



Big Sandy Soil & Water Conservation District

1236 Almarine Drive

Grundy, Virginia 24614

Phone: (276) 935-7750

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Board Meeting Minutes

July 15, 2026

Big Sandy Soil & Water Conservation District Board of Directors met Wednesday, July 15, 2026, at 10:00 am at Breaks Interstate Park, Breaks, VA

Board Members

Josh McGlothlin, Chairman

Brad Mullins, Director

Bobby Looney, Director

James Horn, Director

Leona Wolford, Associate Director

Virginia Looney, Associate Director

Staff

Jeanne Presley, District Manager

Colten Stiltner, Student Intern

Agency Personnel

Lorie Stevens, DCR

Emerson Kirby, NRCS

Wess Stanley, NRCS

Members Absent

Ruth Horn, Vice Chair

Samantha Justus, Associate Director

Taylor Burgess, Associate Director

Attendance from Public

Nathan Wolford

Call to Order

Josh McGlothlin, Chairman, called the July 15, 2026, meeting to order at 10:09 am. A quorum was met with 4 of 5 board members present.

Additions to The Agenda

Purchase of Collectible Coins

Public Comments

None

Josh McClinton on behalf of Ruth E. Hunt, Chair of the Personnel Committee, advised the board that the Personnel Committee met on July 14, 2015, at 1:00 pm in County Board's Chamber to discuss the Board's request for a new superintendent. The Personnel Committee has recommended that the Board hire Mr. McClinton as superintendent.

Motion was made by James Hunt to approve the hiring of the Personnel Committee's recommendation. Seconded by Bobby L. Hunt. Motion carried.

Adjournment: The next meeting will be held on August 10, 2015, at 1:00 pm in the County Board's Chamber. The meeting will be held on August 10, 2015, at 1:00 pm in the County Board's Chamber.

Adjournment: James Hunt made the motion to adjourn at 11:22 am. Seconded by Brad McClinton. The meeting ended.

The attached minutes were approved by the Board on 8/12/15.

Signed by: Josh McClinton, By: Sandy SWCD Chair

Prepared by: James Freedy, By: Sandy SWCD Secretary

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July 2026 – Conservation District Coordinator (CDC) Report

Lorie M. Stevens, Conservation District Coordinator
 DCR-Division of Soil and Water Conservation – Abingdon Regional Office
 lorie.stevens@dcr.virginia.gov | 276.451.5821



1) Administrative and Operational Items

- **FY27 1st Qtr. Disbursement Letters:** Expect the first disbursement letter to be emailed on 07/30/26, which will include 50% of FY27 Admin/Ops funding, 100% of Base TA funds, and any remaining FY26 OCB VACS and Additional TA funds due to the SWCD.
- **FY26 Self-Assessment Questionnaire** - Due on or before 07/15/26: Administrative and/or managerial staff submit the questionnaire; however, technical staff should assist with providing data. Assessment Questionnaires were sent to SWCD staff via email on 05/16/26. As a reminder, assessments will have input from DCR program managers & will not be presented to SWCDs until August or September.
- **FY26 4th Quarter and End-of-Year Reports due 07/15/26:** In addition to the routine submission of the Attachment E, Balance Sheet, and Profit & Loss, also the FY26 Attachment E “roll up”, Cost-Share Cash Balance, and Carry Over Reports are due. Remember all signed hard copies, such as the Attachment E, should be emailed to the CDC no later than 07/15/26. Instructions for completion were sent to SWCD staff via email on 05/16/26.
- **Status of FY27 Grant Agreements:** The VA Soil and Water Conservation Board will still meet on July 24th to approve the FY27 policies and grants. Please sign and return to DCR promptly so that initial funds may be disbursed in early August.
- **FY27 Annual Plan of Work:** Should be board approved in July if it hasn’t been approved yet.
- **FY26 Annual Report:** Should be completed by 9/30/26. Districts should use this information for public relations with local governments & partners.
- **FY27 District Operating Budget:** Should have been approved by 06/30/26; however, if this task has not been completed or should your budget need to be modified, SWCD board approval should be no later than your July and/or August board meeting. Please provide a copy of the final approved budget via email to the CDC.
- **Desktop Procedures for District Operations Updated – Effective 07/01/26:** The Desktop Procedures for District Operations has been updated and is effective as of 07/01/26. The new version was emailed to all SWCDs by Blair Gordon on 06/26/26. A Summary of Updates was also provided for reference. Be sure to take the time to review the updates. Remember one of the requirements is to review the Desktop Procedures at least once during the fiscal year, so it might make the most sense to meet this requirement by reviewing the new version in your July or August board meeting.
- **Dedicated Reserves:** It is the time of year (July/August board meetings) to address dedicated reserves. Remember that reserve funds can be maintained in CDs, MMAs, and in the VA Department of Treasury’s Local Government Investment Pool (LGIP).
 - Per the Desktop Guide for District Operations (07/01/26 Version; Pg. 14-15), *“Each District should limit its level of unobligated reserve funds. Unobligated funds are monies maintained in the District account(s) that may be spent on reasonable business-related purposes by the District. It is unadvisable for any District to accumulate more than 12 months of undedicated reserve funds. Funds beyond this level must be accumulated for specific dedicated purposes (for example, vehicles, equipment, dam maintenance, computers, or funding unanticipated staff severances) as directed by an action of the BOD and recorded in the minutes of the District; these funds are not to be used for routine operating expenses. At the end of each fiscal year, the District should review its reserve funds and determine which funds are to be dedicated for specific future expenses. A list should be maintained of these dedicated reserves and reviewed*

and updated annually. Public funds from local, state, and federal sources are provided to Districts strictly for performance of conservation, not for savings. DCR will monitor the growth of unexpended funds through grant agreement-required audit reports and report situations of concern to the VSWCB."

- **At-Large Director Appointments Expire 12/31/26:** Directors, currently holding At-Large appointments, need to let your District know your intentions about seeking re-appointment. Nominations for appointment will go to the VSWCB in September 2026 and are due to DCR by September 1, 2026. SWCD board action should be taken in July or August. In addition to draft and/or approved minutes, a completed DCR Form 199-014 and 199-015 is required for new appointments and a completed DCR Form 199-014 is required for reappointments.

2) Ag and Cost-Share Items

- **Status of Cost-Share Administrative File Audits:** Cost-Share Administrative File Audits will be scheduled with SWCD technical staff and must be completed by 3/1/2027. Just as a reminder only districts that are scheduled for a financial audit will be having Cost-Share Administrative File Audits unless otherwise noted by the VSWCB.
- **FY26 Carryover Correspondence to Participants:** Remember to mail carryover participants an official notification that includes the date the carryover was approved by the Board of Directors and the new completion deadline. Ensure that the carryover section of Contract Part II has been completed.
- **PY 2027 Virginia Agricultural Cost-Share Manual:** The approved sections of the PY27 manual have been posted. There are some edits still needed to the webpage to remove text that was added in PY26 which Data Services is working on, but all approved manual sections have been updated with PY27 content. If you have questions or run into anything that isn't working correctly, please contact Sara Bottenfield and the CAS helpdesk (dswc-cas-help@dcr.virginia.gov) know. The PY27 manual can be accessed at the following link: <https://casdsis.dcr.virginia.gov/htdocs/agbmpman/agbmptoc.htm> - remember to clear your browser cache.
- **PY27 Secondary Considerations:** Require DCR approval. Must be submitted for review and approval prior to any cost-share approvals taking place in the new PY to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. Please cc the assigned CDC. Remember that if your SWCD chooses to lower the PY27 participant cap, you must document in the Secondary Considerations.
- **PY27 Average Cost List:** Does not require DCR approval but does require local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and the assigned CDC. Approval must be made before any cost-share approvals take place in the new PY.
- **PY27 Contract Approvals:** Districts may accept PY27 applications, however, there should be NO PY27 contract approvals until your district has received, approved, signed and returned your PY27 grant agreements.
- **CY26 Random Verifications:** Most CY 2026 Random Verifications have either been completed and/or scheduled.
 - If your board has not already done so, please ensure that verification findings are discussed. The SWCD board should decide on the length of the grace period (up to six months) to be provided to participants to address problems found prior to recheck. This grace period should be noted in the minutes with a specific deadline. Keep in mind that as per the cost-share grant agreement, non-compliance issues including routine maintenance must be addressed within 180 days of the verification date. If issues have not been resolved at the close of the grace period, then proper steps must be taken promptly by the SWCD requiring the return of prorated funds to the SWCD. Please continue to work with participants who have BMPs with maintenance needs and notify me as practices are brought back into compliance and entered into the Ag BMP Tracking Module of CAS.

- **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. Especially, under the QA section on that page, use the BMPs and (if you participate) the WFA BMPs reports. DCR will pull final reports from Logi on July 16th.
- 3) **Clean Water Farm Award Nominations for Local and Grand Basin Award** - Due on or before October 1, 2026: CWFA forms can be found online on the DCR website. 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 & the farm entrance sign.

Upcoming Training and Important Dates:

- **July 3, 2026:** Independence Day Holiday, all state offices closed.
- **July 7-9, 2026:** Nutrient Management Plan Writing School.
- **July 14, 2026:** VCAP PY27 Updates.
- **July 15, 2026:** Fourth Quarter Reports and EOY and Carryover Reports are due to the CDC.
- **July 16, 2026:** 1:00pm-3:00pm - PY27 CAS Virtual Training (required of all Ag Tech staff)
- **July 23, 2026:** 10:00am-12:00 noon- PY27 CAS Virtual Training (required of all Ag Tech staff)
- **July 24, 2026:** VA Soil and Water Conservation Board Meeting, VA Transportation Research Council, UVA, 530 Edgemont Rd. Charlottesville, VA.
- **July 30, 2026:** Deadline for resolution of all QA/QC issues.
- **August 18-20, 2026:** VACDE Graves Mountain Training in Syria, VA.
- **September 7, 2026:** Labor Day Holiday, all state offices closed.
- **September 4 – 18, 2026 –** L. Stevens (tentative) leave.
- **September 14-15, 2026:** VA Soil and Water Conservation Board Meeting, Robert Mill's farm, Pittsylvania County.
- **September 28, 2026:** Deadline for completing SPDA Account Verification with the Virginia Department of Treasury (<https://spda.trs.virginia.gov/search>) for the fourth quarter.
- **September 30, 2026:** Deadline for completing PY 2027 and PY 2028 EOL Verifications in exchange for the incentive payment.
- **October 1, 2026:** CWFA Nominations for Local and Grand Basin award applications due to DCR.

cc: Blair Gordon, SWCD Operations Coordinator
Sara Bottenfield, Agricultural Incentives Program Manager
Angela W. Ball, PhD, DCR Western Area Manager

Electronically sent to SWCD offices 07/02/2026.

* Keep CAS Agendas Working Minutes Page Updated: All dates should be confirmed and accurate by 07/15/25. Update the agenda that are submitted on the Report - Related Reports page within CAS. Specifically under the "On the agenda" page, use the RMA and to see participants. The RMA will be updated by 07/15/25.

2) Clean Water State Award Presentation for Local and State Water Award - Due on or before October 1, 2025. WFA for the award is found online on the DCA web site. All abstracts and proposals must be submitted no later than your September meeting. Each abstract may give one local award per jurisdiction. Please sign and certify a sign by the Governor. State Commission requires a nomination cover sheet, a 1-2 page summary, a cover letter, one primary with the nominee & the form entrance sign.

Upcoming Training and Important Dates:

- * July 1, 2025: Independence Day Holiday, all state offices closed.
- * July 1st, 2025: National Management Plan Writing School.
- * July 15, 2025: VCA PVT Update.
- * July 15, 2025: Local Chapter Reports and PVT and Chapter Reports are due to the DCA.
- * July 15, 2025: 10:00am - 1:00pm - PVT CAS Virtual Training (presented by all VA Tech staff)
- * July 15, 2025: 10:00am - 12:00 noon - PVT CAS Virtual Training (presented by all VA Tech staff)
- * July 14, 2025: VA Ball and Water Conservation Board Meeting, VA Transportation Research Council, UVA, 1400 Lightfoot Rd, Charlottesville, VA.
- * July 20, 2025: Deadline for resolution of all OAC issues.
- * August 18-20, 2025: VADP Statewide Mountain Training in Shenandoah National Park.
- * September 1, 2025: Labor Day Holiday, all state offices closed.
- * September 4 - 11, 2025 - 1.5 events (national leave).
- * September 10-12, 2025: VA Ball and Water Conservation Board Meeting, Robert M. Turner, PVT/State Council.
- * September 15, 2025: Deadline for completing SPVA Account Verification with the Virginia Department of Forestry (https://spva.dor.virginia.gov/spva) for the 2025 season.
- * September 30, 2025: Deadline for completing FY 2025 and FY 2026 EOL verifications in eManagement for the 2025 season.
- * October 1, 2025: CWA 91600000 for Local and State Water Award nomination due to DCA.

cc: Blair Gordon, SPV Operations Coordinator
 Sam Bollenfeld, Agricultural Services Program Manager
 Angela W. Ball, PVT, DCA Western Area Manager

Electronically sent to SWCD office 07/05/2025



1236 Almarine Drive, Grundy, VA 24614
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Attachment C

Josh McGlothlin, Chairperson
Ruth E. Horn, Vice Chairman
James Horn, Director
Bobby Looney, Director
Brad Mullins, Director
Samantha Justus, Associate Director/Treasurer
Taylor Burgess, Associate Director
Virginia Looney, Associate Director
Leona Wolford, Associate Director
Jeanne Presley, District Manager
Jake Hess, Conservation Technician
Jonathan Fuller, Conservation Technician
Colten Stiltner, Student Intern

Jeanne Presley
District Manager
Education Specialist
July 15, 2026

OFFICE/ADMINISTRATIVE

- Ordered Office Supplies
- Prepared Monthly Payments - Checks
- Payroll
- Minutes Regular Meeting
- Report to Cumberland Forest Community Fund -Grant update
- Ben Folsom/Adam Bostic Engineering for the Pond
- Carol Arnold SWPP Pond
- Farmers Market David Rose
- Farmers Market Loretta Peck
- Farmers Market Joyce Blankenship
- Community Garden Grant Planning

TRAINING

- Canva Drop-In Training
- NRCS On Farm Trials
- NRCS Grant Webinar
- PY27 VACS Training Update Session
- RCPP NOFO Applicant Webinar
- Venergize Series

REVIEWED

- Annual Plan of Work FY 2025-2026
- Long Range Plan 2025-2028
- Personnel Policy Fiscal Year 2025-2026
- Desktop Procedures

EDUCATION PROGRAMS

- Tree Work at Poplar Creek and Harman Park

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MEETINGS ATTENDED

- Recycling Committee
- Supervisors Meeting w/Bobby
- Save Our Streams
- Grant Training Holston River SWCD
- Education Committee State
- VA SWCD Education Committee

EVENTS

- Down on the Farm - Tazewell
- New Beginnings Program/Hurley/Grant Presentation

CONSERVATION

- Ann Looney VACS
- Zack Mondrage/Freddie Viers Discuss Project
- Freddie Viers Discussed Project
- Angela Osborne Project
- Amanda Adkins Application DEQ for Loan

NEWS ARTICLES/MEDIA

- Facebook Tree Planting Poplar Creek Harman 6/2/26
- Facebook Council School Garden 6/3/26
- Facebook Boys and Girls Club 6/3/26
- Facebook New Beginnings Meeting 6/4/26
- Facebook Board Monthly Meeting 6/10/26
- Facebook Save Our Streams Video 6/11/26
- Facebook Save Our Streams Training 6/11/26
- Facebook YCLI Attendance 6/18/26
- Facebook New Beginnings 6/22/26
- Facebook New Beginnings 6/23/26
- Facebook National Pollinator Week 6/26/26
- Facebook Grant Award for Community Garden 6/27/26
- Facebook Mulching at Harman/Poplar Creek 6/27/26
- Facebook New Beginnings 6/28/26
- Virginia Mountaineer Save Our Streams Article Front Page 6/25/26
- Virginia Mountaineer YCLI Graduation Article Front Page 6/25/26

EARTH TEAM VOLUNTEERS

- None

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Leona Wolford, Associate Director
Jeanne Presley, District Manager
Jake Hess, Conservation Technician
Jonathan Fuller, Conservation Technician
Colten Stiltner, Student Intern

Jacob Hess
Conservation Technician
August 26, 2026

Office/Administrative

- Worked in garden
- Took care of the chickens
- Took care of the quail
- Hatched new chickens
- Moved older chicks to outside coop
- Lowes lumber trip
- Dropped off plastic bags at Food Lion in Richlands
- Made checks for Bobby Helton
- Made check for Wendell Harris
- Worked on Garden Boxes
- Paperwork for Bobby Looney
- Made check for Bobby Looney cost share

Training

- Introduction to Conservation Engineering training in Verona
- CAS update meeting

Reviewed

- None

Education Programs

- None

Meetings

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- Meeting with Ben Chester via Zoom

Events

- Riverview Elementary school supply drive

Conservation

- Ronald Ball farm visit
- Met with Pauline Davis
- Mulched saplings planted by Big Sandy at local parks

News articles/Media

- Assisted with Big Sandy Brochure
- Worked on Big Sandy Website

Earth team volunteers

- None

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Jonathan Fuller
Conservation Technician
July 15th, 2026

Office/Administrative

- paperwork for Spearhead Trails maintenance request.
- June monthly DEQ report.
- Assisted with hatching off chicks.
- Assisted with office organizing.
- Lowes trip for supplies.
- Bank and post-office visit to pay bills.
- Assisted Jeanne with FOIA paperwork for Virginia Funeral Home.
- Picked up soil for office garden beds.
- Put together office garden beds and assisted with planting.
- Assisted with building chicken runs x2
- Started getting paperwork together for McDonald's site.
- Took the office vehicle to have tire plugged.
- Paperwork for the 460 Market.

Training

- Septic System paperwork training in Abingdon, VA.
- Ag. Soil Science training (2 Days)
- Rusle 2 Part C training
- PY 27 VACS training

Reviewed

- ESC violations for McDonalds Vasant, VA site.

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- Reviewed ESC plans for McDonald's site Vansant, VA.
- Materials for my Ag Soil Science class.
- Reviewed DEQ ordinances.

Education Programs

- None

Meetings

- Stephen Grigg meeting for McDonald's site.

Events

- Poplar Creek tree planting.
- Harmon Dog Park tree planting.
- New Beginnings meeting Hurley, VA

Conservation

- ESC Field inspections with Colten Stiltner
- Watkins Branch spot check
- McClure Concrete spot check
- Tim Prater spot check
- Taylor Johnson spot check
- Hardee's Lease site spot check
- Popular gap fill site spot check
- Buchanan County fill site spot check
- WL construction Spot Check
- Brent Robertson spot check
- Todd Coleman spot check.
- West River Machinery spot check.
- The clinic Spot Check.
- Rt. 744 fill site spot check.
- Sunset Holler Amphitheater spot check.
- Outdoor Classroom spot check.
- VFH Spot check.
- 460 Market spot check.
- McDonald's spot check.
- DEQ Follow up complaint about soil disturbance.
- Took measurements for DEQ complaint for soil disturbance.
- Soil Samples taken x 6

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News articles/Media

- None

Earth team volunteers

- None

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