

## **BOARD MEETING MINUTES**

### **OCTOBER 11, 2023**

#### **ATTENDEES:**

- DIRECTORS:** Faye Andrashko, Greg Basye, Vince Garland, Trent Jones, Billy McCarty, H. Shirley Powell, Bobby Vanlandingham, Richard Wilkins
- STAFF:** Kathy Clarke, Brandon Dillistin, Joanna Balderson, Lowery Becker
- PARTNERS:** Marissa Roland (DCR), Brianna Heath (NNPDC)

#### **CALL TO ORDER:**

Treasurer Vince Garland opened the meeting at 6:30PM.

#### **MINUTES:**

The Minutes from the September 13, 2023, Board Meeting were presented for review. *Richard Wilkins moved to accept the Minutes as presented. Greg Basye seconded the motion. Motion carried unanimously.*

#### **TREASURER'S REPORT:**

The Treasurer's Report for September 2023 were accepted as presented and filed for audit.

#### **BUSINESS:**

##### **1. Upcoming Events**

- a. **2023 VASWCD Annual Meeting – December 3<sup>rd</sup> – 5<sup>th</sup> ~ Norfolk Waterside Marriott (see attached)**  
Kathy Clarke noted that anyone wanting to attend would need to notify Joanna immediately.
- b. **2023 Area III Winter Meeting – December 4<sup>th</sup> ~ Norfolk Waterside Marriott**  
Kathy advised that the Area III Winter Meeting will be held in person during the Annual Meeting.
- c. **2023 Annual Holiday Dinner – December 13<sup>th</sup> at 6PM ~ Old Rapp Taphouse**  
Kathy Clarke advised that formal invitations would be mailed prior to the Thanksgiving holiday.

##### **2. CDC Assessment of FY23 Grants**

Marissa Roland presented the annual assessments for the FY23 Administrative and Operational Support Grant and the FY23 Cost-Share and Technical Assistance Grant (see attached). She noted that the NNSWCD had fully satisfied all conditions of both grants and received all A's for all performance deliverables.

##### **3. QuickBooks Update**

Kathy Clarke advised that the purchase of new QuickBooks subscription software voted on during the September 2023 Board Meeting for installation on Joanna and Kathy's computers has been cancelled. After an obstacle-ridden attempt to install the software and upon viewing the portal for accessing it, Kathy determined that the software would not meet the needs of the NNSWCD and cancelled the contractual agreement. While she continues to explore other options, the QuickBooks Desktop Pro 2023 software will remain accessible on Kathy's computer only.

#### 4. VCAP Updates

##### a) October 2023 Payment Approvals (see attached)

###### **Kendra Trainer Contract #08-23-010 totaling \$30,000.00**

The Board was surveyed to identify and known conflicts of interest; none were noted. *Richard Wilkins moved to approve the payment of VCAP Contract # 08-23-010. Billy McCarty seconded the motion. Motion carried unanimously.*

#### COMMITTEE REPORTS:

**AG COMMITTEE** – Brandon Dillistin presented *Recommendations from the Technical Staff* for review (see attached). The individual items brought to the Board for approval were:

- I. **FY24 Round 1 VACS Approvals: Non-COIA Applications totaling \$7,042,244.00**  
*Bobby Vanlandingham moved to approve. Shirley Powell seconded the motion. Motion carried unanimously.*
- II. **FY24 Round 1 VACS Approvals: COIA Applications Totaling \$496,523.20**
  - A. **NM-1A, WFA-CC/NM: Louis Gregory Basye applications totaling \$62,158.15**  
*Bobby Vanlandingham moved to approve. Trent Jones seconded the motion. Motion carried unanimously. (Greg Basye, excused himself from the meeting and returned after voting was complete.)*
  - B. **SL-8A, WFA-CC/NM: Brandon Dillistin applications totaling \$877.50**  
**NM-1A, WFA-CC/NM : Leaning Tree Farm, LLC applications totaling \$13,924.95**  
*Bobby Vanlandingham moved to approve. Trent Jones seconded the motion. Motion carried unanimously. (Brandon Dillistin excused himself from the room during discussion and returned after voting was complete. Aaron Saunders was not present at the meeting).*
  - C. **SL-8A, WFA-CC/NM: J. Vince Garland applications totaling \$11,118.65**  
*Trent Jones moved to approve. Greg Basye seconded the motion. Motion carried unanimously. (J. Vince Garland excused himself from the room during discussion and returned after voting was complete).*
  - D. **NM-1A, SL-15A, WFA-CC/NM: Ruth D. Jones applications totaling \$26,891.00**  
*Bobby Vanlandingham moved to approve. Greg Basye seconded the motion. Motion carried unanimously. (Trent Jones excused himself from the room during discussion and returned after voting was complete).*
  - E. **NM-1A, WFA-CC/NM: Monrovia Farm, LLC applications totaling \$24,100.55**  
*Greg Basye moved to approve. Bobby Vanlandingham seconded the motion. Motion carried unanimously. (Shirley Powell excused himself from the room during discussion and returned after voting was complete).*
  - F. **WFA-CC/NM: John W. Newsome applications totaling \$122,264.00**  
*Greg Basye moved to approve. Trent Jones seconded the motion. Motion carried unanimously. (Bobby Vanlandingham excused himself from the room during discussion and returned after voting was complete).*
  - G. **NM-1A, SL-8A, WFA-CC/NM: Ridgefield Farm applications totaling \$232,173.40**  
*Greg Basye moved to approve. Trent Jones seconded the motion. Motion carried unanimously. (Billy McCarty excused himself from the room during discussion and returned after voting was complete).*

**H. NM-1A, WFA-CC/NM: Richard Wilkins applications totaling \$3,015.00**

*Greg Basye moved to approve. Trent Jones seconded the motion. Motion carried unanimously. (Richard Wilkins excused himself from the room during discussion and returned after voting was complete).*

**III. 2023 Tax Credit Approvals: Non-COIA Applications totaling \$8,595.40**

*Greg Basye moved to approve. Faye Andrashko seconded the motion. Motion carried unanimously.*

**PERSONNEL COMMITTEE** – Kathy Clarke noted that the committee will be meeting Wednesday, November 15<sup>th</sup> for the purpose of conducting mid-year reviews.

**TECHNICAL REVIEW COMMITTEE** – Brandon Dillistin noted that the committee would need to meet prior to the November Board Meeting.

**PARTNER AGENCY & STAFF REPORTS:**

**DCR** – Marissa Roland – see attached report.

**NRCS** – Lucee Kossler - see attached report.

**NNPDC** – Brianna Heath introduced herself.

**VCE** – Trent Jones – see attached report.

**VASWCD** – see attached report.

**STAFF** – Kathy Clarke – see attached report.

**STAFF** – Brandon Dillistin – see attached report.

**STAFF** – Joanna Balderson – see attached report.

**STAFF** – Lowery Becker – see attached report.

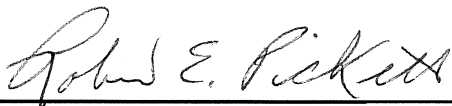
**STAFF** – Kelly Brann – see attached report.

**STAFF** – Aaron Saunders – see attached report.

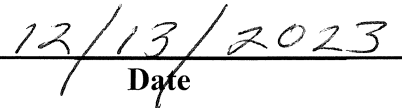
**NEW BUSINESS:**

**NEXT MEETING:** Wednesday, November 15<sup>th</sup> at 6:00PM in the NNSWCD Conference Room.

**ADJOURNMENT:** The meeting adjourned at 7:06PM.



Robert E. Pickett, Chairman



Date