technically feasible option to address site-specific water quality problems. The following considerations will be used by the District in its review and approval of applications for cost share assistance.

Priority Considerations:

1. Priority must be given first to candidates in the highest ranked hydrologic units according to the ranking shown in the NWBD unit list and the Policy section of the VACS Manual. Multi-county Districts may select a priority hydrologic unit from each county for recruitment. Descending priority would be given to those in units ranked “medium”, and then units ranked “low”.
2. Districts should prioritize the implementation of appropriate BMPs that will reduce the greatest amount of nutrient and sediment contamination while utilizing the least amount of cost share funds to address site-specific water quality problems in identified high priority hydrologic units with all program cost share funds.
3. Applications for cost share funding that are located within a designated NPS impaired waters drainage area (identified as Impairment Type in the AgBMP Tracking Module mapping) shall be prioritized for funding of practices that reduce the identified impairment type (nutrient, bacteria, septic). VAHU6 hydrologic units either completely or partially within an existing Agricultural NPS Stream Impairment are identified from the GIS layer within the AgBMP Tracking Module.
4. Applications for cost share funding on fields that are at least 1/3 HEL (Highly Erodible Land) soils receive priority.
5. Applications for cost share to implement BMPs that are within an approved Virginia Resource Management Plan management area will also receive priority consideration over similar BMPs outside of the management area. The AgBMP Tracking Module will automatically calculate a 10% reduction in the CEF score for these BMPs.

Exceptions to the priority considerations may be made for animal waste management practices and for actions taken to protect groundwater, gully erosion, or critical areas. The following list of practices are priorities and do not need to meet any other priority consideration in order to be eligible for cost share funding:

NM-1A	Nutrient Management Plan Writing and Revisions
NM-5N	Precision Nutrient Management on Cropland – Nitrogen Application
NM-5P	Precision Nutrient Management on Cropland – Phosphorous Application
SL-6N	Stream Exclusion with Narrow Width Buffer and Grazing Land Management
SL-6W	Stream Exclusion with Wide Width Buffer and Grazing Land Management
SL-8B	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management
SL-11	Permanent Vegetative Cover on Critical Areas
WP-1	Sediment Retention, Erosion or Water Control Structures
WP-3	Sod Waterway
WP-4	Animal Waste Control Facilities

WP-4B	Dairy Loafing Lot Management System
WP-4C*	Composter Facilities
WP-4FP*	Feeding Pad
WP-4LC	Animal Waste Control Facility for Confined Livestock Operations
WP-4LL	Loafing Lot Management System with Manure Management (Excluding Bovine Dairy)
WP-4SF	Seasonal Feeding Facility with Attached Manure Storage
WQ-1	Grass Filter Strips
FR-3	Woodland Buffer Filter Area

*WP-4C & WP-4FP may only be treated as priority practices if they are a part of a combined contract that also funds a SL-6N, SL-6W or WP-4.

Secondary Considerations: (As determined by the Shenandoah Valley District Board):

Factors 1-7 all carry equal weight for consideration. They are not listed in order of importance.

The District will follow Cost Share funding caps and restrictions as outlined in the VA Ag BMP manual.

Priority will be given to:

1. Practices containing fields with soils which have higher Nitrogen Loss Risk/Environmental Sensitivity Ratings (as listed in Table 1-4 of the Virginia Nutrient Management Standards and Criteria), or other major impacts upon groundwater and/or drinking water sources.
2. Practices with lower Conservation Efficiency Factor (CEF), when evaluating similar practices. The Virginia Agricultural Cost Share BMP Manual contains more information on using the CEF.
3. First time participants (no record in Tracking of cost share or tax credit previously received from the District), participants prepared to begin construction/implementation promptly, practices that are physically located within District boundaries, and participants with a history of successful participation in conservation programs. Successful participation includes installing practices consistently and in a timely manner after receiving approval for funding, and providing accurate information to the District as well as proper operation and maintenance of installed practices.
4. Those practices most effectively addressing the identified water quality impairments of the specific watershed/stream. Livestock density and the potential for surface and/or groundwater contamination will be evaluated in association with the identified water quality impairments for the watershed/stream.
5. Applicants who need assistance to comply with the Highly Erodible Land (HEL) Conservation Provisions of the Food Security Act of 1985 (Farm Bill), as amended, the Agricultural Stewardship Act (ASA), or permit agencies such as Department of Environmental Quality (DEQ) may be given priority unless they have received a corrective or an enforcement order.
6. Projects that will remain in place over a longer lifespan.
7. Newly installed water quality practices over continuing an existing practice.



We work with the people who work the land.

Shenandoah Valley Soil & Water Conservation District

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Financial Policy

Purchases by the Shenandoah Valley Soil and Water Conservation District are made through a competitive and open process that encourages participation of all qualified vendors. The following guidelines for competitive procurement are based upon the dollar amount of the anticipated purchase and in accordance with the Desktop Procedures for District Fiscal Operations and with the Virginia Public Procurement Act, Code of Virginia, Chapter 2.2-4300. The lowest cost is an important consideration; however, the District may use other factors to select a vendor or product.

Accounting & Management Procedures

All disbursements must be supported by written documentation, such as invoices, expense vouchers, receipts, or other suitable documentation. Expense vouchers must meet the criteria established in the District's Expense Policy. The current IRS mileage rate will be used for calculation of mileage costs.

Check-Signing Policy

Checks must not be signed by the person who prepares the check. When a check is less than \$1,000, a single signature is required. Two signatures are required for all checks written for amounts of \$1,000 or more. Signatories on District bank accounts must be approved by the Board of Directors.

Check Voiding

When a check needs to be voided, one of the following procedures must be followed:

1. If the check has not been distributed, the check should be voided in QuickBooks and the policy outlined in the Desktop Procedures for District Fiscal Operations followed. Additionally, the documentation associated with the original check should be stapled to the voided check and a reason for the void written on the check stub.
2. If the check has been distributed and has not cleared the bank within 6 months of the date of the check, the check must be voided in QuickBooks and the reason for the void written on the check stub.

Check Reissuance Policy

Checks may be reissued only when 6 months have passed since the issue date or a stop payment through the bank has been processed. For all reissued checks, the District will request a stop payment through the bank when the original check amount exceeds the current stop payment fee or the 6-month time frame has not elapsed. The fee will be deducted from the original check amount at the time of reissuance. Exceptions may be granted on a case-by-case basis after approval by the District Treasurer. Checks older than 1 year will not be reissued.

Last Updated 4/23/24-5/30/2025

Approved 6/6/24-6/5/2025

Procurement and Purchasing

District staff shall purchase high quality goods and services at reasonable costs using sound business practices.

Per §2.2-4303G of the Virginia Public Procurement Act (VPPA): "A public body may establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for:

1. *Goods and services other than professional services, if the aggregate or the sum of all phases is not expected to exceed \$200,000, and non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$300,000; and*
2. *Transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000*

However, such small purchase procedures shall provide for competition wherever practicable.

Such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000.

The following guidelines will be used in procurement of goods and nonprofessional services:

- Single purchases may not be split to avoid violating purchasing thresholds. Splitting purchases in order to stay under a purchasing threshold may result in the District Staff member or Committee having their purchasing authority revoked.
- Purchases should be combined when practical to obtain quantity discounts and other administrative efficiencies.
- Any employee(s) making an unauthorized purchase may be held personally liable for the cost of the purchase, order, and/or contract.
- Intentional abuse of the SVSWCD policy or willful and gross negligence may result in the revoking of purchasing authority and other appropriate actions by the Board of Directors.

If a purchase is associated with a specific grant, the availability of funds within the grant must be confirmed before the purchase is made.

The purchase of goods and/or services associated with dam maintenance shall follow the guidelines under the Dam Maintenance Procurement section.

Small Purchases (Up to but not exceeding \$10,000)

Cost breakdowns outlined below, shall be used when procuring goods and/or non-professional services when the purchase is not expected to exceed \$10,000 including applicable taxes, shipping costs, and other fees. Small purchases exceeding \$1,000 shall

be reported at a minimum to the Finance Committee and any other Committee whose expertise is determined to be relevant to the purchase.

The District Manager may procure goods and/or non-professional services when the cumulative price does not exceed \$5,000. When the cumulative price of a purchase exceeds \$5,000 but is less than \$10,000, the District Manager, in consultation with the Finance Committee and any other Committee whose expertise is determined to be relevant to an informed decision, may procure the good and/or non-professional service. In the event the District Manager is unable to perform these duties, purchasing authority may be granted by the Board of Directors to the Chairman of the Board or to the Operations Leader.

Up to but not exceeding \$ 1,000

No formal bid or quotation process is required. When practical, quotations are encouraged and should be considered in the purchase decision. Selecting from The Commonwealth of Virginia Department of General Services pre-qualified contractors pool is acceptable. District staff should periodically test the market to verify that the District receives the best prices and the quality required for efficient operation.

Over \$1,000 but not exceeding \$5,000

When possible, quotations, written bids, or proposals shall be obtained from at least three vendors. When it is not possible to obtain three quotations, staff shall document the reason. These quotations may be in writing from the vendor or obtained by telephone and documented. All quotations shall be maintained on file with the payment for the item for subsequent review and inspection. Selecting from The Commonwealth of Virginia Department of General Services pre-qualified contractors pool is acceptable.

Over \$5,000 but not exceeding \$10,000

Quotations, sealed bids, or proposals shall be obtained from at least three vendors. Selecting from The Commonwealth of Virginia Department of General Services pre-qualified contractors pool is acceptable. These quotations shall be in writing from the vendors. All quotations shall be maintained on file with the payment for the item for subsequent review and inspection.

Large Purchases (Over \$10,000)

A purchase expected to exceed \$10,000 including applicable taxes, shipping costs, and other fees will be reviewed and recommended by a Committee appointed by the Board. The decision to purchase will be made by the Board of Directors. The Board of Directors may, on a case-by-case basis, delegate purchase decision authority to a Committee qualified to make the decision. Prior to making a purchasing decision, the District budget shall be reviewed to confirm sufficient funds are available for the purchase. In the event the purchase is associated with a specific grant, the availability of funds within the grant

must be confirmed before commitment to purchase is made. Purchases over \$10,000 shall follow formal procurement procedures as outlined in the Virginia Public Procurement Act (VPPA) § 2.2-4302.1 (Process for Competitive Sealed Bidding) or § 2.2-4302.2 (Process for Competitive Negotiation). The District may utilize The Commonwealth of Virginia Department of General Services Pre-Qualified Contractors Pool to meet the requirements of competitive procurement of goods and/or services (including professional services for this section).

Professional Services

For professional services up to \$80,000 do not require quotes and should be based on qualifications and experience of the proposed project.

Sole-Source Procurement

Sole-source procurement must be approved by the District Manager and/or the Board and be documented. It may be used only when it can be demonstrated that only one source is practically available for the goods and/or services required. In this situation, competition is not available. Sole-source procurement may not be used in a proprietary purchase where the product is restricted to the manufacturer(s) stipulated but is sold through distributors; in this case, competition among them is available and competitive procedures must be followed.

Documentation for sole-source purchases shall include the following information:

1. A statement explaining why the product or service is the only one that can meet the need
2. A statement explaining why the vendor is the only practically available source to obtain the product or service
3. A statement explaining why the price is considered reasonable
4. A description of the efforts that were made to obtain the best possible price

Emergency

In accordance with VPPA § 2.2-4303.F, in case of emergency, a contract may be awarded without competition; however, such procurement will be made with such competition as is practicable under the circumstances. A written determination of the nature of the emergency and basis for the selection of the particular contractor shall be included in the contract file. The SVSWCD will issue a written notice stating that the contract is being awarded on an emergency basis and identifying the product or service procured, the contractor selected, and the date on which the contract was or will be awarded. This notice may be posted on www.eva.virginia.gov or other appropriate websites, and, in addition, the SVSWCD may publish it in a newspaper of general circulation on the day the SVSWCD awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as is practicable.

Dam Maintenance Procurement

The Dam Maintenance Committee is authorized to make purchasing decisions for all dam operation and maintenance expenses not to exceed the approved yearly budget for Dam

Maintenance expenses. The Dam Maintenance Committee is authorized to make purchases pursuant to grants previously approved by the Board. The Dam Maintenance Committee shall advise the Board of Directors of all purchases. The Dam Maintenance Committee shall follow the purchasing guidelines embodied in this policy; however, the Committee may waive the requirement to obtain three bids provided the cost for such goods and/or nonprofessional services is expected to be less than \$10,000 and the circumstances requiring the waiver are clearly documented.

Contracting Authority

The Board of Directors may delegate Contracting Authority to a Committee or the District Manager to enter into negotiations and/or contract for goods and/or non-professional services. The purchasing thresholds shall apply to all contracts.

Term Contracts

The District may elect to establish term contracts for goods and/or services that are purchased on a repetitive basis. Term contracts are established through the competitive sealed bid (invitation for bid, IFB) or competitive negotiation (request for proposal, RFP) process. Purchases made through term contracts may exceed the established thresholds defined elsewhere, as these contracts have been competitively procured. Term contracts shall be approved by the Board of Directors, and approval authority may not be delegated. The Finance Committee shall review these contracts and make a recommendation to the Board in each instance.

Cooperative Procurement

The District may participate in, sponsor, conduct, or administer cooperative procurement agreements on behalf of or in conjunction with one or more other public bodies, state or federal agencies, public institutions, or localities for the purpose of increasing efficiency or reducing administrative expenses in any acquisition of goods or services.

The District may purchase from another public body's contract, even if the District did not participate in the RFP or IFB, if the request for proposal or invitation for bid specified that the procurement was being conducted on behalf of other public bodies. The District may not use cooperative procurement for architectural or engineering services. The District may not use cooperative procurement for construction, except for construction and/or maintenance contracts for stream restoration or stormwater management practices. Cooperative procurement shall be in accordance with VPPA § 2.2-4304 Section B.

Joint Procurement

The District may participate in, sponsor, conduct, or administer a joint procurement contract in conjunction with one or more other public bodies, state or federal agencies, public institutions, or localities for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods or services. Cooperative procurement shall be in accordance with VPPA § 2.2-4304 Section A.

Pre-Qualified Contractors Pool

The District may utilize any pre-qualified contractors pool created by a federal, state, or local government. The District may create its own pre-qualified contractors pool and can participate in the creation of a joint pre-qualified contractors pool with any other federal, state, or local government. When using a pre-qualified contractors pool, if the purchase is under \$10,000, the District shall obtain a minimum of two quotes from the list and if the purchase is \$10,000–\$100,000, the District shall obtain a minimum of four quotes from the list.

Small, Women-Owned and Minority-Owned (SWaM) Businesses

Whenever possible, positive efforts shall be made by the District to utilize small businesses, minority-owned firms, and women's business enterprises as sources of goods and services. When the use of small businesses, minority-owned firms, and/or women's businesses is specifically outlined in the terms and conditions of the contract or award, the District may elect to award a higher valued contract provided the contractor or firm can meet one of the certified definitions for minority-owned business, small business, or women-owned business and the contract value does not exceed 15% of the next lowest, qualified bidder. Refer to the website www.sbsd.virginia.gov for the definitions and additional information.

Public Inspection of Certain Records

In accordance to § VPPA 2.2-4342, financial records must be made available for public inspection as follows:

- A. Except as provided in this section, all proceedings, records, contracts, and other public records relating to procurement transactions shall be open to the inspection of any citizen or any interested person, firm, or corporation in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).
- B. Cost estimates relating to a proposed procurement transactions prepared by or for SVSWCD shall not be open to public inspection.
- C. Any bidder offering a competitive sealed bid, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that SVSWCD decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of a contract.
- D. Any entity making a competitive negotiation proposal, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that SVSWCD decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

- E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- F. Trade secrets or proprietary information submitted by a bidder or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

Budget Revisions

The budget will be revised and subsequently approved by the Board of Directors under the following circumstances:

1. A new budget line item is warranted.
2. An income budget line item warrants removal or will be reduced by more than 10%.
3. An expense budget line item exceeds or is forecasted to exceed the budgeted amount by more than 10%.

Fuel Card Policy

The District's fuel card shall be used exclusively for the vehicle-related expenses for District owned and operated vehicles. Fuel receipts shall include the vehicle. A receipt is required for every purchase made with the fuel card. When a receipt is not available from the machine or inside the store, document the cost and quantity of the purchase.

Credit Card Policy

The District credit card shall be used only for District business-related purchases. The credit card shall not be used for any personal expenses.

Funding Requests

When a request for funding, donation, sponsorship, or other financial support is received by the District from an outside organization, individual, or group, the Board must approve the request. Sponsorship for events and support for programs are eligible for consideration by the Board. Support for individuals to make trips or attend events is not eligible, nor is any request to benefit a specific school, chapter, or group.

Requests outside of these parameters will be considered on a case-by-case basis.

Letters of Support

When a request for a letter of support is received from an outside group, organization, or individual, the District Manager will review the request and determine the feasibility of the request. If the request requires a commitment of time or resources outside the normal operations of the District, the request must be brought before the Board before a letter of

support can be provided. If the request is deemed feasible for support by the District, the District Manager will draft a letter of support. If time does not allow for Board review of a request, the District Manager will notify the Board of the request via email and request a consensus regarding it.

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Any item deemed saleable and no longer required for District use may be sold after appropriate advertising. Acceptance of highest bid shall be at the Board's discretion. If the item is not deemed saleable or the value is determined to be \$100 or less, the item may be donated to an organization or school.

FOIA Request Fee Schedule

The District will invoice for FOIA requests in accordance State Code (§ 2.2-3704) as follows:

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Refund Policy

Refunds will incur a 5% fee based on the total original charge. The fee will be deducted from the amount of the refund. This does not apply to refunds in association with the Tree Sale.

Shenandoah Valley SWCD Budget

July 1, 2025 - June 30, 2026

Income	Budget
Local Government Funding	
Bridgewater	900.00
Dayton	0.00
Elkton	450.00
Grottoes	375.00
Harrisonburg	5,600.00
Mt. Crawford	125.00
Page County	6,000.00
Rockingham County	37,500.00
Shenandoah	375.00
Stanley	300.00
Timberville	450.00
	\$52,075.00

State Funding (DCR)	
Dam Maintenance	89,640.00
DCR Operational	488,657.00
Technical Assistance	811,067.00
End of Lifespan Verifications	0.00
	\$1,389,364.00

Other Grant Funding	
DCR Data Technician (w/ Overhead & Travel)	104,757.55
Sustainable Chesapeake RCPP	77,452.27
Manure Injection Expansion (Personnel Only)	8,000.00
VASWCD Envirothon Grant	0.00
VCAP Technical Assistance	1,200.00
	\$191,409.82

Other Funding	
PSNT Testing	8,500.00
HCAP (Personnel Only)	24,000.00
VDH Well and Septic Project (Personnel Only)	12,000.00
North River Watershed Study	116,000.00
North River Watershed Study - Consultant	25,000.00
Interest Income - DCR Ops & Technical Assistance	5,000.00
Interest Income - Dam Maintenance	3,000.00
Geotextile Fabric Program	800.00
Rain Barrel Program	2,000.00
Soil Probe Sales	220.00
	\$196,520.00

Total Income: **\$1,829,368.82**

Reserve Funds Needed to Balance Budget: **\$0.00**

Reserve Funds Needed Breakdown

	Retained	Utilized
Dam Maintenance Reserves:		
Technical Assistance Reserves:		\$115,923.31
PSNT Testing:	\$5,000.00	
Rain Barrels:	\$1,750.00	
Geotextile Fabric:		\$1,000.00
Soil Probe Sales:	\$220.00	
VCAP:	\$1,200.00	
HCAP:	\$24,000.00	
Building Fund:	\$52,075.00	
Operating Reserves:	\$200,569.75	

Total Income (Including Reserves): **\$1,829,368.82**

Date Approved By Board: 6/5/2025

Modification #1 Approved by Board:

Expense	Budget
District Operating Expenses	
• Advertising, Outreach & Sponsorship Expenses	14,000.00
• Awards & Recognition	600.00
Board Meeting Expenses	1,600.00
Board Member Expenses	11,000.00
• Computer System	20,000.00
• Dues & Memberships	5,500.00
Education Programs & Supplies	
District Scholarships	2,000.00
DOF-Camp Woods and Wildlife	300.00
Educational Supplies	500.00
Local Envirothon (VASWCD Grant Funds)	1,500.00
Poster Contest	500.00
Youth Conservation Camp	2,400.00

• Field Equipment	2,000.00
• Hiring Expenses	2,000.00
• Insurance	3,500.00
• Internet & Phone Service	2,000.00
• Office Equipment	6,825.00
• Office Furniture	13,000.00
• Rent	3,600.00
• Postage	2,500.00
• Staff Travel, Training & Apparel	16,080.00
• Supplies	8,000.00
• Vehicle Operation & Maintenance	7,000.00
	\$126,405.00

Other District Expenses

Dam Maintenance	
Annual Maintenance	38,140.00
Remote Monitoring Satellite Air Time	8,640.00
Supplies & Tools	2,000.00
Small Dam Repairs	45,000.00
North River Watershed Study	175,000.00
PSNT Testing	3,500.00
Rain Barrel Program	250.00
Geotextile Fabric Program	1,800.00
Soil Probe Sales	0.00
Parking Improvement	50,000.00
Vehicle Purchase	50,000.00
Employee Tuition Assistance	3,500.00
Staff & Intern Appreciation	1,000.00
Cover Crop Beds	250.00
	\$379,080.00

Personnel Expenses

• Conservation Technician	
• Conservation Technician/Education Coordinator	
• Conservation Technician/Operations Leader	
• District Manager	
• Administrative Coordinator	
• Urban & Ag Conservation Technician	
• Conservation Engineering Technician	
• Conservation Technician	
• Conservation Technician	
• PSNT Technicians	
DCR Data Specialist	
Sustainable Chesapeake CNMP Planner	
• Employee Allowances	1,500.00
• Staff Salary/Benefits Increases & Overtime	135,000.00
• Includes Technical Assistance expenses	
	\$1,215,432.38

Total Expenses: **\$1,720,617.38**



We work with the people who work the land.

Shenandoah Valley Soil & Water Conservation District

1934 Deyerle Avenue, Suite B • Harrisonburg, VA 22801

Phone: (540) 534-3105 • Fax (540) 433-9998

www.svswcd.org

Financial Policy

Purchases by the Shenandoah Valley Soil and Water Conservation District are made through a competitive and open process that encourages participation of all qualified vendors. The following guidelines for competitive procurement are based upon the dollar amount of the anticipated purchase and in accordance with the Desktop Procedures for District Fiscal Operations and with the Virginia Public Procurement Act, Code of Virginia, Chapter 2.2-4300. The lowest cost is an important consideration; however, the District may use other factors to select a vendor or product.

Accounting & Management Procedures

All disbursements must be supported by written documentation, such as invoices, expense vouchers, receipts, or other suitable documentation. Expense vouchers must meet the criteria established in the District's Expense Policy. The current IRS mileage rate will be used for calculation of mileage costs.

Check-Signing Policy

Checks must not be signed by the person who prepares the check. When a check is less than \$1,000, a single signature is required. Two signatures are required for all checks written for amounts of \$1,000 or more. Signatories on District bank accounts must be approved by the Board of Directors.

Check Voiding

When a check needs to be voided, one of the following procedures must be followed:

1. If the check has not been distributed, the check should be voided in QuickBooks and the policy outlined in the Desktop Procedures for District Fiscal Operations followed. Additionally, the documentation associated with the original check should be stapled to the voided check and a reason for the void written on the check stub.
2. If the check has been distributed and has not cleared the bank within 6 months of the date of the check, the check must be voided in QuickBooks and the reason for the void written on the check stub.

Check Reissuance Policy

Checks may be reissued only when 6 months have passed since the issue date or a stop payment through the bank has been processed. For all reissued checks, the District will request a stop payment through the bank when the original check amount exceeds the current stop payment fee or the 6-month time frame has not elapsed. The fee will be deducted from the original check amount at the time of reissuance. Exceptions may be granted on a case-by-case basis after approval by the District Treasurer. Checks older than 1 year will not be reissued.

Last Updated 4/23/24-5/30/2025

Approved 6/6/24-6/5/2025

Procurement and Purchasing

District staff shall purchase high quality goods and services at reasonable costs using sound business practices.

Per §2.2-4303G of the Virginia Public Procurement Act (VPPA): *"A public body may establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for:*

- 1. Goods and services other than professional services, if the aggregate or the sum of all phases is not expected to exceed \$200,000, and non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$300,000; and*
- 2. Transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000*

However, such small purchase procedures shall provide for competition wherever practicable.

Such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000.

The following guidelines will be used in procurement of goods and nonprofessional services:

- Single purchases may not be split to avoid violating purchasing thresholds. Splitting purchases in order to stay under a purchasing threshold may result in the District Staff member or Committee having their purchasing authority revoked.
- Purchases should be combined when practical to obtain quantity discounts and other administrative efficiencies.
- Any employee(s) making an unauthorized purchase may be held personally liable for the cost of the purchase, order, and/or contract.
- Intentional abuse of the SVSWCD policy or willful and gross negligence may result in the revoking of purchasing authority and other appropriate actions by the Board of Directors.

If a purchase is associated with a specific grant, the availability of funds within the grant must be confirmed before the purchase is made.

The purchase of goods and/or services associated with dam maintenance shall follow the guidelines under the Dam Maintenance Procurement section.

Small Purchases (Up to but not exceeding \$10,000)

Cost breakdowns outlined below, shall be used when procuring goods and/or non-professional services when the purchase is not expected to exceed \$10,000 including applicable taxes, shipping costs, and other fees. Small purchases exceeding \$1,000 shall

be reported at a minimum to the Finance Committee and any other Committee whose expertise is determined to be relevant to the purchase.

The District Manager may procure goods and/or non-professional services when the cumulative price does not exceed \$5,000. When the cumulative price of a purchase exceeds \$5,000 but is less than \$10,000, the District Manager, in consultation with the Finance Committee and any other Committee whose expertise is determined to be relevant to an informed decision, may procure the good and/or non-professional service. In the event the District Manager is unable to perform these duties, purchasing authority may be granted by the Board of Directors to the Chairman of the Board or to the Operations Leader.

Up to but not exceeding \$ 1,000

No formal bid or quotation process is required. When practical, quotations are encouraged and should be considered in the purchase decision. Selecting from The Commonwealth of Virginia Department of General Services pre-qualified contractors pool is acceptable. District staff should periodically test the market to verify that the District receives the best prices and the quality required for efficient operation.

Over \$1,000 but not exceeding \$5,000

When possible, quotations, written bids, or proposals shall be obtained from at least three vendors. When it is not possible to obtain three quotations, staff shall document the reason. These quotations may be in writing from the vendor or obtained by telephone and documented. All quotations shall be maintained on file with the payment for the item for subsequent review and inspection. Selecting from The Commonwealth of Virginia Department of General Services pre-qualified contractors pool is acceptable.

Over \$5,000 but not exceeding \$10,000

Quotations, sealed bids, or proposals shall be obtained from at least three vendors. Selecting from The Commonwealth of Virginia Department of General Services pre-qualified contractors pool is acceptable. These quotations shall be in writing from the vendors. All quotations shall be maintained on file with the payment for the item for subsequent review and inspection.

Large Purchases (Over \$10,000)

A purchase expected to exceed \$10,000 including applicable taxes, shipping costs, and other fees will be reviewed and recommended by a Committee appointed by the Board. The decision to purchase will be made by the Board of Directors. The Board of Directors may, on a case-by-case basis, delegate purchase decision authority to a Committee qualified to make the decision. Prior to making a purchasing decision, the District budget shall be reviewed to confirm sufficient funds are available for the purchase. In the event the purchase is associated with a specific grant, the availability of funds within the grant

must be confirmed before commitment to purchase is made. Purchases over \$10,000 shall follow formal procurement procedures as outlined in the Virginia Public Procurement Act (VPPA) § 2.2-4302.1 (Process for Competitive Sealed Bidding) or § 2.2-4302.2 (Process for Competitive Negotiation). The District may utilize The Commonwealth of Virginia Department of General Services Pre-Qualified Contractors Pool to meet the requirements of competitive procurement of goods and/or services (including professional services for this section).

Professional Services

For professional services up to \$80,000 do not require quotes and should be based on qualifications and experience of the proposed project.

Sole-Source Procurement

Sole-source procurement must be approved by the District Manager and/or the Board and be documented. It may be used only when it can be demonstrated that only one source is practically available for the goods and/or services required. In this situation, competition is not available. Sole-source procurement may not be used in a proprietary purchase where the product is restricted to the manufacturer(s) stipulated but is sold through distributors; in this case, competition among them is available and competitive procedures must be followed.

Documentation for sole-source purchases shall include the following information:

1. A statement explaining why the product or service is the only one that can meet the need
2. A statement explaining why the vendor is the only practically available source to obtain the product or service
3. A statement explaining why the price is considered reasonable
4. A description of the efforts that were made to obtain the best possible price

Emergency

In accordance with VPPA § 2.2-4303.F, in case of emergency, a contract may be awarded without competition; however, such procurement will be made with such competition as is practicable under the circumstances. A written determination of the nature of the emergency and basis for the selection of the particular contractor shall be included in the contract file. The SVSWCD will issue a written notice stating that the contract is being awarded on an emergency basis and identifying the product or service procured, the contractor selected, and the date on which the contract was or will be awarded. This notice may be posted on www.eva.virginia.gov or other appropriate websites, and, in addition, the SVSWCD may publish it in a newspaper of general circulation on the day the SVSWCD awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as is practicable.

Dam Maintenance Procurement

The Dam Maintenance Committee is authorized to make purchasing decisions for all dam operation and maintenance expenses not to exceed the approved yearly budget for Dam

Maintenance expenses. The Dam Maintenance Committee is authorized to make purchases pursuant to grants previously approved by the Board. The Dam Maintenance Committee shall advise the Board of Directors of all purchases. The Dam Maintenance Committee shall follow the purchasing guidelines embodied in this policy; however, the Committee may waive the requirement to obtain three bids provided the cost for such goods and/or nonprofessional services is expected to be less than \$10,000 and the circumstances requiring the waiver are clearly documented.

Contracting Authority

The Board of Directors may delegate Contracting Authority to a Committee or the District Manager to enter into negotiations and/or contract for goods and/or non-professional services. The purchasing thresholds shall apply to all contracts.

Term Contracts

The District may elect to establish term contracts for goods and/or services that are purchased on a repetitive basis. Term contracts are established through the competitive sealed bid (invitation for bid, IFB) or competitive negotiation (request for proposal, RFP) process. Purchases made through term contracts may exceed the established thresholds defined elsewhere, as these contracts have been competitively procured. Term contracts shall be approved by the Board of Directors, and approval authority may not be delegated. The Finance Committee shall review these contracts and make a recommendation to the Board in each instance.

Cooperative Procurement

The District may participate in, sponsor, conduct, or administer cooperative procurement agreements on behalf of or in conjunction with one or more other public bodies, state or federal agencies, public institutions, or localities for the purpose of increasing efficiency or reducing administrative expenses in any acquisition of goods or services.

The District may purchase from another public body's contract, even if the District did not participate in the RFP or IFB, if the request for proposal or invitation for bid specified that the procurement was being conducted on behalf of other public bodies. The District may not use cooperative procurement for architectural or engineering services. The District may not use cooperative procurement for construction, except for construction and/or maintenance contracts for stream restoration or stormwater management practices. Cooperative procurement shall be in accordance with VPPA § 2.2-4304 Section B.

Joint Procurement

The District may participate in, sponsor, conduct, or administer a joint procurement contract in conjunction with one or more other public bodies, state or federal agencies, public institutions, or localities for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods or services. Cooperative procurement shall be in accordance with VPPA § 2.2-4304 Section A.

Pre-Qualified Contractors Pool

The District may utilize any pre-qualified contractors pool created by a federal, state, or local government. The District may create its own pre-qualified contractors pool and can participate in the creation of a joint pre-qualified contractors pool with any other federal, state, or local government. When using a pre-qualified contractors pool, if the purchase is under \$10,000, the District shall obtain a minimum of two quotes from the list and if the purchase is \$10,000–\$100,000, the District shall obtain a minimum of four quotes from the list.

Small, Women-Owned and Minority-Owned (SWaM) Businesses

Whenever possible, positive efforts shall be made by the District to utilize small businesses, minority-owned firms, and women's business enterprises as sources of goods and services. When the use of small businesses, minority-owned firms, and/or women's businesses is specifically outlined in the terms and conditions of the contract or award, the District may elect to award a higher valued contract provided the contractor or firm can meet one of the certified definitions for minority-owned business, small business, or women-owned business and the contract value does not exceed 15% of the next lowest, qualified bidder. Refer to the website www.sbsd.virginia.gov for the definitions and additional information.

Public Inspection of Certain Records

In accordance to § VPPA 2.2-4342, financial records must be made available for public inspection as follows:

- A. Except as provided in this section, all proceedings, records, contracts, and other public records relating to procurement transactions shall be open to the inspection of any citizen or any interested person, firm, or corporation in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).
- B. Cost estimates relating to a proposed procurement transactions prepared by or for SVSWCD shall not be open to public inspection.
- C. Any bidder offering a competitive sealed bid, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that SVSWCD decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of a contract.
- D. Any entity making a competitive negotiation proposal, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that SVSWCD decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

- E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- F. Trade secrets or proprietary information submitted by a bidder or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

Budget Revisions

The budget will be revised and subsequently approved by the Board of Directors under the following circumstances:

1. A new budget line item is warranted.
2. An income budget line item warrants removal or will be reduced by more than 10%.
3. An expense budget line item exceeds or is forecasted to exceed the budgeted amount by more than 10%.

Fuel Card Policy

The District's fuel card shall be used exclusively for the vehicle-related expenses for District owned and operated vehicles. Fuel receipts shall include the vehicle. A receipt is required for every purchase made with the fuel card. When a receipt is not available from the machine or inside the store, document the cost and quantity of the purchase.

Credit Card Policy

The District credit card shall be used only for District business-related purchases. The credit card shall not be used for any personal expenses.

Funding Requests

When a request for funding, donation, sponsorship, or other financial support is received by the District from an outside organization, individual, or group, the Board must approve the request. Sponsorship for events and support for programs are eligible for consideration by the Board. Support for individuals to make trips or attend events is not eligible, nor is any request to benefit a specific school, chapter, or group.

Requests outside of these parameters will be considered on a case-by-case basis.

Letters of Support

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SHENANDOAH VALLEY SWCD EXPENSE POLICY

The Shenandoah Valley Soil & Water Conservation District's Expense Voucher shall be used for requests for reimbursement of expenses incurred in performance of routine duties by employees, Board members, interns, and volunteers. Expenses incurred for activities other than routine duties must be approved by the District Manager before the expense is incurred.

Itemized receipts are required for reimbursement of all expenses except mileage. To be eligible for reimbursement, expense vouchers for expenses other than mileage must be submitted within 30 days of the date on which the expense was incurred.

For mileage expenses when using personal vehicles, employees, interns, and volunteers must submit an expense voucher within 60 days of the date on which the expense was incurred. Board members must submit expense vouchers for mileage on a quarterly basis; expense vouchers for mileage submitted more than 90 days after the expense was incurred are NOT eligible for reimbursement.

Routine duties for Board members are Board meetings, committee meetings, VASWCD Board meetings, and meetings for which the Board member has been designated the District's representative by the Chairman, Board, or District Manager. For meetings and training sessions not outlined above, Board Members must request approval from the District Manager before registering for or attending the event.

Individuals will be reimbursed for items purchased and/or services for District needs as approved by the District Manager.

MILEAGE & RELATED EXPENSES

With the District Manager's approval, mileage will be paid for use of a personal vehicle at the current IRS rate when a District vehicle is not available or when it is not practical to use a District vehicle.

Under no circumstances will employees be reimbursed for mileage to and from the office or for mileage incurred during family-care stops enroute to or from the office. Mileage will be paid for shortest distance as verified from a reliable source such as Google Maps, rounded up to a whole mile. For trips exceeding 1.5 hours one way, reimbursement will be paid for the route requiring the least amount of time rather than of shortest distance.

Personal vehicle mileage will be reimbursed when used for District activities and the individual is required to drive miles in addition to those incurred in the normal route to and from the office and family-care stops. When teleworking, mileage will be reimbursed if the employee is

required to drive miles that exceeds the mileage of the shortest distance from their residence and the office.

Tolls and parking fees are eligible for reimbursement. When receipts are not available, hand-written documentation of the expense will be accepted. Traffic and parking tickets are not eligible for reimbursement.

REGISTRATION FEES & ASSOCIATED EXPENSES

With the District Manager's approval, the District will pay for or reimburse registration fees for attendance at conferences, meetings, training sessions, and other events. If the individual elects not to attend a portion of the event, the individual will be responsible for the cost of that portion of the event, either by paying out of pocket or reimbursing the District.

The District will pay or reimburse for registration fees for portions of events not attended by the requesting individual **only** under the following circumstances:

- a. Another District representative attends the event in the individual's place.
- b. An occurrence beyond the individual's control, such as death in the family, sickness, or work-related obligations unforeseen at the time of registration, prevents attendance.

MEALS

When working outside normal work hours, such as attending a night meeting, giving a presentation, or staffing a booth or display, one meal may be reimbursed.

Meals associated with day-long events may not be reimbursed.

Meals are eligible for reimbursement only if one of the following conditions applies:

The meal is associated with travel out of the service area extending beyond a nine-hour workday. In this situation, the cost of an evening meal will be reimbursed.

- a. The individual is staying overnight outside the service area for District-related business. In this case, meals will be eligible for reimbursement or payment starting the evening of the first day outside the service area and ending with return to the service area.
- b. Exceptions will be handled on a case-by-case basis. When possible, the individual should consult the District Manager for authorization before purchasing a meal.

For meetings scheduled during a meal time, such as committee meetings, the District will pay for food purchased for participants or reimburse participants for their meals. Staff or other invited guest that have been asked to participate in the meeting may also receive a meal or be reimbursed.

Meals and other food expenses associated with District business not addressed above will be considered on a case-by-case basis by the District Manager.

Meal reimbursement limits, excluding tax and gratuity, are as follows:

- Breakfast – \$20
- Lunch – \$20
- Dinner – \$40

Gratuities shall not exceed 20% of any pre-discounted amount. Alcohol is NOT reimbursable.

When meals are provided as part of a registration package and the participant elects to purchase a different meal, the cost of the meal purchased will not be reimbursed.

LODGING

When possible, lodging expenses will be paid using the District credit card. When overnight travel is required and advance lodging arrangements were not made, an individual may be reimbursed for the lodging expenses as long as the need for lodging is associated with official District business.

Only lodging expenses and associated taxes and fees are eligible for reimbursement. Valet parking is eligible if self-parking is not available or practical. Room service, phone usage, and other incidental expenses are not eligible for reimbursement.



Shenandoah Valley Soil & Water Conservation District Annual Plan of Work FY 2025-2026

Shenandoah Valley Soil & Water Conservation District (SVSWCD) programs will include the following activities:

- **SVSWCD Operations**
 - a. Comply with terms and conditions set forth in the Department of Conservation and Recreation (DCR) Administrative and Operational grant agreement
 - b. Prepare and approve an annual budget
 - c. Request funding from 13 localities prior to their budget preparation
 - d. Foster relationships among Board members and localities and conservation partners
 - e. Distribute monthly information packets to Directors, Associate Directors, and partner agencies electronically
 - f. Implement the SVSWCD's Strategic Plan
 - g. Direct customers to agencies and organizations for services not provided by the SVSWCD
 - h. Adhere to all SVSWCD policies and procedures, including the Rockingham County Personnel Policies as outlined in the most current version of the Rockingham County Employee Handbook
 - i. Comply with DCR's audit request of SVSWCD finances as needed/required
- **Conservation Programs**
 - a. Administer and provide technical assistance for the Virginia Agricultural Cost Share (VACS) Program as set forth in the Cost Share and Technical Assistance grant agreement while striving to engage new program participants
 - b. Assist the Natural Resources Conservation Services (NRCS) with implementation of USDA programs including CREP, CCRP, EQIP, CSP, ACEP, and RCPP
 - c. Provide conservation planning assistance to agricultural producers
 - d. Prepare Conservation Plans for producers who wish to receive a tax credit and provide guidance to producers, tax preparers, and equipment dealers in association with the Virginia's Conservation Tillage Equipment Tax Credit and Virginia's Fertilizer and Pesticide Application Equipment Tax Credit Program
 - e. Administer and provide technical assistance for the Virginia Conservation Assistance Program (VCAP) as set forth in the VCAP agreement
 - f. Administer and provide technical assistance for the Harrisonburg Conservation Assistance Program (HCAP) as set forth in the HCAP Memorandum of Agreement (MOA)
- **Partnerships**
 - a. Collaborate with localities and partners to address local natural resource concerns and provide input regarding local conservation programs
 - b. Seek grant funding and/or partner with other agencies and organizations to obtain grants to support ongoing education/outreach efforts and innovative conservation projects
 - c. Support NRCS, DCR, VCE, Pure Water Forum, VASWCD, DOF, DEQ, USFS, DGIF, FSA, VACDE, RAAC, VDACS, USGS, CBF, AFT, TU, Alliance for the Shenandoah Valley, and other partners whose programs and activities compliment those of the SVSWCD
 - d. Support the TMDL process for watersheds located within the SVSWCD
 - e. Work with NRCS to conduct local working group meeting to provide feedback on USDA and other programs

- **Conservation Education and Outreach**

SVSWCD Annual Plan of Work

Page 2 of 6

- a. Provide conservation programs and presentations to schools, clubs, organizations, and others
 - c. Provide staff and/or Board participation in relevant meetings and work groups focused on conservation and natural resource issues as needed
 - d. Conduct a local Envirothon competition and sponsor at least one team to the Area I Envirothon competition and one team to the State Envirothon competition if applicable
 - e. Sponsor the attendance and participation of students to Youth Conservation Camp (YCC) and support Virginia Department of Forestry's Camp Woods and Wildlife
 - f. Conduct a local Poster Contest and submit local winners for State Contest consideration
 - g. Offer scholarships to local students and submit a nominee for consideration for a VASWCD Educational Foundation scholarship
 - h. Work with schools to incorporate and enhance conservation/natural resource education in their curriculum
 - i. Work with Youth Conservation Leadership Institute (YCLI) participants as requested
 - j. Develop and maintain an informative and up-to-date website
 - k. Develop and maintain informative and up-to-date social media pages
 - l. Distribute outreach materials and other conservation literature
 - m. Offer conservation resources to educators and partner agencies
 - n. Contact local media outlets and distribute news releases in reference to conservation efforts and activities for enhanced public relations
 - o. Recognize outstanding conservation efforts by awarding Clean Water Farm Awards and forwarding a nominee to DCR for consideration for the Shenandoah Basin Clean Water Farm Award
 - p. Recognize partners for outstanding accomplishments in the conservation of natural resources
 - q. Participate in Page County Farmers Association and Rockingham County Young Farmers Association events to recognize Clean Water Farm Award winners and other outstanding conservation efforts
 - r. Administer an Internship/Volunteer Program to provide hands on conservation experiences when possible
 - s. Administer the Conservation Teacher of the Year program and submit local winners for State award consideration if appropriate
 - t. Host at least one agricultural community outreach event during the year that meets the criteria outlined in the DCR grant agreement. Invite a Small Farm Outreach Program representative to make a presentation at the event. Notify the Virginia State University Small Farm Outreach Program of every outreach event conducted by the District focusing on ag producers.
- **Dam Maintenance & Management**
 - a. Comply with state dam maintenance regulations
 - b. Stay informed about dam safety regulations and impacts on dam maintenance and operation
 - c. Seek and apply for grants to fund small dam repair projects or other upgrades, studies, or modifications
 - d. Work with partners and private landowners to schedule and conduct annual operation and maintenance inspections
 - e. Develop and carry out a maintenance plan to address deficiencies found during inspections with the goal of obtaining regular operation and maintenance certificates for all dams
 - f. Work with localities to ensure that GIS data from Dam Break Inundation Studies is utilized and that they have and are using the most current Emergency Action Plan
 - g. Annually update and approve Emergency Action Plans and "test" by holding tabletop exercises and drills as required
 - h. Work on preventative maintenance and upkeep of all dams to include maintenance of remote monitoring devices
 - i. Monitor the graded filter at Union Spring Dam
 - j. Administer a contract for completion of the proposed North River Watershed study

k. Administer a contract for joint engineering services for all SWCDs with dams

- **Staff and Board Development**

- a. Send one or more Board members to the Virginia Association of Soil and Water Conservation District (VASWCD) Annual Meeting
- b. Encourage Board members to shadow District staff and attend staff meetings when possible
- c. Encourage Board members to attend trainings and or meetings regarding SVSWCD operations or other soil and water related issues as they arise
- d. Ensure completion of New Director Orientation (Part I- In person) (Part II-Provided by SWCD staff or CDC) by all new Board members
- e. Ensure that Directors complete COIA and FOIA training every 24 months and encourage Associate Directors to do the same
- f. Ensure that technical staff obtain DCR Conservation Planning Certification within a reasonable time frame (~18-24 months) and maintain their certifications
- g. Ensure that technical staff develop and maintain the skills necessary for obtaining DCR Engineering competency (EJAA) for common BMP components
- h. Encourage staff to attend training sessions/meetings as they relate to their job duties and other soil and water-related issues
- i. Ensure that the District Manager and the Personnel Committee conduct annual evaluations and provide employees with feedback regarding knowledge and skills and outlining goals
- j. Ensure that staff with access to USDA computers complete required USDA trainings and certifications
- k. Ensure that District Manager attends supervisor training sessions when offered
- l. Conduct regular District staff meetings
- m. Conduct joint SWCD and NRCS staff meetings at least monthly to help streamline the operation of the NRCS field office and SVSWCD

The Commonwealth of Virginia supports the Shenandoah Valley Soil and Water Conservation District (SVSWCD) through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation (DCR).

The SVSWCD is an equal opportunity provider and employer.

Activities Calendar for District & NRCS Work Plan FY 2025-2026

July

1. Sponsor local students at Youth Conservation Camp held at Virginia Tech – Staff
2. Complete DCR CDC's Questionnaire of FY's Operational Grant – Staff
3. Prepare and distribute locality billing – Staff
4. Prepare and publish Annual Report for previous fiscal year – Staff
5. Prepare and submit Quarterly Reports to DCR for grant programs – Staff
6. Prepare and submit Quarterly Report to City of Harrisonburg for HCAP – Staff
7. Prepare and submit Quarterly Report for DCR Data Tech agreement – Staff
8. Prepare and submit Quarterly Report for Sustainable Chesapeake CNMP agreement – Staff
9. Prepare and submit Quarterly Report for NFWF Manure Injection project – Staff
10. Prepare and submit Quarterly Report for VDH Well & Septic project - Staff
11. Prepare and distribute end-of-lifespan BMP verification correspondence – Staff
12. Approve Personnel Committee recommendations of employee evaluations – Board
13. Review employee evaluations with staff – District Manager/Personnel Committee Chair
14. Complete and submit the DCR Budget Template (if applicable) – Staff/Board

August

1. Prepare for Page County Fair – Staff
2. Prepare for Rockingham County Fair – Staff
3. Attend annual VACDE Training at Graves Mountain Lodge – Staff
4. Prepare and distribute annual BMP verification correspondence – Staff
5. Prepare and distribute annual cost-share flyer/mailer – Staff
6. Distribute Forestry Award Information to DOF and request nomination – Staff
7. Conduct Finance Committee meeting – Staff/Finance Committee

September

1. Conduct end-of lifespan and annual BMP verifications with DCR staff – Staff/DCR
2. Approve Forestry Award nomination(s) for submission to the VASWCD – Staff/Board
3. Schedule and conduct Clean Water Farm Award visit(s) – Staff/Education Committee
4. Coordinate Area I Envirothon Planning Committee Meeting – Staff
5. Take Board action on ASA Policy Form and submit to VDACS if there are changes to staff contacts – Staff/Chesapeake Bay Committee/Board
6. Forward local Conservation Teacher of the Year applications to VASWCD for state contest consideration – Staff

October

1. Prepare and submit Clean Water Farm Award Nomination for Basin Award – Staff/Education Committee
2. Prepare and distribute locality billing reminder– Staff
3. Prepare and submit Quarterly Report to City of Harrisonburg for HCAP – Staff
4. Prepare and submit Quarterly Report for DCR Data Tech agreement – Staff
5. Prepare and submit Quarterly Report for Sustainable Chesapeake CNMP agreement – Staff
6. Prepare and submit Final Report for NFWF Manure Injection project – Staff
7. Prepare and submit Quarterly Report for VDH Well & Septic project - Staff
8. Register and make reservations for the VASWCD Annual Meeting – Staff/Board
9. Forward local Poster Contest winners to VASWCD for state contest consideration – Staff

SVSWCD Annual Plan of Work

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November

1. Prepare slate of SVSWCD officers for election – Nominating Committee
2. Distribute service provider postcards and update service providers list – Staff
3. Review and update SVSWCD Director & Associate Director job descriptions/responsibilities and District Committee descriptions – Staff/Board
4. Conduct fall mowing inspections at SVSWD owned dams - Staff

December

1. Attend VASWCD Annual Meeting including the Area I Meeting – Staff/Board
2. Elect Board officers – Nominating Committee/Board
3. Nominate and approve Associate Directors – Board
4. Prepare committee assignments for upcoming year – Staff/Chair
5. Conduct cover-crop spot checks – Staff
6. Prepare and distribute locality billing reminder – Staff

January

1. Review and acknowledge updated IRS mileage rate – Staff/Board
2. New Board members complete required training – Board
3. Finalize and share committee assignments – Chair/Staff
4. Prepare and submit budget requests to localities for next fiscal year – Staff/Finance Committee
5. Begin preparing for SVSWCD Envirothon – Staff
6. Prepare and submit Quarterly Reports to DCR for grant programs – Staff
7. Prepare and submit Quarterly Report to City of Harrisonburg for HCAP – Staff
8. Prepare and submit Quarterly Report for DCR Data Tech agreement – Staff
9. Prepare and submit Quarterly Report for Sustainable Chesapeake CNMP agreement – Staff
10. Prepare and submit Quarterly Report for VDH Well & Septic project - Staff
11. Distribute Poster Contest information – Staff
12. Prepare and distribute Conservation Teacher of the Year Announcement – Staff

February

1. Prepare for SVSWCD Local Envirothon – Staff
2. Distribute information on Youth Conservation Camp, Woods and Wildlife Camp, scholarships, etc. – Staff
3. Schedule annual dam inspections – Dam Maintenance Committee/NRCS/Staff

March

1. Prepare for SVSWCD Local Envirothon – Staff
2. Participate in Page County Farmers Association and Rockingham County Young Farmers Association events to recognize Clean Water Farm Award Winner(s) and other outstanding conservation efforts – Staff/Board
3. Prepare and submit recommendations to the State Ag BMP TAC – Bay Committee/Staff
4. Prepare and distribute final locality billing reminder – Staff

April

1. Conduct annual dam inspections – Dam Maintenance Committee/NRCS/Staff
2. Attend/participate in the Area I Spring Meeting – Staff/Board
3. Begin preliminary budget planning and review of financial related policies and documents – Staff/Finance Committee
4. Review DCR's Desktop Guide for SWCD Fiscal Operations – Staff/Finance Committee
5. Select SVSWCD scholarship recipients & submit VASWCD Scholarship nominee – Staff/Education Committee

SVSWCD Annual Plan of Work

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6. Conduct Local SVSWCD Envirothon – Staff/Education Committee/Board
7. Participate in Area Envirothon Competition – Staff/Education Committee/Board
8. Prepare for employee evaluations – Personnel Committee/Staff
9. Prepare and submit Quarterly Reports to DCR for grant programs – Staff
10. Prepare and submit Quarterly Report to City of Harrisonburg for HCAP – Staff
11. Prepare and submit Quarterly Report for DCR Data Tech agreement – Staff
12. Prepare and submit Quarterly Report for Sustainable Chesapeake CNMP agreement – Staff
13. Prepare and submit Quarterly Report for VDH Well & Septic project - Staff
14. Receive, review and select poster contest winners – Staff
15. Select Conservation Teacher of the Year recipient(s) – Staff/Education Committee

May

1. Continue budget planning and review financial related policies – Staff/Finance Committee
2. Select Youth Conservation Camp participants & submit to VASWCD – Education Committee/Staff
3. Participate in the State Envirothon (if applicable and as schedule allows) – Staff
4. Review SVSWCD Audit Report from DCR – Staff/Finance Committee
5. Register for June VACS Training – Staff/Board
6. Participate in local High School Awards assemblies to recognize scholarship recipients – Staff/Education Committee/Board
7. Review personnel policies – District Manager/Personnel Committee
8. Coordinate and present Conservation Teacher of the Year awards at schools and School Board Meetings – Staff
9. Review employee position descriptions and performance expectations – District Manager/Personnel Committee

June

1. Approve SVSWCD budget for next fiscal year – Board
2. Prepare and approve employee evaluations – District Manager/Personnel Committee
3. Approve financial policies and associated documents – Board
4. Review and approve Cost Share Program Secondary Considerations, Average Cost List and Labor & Equipment Rates List – Bay Committee/Staff/Board
5. Submit Secondary Considerations to DCR VACS Program Manager for review and approval – Staff
6. Approve Cost Share Program Carry Over List – Staff/Board
7. Review the SVSWCD's Strategic Plan – Board/Staff
8. Review, update, and approve the Annual Plan of Work for the new fiscal year – NRCS/Board/Staff
9. Review SVSWCD biosecurity policy – Staff/Board



We work with the people who work the land.

Shenandoah Valley Soil & Water Conservation District

1934 Deyerle Avenue, Suite B • Harrisonburg, VA 22801

Phone: (540) 534-3105 • Fax (540) 433-9998

www.svswcd.org

Shenandoah Valley SWCD Board of Directors 2025

Directors (*elected for terms ending 12/31/27)			
Name	Address	Phone	E-Mail
Charles Newton, Chair Page County	149 Balkamore Hill Road Stanley, VA 22851	H 540-778-5400 C 540-244-7642	charles.newton@svswcd.org
Kevin C. Craun, Vice Chair Rockingham County	5611 Glade View Drive Bridgewater, VA 22812	C 540-820-4344	kevin.craun@svswcd.org
Jimmy Burke Page County	4069 Mill Creek Road Luray, VA 22835	H 540-742-8341	jimmy.burke@svswcd.org
Kathy Holm City of Harrisonburg	320 Dixie Avenue Harrisonburg, VA 22801	C: 540-435-4643	kathy.holm@svswcd.org
Jeff Heie City of Harrisonburg	311 Dixie Avenue Harrisonburg, VA 22801	C 540-656-6841	jeff.heie@svswcd.org
Betty Reese Rockingham County	148 Millstone Street Bridgewater, VA 22812	C 540-820-4837	betty.reese@svswcd.org
Keith Sheets, Treasurer (At-Large, Appointed) <i>Term ends 12/31/2026</i>	2361 Power Dam Road McGaheysville, VA 22840	C 540-810-0717	keith.sheets@svswcd.org
Elizabeth Mullins Baldwin (VCE Ext. Agent, Appointed) <i>Term ends 12/31/28</i>	Virginia Cooperative Extension 215 West Main Street, Suite C Stanley, Virginia 22851	C 276-639-0317 W 540-778-5794	elizabeth.baldwin@svswcd.org
Associate Directors (appointed by the Board for 2-year terms)			
Name	Address	Phone	E-Mail
Dan Downey <i>Term ends 12/31/25</i>	465 Cardinal Drive Harrisonburg, VA 22801	H 540-433-5827 W 540-568-6635	dan.downey@svswcd.org
Walter Heeb <i>Term ends 12/31/25</i>	134 Old Mill Rd. Staunton, VA 24401	C 540-849-7044	walter.heeb@svswcd.org
John Hoffman <i>Term ends 1/31/25</i>	251 Paul Street Harrisonburg, VA 22801	C 703-403-4948	john.hoffman@svswcd.org
Matt Dale <i>Term ends 12/31/26</i>	3260 Taylor Spring Ln Rockingham, VA 22801	C 540-810-4216	matt.dale@svswcd.org
Lisa Perry <i>Term ends 12/31/26</i>	150 Thatcher Bridge Ln. Broadway, VA 22815	W 540-820-1075 C 540-455-3601	lisa.perry@svswcd.org
Keith Thomas <i>Term ends 12/31/26</i>	210 West College Street Bridgewater, VA 22812	C 540-383-3155	keith.thomas@svswcd.org

Thank you all. So much for
your support of our environment
teams this year and for organizing
a great local contest. We recognize
the role you had in the area
training and contest and we
appreciate your efforts.

We placed 5th in the state
contest and had a great time
at States at Mary Washington
University. We are already

looking forward to next

year.



Shenandoah Valley SWCD

+ WRCS,
Thank you
-masoh
Thank you for
everything you
-gordon
done.

Knowing people nice as you

Thank you!
-Elizabeth Fairfield

gives life a brighter touch,

And so, to each and all of you -

thanks very, very much!

Thank you!
-Erika

Don

Thanks

-gordon

Don Fairfield

Thanks!

-Rechel

Thank you

-Simon S

Thanks! -gordon
See you
-good

Thank you!
-Carina

Thank you!

Wendy K.

-Simon

Felicity

Tyler

Dear SWCD,

Thank you for supporting our event! We greatly appreciate it. We look forward to working with you again! Thanks!

-TA FFA