

**Board of Directors Meeting Minutes**  
Monacan Soil and Water Conservation District  
July 15, 2024  
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, Kate Anderson, Matt Dabney, Sebastian Volcker, Sandy Brindley
  - 2. Associate directors present – Dan Jones, Ken Carter
  - 3. Staff present – Keith Burgess, District Manager; Colton Sullivan, Conservation Specialist; Lissy Hamilton, Office Administrator
  - 4. Others – Denney Collins(DCR)
  
- B. Pledge of Allegiance
  
- C. Public Comment Period – none
  
- D. Approve Minutes\* - Lissy provided June meeting minutes for approval. Sebastian motioned to approve, Kate seconded. There was no discussion, the motion carried.
  
- E. Treasurer's Report
  - 1. Monthly Report – Lissy presented treasurer’s report. Sebastian motioned to accept as presented, Kate seconded. There was no discussion, the motion carried.
  
- F. Chairman's Report
  - 1. DCR Grant Agreements – John signed the grant agreements today, was previously given signature authority last month.
  
- G. Director/Associate Director Reports
  - 1. Sandy – nothing to report
  - 2. Dan – nothing to report
  - 3. Kate – Its really dry out
  - 4. Ken – nothing
  - 5. Sebastian – nothing
  - 6. Matt – nothing
  - 7. John - nothing
  
- H. Liaison Reports
  - 1. Goochland – Memorandum of Understanding\* - was previously sent out for review. Keith reported that the only change is the length of the MOU agreement. Sebastian moved to approve the Mou as presented. Kate seconded the motion. No discussion. The motion carried.
  
- I. Committee Reports

1. Personnel Committee – Sandy presented.

- a. Agricultural Technician job position update – the previous ag/ed open position has been changed to an ag technician position. This position will be posted.
- b. Pay Structure plan\* - Sandy presented and summarized pay structure plan that was previously approved by the personnel committee. The new pay grade and step system was developed to help with expectations for both current and potential staff as well as directors. There was discussion on what localities and other districts do. Ken commented on his experience with a similar pay structure plan while working at NRCS, and how it allows for flexibility. Dan requested Jonathan (Goochland BOS) comment – incentive program – based on performance/deliverables, education, merit, etc. focus on health insurance costs to keep premium increases from eating at salary. Sandy asked if Goochland pays on a pay scale or pay band. Jonathan said it was “position based” and pay scale. Matt commented on the similarities of pay band vs pay scale and how both of those are able to help get potential applicants for job applicants. John suggested a motion. Sandy motioned to implement the pay structure plan as provided with the stipulation it will be reviewed in a year. Sebastian seconded. The motion carried.
- c. Annual Performance Reviews – Sandy commented. She complimented staff on their ability to manage challenges and changes. The reviews and salary increases for the new fiscal year have been approved. Colton will be getting a promotion and an additional \$2,000 pay increase. Sandy motioned to approve, matt seconded. after discussion, the motion was withdrawn. Sandy motioned to approve the new job description for Colton, Matt seconded. the motion carried. Sandy motioned to approve an increase of \$2,000 to Colton’s annual salary based on his promotion.

J. Unfinished Business

1. Goochland Ag Day – 1<sup>st</sup> Saturday in August ( August 3<sup>rd</sup>).
2. Strategic Planning Update – Starting next month there will be a workshop held after board meetings. Stakeholder meeting in October.

K. New Business

1. Desktop Procedures Guide\* - Keith summarized the changes/updates for the Desktop Procedures Guide. Kate asked about policies for virtual meetings. Keith commented on FOIA guidelines.
2. Draft Annual Report – Lissy presented draft.

- L. DCR Conservation District Coordinator – Denney Collins\*- Base TA will be sent out in full in the first quarter. Additional TA will be sent out based on what is obligated in VACS at a 13% rate. Any unobligated or cancelled VACS will need to be returned with 13% TA. Any carryover’s cancelled that are returned will need to have 6% TA returned. Conservation plans now have to be approved prior to bmps.

M. Staff Reports & Presentation

1. Keith\* - T/A at 4-L Ranch, HR matters.
2. Colton\* - thanked board for promotion and raise. Has mainly been at 4-L ranch providing technical assistance. Date for VACS outreach meeting has been tentatively set for August 29<sup>th</sup> in Powhatan. Discussions on Grasslands grant.
3. Lissy\*- administrative tasks including records retention.

N. Reports of Cooperating Agencies

1. VCE
2. NRCS – Tara provided report by email
3. Capital Region Land Conservancy – Dan reported.
4. DOF

O. Upcoming Activities

1. Personnel Committee
  - i. Leave policy
  - ii. Staffing positions
2. Agricultural Committee
  - i. Electronic Signatures as related to VACS
  - ii. Conservation Easements criteria
3. Financial Committee
  - i. Transfer of funds into LGIP accounts from 23/24 budget year
  - ii. Budget revisions based on DCR grant agreement
4. Strategic Planning Workshops and related 2 X 2 meetings

Adjourn - 10:18 AM

Respectfully Submitted,



Lissy Hamilton  
Office Administrator

Approved: August 19, 2024  
Date

John D Kochensparger  
John D Kochensparger (Sep 6, 2024 13:55 EDT)  
John Kochensparger, Chair









# July 15 2024 Meeting Minutes

Final Audit Report

2024-09-06

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