

SHENANDOAH VALLEY SOIL & WATER CONSERVATION DISTRICT
MINUTES OF July 3, 2025
BOARD OF DIRECTORS MEETING
VIRGINIA COOPERATIVE EXTENSION
STANLEY, VIRGINIA

Board Members Present:

Directors: Charles Newton, Betty Reese, Elizabeth Baldwin, Kevin Craun, Jeff Heie, Kathy Holm

Associate Directors Lisa Perry, Walter Heeb, Matt Dale, John Hoffman

Board Members Absent:

Directors: Jimmy Burke, Keith Sheets

Associate Directors: Keith Thomas, Dan Downey

District Staff Present: Megen Dalton, Shelby Foosness

Cooperating Agency Representatives Present: Cory Guilliams (NRCS), Tad Williams (DCR), Felicity Zimmerman (CBF)

Guests: none

Charles Newton, Chairman, called the meeting to order at 9:32 a.m.

Elizabeth Baldwin moved to accept the June 5, 2025 Board Meeting minutes. Kathy Holm seconded, and the motion carried unanimously.

Elizabeth Baldwin moved to receive the May 2025 Treasurer's Report. Kathy Holm seconded, and the motion carried unanimously.

STAFF REPORTS

Shelby Foosness and Megen Dalton each highlighted items outlined on their Staff Report. See attached Staff Report. Megen also highlighted some items of significance from other staff members' reports.

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 mentioned that there were a number of upcoming programs that might be of interest to the group. She overviewed the following programs and mentioned that she had flyers available for each of the programs; VCE Food Preservation Workshop (in August at Stanley office), Beef Cattle University (in Blacksburg at the end of July), USDA's Southeast Climate Hub's virtual series on Building Resilience in Forage and Livestock Systems, and an Agroforestry Training for Natural Resource Professionals (in August at Graves Mountain Lodge).

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) – No written report provided. Felicity mentioned that she had attended a celebration of National Blueberry month earlier in the week at Hickory Hill Farm in Keezletown. She explained that the Secretary of Agriculture attended the event and for the first time ever designated July as Blueberry month. She also informed the group that CBF is planning a Farmers to the Bay trip in for the spring of 2026. She advised that if we know of someone who might be interested in participating in the trip to let her know. Felicity also informed the group that she was working with Kevin Tate, Marian Dalke and the Lord Fairfax SWCD to plan a trade show style event for the fall (likely November) where there will be contractors and vendors offering conservation related services.

COMMITTEE REPORTS

Chesapeake Bay –

Charles Newton advised that the Chesapeake Bay Committee met on Monday, June 30th with approval authority granted from the Board, and indicated that they took action on a number of critical end of the year business. Charlie noted that there were no actionable items from the Chesapeake Bay Committee today.

Dam Maintenance –Megen and Shelby explained that they had recently had a meeting with Missy Robinson, USFS Reality Specialist, who reviewed our Special Use Permits that we have for each of our 5 dams located on USFS land. They explained that they had examined the current permits and advised that it was still not explicitly clear on whose responsibility it was to maintain road access. The Board expressed concern with staff not currently having access to the Hog Pen dam with hurricane season upon us. They asked staff to reach out to Rockingham County Fire and Rescue's Chief Holloway to ask for his support in working with the USFS to express concerns regarding access and public safety. The Board requested that they work with Chief Holloway to contact USFS representatives to request removal of the downed trees blocking access to the Hog Pen dam.

Megen and Shelby also noted that they would be going on mowing inspections in the coming weeks and advised that the mowing window had been extended due to the spring rains and high water. They also advised that there was a considerable amount of debris removal at the dams this season which was a result of the spring rains and high water.

Education & Awards –Elizabeth Baldwin mentioned that Megan Trice had presented the Teacher of the Year awards and recognized the 2025 recipients at School Board meetings and school faculty meetings. She also noted that scholarship recipients had been presented their scholarships.

Finance – Charles Newton asked Megen Dalton to overview the action items for the Finance Committee. Megen Dalton explained that because the spring mowing at our dams had been delayed due to rain, the funds associated with the spring mowing were not paid out in FY24 and therefore these funds needed to be added to the FY25 Budget since the spring mowing will be paid in FY25. Megen advised that this was the only item that was changed/added to the Budget for the FY26 Budget Modification #1. **Kevin Craun moved to approve Budget Modification #1. Betty Reese seconded the motion and it passed unanimously.**

Megen reminded the group that they had received a draft copy of the District's Attachment D . Megen explained that the completion of the Attachment D – Budget Template is a grant deliverable for the FY25 Operational Grant Agreement. She explained that SWCDs complete this process every other year to estimate the future funding needs of their District. She noted that for this year's Budget Template Districts were asked to estimate their needs for FY 2027. Megen stated that Blair Gordon's email explained that this exercise has become a critical tool for lobbying for SWCD funding from the General Assembly and state leadership and that it is also, the leading tool that guides DCR and the Virginia Soil and Water Conservation Board in setting operational and base technical assistant funding allocations. Megen explained that she had recently learned some new information that was shared at the Attachment D training session, noting that this information potentially warranted a change to the costs outlined in the draft Attachment D that was shared with the Board. Following some discussion, regarding whether or not the estimates in the document needed to be changed or not, **Kevin Craun moved to authorize Megen Dalton to edit the Attachment D based on the input and feedback that was discussed and for her to review it with Charles Newton for his approval and signature prior to submission to DCR. Betty Reese seconded the motion and the motion passed unanimously.**

Urban – Lisa stated that the Urban Committee met on June 17th and indicated that the Committee recommended two HCAP tree planting project be approved by the City. She also noted that the Committee reviewed a list of projects that would be carried over into the new fiscal year. Megen mentioned that the Committee was scheduled to meet in July, but advised that the July meeting would likely be canceled to allow staff time to prepare and rank potential applications and to review costs from projects completed last year to evaluate the costs that we are using for the new fiscal year.

Personnel – Walter advised that the Personnel Committee has not met since the last Board meeting. He explained that action to approve the salary recommendation and bonus for the DCR Data Specialist was needed. Megen

noted that Jen Edwards' acting supervisor, James Martin, had completed Jen's evaluation and provided it to her along with the requested merit increase and bonus. **Betty Reese moved to approve the merit raise and bonus requested by DCR for Jen Edwards. Jeff Heie seconded the motion and it passed unanimously.**

OLD BUSINESS – None

NEW BUSINESS –

Megen reviewed the District's Strategic Plan, noting that it was good through June 30, 2027. She reminded the group that the plan is typically reviewed bi-annually with the reviews being noted on the cover page and in the District's Board Meeting minutes. She overviewed the five goals of the plan and noted that each of the goals had supporting objectives.

Megen advised the group that she had reached out to Shenandoah Valley Office Equipment (SVOE) in June to inquire about the lease for our current copy machine. She explained that she had requested information about new copy machine options and that she and Elizabeth Dellinger met with a salesman and selected a used machine that offered the same features we had on our current machine and had a faster output- copy/scan rate. Megen advised that the machine would be delivered and set up next week. Megen informed the group that the lease cost would be approximately \$45 more per month and noted that the cost rate per copy would remain the same for the lease on the new machine.

An update on status of the Virginia Department of Health (VDH) Well and Septic project was provided. Megen explained that the District staff had visited the site to evaluate the site and look at the electric panel box to determine what might be needed for the project. She advised that staff had developed a solicitation for Engineering Services for the well and septic components of the project. She noted that she had spoken with 7 or so local engineers regarding the project. She stated that only one response to the solicitation was received and advised that the cost outlined in the response was deemed reasonable using VDH's Reasonability Test. She explained that she would be contracting for the engineering services in the coming weeks and further explained that she would be contracting for the installation of the proposed alternative septic system and well following completion of the designs for these projects and review of costs received from associated solicitations. Megen advised that the costs associated with these projects as well as staff time are covered through the VDH Well & Septic grant.

Megen indicated that she had reviewed the FY26 DCR Data Specialist Agreement noting that this Agreement was associated with the employee, Jen Edwards who the District hired for DCR. She suggested that the Board take action to approve the Agreement. Kevin Craun moved to approve the DCR Data Specialist Agreement for FY26. Jeff Heie seconded the motion and the motion passed unanimously.

CORRESPONDENCE – none

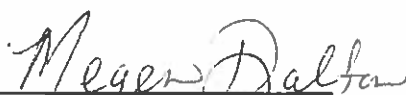
BOARD MEMBER REPORTS

Kathy Holm – Kathy reminded the group that NRCS and VCE have partnered to plan and host an Annual Farm to Table Conference and explained that this year's conference is going to be a Farm to Table Harvest Celebration set for October 25th from 4-8pm at the Sunny Slope Farm in Rockingham County.

Lisa Perry – Lisa mentioned that this year was a bad year for yellow poplar beetles. She explained that after the tree had been attacked by the beetles it looked like it was dying. She mentioned that the attack didn't usually kill the tree.

With no further business, the meeting was adjourned at 11:46 a.m.

SUBMITTED FOR APPROVAL:


Megen Dalton, Secretary

APPROVED:


Charles Newton, Chair



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

MONTHLY BOARD MEETING AGENDA

Virginia Cooperative Extension

Stanley, VA

July 3, 2025 9:30 A.M.

Presentation: None

Call to Order

Minutes

Treasurer's Report

Staff Reports

Partner Agency Reports

DCR – Tad Williams
NRCS – Cory Williams
VCE – Elizabeth Baldwin
CBF – Felicity Zimmerman

DEQ – Sara Jordan
DOF – Stuart Baker
VDACS – Tim Higgs

Committee Reports

Chesapeake Bay – Jimmy Burke/Elizabeth Dellinger
Dam Maintenance – Kevin Craun/Megen Dalton
Education & Awards – Elizabeth Baldwin/Megan Trice
Finance- Keith Sheets/Elizabeth Dellinger

- FY26 Budget Modification #1
- Attachment D- Budget Template

Urban – Lisa Perry/Megen Dalton

Personnel – Walter Heeb/Megen Dalton

- Approval of salary recommendation for DCR Data Specialist

Old/Unfinished Business

New Business

Review Strategic Plan
Update on Lease for new copy machine
Update on VDH Well & Septic Project – Megen to contract for engineering services
Approval of DCR Data Specialist Agreement for FY26

Correspondence

Board Member Reports

Adjourn

Calendar of Events*

July 4 – Office closed, Independence Day
July 11 – NRCS/SWCD staff meeting, 8:45 a.m.; SWCD staff meeting to follow ~ 10 a.m.
July 15 – Urban Committee meeting, 9:00 a.m., District office
August 4 – Chesapeake Bay Committee meeting, 1:30 p.m., District office
August 7 – SVSWCD Board meeting, 9:30 a.m., Keezletown Ruritan Hall, Keezletown

*Events are subject to change. Call the District at 540-534-3105 to confirm date and time of events you plan to attend.



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Staff Reports –July 2025

Megen Dalton

- We have new PDF software-Adobe. Everyone seems to be catching on quickly. In the coming months, we will be working with ITdecisions to get several new laptops, 3 new desktops for remote access and potentially upgrading our Microsoft office software.
- I reached out to Shenandoah Valley Office Equipment (SVOE) to inquire about a new copier as the lease for our current machine was set to expire at the end of June. We received a new quote from them for a newer machine with a faster copying/printing output. The machine we are getting is a used machine. We will have a warranty for the machine for 5 years. Our monthly lease will be going up by \$43/month and includes supplies with the exception of paper and staples. The rate for copies remains the same. We are schedule to get the new machine on the morning of 7/8.
- The 2025 PSNT season has been a pretty busy one. Unfortunately, one of our PSNT Technicians left us in mid-June for a full time position with VDH. The team has been busy collecting samples across Rockingham and Page Counties. They have processed many, many samples including a considerable number of samples that have been dropped off by farmers on consultants. Fortunately, we heard from our supplier in that they had received the shipment of the test strips that we use for our PSNT analysis, so thankfully we were able to continue to use our current PSNT meter for our analysis. We haven't had a lot of luck with the new meter that we purchased but have encountered some issues with it. We have been working closely with Dr. Dan Downey and his research student Shyleigh Good to evaluate the meter, the appropriate extracting solution to use with the new meter and the accuracy of the results. You will hear from the PSNT team at the August Board Meeting with an overview of the 2025 PSNT season.
- Shelby and I met with a USFS representative to review our Special Use Permits and discuss general operations and maintenance at the dams. We will be working to prepare and submit Operation and Maintenance Plans for each of the 5 dams located on USFS land. We have been advised that we can move forward with tree removal at the Hog Pen dam. The Board will need to decide if we are going to elevate, perhaps with a congressional inquiry, our concerns regarding the Dry River District Rangers interpretation that the road clearing is our responsibility.
- We will be visiting all 8 of our dams on 7/18 or 7/25 to complete the mowing inspections. If you are interested in tagging along with us, let us know.
- Following consultation with DCR Dam Engineer, Charles Wilson, we requested that AMCi, our Remote Monitoring vendor, modify the Rate of Change Warning and Alarm to -4 and -6/inches per hour respectively. This should yield fewer notifications but still allow us to be alerted if there is a serious issue at one of the dams.
- In association with the Smith Creek Agreement that we recently entered into with the Alliance for the Shenandoah Valley/Shenandoah Valley Conservation Collaborative, I prepared letter to 12 local agricultural producers advising them of funding that was available for their projects through the Smith Creek NFWF grant. I will be working over the next 30-45 days to connect with these producers/landowners and get contracts signed securing their funds. I also working to revise and extend contracts with 4 producers who already had active contracts. I am hopeful that a large majority of these projects will be completed and ready for payment by next spring (April 2026), although I know that due to the size of many of the projects, it is likely that many of the contracts will require extensions.
- Elizabeth and I are scheduled to have an ACH- Automated Clearing House system training with the bank on 7/10. Following the training, we will refine the draft policy for ACH. We hope to have a policy for the Board to review in September. We received our check scanner, we hope to get that set up and functioning in the next few weeks.

- I have been spending a lot of time on Urban activities, mostly the HCAP program. I have been working to process payment for a number of projects (several spring tree plantings and one permeable pavement project) that completed in the past month. We continue to have lots of interest in the program and received site visit requests via our Google Form. Last week I completed 7 HCAP site visits and have another 7-10 interested clients who need to have site visits scheduled. In addition, we have received several VCAP inquiries and I have been working to schedule visits to these property owners.
- I recently completed site visits to 4 VCAP projects who were on the FY25 Spot Check list. I will be working to get the spot check paperwork completed and submitted to VCAP. Several of the projects require some maintenance so unfortunately, there will be some follow up on these projects.
- We issued an “informal” solicitation for engineering services for our VDH Septic and Well project. Responses from interested engineers are due on 7/1. Following the due date, we plan to review responses received, select an engineer and contract with them to complete the designs and submit the permit paperwork to VDH for the well and alternative on-site septic system at the Elkton property. Next steps will include soliciting bids for the installation of the alternative on-site septic system and a well and also for 2-years of O&M for the septic system. Our goal is to have the projects completed by 12/31/25.
- Other Miscellaneous tasks and activities that I worked on this month include: apparel order, ordered Jack and Hunter business cards, placed supplies order, created new Excel timesheet for the new year, worked with Elizabeth to draft our Attachment D Budget Template, participated in various meetings and trainings, certified staff time sheets bi-weekly, participated in a video shoot for an NRCS partnership video, prepared for and conducted monthly staff meeting. Oh yeah, and I managed to take a few days off in mid-June.

Elizabeth Dellinger

Ag Cost Share Implementation/Management

- Worked with Jack making SL-1 Payment Statements
- Participated in multiple site visits for projects in different stages
- Updated Stream Exclusion checklists into more of a process list that document checklist only
- Reviewed Estimated Cost Sheets & Payment Statements for multiple staff
- Prepared Payment Statements for several projects
- Prepared PY26 Part I for use
- Completed self-evaluation for personnel review
- Participated in both VACS webinars

Financial

- Wrote LOTS of checks and made deposits
- Entered LOTS cost share checks into Tracking & printed Part III's
- Worked on Attachment D with Megan
- Generated Treasurer's Report
- Filed sales tax & paid
- Sent TIN for verification of information and worked on necessary edits
- Researched business entities to understand why TIN's might get kicked back in a verification

Office Administration

- Attended District Staff Meeting
- MED/ED Consultation

VACDE

- Reconciliation
- Deposits and marking members paid
- Treasurer's & Membership Reports

Megan Trice

- Participated in Food for America at East Rockingham High School. We had a booth with Jeopardy and a Water Cycle Activity.
- Presented Lauren Arbogast and Heather Miller Teacher of the Year Awards at their local schools.
- Presented Heather Millers Teacher of the Year Award at a Harrisonburg City School Board Meeting.
- Provided a Pollution Lesson and Water Cycle Activity at Camp UREC at James Madison University.
- Worked on scheduling PSNT.
- Helped wrap up all annual files (cover crop and manure injection) before the end of the year. Hunter and Shelby did a great job getting payment statements made, reviewed and entered in tracking timely.
- Various other Ag Work.

Josh Walker

- Manure injection mapping for new fields for grant participants
- Site visits for construction
- Work with DEQ Loans for producer needs
- As-built visits for completed structures
- As-built designs for watering systems, stream crossings, HUAs, roof runoff
- Estimated quantities to contractor for potential project
- Presentation for BOD on EJAA
- Construction visits for tax credit only manure storage
- District and Technical Staff meetings
- Site visits for potential animal waste locations
- BEACH VACATION!!

Shelby Foosness

- All the cover crop fun!- took a lot of cover crop reports, prepared Payment Statements, got files ready for check pick-ups and helped producers with check pick-ups.
- Also a lot of Injection work- took injection reporting, prepared payment statements, helped with check pick-ups and prepared packets for producers to sign up their fall injection
- Wrapped up annual practices for PY25 and began talks with MT for implementing PY26 annuals (Specifically more Whole Farm Approach)
- Met with a few piggyback project participants to discuss their projects.
- Participated in VACS update webinar
- A bit of Dam Work
 - Met with Missy Robinson at the USFS to discuss our Special Use Permit and Operating and Maintenance Plans as well as the Hog Pen tree removal situation
 - Submitted three projects for Small Dam Repair Funding – downed tree removal and vegetation/ tree clump removal at Dry Run, Hone Quarry and Slate Lick
 - After consultation with Charles Wilson, requested edits to the rate of falling warning and alarm for the satellite remote monitoring devices

Hunter Arehart

- Roof runoff as-built visit with Cory and Elizabeth
- Manned SVSWCD booth at Dairy Expo with Jack
- 2 Day virtual Soil Science, Soil Fertility, and Crop Production Training
- Basic Ag Training at Ferrum College
- Continued cover crop payment work
- PSNT
 - Work with potential new meter with Mini and Dan
 - Assisting PSNT crew and helping with sample drop offs
- Participated in VACS update webinar
- Continued rain barrel work

Jack Carlton

- Assisting Elizabeth with her SL-1s before the end of the year, and taking new signups for PY26.
- Wrapping up final CCI payments for the year.
- Planning new district only projects for PY26
- Assisting Megen with urban work, creating/reviewing estimated cost sheets and payment statements.
- Represented the district at the Virginia Dairy Expo on 6/20
- Working on JPAs with Josh for a stream crossing in one of our District Only projects

Agroforestry



TRAININGS FOR NATURAL RESOURCE PROFESSIONALS

Forest Farming 201: Design Intensive

August 14-15, 2025 @ Graves Mountain Lodge in Syria, Virginia

Are you ready to deepen your roots in the world of forest farming and empower landowners across Virginia? Join us for this 2-day immersive training tailored for those who guide and support land managers. This program is designed to equip you with the tools, insights, and confidence to advise on the stewardship and profitability of forest-based agricultural systems.

Address: 205 Graves Mountain Lane,
Old Blue Ridge Turnpike, Syria, VA

Start Time: August 14 at 9:30 am

End Time: August 15 at 3:00 pm

Featuring:

- Classroom instruction with experts
- Presentations by forest farmers
- Hands-on activities
- Technical field exercises
- Interactive design activities



FREE OF COST | LODGING AND MEALS INCLUDED | MILEAGE COST OFF-SET AVAILABLE

Continuing education credits to include, NRCS Planner Certification Contact Hours, SAF Continuing Forestry Education Credits, and DCR Conservation Planner Credits.

Pre-requisite requirements include, completion of the forest farming online module, attendance of a Forest Farming 101 Fundamentals training, or equivalent experience. The online module is free and a coupon code will be provided upon registration.

Register soon to secure your spot: <https://tinyurl.com/FF201-VA>

****Seats are limited****

For more information visit asdevelop.org/ATFNRP or contact Katie Trozzo at ketrozzo@vt.edu

If you are an individual with a disability and desire an accommodation, please contact Katie Trozzo at ketrozzo@vt.edu 540-231-4582 during regular business hours at least 10 days prior to the event.

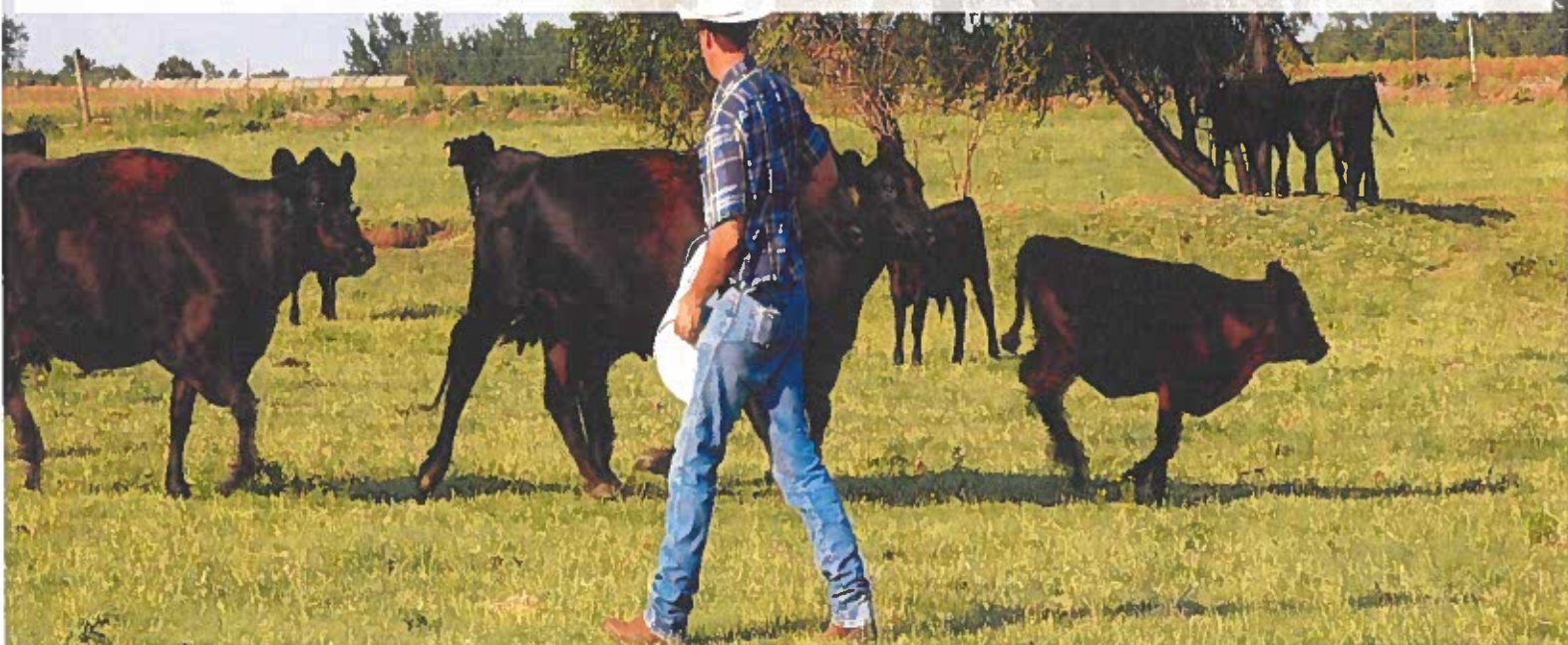
APPALACHIAN
Sustainable
DEVELOPMENT



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Building Resilience in Forage and Livestock Systems— Virtual Engagement Series

This collaborative series focuses on practical strategies for enhancing the resilience of forage and livestock systems under extreme weather conditions. Experts will cover topics on livestock health and management, forage production, and share information on resources available through the USDA Southeast Climate Hub and Natural Resources Conservation Service. We will also engage on roundtable discussion where producers and experts will share real-world insights



All online sessions are free and from noon to 1 pm ET. Pre-registration is required.

Session 1 (07/29/25): Livestock health and management

Session 2 (07/31/25): Enhancing forage resilience

Session 3 (08/05/25): USDA and NRCS resources

Session 4 (08/07/25): Building Resilient Forage-Livestock Operations Roundtable

[Register Here](#)



Southeast Climate Hub
U.S. DEPARTMENT OF AGRICULTURE



COOPERATIVE EXTENSION
College of Agriculture, Forestry and Life Sciences

Contact: Liliane Silva, Forages Specialist, Email: lseveri@clemson.edu



VIRGINIA BEEF CATTLE UNIVERSITY

The conference will feature trade show vendors, entertainment, and a variety of educational topics for adults! This is an all-inclusive event for beef producers and the industry to connect with one another more personally.



Herd Health



Business Management



Marketing



Reproduction



**Nutrition &
Forages**



Meat Science

**JULY 21-23 AT THE INN AT VIRGINIA TECH AND VT GERMAN
CLUB
REGISTER NOW!**



**EMPOWERING BEEF PRODUCERS: UNITING,
LEARNING, AND INNOVATING TOGETHER!**



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Food PRESERVATION Workshop



Vegetable Pressure Canning

When

Aug. 7, 2025
10 am – 12 noon

Registration

Fee: \$25
Deadline: July 14, 2025
Registration Link:
<https://tinyurl.com/2h7jez8z>



About

Preserve the flavors of the season with this hands-on workshop for an informative and fun session where we'll guide you through the process of pressure canning.

You will learn:

- Principles of pressure canning
- Step-by-step instructions for a successful pressure canning process
- Equipment, recipes, and resources

All supplies will be provided for the workshop, including class materials, handouts, and canned product.

Location

Virginia Cooperative Ext
Page County
215 W Main St C,
Stanley, VA 22851

Contact

Amanda Johnson
amandajj@vt.edu
540-665-5699



Harrisonburg Field Office Monthly Report

Shenandoah Valley SWCD Board Meeting

July 2, 2025

Program Updates/Deadlines:

- **Environmental Quality Incentives Program (EQIP)**
 - We had no additional EQIP Preapprovals during the month of June. We continue to complete contracts for participants with preapproved applications that wish to move forward with contracts for their projects.
- **Conservation Stewardship Program (CSP)**
 - Over the month of June, we worked on getting contracts completed for our four preapproved CSP Classic applications.
 - Twelve of the 14 of the 2021 CSP applications that we have signed up for the renewal of the contract by the June 20th deadline. We will work with these 12 applicants later in the summer to get their renewal applications assessed.
- **Food Security Act (HELC/WC)**
 - On June 5th and 6th, Maili Page, Soil Conservation Technician, out of the Strasburg Field Office, and Hannah Sawyer, Soil Conservationist, out of the Lexington Field Office, completed Food Security Act Highly Erodible Land and Wetland Conservation Compliance spot checks in Page and Rockingham Counties. A total of 12 tracts were evaluated between the two counties. No major issues were found on the farms review.

Outreach/Education/Agency Activities/Events:

- On June 3rd, Ariel and Cory ran a station at the East Rockingham High School Food for America Day event where the Soils Tunnel was set up and used to discuss soils with students and teachers who stopped by the station. At the event, we spoke with over 25 people who stopped by the station.
- On June 14th, Adam ran an NRCS Station at the Farming in the City event held at the Harrisonburg Children's Museum in downtown Harrisonburg. The station included the NRCS Soils Tunnel and some general conservation handouts. Well over 100 people came through the Soils Tunnel at the event. The event was a big success and Adam was able to speak to many of the folks that came through. A lot of positive feedback was provided on the Soils Tunnel.
- On June 20th, Cory, Adam, and Ariel helped to staff an NRCS booth at the Virginia Dairy Expo held at the Shenandoah Valley Produce Auction in Dayton. The booth had general information on conservation as well as information on Farm Bill Conservation Programs. At the event, we interacted with over 150 farmers, partners, and industry representatives from around Virginia.

Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days):

- A Silvopasture Training for Natural Resources Professionals is being held from 9:00AM to 3:00PM on July 8th at the McCormick Farm in Steele's Tavern.
- A Forest Farming 201 for Natural Resources Professionals is being held at Graves Mountain Lodge in Madison County August 14-15.

Other Information:

- Interviews for a Conservation Field Assistant position to be housed at the Harrisonburg Field Office and employed by the Alliance for the Shenandoah Valley through the Shenandoah Conservation Collaborative were held June 24th and 26th. An offer has been made and the position accepted by a candidate. More details to come.
- Robert Williams, NRCS ASTC-FO, in the Christiansburg Office unexpectedly passed away in the early hours of July 1. He had been with SCS/NRCS for 38 years.

Submitted By: **Cory Guilliams, District Conservationist**

DEQ Report to the Soil and Water Conservation Districts

July 2025

- DEQ coordinated with the Virginia Drought Monitoring Task Force to lift the Drought advisories for 12 counties in Virginia on June 16, 2025. The area included in the previous Drought Watch included Augusta, Rockingham, Shenandoah, Page, Frederick, Warren and Clarke Counties. For more information check out DEQ's Drought Website: [Drought | Virginia DEQ](#)
- DEQ's Clean Water Financing and Assistance Program's Agricultural Loan Dashboard as of June 24, 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.

Application Status ▾	Total Number ▾	Total Value ▾	Average	Median
Application Pending	8	\$ 1,683,085.60	\$ 210,385.70	\$ 223,500.00
Conditionally Authorized	62	\$ 15,930,129.23	\$ 256,937.57	\$ 187,667.99
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	18	\$ 4,931,373.98	\$ 273,965.22	\$ 237,500.00
Credit Not Approved	10	\$ 1,631,181.53	\$ 163,118.15	\$ 96,938.51
Loan Closed	83	\$ 15,763,656.85	\$ 189,923.58	\$ 147,362.19
Loan Closed with PF Granted	3	\$ 919,035.22	\$ 306,345.07	\$ 440,924.00
Project Complete	132	\$ 23,071,386.32	\$ 174,783.23	\$ 116,654.30
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	491			
Total Active Projects	174			
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 59,675,397.17		
Total PF Granted		\$ 1,562,966.52		
Total Repayments		\$ 20,296,812.65		

1) Administrative and Operational Items

- **Initial disbursement letters:** will be transmitted on July 23rd contingent on grant agreements signature pages having been returned to DCR. Districts will receive 50% of your Admin Ops funds, 100% of the Base TA and Dam Maintenance funds and any remaining 2025 VACS and associated TA for cost share obligations made in June.
- **FY26 Grant Agreements:** If you did not approve at your June 2025 meeting do so in July so that funding is not delayed. 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 07/15/25:** In addition to the routine submission of the Attachment E, Balance Sheet, and Profit & Loss, the 4th qtr. reports are to include the FY25 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 07/15/25:** 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.
- **Dedicated Reserves:** On page 14 of the 2024 Desktop Procedures for District Fiscal Operations is guidance regarding Reserve Fund Balances. “Public funds ... are provided to districts not for savings, but strictly for the performance of conservation.” **Board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). With the books now closed for FY25, this action should be placed on SWCD board meeting agendas before 9/30 in Quarter1 of FY26 so that necessary transfers can be made on the Attachment E Q1 Report and in Q1 QuickBooks.
- **FY27 Budget Template or Attachment D:** due to DCR by July 15.
- **Grant Deliverables Update session:** If you were not able to make the grant deliverable update session on June 2nd, you can listen to it at <https://youtu.be/TtDMcgn3I2g>

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:
 - **CAS/Tracking Updates: July 8, Tuesday, 1:00 - 2:30 pm,**
<https://events.gcc.teams.microsoft.com/event/24b4d3ba-880f-40bc-aab6-1a67fd302ac5@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
 - **July 24, Thursday, 9:30 - 11:00 am,** <https://events.gcc.teams.microsoft.com/event/a3aa8f83-c1f8-45b4-90c9-efcfc1e236a3@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>
- **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.

- **PY 2026 Average Cost List:** requires local SWCD board approval and submission to DCR prior to any PY26 cost-share approval. Submit to Sara Bottenfield and copy your CDC. Don't forget to include a good and implementable contingency clause.
- **PY26 Secondary Considerations:** If you have not submitted these please do. Requires SWCD Board and DCR approval; **Must be approved by Sara Bottenfield, DCR's Ag Incentives Prgm. Mngr. prior to any PY26 cost share applications being approved.**

Upcoming Training and Important Dates

- **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 7/1/25.

Shenandoan Valley SWCD Budget - Modification #1

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:	\$200,589.75	

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

Date Approved By Board: 6/5/2025

Modification #1 Approved by Board: 7/3/2025

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
	\$128,405.00

Other District Expenses

Dam Maintenance	
Annual Maintenance	62,028.00
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
	\$402,968.00

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	
* 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	
	\$1,215,132.38

Total Expenses: \$1,744,505.38

SHENANDOAH VALLEY SOIL AND WATER CONSERVATION DISTRICT

STRATEGIC PLAN

JULY 1, 2023 – JUNE 30, 2027



1934 Deyerle Avenue, Suite B
Harrisonburg, VA 22801
(540) 534-3105 / 1-800-528-3276
www.svswcd.org

MISSION

To promote stewardship and conservation of our natural resources and safeguard people and property with the consistent maintenance of our eight District owned dams.

VISION

Through outreach, education and partnership, the Shenandoah Valley Soil and Water Conservation District strives to help improve natural resources. These improvements, in our local water quality will result in fewer impairments and provide fishable and swimmable waters for all. Through programs, activities and services, we intend to support local government, citizens, the agricultural community in the Valley, and the health of our local waterways and the Chesapeake Bay.

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

We are an equal opportunity provider and employer.

All programs and services of the District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, age, marital status, handicap or political affiliation.

Approved by Board: 7/6/2023

Fiscal Year	Review Date
2023-2024 Review	
2024-2025 Review	
2025-2026 Review	
2026-2027 Review	

Background

The Shenandoah Valley Soil and Water Conservation District (SVSWCD) is a political subdivision of the Commonwealth of Virginia. Founded in 1940, the Shenandoah Valley Soil and Water Conservation District is the ninth of 47 Conservation Districts in Virginia. Its geographic boundaries include Rockingham and Page Counties and the City of Harrisonburg.

A Soil and Water Conservation District is an organization that joins local, regional, state and federal agencies in a common effort with citizens to conserve and promote the wise use of the area's natural resources. The SVSWCD serves as a community clearinghouse for natural resource information and services which help local governments, conservation partners, constituents and agricultural producers make sound natural resource and conservation decisions.

The District is governed by an eight-member Board of Directors. Two directors are elected from each of the three localities in the general election. Two additional directors are appointed by the SVSWCD Board and approved by the Virginia Soil and Water Conservation Board. Directors serve 4 year terms and their service to the District is voluntary.

The District Board also consist of Associate Directors, appointed by the District Board and serve as advisors and representatives of particular interests. Associate Directors augment Director's knowledge and experience by providing relevant support and advice. Associate Directors are appointed for a two-year term and their service to the District is voluntary.

This Strategic Plan was developed under the authority conveyed through the Soil and Water Conservation District Law of Virginia as follows:

"A soil and water conservation district...shall constitute a political subdivision of this Commonwealth." (§ 10.1-538)

"Districts are authorized to develop comprehensive programs and plans for the conservation of soil resources, for the control and prevention of soil erosion, for flood prevention or agricultural and nonagricultural phases of the conservation, development, utilization and disposal of water within the district..." (§ 10.1-546)

This Strategic Plan was updated through the following means:

- Online stakeholder surveys completed in March and April 2023 by conservation partners, agricultural producers, educators and other constituents
- Staff and Board Member input
- Review and discussion at 5/4/2023 Board Meeting

This plan serves as guidance and a framework for the Board and staff as they work to address local natural resource issues and work to implement our programs, services and activities. This plan forms the basis for the District's Annual Plan of Work.

Goal 1: To maintain and/or increase sustainable funding to support projects and services of the District

Objective 1: Maintain and/or increase grant funding from the Department of Conservation and Recreation (DCR) for District operations, cost-share and dam maintenance, rehabilitation and repair.

Action Steps

- Comply with terms and conditions set forth in the District's Administrative and Operational grant agreement
- Comply with terms and conditions set forth in the District's Cost-Share and Technical Assistance grant agreement
- Submit funding requests for small dam repairs to DCR as needed

Expected Outcomes

- Installed BMPs in accordance with VACS Manual
- Improved soil and water quality
- Increased number of farmers and landowners adopting BMPs
- Completion of needed small dam repair projects leading to well-maintained dams

Objective 2: Maintain and/or increase funding from localities

Action Steps

- District Board Members attend at least one locality meeting and report on District programs and services annually
- Request support from the 13 localities located within the District by providing detailed information outlining the programs and services offered by the District
- Approach localities to collaboratively work on addressing local natural resource concerns
- Approach non-funding localities to offer an overview of District programs and services and encourage future funding

Expected Outcomes

- Maintained and/or increased locality funding
- New or strengthened partnership(s)
- Non-funding locality(s) provided support
- Increased awareness and appreciation of the District and programs and services offered

Objective 3: Work with partners (agencies and organizations) to obtain grants and other funding to support ongoing education and outreach efforts and innovative conservation projects.

Action Steps

- Collaborate with partners to apply for grants and other funding opportunities
- Seek out and consider additional funding sources applicable to the District's programs and services and conservation efforts
- Establish new partnerships and build upon existing partnerships
- Comply with the terms and conditions set forth in other grant or funding agreements

Expected Outcomes

- Obtained outside grants and/or funding to support the District's programs and services and conservation efforts
- New or strengthened partnerships
- Expanded District programs and services to reach new clientele
- Increased flexibility and opportunities in programs and services specifically for innovative conservation efforts

Goal 2: Educate local citizens about natural resource conservation

Objective 1: Educate school communities (students & teachers) to be good stewards of our natural resources

Action Steps

- Annually conduct a local Envirothon competition
- Annually sponsor students to attend Youth Conservation Camp & VADOF's Woods & Wildlife Camp
- Regularly conduct and/or partner to support and participate in educational events for students
- Regularly conduct and/or partner to support and participate in educator trainings/workshops
- Work with schools to incorporate or enhance conservation/natural resource curricula; as well as make available digital resources
- Annually conduct a local conservation themed poster contest
- Recruit, and mentor interns to introduce them to natural resource conservation and job opportunities

Expected Outcomes

- Local Envirothon winner advanced to Area competition
- Increased students' and teachers' knowledge of natural resources and conservation
- Submitted local poster contest winners to the state poster contest
- Fostered a conservation ethic and provided an impactful experience for interns

Objective 2: Educate the agricultural community about the benefits of best management practices and encourage their implementation

Action Steps

- Partner with cooperating agencies and organizations to sponsor, support and conduct field days showcasing natural resource conservation and best management practices
- Administer and provide technical assistance for the Virginia Agricultural Cost-Share (VACS) Program and actively promote the Program to increase interest and participation
- Annually recognize members of the agricultural community for their outstanding accomplishments in the conservation of natural resources

Expected Outcomes

- Informative field days with increased understanding and awareness of conservation programs and best management practices

Shenandoah Valley SWCD Strategic Plan - July 1, 2023 – June 30, 2027

- Increased knowledge of natural resource conservation and conservation best management practices in the agricultural community
- Increased awareness, interest and participation in the VACS Program
- Annually awarded Rockingham and Page County Clean Water Farm Awards and nomination of one producer for the Shenandoah River Basin Clean Water Farm Award

Objective 3: Educate constituents on the importance of natural resource protection and opportunities for conservation

Action Steps

- Conduct and/or partner in community education/outreach opportunities and local events to increase conservation knowledge and awareness of opportunities
- Offer District resources for use by partners for education and outreach purposes
- Conduct and/or partner in presentations related to natural resource conservation to civic organizations and community groups
-
- Promote and implement urban conservation programs to include VCAP, HCAP, Rain Barrel Program, among others

Expected Outcomes

- Successfully conducted educational/outreach events
- Increased constituent knowledge of natural resource protection and opportunities for conservation
- New and strengthened partnerships
- Constituents implemented conservation practices resulting in water quality improvements
- Constituents have enhanced awareness and understanding of natural resources and conservation
- Increased awareness and participation in urban conservation programs (VCAP, HCAP, Rain Barrel Program, etc.)

Objective 4: Educate local, state and federal decision makers on conservation issues and the work of the District so that they can make informed decisions that positively affect natural resource conservation

Action Steps

- Staff and/or District Board Members participate in public meetings/events to present evidence-based conservation information to encourage informed decision making
- Staff participate in work groups focused on areas of conservation concerns and other natural resource issues
- Staff and/or District Board Members attend pertinent meetings regarding natural resource related issues and regulations
- Educate localities to assist them with natural resource conservation decisions

Expected Outcomes

- Local regulations and policies encourage natural resource conservation
- Local governments integrated conservation and natural resource management into their decision making process
- Localities promoted natural resource conservation

Objective 5: Work with local agencies, organizations and citizen groups to educate them on conservation issues and the work of the District in order to help spread our conservation message

Action Steps

- Provide presentations highlighting District projects, programs, goals and objectives
- Offer District resources for education and outreach purposes
- Provide opportunities for participation with District meetings, activities and events
- Increase social media presence and make additional content available digitally

Expected Outcomes

- Local agencies, organizations and citizen groups engaged in spreading conservation awareness
- Increased awareness of District and our programs, services and activities

Goal 3: Maintain 8 flood control dams with current certifications

Objective 1: Annually conduct inspections of 8 flood control dams and maintain dams in accordance with state standards/requirements

Action Steps

- Work with Department of Conservation and Recreation (DCR), the Natural Resource Conservation Service (NRCS), localities and private landowners to schedule and conduct annual operation and maintenance inspections
- Administer annual contract for mowing and regular maintenance
- Develop and carry out action plans to address deficiencies found during the inspections in accordance with DCR's operation and maintenance requirements
- Obtain additional funding for small dam repairs as needed
- Obtain current certifications for all District owned dams

Expected Outcomes

- Clear, current awareness of the maintenance needs of each dam
- Maintained current certifications for each dam
-

Objective 2: Partner with localities and other relevant individuals to test Emergency Action Plans to ensure emergency preparedness

Action Steps

- Work with localities to ensure that Emergency Action Plans for each dam are up to date
- Work with localities and other relevant individuals to hold 'dry run' exercises for testing Emergency Action Plans annually
- Work with Emergency Services to provide training to emergency responders regarding dam basics and appropriate emergency response
- Review Emergency Action Plans with the Dam Maintenance Committee, District Board, and staff
- Maintain radio units for efficient communications during emergencies

Expected Outcomes

- Updated Emergency Action Plans
- Prepared emergency responders
- Prepared Board Members and Staff

Objective 3: Install automated remote monitoring devices on dams

Action Steps

- Coordinate with DCR for the installation of new remote monitoring devices
- Staff to maintain functional remote monitoring devices
- Work to ensure that staff, Board Members, partners and emergency services have access to and can interpret and utilize data from remote monitoring devices
- Set up notifications and alarm levels for each dam

Expected Outcomes

- Functional monitoring devices that provide useful information that can be readily accessed and used during emergency situations by multiple users

Objective 4: Increase awareness and knowledge of the history and importance of dams

Action Steps

- Encourage localities' utilization of GIS Dam Break Inundation Studies
- Complete North River Watershed Study
- Educate the public on the history and importance of District dams

Expected Outcomes

- More informed constituents and landowners potentially impacted during high water events
- More informed localities/representatives
- More informed emergency responders

Goal 4: Promote and ensure Staff and Board Member development

Objective 1: Board Members will obtain the necessary training to be effective in their roles as Directors and Associate Directors

Action Steps

- Board Members attend quarterly Virginia Association of Soil and Water Conservation Districts (VASWCD) Board meetings when possible
- Board Members shadow District staff and attend staff meetings when possible
- Upon appointment to the District Board, new Directors will complete New Director Orientation (Part 1-In Person) (Part 2-Provided by SWCD staff or CDC)
- All Directors will complete COIA and FOIA trainings upon assuming office and every two years
- Board Members will attend trainings and/or meetings regarding District operations and other natural resources related issues as they arise

Expected Outcomes

- More informed Board Members
- Knowledgeable about the District and VASWCD's functions and services
- Clear understanding of District Manager and staff duties and responsibilities and a deeper appreciation of all District staff
- Board Members who are knowledgeable about COIA and FOIA and associated expectations

Objective 2: District Staff will obtain necessary trainings to perform their assigned duties effectively

Action Steps

- Each technical staff will obtain/maintain Conservation Planner Certification and Engineering Job Approval Authority as applicable and available
- Staff will attend relevant trainings and meetings
- Technical staff will attend relevant DCR or other partner trainings and meetings
- District Manager and the Personnel Committee will conduct annual evaluations with all staff and provide feedback regarding staff's performance, knowledge and skills and offer personal development training recommendations and individual goals
- All staff will complete required USDA trainings and certifications as appropriate
- Staff coordinate cross training within the office
- District Manager will conduct regular staff meetings
- District Manager will seek and attend relevant management trainings
- District FOIA officer completes required/necessary training
- District Records Retention Office completed required/necessary Records Retention training

Expected Outcomes

- More knowledgeable, effective and efficient staff with clear understanding of duties and expectations
- Unified, collaborative team
- More informed and knowledgeable District Manager
- Technical staff with Conservation Planner Certification and appropriate Engineering Job Approval Authority
- Properly trained FOIA officer
- Properly trained Records Retention Officer with clear understanding of records retention guidelines

Shenandoah Valley SWCD Strategic Plan - July 1, 2023 – June 30, 2027

Goal 5: Promote stewardship and conservation of natural resources through public relations and marketing via relevant methods

Objective 1: Create a broader outreach through utilizing various forms of media

Action Steps

- Maintain an informative and up-to-date website
- Maintain informative social media pages
- Create and maintain email distribution lists to use to inform stakeholders about relevant programs, activities and services
- Distribute and post outreach materials and stewardship and conservation content
- Contact local radio, TV and print media outlets regarding conservation efforts

Expected Outcomes

- Broader awareness of District's conservation efforts and mission
- More awareness and potential participation in District programs, activities and services

Objective 2: Acknowledge outstanding conservation efforts in our service area

Action Steps

- Recognize outstanding conservation efforts
- Disseminate information regarding outstanding conservation efforts

Expected Outcomes

- Broader public awareness of local conservation efforts
- Increased enthusiasm and motivation towards conservation implementation

**DEPARTMENT OF CONSERVATION AND RECREATION AND VIRGINIA SOIL AND WATER
CONSERVATION DISTRICT (Department/ District) GRANT AGREEMENT:**

IT Staffing Contract Support through the Commonwealth of Virginia

FUNDING SOURCES: Federal USEPA, CFDA #66.964
Chesapeake Bay Regulatory and Accountability Program (CBRAP)

Agreement Number CBRAP-2025-IT-01

This Agreement becomes effective as of the 1st day of July 2025, between the Virginia Department of Conservation and Recreation, herein referred to as the Department and the Shenandoah Valley Soil and Water Conservation District, herein referred to as the District. An Agreement shall not be assignable by the District in whole or in part without the written consent of the Department.

The parties of this Agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

(1) SCOPE OF SERVICE:

The District shall provide the services set forth in **Attachment A**, the terms of which are incorporated herein. Failure to meet the services specified in **Attachment A** may result in the temporary or permanent withholding of funds as determined appropriate by the Director of the Soil and Water Conservation Division.

(2) TIME OF PERFORMANCE:

The services of the District shall commence on **July 1, 2025**, and shall terminate on **June 30, 2026**. All time limits stated are of the essence of this Agreement. This agreement may be extended upon request to the Department provided additional funding is identified and satisfactory performance is maintained.

(3) COMPENSATION:

The District shall be funded by the Department in the amount of **\$106,003.00** for services as set forth in **Attachment A** based on the expenditures outlined in **Attachment B**; the reimbursement schedule is outlined in **Attachment C**. The Department's fiscal obligation under this Agreement is set forth in **Attachment C**. It is understood and agreed between the parties herein that the Department shall be bound hereunder only to the extent funds are available for the purpose of this Agreement.

(4) FEDERAL FUNDING CONDITIONS:

DCR has received a grant from the Virginia Department of Environmental Quality (DEQ) from the United States Environmental Protection Agency (EPA), under the Chesapeake Bay Program, Catalog of Federal Domestic Assistance Number 66.964. This Agreement is a sub-award, from DCR to the Grantee, of said federal grant funds. All federal funds awarded are subject to the provisions of 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and the applicable provisions of (a) 40 CFR Chapter I, Subchapter B. In accordance with 2 CFR 200.500, which implements audit requirements, the recipient hereby agrees to obtain a single audit from an independent auditor if it expends \$750,000 or more in total federal funds (from all sources) in any fiscal year. Within nine months after the end of a recipient's fiscal year or 30 days after receiving the report from the auditor, the recipient shall submit a copy of the SF-SAC and a Single Audit Report Package. For complete information on how to submit the single audit submissions refer to the Federal Audit Clearinghouse website: <https://www.fac.gov/>.

(5) GENERAL PROVISIONS:

The District is expected to comply with generally accepted financial accounting principles; to comply with internal policies regarding Conflict of Interest that comport with State law; and to operate under a system of reasonable, adequate internal controls that provide integrity to all facets of District grant, data, and records management and delivery of services.

This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The District shall comply with all applicable federal, state, and local laws, rules, and regulations and compliance requirements pertaining to the source of funds being used under this Agreement.

Nothing in this Agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the Scope of Services and Time of Performance contained herein. The Scope of Services

forth in **Attachment A** shall be deemed to have been consented to upon the execution of this Grant Agreement with the Department.

(6) TERMINATION:

This Agreement is established in the spirit of a conservation partnership. Either party may terminate this Agreement with cause, upon sixty (60) days written notice to the other party. The District shall not be reimbursed for services rendered or expenses incurred after receipt of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of work under this Agreement.

In the event of termination of this Agreement, all documents and other materials related to the performance of this Agreement shall become the property of the Department.

(7) FINANCIAL RECORDS AVAILABILITY:

The District agrees to retain all books, records, and other documents relative to this Agreement for three (3) fiscal years from the end of Fiscal Year 2025 or the year of extension. The Department, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

All funds received by Districts are public funds and the provision of the Freedom of Information Act shall apply to financial records, unless otherwise specified within the Act or elsewhere in the Code of Virginia or applicable federal law or regulations.

(8) PARTNERSHIP ACKNOWLEDGMENTS AND REPORTS:

Written acknowledgment of the Board's and Department's support and financial assistance within plans and reports, other publications and products shall be recognized utilizing the following format:

The Commonwealth of Virginia supports the Shenandoah Valley Soil and Water Conservation District (SVSWCD) through financial and administrative assistance provided by the Environmental Protection Agency's Chesapeake Bay Regulatory and Accountability Grant Program at the Virginia Department of Conservation and Recreation, via grant number CBRAP-2025-IT-01.

(9) REPORTS:

The District agrees to provide to the Department timely and accurate documentation, in a format provided by the Department during the life of this Agreement. Instructions provided by the Department in Attachment C must be followed by the District in order to receive payment. The standardized Department Attachment B Project Financial Report currently being used by the District to report the quarterly expenses shall be used for reporting this contractual funding. Since this grant agreement is for a position that will be 100% assigned to DCR, additional quarterly reporting will not be required.

In witness whereof the parties have caused this Agreement to be executed by the following duly authorized officials:

**SHENANDOAH VALLEY SOIL AND
WATER CONSERVATION
DISTRICT**

**DEPARTMENT OF CONSERVATION
AND RECREATION**

By: _____

Title: _____

Date: _____

By: _____

Title: Matthew Wells, Director
Virginia Department of Conservation and Recreation

Date: _____

ATTACHMENT A

Agreement Number CBRAP-2025-IT-01 Shenandoah Valley Soil and Water Conservation District (District) Scope of Services For Acceptance of Department Funds for Contractual IT Staff

The District will hire a full time Conservation Data Technician. The position will be responsible for performing a wide range of technical duties that pertain to the implementation of the Department of Conservation and Recreation, Division of Soil and Water Conservation (DCR-DSWC), activities, services, and programs. The position will focus on providing help-desk support to application users, data management and GIS support to agricultural nonpoint source programs at DCR-DSWC. This position will also assist in the development and use of geospatial data and Logi reports to support the implementation of all of the nonpoint source programs within the Division. The position will also assist with deployment of application bug fixes, upgrades management of data application, contractor resources for application maintenance, and development as well as application training. This position will be based at the Department of Conservation and Recreation office in Staunton, Virginia.

The employee must have a high school diploma or equivalent, a valid driver's license and proficient computer skills. A B.S. in computer science, environmental science, planning, or information systems is preferred but sufficient experience may substitute for degree. Requirements for the positions include considerable experience in providing application support, data management and implementing data QA/QC procedures. Experience in Geographic Information Systems, using ESRI products, is desired but not required. The ideal applicant will also have knowledge and experience in areas of nonpoint source pollution control activities, hydrology, soils, and water quality control, including Resource Management Planning, Conservation Planning, Nutrient Management Planning and/or Agricultural Best Management Practices. Employment will be conditional upon successful completion of a background check.

A full Employee Work Profile for this position has been developed and agreed to by the Department and the District.

Conservation Data Technician Position Details:

- Full Time Position- FLSA Exempt
- Salary \$69,000 + Benefits
- Benefits will Include:
 - o Health Insurance
 - o Virginia Retirement System Participation
 - o Paid Time Off-12 hours of paid leave/month
 - o Paid Holidays
- Hire Date: 7/1/19 (Jen Edwards, currently employed)
- Tenure/Length of Employment: Grant fund through 6/30/2026
- Employee will work out of the Staunton DCR office. The District will not be responsible for providing a workstation/computer for the employee.
- The DCR-DSWC Data Services Manager will serve as the employee's immediate supervisor on a day-to-day basis and will coordinate with the District Manager as needed.
- The DCR-DSWC Data Services Manager will be responsible for completing regular and timely employee evaluations and will coordinate with the District as needed.
- Employee will be allowed to Telework in accordance with DCR's Telework Policy
- The Department will provide computer and email account and needed supplies for employee.
- The Department will provide and authorize employee to use DCR/State vehicle(s) for work related travel.

COMMONWEALTH OF VIRGINIA
Department of Conservation and Recreation

Attachment B

Project Financial Report Form
 Virginia Chesapeake Bay Regulatory & Accountability Program
 DCR Grant Agreement: CBRAP-2025-IT-01

DUNS #	020700413	Cardinal ID: 0000131516
Federal ID #	54-0832724	
Grantee:	Shenandoah Valley SWCD	Phone #: (540) 534-3049
Contact Person:	Megen Dalton	Email: megen.dalton@svswcd.org
Mailing Address	1934 Deyerle Avenue, Suite B	
	Harrisonburg, VA 22801	
Project Title:	IT Staffing Support	
Reporting Period:	July 1, 2025 - June 30, 2026	
	(beginning date) (end date)	
	January - March	
	April - June	2025
	July - September	2026
	October - December	

DCR Funds

	Project Budget	Current Expenditures	Cumulative Expenditures	*Unexpended Project Balance
Personnel	\$ 70,003.00	\$ -	\$ -	\$ 70,003.00
Fringe	\$ 26,500.00	\$ -	\$ -	\$ 26,500.00
Travel	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Equipment	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -
Other Direct	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00
*TOTAL	\$ 106,003.00	\$ -	\$ -	\$ 106,003.00

Total Reimbursement Request: \$ -

MATCH Funds (Federal and Local)

	Project Match Budget	Current Match Expenditures	Cumulative Match Expenditures	*Unexpended Match Balance
Personnel	\$ -	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -
Other Direct	\$ -	\$ -	\$ -	\$ -
Indirect	\$ -	\$ -	\$ -	\$ -
*TOTAL	\$ -	\$ -	\$ -	\$ -

Authorized Signature: _____

Date: _____

*These cells are formulas on the electronic version of this form. For an electronic copy contact the DCR project manager.

ATTACHMENT C

COMPENSATION

I. REIMBURSEMENT SCHEDULE

Disbursements to District shall be conducted on a reimbursement basis quarterly and as part of the normal quarterly reimbursement process for other funding received from DCR.

Quarters	Work Period	Request Deadline
First Quarter	07/01/2025 thru 09/30/2025	October 15, 2025
Second Quarter	10/01/2025 thru 12/31/2025	January 15, 2026
Third Quarter	01/01/2026 thru 03/31/2026	April 15, 2026
Fourth Quarter	04/01/2026 thru 06/30/2026	July 15, 2026

Disbursements to the District will be processed within 30 calendar days following receipt of each quarterly reimbursement request contingent upon the satisfactory completion of the services required under this Agreement.

It is understood and agreed between the parties herein that the Department shall be bound hereunder only to the extent funds are available for the purpose of this Agreement. Additionally, any cost overruns incurred by the District during the time of performance shall be the responsibility of the District.

II. TRAVEL COSTS

Reimbursement of travel will be based upon SVSWCD travel policy if provided upon full execution of this agreement; otherwise, the travel policy issued by the Virginia Department of Accounts will be used to dictate allowable travel-related expenditures.

III. ACCRUED LEAVE

In the event the assigned SVSWCD employee's employment is terminated, the Department will reimburse the District from General Fund dollars, accrued leave balances in an amount not to exceed \$10,200.00. The position accrues leave at a rate of twelve (12) hours per month. Detailed leave accrual and usage documentation is required for reimbursement; submission is required within thirty (30) days of employee's termination.

**GENERAL TERMS AND CONDITIONS
FOR FEDERALLY FUNDED GRANT CONTRACTS**

The General Terms and Conditions of this agreement are updated in accordance with the link below. However, these updated conditions apply solely to the funds added with this amendment and any previously awarded funds not yet disbursed by the recipient as of the award date of this amendment. The General Terms and Conditions cited in the original award or prior funded amendments remain in effect for funds disbursed by the recipient prior to the award date of this amendment.

The recipient agrees to comply with the current EPA general terms and conditions available at:

https://www.epa.gov/system/files/documents/2023-09/fy_2023_epa_general_terms_and_conditions_effective_october_1_2023_or_later.pdf

These terms and conditions are binding for disbursements and are in addition to or modify the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award. The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions>

ALL OTHER ADMINISTRATIVE CONDITIONS REMAIN THE SAME.

OPERATION AND MAINTENANCE PLAN

Dam Name

Dam Inventory Number

Legacy Number

Dam Common Name

Rocking County, Virginia

DATE (Month and Year)

This is the operation and maintenance plan for **Dam Name** which is located on **Stream/ watershed** approximately **location from easily found highway or landmark**. The structure is a flood control dam. It is classified by the Virginia Department of Conservation and Recreation's Division of Dam Safety as a high hazard dam which means that dam failure would cause probable loss of life or serious economic damage.

The Shenandoah Valley Soil and Water Conservation District (SVSWCD) is responsible for the structure covered by this Operation & Maintenance (O&M) Plan. The Virginia Department of Conservation and Recreation's Division of Dam Safety recognizes that any impounding structure creates some risk, and thus, periodic inspection, and operation and maintenance are required to minimize risks. State law and regulations require periodic inspections and reports to ascertain the operating condition of all regulated dams constructed in the state of Virginia. Timely access to the dam is critical for O&M as well as dam safety.

Dam Name is an earth filled structure that was built in **year built**.

The principal spillway is a drop inlet structure consisting of a **single stage** reinforced concrete riser, **6" cold water intake**, a **30" reinforced concrete pipe** and **rip-rap stilling basin**. A **300 foot** wide vegetated open channel emergency spillway with is excavated in earth materials on the **right** abutment. The reservoir drain is a **30"** opening at the bottom of the riser. It is controlled by a gate valve opened by a crank located on top of the riser. The spillway design flood for this dam is 0.9 of the Probable Maximum Flood (PMF). The dam's emergency spillway has the capacity to safely pass 0.9 of the Probable Maximum Flood (PMF).

This structure should be inspected after major storms, earthquakes, or other natural or manmade disasters; or at least annually. Qualified persons representing the SVSWCD and/or the Natural Resources Conservation Service (NRCS) will perform these inspections. A detailed inspection report shall be prepared after each inspection and distributed to: each of the sponsors, the local Natural Resources Conservation Service office, and the Division of Dam Safety. The report shall cover all items inspected and all items needing repair and replacement. A follow-up report will state corrections made and any additional follow-up needed.

All materials used in repairing the structure shall be of equal quality or better than the original material and to at least the same size, thickness, etc. as shown on the "as built" drawings or as stated in the original specifications.

The following is a list of component needing specific review to determine operation and maintenance needs. Each item will be outlined in more detail within this O&M Plan.

- I - Embankment
- II - Principal Spillway
- III - Emergency Spillway
- IV Low Level Outlet
- V - Reservoir Area
- VI - Downstream Channel
- VII Remote Monitoring Device
- VIII Other

I. **EMBANKMENT**

Inspect the dam by walking the entire crest, the slopes (upstream and downstream), groins and the toes of slopes noting erosion (areas devoid of vegetation) and seepage areas (wet or soft areas), depressions (slumps), and rodent holes. During inspections, also pay particular attention to the 25' buffer areas. The 25' buffer areas are measured from the toe of the embankment, groins of the embankment, and the abutments of the dam. If deficiencies are found, they should be noted in the inspection report.

Mowing of the embankment occurs regularly to ensure adequate vegetation is maintained on all dam appurtenances. Accumulated debris shall be removed and disposed of.

Slope

- Repair areas that are devoid of vegetation with the permanent seed mixture as called for in the original construction specifications for permanent seeding.
- Fill in rodent holes and revegetate. If rodent damage is more than minimal, devise an eradication plan and put it into effect.
- Cut all woody material at the ground level and treat to insure that it does not become reestablished.
- Repair seepage and slump areas, as called for in the original construction specification for permanent seeding.
- Note and monitor changes the amount of seepage. Highly concentrated seepage or evidence of internal erosion or mass movement requires treatment. A qualified engineer shall be notified if these conditions exist.

Groins

- Repair areas that are devoid of vegetation with the permanent seed mixture as called for in the original construction specifications for permanent seeding.
- Fill in rodent holes and revegetate. If rodent damage is more than minimal, devise an eradication plan and put it into effect.
- Cut all woody material at the ground level and treat to insure that it does not become reestablished.
- Repair seepage and slump areas, as called for in the original construction specification for permanent seeding.
- Note and monitor changes the amount of seepage. Highly concentrated seepage or evidence of internal erosion or mass movement requires treatment. A qualified engineer shall be notified if these conditions exist.

Toe

- Repair areas that are devoid of vegetation with the permanent seed mixture as called for in the original construction specifications for permanent seeding.
- Cut all woody material at the ground level and treat to insure that it does not become reestablished.
- Repair seepage and slump areas, as called for in the original construction specification for permanent seeding.
- Note and monitor changes the amount of seepage. Highly concentrated seepage or evidence of internal erosion or mass movement requires treatment. A qualified engineer shall be notified if these conditions exist.
- Examine the toe and rock rip-rap and make repairs necessary to meet original requirements. Rock shall be durable and resistant to weathering; shales and siltstone shall not be used.

II. PRINCIPAL SPILLWAY

Visually inspect the exterior of the riser and conduit during inspections. The interior of the riser and conduit will be difficult to inspect on a regular basis. These areas may need to be inspected during periods of no flow unless gate can be operated to lower pool level. Alternatively, it may be necessary to inspect these components with camera/video inspections.

Riser

- Inspect the concrete in the structure for signs of damage and/or deterioration. Take immediate action to repair damaged concrete as neglect will allow damage to spread due to freezing and chemical attack.
- Inspect the trash racks for bent or broken parts. Replace broken or badly bent parts. Remove all debris from trash rack and surrounding area, dispose of materials.
- Inspect riser interior during periods of no flow unless gate can be operated to lower pool level.
- Inspect the manhole frame and cover, replace any cracked, deteriorated or missing parts.

Conduit

- Inspect the concrete in the structure for signs of damage and/or deterioration. Take immediate action to repair damaged concrete as neglect will allow damage to spread due to freezing and chemical attack.

Outlet Structure

- Inspect concrete in the structure for signs of damage and/or deterioration. Take immediate action to repair damaged concrete as neglect will allow damage to spread due to freezing and chemical attack.
- Examine the rock rip-rap and replace as needed to bring up to grade shown on drawings. Rock rip-rap replacement shall be with rock which is durable and resistant to weathering; shales and siltstones shall not be used.
- Inspect the drain pipes/toe drains. Repair or replace broken animal guards and/or outlet pipes. Take notice of the rate of flow, color and consistency of the discharge and note in the inspection report.
- Cut all woody material at the ground level and treat to insure that it does not become reestablished.

III. EMERGENCY SPILLWAY

Inspect the emergency spillway for erosion, especially the cut slopes where slumps could occur.

- Areas where minor erosion has taken place should be revegetated after the source of erosion has been determined and the problem corrected.
- Areas of major erosion may necessitate backfill and possible mechanical devices for correction of the problem. Backfill will be compacted to the density of adjacent fill.
-
- Examine the control section (highest point within the emergency spillway). Backfill any voids that have occurred, compact backfill and seed to permanent vegetation.
- Examine the level section immediately downstream of the control section. Backfill any voids that have occurred, compact backfill and seed to permanent vegetation.
- Examine the outlet of the emergency spillway. Backfill and regrade voids that have occurred, compact backfill and seed to permanent vegetation as needed.
- Inspect the area along the spillway formed by the intersections of the embankment with the abutments. Backfill any voids that have occurred, compact backfill and seed to permanent vegetation.

IV. LOW LEVEL OUTLET

The low level outlet or drain gate is located near the bottom of the riser, and normally remains in a closed position. The gate is operated by turning on the operator wheel which is located on the concrete riser structure.

Unless otherwise directed the drain gate should be operated annually to prevent the inlet from clogging with sediment and debris, and to keep all movable parts working easily. Frequent operation will help to ensure that the drain will be operable when it is needed. Gate, valves, stems, and other mechanisms should be lubricated according to the manufacturer's specifications.

The gate stem must be in proper alignment with the gate and hoisting mechanism. Proper alignment and support are supplied by stem guides along the stem. Stem guides are brackets or bearings through which a stem passes. They both prevent lateral movement of the stem and bending or buckling when a stem is subjected to compression as a gate is closing. If, during normal inspection, the stem appears to be out of alignment, the stem should be repaired prior to gate operation.

Any difficulty in raising or lowering the gate should be noted. If it is difficult, something may be binding the mechanical system, excessive force may result in additional binding or damage to the gate. If there does seem to be undue resistance, the gate should be worked up and down repeatedly in short strokes until the binding ceases.

The gate should be fully opened to help flush out debris and sediment that may have accumulated at the inlet. If the gate gets stuck in a partially opened position, gradually work the gate in each direction until it becomes fully operational. Do not apply excessive torque as this could bend or break the controls stem, or damage the gate seat. With the drain fully open, inspect the outlet area for flow amounts, leaks, or anything unusual prior to closing the gate. If the gate does not properly seal when closed, it may be due to debris lodged in the gate. Raise the gate at least two to three inches to flush the debris; then attempt to reclose the gate. This procedure should be repeated until the gate will seal.

Rough, noisy, or erratic movement could be the a sign of a developing problem. The causes of operational problems should be investigated and corrected as soon as possible to keep the gate in working order.

The way the gate operates should also be noted in the inspection report.

If, at any time, the gate will not close, open, or otherwise function, stop operating the gate and determine the cause of the malfunction. Do not try to force a malfunctioning gate to open or close; this may damage the gate and/or the lifting mechanism.

The following procedure should be use when exercising the gate:

1. Check operator, stem guide, and attaching bolts for proper tightness.
2. Apply tension to stem and check stem guides for proper alignment. Visually confirm that the clearance between the operating stem and all stem guides is uniform.
3. Fully open the gate.
4. Inspect the inside of the riser and outlet area. Record flow amounts.
5. Allow the gate to remain open a sufficient amount of time to fully flush debris from around the gate inlet prior to closing.
6. Close the gate.
7. Inspect the inside of the riser for flow, to verify the gate has sealed.

Full Inspection

The drain gate can only be fully inspected by draining the pool or by the use of a diving consultant service. A full inspection is generally not conducted annually, and is only conducted when a drain gate malfunctions.

Items to inspect include: stem guides, stems, couplings, gate guides, wedges, gate and lifting device. Repair or replace all broken or missing parts. Check for leaks around gate and adjust as necessary. Lubricate all parts as needed.

Drawn Down Plan

The drain gate normally remains in a closed position. The drain gate is normally only opened for maintenance or emergencies. Fast drawdown can lead to slope failures of the up-stream slope or the lake rim. Slowly lowering the water level allows these pressures to dissipate. The recommended rate of draw down is six inches (6") or less per day, except in emergencies.

V. RESERVOIR AREA

The reservoir should be inspected for erosion, potential slope failures, debris accumulation and any other conditions which might adversely affect the proper functioning of the dam and/or appurtenances.

The drainage area adjacent to the reservoir should be monitored for changes in land use such as development, which might increase sediment delivery and/or stormwater runoff.

Temporary seeding will be applied whenever portions of the sediment pool remain below normal level for a period of three months or longer.

VI. DOWNSTREAM CHANNEL

The downstream channel should be inspected for erosion, debris accumulation and any other conditions which might adversely affect the proper functioning of the dam and/or appurtenances.

Examine rock rip-rap and replace as needed. Rip-rap replacement shall consist of rock which is durable and resistant to weathering.

Inspect channel banks for erosion, and reestablish as necessary. The banks will be sloped and seeded with permanent mixture as called for in the as-built plans.

VII. **REMOTE MONITORING DEVICE**

Examine remote monitoring device for damage. Note issues on inspection report. Address damage or consult vendor for guidance on addressing damage. If the device becomes damaged, so as not to be accurate or reportable, it should be replaced. Repairs should be made timely as this device is a critical component used for dam safety.

Frequently inspect and clean the components of the device and remove any debris found.

VIII. **OTHER**