

Meeting Minutes

Monacan Soil and Water Conservation District

March 18, 2024 9:00 AM

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 – John Kochensparger, Sandy Brindley, Sebastian Volcker, *Kate Anderson*
 - 2. Associate Directors – Dan Jones, Ken Carter, Erin Small
 - 3. Staff present – Keith Burgess, Colton Sullivan, Lissy Hamilton
 - 4. Partners present – Denney Collins, DCR; Emily Langridge, Goochland County; Tara Ciavarella, NRCS

- B. Pledge of Allegiance

- C. Public Comment Period - none

- D. **Approve Minutes – Lissy provided February meeting minutes. Sebastian motioned to approve as presented. Sandy seconded. There was no discussion and the motion carried.**

- E. Treasurer's Report – Lissy presented. The district received \$45,508.00 in operational funds, \$30,360.00 in base TA funds, and \$44,922.75 in additional TA funds from DCR in quarterly funds. \$758,000.00 was received in the VACS account for the quarter from DCR. \$62,606.18 was made in VACS contract payments in February. A total of \$1,385.38 was received in interest from LGIP accounts. Motion to accept the treasurer's report as presented was made by Sebastian. Sandy seconded the motion. There was no discussion. The motion carried.

- F. Chairman's Report
 - 1. 2022 Agricultural Statistics – Keith reported.
 - 2. Goochland Ag Fair - August 3rd

- G. Director/Associate Director Reports
 - 1. Sandy – has been working on the personnel committee task list.
 - 2. Sebastian – Tara Ciavarella of NRCS Amelia came out to Clover Forest on February 14, with two colleagues Jordan Rabon (Biologist) and Elwood Vega-Riverra (Soil Conservationist) and with forester Chuck T. Wright (Area Forester for Goochland) to discuss how to implement our brand new Forest Management plan, such as wild life habitat native plants and flowers. Kate Anderson and myself went to speak to county administrator Vic Carpenter regarding Monacan's budget allocation from the County. It looks like Monacan will receive \$44,000 not the requested \$48,000. I recommend taking Kate on all outreach missions, she is a good diplomat.
 - 3. John – Attended event with Sandy in Goochland and interacted with several Goochland BOS members. At another event in Powhatan, John sat with Mark Kenney, member of the Powhatan County Board of Supervisors, who inquired about funding requests. John was able to provide him with information about the district and its efforts.
 - 4. *No other reports*

H. Liaison Reports

1. Goochland County – Emily – worked with Monacan staff and VDACS on some complaints. Reported on a hobby farm in Goochland. Development of Songbird subdivision on Hockett – 65 single family homes. Changes in ENS ordinances, new department hires. Keith inquired about land on 522.

I. Committee Reports – John distributed an updated list of committee assignments based on the February meeting. There will be additional changes as board vacancies are filled.

1. Agricultural – Colton presented.
 - a. **VACS contract approvals – Motion to approve the following contracts made by Sebastian. Sandy seconded. The motion carried. Sandy asked about length of time to approve a contract, and when the cut off date is for the current program year.**
 - i. **Contract #38-24-0049 CCI-SL-6W - \$4,784.50**
 - ii. **Contract #38-24-0050 SL-6W - \$80,056.25**
 - iii. **Contract #38-24-0051 CCI-SL-6W - \$5,517.38**
 - iv. **Contract #38-24-0052 NM-1A - \$992.48**
2. Financial Committee – Sebastian and Keith presented.
 - a. **Financial Policy – Updates to the policy were made regarding LGIP accounts and maintaining \$50,000 in the General Operations Motion to approve the financial policy presented to the board by the Financial Committee. The motion carried.**
 - b. Financial Standard Operating Procedures* - Keith presented. The purpose of this document is to provide detailed guidance for staff relating to financial policy.
3. Personnel Committee – Sandy presented.
 - a. **Agricultural/Education Conservationist* - The job description and advertisement were presented as a motion by the committee. Keith made a small correction. The motion to approve the job description and advertisement carried.**

J. Unfinished Business

1. Policy Reviews
 - a. FOIA Fee Schedule* - The board reviewed the FOIA Fee Schedule policy. There was no action.
2. At-Large Director position – Matt Dabney, Goochland County resident, submitted his application. There was discussion of relative experience. Sebastian moved to accept his application to submit to the state soil and water board for approval. Sandy seconded the motion. The motion carried.

K. New Business – none at this time.

L. DCR Conservation District Coordinator – Denney Collins - Quarterly reports due April 17th. Post meeting minutes to website with seven days of approval. Erin's director position to be state board approved at this month's meeting. Carry over deadline is May 15th. Other reminders included in her printed report.

M. Staff Reports & Presentation

1. Keith – Provided updates to the Goochland Board during comment period. He expressed the importance of maintaining relationships with county staff and board members from both counties.

2. Colton – He has been working on contract development, VCAP preconstruction meeting, various site visits. He reported on the progress of the project at the 4-L Ranch.
3. Lissy – Has been working on a “flashback Friday” series on Facebook, updates to the lobby tv display, provided scholarship information to high school guidance counselors for schools in both counties.

N. Reports of Cooperating Agencies

1. VCE –Erin– working with committee on positions for VCE district. Unit Administrative Assistant is out on medical leave. Interview panels for Powhatan and Henrico positions have been assembled. She was able to meet with the Future Farmers of America group in the classroom. Is a part of the Women-in-Ag cohort. Met with Prison Ed Facility. She’s the lead for the region’s farm-to-school program.
2. NRCS – Tara – Ranking is completed. Three pre-approvals for ACT NOW, lots of people calling in. Batch 2 for ACT NOW due soon.
3. Capital Region Land Conservancy – no one present.

O. Upcoming Activities

1. 24-25 budget – April draft, May or June approval

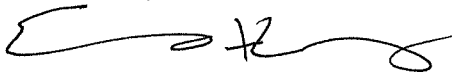
P. Group Picture – deferred.

- Q. *Sandy motioned for meeting to go into closed session to discuss personnel matters, as provided for in the Code of Virginia 2.2-3711(A)(1). Sebastian Seconded. The motion carried.*

Pursuant to the Code of Virginia Section 2.2-3712(D), Sandy moved to certify that to the best of the Board’s knowledge only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Board during the Closed Meeting. The motion carried. Sandy presented. The Personnel Committee would like to recognize staff for their efforts with a \$1,000 bonus each, and presented this as a motion. The motion carried. The Personnel Committee would also like to present Keith with an additional \$1,000 bonus for receiving VASWCD’s Employee of the Year Award at the annual meeting in December. Sebastian seconded the motion. The motion carried.

Adjourned – 11 a.m.

Respectfully submitted,




Lissy Hamilton

Approved: _____

Date

4/15/24



John Kochensparger, Chair

