

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 29<sup>th</sup>. 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

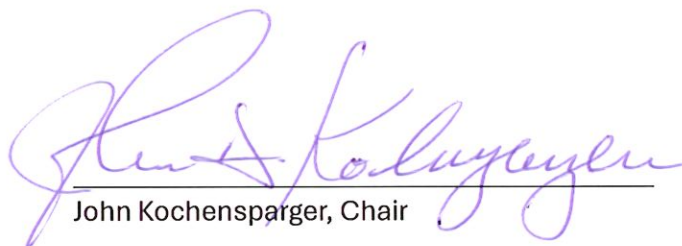
Adjourn - 9:37 AM

Respectfully submitted,

Lissy Hamilton

Approved:

9/15/25  
Date

  
John Kochensparger, Chair

Monacan Soil and Water Conservation District  
**August 18, 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\***
- E. Treasurer's Report
  - 1. Monthly Report\***
- F. Chairman's Report
- 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**
    - b. Conservation Plan approval**
- J. Unfinished Business
  - 1. Recognition Dinner
- K. New Business
  - 1. Personnel matters/Personnel Policy
- 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
  - a. Amelia Office\*
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

1. Roll Call

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

B. Pledge of Allegiance

- C. Public Comment Period Jonathan Lyle made a standing FOIA request for printed board packets. Jonathan gave an update on the county website and related metrics available on-line, provided update on Goochland Middle School agricultural staffing position, and stated Monacan is critical to agriculture in Goochland. Dr. Raley took a moment to introduce himself. Hayley introduced Rachel, a Goochland County 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 – nothing to report

#### 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
 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 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 8* Step 6
Conservation Programs Manager	Grade 8* Step 14*
District Manager	Grade 15 Step 4
  - d. SOP, Annual step increase date – 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 October 29<sup>th</sup> 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 am

\* refer to supporting information/attachments

Respectfully Submitted,

Lissy Hamilton  
Office Administrator

Approved: \_\_\_\_\_  
Date

\_\_\_\_\_  
John Kochensparger, Chair

Monacan Soil & Water Conservation District

Balance Sheet

As of August 8, 2025  
July 31, 2025

Checking/Savings	
General Operations Account	8,070.98
Chesapeake Bay VACS CS Account	433,298.05
1252 LGIP Land Stewardship	2,574.81
1147 LGIP Marketing & Outreach	12,696.53
1148 LGIP Employee Leave	81,703.83
1149 LGIP Vehicle Replacement	90,760.74
1150 LGIP Short Term Cont.	243,639.25
1188 LGIP General Operations	<u>380,805.95</u>
Total Checking/Savings	1,253,550.14

Respectfully submitted,  
Lissy Hamilton  
Treasurer

Accepted: \_\_\_\_\_  
Date

\_\_\_\_\_  
John Kochensparger, Chair

10:37 AM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Summary**  
**General Operations Account, Period Ending 07/31/2025**

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	Jul 31, 25
Beginning Balance	45,217.48
Cleared Transactions	
Checks and Payments - 18 ite...	-35,138.28
Deposits and Credits - 5 items	0.33
Total Cleared Transactions	-35,137.95
Cleared Balance	<u>10,079.53</u>
Uncleared Transactions	
Checks and Payments - 9 items	-1,619.66
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	-1,619.66
Register Balance as of 07/31/2025	<u>8,459.87</u>
Ending Balance	<u>8,459.87</u>

**Monacan Soil & Water Conservation District**  
**Reconciliation Detail**  
**General Operations Account, Period Ending 07/31/2025**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						45,217.48
<b>Cleared Transactions</b>						
<b>Checks and Payments - 18 items</b>						
Bill Pmt -Check	06/10/2025	5658	Ricoh USA, Inc	X	-122.40	-122.40
Liability Check	06/24/2025	5662	Minnesota Life	X	-49.29	-171.69
Bill Pmt -Check	07/08/2025	5665	Goochland County	X	-1,375.00	-1,546.69
Bill Pmt -Check	07/08/2025	5664	Comcast Business	X	-169.05	-1,715.74
Bill Pmt -Check	07/08/2025	EFT	Travelers	X	-130.00	-1,845.74
Bill Pmt -Check	07/08/2025	5663	Ricoh USA, Inc	X	-118.00	-1,963.74
Transfer	07/11/2025			X	-20.00	-1,983.74
Bill Pmt -Check	07/15/2025	5666	Virginia Associati...	X	-3,592.00	-5,575.74
Bill Pmt -Check	07/15/2025	5668	VA Dept. of the T...	X	-473.00	-6,048.74
Bill Pmt -Check	07/15/2025	5667	Quarles Fuel Net...	X	-197.17	-6,245.91
Check	07/16/2025	ACH	Virginia Employm...	X	-100.00	-6,345.91
Bill Pmt -Check	07/22/2025	5672	ABLE Holdings L...	X	-1,875.00	-8,220.91
Bill Pmt -Check	07/22/2025	5673	VA Assoc. of Con...	X	-75.00	-8,295.91
Bill Pmt -Check	07/22/2025	5671	Maddie Wiley	X	-55.47	-8,351.38
Liability Check	07/25/2025		QuickBooks Payr...	X	-15,568.00	-23,919.38
Liability Check	07/29/2025	E-pay	USA Tax Pymt IRS	X	-4,734.90	-28,654.28
Liability Check	07/29/2025	E-pay	VA Dept of Taxati...	X	-857.00	-29,511.28
Liability Check	07/31/2025	ACH	Anthem BC/BS	X	-5,627.00	-35,138.28
<b>Total Checks and Payments</b>					<b>-35,138.28</b>	<b>-35,138.28</b>
<b>Deposits and Credits - 5 Items</b>						
Paycheck	07/28/2025	DD1...	Hamilton, Elizabe...	X	0.00	0.00
Paycheck	07/28/2025	DD1...	Burgess, Keith P	X	0.00	0.00
Paycheck	07/28/2025	DD1...	Sullivan, Colton L	X	0.00	0.00
Paycheck	07/28/2025	DD1...	Wiley, Madison L	X	0.00	0.00
Deposit	07/31/2025			X	0.33	0.33
<b>Total Deposits and Credits</b>					<b>0.33</b>	<b>0.33</b>
<b>Total Cleared Transactions</b>					<b>-35,137.95</b>	<b>-35,137.95</b>
<b>Cleared Balance</b>					<b>-35,137.95</b>	<b>10,079.53</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Bill Pmt -Check	04/30/2024	5545	Verizon Wireless		-140.59	-140.59
Check	03/18/2025	5624	Camp Woods & ...		-300.00	-440.59
Bill Pmt -Check	07/15/2025	ACH	Comcast		-323.83	-764.42
Bill Pmt -Check	07/15/2025	5669	NACD		-250.00	-1,014.42
Bill Pmt -Check	07/29/2025	5676	Comcast Business		-170.77	-1,185.19
Bill Pmt -Check	07/29/2025	5674	Verizon Wireless		-162.18	-1,347.37
Bill Pmt -Check	07/29/2025	5675	Ricoh USA, Inc		-118.00	-1,465.37
Bill Pmt -Check	07/29/2025	5677	VA Assoc. of Con...		-105.00	-1,570.37
Liability Check	07/30/2025	5678	Minnesota Life		-49.29	-1,619.66
<b>Total Checks and Payments</b>					<b>-1,619.66</b>	<b>-1,619.66</b>
<b>Deposits and Credits - 1 item</b>						
Liability Check	07/15/2025	E-pay	Virginia Employm...		0.00	0.00
<b>Total Deposits and Credits</b>					<b>0.00</b>	<b>0.00</b>
<b>Total Uncleared Transactions</b>					<b>-1,619.66</b>	<b>-1,619.66</b>
<b>Register Balance as of 07/31/2025</b>					<b>-36,757.61</b>	<b>8,459.87</b>
<b>Ending Balance</b>					<b>-36,757.61</b>	<b>8,459.87</b>

10:48 AM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Summary**  
Chesapeake Bay VACS CS Account, Period Ending 07/31/2025

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	Jul 31, 25
Beginning Balance	452,152.49
Cleared Transactions	
Checks and Payments - 2 ite...	-18,878.12
Deposits and Credits - 2 items	23.68
Total Cleared Transactions	-18,854.44
Cleared Balance	<u>433,298.05</u>
Register Balance as of 07/31/2025	433,298.05
Ending Balance	433,298.05

10:48 AM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Detail**  
Chesapeake Bay VACS CS Account, Period Ending 07/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						452,152.49
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Check	06/24/2025	1448	Soggy Bottomw F...	X	-17,669.00	-17,669.00
Check	06/30/2025	1449	Dexter Jones	X	-1,209.12	-18,878.12
<b>Total Checks and Payments</b>					-18,878.12	-18,878.12
<b>Deposits and Credits - 2 Items</b>						
Transfer	07/11/2025			X	20.00	20.00
Deposit	07/31/2025			X	3.68	23.68
<b>Total Deposits and Credits</b>					23.68	23.68
<b>Total Cleared Transactions</b>					-18,854.44	-18,854.44
<b>Cleared Balance</b>					-18,854.44	433,298.05
<b>Register Balance as of 07/31/2025</b>					-18,854.44	433,298.05
<b>Ending Balance</b>					-18,854.44	433,298.05

1:30 PM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Summary**  
LGIP Land Stewardship, Period Ending 07/31/2025

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	<u>Jul 31, 25</u>
Beginning Balance	2,565.20
Cleared Transactions	
Deposits and Credits - 1 item	<u>9.61</u>
Total Cleared Transactions	<u>9.61</u>
Cleared Balance	<u>2,574.81</u>
Register Balance as of 07/31/2025	2,574.81
Ending Balance	2,574.81

11:31 AM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Summary**  
1147 LGIP Marketing & Outreach, Period Ending 07/31/2025

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	<u>Jul 31, 25</u>
Beginning Balance	12,649.14
Cleared Transactions	
Deposits and Credits - 1 item	<u>47.39</u>
Total Cleared Transactions	<u>47.39</u>
Cleared Balance	<u>12,696.53</u>
Register Balance as of 07/31/2025	12,696.53
Ending Balance	12,696.53

1:12 PM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Summary**  
**1148 LGIP Employee Leave, Period Ending 07/31/2025**

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	<u>Jul 31, 25</u>
Beginning Balance	81,398.89
Cleared Transactions	
Deposits and Credits - 1 item	<u>304.94</u>
Total Cleared Transactions	<u>304.94</u>
Cleared Balance	<u>81,703.83</u>
Register Balance as of 07/31/2025	81,703.83
Ending Balance	81,703.83

1:18 PM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Summary**  
**1149 LGIP Vehicle Replacement, Period Ending 07/31/2025**

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	<u>Jul 31, 25</u>
Beginning Balance	90,422.01
Cleared Transactions	
Deposits and Credits - 1 item	<u>338.73</u>
Total Cleared Transactions	<u>338.73</u>
Cleared Balance	<u>90,760.74</u>
Register Balance as of 07/31/2025	90,760.74
Ending Balance	90,760.74

1:22 PM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Summary**  
1150 LGIP Short Term Cont., Period Ending 07/31/2025

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	Jul 31, 25
Beginning Balance	242,729.91
Cleared Transactions	
Deposits and Credits - 1 item	909.34
Total Cleared Transactions	909.34
Cleared Balance	<u>243,639.25</u>
Register Balance as of 07/31/2025	243,639.25
Ending Balance	243,639.25

1:25 PM

08/05/25

**Monacan Soil & Water Conservation District**  
**Reconciliation Summary**  
1188 LGIP General Operations, Period Ending 07/31/2025

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	Jul 31, 25
Beginning Balance	379,384.68
Cleared Transactions	
Deposits and Credits - 1 it...	1,421.27
Total Cleared Transactions	1,421.27
Cleared Balance	<u>380,805.95</u>
Register Balance as of 07/31/20...	380,805.95
Ending Balance	380,805.95

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

	Jul 25	Budget	\$ Over Budget
<b>Income</b>			
LOCAL - GOOCHLAND	0.00	37,000.00	-37,000.00
LOCAL - POWHATAN	0.00	50,000.00	-50,000.00
<b>MSWCD INCOME</b>			
Conservation Supplies	0.00	100.00	-100.00
Interest Income	0.33	10.00	-9.67
LGIP Gen Op Interest	0.00	13,607.90	-13,607.90
LGIP Interest	2,645.16	20,717.81	-18,072.65
<b>Total MSWCD INCOME</b>	<b>2,645.49</b>	<b>34,435.71</b>	<b>-31,790.22</b>
<b>STATE</b>			
END OF LIFESPAN VERIFICATIONS	0.00	1,000.00	-1,000.00
Operation Funds	0.00	255,289.00	-255,289.00
VACS Base TA Funds	0.00	121,504.00	-121,504.00
<b>Total STATE</b>	<b>0.00</b>	<b>377,793.00</b>	<b>-377,793.00</b>
<b>State Cost-Share Funds</b>	<b>3.68</b>		
<b>Total Income</b>	<b>2,649.17</b>	<b>499,228.71</b>	<b>-496,579.54</b>
<b>Gross Profit</b>	<b>2,649.17</b>	<b>499,228.71</b>	<b>-496,579.54</b>
<b>Expense</b>			
Monacan SWCD			
Payroll Expenses			
District Mgr.	10,636.80	111,768.00	-101,131.20
Conservation Spec.	6,069.18	63,355.00	-57,285.82
Ag Tech	789.60		
Conservation Technician	0.00	41,824.00	-41,824.00
Dist Mgr/Cons Spec	0.00		
Office Administrator	5,665.27	58,508.00	-52,842.73
Payroll Tax Expense	1,523.95		
Unemployment Tax Exp	100.00		
<b>Total Payroll Expenses</b>	<b>24,784.80</b>	<b>275,455.00</b>	<b>-250,670.20</b>
Conservation Supply	0.00	100.00	-100.00
<b>Total Monacan SWCD</b>	<b>24,784.80</b>	<b>275,555.00</b>	<b>-250,770.20</b>
<b>STATE EXP</b>			
Ag Tech Exp	125.72	3,500.00	-3,374.28
Conservation Spec. Exp. (CS)	90.72	3,500.00	-3,409.28
District Mgr. Exp.	100.73	3,500.00	-3,399.27
Office Admin. Exp.	60.00	3,000.00	-2,940.00

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

	Jul 25	Budget	\$ Over Budget
Computer/copier mt	236.00		
Dues - VASWCD	3,842.00		
Scholarships - YCC	0.00	750.00	-750.00
<b>Total Operations</b>	<b>8,812.30</b>	<b>60,775.00</b>	<b>-51,962.70</b>
STATE EXP - Other	3,485.33		
<b>Total STATE EXP</b>	<b>12,674.80</b>	<b>74,275.00</b>	<b>-61,600.20</b>
<b>Total Expense</b>	<b>37,459.60</b>	<b>349,830.00</b>	<b>-312,370.40</b>
<b>Net income</b>	<b>-34,810.43</b>	<b>149,398.71</b>	<b>-184,209.14</b>

August 2025  
Board of Supervisors  
Agricultural Activity Summary

- The Goochland Farm Bureau (GFB) Directors met Monday, July 21<sup>st</sup> at 7:00 PM in the Farm Bureau office on Sandy Hook Road. County Administrator Jeremy Raley attended, and provided a brief introduction to his goals as the County's Administrator.
- 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 15<sup>th</sup> at the Fife Fire Station. Doors will open at 5:30 PM, with dinner being served at 6:00. The evening speaker will be announced in August.
- Dr. Raley confirmed that the 2025 farm tire recycling event will be held on Saturday, November 15<sup>th</sup> 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 continues to express support for an Agriculture teacher to be added to the Middle School faculty. School Board member Ellen Robinson (D5) organized a meeting on July 14<sup>th</sup> for Goochland Farm Bureau Director Jonathan Lyle with GCPS Superintendent Armstrong, CTE Director Bruce Watson, and Assistant Superintendent Dr. Steve Geyer to emphasize the benefits this position will deliver to students. As a result of this and earlier meetings, the school administration is pursuing the addition of middle school Agriscience course offerings for the 2026-2027 school year.

Jonathan Lyle, in his capacity as a Goochland Farm Bureau Director is contacting 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.

- 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 26<sup>th</sup> through October 5<sup>th</sup> at the Meadow Event Park in Doswell/Caroline County. This is the 170<sup>th</sup> 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 July Board meeting for the Monacan Soil and Water Conservation District was held on Monday July 21<sup>st</sup> at 9:00 AM at the Goochland Central Agriculture Center on Dogtown Road. Haley Crawford and Rachel Tripp from Goochland County attended as staff liaisons. County Administrator Jeremy Raley also attended and provided a brief introduction for himself.
- As-of June 30, Monacan District has \$429,763 in LGIP Reserve Accounts, and \$423,989 in General Operations Accounts (\$853,752 total). There is \$434,483 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.
- On July 1<sup>st</sup> the Chesapeake Bay Program released a revised draft version of the Chesapeake Bay Watershed Agreement. This revised draft (if approved) would identify four goals and 21 outcomes, revising those originally targeted by the Chesapeake Bay Commission in 2014. Public feedback is being solicited before September 1<sup>st</sup> 2025. A feedback and communications toolkit can be found at <https://www.chesapeakebay.net>
- The Virginia Soil and Water Board met on May 28<sup>th</sup>. FY25-26 funding for Monacan SWCD via Department of Conservation and Natural Resource is projected as follows: \$255,289 in Admin and Operations; \$121,504 in Base Technical Assistance. That totals \$376,793 in funding from DCR.

In addition, Monacan will be 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)

If Monacan were to put \$1,000,000 (41%) of FY25-26 VACS funding into Best Management Practice programs, Monacan would earn an additional \$130,000 (13%) in technical assistance (T/A) funding.

- In Program Year 2025, Monacan District achieved the following:
  - \$840,000 cost-share money distributed
  - Contact with 24 unique producers
  - 46 BMP contracts signed
  - 110 animals (livestock) excluded from streams
  - 17 Nutrient management contracts
  - 9,000 acres participating in Nutrient Management Plans
  - 23 Cover crop contracts

- 9,500 acres participating in cover crop programs
  - 8,500 small grain/mixed cover
  - 750 acres with harvestable cover crops
  - 215 acres with legume cover crops
- As-of the July 21<sup>st</sup> Monacan meeting, \$324,009 in 2025-2026 BMP cost-share funding has been requested. That represents 13% of the \$2,442,317 in cost-share funding allocated to the Monacan District.
- The Monacan District Directors voted to implement revised job descriptions and staff compensation adjustments for FY'26.
- Monacan District has engaged Berkley Group to conduct a human resources audit.
- Monacan District has engaged Able Holdings LLC for I/T support services.
- The Virginia Cooperative Extension's annual water testing program will be conducted on October 7<sup>th</sup> (kit pickup) and October 8<sup>th</sup> (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. Details on the program can be obtained from Skye Brickhouse in Goochland's Cooperative Extension office.

Cost of the 2025 water testing program is anticipated to be the same as 2024's.

# # #

## Ag Committee Agenda

August 18, 2025

### 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     |

### B. Conservation Plans

1. CP# 38-26-0001

PY26 VACS (as of 8/14/25)

Requested: \$478,048

Allocation: \$2,442,317



Monacan  
Soil & Water Conservation District  
P.O. Box 66  
Goochland, Virginia 23063  
(804) 556-4936

COPY

August 18, 2025

**Dr. Jeremy Raley**  
*County Administrator*  
Goochland County  
1802 Sandy Hook Rd.  
Goochland, VA 23063

**Dr. Raley,**

I am writing regarding the FOIA invoice related to a request made by Mr. Jonathan Lyle during Monacan's July board meeting.

As I mentioned during our phone conversation a couple of weeks ago, there was never any intent to charge Goochland County for the information requested. Monacan Soil and Water Conservation District (MSWCD) understood that Mr. Lyle submitted the FOIA request in his capacity as a private citizen. In accordance with standard procedure, Monacan staff processed the request in full compliance with FOIA regulations.

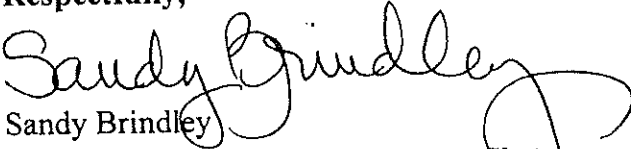
MSWCD only became aware that the request was made on behalf of Goochland County when Chairman John Kochensparger and District Manager Keith Burgess were copied on an email from Mr. Lyle to you, in which he attached the invoice and requested that the County cover the fee.

In light of this new information, MSWCD has voided the invoice and is returning the check.

As discussed, we would appreciate it if you could provide the name and contact information of the designated Goochland staff member who will serve as the liaison to MSWCD. We will ensure that this individual receives an electronic copy of the monthly board meeting packet in advance of each meeting. We respectfully request that any future information requests be submitted either through this liaison or through your office in order to avoid any further confusion. Additionally, I have asked that an electronic copy of the meeting packet be sent directly to you once it is finalized.

We appreciate your attention to this matter. MSWCD remains committed to fostering a strong and collaborative partnership with Goochland County in our shared mission to conserve soil and water resources. We hope this accommodation helps strengthen our ongoing relationship.

**Respectfully,**

  
Sandy Brindley  
*Director and Personnel Committee Chairman*  
Monacan Soil and Water Conservation District

Enclosures

CC:

Darrell Kuntz, Assistant Attorney General, Virginia Office of the Attorney General (via Electronic Mail)  
Keith Burgess, District Manager, MSWCD (via Electronic Mail)  
Charlie Vaughters, Chairman, Goochland BOS, (via US Mail and Electronic Mail)  
Jonathan Christy, Member, Goochland BOS (via US Mail and Electronic Mail)  
Neil Spoonhower, Member, Goochland BOS (via US Mail and Electronic Mail)  
Tom Winfree, Member, Goochland BOS (via US Mail and Electronic Mail)  
Jonathan Lyle, Member, Goochland BOS via US Mail and Electronic Mail  
Tara McGee, County Attorney, Goochland County (via US Mail and Electronic Mail)  
John Kochensparger, Director & Chairman, MSWCD (via Electronic Mail)  
Sabastian Volcker, Director & Vice Chairman, MSWCD (via Electronic Mail)  
Kate Anderson, Director, MSWCD (via Electronic Mail)  
Matt Dabney, Director, MSWCD (via Electronic Mail)  
Skye Brickhouse, Director, MSWCD (via Electronic Mail)  
Dan Jones, Associate Director, MSWCD (via Electronic Mail)  
Ken Carter, Associate Director, MSWCD (via Electronic Mail)

Monacan Soil & Water Conservation  
District

PO Box 66  
2748 Dogtown Road  
Goochland, VA 23063

MSWCD Board, Invoice

Invoice  
has been  
voided. SEB, Dir.

Date	Invoice #
7/25/2025	28

Bill To
Johnathan Lyle jlyle@goochlandva.us

Terms

Description	Amount
FOIA request - July 21, 2025 Board Packet	30.00
VA Sales Tax	0.00
<b>Total</b>	<b>\$30.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$30.00</b>

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
2348	MONACAN SOIL & WATER	2049088	08/08/2025	\$30.00

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
07/25/2025	28	FOIA REQUEST 7/21/25 J LYLE	\$30.00

Dr. Raley,  
 Invoice #28 has  
 been voided per  
 a vote by the  
 MSWCD Board on  
 8/18/2025. We are  
 returning the  
 check for payment.  
 Sandy Brudley

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



COUNTY OF GOOCHLAND  
 Commonwealth of Virginia  
 P.O. Box 188  
 Goochland, Virginia 23063

VOID AFTER 90 DAYS

Wells Fargo, N.A  
 11-24/1210

Vendor Number	Check Number	Check Date
2348	2049088	08/08/2025

BY ORDER OF THE BOARD OF SUPERVISORS

\*\*\* Thirty Dollars And Zero Cents \*\*\*

\$30.00

Pay To  
 The  
 Order Of  
 MONACAN SOIL & WATER  
 P.O. BOX 66  
 GOOCHLAND, VA 23063

*[Signature]*  
 COUNTY ADMINISTRATOR

*Thomas W. Wiggins*  
 CHAIRMAN OF THE BOARD

*Pamela E. Duncan*  
 TREASURER

## MSWCD FOIA Request Fee Schedule


Effective September 19, 2016, the Monacan Soil & Water Conservation District (MSWCD) will charge for producing records as a result of requests made under the Virginia Freedom of Information Act (FOIA).

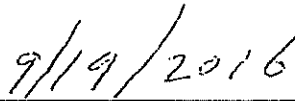
In accordance with those provisions outlined in the Code of Virginia § 2.2-3704, the following fees will be accessed for searching, accessing, duplicating, and supplying records (which includes redaction):

- Hourly Rate: \$30/hour; minimum 1 hour; all subsequent time to be charged in 15-minute increments at the rate of \$7.50/15-minute
- Copy & Printing Fees:
  - o Black & White Copies and printouts - .10/side
  - o Color Copies and printouts - .30/side

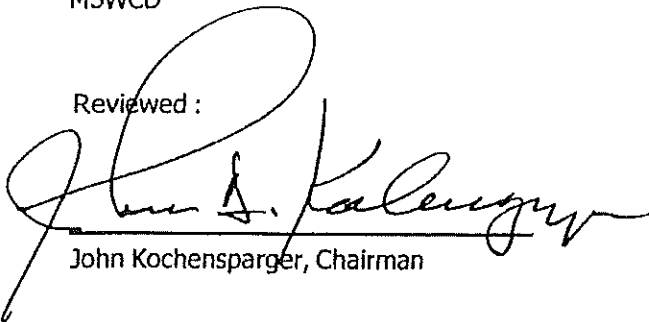
If it is anticipated that a request will total more than \$200, the requester will be provided with an estimate of those fees in advance and a full deposit will be required in advance of the records being released. Any excess payment will be refunded or a bill for the remaining payment due will be sent when the records are released.

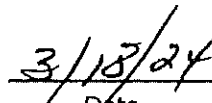
Additionally, the MSWCD will not proceed with processing subsequent FOIA requests from the same requester where the requester owes the MSWCD for previous requests for records that have remained unpaid 30 days or more after billing.

  
\_\_\_\_\_  
Tom Walton, Chairman  
MSWCD

  
\_\_\_\_\_  
Date

Reviewed :

  
\_\_\_\_\_  
John Kochensparger, Chairman

  
\_\_\_\_\_  
Date

August 18, 2025

**Jonathan Lyle**

*Goochland County Board of Supervisor, District 5*

1800 Sandy Hook Road

Goochland, Virginia 23063

[jlyle@goochlandva.us](mailto:jlyle@goochlandva.us)

**Subject: Unacceptable Conduct During Recent Interaction on July 21, 2025**

Dear Mr. Lyle

As Monacan Soil and Water Conservation District's Personnel Committee Chairman, it is incumbent on me to address a serious matter involving conduct that has been reported as threatening and intimidating toward a member of the MSWCD staff that occurred on July 21, 2025.

According to multiple accounts, following the conclusion of the MSWCD's regular board meeting, an exchange took place between you and Mr. Keith Burgess, District Manager, in the hallway outside the MSWCD offices. During my investigation into the allegations, witnesses reported that the interaction became confrontational, during which you raised your voice, pointed your finger in Mr. Burgess's face, and told him that he should either resign or be terminated. These reports have been corroborated by statements from individuals who were present.

In addition, Mr. Kenneth Carter reported a conversation with you immediately after the incident, which he subsequently relayed to MSWCD Chairman John Kochensparger. Mr. Carter has since provided the following written statement:

*"On July 21, 2025, after the conclusion of the Monacan Soil and Water Conservation District monthly meeting, I had left the building but returned to retrieve an item. In the hallway, I encountered Keith Burgess, Monacan SWCD Manager, and Mr. Jonathan Lyle, a member of the Goochland Board of Supervisors. As I walked in, Mr. Burgess asked Mr. Lyle to repeat what he had just said to him.*

*Mr. Lyle responded that he had just told Keith it was time for him to retire. He added that Mr. Burgess was not effectively operating the SWCD, and that he should either step down and turn it over to a staff member, or the Board should seek a replacement. Mr. Lyle then listed several areas in which he disagreed with Mr. Burgess's management of District matters. I made little to no comment. His final statement was, 'Keith, you are on borrowed time.' At that point, two Directors exited the office, and Mr. Burgess asked Mr. Lyle to repeat his comments to them. I walked away.*

*Later, in the parking lot, Mr. Lyle approached me and noted that I had said very little. I replied that I was still in shock. He then reiterated his disagreements with Mr. Burgess on personnel issues, financial management, and other matters. I told him I disagreed with several of his points. He concluded by saying he would be watching the results of the employee compensation and promotions."*

At Monacan Soil and Water Conservation District, we are committed to fostering a safe and respectful environment for all staff and members of the public. While we welcome constructive feedback and open dialogue, it is our policy that threats, intimidation, or any form of harassment are strictly prohibited and may constitute a criminal offense under Virginia law (MSWCD Personnel Policy, revised June 12, 2023).

Your remarks to Mr. Burgess, followed by your conversation with Mr. Carter, constitute a clear violation of MSWCD's personnel policy. It is important to note that this policy was approved, implemented, and revised during your tenure as a Director and Chairman of MSWCD. A copy of the current policy is attached for your reference.

Also of importance, you made it clear in your July 31 email to Dr. Jeremy Raley requesting the county incur a FOIA fee on your behalf that your actions were conducted in your official capacity as a member of the Goochland Board of Supervisors. Given this, your conduct also seems to be in violation of the following Goochland Code of Ethics and Standards of Conduct for Members of the Goochland County Board of Supervisors as listed below:

*Code of Ethics*

3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; give earnest effort and best thought to the performance of duties.

15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

*Standards of Conduct*

4. Ensure that e-mails on matters of public business before the Board which are sent to more than one member shall be sent to all other Board members.

5. Avoid during public meetings and during the performance of public duties the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens, or personnel.

In response, and in accordance with legal counsel received on this matter, the MSWCD Board of Directors has determined that any future communications between you and Mr. Burgess or Monacan staff must be conducted **by appointment only and in the presence of a MSWCD Director.**

If you need to speak with Mr. Burgess or another member of our staff, please contact our office at (804) 556-4963 to request an appointment. Please be prepared to provide your availability so our office administrator can coordinate a meeting that works for both our staff and a MSWCD Director.

Furthermore, since Mr. Burgess serves as the FOIA officer for MSWCD, any future FOIA requests from you must be submitted in writing via US Mail or electronic mail and include MSWCD Chairman John Kochensparger as a copied recipient.

Additionally, to avoid any confusion, all FOIA request submitted on behalf of the Goochland Board of Supervisors or Goochland County should be made through the County Administrator or designated liaison to MSWCD as named by the Goochland Board of Supervisors and County Administrator.

Mr. Lyle, we take this matter very seriously and reserve the right to pursue additional actions, including legal recourse, should this behavior continue.

That said, we remain open to addressing any concerns you may have in a respectful and constructive manner.

Sincerely,



Sandy Brindley  
Director and Personnel Committee Chairman  
Monacan Soil and Water Conservation District

Enclosures

CC:

Darrell Kuntz, Assistant Attorney General, Virginia Office of the Attorney General (via Electronic Mail)  
Keith Burgess, District Manager, MSWCD (via Electronic Mail)  
Charlie Vaughters, Chairman, Goochland BOS, (via US Mail and Electronic Mail)  
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Tom Winfree, Member, Goochland BOS (via US Mail and Electronic Mail)  
Tara McGee, County Attorney, Goochland County (via US Mail and Electronic Mail)  
Dr. Jeremy Raley, County Administrator, Goochland County (via US Mail and Electronic Mail)  
Matthew Wells, Director, VADCR (via Electronic Mail)  
James E. Martin, Director, VADCR (via Electronic Mail)  
Denny Collins, Conservation District Coordinator, VADCR (via Electronic Mail)  
Dr. Kendall Tyree, Executive Director, VAASWCD (via Electronic Mail)  
E. Wayne Davis, President, VAASWCD (via Electronic Mail)  
Claiborne Yarbrough, Area III Chair, VAASWCD (via Electronic Mail)  
Charles Newton, Chair, VASWCD (via Electronic Mail)  
Leigh Pemberton, Area III Chair, VASWCD (via Electronic Mail)  
John Kochensparger, Director & Chairman, MSWCD (via Electronic Mail)  
Sabastian Volcker, Director & Vice Chairman, MSWCD (via Electronic Mail)  
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Skye Brickhouse, Director, MSWCD (via Electronic Mail)  
Dan Jones, Associate Director, MSWCD (via Electronic Mail)  
Ken Carter, Associate Director, MSWCD (via Electronic Mail)

as revised 6/12/2023

#### **H. Supervision**

The daily activities of the District staff will be under the direction of the District Manager, also referred to as immediate supervisor. The daily activities of the District Manager will be under the direction of the Personnel Committee Chairman. The overall administrative duties for district employees will be under the direction of the Personnel Committee. The Personnel Committee will meet at least once a year for evaluation purposes.

#### **I. Paydays and Time Sheets**

District employees are expected to work their designated hours and will be paid monthly. Time sheets will be submitted monthly to their supervisor for approval. Time shall be reported in 15-minute increments.

#### **J. Performance Evaluations and Salary Increases**

A written evaluation by the employee's immediate supervisor shall be submitted to the District Personnel Committee prior to the employee's evaluation. The employee evaluation will provide sufficient information to serve a partial basis for consideration salary adjustments. District employees who receive a satisfactory evaluation may receive an increase contingent upon available funding. Merit increases are effective on the employment anniversary date. Cost-of-living increases and other compensation benefits may be considered by the Board of Directors.

The VDHHRM Virginia State-Wide Pay Area Pay Band should be used as guidance for determining compensation. The Pay Band shall be listed in each Job Descriptions.

#### **K. Drug Free Workplace Act**

District employees shall sign the Drug Free Workplace Act and are subject to random drug testing.

### **III. General Work Ethics and Human Resources Policy**

All District employees have a responsibility to perform their assigned duties, to support the interest of the Monacan Soil and Water Conservation District, and to uphold the public trust in Soil and Water Conservation Districts. They are expected to maintain high standards of ethics, personal conduct and perform their assigned duties in a safe manner.

The Monacan District is an equal opportunity employer. Harassment or misconduct of any kind will not be tolerated.

In order for the Monacan Soil and Water Conservation District to be effective, the employees must be technically competent and demonstrate professional integrity.

### **IV. Outside Employment and Conflict of Interest**

Outside employment of all established position employees shall be reviewed and may be approved by the Personnel Committee prior to accepting the outside employment position. This information will be reviewed annually, see attached form. If the Board feels that the

January 2025

CODE OF ETHICS  
AND  
STANDARDS OF CONDUCT  
FOR MEMBERS OF  
THE GOOCHLAND COUNTY BOARD OF SUPERVISORS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of that office demands the highest levels of ethical and moral conduct, any person serving on the Goochland County Board of Supervisors should adhere to this Code of Ethics.

Recognizing that persons holding a position of public trust are under constant observation by the media and interested county residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, any person serving on the Goochland County Board of Supervisors should adhere to these Standards of Conduct.

However, Board members retain their civil rights as citizens, including their rights to express opinions about and support for policies, organizations, and political parties, candidates, and campaigns. Disagreement with a Board member's policy or political positions does not constitute a violation of the standards stated in this document.

CODE OF ETHICS

Every member of the Goochland County Board of Supervisors should adhere to this Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and Virginia and never knowingly be a party to their evasion.
2. Put loyalty to the highest moral principles and to the county as a whole above loyalty to individuals, districts, or particular groups.
3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; give earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Adopt policies and programs that support the rights of Goochland County citizens and do not tolerate discrimination.
6. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, any gifts, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. In addition, each member shall comply with all applicable provisions of the State and Local Government Conflict of Interests Act, including

Code of Ethics and Standards of Conduct

those provisions that regulate the solicitation and acceptance of gifts, money or other things of value for services performed within the scope of the member's official duties.

7. Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on public duty.
8. Engage in no business with the county government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of government duties except as may be consistent with the conflict of interests statutes in the Virginia Code.
9. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
10. Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed meetings only to deal with sensitive personnel, legal matters, contractual matters or as otherwise provided by the Code of Virginia.
12. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues, citizens or personnel, impugning their integrity or vilifying their personal beliefs.
13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
14. If requested by any member of the Board of Supervisors, review orally and in public session at the annual organizational meeting each of these principles. -
15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

### STANDARDS OF CONDUCT

Every member of the Goochland County Board of Supervisors should adhere to these Standards of Conduct:

1. In responding to questions, from the media or citizens, Board members should remind the listener that they are not speaking for the entire Board, clarify their position on a particular item, and make "no public comment" on closed meeting matters in reference to individuals, real estate, and other areas addressed pursuant to Virginia Code Sec. 2.2-3711.
2. Remember that personnel matters are to remain confidential and that it is the obligation of the Board and its membership to protect the privacy of the individual.
3. Focus on issues and avoid making public comments about individuals, staff members, fellow Board members, community residents or media representatives.

4. Ensure that e-mails on matters of public business before the Board which are sent to more than one member shall be sent to all other Board members.
5. Avoid during public meetings and during the performance of public duties the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens, or personnel.
6. Pay all taxes due to the county, state, or national government.
7. Attend all regularly scheduled meetings of the Board or committees to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
8. Avoid a private lifestyle that casts public doubt upon the integrity and competence of the county government.
9. Make a conscientious effort to be well prepared for each meeting.
10. Offer criticism of colleagues or county employees only in private meetings with appropriate individuals or in closed meeting.
11. Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
12. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.
13. Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
14. Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.
15. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

If a Goochland County resident makes a complaint that a Board member has violated the Code of Ethics and/or Standards of Conduct, then the following procedure shall be followed:

- A. The Clerk shall forward the complaint to all Board members and the County Attorney.
- B. The County Attorney shall review the complaint and determine if it is a valid complaint; a valid complaint is one from a resident which alleges conduct that may constitute a violation of the Code of Ethics or Standards of Conduct.
- C. The County Attorney will report his/her determination and the grounds therefor to the Board. If the County Attorney determines that it is not a valid complaint, then the County Attorney will notify the complainant and no further action will be taken.
- D. The accused member shall then be given a reasonable period of time to respond in writing to the allegations, and his/her response shall be forwarded to all Board members.

- E. The Board and the County Administrator and/or County Attorney, if needed, may meet to discuss the allegations and the member's response.
- F. At a public meeting, the Chair shall poll each member, except the alleged violator, regarding whether a violation occurred. If a majority of the Board members find that a violation has occurred, then the Board, by motion, shall take appropriate action with respect to that violation.
- G. The Chair shall direct the County Administrator to draft a response to inform the complainant of the Board's disposition.

If the Chair is the alleged violator, the Vice-Chair shall carry out the Chair's duties, as outlined above.

Adopted	March 7, 2000
Amended	January 6, 2009
Amended	January 13, 2009
Amended	January 5, 2010
Amended	January 4, 2011
Amended	January 3, 2012
Adopted	January 2, 2013
Adopted	January 7, 2014
Adopted	January 6, 2015
Adopted	January 5, 2016
Adopted	January 3, 2017
Amended	January 3, 2018
Amended	January 2, 2019
Adopted	January 7, 2020
Adopted	January 5, 2021
Adopted	January 19, 2022
Adopted	January 3, 2023
Amended	January 2, 2024
Adopted	January 21, 2025

**ADMINISTRATION & OPERATIONS**

- **Return of Funds:** I have submitted invoice requests to Central Office; invoices should be sent to Districts shortly.
- **FY26 1<sup>st</sup> Quarter CS/TA Letters:** will go out Aug 29. Please have obligations in CAS by Aug 22.
- **SPDA Verification:** reminder to complete this quarterly.
- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. Most directors took this in 2023 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov> Each module is specific to your role so select “Local elected officials or EDAs/IDAs” to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. Let both your SWCD administrative staff and your local jurisdiction’s clerk know your completion date.
- **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**

- **Clean Water Farm Award:** nominations for Local and Grand Basin awards are due Oct 1<sup>st</sup>. 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. Please let me know when your district would like to conduct these.
  - **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.
- **Admin Cost Share Case File Audits FY24 & 25:** are now conducted biennial and occur in the same year as financial audits. Districts receiving a financial audit this year, I will reach out to set up Admin Audits.

**DCR-DSWC NEWS: STAFFING UPDATES AND VACATIONS**

- **Jennifer Ciminelli, Data Services Manager:** [jennifer.ciminelli@dcr.virginia.gov](mailto:jennifer.ciminelli@dcr.virginia.gov); Work Phone: 804-845-2189.
- **Sara Bottenfield** will be on vacation from July 28- Aug. 8
- **Jen Edwards** will be on vacation from Aug 11-Aug 29

**DATES TO REMEMBER**

**AUGUST**

Aug 19-21 – VACDE Training, Graves Mountain Lodge

**SEPTEMBER**

Sept 25 – Basic Ag Training

Sept 30 – Deadline for End of Lifespan Verifications

**OCTOBER**

Oct 1 – CWFA Local and Basin due to DCR

Oct 7 – Virtual Grant Training: Developing a Budget 9am

Oct 15-16 – VA Resource Training, Online

**DECEMBER**

Dec 7-9 – VASWCD Annual Meeting, Williamsburg

Dec 10 – VSWCB Meeting, Williamsburg

*Sent electronically to SWCD offices: 8/4/2025*

**Keith Burgess**

August 2025

Activities

*Information Technology (IT) computer system updates with contractor, email changes*  
*Agronomy 101 Session planning for VACDE summer training, staff is assisting*  
*Discussions with directors, council, and DCR related to district operations*  
*DCR Engineering Job Approval Authority review*  
*Attended Virginia Agricultural Expo, multiple discussions with partner agencies to better serve*  
*agricultural producers within Monacan SWCD and statewide*  
*Assisted staff with engineering design and review*

Training

*Conservation Application System Training - DCR*  
*Developing Engineering drawings using Adobe Acrobat - DCR*

Technical Assistance

Ronnie Nuckols (G) – VACS and livestock water system  
Gary Hodges (G) – corn nitrogen management  
Forrest Moore (G) – geotextile fabric, general farm management  
Kaz Mock (P) – farm site visit, conservation practices for small farm operation  
Lynn Zacharias (G) – VCAP  
Gene Hertzler (P) – livestock water system trouble shooting

Upcoming Events

August

12 CBF & JRA Mussel & Buffer program @ Goochland Ag Center

Upcoming Staff Activities

Service current VACS contracts, process VACS applications  
Annual report  
VACDE summer training for all swcd employees – August 19-21

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

Other Updates

## Colton Sullivan August 2025

### Activities

- Ronnie Nuckols SL7 Development, Site visits and engineering
- Training with Maddie
- Jones Stream Exclusion Practice Installation, well drilling
- Producer Meeting Planning, Breakfast meeting on September 19th
- Data entry and contacts for PY26 cover crop applications
- PY 26 Program Planning
- Ralph Campbell site visit, VACS Interest
- EJAA Review for 2025
- Beverly Thurston site visit, VACS Interest

### Training Attended

- CAS Virtual Training
- Engineering Adobe Training

### Scheduled Training

- VNRLI Program

### Technical Assistance

- Hertzler Water System Issues

### Meetings Attended

### Calendar

- September 19<sup>th</sup> 9-11am Producer Outreach Event

Lissy Hamilton  
August Report

Monthly tasks

Payroll

Payroll liabilities

Payables

Bank reconciliations

Board packets

Filing

Facebook updates

Other

Public Deposit Verification

## PY26 Staff Report – August 2025

Maddie Wiley

### Activities:

- VACS & VCAP field visits w/ Colton & Keith
- CAS data entry
- Graves Mountain Ag101 training prep
- Promotional product research & design
- Outreach event planning & prep
- Envirothon outreach

### Trainings:

- Agriculture in the Classroom; Traveling Workshop around Goochland/Powhatan
- Adobe Engineering Webinar w/ Raleigh
- CAS Updates Training

### Meetings/Events:

- TJSWCD Board Meeting
- James River Association Paddle Trip
- JRA & CBA Mussel & Buffer Symposium

### Upcoming Trainings/Events:

- Graves Mountain Trainings (August 19-21)
- Conservation over Coffee (PY26 Outreach Event) on September 19th, 2025 at the County Seat in Powhatan from 9am – 11am!



## AMELIA SERVICE CENTER REPORT Monacan SWCD Board Meeting August 2025

### Office Updates:

We have obligated 5 new contracts and are working on number 6. (3 EQIP, 3 CSP.)

All travel and training are still on hold. National trainings have been cancelled.

Amelia office has five CSP contracts up for renewal this year, all renewal applications have been received and are in the planning process.

The James River Association buffer stewardship interns are finishing on August 14<sup>th</sup>.

We have worked with FSA on the CRP and CREP application deadline, which was June 6<sup>th</sup>. We have three re-enrollment applications and one new enrollment. Many participants opted out due to management difficulties.

- **Environmental Quality Incentives Program (EQIP)**
  - 25 active EQIP contracts
- **Conservation Stewardship Program (CSP)**
  - 26 active CSP Classic contracts
  - 2 active CSP-GCI contracts
- **Applications:**
  - 2025:
    - CSP – 10 remaining unfunded/for deferral
    - EQIP – 15 remaining unfunded/for deferral
  - 2026:
    - CSP Renewals – 5 received
    - EQIP – 4 new received so far; 4 interested field visits

### Upcoming Events/Deadlines

- August 22<sup>nd</sup> – 100% Obligation Deadline, all programs
- August 23<sup>rd</sup>-30<sup>th</sup> – Tara will be out of the office in vacation
- September 19<sup>th</sup> – CSP Renewal Assessment Completed; CRP and CREP new/re-enrollment conservation plans due to FSA
- October 10<sup>th</sup> – 2026 Application Deadline for all programs

### Earth Team Volunteer Program

- We are not accepting Earth Team volunteers at this time.

### VA NRCS Operational/Personnel Changes

- Tammy Bonner, Orange County CED, is Acting in Louisa.
- Charlie Ivins remains Acting as ASTC-FO for Area 3.
- John Womack is now Acting as ASTC-FO for Area 1.

Submitted By Tara Ciavarella, District Conservationist