

BOARD MEETING MINUTES
SEPTEMBER 13, 2023

ATTENDEES:

- DIRECTORS:** Faye Andrashko, Greg Basye, Vince Garland, Frank Johnson, Trent Jones, Billy McCarty, Robert Pickett, Shirley Powell, Richard Wilkins
- STAFF:** Joanna Balderson, Kathy Clarke, Brandon Dillistin, Aaron Saunders
- PARTNERS:** Brent Hunsinger (FOR), Caroline Lancaster (NRCS)

CALL TO ORDER:

Chairman Robert Pickett opened the meeting at 6:30PM.

MINUTES:

The Minutes from the July 12, 2023 Board Meeting were presented for review. *Richard Wilkins moved to accept the Minutes as presented. Vince Garland seconded the motion. Motion carried unanimously.*

TREASURER'S REPORT:

The Treasurer's Reports for July & August 2023 were accepted as presented and filed for audit.

BUSINESS:

1. DCR Updates

a) CDC Assessment of FY23 Grants

Tabled until October Board Meeting in the absence of Marissa Roland and Amy Walker.

b) Mandatory COIA Training & October 2023 Board Meeting

Kathy noted that the biennial COIA Training will be held October 11th at 5:00 PM prior to the Board meeting; this is a mandatory training for all Directors.

2. VDACS Updates

a) Annual Report of the Ag Stewardship Act (see attached)

b) Annual Review of NNSWCD Policy for Handling Ag Stewardship Act Complaints

Richard Wilkins moved for the continuation of the same Policy as approved in October 2019 per the staff's recommendation (see attached). Greg Basye seconded the motion. Motion carried unanimously.

3. VCAP Updates

a) August 2023 Payment Approvals (see attached)

Rick Riviere Contract #08-23-007 totaling \$22,256.00

The Board was surveyed to identify any known conflicts of interest, none were noted. *Greg Basye moved to approve the payment of VCAP Contract #08-23-007. Billy McCarty Seconded the motion. Motion carried unanimously.*

b) September 2023 Payment Approvals (see attached)

William Klien Contract #08-23-009 totaling \$30,000.00

The Board was surveyed to identify any known conflicts of interest, none were noted. *Faye Andrashko moved to approve the payment of VCAP Contract #08-23-009. Trent Jones seconded the motion. Motion carried unanimously.*

c) 2024 Round 1 Application Approvals (see attached)

**Neil Cockwill (Northumberland County) VCAP Contract #08-24-001 Living Shoreline
Total estimated cost: \$32,230.00 Total estimated cost-share \$25,784.00**

**David Royle (Northumberland County) VCAP Contract #08-24-002 Living Shoreline
Total estimated cost: \$38,300.00 Total estimated cost-share \$30,000.00**

**Elena Thompson (Westmoreland County) VCAP Contract #08-24-003 Impervious Surface Removal
Total estimated cost: \$4,200.00 Total estimated cost-share \$4,200.00**

The Board was surveyed to identify any known conflicts of interest, none were noted. *Faye Andrashko moved to approve the submission of VCAP Contracts #08-24-001, #08-24-002, and #08-24-003 to the VASWCD VCAP Review Committee for further consideration. Shirley Powell seconded the motion. Motion carried unanimously.*

4. Copier/Printer Upgrade

Kathy Clarke noted that the current lease agreement for the Ricoh copier had expired. She presented a quote for a lease renewal of a new, comparable device through Ricoh – the IMC2510 Configurable PTO Model – at the monthly leasing rate of \$127.87 for a term of 60 months, a slight increase over the current rate of \$123.30/month (see attached). *Vince Garland moved to approve upgrading the copier/printer through Ricoh as presented (see attached). Greg Basye seconded the motion. Motion carried unanimously.*

5. QuickBooks Upgrade

Kathy Clarke reported that she had been researching options that would allow both her and Joanna to access QuickBooks. Based on Intuit’s recommendation, she presented Quote #2-ZZ87USP for an upgrade to QuickBooks Enterprise Platinum Edition with Cloud Access Hosting for 2 users for the monthly subscription fee of \$333.60 (see attached). *Richard Wilkins moved to approve the upgrade as presented. Faye Andrashko seconded the motion. Motion carried unanimously.*

COMMITTEE REPORTS:

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

- I. Approval of 7 Non-COIA Conservation Plans for Equipment Tax Credits (see attached)**
Greg Basye moved to approve. Trent Jones seconded the motion. Motion carried unanimously.
- II. Approval of the 2023 Clean Water Farm Award Local Winners (see attached)**

**Rappahannock Watershed: Sanders Farm (Garnet and Lee Sanders)
Potomac Watershed: Bobby Vanlandingham**

Vince Garland moved to approve the 2023 Clean Water Farm Award Local Winners as proposed. Billy McCarty seconded the motion. Motion carried unanimously. (Bobby Vanlandingham was not present at the meeting.)

TECHNICAL REVIEW COMMITTEE – Brandon Dillistin noted that the 3-year RMP inspections were due; additionally, there would be 6 new RMPs to review and inspect.

COOPERATING AGENCY & STAFF REPORTS:

DCR – Marissa Roland - see attached report.

NRCS – Lucee Kossler – see attached report as presented by Caroline Lancaster.

FOR – Brent Hunsinger – see attached report. The upcoming Rappahannock River Symposium is scheduled for October 25th in Fredericksburg; let Brent know if you are interested in attending and he can get you signed up.

PC/PWR – Robert Pickett reported that the next meeting is scheduled for October 6th.

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, October 11th at 6PM in the NNSWCD Conference Room

ADJOURNMENT:

Greg Basye moved to adjourn the meeting. Trent Jones seconded the motion. Motion carried unanimously.
The meeting adjourned at 7:46PM.



Robert E. Pickett, Chairman

10-11-23

Date