

**Mountain Castles Soil and Water Conservation District
Board of Directors Monthly Meeting
March 20, 2024 – USDA Bonsack Service Center**

Jeff Henderson called the meeting to order with a quorum present at 7:55 p.m.

Directors Present: Jeff Henderson, Chair, Botetourt (elected)
Preston Wickline, Vice Chair, Botetourt (elected)
Jason Williams, Craig (elected)
Walter Nelson, Botetourt (appointed)
Michael Beahm, Treasurer (associate director)
Jeff Munsey (associate director)
Tom Williamson (associate director)
Tara Williamson (associate director)

Absent: Andrew Keffer, Craig (elected)

Staff Present: Dan Naff
Tim Miller

Others Present: Derek Hancock, NRCS
Anne Jones, VCE – Botetourt
Tasha Snavelly

Minutes:

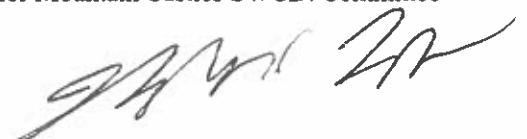
February board meeting minutes were reviewed. A motion was made by Walter to approve, second by Preston, motion carried.

Treasurer's Report

- Treasurer's report was reviewed, which included the balance sheet, profit and loss report, and list of outstanding checks. Preston moved to approve the treasurer's report, second by Jason, motion carried.

Other Business

- Jeff Muncey reported that the Personnel Committee met before the board meeting to conduct annual staff evaluations. The evaluations were very positive. Both Tim and Dan have been asked to provide goals for themselves for the upcoming year by the June board meeting. Minutes from the Personnel Committee meeting will be provided next month.
- Anne Jones said that she had been asked by her supervisor to serve as the VCE representative on the MCSWCD board of directors. She has already completed Phase I and Phase II of New Director training. Walter moved to nominate Anne for appointment to the Mountain Castles SWCD board of directors. Second by Jason, motion passed.
- Tim shared a proposed update to the district purchasing policy, which provides a policy for joint procurement (see attached). The need for joint procurement language is related to securing funds for dam rehabilitation.
- Tim provided updates to VCAP contract #45-24-100 ("Field of Dreams"): after meeting with Debbie Snead and VDOT it was determined that the proposed vegetated stormwater conveyance practice would be impacted by construction of the Craig-Botetourt Scenic Trail. All parties agreed to cancel the VCAP contract. Debbie Snead will contact VDOT to install rip rap for short-term mitigation of the erosion issue. The site will be re-evaluated for VCAP once trail construction is completed.
- The next board meeting scheduled for April 10 will be moved to April 17 at 7pm. The education committee and the budget/finance committee will both meet at 6pm.
- Jeff Henderson appointed Tasha Snavelly to serve as an associate director for Mountain Castles SWCD. Committee assignments pending.



319 Contracts

- Tim reported that DEQ had provided a modification to grant #17088, which provides an additional \$56,400 for septic BMPs. The matching requirement is an additional \$39,000, which will come from homeowners accessing grant funds. Jason moved to accept the grant, second by Walter, motion carried.
- The following 319 contract was submitted for approval: #45-24-0055; Instance #585586; RB-1; 50% CS; max CS = \$200; Preston moved to approve, second by Jason, motion carried.

VACS Contracts

Dan requested approval for the following conservation plans (see attached report):

- CP-45-23-0002 (linked with contract 45-23-0047)
- CP-45-24-0010 (linked with contract 45-24-0044)
- CP-45-24-0011 (linked with contract 45-24-0050)
- CP-45-23-0012 (linked with contract 45-24-0051)
- CP-45-24-0013 (linked with contract 45-24-0053)
- CP-45-24-0014 (linked with contract 45-24-0052)

Preston moved to approve all conservation plans, second by Jason, motion carried.

Dan requested approval for the following VACS contracts for approval (see attached report).

- #45-24-0044; Instance #582477; SL-6W; Max CS payment = \$63,491.25 (2024 CB VACS)

After discussion, Preston moved to approve, second by Jason, motion carried.

- #45-24-0050; Instance #583627; SL-6W; Max CS payment = \$88,587.25 (2024 CB VACS)

After discussion, Walter moved to approve, second by Jason, motion carried.

- #45-24-0051; Instance #583664; SL-7; Max CS payment = \$27,027.19 (2024 OCB VACS)

After discussion, Jason moved to approve, second by Preston, motion carried.

Dan updated the board that he has been working with DCR to resolve several VACS payment issues. Due to a misunderstanding of the reimbursement policy, one VACS contract has been underpaid by the district and two VACS contracts have been overpaid. After discussion which emphasized the board's desire NOT to ask the overpaid VACS participants for money back, Preston made a motion to pay the underpaid producer as soon as possible out of district operational funds and to continue to work with DCR on how best to handle the overpayment issues, repaying DCR out of district operational funds, if necessary. Second by Walter, motion carried.

Conservation Technician Report: submitted by Dan Naff – see attached

District Coordinator Report: submitted by Tim Miller – see attached

Agency Reports:

- DCR - submitted by Angela Ball – see attached
- VCE - Anne Jones reported that her onboarding to VCE has gone smoothly and that she attended the Area I Spring Meeting
- VDOF – no report
- NRCS - submitted by Derek Hancock – see attached

The meeting was adjourned at 8:45 by a motion from Walter, second by Preston.

Approved:



Jeff Henderson, Chair

Date:

4/17/24

Respectfully submitted/prepared by:



Tim Miller

