

Monacan Soil and Water Conservation District
November 17, 2025
Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

- A. Call to Order - 9:00 AM
 - 1. Directors present – John Kochensparger (Chair), Sebastian Volcker (V. Chair), Kate Anderson, Matt Dabney, Sandy Brindley, Skye Brickhouse (VCE)
 - 2. Associate Directors present – Dan Jones, John Few (VCE)
 - 3. Staff present – Keith Burgess (District Manager), Lissy Hamilton (Office Administrator), Colton Sullivan (Ag Conservationist), Maddie Wiley (Conservation Technician)
 - 4. Others – Tara Ciavarella (NRCS), Denney Collins (DCR), Hailey Crawford (Goochland)
 - 5. Not present – Ken Carter
- B. Pledge of Allegiance
- C. Public Comment Period
- D. Minutes
 - 1. **October 16, 2025 - Regular Meeting* - Motion to approve made by Sebastian. Seconded by Kate. No discussion, the motion carried.**
- E. Treasurer's Report
 - 1. **Monthly Report - Motion to approve made by Sebastian. Seconded by Sandy. There was no discussion. The motion carried.**
- F. Chairman's Report
 - 1. DCR Staff contacts & CDC assignments*
- G. Director/Associate Director Reports
 - 1. Skye – Good to be back, a little under the weather.
 - 2. John Few – Good
 - 3. Matt – nothing new to report
 - 4. Kate – Turkeys leave this week
 - 5. Dan – Just wanted to thank staff, Maddie and Keith and Sandy, and say that the event was wonderful
 - 6. Sebastian – Received a note from a constituent about concerns about rezoning and they also wanted the district to inform citizens about the dangers of nuclear plants. Sebastian let them know this is out of the districts purview.
 - 7. Sandy – nothing to report
 - 8. John Kochensparger – Agreed with Dan about the event.
- H. Liaison Reports
 - 1. Goochland – West Creek Commerce and the Amazon delivery center projects are very close to approval.
 - 2. Powhatan

I. Committee Reports

1. Agricultural Committee/Business – see agenda

a. Conservation Plan – CP #38-26-0004 – Kate motioned to approve on behalf of the Ag Committee. The motion carried.

b. VACS Contract Approvals – Kate motioned to approve the following contracts on behalf of the Ag Committee. The motion carried.

1.	38-26-0026	NM-1A	\$1,266.44
2.	38-26-0025	SL-8B	\$63,322.00
3.	38-26-0030	SL-1	\$1,888.44
		Tax credit:	\$119.12
4.	38-26-0035	SL-8B	\$1,397.00

J. Old Business

1. Recognition Dinner – Sandy presented. She noted that staff spent a considerable amount of time on prepping for the event. Lee Ware was the keynote speaker. Keith, Colton, Dan and Sebastian introduced the people being recognized. There was one Goochland Board of Supervisor in attendance which was Neil Spoonhower. Three school board members attended. Both County Administrators and multiple deputy administrators attended. Members of Powhatan Planning Commission attended. Multiple higher up DCR staff attended, including Denney. After meeting with staff, she recommends doing this bi-annually if the district decides to continue.

K. Unfinished Business

1. Gift Card Policy – Keith presented. Matt asked about gift cards as drawing prizes as incentives. He also asked about gift cards donated as prizes.
2. VASWCD Annual meeting – Keith and Lissy plan on being there early, so if any has any issues please reach out to them.

L. New Business

1. FY25-26 Goochland Budget & Funding status – Check is in the mail
2. Goochland County Budget – submitted a flat funding request for the current fiscal year
3. Powhatan County Budget – plans on doing the same for Powhatan County. Dan asked if there is any evidence that the Goochland County board has softened their position on funding for the district. Matt, Kate, and Keith answered yes. Sandy stated that the AG instructed that the Board be very involved with the budgeting process.
4. December Ag Committee – John motioned that the board does not have a December meeting *and authority to ag committee have authority for any VACS Approvals*. Kate seconded. There was discussion. Dan asked if that meant that means that the usual December pot lock be in January. It was noted that there needs to be an Ag Committee meeting in December. The motion carried.
5. Electronic Meeting Policy – Keith presented.
6. February meeting – Sebastian motioned for the February meeting to be set for February 23rd. Sandy seconded. The motion carried.

M. DCR Conservation District Coordinator – Denney Collins*

N. Staff Reports & Presentation

1. Keith* - noted that it is year thirty-six for him at the district.
2. Colton*
3. Lissy*
4. Maddie*

O. Reports of Cooperating Agencies

1. VCE – John - Private pesticide applicator recertification is coming up. Farm-to-Table is every Tuesday in March. Looking for Volunteers for the Farm-to-Table. Powhatan water testing results are in. There were two bacteria that were the biggest issues. Skye – he and Cayla are planning on starting a Goochland ELC. GLE has been going well. Powhatan farm day was successful. Cayla is now the Unit Coordinator for the Goochland office. Joann Gergle is retiring in December, so the volunteer coordinator position is now open for applications.
2. NRCS – They came back this past Thursday, waiting for guidance.
3. Capital Region Land Conservancy
 - a. VLCF donation
 - b. Easement referral
4. DOF

P. Upcoming Activities

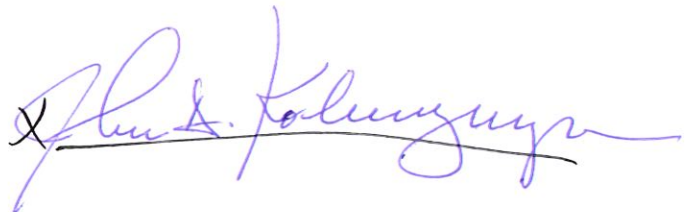
Adjourn - 10:13 AM

Sincerely Submitted,



Lissy Hamilton
Office Administrator

Approved 1/30/25



Monacan Soil and Water Conservation District may audio record meetings for the purpose of composing meeting minutes.

Monacan Soil and Water Conservation District

November 17, 2025

Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

AGENDA

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Public Comment Period
- D. Minutes**
 - 1. October 16, 2025 Regular Meeting***
- E. Treasurer's Report
 - 1. Monthly Report***
- F. Chairman's Report
 - 1. DCR Staff contacts & CDC assignments*
- G. Director/Associate Director Reports
- H. Liaison Reports
 - 1. Goochland
 - 2. Powhatan
- I. Committee Reports
 - 1. Agricultural Committee/Business
 - a. Conservation Plan Approvals**
 - b. VACS Contract Approvals**
- J. Old Business
 - 1. Recognition Dinner
- K. Unfinished Business
 - 1. Gift Card Policy*
 - 2. VASWCD Annual meeting
- L. New Business
 - 1. FY25-26 Goochland Budget & Funding status
 - 2. Goochland County Budget
 - 3. Powhatan County Budget
- M. DCR Conservation District Coordinator – Denney Collins*

N. Staff Reports & Presentation

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

O. Reports of Cooperating Agencies

1. VCE
2. NRCS
3. Capital Region Land Conservancy
 - a. VLCF donation
 - b. Easement referral
4. DOF

P. Upcoming Activities

Adjourn

- Please submit travel reimbursement forms monthly.

Items in bold require a vote.

* refer to supporting information/attachments

Monacan Soil and Water Conservation District may audio record meetings for the purpose of composing meeting minutes.

Monacan Soil and Water Conservation District
October 20, 2025
Goochland Agricultural Center
Central High School, 2748 Dogtown Rd
Goochland, VA

- A. Call to Order – 9:00
 - 1. Directors present – John Kochensparger (Chairman), Sebastian Volcker (Vice Chair), Kate Anderson, Matt Dabney, Sandy Brindley
 - 2. Associate Directors present – Ken Carter, Dan Jones
 - 3. Staff present – Keith Burgess (District Manager), Lissy Hamilton (Office Administrator), Colton Sullivan (Conservation Specialist), Maddie Wiley (Ag Conservationist)
 - 4. Others – Denney Collins (DCR), Hailey Crawford (Goochland County)
 - 5. Not present – Skye Brickhouse (VCE Director), John Few (VCE Associate Director)
- B. Pledge of Allegiance – lead by John
- C. Public Comment Period - none
- D. **Minutes**
 - 1. **September 15, 2025 Regular Meeting – see attached – Sebastian motioned to approve. Kate seconded the motion. There was no discussion. The motion carried.**
- E. Treasurer's Report
 - 1. **Monthly Report – Sebastian motioned to accept the treasurer's report as presented. Matt seconded. There was no discussion. The motion carried.**
- F. Chairman's Report
- G. Director/Associate Director Reports
 - 1. Dan – Glad to be here.
 - 2. Kate – Louisa Agricultural and Forestry District to preserve rural character, Goochland county is in discussions of one as well.
 - 3. Sandy – Working on upcoming event, attended VCE volunteer appreciation event in Powhatan
 - 4. John – Thanked staff on successful outreach event. Attended the Goochland VCE volunteer appreciation event in Goochland.
- H. Liaison Reports
 - 1. Goochland
 - a. Goochland Agricultural Report*
 - b. Liaison Report – Hailey Crawford – New warehouse project in West Creek has begun.
 - 2. Powhatan – none

- I. Committee Reports
 - 1. Agricultural Committee/Business
 - a. **Conservation Plan Approvals – Kate motioned to approve. Matt seconded the motion. There was no discussion, the motion carried.**
 - b. **VACS Contract Approvals – Kate motioned to approve. Sebastian seconded. There was no discussion, the motion carried.**
- J. Unfinished Business
 - 1. Recognition Dinner – Sandy provided updates
- K. New Business
 - 1. Table Sponsor at VASWCD Annual Meeting – Sebastian motioned to approve bronze level sponsorship. Sandy seconded. The motion carried.
 - 2. Gift Card Policy – tabled until next month
- 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
 - 2. NRCS
 - 3. Capital Region Land Conservancy
 - 4. DOF
- O. Upcoming Activities

Adjourn 9:58 AM

- Please submit travel reimbursement forms monthly.

Items in bold require a vote.

* refer to supporting information/attachments

General Information Tabs

W Closed Session Guidance

DRAFT

Monacan Soil & Water Conservation District
Balance Sheet

As of October 31, 2025

Oct 31, 25

Checking/Savings	
General Operations Account	31,918.23
Chesapeake Bay VACS CS Account	475,635.93
1252 LGIP Land Stewardship	2,602.97
1188 LGIP General Operations	545,855.10
1150 LGIP Short Term Cont.	246,311.13
1149 LGIP Vehicle Replacement	91,756.04
1148 LGIP Employee Leave	82,599.86
1147 LGIP Marketing & Outreach	12,835.74
Total Checking/Savings	<u>1,489,515.00</u>

Accepted: _____
Date

John Kochensparger, Chair

3:57 PM

11/03/25

Monacan Soil & Water Conservation District
Reconciliation Summary
General Operations Account, Period Ending 10/31/2025

	<u>Oct 31, 25</u>
Beginning Balance	66,755.87
Cleared Transactions	
Checks and Payments - 26 ite...	-61,367.59
Deposits and Credits - 13 items	30,067.91
Total Cleared Transactions	<u>-31,299.68</u>
Cleared Balance	<u>35,456.19</u>
Uncleared Transactions	
Checks and Payments - 4 Items	<u>-3,537.96</u>
Total Uncleared Transactions	<u>-3,537.96</u>
Register Balance as of 10/31/2025	<u>31,918.23</u>
Ending Balance	<u>31,918.23</u>

10:30 AM

11/03/25

Monacan Soil & Water Conservation District
Reconciliation Summary
Chesapeake Bay VACS CS Account, Period Ending 10/31/2025

	<u>Oct 31, 25</u>
Beginning Balance	830,500.20
Cleared Transactions	
Checks and Payments - 2 ite...	-354,868.99
Deposits and Credits - 1 item	4.72
	<u>-354,864.27</u>
Total Cleared Transactions	
Cleared Balance	<u>475,635.93</u>
Register Balance as of 10/31/2025	475,635.93
Ending Balance	475,635.93

10:35 AM

11/06/25

Monacan Soil & Water Conservation District Reconciliation Detail

1252 LGIP Land Stewardship, Period Ending 10/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,593.65
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2025			X	9.32	9.32
Total Deposits and Credits					9.32	9.32
Total Cleared Transactions					9.32	9.32
Cleared Balance					9.32	2,602.97
Register Balance as of 10/31/2025					9.32	2,602.97
Ending Balance					9.32	2,602.97

10:38 AM

11/06/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1188 LGIP General Operations, Period Ending 10/31/2025

	Oct 31, 25
Beginning Balance	551,893.74
Cleared Transactions	
Checks and Payments - 1 it...	-8,000.00
Deposits and Credits - 1 item	1,961.36
Total Cleared Transactions	<u>-6,038.64</u>
Cleared Balance	<u>545,855.10</u>
Register Balance as of 10/31/2025	545,855.10
Ending Balance	545,855.10

10:51 AM

11/06/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1150 LGIP Short Term Cont., Period Ending 10/31/2025

	<u>Oct 31, 25</u>
Beginning Balance	245,428.18
Cleared Transactions	
Deposits and Credits - 1 item	<u>882.95</u>
Total Cleared Transactions	<u>882.95</u>
Cleared Balance	<u>246,311.13</u>
Register Balance as of 10/31/2025	246,311.13
Ending Balance	246,311.13

10:45 AM

11/06/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1149 LGIP Vehicle Replacement, Period Ending 10/31/2025

	<u>Oct 31, 25</u>
Beginning Balance	91,427.15
Cleared Transactions	
Deposits and Credits - 1 item	<u>328.89</u>
Total Cleared Transactions	<u>328.89</u>
Cleared Balance	<u>91,756.04</u>
Register Balance as of 10/31/2025	91,756.04
Ending Balance	91,756.04

10:43 AM

11/06/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1148 LGIP Employee Leave, Period Ending 10/31/2025

	<u>Oct 31, 25</u>
Beginning Balance	82,303.76
Cleared Transactions	
Deposits and Credits - 1 item	<u>296.10</u>
Total Cleared Transactions	<u>296.10</u>
Cleared Balance	<u>82,599.86</u>
Register Balance as of 10/31/2025	82,599.86
Ending Balance	82,599.86

10:39 AM

11/06/25

Monacan Soil & Water Conservation District
Reconciliation Summary
1147 LGIP Marketing & Outreach, Period Ending 10/31/2025

	<u>Oct 31, 25</u>
Beginning Balance	12,789.74
Cleared Transactions	
Deposits and Credits - 1 item	<u>46.00</u>
Total Cleared Transactions	46.00
Cleared Balance	<u>12,835.74</u>
Register Balance as of 10/31/2025	12,835.74
Ending Balance	12,835.74

9:53 AM

11/07/25

Cash Basis

Monacan Soil & Water Conservation District
Profit & Loss
 July through October 2025

	Jul - Oct 25
Income	
LOCAL - POWHATAN	12,500.00
MSWCD INCOME	
Gifts/Refunds	9,243.54
Interest Income	2.76
LGIP Gen Op Interest	2,716.12
LGIP Interest	9,708.77
Total MSWCD INCOME	21,671.19
STATE	
VACS 26 Add'l TA	52,117.51
Operation Funds	127,644.50
VACS 25 Add'l TA	0.00
VACS Base TA Funds	121,504.00
Total STATE	301,266.01
State Cost-Share Funds	
VACS 26	400,903.90
State Cost-Share Funds - Other	17.13
Total State Cost-Share Funds	400,921.03
Total Income	736,358.23
Gross Profit	736,358.23
Expense	
Monacan SWCD	
Payroll Expenses	
District Mgr.	48,529.59
Conservation Spec.	28,024.72
Conservation Technician	6,878.16
Ag Conservationist	2,350.85
Dist Mgr/Cons Spec	0.00
Office Administrator	26,146.91
Payroll Tax Expense	6,095.78
Unemployment Tax Exp	100.00
Payroll Expenses - Other	10,455.99
Total Payroll Expenses	128,582.00
interest/service fee	35.00
Total Monacan SWCD	128,617.00
State Cost Share Paid	
VACS 22 Paid	100,159.26
VACS 23 to 22 Transfer	74,240.31
VACS 24 Paid	84,251.15
VACS 25 Paid	99,928.75
Total State Cost Share Paid	358,579.47
STATE EXP	
Ag Tech Exp	729.21
Conservation Spec. Exp. (CS)	2,433.35
District Mgr.Exp.	776.31
Office Admin. Exp.	1,259.87

9:53 AM

11/07/25

Cash Basis

Monacan Soil & Water Conservation District
Profit & Loss
July through October 2025

	<u>Jul - Oct 25</u>
Operations	
Gen Office & Op Expenses	
Office Equipment	434.23
Wire Fee	68.00
Vehicle Maint./Repairs	68.30
Vehicle insurance	473.00
Supplies	162.79
Rent	2,750.00
Insurance - office	130.00
Directors - technology	4,709.70
Directors	2,164.22
Gen Office & Op Expenses - Other	<u>1,710.71</u>
Total Gen Office & Op Expenses	12,670.95
Information and Technology	
IT Support	1,875.00
Server/IT Equipment	129.99
Telephone/Communication	
Cell Service	487.61
Phone & Internet	<u>1,827.99</u>
Total Telephone/Communication	2,315.60
Copier Lease + Copies	118.00
Computer Software	<u>1,298.23</u>
Total Information and Technology	5,736.82
Education/Outreach Programs	
VACS Outreach	4,364.38
Public/ Govt Relations	68.79
Awards Program/Picnic	3,447.36
Education/Outreach Programs - O...	<u>243.85</u>
Total Education/Outreach Programs	8,124.38
Computer/copier mt	623.29
Dues - VASWCD	3,842.00
Scholarships - YCC	<u>0.00</u>
Total Operations	30,997.44
VACS TA Funds Return	<u>12,440.95</u>
Total STATE EXP	48,637.13
Total Expense	<u>535,833.60</u>
Net Income	<u><u>200,524.63</u></u>

Virginia Department of Conservation and Recreation (11-1-25)
Division of Soil and Water Conservation Staff and Conservation District Coordinator Assignments

ABINGDON R.O.

Lorie Stevens

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Abingdon, VA 24210
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Big Sandy Lonesome Pine
Clinch Valley Scott County
Daniel Boone Tazewell

RADFORD R.O.

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Radford, VA 24141

Stacy Horton

C: 540-553-1945

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Blue Ridge Mountain Castles
Patrick Peaks of Otter
Pittsylvania

Becky Hubble

C: 804-997-5069

becky.hubble@dcr.virginia.gov

Big Walker New River
Evergreen Skyline
Holston River

RICHMOND R.O.

Denney Collins

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Halifax Peter Francisco
Henricopolis Piedmont
Monacan Southside

STAUNTON R.O.

Tad Williams

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Headwaters Robert E. Lee
Mountain Shen. Valley
Natural Bridge

SUFFOLK R.O.

VACANT

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Appomattox River Lake Country
Chowan Basin Peanut
Eastern Shore Virginia Dare
James River

TAPPAHANNOCK R.O.

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Colonial Three Rivers
Hanover-Caroline Tidewater
Northern Neck Tri-County/City

WARRENTON R.O.

Debbie Cross

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Culpeper Northern Virginia
John Marshall Prince William
Lord Fairfax Thomas Jefferson
Loudoun

RICHMOND CENTRAL OFFICE:

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Darryl Glover

DCR Deputy Director
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Dr. Angela White Ball (Abingdon R.O.)

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Gift Card Policy

Draft 11-14-25

Overview

The purpose of this policy is to establish clear guidelines for the purchase, distribution, and accounting of gift cards by Monacan SWCD to ensure compliance with state and federal regulations regarding the use of public funds.

Other considerations should be evaluated prior to giving gift cards, such as:

- Reimbursement of expenses associated with programs
- COIA and Ethics
- Recipient restrictions based on recipient's employer policies

Policy

Gift cards (defined as any prepaid card, certificate, or electronic code redeemable for goods, services, or cash value) are considered a cash equivalent and will be handled with the same level of security and accountability as cash.

Gift cards may be used for:

1. Public Outreach, Education, or Event Participation as incentives or door prizes for community education programs or public events that advance the District's mission
Ex. – A gift card given to a coach of a district Envirothon team.
2. Volunteer Appreciation – to acknowledge significant volunteer contributions to District programs or activities.

Gift cards shall **not** be used for:

1. Personal gifts, celebrations, or holidays
2. Compensation or bonuses in lieu of wages
3. Board member appreciation or compensation
4. Alcohol, tobacco, or any other non-permissible purchase under state or local law.

All gift card purchases require a completed Gift Card Request Form including purpose, quantity, value, and distribution plan and must be approved by the District Manager, Finance Committee Chair, or the Chairman of the Board. The Gift Card Request forms will be kept in a designated file according to

appropriate retention schedules. Lost cards must be reported to the District Manager immediately.

Gift Card Request Form

Date of Request: _____ Requested by: _____

Purpose/Event: _____

Number of Gift Cards: _____ Type/Store: _____

Recipient Name(s)	Value
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Value: _____

Board Approval Date: _____

Please provide a receipt and a photocopy of the gift card to the District Manager/Treasurer once purchased.

Monacan Soil and Water Conservation District

Electronic Meetings

Draft 11-10-2025

The following policy and procedures are intended to allow the Monacan Soil and Water Conservation District (Monacan) Board of Directors, Associate Directors, and committee members to allow electronic participation in meetings under the Code of Virginia. References to Electronic Meetings under the Virginia Freedom of Information (FOIA) include but may not be limited to § 2.2-3701, § 2.2-3708.3, and § 2.2-3708.2 as of July 2025.

Monacan will annually review the policy for compliance with the Code of Virginia and the Virginia Freedom of Information Act. This policy was adopted in reference to the most recent FOIA – Electronic Meetings Guide (updated July 2025).

Definitions (§ 2.2-3701)

The definitions included below are specifically relevant to meetings conducted using electronic communications, but keep in mind that the other definitions in § 2.2-3701 also apply to electronic meetings as appropriate.

The definition of "electronic communication" was amended in 2018 and subsequently is applicable to all of the types of electronic participation allowed under §§ 2.2-3708.2 and 2.2-3708.3:

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

This definition is meant to be broad enough to include all of the different types of technology that might be used for electronic communication, whether audio-only (such as telephone or radio technology), visual-only (such as text messaging or email), or both (such as television and many online virtual meeting platforms).

The following two definitions are effective as of September 1, 2022. These definitions distinguish between meetings where a public body has assembled a quorum in one physical location, but one or more members is participating by electronic communication and meetings where there is no quorum physically assembled in one location and all of the members are participating using electronic communication:

"All-virtual public meeting" means a public meeting (i) conducted by a public body, other than those excepted pursuant to subsection C of § 2.2-3708.3, using electronic communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and
(iii) to which public access is provided through electronic communication means.

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a

quorum of the public body is otherwise physically assembled.

The definition of "public body" includes, among other entities, "any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body."

Note: Member participation and monitoring meetings electronically

So long as all of the appropriate procedural requirements are met, a member participating in a meeting using electronic communication may participate in discussions, make motions, vote, join in closed meetings, and otherwise participate fully as if such member was physically present. If the procedural requirements are not met, however, then the member may only monitor the meeting (i.e., listen or watch, depending on the technology used) and cannot otherwise participate.

If a member is monitoring a meeting but not participating, as a matter of best practices, it is suggested that the chair of the public body make a statement to inform the public and the other members, such as:

"Please observe that [*member name*] could not attend today's meeting, but is [*listening/watching*] the meeting [*by speakerphone, videoconference, or whatever electronic communication means is being utilized*]. However, [*member name*] is only monitoring the meeting. [*He/she*] is not counted as present and cannot make motions, vote, or otherwise participate."

I. Remote participation and all-virtual public meetings (§ 2.2-3708.3)

A. Policy

All Virtual Public Meetings

Monacan will conduct no all-virtual public meetings without revisions to this policy.

Remote Participation

It is the policy of the Monacan Soil and Water Conservation District and its committees that individual Board of Director members, Associate Directors, and respective committee members may participate in meetings of the Monacan Soil and Water Conservation District by electronic communication as permitted by § 2.2-3708.3 of the Code of Virginia.

- A. A Board member may participate in a Board meeting through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B below:
 - 1. On or before the day of a meeting, a member of the Board notifies the Chair that will that the member is unable to attend the meeting due to an emergency or personal matter and identifies the nature of the emergency or personal matter, and upon

receiving the request and qualifying information, the Chair approves the request. The member may notify staff to make the request and staff then notifies the chair (since the chair must be notified of requests for remote participation, but as a practical matter, most public bodies rely on staff to make the technical arrangements for members to participate remotely); However, any member of the Board may challenge the Chair's decision and request a roll-call vote on the approval of the member's request as the first order of business.

If the member's participation from a remote location is disapproved by the Board because such participation would violate the policy contained in subsection B of this Rule, the disapproval shall be recorded in the minutes with specificity.

If a member participates remotely, the Board must record in its minutes the member participating remotely, the nature of the emergency or personal matter, and the remote location from which the member participated.

Remote participation by a Board member for an emergency or personal matter is limited each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is greater.

2. If a member of the Board notifies the Chair that the member is unable to attend a meeting due to (i) a temporary or permanent disability or other medical condition, or (ii) a family member's medical condition that requires the member to provide care for such family member or (iii) the member is a caregiver who must provide care for a person with a disability at the time of the public meeting that prevents the member's physical attendance. The Board must record this fact and the remote location from which the member participated in its minutes.

B. Participation by a Board member as authorized under subsection A shall occur only under the following conditions:

1. The Board adopts this written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this Rule. The policy shall be applied strictly and uniformly, without exception, to the entire membership of the Board and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the Board is physically assembled at the primary meeting location. For purposes of determining whether a quorum is physically assembled, a remotely participating member counts toward the quorum if the member is participating remotely either because they are (i) a person with a disability, or (ii) a caregiver for a person with a disability; and
3. The Board arranges for the voice of the member participating remotely to be heard at the primary meeting location.

Appendix

Electronic Meetings under the Virginia Freedom of Information Act, FOIA – Electronic Meetings Guide,
Updated July 2025

COST SHARE AND TECHNICAL ASSISTANCE

- **IT Security Training:** deadline December 15, 2025, for all users of Conservation Application Suite. To access the training <https://training.knowbe4.com/ui/users/login>. Users received an email from Carl Thiel-Goin with instructions on 10/28 with log in details. Follow these instructions carefully. If you began employment with the District in calendar year 2025 and took the training, you are exempt from taking it again in 2025.
- **VA Tax Credit Reminder:** The 'Technical Certification Date' and the 'Tax Credit Certification Signature Date' must be within the same calendar year for the tax credit to be valid. Some District Boards do not meet in December so if you anticipate projects being completed late in the year that will need tax credit approval, **your Board may want to give delegated authority to an available Director to handle tax credit approvals and signatures through the end of the year.** If a producer requests tax credit that will not be approved until a January Board meeting the 'Technical Certification Date' and 'Tax Credit Certification Signature Date' will both need to be in 2026, and the tax credit will not be eligible for redemption until 2026 taxes are filed. The recording of the Tax Credit training session held 11/8/24 is available in CAS on the Forms page.
- **CCI Enrollment or Re-enrollment:** This is the time of year to be preparing and approving any CCI eligible BMPs or existing CCI practices coming out of lifespan on December 31, 2025. Taking sign up and certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2026, as soon as the current lifespan ends. In CAS it is critical that the 'Technical Certification Date' on the General tab reflect technical certification by the end of this calendar year to avoid a break in lifespan.
- **Remember to use the Related Instances function in CAS** when a CCI practices follows an expired VACS BMP. More credit is given for a CCI linked to a functioning VACS BMP vs. a standalone CCI BMP.

ADMINISTRATION & OPERATIONS

- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. <https://ethicswebinar.dls.virginia.gov> select “Local elected officials or EDAs/IDAs”. 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.
- **Freedom of Information Act (FOIA) Training for Directors:** The Code of VA requires once every two years locally elected officials to take FOIA training. It is recommended that you take a screen shot of the completion message once you finish the training. <https://foiacouncil.dls.virginia.gov/training.htm>. This is an off year for most directors but check your dates with SWCD Admin staff. Two webinars will also be offered.
 - **Wednesday, November 12, 2025, at 10:00AM and Wednesday, December 3, 2025, at 10:00AM**

DCR Director Matt Wells returned to the private sector November 1, 2025, after four years of service to DCR. Upon his departure, Chief Deputy Director Andrew Smith will serve as Acting Director of DCR.

DATES TO REMEMBER

NOVEMBER

- Nov 1 – Pull Obligation Report
- Nov 4 – State Holiday, offices closed
- Nov 11 – State Holiday, offices closed
- Nov 14 – 2nd Quarter Disbursement Letters
- Nov 26, 27 & 28 – State Holidays, offices closed

DECEMBER

- Dec 7-9 – VASWCD Annual Meeting, Williamsburg
- Dec 10 – VSWCB Meeting, Williamsburg
- Dec 24 – State Holiday, ½ day office closed
- Dec 25-26 – State Holiday, offices closed

JANUARY

- Jan 1 – State Holiday, offices closed

Sent electronically to SWCD offices: 11/5/2025

Keith Burgess

November 2025

Activities

Presented Monacan program to James River Master Naturalist students
Participated in Powhatan MWEE (Meaningful Watershed Education Experience) for 4th grade
Hosted and served on VACS state technical advisory committee (TAC)
Goochland Leadership Enterprise (GLE) presentation
Participated in Monacan recognition and outreach program for community leaders
Discussions with Goochland administration/staff related to Monacan budget
General Monacan SWCD business administration: vendor account mgt, contract mgt

Training

VRS benefits administration: short- and long-term disability benefits, retirement

Technical Assistance

Gail Canada (P) – conservation easements and VACS
Anne Dennis (G) – Goochland land development related to water conservation
Linda Weistroffer (G) – general farm and cattle management

Upcoming Events

VASWCD annual meeting, display preparations
Private pesticide applicators recertification class

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

Colton Sullivan November 2025

Activities

- Ronnie Nuckols SL7 Engineering Packet Development and cost share application
- Recognition Dinner Meeting
- Data entry and contacts for PY26 cover crop applications
- PY 26 Cover Crop Inspections
- FR-1 for spring planting
- 2 more potential SL-1 practices
- Writing NMP's, conservation plans and misc folder work for current SL-1's
- CCI Maintenance practices for the end of the year

Training Attended

- VNRLI Session 1

Scheduled Training

- VNRLI Program November

Technical Assistance

- State Farm water system design

Meetings Attended

Calendar

- VNRLI VA Beach Session Nov 12-14

Lissy Hamilton
November 2025 Report

Monthly tasks

Payroll

Payroll liabilities

Payables

Bank reconciliations

Board packets

Filing

Facebook updates

Other

Annual Report print and pick up

PY26 Staff Report – November 2025

Maddie Wiley

Activities:

- Recognition dinner plan & prep
- CAS data entry & VACS folders
- Cover crop inspections
- Cover crop display and signs
- VCAP resources binder creation
- Envirothon outreach

Trainings:

Meetings/Events:

- Riparian Consortium Buffer Summit – Oct. 21
- Virtual Envirothon Kick-Off – Oct. 28
- Powhatan MWEE – Oct. 28
- 'Excellence in Conservation' Recognition Dinner – Oct. 29

Upcoming Trainings/Events: