



Big Sandy Soil & Water Conservation District

1236 Almarine Drive

Grundy, Virginia 24614

Phone: (276) 935-7750

EMAIL: bsswcd42@outlook.com

Board Meeting Minutes

August 26, 2026

Big Sandy Soil & Water Conservation District Board of Directors met Wednesday, August 26, 2026, at 10:00 am at Peking Restaurant, Grundy, VA

Board Members

Josh McGlothlin, Chairman

Ruth Horn, Vice Chair

Brad Mullins, Director

Bobby Looney, Director

James Horn, Director

Leona Wolford, Associate Director

Virginia Looney, Associate Director

Taylor Burgess, Associate Director

Staff

Jeanne Presley, District Manager

Agency Personnel

Lorie Stevens, DCR

Emerson Kirby, NRCS

Wess Stanley, NRCS

Members Absent

Samantha Justus, Associate Director

Attendance from Public

Nathan Wolford

Call to Order

Josh McGlothlin, Chairman, called the August 26, 2026, meeting to order at 10:10 am. A quorum was met with 5 of 5 board members present.

Additions to The Agenda

District Manager travel to DC in October

Public Comments

None

Approval of June 17, 2026. Meeting Minutes

The July 15, 2026, board meeting minutes were presented for review and approval. Ruth Horn made a motion to approve July 15, 2026, minutes with changes to the wording of Lori Stevens DCR report regarding the funding for 2026-227 to proposed funding. Bobby Looney seconded the motion. Motion carried.

Review, Receive and File the Treasurer's Report

The Treasurer's Report as of June 30, 2026, was reviewed by Samantha Justus, Treasurer. Brad Mullins made a motion to receive and file the Treasurer's Report as presented. Seconded by James Horn. Motion carried.

Reports From Cooperating Agencies

Lorie Stevens presented her August 2026 DCR-DSWC CDC report. Ms. Stevens advised the board that she would not be at the September Board Meeting. Attachment A.

Wess Stanley, District Conservationist, discussed the August 2026 NRCS report. Attachment B.

Reports from Staff:

Jeanne Presley, District Manager/Education Specialist, reviewed her report with the board for the month of July, 2026. See Attachment C.

Jeanne Presley, District Manager in the absence of Jake Hess, Conservation Technician, reviewed his report with the board for the month of July, 2026. Attachment D

Jeanne Presley, District Manager, in the absence of Jon Fuller, Conservation Technician, reviewed his report with the board for the month of July, 2026. Attachment E.

Unfinished Business:

None

New Business

Local Government Investment Pool Performance

The board was advised that the district had gained interest during the month of June in the three accounts opened with LGIP as follows:

FUND	JUNE INTEREST
Building Fund:	\$257.27
Special Projects	\$59.28
Lime/Fertilizer Funds	\$120.35

SPDA Report

The board was advised that SPDA reports had been reviewed and all accounts balance.

Grant Agreements

The board was advised that the Grant Agreements for Operations and Cost Share had been received, signed by Josh McGlothlin and returned to DCR. Brad Mullins made a motion to approve the Grant Agreements as executed by Josh McGlothlin on behalf of the board. Seconded by Ruth Horn. Motion Carried

Annual Report

The board was advised that the Annual Report had been completed by the staff. It was noted that Anthony Justus' name was listed as contact for the VACS program contact and needed to be updated to current staff. It was also noted that districts' nondiscrimination policy may need to be reviewed. Bobby Looney made the motion to approve the Annual Report with changes as suggested. Seconded by James Horn. Motion Carried

Federal Mileage Rate

The board was advised that the Federal Mileage Rate had increased to 0.76 on July 1, 2026. James Horn made a motion to approve the mileage rate to \$0.76 retroactive to July 1, 2026. Seconded by Bobby Looney. Motion Carried.

Carryover Report

The board was advised that the Carryover Report was prepared and signed by Josh McGlothlin and resubmitted.

Updated Budget

The board was advised that the budget was revised because funding had decreased to \$158,000 for operations, therefore requiring that we develop a new budget. The budget will be discussed during the Finance Committee meeting report.

Outdoor Classroom Update

The board was advised that the deadline to complete the outdoor classroom is August 31, 2026, and that an extension was requested. The deadline for the extension request is December 15, 2026.

Farmers Market Update

The board was advised that the building for the Farmers Market is currently be installed. The Conservation Technicians are onsite to assist if anything should be needed.

Community Garden Update

The board was advised that the Community Garden has received some soil in the boxes. However, we are awaiting additional soil from the county.

Tri State Beef Conference

The board was advised that Jacob Hess and Jeanne Presley had attended the Tri-State Beef Conference in Blountville, Tennessee, and found it highly informative. In particular, a presentation of you electrical shock collars

Graves Mountain Employee Training

The board was advised that Jacob Hess, Jon Fuller, and Jeanne Presley had attended the Employee Training Session held at Graves Mountain Lodge. There were highly informative sessions held this year.

Ag Day

The board was advised that volunteers were being sought from both the Appalachian School of Law and the Appalachian College of Pharmacy. Board members volunteered to assist with the booths at the event.

District Manager Trip to DC

Bobby Looney advised that he, Virginia Looney, and the District Manager had been invited to DC to visit Congress to discuss programs available to the district. The board determined that this would be a work-related venture and would not require the District Manager to use Annual Leave for this time.

COMMITTEE REPORTS

Finance Committee

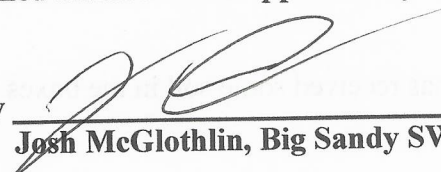
Ruth E. Horn, Chair of the Finance Committee, advised the board that the Finance Committee met on August 25, 2026, at 12:00 noon at Grundy Baptist Church to discuss the updated budget after the final funding allocations were received by DCR. After discussion, the committee determined to submit the budget to the board for approval. James Horn made the motion to approve the budget as submitted. Bobby Looney seconded the motion. Motion carried

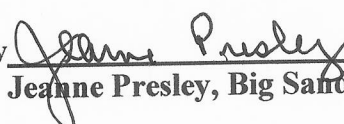
Motion was made by James Horn to approve the minutes of the Finance Committee Meeting as presented. Seconded by Bobby Looney. Motion carried.

Announcements: The next meeting will be held on September 16, 2026, at 10:00 a.m. at the Peking Restaurant, Grundy VA.

Adjourn: Ruth Horn made the motion to adjourn at 11:23 am. Seconded by James Horn. The motion carried.

The attached minutes were approved by the Board on 9-16-26

Signed by 
Josh McGlothlin, Big Sandy SWCD, Chair

Prepared by 
Jeanne Presley, Big Sandy SWCD, Secretary



August 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:** FY27 1st Qtr. Admin/Ops Disbursement Letters were transmitted on 07/30/26, which included 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.
- **FY27 1st Qtr. Cost-Share and TA Disbursement Letters:** Expect the FY27 1st Quarter Cost-Share and TA disbursement letter to be emailed on 08/28/2026.
- **FY26 4th Quarter and End-of-Year Reports:** All FY26 4th Quarter and End-of-Year Reports have been reviewed, and each individual district should receive an email with any questions, comments or concerns. Thank you for your accurate and timely submittal.
- **Return of Funds Invoice:** As FY26 end of year reports are processed, all SWCDs with unobligated cost-share funds will receive an invoice and a letter containing instructions for returning both unobligated cost-share funds and the associated technical assistance funds.
- **Audit Updates:** Scott County SWCD is scheduled for audit for FYs 25 & 26. RFC will be contacting districts to schedule audits for late 2026. Once your district is notified of the scheduled audit date, please let your CDC know.
- **Delegated Authority:** If delegated authority was granted for EOY items, the district board **MUST** ratify all delegated authority decisions at your August and/or next board meeting.
- **Status of FY27 Grant Agreements:** The VA Soil and Water Conservation Board met on July 24th and approved the FY27 policies and grants that were submitted to Districts on July 29th. If you have not already done so, please sign and return to DCR promptly. **Please Note:** The VSWCB opted to approve the funding scenario based on the Budget Needs Template (Attachment D) with a cap of 15% increase or decrease from FY26 levels. The Board also decided to increase Base TA but reduce Additional TA to 12% from 13%.
- **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.
- **SPDA Verification:** Please be sure to verify your banking information prior to the deadline for the quarter that ended 6/30/26. Link to verify accounts <https://spda.trs.virginia.gov/search>.
- **Federal Mileage Rate Change for CY 2026:** Effective 07/01/26, the IRS standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 76 cents per mile driven for business use, up 5.5 cents from the CY 2026 rate from January. The new mileage rate should officially be approved by the Board of Directors at your next board meeting. Source: [IRB-2026-29 \(Rev. 07-13-2026\)](#)
- **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 inadvisable 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.
- **NEW FOIA Posted Agenda Requirements:** As of July 1, 2026, in addition to the current FOIA language requirements to post meeting dates/locations, agendas must also be posted three days prior to the meeting. § 2.2-3707. *The public body shall also post the proposed agenda on the public body's official government website, if any, prior to the meeting. No final action may be taken on items added to the agenda after the meeting commences unless they are time-sensitive or are the subject of a closed meeting properly identified in a motion in accordance with § 2.2-3711.*
 - For purposes of this subsection, "final action" means a vote, adjudication, or other formal action taken by a public body that completes a matter or acts as final consideration of an item. "Final action" does not include:
 1. Referral to a committee or advisory body;
 2. Referral to a future meeting for action;
 3. Direction to staff to provide further information; or
 4. Issuance of a commending or memorial proclamation.
- **FOIA Training for District Directors:** The FOIA Council has just announced two opportunities for elected officials to receive FOIA training this fall. Please register to attend one of these two sessions if you need to take or retake FOIA training. <https://event.webinarjam.com/r416v/register/oxo64aw0>
 - Tuesday, October 20, 2026, 1:00 p.m.
 - Thursday, November 12, 2026, 10:00 a.m.

2) Ag and Cost-Share Items

- **Computer Generated Part II and Part III:** As a reminder, Part II of the cost share contract should have all fields computer generated, except for the signatures. There should be no hand-written data fields on the Part II. The contract Part III should have everything computer generated to the extent possible, but it is allowable for the SWCD Payment Amount, Payment Date, and Check Number to be handwritten.

- **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.
- **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.
- **Nutrient Management Plans (NMP):** There are many VACS practices where the producer must be fully implementing a current nutrient management plan prepared by a certified nutrient management planner and a copy on file with the SWCD before cost-share payments or tax credits can be issued. (Pages 1-4 of the PY27 VACS Program Manual for a complete list)
 - It's the District's responsibility to inform participants of this requirement and to provide participants with contact information about nutrient management planners, private or public. A list of certified private planners is on DCR's website.
 - The request for a NMP should be well in advance of practice completion, ideally in the fall when sign up is taken and before the crop is planted. A NMP needs to be written timely and cover the full time of the cover crop.
 - DCR nutrient management specialists are available to write nutrient management plans but cannot always fulfill last minute requests and cannot write a plan without soil test results, crop rotation (crop to be planted after the cover crop) and field maps with location and acreages. A NMP for crops can only be written for a maximum of 3 years past the date of the soil samples results. Plans can be written for 1-3 years, but most cover crop plans are for 1 year, maybe 2.
 - As you are receiving PY27 cover crop applications, please remind participants to take soil tests before the cover crop is planted and request an NMP in the summer/fall. I encourage you to set district deadlines and include in your approval letter or prepare separate correspondence for cover crop applicants that outline the steps required to receive payment. While the participant is ultimately responsible for meeting the expectations of the VACS program, they also need to be made aware of those expectations. Putting it in writing clearly shifts the responsibility from the district and the planner to the participant.
- **Update to PY27 VACS Program information following the Virginia Soil and Water Conservation Board (SWCB) meeting on July 24th:** Please read it fully and contact Sara Bottenfield if you have questions. Materials from the SWCB meeting can be found at <https://townhall.virginia.gov/L/meetings.cfm>.
 - **VACS Policies:** The SWCB approved policy and procedure documents for District Administration and Operations and District Cost-share and Technical Assistance for PY27. These documents include allocation information and will be available in the online VACS Manual shortly.

The Cost-share Policy defines agricultural land as a minimum of five contiguous acres with verifiable gross receipts in excess of \$1,000 per year from the production or sale of agricultural, horticultural, or forest products produced on the land for each of the past three years. Non-industrial private forest lands are exempt from the \$1,000 requirement. The SWCB approved an update to the forest lands eligibility to state that non-industrial private forest lands are exempt from the \$1,000 requirement when managed for commercial production according to a plan prepared by a professional forester (new language is underlined). This brings the expectations for qualifying, exempt forest lands more in line with the requirements for other agricultural land. Note that this change only impacts scenarios where the land is qualifying for VACS through the forest land exemption. If the land meets VACS eligibility requirements based on production, then the forest management plan requirement is not applicable. This change does require an update to the self-certification section of the Part I and the self-certification form, which will be made as soon as possible. Any PY27 Part Is that have already been completed are acceptable, they do not have to be re-done.

- **Cover Crop Practices:** In June the SWCB approved a change to cover crop specifications to add and standardize language across all practices regarding establishment of 60% cover by January 1 and a deadline to complete cover verification checks by January 31. At the July 24 meeting the SWCB took action to undo the insertion of that language in the WQ-4 Legume Cover Crop and SL-8A Protective Cover for Agricultural Cropland as it is not applicable to those practices. The WQ-4 practice incentivizes reduction of nitrogen application on the subsequent crop rather than establishment of winter cover, and the SL-8A includes Spring and Summer planting options that are not consistent with January dates for establishment or verification.

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.

4) **Ag Outreach Event to Fulfill FY26 Admin/Ops Grant Agreement Deliverables: Plan NOW!** SWCDs should look at your FY27 calendar and start planning for the required agricultural community outreach event, to be held before 06/30/27. Remember the following criteria must be met per the grant agreement:

#10 Hosted at least one agricultural community outreach event during the year that:

- Was marketed through at least one venue that directed towards producers with small farms or producers considered socially disadvantaged;
- Included an introduction of District, programs, staff and directors; and
- Included a discussion featuring local agricultural producers that utilized the VACS Program;
- Provided notice to partners, including the Virginia State University Small Farm Outreach Program, of the event and provided an opportunity to partners to participate in the agenda.

Upcoming Training and Important Dates:

- **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.
- **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 08/04/2026.

October 1, 2025: CWA Award for Local and Grand Entry award applications due to DCR.
Treasury (https://pds.dcr.ny.gov/entry) for the fourth quarter.
September 15, 2025: Deadline for completing SRDA Account Verification with the DCR's Department of

on: Brian Gordon, SWCD Operations Coordinator
Sara E. Bollenfeld, Agricultural Incentive Program Manager
Angela W. Hall, PWD, DCR Western Area Manager

Electronically sent to SWCD office: 08/10/2025



United States Department of Agriculture

NATURAL RESOURCES CONSERVATION SERVICE
247 Gilmer St, Suite C ♦ Lebanon VA, 24266
Phone: (276) 889-4650 ♦ Fax: (855) 616-1651

Attachment B

Lebanon Service Center Report
BSSWCD, CVSWCD & LPSWCD
Board Meetings August 2026

Program Updates/Deadlines:

Wess Stanley, NRCS District Conservationist

- **Environmental Quality Incentives Program (EQIP)**
Counties approved for contracts are Buchanan (1 High Tunnel), Dickenson (5 High Tunnels and 1 Grazing), Russell (1 High Tunnel) and Wise (2 High Tunnels). NRCS continues to take second round sign-ups which NRCS will consider if funds are available. Lebanon had 2 applications pre-approved with one being a wildlife project (Dickenson County) and the other a forest management plan (Wise County).
- **Conservation Reserve Program/Conservation Reserve Enhancement Program (CRP/CREP)**
None at this time.
- **Conservation Technical Assistance**
Continuing to work with Lonesome Pine SWCD, and Clinch Valley SWCD to assist with alternative watering system surveys in Dickenson, Russell and Wise counties to piggyback. Several piggyback projects are being installed now and have been completed.
- **BMP Project/Partnership Activities**
NRCS to Fund Virginia Elk Project with \$2.89 Million. NRCS has announced that a \$2.89 million grant was awarded to Virginia's Department of Wildlife Resources that will preserve and enlarge the state's 4,000-acre designated Elk Management Zone in Buchanan, Dickenson and Wise counties. The grant will allow the state to expand the zone by 1,500 acres, which will include 520 acres of reclaimed mining land.
- **Local Working Group (LWG)**
The LWG meetings have been completed with minutes being sent to Richmond for review.
- **Outreach/Agency Activities/Events**
None at this time.

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- **Earth Team Volunteer (ETV) Program**

No updates at this time.

- **VA NRCS Operational/Personnel Changes**

NRCS has appointed Bill Moss as acting ASTC (FO) for Area II. Bill will be in a acting capacity for 120 days. Employees participated in all employees meeting on August 5th to discuss NRCS' re-organization plan which is mandated at the national level. Each state submitted a plan to be reviewed by the national office. Carl Whitt, Soil Conservationist in the Tazewell Service Center is on detail in the Bedford Service Center. James Wise, Soil Conservation Technician in the Lebanon Service Center has been assisting with surveying and practice checkout.

- **EWP/ECP**

- Buchanan County EWP for the February 2025 flooding event became active on 5/7/2026, and will conclude on 11/1/2027. Another site in the Prater area was requested by Buchanan County officials to be added to the current EWP agreement. NRCS will proceed with adding the damage site at 2287 Sunset Hollow Road, Grundy, VA 24614 to the current EWP agreement. Site is pending approval from the national office.

- Dickenson County EWP project agreement for the February 2025 flooding event became active on 4/27/2026, and will conclude on 11/1/2027. NRCS held a EWP pre-design conference via Teams with Dickenson County officials on 6/4/26 to review the EWP agreement and expectations along NRCS and sponsor roles/responsibilities regarding technical work, agreement management, and engineering service for work performed. Contact roles will be defined for communication between agencies.

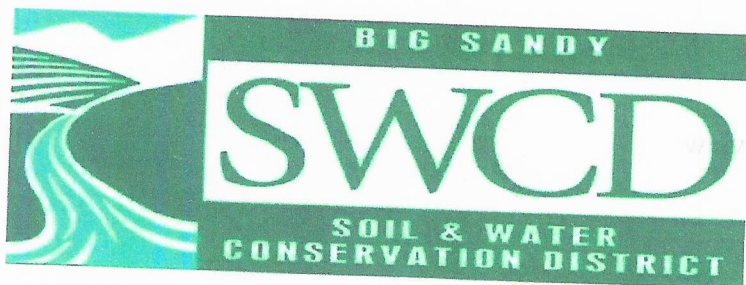
- Russell County EWP project agreement for the February 2025 flooding event became active on March 13, 2026, and is scheduled to conclude on November 1, 2027. NRCS held a EWP pre-design conference via Teams with Russell County officials on 6/2/26 to review the EWP agreement and expectations along NRCS and sponsor roles/responsibilities regarding technical work, agreement management, and engineering service for work performed. Contact roles will be defined for communication between agencies.

- Wise County EWP grant agreement and award for the 2024 Hurricane Helene was approved in late September 2025.

Submitted By Wess Stanley, District Conservationist

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Jeanne Presley
District Manager
Education Specialist
August 26, 2026

Handwritten: HNeckmunt 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 Welford, Associate Director
Jeanne Presley, District Manager
Jake Hess, Conservation Technician
Jonathan Fuller, Conservation Technician
Colten Stiltner, Student Intern

OFFICE/ADMINISTRATIVE

- Ordered Office Supplies
- Prepared Monthly Payments - Checks
- Payroll
- Minutes Regular Meeting
- Report to Cumberland Forest Community Fund -Grant update
- Carol Arnold SWPP Pond
- Farmers Market David Rose
- Community Garden Grant Planning
- Pauline Davis 319 Grant Site Visit

TRAINING

- 101 Basic Records Management Webinar
- 102 Basic Records Management Webinar
- 101 Electronic Records Management Webinar
- 102 Electronic Records Management
- 2027 CAS Update Training

REVIEWED

- Annual Plan of Work FY 2026 -2027
- Long Range Plan 2025-2028
- Personnel Policy Fiscal Year 2026-2027
- Desktop Procedures

EDUCATION PROGRAMS

- Tree Work at Poplar Creek and Harman Park

MEETINGS ATTENDED

- Personnel Meeting
- Ben Chester Review Contracts
- VCAP Steering Committee Meeting

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EVENTS

- Back to School Bash Riverview

CONSERVATION

- Ann Looney VACS
- Zack Mondrage/Freddie Viers Discuss Project
- Freddie Viers Discussed Project
- Angela Osborne Project
- Amanda Adkins Application DEQ for Loan
- Ronald Ball Farm Visit
- Judy Mnoey Farm Visit

NEWS ARTICLES/MEDIA

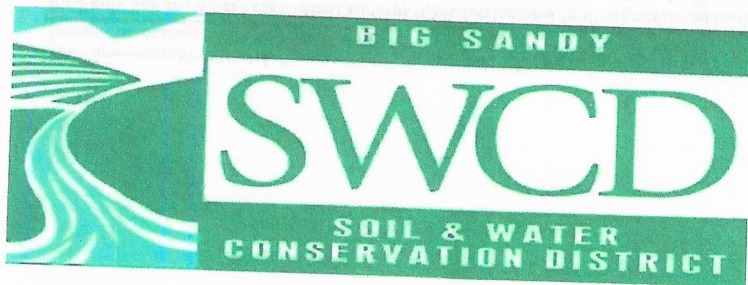
- Facebook Office Closed 7/3/26 for Fourth of July 7/2/26
- Facebook Regular Monthly Meeting 7/7/26
- Facebook Photo Contest 7/7/26
- Facebook Personnel Committee Meeting 7/9/26
- Facebook Mulch around Trees at Leemaster 7/9/26
- Facebook Photo Contest 7/9/26
- Facebook VDACS Hiring 7/9/26
- Facebook Garden Boxes Installed 7/10/26
- Facebook Finance Committee Meeting Cancelled 7/13/26
- Facebook Southern Gap Trails and Tunes 7/15/26
- Facebook Disaster Preparedness Workshop 7/21/26
- Facebook SWVA Sportsman Dinner 7/21/26

EARTH TEAM VOLUNTEERS

- None

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Attachment D

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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

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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Events

- Meeting with Ben Chester via Zoom

Conservation

- Riverview Elementary school supply drive

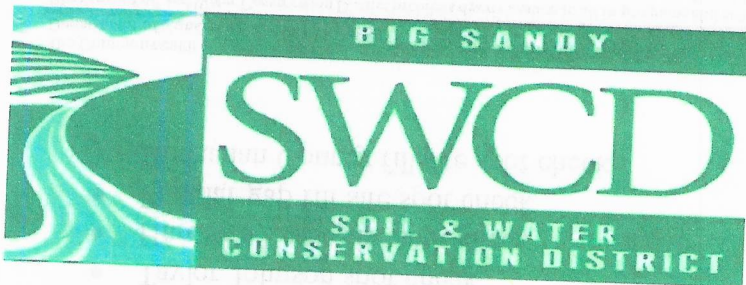
News articles/Media

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

Earth team volunteers

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

- None



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Phone: (276) 935-7750, Fax: (276) 935-7752

Josh McGlothlin, Chairperson
Ruth 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

Jonathan Fuller
Conservation Technician
August 26th, 2026

Office/Administrative

- Paperwork for Spearhead Trails maintenance request.
- July monthly DEQ report.
- Assisted with hatching off chicks.
- Assisted with office organizing.
- Lowes trip for supplies.
- Bank and post-office visit to pay bills.
- Paperwork for McDonald's site.
- Took payment for McDonalds to the Buchanan County Treasures office.
- Assisted with Freddie Viers Brush clearing paperwork.
- Fixed the storage room shelf.
- Tractor Supply trip for supplies.
- Placed Pheasant and chicken eggs in incubator.
- Worked on paperwork for Anna Looney.
- Mountain Top Designs trip for office shirts.
- Worked on sorting school supplies for the giveaway.
- Loaded truck for Jeanne, Virginia, and Bobby for whitewood giveaway.
- Obtained a 5k check from Taylor Burgess.
- Weighed plastic bags and took them to Food Lion for Nextrex.

Training

- ICE training Verona, VA 4 days.
- Complete 1/3 of My EJAA Approvals training.
- NCDEA Training

The Commonwealth of Virginia Supports the Big Sandy Soil and Water Conservation District through financial and administrative assistance provided by the Department of Conservation and Recreation.
Big Sandy Soil and Water Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. An Equal Opportunity Provider and Employer.

- ESC Field inspections with Colten Stiltnier and Jake Hess
- 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

Conservation

- None

Events

- Stephen Grigg meeting for McDonald's site.
- Meeting with David Maples.
- Meeting with Josh McGlothlin.
- VCAP Meeting.
- EJAA Meeting with Benjamin Chester and Tracy Culbertson.

Meetings

- None

Education Programs

- ESC violations for McDonalds Vasant, VA site.
- ESC plans for McDonald's site Vasant, VA.
- Materials for my ICE training class.
- Anna Looney paperwork.
- EJAA materials.
- DEQ regulations.
- Septic Grant regulations for Pauline Davis.

Reviewed

- PY27 CAS Training

- 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 on Compton Mtn,
- DEQ Follow up complaint on Warner Rd.
- DEQ Follow up complaint about soil disturbance.
- Took measurements for DEQ complaint for soil disturbance.
- Ronald Ball Farm Visit.
- Judy Money Farm Visit.
- Freddie Viers Farm Visit for Pipeline Measurements.
- Freddie Viers Farm Visit for brush clearing pictures.
- Soil Samples taken x 6
- Samantha Justus Farm visit for septic system paperwork.
- Carrie Matney Farm Visit for VACS.
- Approved and Issued ESC permit for McDonalds site.

News articles/Media

- None

Earth team volunteers

- None

- * WJ construction spot check
- * B&B Robinson spot check
- * Todd Coleman spot check
- * West River Machinery spot check
- * The other Spot Check
- * Rt. 144 fill site spot check
- * Sunset Hoffer Amphitheater spot check
- * Outdoor Classroom spot check
- * 7th Spot check
- * New Market spot check
- * McDonald's spot check
- * DBO Follow up complaint on Conquest Mill
- * DBO Follow up complaint on Wayne Rd.
- * DBO Follow up complaint about soil disturbance
- * Took measurements for DBO complaint for soil disturbance
- * Roadside Buff Farm Visit
- * Early along Farm Visit
- * Roadside Visit Farm Visit for Pipeline Measurements
- * Roadside Visit Farm Visit for Bush clearing pictures
- * Soil Samples taken
- * Summerlin Issues Farm Visit for noise against paperwork
- * Carrie Whitney Farm Visit for VAC
- * Approved and issued ESC permit for McDonald's site

News articles/updates

None

Health team volunteers

None

The Council is currently reviewing the proposed 12-month term for the Health Team. The Council is currently reviewing the proposed 12-month term for the Health Team. The Council is currently reviewing the proposed 12-month term for the Health Team.