

**Meeting Minutes**  
Monacan Soil and Water Conservation District  
**April 15, 2023**  
Goochland Agricultural Center Conference Room  
Central High School, 2748 Dogtown Rd  
Goochland, VA

- A. Call to Order and Roll Call – 9:00 am
  - 1. Directors present – John Kochensparger (chair), Sebastian Volcker, Kate Anderson, Sandy Brindley
  - 2. Associate Directors present – Ken Carter, Dan Jones
  - 3. Staff present – Keith Burgess, District Manager; Colton Sullivan, Ag Conservationist; Lissy Hamilton, Office Administrator
  - 4. Others – Denney Collins (DCR), Tara Ciaravella (NRCS), Matt Dabney
  - 5. Not present – Erin small, VCE
  
- B. Pledge of Allegiance – Led by Dan
  
- C. Public Comment Period - none
  
- D. Approve Minutes – Lissy provided March meeting minutes. Kate Anderson motioned to approve as presented, Sebastian seconded. There was no discussion. The motion carried.
  
- E. Treasurer's Report
  - 1. Monthly Report – Lissy presented. Sebastian motioned to accept as presented. Kate seconded. There was discussion on status of “general operations” LGIP account, which took longer than staff expected to get set up by LGIP. Staff plans on transferring funds next week. Motion to accept treasurer’s report as presented carried.
  
- F. Chairman's Report
  - 1. USDA 2022 Agricultural Statistics county profiles – Keith presented agricultural statistics for both Goochland and Powhatan counties. Keith noted the 28 percent decrease of farmland in Goochland county since 2017. Powhatan’s farmland decreased by four percent.
  - 2. The VCE Extension Agent Participation on SWCD Boards document was reviewed.
  - 3. General Management Letters from VSWCB – This went out to all districts, highlighting some commonly seen issues in past district audits through the state. Denney commented that there will be a fine now for districts who pay sales tax.
  - 4. Director appointments, VCE & At-Large updates – Erin has been approved by the State Soil and Water Board to serve as Director (VCE).
  - 5. State Envirothon Volunteers
  
- G. Director/Associate Director Reports
  - 1. Dan – Rt. 617 continues to be closed due to a culvert washout.
  - 2. Sandy – Attended the Area III meeting and the directors training following.
  - 3. Sebastian – Attended the Area III meeting as well and completed the director’s training. Worked on website maintenance.
  - 4. Ken – provided updates on the Forest Riparian Buffer Report, stakeholders.

5. John – met with Powhatan’s County Administrator, funding request for FY 25 was approved.
- H. Liaison Reports – none present
- I. Committee Reports
1. Agricultural – Kate and Colton presented.
    - a. VACS contract approvals – On behalf of the Agricultural Committee, Kate motioned for the following contracts to be approved. The motion carried.
      - i. Contract #38-24-0027 NM-5N \$6,589.76
      - ii. Contract #38-24-0053 SL-6W \$30,572.40
      - iii. Contract #38-24-0054 NM-5P \$6,589.76
      - iv. Contract #38-24-0055 SL-6W \$58,456.90
    - b. VACS contract approval – Conservation Plan #38-24-0004 – Kate motioned for approval on behalf of the Agricultural Committee. The motion carried.
  2. Personnel Committee – Sandy presented
    - a. Agricultural/Education Conservationist job position update – The personnel committee will meet immediately following this meeting to review applications and select candidates for interviews.
    - b. Committee is working on updates for the Leave Policy
- J. Unfinished Business
1. Strategic Plan update – Keith presented. He met with Sandy and Ken last week to discuss the strategic planning process and next steps. Sandy said she is excited about the process.
- K. New Business - none
- L. DCR Conservation District Coordinator – Denney Collins - previously provided her written report. Important upcoming dates included deadlines for carryovers and FY25 Plan of work, budget, etc.
- M. Staff Reports & Presentation
1. Keith – Attended the Area III spring meeting, conducted 2x2 meetings with directors, and Cover Crop Field day at Tidewater Agricultural Research Station. Provided technical assistance. Reported on upcoming educational events. Keith will attend Goochland Ag Day at Goochland Elementary School later this week.
  2. Colton – Attended pre-bid for 4L Ranch. Provided technical assistance, first VCAP project was completed. Attended Area III meeting. Colton asked that the board to approve funding for Monacan to have a team at the upcoming VASWCD Educational Foundation Golf Tournament. Sebastian motioned to approve the request; Kate seconded. There was discussion about who would be on the team and the cost. It cost \$300 for a foursome to play.  
The motion carried.
  3. Lissy – Attended the Area III meeting. Completed quarterly reports and payables. Worked on promotional items for upcoming events and updating brochures. Assisted Keith with map project for 4<sup>th</sup> graders. Will attend Ag Day with Keith.

N. Reports of Cooperating Agencies

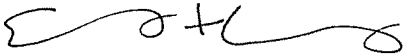
1. VCE – none present.
2. NRCS – Tara presented. Upcoming batch 2 of ACT NOW preapprovals. She reported on EQIP and CSP rankings and pre-approvals.
3. Capital Region Land Conservancy – none present.

O. Upcoming Activities

1. 24-25 budget – April draft, May or June approval – currently waiting on county and state budget figures to continue with drafting budget
2. Earth Day – Powhatan – Sebastian can only set up, John can help with breakdown of display.

Adjourn- 10:48 AM

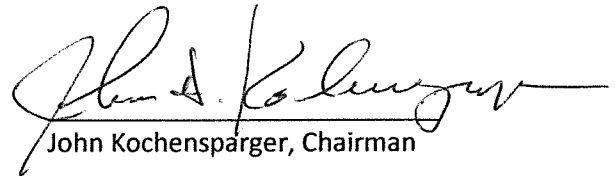
Respectfully submitted,



Lissy Hamilton  
Office Administrator

Approved:

May 20, 2024  
Date



John Kochensparger, Chairman

