

Meeting Minutes – June 10, 2023
Monacan Soil and Water Conservation District
Board of Directors
Goochland Agricultural Center Conference Room
Central High School, 2748 Dogtown Rd
Goochland, VA

- A. Call to Order and Roll Call
 - 1. Directors present – John Kochensparger, Sebastian Volcker, Kate Anderson, Sandy Brindley
 - 2. Associate Directors present – Dan Jones
 - 3. Staff present – Keith Burgess, Colton Sullivan, Lissy Hamilton
 - 4. Others – Denney Collins (DCR), Tara Ciaverelli (NRCS), Emily Langridge (Goochland County)
 - 5. Not present – Ken, Matt

- B. Pledge of Allegiance

- C. Public Comment Period – John Few, new ag agent for VEC Powhatan, introduced himself. Marina, volunteer for NRCS, was introduced by Tara

- D. Approve Minutes* - Lissy presented minutes from April's meeting. Kate motioned to approve; Sebastian seconded. There was no discussion and the motion carried.

- E. Treasurer's Report - Lissy presented the Treasurer's report. Sebastian motioned to accept treasurer's report as presented, seconded by Sandy. There was no discussion and the motion carried.

- F. Chairman's Report – Matt and John (VCE) will be added to committees.

- G. Director/Associate Director Reports
 - 1. Sandy – Open position is still open. Nothing else to report.
 - 2. Dan – good to be back.
 - 3. Sebastian – Nothing to report.
 - 4. Kate – Hay crops, shouldn't be any shortages.

- H. Liaison Reports
 - 1. Goochland – Emily – Stormwater permit cycle. Attending DEQ trainings to cover new stormwater and ENS laws. Public hearing this week for FEMA maps and stormwater/ENS ordinances that will take effect later this year. Will be hiring for entry level inspector position. Goochland County / District MOU is up for renewal in September, hoping to get on July 2x2s.

- I. Committee Reports
 - 1. Agricultural – see notes on ag agenda
 - a. Conservation Plans – Kate made the motion on behalf of the Ag Committee to approve the following Conservation Plans. There was no discussion, the motion carried.

- i. CP #38-24-0003
 - ii. CP #38-24-0005
 - iii. CP #38-24-0006
 - b. Carryover Report – Colton reported. Will be the 4th year carryover for the 4-L project. There are five projects that need approval for carry over this program year. Kate motioned to approve on behalf of Ag Committee. There was no discussion, the motion carried to approve carryovers.
 - c. VACS 2025 Average Cost List - no changes to cost list, Kate motioned for approval on behalf of Ag Committee. The motion carried.
 - d. VACS 2025 Secondary Considerations – Kate motioned for board approval to submit to DCR for approval.
 - e. Electronic Signature – Docusign for documents in VACS, except structural practices, for routine practices, except for structural practices. Policy to be written
 - 2. Personnel Committee – Sandy presented. Staff evaluations need to be done. John mentioned reviewing job descriptions this time of year as well.
 - a. Agricultural/Education Conservationist job position update – no new applications submitted at this time.
 - 3. Financial Committee – Sebastian reported
 - a. FY 2025 Budget* - Sebastian reported on the changes of how districts will receive TA from DCR. Sebastian presented a motion to approve on behalf of the committee. No discussion. Motion carried.
 - b. Transfer of \$25,000 of funds from General Operations to Vehicle Replacement – Keith presented. Sebastian motioned that we transfer \$25,000 to Vehicle Replacement from General Operations LGIP account on behalf of finance committee. John reminded the board that a lot of the districts funds have restricted use. The motion carried.
- J. Unfinished Business
- 1. Annual plan* - Sandy motioned to approve the annual plan as presented on behalf of personnel. Motion carried.
- K. New Business
- 1. DCR grant approval authority – DCR has not provided official grant agreements for PY25, but once district receives the grant agreements, they must be signed by the end of June. On behalf of finance committee, Sebastian motioned for the chair to have authority to accept and sign grant agreements on behalf of board. Kate seconded. Motion carried.
 - 2. Goochland Ag Day – August 3rd. Volunteers for booth needed.
- L. DCR Conservation District Coordinator – Denney Collins - July 15th – End of Year Financial and Cost Share Cash Balance and Carryover Reports are due to DCR. There are some upcoming trainings.
- M. Staff Reports & Presentation
- 1. Keith* - working on administrative tasks such as budget and updates to personnel policy. Participated in VASWCD Annual planning meeting.
 - 2. Colton* - finishing up end of program year requirements, attended Pond program put on by

Erin with VCE

3. Lissy* - working on Annual Report, attending DOL Salary Requirement training tomorrow.

N. Reports of Cooperating Agencies

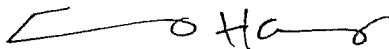
1. VCE – local Agriculture and Natural Resources (ANR) agent position updates
 - i. Powhatan – John – Started two weeks ago. Program updates – cut flower program. Hiring process for Goochland Ag agent will begin soon.
2. NRCS – still working on pre-approvals. Compliance reviews are wrapped up. James River Buffer internship program started up. Hopefully will be able to get Marina out to shadow some field visits. New Biologist starts next week. She (Marina) has been getting the office files organized. Local work group – Monday July 1st at 9 am and will be held here in the Ag Classroom. 2 offices with no staff in area at the moment, hopefully these positions will be posted soon.
3. Capital Region Land Conservancy – Dan – Jane and family are in Northern Italy and due to return soon. The Ken Hatcher Easement withdrawal. Parker is meeting with Brett at Powhatan County today. Parker is also meeting with Goochland resident this week about a possible easement. Anniversary for the easement that DCR and CRLC holds of James River Park System properties.
4. DOF – none present

O. Upcoming Activities

1. Personnel Committee –
 - i. Job position reclassification
 - ii. Agricultural Technician/Education Conservationist
 - iii. Employee Compensation Worksheet
 - iv. Employee Leave
2. NRCS Local Workgroup meeting, July 1
3. Agricultural Committee
 - i. Electronic Signatures as related to VACS
 - ii. Conservation Easements

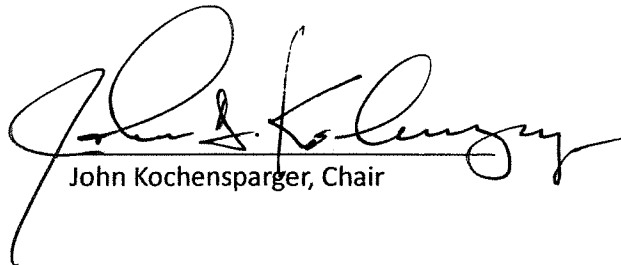
Adjourn - 9:51 AM

Respectfully submitted,



Lissy Hamilton
Office Administrator

Date: 7/15/24



John Kochensparger, Chair

