

Board of Directors
Meeting Minutes
Monacan Soil and Water Conservation District
January 22, 2023
Central HS Auditorium
Goochland, VA

- A. Call to Order and Roll Call – 9:01 AM
1. Directors present – John Kochensparger, Sebastian Volcker, Sandy Brindley, Kate Anderson
 2. Associate directors present – Ken Carter, Erin Small, Dan Jones
 3. Staff present – Keith Burgess (district manager), Colton Sullivan (ag conservationist), Lissy Hamilton (office administrator)
 4. Others present – Denney Collins (DCR), Tara Ciavarella (NRCS), Emily Langridge (Goochland County), Jonathan Lyle (Goochland County)
- B. Pledge of Allegiance
- C. Officer Elections – The motion to approve the following as officers for the 2024 year was made by Sandy Brindley:
1. Chair: John Kochensparger
 2. Vice Chair: Sebastian Volcker
 3. Secretary: Lissy Hamilton
 4. Treasurer: Lissy Hamilton
 5. Records Retention: Lissy Hamilton
 6. FOIA Officer: Keith Burgess
- The motion to approve the 2024 officers was seconded by Kate Anderson. There was no discussion. The motion carried.
- D. Public Comment Period - none
- E. Approve Minutes – Lissy provided the meeting minutes from last month’s meeting. They had been updated with a grammatical correction that was submitted by Sebastian. Motion to approve the minutes as presented was made by Sebastian. The motion was seconded by Kate Anderson. There was no discussion. The motion carried.
- F. Treasurer's Report – Lissy presented. John requested that the Treasurer’s report be presented page by page for new board members. Lissy went through the report details as requested. She highlighted on quarterly funding received, which included \$45,508.00 in operating funds from DCR, and a total of \$75,282.75 in TA Funding from DCR. The total TA funding received for the quarter includes base TA funding as well as additional TA funding. The district received \$2,700 for end of lifespan verifications. Funding was also received from a DOF grant for some previously completed work at the state farm. There was one VACS payment made, in the amount of \$33,928.02. Motion to accept the Treasurer’s report as presented made by Kate. The motion was seconded by Sebastian. There was no discussion. The motion carried.
- G. Chairman's Report – John presented.

1. At-Large Director position – Keith provided detail. There has been no serious interest in the position yet. Deadline for the application to be submitted to the district should be 30 days before the state Soil & Water Board’s monthly meeting, to allow for board approval. There were discussions of advertising options and potential applicants.
 2. VSU Producer Tour Sponsorship* - Erin presented. This is an opportunity for producers to network and gain experience. Sandy motioned to approve a \$200 sponsorship as requested. Sebastian seconded. The motion carried.
1. Appointment of Committee Chairs – John presented. Appointment of Committee Chairs – Sebastian to chair Finance and Education/Public Relations; Sandy to chair Personnel and Legislative Affairs; and Kate to chair Agriculture.
 2. Appointment of Associate Directors: Dan, Ken and Erin were all reappointed by the chair.

H. Director/Associate Director Reports

1. Sandy – She attended legislative day with Sebastian and Kate. They met with delegates Tom Garret, Lee Ware, Alfonso Lopez, and David Owens. Alfonso Lopez is the Chair for the Agriculture Chesapeake and Natural Resources Committee. They briefly met with Senator Marsden. He is the Chair of the Agriculture, Conservation and Natural Resources Committee. If you’d like to sit on the Legislative or Personnel Committee, please let her know.
2. Ken – Varina Farms, located in the Henricopolis District, was featured in the Richmond Times Dispatch recently. Henrico County recently purchased the property and put it into a preservation easement. Varina Farms used to be owned by a former Henricopolis SWCD Director.
3. Dan – Pleased to see John as chair and pleased to see the former chair, Jonathan Lyle, attending the meeting.
4. Kate – Attended a last-minute meeting at Greenswell Growers. The Landowners of the land where the project was to be located are currently looking at pursuing project without a grant.
5. John – Attended an event with Sandy where they were both introduced to the group as elected soil and water directors. Attended the swearing-in ceremony for Delegate Garrett with Sandy in the House of Delegates Chamber.

- I. Liaison Reports – Goochland County – Emily – Ordinances to be adopted July 1st. Worked with Julie Hamilton from the Army Core of Engineers. The innergov permitting software is scheduled to get an update in the Spring. There may be an upcoming easement presentation. Sandy asked about innergov and if it is open to the public. Emily responded that the program is open to the public since it is a public records source.

J. Committee Reports

1. Education Committee – Sebastian presented. The education committee met prior to today’s board meeting. It is too late in the school year to start advertising for Envirothon in the schools. The committee will work on updating contacts for the schools for next year’s Envirothon. The committee is working on a logo and poster contest.

K. Unfinished Business

1. Policy Reviews
 - a. Well Policy - John would like to have the originating date of the policy and revised dollar

amount to revision dates. Grammatical errors were corrected. Motion to approve with corrections made by Kate. Sebastian seconded. The motion carried.

- b. Education Policy – Sandy motioned to be approved as amended. Sebastian seconded. There was no discussion. The motion carried.
 - c. Nutrient Management Plan Writing* - policy was provided for a review, there were no changes presented.
2. Director FOIA & COIA training – Keith presented. Please provide Lissy with this once completed. Ken commented that applicants for the At-Large position should be aware of the COIA and FOIA requirements.
 3. USDA Grant with Goochland County

L. New Business

1. Board of Directors meeting dates – every third Monday but Jan, Feb, June due to holiday closures. Motion to approve meeting dates for the 2024 calendar year made by Sandy. Motion seconded by Kate.
2. Robert’s Rule of Order – general meeting procedures – Kate motioned to adopt Roberts Rule’s of Order general meeting procedures. Sandy seconded the motion. There was no discussion. The motion carried.
3. VASWCD Directory Update
4. VCAP payment process – Colton presented. John asked about the approximate cost share amount. Colton said it is about seven to seven thousand five hundred. Ken asked where funds would come from. Keith responded that funds will come out of general operating.
5. Email accounts through VASWCD – Staff can provide VASWCD email for directors if requested.

M. DCR Conservation District Coordinator – Denney Collins - Mileage rate increased as of this month. She reported on EJAA deadlines. Keith commented that EJAA requirements are due to other district was not following procedure.

N. Staff Reports & Presentation

1. Keith – Attended VA Crop Production Associations Conference. Attended the ed committee meeting this morning. Goochland County High School Vocational Ag Program.
2. Colton – Needs signatures for part III of the VACS Contracts. Several SL-6’s were completed this month. Attended recent EJAA training.
3. Lissy – Completed end of year taxes and quarterly reports.

O. Reports of Cooperating Agencies

1. VCE – Goochland – Erin reported. She attended a recent conference in Georgia. Went on farm visits with Goochland staff from economic development. Upcoming programs include marketing program with Hanover county, a fencing class at the state farm and producer tours.
2. VCE – Powhatan – None present
3. NRCS – Sick twice last December and missed the last meeting. Will provide acronyms next meeting. Provided program updates, ACT NOW fund pool guidelines. Funds already spent, hopeful more will be picked up later. Pond workshops.
4. Capital Region Land Conservancy
 - a. Booten update

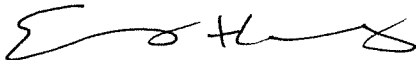
b. Hatcher update – will probably be ready for final review in April.

P. Upcoming Activities

1. New staff job description and hiring – February approval
2. 24-25 budget – April draft, May or June approval
3. Annual Plan of Work workshop session – typically March

Adjourn - 10:18 am

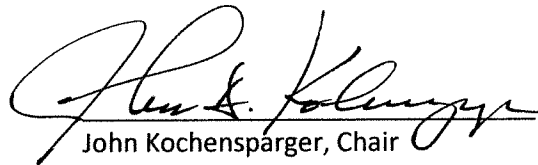
Respectfully submitted,



Lissy Hamilton
Office Administrator

Approved

3/18/24
Date



John Kochensparger, Chair

