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## BOARD MEETING MINUTES SEPTEMBER 10, 2025

### ATTENDEES:

**DIRECTORS:** Greg Basye, Benson Braxton, Vince Garland, Robert Pickett, Stephanie Romelczyk, Aaron Rowland, Bobby Vanlandingham, Lewis Walker, Richard Wilkins

**STAFF:** Kathy Clarke, Brandon Dillistin, Aaron Saunders

**PARTNERS:** Paul DiGiacomo (DOF), Reid Flessa (DOF), Drew Gladwell (NNLC), Olivia Leatherwood (DCR), Ken Sterner (DOF)

### CALL TO ORDER:

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

### MINUTES:

The Minutes from the July 9, 2025, 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 2025 were accepted as presented and filed for audit.

### BUSINESS:

#### 1. VCAP Approvals

##### a) September 2025 Application Approvals (see attached)

Mark Allen (Northumberland County) VCAP Contract #08-26-009 Living Shoreline  
Total Estimated Cost: \$51,357.00 Total Estimated Cost-Share: \$30,000.00

Spindrift Point LLC (Lancaster County) VCAP Contract #08-26-010 Conservation Landscaping  
Total Estimated Cost: \$35,958.65 Total Estimated Cost-Share: \$7,000.00

The Board was surveyed to identify any known conflicts of interest; none were voiced *Richard Wilkins moved to approve the submission of VCAP Contracts #08-26-009 & 08-26-010 to the VASWCD VCAP Review Committee for further consideration. Bobby Vanlandingham second motion. Motion carried unanimously.*

##### b) September 2025 Payment Approvals (see attached)

Pamela Signori (Lancaster County) VCAP Contract # 08-25-015 Living Shoreline  
Total Cost: \$34,067.09 Total Cost-Share: \$27,253.67

Mike Newcomb (Northumberland County) VCAP Contract #08-25-022 Living Shoreline  
Total Cost: \$40,790.00 Total Cost-Share: \$30,000.00

The Board was surveyed to identify any conflicts of interest; none were voiced ***Richard Wilkins moved to approve the payments for VCAP Contract #08-25-015 & 08-25-022. Greg Basye seconded the motion. Motion carried unanimously.***

## **2. DCR Updates**

### **a) FY25 Grant Assessments**

Olivia Leatherwood presented the annual assessments for the FY25 Administrative and Operational Support Grant and the FY25 Cost-Share and Technical Assistance Grant (see attached). She noted that the NNSWCD had fully satisfied all conditions of both grants and received all As for all performance deliverables.

### **b) Results of RMP Review (see attached)**

### **c) Mandatory COIA Training & October 2025 Board Meeting**

Kathy noted that the biennial COIA Training will be held October 8<sup>th</sup> at 5:00PM prior to the Board Meeting; this is a mandatory training for all directors.

## **3. VDACS Updates**

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

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

***Greg Basye moved to approve the continuation of the Policy as approved in October 2019 per the staff's recommendation (see attached). Bobby Vanlandingham seconded the motion. Motion carried unanimously.***

## **4. VDH MOU: Generator Maintenance**

As a follow-up to her June/July 2025 Staff Report, Kathy Clarke presented an MOU between the NNSWCD and Virginia Department of Health (VDH) - Three Rivers Health District - Richmond County Health Department that has been reviewed by the District's OAG representative (see attached). The agreement outlines a partnership in which the NNSWCD provides a financial contribution and internet connection to ensure the operation of the existing generator that supplies back-up power to the entire building.

Additionally, Kathy presented quotes from Elite Power and Energy Corporation, the vendor that installed the generator, containing: 1) (3) options for their annual Maintenance Programs, and 2) the installation of a Kohler On Cue, a remote monitoring device (see attached documents).

***Greg Basye moved to approve the signing of the MOU and providing funding in the total amount of \$8995 to cover the cost of Option 3: Elite Supreme 5-Year Maintenance Program and the installation of the Kohler On Cue. Vince Garland 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. FY26 Round 1 VACS/WFA Non-COIA Approvals totaling \$8,932,632.91**

***Bobby Vanlandingham moved to approve. Vince Garland seconded the motion. Motion carried unanimously.***

### **II. FY26 Round 1 VACS/WFA COIA Approvals totaling \$826,504.57**

#### **A. NM-1A, WFA-CC/NM: Louis Gregory Basye applications totaling \$104,087.00**

***Vince Garland moved to approve. Richard Wilkins seconded the motion. Motion carried unanimously. (Greg Basye excused himself from the meeting and returned after voting was complete.)***

- B. WFA-CC/NM: Brandon Dillistin applications totaling \$1,626.20**  
*Bobby Vanlandingham moved to approve. Vince Garland seconded the motion. Motion carried unanimously. (Brandon Dillistin excused himself from the meeting and returned after voting was complete.)*
- C. CCI-CNT, SL-1, WFA-CC/NM: J. Vince Garland applications totaling \$38,772.72**  
*Bobby Vanlandingham moved to approve. Aaron Rowland seconded the motion. Motion carried unanimously. (J. Vince Garland excused himself from the meeting and returned after voting was complete.)*
- D. NM-1A, SL-8A, WFA-CC/NM: B&S Farms, J and S Farms, S&T Farms applications totaling \$373,392.90**  
*Vince Garland moved to approve. Bobby Vanlandingham seconded the motion. Motion carried unanimously. (Kathy Clarke excused herself from the meeting and returned after voting was complete.)*
- E. CCI-CNT, SL-15A, WFA-CC/NM: Leaning Tree Farm LLC applications totaling \$32,075.75**  
*Vince Garland moved to approve. Bobby Vanlandingham seconded the motion. Motion carried unanimously. (Aaron Saunders excused himself from the meeting and returned after voting was complete.)*
- F. WFA-CC/NM: Craig Giese & Lewis Walker applications totaling \$104,820.30**  
*Bobby Vanlandingham moved to approve. Vince Garland seconded the motion. Motion carried unanimously. (Lewis Walker excused himself from the meeting and returned after voting was complete.)*
- G. CCI-CNT, WFA-CC/NM: Owltown Farms LLC applications totaling \$115,497.50**  
*Vince Garland moved to approve. Benson Braxton seconded the motion. Motion carried unanimously. (Bobby Vanlandingham & Stephanie Romelczyk excused themselves from the meeting and returned after voting was complete.)*
- H. CCI-CNT, NM-1A, WFA-CC/NM: Benson Braxton applications totaling \$52,913.00**  
*Richard Wilkins moved to approve. Greg Basye seconded the motion. Motion carried unanimously. (Benson Braxton excused himself from the meeting and returned after voting was complete.)*
- I. CCI-RT, WFA-CC/NM: Richard Wilkins applications totaling \$3,319.20**  
*Greg Basye moved to approve. Benson Braxton seconded the motion. Motion carried unanimously. (Richard Wilkins excused himself from the meeting and returned after voting was complete.)*

### **III. FY26 Conservation Plan Approvals**

*Greg Basye moved to approve Conservation Plan 08-26-0001 and 08-26-0002. Bobby Vanlandingham seconded the motion. Motion carried unanimously. (Vince Garland abstained from voting.)*

**PERSONNEL COMMITTEE** — Robert Pickett, Committee Chair, reported that the Committee met on Wednesday, September 10, 2025. The DRAFT Minutes and Recommendations from the meeting were presented for review (see attached). The individual items brought to the Board for approval were:

#### **1. Retirement of District Operations Manager**

*Vince Garland moved to approve with deepest regrets the acceptance of the retirement of Kathy Clarke, District Operations Manager, effective December 1, 2025 and approval of her severance package outlined within the Succession Plan. Bobby Vanlandingham seconded the motion. Motion carried unanimously.*

## 2. Succession Plan

*Greg Basye moved to approve the promotion of Kelly Brann to District Operations Manager/FOIA Officer effective December 1, 2025 with a salary of \$75,000 effective October 1, 2025. Vince Garland seconded the motion.*

### PARTNER AGENCY REPORTS:

**DCR** – Olivia Leatherwood – see attached report

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

**NNLC** – Drew Gladwell reported the recording of four conservation easements this year and noted that the Annual Boots & BBQ will be held in Essex County at Saunders Wharf on October 4<sup>th</sup>.

**PC/PWR** – Robert Pickett advised that the next meeting is scheduled for October 10<sup>th</sup>.

**VCE** – Stephanie Romelczyk shared reminders for the following events:

- Westmoreland HHW - September 27<sup>th</sup>
- Drinking Water Clinics - October 28<sup>th</sup>; the fee is \$75.00 but there is a limited number of financial assistance available
- Pest Recertification Class – to be held before Thanksgiving

### STAFF REPORTS:

**District Operations Manager** - Kathy Clarke – see attached report

**District Technical Manager** - Brandon Dillistin - see attached report

**Administrative Assistant** - Joanna Balderson – see attached report

**Education Conservation Specialist** - Lowery Becker – see attached report

**Agricultural Conservation Specialist** - Aaron Saunders – see attached report


### DIRECTOR REPORTS:

Greg Basye noted that he will be attending upcoming meetings of the Northumberland County Board of Supervisors to speak out against solar farms.

### NEW BUSINESS:

**NEXT MEETING:** Wednesday, October 8<sup>th</sup> at 6:00PM in the NNSWCD Conference Room.

**ADJOURNMENT:** *Vince Garland moved to adjourn the meeting. Aaron Rowland seconded the motion. Motion carried unanimously.* The meeting adjourned at 8:20PM.



Robert E. Pickett, Chairman



Date