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## BOARD MEETING MINUTES NOVEMBER 12, 2025

### ATTENDEES:

**DIRECTORS:** Benson Braxton, Vince Garland, Frank Johnson, Stephanie Romelczyk, Aaron Rowland, Bobby Vanlandingham, Lewis Walker

**STAFF:** Joanna Balderson, Lowery Becker, Kelly Brann, Kathy Clarke, Brandon Dillistin

**PARTNERS:** Olivia Leatherwood (DCR), Reid Flessa (DOF)

### CALL TO ORDER:

Vice-Chairman Frank Johnson opened the meeting at 6:31 PM.

### MINUTES:

The Minutes from the October 8, 2025, Board Meeting were presented for review. *Benson Braxton moved to accept the Minutes as presented. Bobby Vanlandingham seconded the motion. Motion carried unanimously.*

### TREASURER'S REPORT:

The Treasurer's Reports for October 2025 were accepted as presented and filed for audit.

### BUSINESS:

#### 1. VCAP Approvals

##### a) October 2025 Round 5 Application Approvals (see attached)

Kevin Moore (Lancaster County) VCAP Contract #08-26-012 Living Shoreline  
Total Estimated Cost: \$51,341.25      Total Estimated Cost-Share: \$30,000.00

Thomas Schauder (Lancaster County) VCAP Contract #08-26-013 Living Shoreline  
Total Estimated Cost: \$45,010.86      Total Estimated Cost-Share: \$30,000.00

The Board was surveyed to identify any known conflicts of interest; none were voiced. *Bobby Vanlandingham moved to approve the submissions of VCAP Contracts #08-26-012 & #08-26-013 to the VASWCD VCAP Steering Committee for further consideration. Lewis Walker seconded motion. Motion carried unanimously.*

##### b) October 2025 Round 4 Application Approvals (see attached)

Jimmy Hinton Jr. (Northumberland County) VCAP Contract #08-26-011 Living Shoreline  
Total Cost: \$70,473.55      Total Cost-Share: \$30,000.00

The Board was surveyed to identify any conflicts of interest; none were voiced. *Vince Garland moved to approve the submission of VCAP Contract #08-26-011 to the VASWCD VCAP Steering Committee for further consideration. Aaron Rowland seconded the motion. Motion carried unanimously.*

**c) November 2025 Payment Approvals (see attached)**

**Taylor Chess (Lancaster County) VCAP Contract #08-25-006 Living Shoreline**  
**Total Estimated Cost: \$67,633.00      Total Estimated Cost-Share: \$30,000.00**

**Gail Tiesenga (Lancaster County) VCAP Contract #08-25-016 Living Shoreline**  
**Total Estimated Cost: \$25,113.10      Total Estimated Cost-Share: \$20,090.48**

**Triple F of Va. LLC (Northumberland County) VCAP Contract #08-25-024 Living Shoreline**  
**Total Estimated Cost: \$39,348.00      Total Estimated Cost-Share: \$30,000.00**

**Kim League (Lancaster County) VCAP Contract #08-25-027 Living Shoreline**  
**Total Estimated Cost: \$49,787.76      Total Estimated Cost-Share: \$30,000.00**

**Nadine DuVal (Westmoreland County) VCAP Contract #08-25-025 Conservation Landscaping**  
**Total Estimated Cost: \$2,809.00      Total Estimated Cost-Share: \$2,247.20**

The Board was surveyed to identify any known conflicts of interest; none were voiced. *Aaron Rowland moved to approve the payments of VCAP Contracts #08-25-006, #08-25-016, #08-25-024, #08-25-027 & #08-25-025. Lewis Walker seconded motion. Motion carried unanimously.*

**d) November 2025 Payment Approvals (see attached)**

**Rick Wineland (Lancaster County) VCAP Contract #08-25-019 Living Shoreline**  
**Total Estimated Cost: \$49,037.75      Total Estimated Cost-Share: \$30,000.00**

**Zach Fauver (Lancaster County) VCAP Contract #08-25-023 Living Shoreline**  
**Total Estimated Cost: \$40,522.21      Total Estimated Cost-Share: \$30,000.00**

The Board was surveyed to identify any known conflicts of interest; none were voiced. *Aaron Rowland moved to approve the payments of VCAP Contracts #08-25-019 & #08-25-023. Bobby Vanlandingham seconded motion. Motion carried unanimously.*

**2. FY25 Annual Report (see attached)**

The FY25 Annual Report was distributed to all attendees.

**3. Annual Holiday Dinner – December 17<sup>th</sup> at 6PM ~ Old Rappahannock Brewing Company**  
Invitations will be mailed out prior to the Thanksgiving Holiday.

**4. Associate Director Guidelines (see attached)**

Kelly Brann announced DCR recommends Districts adopt a guideline of duties for Associate Directors. Kelly presented the document to all attendees and a discussion took place. *Lewis Walker moved to approve the Associate Director Guidelines as amended. Benson Braxton seconded the motion. Motion carried unanimously.*

**5. 2026 Board Meeting Schedule (see attached)**

The DRAFT 2026 Board Meeting Schedule was distributed to all attendees. One date change was requested due to a Holiday conflict – November 11<sup>th</sup> changed to November 18<sup>th</sup>. *Vince Garland moved to approve the 2026 Board Meeting Schedule as amended. Benson Braxton seconded the motion. Motion carried unanimously.*

**6. 2026 Committee Slate Input (see attached)**

The DRAFT 2026 Committee Slate was distributed to all attendees. Kathy asked that any requests for change be communicated to Kelly by no later than December 16<sup>th</sup>.

## 7. Officer Slate

### a) Updates effective 12/01/2025

- i. Board Secretary: *Lewis Walker moved to approve Kelly Brann as Board Secretary. Benson Braxton seconded the motion. Motion carried unanimously.*
- ii. Record Retention Officer: *Lewis Walker moved to approve Joanna Balderson as Record Retention Officer. Benson Braxton seconded the motion. Motion carried unanimously.*
- iii. FOIA Officer: *Lewis Walker moved to approve Kelly Brann as FOIA Officer. Benson Braxton seconded the motion. Motion carried unanimously.*

### b) Nominating Committee – Officer Slate for 2026 & 2027

Frank Johnson appointed Bobby Vanlandingham as chair and Vince Garland as co-chair to lead the nominating committee.

## 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 Conservation Plan Approvals** (see attached)  
*Vince Garland moved to approve Conservation Plans 08-26-0003 & 08-26-0004. Bobby Vanlandingham seconded the motion. Motion carried unanimously.*
- II. **FY26 Round 2 VACS/WFA Approvals: Non-COIA Applications totaling \$56,096.08**  
*Vince Garland moved to approve. Bobby Vanlandingham seconded the motion. Motion carried unanimously.*
- III. **FY25 Round 2 VACS Approvals: COIA Applications totaling \$3,094.00**  
*Vince Garland moved to approve. Bobby Vanlandingham seconded the motion. Motion carried unanimously. (Aaron Saunders was not present at the meeting.)*

**EDUCATION/OUTREACH COMMITTEE** - Lowery Becker noted NNSWCD will not have an Envirothon team for the 2026 competition.

**LEGISLATIVE COMMITTEE** - Lewis Walker announced he is in the process of setting up a meeting with Congressman Rob Wittman. Congressman Wittman serves on the Natural Resource Commission and is interested in learning more about Districts and their programs.

**PERSONNEL COMMITTEE** – Robert Pickett, Committee Chair, noted that the Committee is scheduled to meet November 19<sup>th</sup>. Kathy Clarke presented *District Managers' Recommendation based on individual consultations with Personnel Committee Members* (see attached). The individual item brought to the Board for approval was:

- I. **New Administrative Assistant Position Approval** – Kathy advised the Board to note this position will be advertised for a period of 2 weeks which is a deviation from the Employee Handbook.  
*Bobby Vanlandingham moved to approve. Benson Braxton seconded the motion. Motion carried unanimously.*

## PARTNER AGENCY REPORTS:

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

**VCE** – Stephanie Romelczyk announced the NNVGA Annual Meeting is scheduled for December 16, 2025 and the Northern Neck Crops Conference is scheduled for January 8, 2026. Both events will be held at Cobham Park Church.

**DOF** – Reid Flessa noted Eric White will be on leave for a couple of months. All questions can be directed to him in the interim.

**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

**Marketing & Outreach Specialist** – Kelly Brann – see attached report

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

**DIRECTOR REPORTS:**

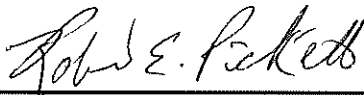
Bobby Vanlandingham spoke to the needs of farmers regarding internet cable companies adhering to the requirement of keeping the cable lines 18 feet from crop land. Kathy advised Bobby to speak with Senator Richard Stuart or Delegate Hiliary Pugh Kent and the County Administrators regarding the issue.

**NEW BUSINESS:**

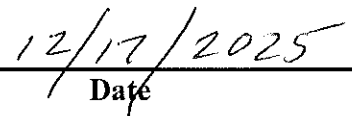
Kathy Clarke advised she has received guidance from the OAG's office regarding the ongoing issue with Loren Burson. It is recommended that law enforcement be present to accompany staff on Mr. Burson's property in Lancaster County. *Lewis Walker moved to approve. Aaron Rowland seconded the motion. Motion carried unanimously.*

**NEXT MEETING:** Wednesday, December 17<sup>th</sup> at 6:00PM at the Old Rappahannock Brewing Company.

**ADJOURNMENT:** *Bobby Vanlandingham moved to adjourn the meeting. Benson Braxton seconded the motion. Motion carried unanimously.* The meeting adjourned at 7:52PM.



Robert E. Pickett, Chairman

  
Date