

Monacan Soil and Water Conservation District
September 15, 2025
Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

A. Call to Order and Roll Call – 9:00 AM

1. Directors - John Kochensparger (Chair), Sebastian Volcker (Vice Chair), Matt Dabney, Kate Anderson, Skye Brickhouse, Sandy Brindley
2. Associate Directors –
3. Staff – Keith Burgess (District Manager), Lissy Hamilton (Office Administrator), Colton Sullivan (Conservation Specialist), Maddie Wiley (Ag Conservationist)
4. Other – Denney Collins (DCR), Haley Crawford (Goochland County), Tara Ciavarella (NRCS)
5. Not present – Dan Jones, Ken Carter, John Few

B. Pledge of Allegiance

C. Public Comment Period – none

D. Minutes

1. July 21, 2025, Regular Meeting - Kate motioned to approve, Sebastian seconded. There was no discussion. The motion carried.
2. August 18, 2025, Regular Meeting - Sandy motioned to approve, Kate seconded. There was no discussion. The motion carried.

E. Treasurer's Report

1. Monthly Report - Motion to accept made by Sebastian, Kate seconded. There was no discussion, the motion carried.

F. Chairman's Report

1. Dover Creek TMDL: Public comment ends 9/25/25
2. VDOF – Camp Woods and Wildlife sponsorship – Thank you letter is attached.

G. Director/Associate Director Reports

1. Sandy – met with Sebastian and Keith about upcoming recognition event. Commented on that while we have elected officials, we are able to work as a bipartisan group to accomplish work.
2. Sebastian – Grey Fox study on his property
3. Kate – Hosted Neil Spoonhower at her farm to see some of the projects that the district may fund.
4. Matt – he and Kate met with Dr. Raley. Raley wants a holistic approach, wants the district to participate in some of the county social media posts. Overall positive meeting.
5. Skye – Will be out of the country next month so will not be in the October meeting.
6. John – Had the opportunity to discuss the district with delegate Owen and Ware.

H. Liaison Reports

1. Goochland – introduced Damien, the county's newest plan reviewer.
 - a. Goochland Agricultural Report*
 - b. Liaison Report
2. Powhatan – none present

I. Committee Reports

1. Agricultural Committee/Business*

1. VACS Contract Approvals – the following contracts were submitted by staff for board approval:
 1. 38-26-0012 SL-8B \$80,312.00
 2. 38-26-0013 NM-1A \$1,606.24
 3. 38-26-0014 SL-8B \$46,663.00

4.	38-26-0015	SL-8B	\$7,140.00
5.	38-26-0016	SL-8B	\$35,641.00
6.	38-26-0017	NM-1A	\$712.82
7.	38-26-0018	SL-8B	\$105,573.00
8.	38-26-0019	NM-1A	\$2,111.46
9.	38-26-0020	SL-8B	\$78,494.60
10.	38-26-0021	SL-8H	\$12,272.20
11.	38-26-0022	NM-1A	\$2,999.64

Kate and Colton presented. Kate motioned to accept, Sandy seconded. There was no discussion. The Motion carried.

J. Unfinished Business

1. Recognition Dinner – Sandy – identified some educators from both counties to recognize. Partners to recognize – James River Association and Capital Region Land Conservancy. Hoping to find local vendors for things such as flower arrangements, etc.

K. New Business – Annual Report

L. DCR Conservation District Coordinator – Denney Collins – see attached

M. Staff Reports & Presentation – see attached

1. Keith
2. Colton
3. Lissy
4. Maddie

N. Reports of Cooperating Agencies

1. VCE – pretty good Ag Fair turnout this past weekend. On October 10th, 4-H is hosting a “real money, real world” event for kids and Cayla is looking for volunteers. He and John have been attending lots of training. He will be attending the Goochland Leadership Enterprise.
2. NRCS – see attached
3. Capital Region Land Conservancy – none present
4. DOF – none present

O. Upcoming Activities

Adjourn - 9:43 AM

Respectfully Submitted,



Lissy Hamilton

Approved:

10/20/2025
Date



John Kochensparger, Chair

Monacan Soil and Water Conservation District
September 15, 2025
Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Public Comment Period
- D. Minutes**
 - 1. July 21, 2025 Regular Meeting***
 - 2. August 18, 2025 Regular Meeting***
- E. Treasurer's Report
 - 1. Monthly Report***
- F. Chairman's Report
 - 1. Dover Creek TMDL*: Public comment ends 9/25/25
 - 2. VDOF – Camp Woods and Wildlife sponsorship*
- G. Director/Associate Director Reports
- H. Liaison Reports
 - 1. Goochland
 - a. Goochland Agricultural Report*
 - b. Liaison Report
 - 2. Powhatan
- I. Committee Reports
 - 1. Agricultural Committee/Business*
 - a. VACS Contract Approvals**
- J. Unfinished Business
 - 1. Recognition Dinner
- K. New Business
- L. DCR Conservation District Coordinator – Denney Collins*
- M. Staff Reports & Presentation
 - 1. Keith*
 - 2. Colton
 - 3. Lissy*
 - 4. Maddie*

N. Reports of Cooperating Agencies

1. VCE
2. NRCS
3. Capital Region Land Conservancy
4. DOF

O. Upcoming Activities

Adjourn

- Please submit travel reimbursement forms monthly.

Items in bold require a vote.

* refer to supporting information/attachments

General Information Tabs

W	Closed Session Guidance
X	Acronyms

Monacan Soil and Water Conservation District
July 21, 2025
Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

- A. Call to Order – Chair 9:00 a.m.
 - 1. Roll Call
 - a. Directors – John Kochensparger (Chair), Matt Dabney, Kate Anderson, Sandy Brindley, Skye Brickhouse
 - b. Associate Directors – Ken Carter, Dan Jones
 - c. Partners – Denney Collins (DCR), Tara Ciavarelli (NRCS), Hailey Crawford (Goochland County), Dr Jeremy Raley (Goochland County Administrator)
 - d. Staff – Keith Burgess (District Manager), Lissy Hamilton (Office Administrator), Colton Sullivan (Conservation Programs Manager), Maddie Wiley (Conservation Technician)
 - e. Not present – Sebastian Volcker, Vice-chair
- B. Pledge of Allegiance
- C. Public Comment Period – Dr. Jeremy Rayley was introduced by Jonathan Lyle. Jonathan put in standing FOIA request for printed board packet. Dr. Rayley took a moment to introduce himself. Hayley introduced Rachel, a GC employee.
- D. **Minutes**
 - 1. **June 16, 2025, Regular Meeting* - Motion to approve made by Kate, seconded by Matt. There was no discussion. The motion carried.**
- E. Treasurer's Report
 - 1. **Monthly Report* - Motion to accept made by Kate, seconded by Matt. There was no discussion. The motion carried. (Sandy entered meeting – 9:07 am)**
- F. Chairman's Report
 - 1. Chesapeake Bay Watershed Agreement – Draft for comments*
 - 2. Goochland Directors (2) meeting with County Administrator
 - 3. Agricultural BMP Survey*
 - 4. District Audit Results for FY25 – reviewed by Board
- G. Director/Associate Director Reports
 - 1. Dan – nothing to report
 - 2. Sandy – apologies for being late
 - 3. Ken – Forest buffer committee updates. Will be at a CRLC event on Wednesday representing district.
 - 4. Matt – nothing to report
 - 5. Kate – Turkeys leave this week, rain.
 - 6. Skye – was at 4-H camp last week, had a program there with farm bureau interns to teach kids about farm harvest. Has upcoming training at VA Tech. Upcoming

volunteer/collaborating event.

7. John – Down to one house crusher

H. Liaison Reports

1. Goochland – new subdivision on eastern end of county has been approved.
 - a. Goochland BOS Agricultural Report*
2. Powhatan

I. Committee Reports

1. Agriculture Committee/business
 - a. **VACS approvals - Staff submitted the following contracts to discuss for Board approval:**
 - **38-26-0002 SL-8B \$126,742.40**
 - **38-26-0003 SL-8B \$193,386.00**
 - **38-26-0004 NM-1A \$3,880.80**
 - o **Total \$324,009.20 of FY 25-26 funding**

Motion to approve the above contracts made by Kate. Seconded by Sandy. There was no discussion. The motion carried.

2. Financial Committee/business
 - a. **Attachment D – motion to approve made by Sandy, seconded by Kate. No discussion. The motion carried.**
3. Personnel Committee/business – Sandy presented. Noted the extraordinary effort that Keith has put in to make sure that roles and responsibilities for each staff member are clear.
 - a. **Conservation Technician Position – updates to job description – Motion to approve made by Sandy. Matt seconded. No discussion. The motion carried.**
 - b. **Promotion of Agricultural Technician – Sandy moved to promote the ag tech to the new conservation tech position. Kate seconded. There was no discussion. The motion carried.**
 - c. **Employee Compensation for FY26 – Sandy moved to approve – see below. Kate seconded. Sandy explained the grade/step system further. The motion carried.**

Conservation Technician	Grade 5 Step 1
Office Manager	Grade 7Grade 8* Step 6
Conservation Programs Manager	Grade 7Grade 8* Step 14*
District Manager	Grade 15 Step 4

***correction of typo**
 - d. **SOP, Annual step increase based on the anniversary of the employment date of the employee – motion to approve the following Standard Operating Procedure, for annual step increases, utilizing the most recent Grade and Step Compensation Table made by Sandy. Seconded by Matt. Motion carried.**
 - e. Sandy is working on draft for PR/action plan SOP

J. Unfinished Business

1. Recognition Dinner – Sandy – will be working with Keith and staff on guest list to send out save the date. The dinner is on October 29th at Powhatan’s County Seat from 6-8pm.

K. New Business

1. **HR Audit Contract Documents - motion to approve attached documents and to give District Manager authority to execute made by Sandy. Matt seconded the motion. There was no discussion. The motion carried.**
 - a. HR Work Order 1*
 - b. HR Audit Contract*
2. **IT Consultant Contract I – ABLE Holdings LLC* - motion to approve and authority to be executed by District Manager made by Sandy. Seconded by Kate. There was no discussion, motion carried.**
3. **Long Term IT Contract Documents – Alliance Technology Group* - motion to approve contract with monthly and annual fee, and that the District Manager has authority to execute contract made by Sandy. Seconded by Kate. Dan asked what the annual fee is. Keith explained. Motion carried.**

L. DCR Conservation District Coordinator – Denney Collins – see attached.

M. Staff Reports & Presentation

1. Keith – see attached.
2. Colton – see attached.
3. Lissy – see attached.
4. Maddie – see attached.

N. Reports of Cooperating Agencies

1. VCE – Skye updated under section G.
2. NRCS
 - a. Amelia Office – Tara – Report is attached.
 - b. Biologist Report – report attached.
3. Capital Region Land Conservancy – Dan Jones – 10.6-acre easement adjacent to sabot hill in progress, some interest by other homeowners for easements.
4. DOF – none present

O. Upcoming Activities

Adjourn - 10:04 a.m.

- Please submit travel reimbursement forms monthly.

Items in bold require a vote.

* refer to supporting information/attachments

General Information Tabs

- | | |
|---|-------------------------|
| W | Closed Session Guidance |
| X | Acronyms |

Monacan Soil and Water Conservation District
Meeting Minutes August 18, 2025
Goochland Agricultural Center Central High School
2748 Dogtown Rd Goochland, VA

A. Call to Order – 9:00 AM - John Kochensparger, Chair

1. Roll Call

- a. Directors present – John Kochensparger (Chair), Sebastian Volcker (Vice Chair), Sandy Brindley, Kate Anderson, Skye Brickhouse (9:03)
- b. Associate Directors present – Ken Carter, Dan Jones
- c. Staff – Keith Burgess (District Manager), Lissy Hamilton (Office Administrator), Colton Sullivan (Conservation Programs Manager), Maddie Wiley (Conservation Technician)
- d. Partners – Denney Collins (DCR), Tara Ciavarelli (NRCS), Hailey Crawford (Goochland County)
- e. Not present – Matt Dabney

B. Pledge of Allegiance

C. Public Comment Period – *John invited any members of the public to make comments. He reminded everyone that this is not a time for dialogue, just comments.*

D. Minutes

1. July 21, 2025, Regular Meeting* - minutes to be presented in September meeting for approval.

E. Treasurer's Report

1. Monthly Report* - Lissy presented. Motion to approve made by Sebastian. Motion seconded by Kate. There was no discussion. Motion carried.

F. Chairman's Report – John Kochensparger – Nothing to discuss.

G. Director/Associate Director Reports

1. Sandy – none
2. Sebastian – none
3. Ken – attended *CRLC meeting with Dan*. Saw a lot of people he knew from the industry. He said it was a very interesting meeting and glad he went.
4. Kate – none
5. Skye – none
6. Dan – Remarked how the parks in city of Richmond have gone from #116 to #16 in the region.
7. John - none

H. Liaison Reports

1. Goochland
 - a. Goochland Agricultural Report*
 - b. Liaison Report – Haley – Polo field off Rockcastle was just approved. New plan reviewer started today.
2. Powhatan – none

I. Committee Reports

- a. Staff is submitting the following contracts to discuss for Board approval:
 1. 38-26-0002 SL-8B \$125,396.80
 2. 38-26-0005 SL-8B \$14,410.00
 3. 38-26-0006 SL-8B \$12,707.00
 4. 38-26-0007 SL-8B \$22,564.00

5. 38-26-0008 SL-8B \$17,669.00
6. 38-26-0009 SL-8B \$9,125.00
7. 38-26-0010 SL-8H \$1,331.20
8. 38-26-0011 NM-1A \$363.90

Kate made a motion to approve contracts above (#1-8), Sandy seconded. The motion carried.

b. Conservation Plans – Kate made a motion to approve the conservation plan below, Sandy seconded. Colton hopes to have the VACS application ready for approval next month. The motion carried.

1. CP# 38-26-0001

J. Unfinished Business

1. Recognition Dinner - Sandy is working on guest list and if anyone has anyone to add please let her know. The room is limited to 150 people.

K. New Business

1. *Return of funds - motion with justification is attached, Sandy presented. Sebastian seconded. Skye abstained. The motion carried. A copy will be attached to the minutes.*
2. *Letter to Jonathan Lyle – Sandy motioned to approve. Sebastian seconded the motion. Skye Abstained. The motion carried. A copy will be attached to the minutes.*
3. Personnel Policy updates – presented for review only. It will be discussed at the next meeting.

L. DCR Conservation District Coordinator – Denney Collins – return of funds invoice has not gone out yet. First quarter funding letters will go out August 29th. There will be training in October, *Developing a Budget*. Directors need to plan to complete COIA training by the end of 2025.

M. Staff Reports & Presentation

1. Keith – Report is attached.
2. Colton – Report is attached.
3. Lissy – Report is attached.
4. Maddie – Report is attached.

N. Reports of Cooperating Agencies

1. VCE – pesticide recertification is coming up. Well-water event is going well and about half of the spots are filled. Volunteer appreciation event is being held in September, one in Goochland and one in Powhatan.
2. NRCS
 - a. Amelia Office – report attached
3. Capital Region Land Conservancy – Dan – New Market Pavillion Event
4. DOF - none present

O. Upcoming Activities

Adjourn - 9:37 AM

- Please submit travel reimbursement forms monthly.

Monacan Soil & Water Conservation District

Balance Sheet

As of August 31, 2025

Aug 31, 25

Checking/Savings

General Operations Account	261,660.23
Chesapeake Bay VACS CS Account	429,591.00
LGIP Land Stewardship	2,584.43
1147 LGIP Marketing & Outreach	12,744.09
1148 LGIP Employee Leave	82,009.97
1149 LGIP Vehicle Replacement	91,100.81
1150 LGIP Short Term Cont.	244,552.14
1188 LGIP General Operations	340,100.80
Total Checking/Savings	1,464,343.47

PAK
9/15/25

2:53 PM

09/04/25

Monacan Soil & Water Conservation District
Reconciliation Summary
General Operations Account, Period Ending 08/31/2025

	Aug 31, 25
Beginning Balance	10,079.53
Cleared Transactions	
Checks and Payments - 22 ite...	-37,043.34
Deposits and Credits - 11 items	291,449.51
Total Cleared Transactions	254,406.17
Cleared Balance	<u>264,485.70</u>
Uncleared Transactions	
Checks and Payments - 6 items	-2,825.47
Total Uncleared Transactions	-2,825.47
Register Balance as of 08/31/2025	<u>261,660.23</u>
New Transactions	
Checks and Payments - 3 Items	-535.37
Total New Transactions	-535.37
Ending Balance	<u><u>261,124.86</u></u>

2:58 PM

09/04/25

Monacan Soil & Water Conservation District
Reconciliation Summary
Chesapeake Bay VACS CS Account, Period Ending 08/31/2025

	Aug 31, 25
Beginning Balance	433,298.05
Cleared Transactions	
Checks and Payments - 1 it...	-3,710.48
Deposits and Credits - 1 item	3.43
Total Cleared Transactions	-3,707.05
Cleared Balance	<u>429,591.00</u>
Register Balance as of 08/31/2025	429,591.00
Ending Balance	429,591.00

2:10 PM

09/03/25

Monacan Soil & Water Conservation District
Reconciliation Summary
LGIP Land Stewardship, Period Ending 08/31/2025

	<u>Aug 31, 25</u>
Beginning Balance	2,574.81
Cleared Transactions	
Deposits and Credits - 1 item	<u>9.62</u>
Total Cleared Transactions	<u>9.62</u>
Cleared Balance	<u>2,584.43</u>
Register Balance as of 08/31/2025	2,584.43
Ending Balance	2,584.43

2:07 PM

09/03/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1188 LGIP General Operations, Period Ending 08/31/2025

	Aug 31, 25
Beginning Balance	380,805.95
Cleared Transactions	
Checks and Payments - 1 it...	-42,000.00
Deposits and Credits - 1 item	1,294.85
Total Cleared Transactions	-40,705.15
Cleared Balance	<u>340,100.80</u>
Register Balance as of 08/31/2025	340,100.80
Ending Balance	340,100.80

2:01 PM

09/03/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1150 LGIP Short Term Cont., Period Ending 08/31/2025

	<u>Aug 31, 25</u>
Beginning Balance	243,639.25
Cleared Transactions	
Deposits and Credits - 1 item	<u>912.89</u>
Total Cleared Transactions	<u>912.89</u>
Cleared Balance	<u>244,552.14</u>
Register Balance as of 08/31/2025	244,552.14
Ending Balance	244,552.14

1:57 PM

09/03/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1149 LGIP Vehicle Replacement, Period Ending 08/31/2025

	<u>Aug 31, 25</u>
Beginning Balance	90,760.74
Cleared Transactions	
Deposits and Credits - 1 item	<u>340.07</u>
Total Cleared Transactions	<u>340.07</u>
Cleared Balance	<u><u>91,100.81</u></u>
Register Balance as of 08/31/2025	91,100.81
Ending Balance	91,100.81

1:54 PM

09/03/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1148 LGIP Employee Leave, Period Ending 08/31/2025

	<u>Aug 31, 25</u>
Beginning Balance	81,703.83
Cleared Transactions	
Deposits and Credits - 1 item	<u>306.14</u>
Total Cleared Transactions	<u>306.14</u>
Cleared Balance	<u>82,009.97</u>
Register Balance as of 08/31/2025	82,009.97
Ending Balance	82,009.97

1:48 PM

09/03/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1147 LGIP Marketing & Outreach, Period Ending 08/31/2025

	<u>Aug 31, 25</u>
Beginning Balance	12,696.53
Cleared Transactions	
Deposits and Credits - 1 item	<u>47.56</u>
Total Cleared Transactions	<u>47.56</u>
Cleared Balance	<u>12,744.09</u>
Register Balance as of 08/31/2025	12,744.09
Ending Balance	12,744.09

Monacan Soil & Water Conservation District Profit & Loss Budget vs. Actual July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget
Income			
LOCAL - GOOCHLAND	0.00	37,000.00	-37,000.00
LOCAL - POWHATAN	0.00	50,000.00	-50,000.00
MSWCD INCOME			
Conservation Supplies	0.00	100.00	-100.00
Interest Income	1.34	10.00	-8.66
LGIP Gen Op Interest	0.00	13,607.90	-13,607.90
LGIP Interest	5,556.29	20,717.81	-15,161.52
Total MSWCD INCOME	5,557.63	34,435.71	-28,878.08
STATE			
END OF LIFESPAN VERIFICATIONS			
Operation Funds	0.00	1,000.00	-1,000.00
VACS Base TA Funds	127,644.50	255,289.00	-127,644.50
VACS Base TA Funds	121,504.00	121,504.00	0.00
Total STATE	249,148.50	377,793.00	-128,644.50
State Cost-Share Funds	7.11		
Total Income	254,713.24	499,228.71	-244,515.47
Gross Profit	254,713.24	499,228.71	-244,515.47
Expense			
Monacan SWCD			
Payroll Expenses			
District Mgr.	23,267.73	111,768.00	-88,500.27
Conservation Spec.	13,449.29	63,355.00	-49,905.71
Conservation Technician	5,107.82	41,824.00	-36,716.18
Ag Conservationist	806.85		
Dist Mgr/Cons Spec	0.00		
Office Administrator	12,484.12	58,508.00	-46,023.88
Payroll Tax Expense	3,047.90		
Unemployment Tax Exp	100.00		
Payroll Expenses - Other	3,485.33		
Total Payroll Expenses	61,749.04	275,455.00	-213,705.96
Conservation Supply	0.00	100.00	-100.00
Total Monacan SWCD	61,749.04	275,555.00	-213,805.96

Monacan Soil & Water Conservation District Profit & Loss Budget vs. Actual July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget
State Cost Share Paid			
VACS 25 Paid	3,710.48		
Total State Cost Share Paid	3,710.48		
STATE EXP			
Ag Tech Exp	216.98	3,500.00	-3,283.02
Conservation Spec. Exp. (CS)	1,987.38	3,500.00	-1,512.62
District Mgr.Exp.	217.35	3,500.00	-3,282.65
Office Admin. Exp.	163.60	3,000.00	-2,836.40
Operations			
Gen Office & Op Expenses			
Human Resources Support	0.00	2,500.00	-2,500.00
Technical Equipment	0.00	500.00	-500.00
Office Equipment	34.98	7,800.00	-7,765.02
Empl Ed & Training	0.00	0.00	0.00
Wire Fee	53.00	200.00	-147.00
Vehicle Maint./Repairs	68.30	1,125.00	-1,056.70
Vehicle insurance	473.00	750.00	-277.00
Supplies	0.00	1,550.00	-1,550.00
postage	0.00	200.00	-200.00
Rent	1,375.00		
Insurance - office	130.00	500.00	-370.00
Dues - NACD	0.00	250.00	-250.00
Directors - technology	0.00	3,000.00	-3,000.00
Directors	0.00	8,000.00	-8,000.00
Total Gen Office & Op Expenses	2,134.28	26,375.00	-24,240.72
Information and Technology			
iPad/Tablet	0.00	1,000.00	-1,000.00
IT Support	1,875.00	4,500.00	-2,625.00
Server/IT Equipment	129.99	500.00	-370.01
Computer/Technology Replacement	0.00	3,600.00	-3,600.00
Telephone/Communication			
Cell Service	162.18	2,000.00	-1,837.82
Phone & Internet	1,158.60		
Total Telephone/Communication	1,320.78	2,000.00	-679.22
Copier Lease + Copies	0.00	1,500.00	-1,500.00
Computer Software	1,149.44	11,625.00	-10,475.56
Total Information and Technology	4,475.21	24,725.00	-20,249.79

Monacan Soil & Water Conservation District
Profit & Loss Budget vs. Actual
July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget
Education/Outreach Programs			
Website Registration	0.00	150.00	-150.00
Website	0.00	375.00	-375.00
VACS Outreach	25.00		
Public/ Govt Relations	0.00	3,750.00	-3,750.00
Printing/Dup	0.00	250.00	-250.00
Educational Programs	0.00	1,400.00	-1,400.00
Awards Program/Picnic	0.00	3,000.00	-3,000.00
Education/Outreach Programs - O...	243.85		
Total Education/Outreach Programs	268.85	8,925.00	-8,656.15
Computer/copier mt	354.00		
Dues - VASWCD	3,842.00		
Scholarships - YCC	0.00	750.00	-750.00
Total Operations	11,074.34	60,775.00	-49,700.66
Total STATE EXP	13,659.65	74,275.00	-60,615.35
Total Expense	79,119.17	349,830.00	-270,710.83
Net Income	175,594.07	149,398.71	26,195.36

Benthic TMDL Study on Deep Run, Dover Creek, and Upham Brook Watersheds in Henrico County, Goochland County, and the City of Richmond

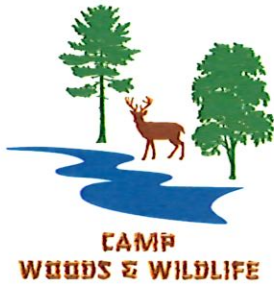


Prepared by:
Wetland Studies and Solutions, Inc.
and
James Madison University

Prepared for:
Virginia Department of Environmental Quality

August 2025





Camp Woods & Wildlife
c/o Virginia Dept. of Forestry
900 Natural Resources Drive
Charlottesville, VA 22903



August 25, 2025

Monacan SWCD
PO Box 66
Goochland, VA 23063

Dear SWCD staff and board members:

On behalf of Camp Woods & Wildlife, thank you for your donation of \$300 to our camp scholarship fund. We had four campers attend from your district this year!

We truly appreciate your continuing support of this unique and meaningful experience for Virginia's future natural resource stewards and leaders.

Sincerely,

A handwritten signature in blue ink that reads "Ellen R. Powell". The signature is written in a cursive, flowing style.

Ellen R. Powell
Camp Woods & Wildlife Coordinator

Holiday Lake 4-H Educational Center, the fiscal agent for Camp Woods & Wildlife, is a 501(c)3 tax-exempt organization.

September 2025
Board of Supervisors
Agricultural Activity Summary

- The Goochland Farm Bureau (GFB) Directors met Monday, August 18th at 7:00 PM in the Farm Bureau office on Sandy Hook Road.
- The Goochland Farm Bureau has signed up to place sponsorship signs at all the athletic fields at Hidden Rock Park, the field next to the Administration Building, and at the high school field and basketball court. **Goochland Farm Bureau would like to discuss “naming rights” for the field commonly referred to as NAPA Field.**
- The GFB Annual membership meeting will be Monday, September 15th at the Fife Fire Station. Doors will open at 5:30 PM, with dinner being served at 6:00. The evening speaker will be Steve Miles from Shalom Farms. He will discuss the work Shalom Farms does in providing fresh produce for Goochland Cares and other safety net organizations.
- Chamber Bluegrass BBQ Joins Goochland County Ag Fair, Saturday, September 13, 10AM – 2PM – NAPA/Old GES Field
- Goochland County Farm Tours, Saturday, September 27 (Stage Coach Farm, Labyrinth Training Center, Peacemeal Farm, Swine Knot Animal Sanctuary), for more details, visit www.exploregoochland.com/farmtours2025
- The 2025 farm tire recycling event will be held on Saturday, November 15th from 9:00 am until noon. The recycling location will be on the historic fairground property by the Sandy Hook roundabout. It is worth noting that the five trailers of farm tires recycled in 2024 were called “a good start” by Farm Bureau participants.
- The GFB received an up-date from Jonathan Lyle regarding the progress being made for an Agriculture teacher to be added to the Middle School faculty in school year 2026-2027. School Board member Ellen Robinson (D5) and Bruce Watson CTE Director reported that Middle School curricular offerings are being reviewed.
- GCPS have begun conversations with Tracy Rutherford, Department Head at Virginia Tech regarding the assignment of an agriculture student teacher at GCPS’s in 2025-2026. Bruce Watson, GCPS’s head of CTE will be the point of contact with Ms. Rutherford. A need exists to identify short-term housing for the student teacher during the 2025-2026 school year. It’s estimated housing would be needed for 10 weeks.

- GFB will be placing a Farm Safety display in front of its Sandy Hook Road office. The theme is to emphasize road safety by motorists when they encounter farm machinery on the roads. Members of the Goochland Future Farmers of America (FAA) Club at Goochland High School will be designing and constructing the display.
- The State Fair of Virginia will be held September 26th thru October 5th at the Meadow Event Park in Doswell/Caroline County. This is the 170th year the State Fair has been held, celebrating the agricultural achievements of Virginia's farmers. Tickets are available on-line at: <https://www.statefairva.org/>
- The August Board meeting for the Monacan Soil and Water Conservation District was held on Monday August 18th at 9:00 AM at the Goochland Central Agriculture Center on Dogtown Road. Hailey Crawford from Goochland County attended as staff liaison.
- As-of July 31, Monacan District has \$431,372 in LGIP Reserve Accounts, and \$388,875 in General Operations Accounts (\$862,744 total). There is \$433,298 in the Chesapeake Bay Virginia Agricultural Cost Share (VACS)BMP account.
- A Farmer Survey of voluntary participation in Best Management Practices (BMPs) within the Chesapeake Bay watershed is being conducted. This survey will capture BMP activity that contributes to Virginia achieving the 2028 water quality goals for the Chesapeake Bay.
- Monacan has been allocated \$2,442,317 in FY25-26 cost-share funding via the Virginia Agricultural Cost Share (VACS) funding (an increase of \$242,535 in cost-share funds)

As-of August 14th, Monacan has received requests from farmers for \$478,048 in VACS funding. That represents 19% of Monacan District's \$2,442,317 VACS allocation. Monacan staff shared that as much as \$150,000 in additional VACS program requests are being discussed

If all of the VACS requests are funded and implemented, Monacan District will receive \$62,000 in additional funding from DCR for implementing the programs. That \$62,000 will be in addition to the \$376,793 in operational and technical assistance funding from DCR (\$438,793 total operations and T/A funding from DCR).

- The Monacan District Directors voted to return a \$30 payment to Goochland County for a FOIA request for the July 2025 Directors' packet.
- The Virginia Cooperative Extension's annual water testing program will be conducted on October 7th (kit pickup) and October 8th (sample drop off). NOTE: Because of staff changes in the analysis lab at Virginia Tech, participation will be limited to 150 households in Goochland and Powhatan.

- These kits will be distributed on a first-come/first-served basis. As of August 18th, 38 Goochland residents have enrolled to have their water tested. Details on the program can be obtained from Skye Brickhouse in Goochland's Cooperative Extension office. 804-556-5872

Registration can be done on-line.

<https://tinyurl.cpm/GoochlandWellWaterRegistration>

Cost of the 2025 water testing program is \$70.

- Monacan District is hosting "Conservation over Coffee" September 19th at the County Seat restaurant 9:00 am – 11:00 AM. Registration can be completed online at <https://forms.office.com/r/JCkUudmqdy> or by calling Maddie Wiley at 804-556-0935

Information will be shared by Monacan Staff, Virginia State University, Ecosystem Services, and a current Cost-Share Producer (Ronnie Nuckols)

- The Capital Region Land Conservancy is celebrating its 20th Anniversary with a celebration at Maymont Park's Robins Nature Center on Sunday, September 21st from 5:30 PM until 8:00 PM. Reservations and tickets can be done on-line at capitalregionland.org/FFS or by calling 804-745-3110.
- The Goochland County Planning Commission's Vice Chair Amanda Kolwalski is asking Goochland Staff to investigate the County establishing an Agricultural/Forestral District program in Goochland.

Agricultural/Forestral Districts are rural conservation zones reserved for the production of agricultural products, timber, and the maintenance of open space land as an important economic and environmental resource. Districts are voluntary. They are initiated by a landowner or group of landowners as a mutual undertaking with the local government. By establishing a District, property owners agree not to convert their farm, forestland and other open space lands to more intense commercial, industrial or residential uses for a term of 4 to 10 years. In return, the county and Commonwealth agree not to take actions or make infrastructure investments that will place increased pressure on landowners to convert land in the district to more intense land uses during the term of the District.

#

Ag Committee Agenda

September 15, 2025

A. Staff is submitting the following contracts to discuss for Board approval:

1. 38-26-0012 SL-8B \$80,312.00
2. 38-26-0013 NM-1A \$1,606.24
3. 38-26-0014 SL-8B \$46,663.00
4. 38-26-0015 SL-8B \$7,140.00
5. 38-26-0016 SL-8B \$35,641.00
6. 38-26-0017 NM-1A \$712.82
7. 38-26-0018 SL-8B \$105,573.00
8. 38-26-0019 NM-1A \$2,111.46
9. 38-26-0020 SL-8B \$78,494.60
10. 38-26-0021 SL-8H \$12,272.20
11. 38-26-0022 NM-1A \$2,999.64

PY26 VACS (as of 9/13/25)

Requested: \$787,415

Allocation: \$2,442,317

Monacan SWCD
Conservation Recognition Dinner
October 29, 2025
County Seat Restaurant

ADMINISTRATION & OPERATIONS

- **FY25 Assessments:** will be presented at September Board Meetings
- **FY26 1st Quarter Cost Share:** disbursement letters were sent on Aug 29
- **1st Quarter Reports:** are due Oct 15. Attachment E, QuickBooks cash balance sheet and P&L for the quarter.
- **Virtual Grant Training: Developing a Budget:** will be hosted on Oct 7 from 9-11am. This session builds on the training efforts held in June at Randolph Macon though it is still beneficial for those joining in for the first time. This is Part #2 of a series of grant training sponsored by the Association. Part #3 will be held at the annual meeting and focus on grant language and key components to ensure grant competitiveness. Register for the zoom at <https://us02web.zoom.us/meeting/register/cGZtYoFrSJK9kMQGoclWww>

COST SHARE AND TECHNICAL ASSISTANCE

- **District TA Allocation Methodology Discussion** September 18 at 1pm -The VASWCD will be convening a virtual discussion around the issue of Technical Assistance and is seeking input and feedback about current allocation methodologies and models. SWCD Directors and staff are welcome to attend and districts from across the Commonwealth are encouraged to participate to share insights. The VASWCD is facilitating this dialogue to inform continued advocacy on behalf of SWCDs. Register for the zoom at <https://us02web.zoom.us/meeting/register/zaJWcNcARWOIk7hH3H-OLg>
- **Clean Water Farm Award:** nominations for Local and Grand Basin awards are due Oct 1st. CWFA forms can be found on the DCR website. Plan to obtain all signatures and approvals no later than September board meetings as no applications will be accepted after Oct 1. 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 & their farm entrance sign.
- **BMP Verifications:**
 - **CY25 Random Verifications:** must be completed by Oct 31.
 - **End of Lifespan (EOL) BMP Verifications:** for 2025, 2026, & 2027 are loaded into CAS. 2025 Verifications must be completed by Sept 30 at a \$200 rate. Any '26 and '27 verifications completed by Sept 30 receive \$250.
- **Complete Conservation Plans:** must be approved prior to BMP approval, no matter when the plan was started it needs to be updated and completed prior to new BMP approvals. Complete plan includes all maps, attachments, signatures and CAS information (Objective, Summary, etc).
- **Dates for Obligations Data Pull and Disbursement letters:**
 - Pull obligations Nov. 1, letters Nov. 14
 - Pull obligations Feb. 1, letters Feb. 12
 - Pull obligations May 1, letters May 11
 - Pull obligations June 1, letters June 8
- **Additional Allocation for OCB:** please continue to enter contracts into tracking above and beyond allocation to show funding need for potential reallocation process later this year.
- **Ag Outreach Event to Fulfill FY26 Admin/Ops Grant Agreement Deliverable:**
#10. The District hosted at least one agricultural community outreach event during the year that met the following: Marketed through at least one venue that is 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

DATES TO REMEMBER

SEPTEMBER

Sept 15 & 16 – VASWCB Meeting and Farm Tour, Abington
Sept 18 – District TA Allocation Methodology Webinar, 1pm
Sept 25 – Basic Ag Training
Sept 25 – In Person Dam Workgroup Meeting
Sept 30 – Deadline for End of Lifespan Verifications

OCTOBER

Oct 1 – CWFA Local and Basin due to DCR
Oct 1 – VASWCD Qrtly Meeting, Drury Hotel Richmond
Oct 7 – Virtual Grant Training: Developing a Budget 9am
Oct 9 – 16 Denney on Leave
Oct 13 – State Holiday, offices closed
Oct 15-16 – VA Resource Training, Online
Oct 21- 23 DCR Final CP Course

NOVEMBER

Nov 4 – State Holiday, offices closed
Nov 11 – State Holiday, offices closed
Nov 26, 27 & 28 – State Holidays, offices closed

DECEMBER

Dec 7-9 – VASWCD Annual Meeting, Williamsburg
Dec 10 – VSWCB Meeting, Williamsburg

Sent electronically to SWCD offices: 9/4/2025

Keith Burgess
September 2025

Activities

Instructed Agronomy 101 Session for VACDE summer training, Maddie assisted
Attended VACS subcommittee related to livestock water systems and forestry practices
Attended DEQ TMDL meeting related to Dover Creek TMDL plan development
Working with staff on VACS Outreach meeting
Provided agronomic and engineering training for Maddie
The "Attachment D" review committee had no comments or questions for Monacan

Training

Advanced livestock water system design, DCR instructed @ VACDE summer training session
Successful swcd administrative operations, @ VACDE summer training

Technical Assistance

Ronnie Nuckols (G) – VACS and livestock water system
Lynn Zacharias (G) – VCAP site visit
Gottwald (G) – soils interpretation related to forestry management
Betty Handy (P) – swcd services for residential properties
Steve Ragland (G) – technical services for forestry road improvements

Upcoming Events

VACS TAC subcommittee for forestry practices
VACS TAC subcommittee for programmatic
JRA Consortium quarterly meeting
Goochland elementary school watershed programs
VACS Outreach meeting
VCE Volunteer Appreciation event
AREA III managers meeting
Conservation Planning and Ag Field Day @ Tidewater AREC
Goochland and Powhatan Well Water Clinic
JRA Buffer Mentor Program
Powhatan Ag Day, 3rd Grade
Virginia Buffer Summit

Upcoming Staff Activities

Service current VACS contracts, process VACS applications

Monacan 2 X 2 Schedule – please contact the District Manager to schedule discussion topic.

Other Updates

PY26 Staff Report – September 2025

Maddie Wiley

Activities:

- VACS & VCAP field visits w/ Colton & Keith
- Surveying technical assistance w/ Colton & Keith
- CAS data entry & VACS folder creation
- Outreach event planning & prep

Trainings:

- Grave Mountain Trainings – Aug. 19-21
 - o Agronomy101, VCAP, Marketing & Outreach, VA Tax Credits, Karst Education (Project Underground)

Meetings/Events:

- Goochland Ag Festival w/ Lissy – Sept. 13

Upcoming Trainings/Events:

- VA Cooperative Extension Volunteer & Stakeholder Appreciation Event – Sept. 22
- Basic Ag Training (Row Crops); DCR – Sept. 25
- VA Resource Training – Oct. 15 & 16
- Conservation over Coffee (PY26 Outreach Event) on September 19th, 2025 at the County Seat in Powhatan from 9am – 11am!

Lissy Hamilton
September 2025

Monthly tasks

Payroll
Payroll liabilities
Payables
Bank reconciliations
Board packets
Filing

Other

Annual Report
Attended Graves Mountain Trainings
 Records Retention
 Tree ID hike
 VACS update
Prep for Ag Fair