

Meeting Minutes

Monacan Soil and Water Conservation District

May 20, 2023

Goochland Agricultural Center Conference Room

Central High School, 2748 Dogtown Rd

Goochland, VA

- A. Call to Order and Roll Call – 9 am
1. Directors – John Kochensparger, Sebastian Volcker, Kate Anderson, Matt Dabney, Sandy Brindley
 2. Associate Directors – Ken Carter
 3. Staff – Keith Burgess, District Manager; Colton Sullivan, Agricultural Conservationist; Lissy Hamilton, Office Administrator
 4. Other – Denney Collins (DCR), Tara Ciaverella (NRCS). Jonathan Lyle
 5. Not present – Dan Jones, Associate Director
- B. Pledge of Allegiance
- C. Public Comment Period – none
- D. Approve Minutes* - Lissy provided the meeting minutes from April. Sebastian motioned to approve; Kate seconded. No discussion. Motion carried.**
- E. Treasurer's Report
1. **Monthly Report – Sebastian moves to accept, Kate seconded. Denny asked if Matt has taken his oath, he has. Today will be his first meeting for voting. Motion carried.**
- F. Chairman's Report -
1. Thank you letter from Camp Woods & Wildlife for scholarship.
- G. Director/Associate Director Reports
- Matt – Had a good time at the VASWCD Educational Golf Tournament. Sebastian thanked everyone for participating.
- Kate – nothing to add.
- Ken – Forest riparian buffer meeting update. A position paper recommendation was approved by the Association and went to DCR, so that everyone was aware of the association's suggestions to change the VACS policy.
- Sebastian – He and John did earth day in Powhatan, where they saw Tom Walton and Richard Ayers. Goochland Day, Lissy assisted with set up and bringing all the materials.

Keith handled the second half of the event. He presented the new promotional items which were lunch boxes and yo-yos. Possible intern interest but other than that it wasn't busy. Sandy – Gave updates on the personnel committee. Three of the people that were interviewed for the position were offered the position and none accepted for various reasons, including salary. She thanked the staff for their work. John – Was here for two meetings since the last board meeting and attended Powhatan's earth day event.

H. Liaison Reports – None present from Goochland or Powhatan counties.

I. Committee Reports

1. Agricultural - Kate

- a. **VACS contract approvals – Colton – no contract approvals this month.**
- b. **Funds to transfer for return – motion to release \$763,874.49 to meet 90%, along with TA amount of \$71,553.84 made by Kate. Sandy seconded. Sebastian asked if we met our goal for the year, the goal in the budget was to allocate \$850,000 and the total obligated was \$1,038,978.46. The motion carried.**

2. Personnel Committee - Sandy

- a. Agricultural/Education Conservationist job position update – part of why none of the candidates offered the position accepted was due to overqualification for the position. Sandy and Keith discussed changes to the job advertisement to steer it towards an entry level position. Sandy hopes that the revamping of the job description will attract some high school graduates who have not chosen to go to college but have a good background of agriculture. There was also some discussion between she and Keith about separating the position into two part-time positions, one being agriculture and one being for education. Keith added that it one of the discussions was to advertise this fulltime position and if there weren't suitable candidates that the two part time positions would be advertised. Ken commented that many districts started their ed program positions with part time positions and that it has worked very well for them. John suggested adding "entry level" into the first sentence of the job advertisement so it was clear to applicants.

J. Unfinished Business

1. Budget update – *District Manager* – The district has received county funding updates for FY25. Goochland County has significantly cut their funding. Staff are waiting for state budget final numbers.
2. Annual plan update - *District Manager* – knowing what county funding and state funding is, the differences of funding between counties may indicate differences of services.
3. Personnel policy update - *District Manager* – job descriptions, performance evaluations, leave policy updates. John added that part of the personnel policy update is changing the types of leave. He also added that board members should

contact Sandy or Keith about any concerns with staff before performance evaluations. Sandy let the board know that part of updating performance evaluations is to help to protect both the district and employees, and fine tuning it so its something everyone feels good about.

- K. New Business – Kate asked about Goochland Day and anything that they would like to do differently next year. Matt suggested a float gets more exposure. Sandy asked about doing a float in the parades that are in both counties. There are a couple through out the year in Powhatan that she felt would be a good marketing tool.
- L. DCR Conservation District Coordinator – Denney Collins – final FY24 disbursement letters were sent out last week, funding should be received soon. FY25 grant agreements will be delayed. 90% obligation will be removed for FY25, base TA will be received in the first quarter and additional TA will be allocated based on obligations at a 13% ratio. No changes to policy, but before BMP approval, a board approved DCR Conservation plan or RMP must be approved before the funds for the BMP are approved.
- M. Staff Reports & Presentation
 - 1. Keith – noted that the 4th grade program in Powhatan did not go as planned but turned out good. Area III Envirothon meeting this afternoon to discuss the process.
 - 2. Colton – Lots of cost share work, will need signatures today after the meeting. Currently no stream exclusion projects under construction but there will probably be a few at the same time in the summer. Finished the first VCAP project. The contractor was very helpful with the project.
 - 3. Lissy – Assisted Keith with Goochland Ag Day. She sent out funding requests to both counties for 3rd and 4th quarters, as well as quarterly reporting. The display case in the hall was updated. Auto insurance renewal and workers comp insurance annual audit were performed.
- N. Reports of Cooperating Agencies
 - 1. VCE – local Agriculture and Natural Resources (ANR) agent position updates – Keith presented. Erin has left Goochland VCE and returned to the Farmville office. Powhatan ANR agent starts May 25th. Keith does not want to rush to fill the VCE Director position, wants to make sure that the agent will understand their role with serving on the board.
 - 2. NRCS - Tara presented. Still working on preapprovals. 6 EQUIP and 1 CSP in the works. Ross from Louisa is helping. Met with JRA and their interns about training and processes. The interns will start full time in two weeks in the NRCS office. There is another volunteer starting as well. Quite a bit of deferred applications. Finally got info for local work groups of this year. Must be completed by July 31st.
 - 3. Capital Region Land Conservancy
 - a. Hatcher withdrawal* - letter has been provided in board packet.
 - b. Booten tax documents – Wanted district to sign tax documents.

O. Upcoming Activities

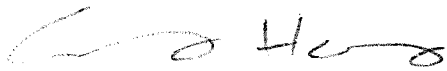
1. 24-25 budget –June approval – Financial committee meeting required before June meeting.
2. Annual staff reviews – Personnel committee meeting required before June meeting.
– June 7th – on hold.

Adjourn – 10:09 am.

Immediately following adjournment, Jonathan Lyle, former Board member and Chair, addressed the Monacan Board of Directors as a Goochland Board of Supervisor and then as a citizen.

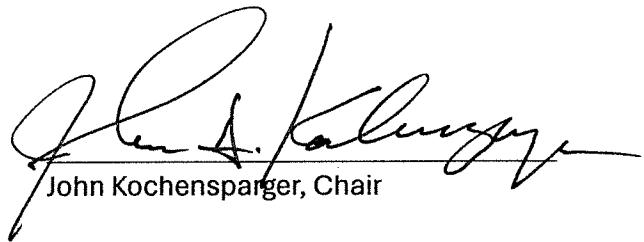
The Monacan Board of Directors did not respond and parted from the adjourned meeting.

Respectfully Submitted,



Lissy Hamilton
Office Administrator

Approved: 06/10/2024
Date



John Kochensparger, Chair

Items in bold require a vote.

* refer to supporting information/attachments

General Information Tabs

W Closed Session Guidance

X Acronyms

Y

Z