

**Meeting Minutes**  
Monacan Soil and Water Conservation District  
**May 15, 2023**  
Central HS Auditorium  
Goochland, VA

- A. Call to Order and Roll Call - 9:00 am
1. Directors present – Jonathan Lyle, Kenton Moyer, Sebastian Volcker, Nicole Shuman, John Kochensparger, Ronnie Nuckols
  2. Associate Directors present – Rachel Henley, Dan Jones
  3. Staff present – Keith Burgess, District Manager; Betty McCracken, Conservation Specialist II; Colton Sullivan, Agricultural Conservationist; Lissy Hamilton, Office Administrator
  4. Others present – Denney Collins, DCR CDC; Tara Ciavarella, NRCS; David Owen, Sandy Brindley, Ross Braun
- B. Pledge of Allegiance
- C. Public Comment Period – John introduced Sandy. David Owen was introduced by Jonathan. Ross Braun complimented Betty on Earth Day and Nicole on a recent pasture walk.
- D. **Approve Minutes** – Lissy presented April meeting minutes. John motioned to approve with amendments. Sebastian seconded. There was a discussion of corrections. The motion carried.
- E. **Treasurer's Report** – Lissy presented. Nicole motioned to accept. Kenton seconded. Rachel asked about \$1300 payment made to Goochland. Lissy clarified that it was the quarterly rent payment. The motion carried.
- F. Chairman's Report – Jonathan presented - Commented on pasture walk done by VCE. He attended a recent planning meeting for Goochland County villages. Goochland County passed solar facility/collection policy. Announced that David Owen is a candidate for House of Delegates.  
*Ronnie entered meeting.*  
The district is in need of candidates, the deadline is June 20<sup>th</sup>. Recently attended an Economic Development reception. Jonathan received a phone call from a Goochland County citizen concerned about development and wetlands.
- G. Director/Associate Director Reports
1. Dan – recently went on a tour for a property for a CRLC Easement application.
  2. Sebastian – none
  3. Ronnie – Apologized for running late, and may have to leave early.
  4. Kenton – none
  5. Rachel – none
  6. Nicole – none
  7. John – Budget requests to Powhatan County looking good for approval. District will be added back to county website.
- H. Liaison Reports – none present
- I. Committee Reports
1. **Ag Committee** – Kenton presented

a. **CRLC Easement Review** – Ronnie and Dan reported on recent site visit. Motion to approve made by Ronnie. Nicole seconded. The motion carried.

b. VACS

*Keith stepped out.*

i. Motion to approve the following practices made by the committee:

1. Contract #38-23-0054. SL-6W. 15 yr., 35' buffer option = 90% VACS payment. Total estimated cost of practice = \$62,160.16. VACS payment = \$59,184.14. Va. State Tax Credit = \$744.01.

2. CP #38-23-0005. Associated with VACS Contract #38-23-0054.

3. Contract #38-23-0055. CCI-SL6W. 3,245' of streambank protected. \$5,305.63.

4. Contract #38-23-0056. CCI-SL-6W. 2,251' of streambank protected. \$4,063.19.

The motion to approve the above practices carried.

*Keith returned.*

ii. Ag committee motioned to approve the VACS '24 cost list and VACS '24 secondary considerations. There was one abstention. The motion carried.

2. Financial Committee

a. '23-24 Budget draft. – Keith provided drafts for informational purposes

b. Virginia Local Government Investment Pool – Jonathan moved that the Treasurer and District Manager of the Monacan Soil and Water Conservation District (MSWCD) be directed to open five separate and non-commingled short-term accounts with Virginia's Local Government Investment Pool (LGIP) as referenced in the MSWCD's most-recent desktop operational guide provided by the Virginia Department of Conservation and Recreation (DCR). John seconded. There was discussion. Ronnie suggested considering opening 4 accounts using funds in current CDs' and money market accounts first before including an account using General Operations funds. Nicole agreed with Ronnie's suggestion. John asked about maintaining funds in operations for a 6-month period. Keith responded. Rachel asked about developing a policy for the purpose of any excess funds earned in the LGIP. John commented on the finance committee's role in deciding on the purpose of excess funds. Rachel suggested that there is a policy put in place before the issue arises. Keith commented on past discussions. Keith spoke on CD's currently being overfunded and where interest should end up. A need to address potential audit concerns was mentioned. Jonathan's above motion did not carry. Nicole made a motion to move the three CD and one MMA accounts to LGIP accounts pending timing decision made by Denney and Keith. Ronnie seconded. The motion carried.

3. Suburban Issues – Nicole presented.

a. VCAP application & review process – Application and review process was suggested to as site visits will be November to January, applications review May to July. VCAP fact sheet and pre-application form were discussed. Interested parties would contact district, be provided the timeline, fact sheet and pre-application form. Betty had comments on provided documents. Discussions of procedure continued by Nicole, Betty, and Keith. Keith would like to see timeline. More process discussion. Nicole motioned to adopt guidelines/procedure and documents. John seconded. No discussion. The motion carried.

J. Unfinished Business

1. **Annual Plan** – Keith presented – motion to accept annual plan with corrections/edits made

- by John. Motion seconded by Sebastian. There was no discussion. The motion carried.
2. Goochland Day, May 20 – Sebastian presented with information and details about the event. Nicole inquired about grant deliverable outreach event. Keith responded that this will be addressed with staff this week.
- K. New Business
1. NRCS Local Work Group Meeting – 11:00 am following Monacan meeting
  2. **Department of Forest Grant/MOU – State Farm conservation technical assistance** – John motioned to accept, Nicole seconded. There was no discussion. The motion carried.
  3. VSWCB Grant Agreements – drafts emailed, June agenda item. Keith presented, Denney provided funding numbers.
- L. DCR Conservation District Coordinator – Denney Collins presented with upcoming dates, end of year reports, and VACS updates.
- M. Staff Reports & Presentation
- A. Keith – administrative trainings – he and Lissy both attended a recent HR training. Conflicting information from different HR professionals. Reported on recent programs, including equine program with Nicole.
    - i. Human Relations training/certification/consultant – Keith presented concerns with human resource needs. Jonathan stated concern about too much of staff time being spent on HR.
  - B. Betty – Reported on recent Powhatan Earth Day event.
  - C. Colton – reported on VACS project, recent certification for VCAP.
- N. Reports of Cooperating Agencies
- A. VCE – Goochland – Nicole presented – rain barrel workshop, invasive species plant walk at Tucker Park. Spring programing has been very busy.
  - B. VCE – Powhatan – Rachel presented – Beef quality certification and recertification tomorrow. “Lunch and Learn” in June for landowners. Lots of field visits.
  - C. NRCS – Ranking CSP for the year. Compliance reviews coming up.
  - D. Other Partners - none
- O. Adjourn - 10:43 am. NRCS Working Group to follow.

**\*items in bold require board action**

Respectfully submitted,



Lissy Hamilton  
Office Administrator

Approved: \_\_\_\_\_

Date

June 12, 2023

Jonathan Lyle, Chairman



