

P.O. Box 220
5585 Richmond Road
Warsaw, VA 22572



(804) 313-9102
www.nnswcd.org

BOARD MEETING MINUTES DECEMBER 17, 2025

ATTENDEES:

DIRECTORS: Greg Basye, Benson Braxton, Vince Garland, Frank Johnson, Robert Pickett
Stephanie Romelczyk, Aaron Rowland, Richard Wilkins

**ASSOCIATE
DIRECTORS:** E. Derwin Booker, Jr.

STAFF: Joanna Balderson, Lowery Becker, Kelly Brann, Brandon Dillistin

OTHER: Olivia Leatherwood (DCR), Herb Dunford (Henricopolis SWCD)

CALL TO ORDER:

Chairman Robert Pickett opened the meeting at 6:31PM.

MINUTES:

The minutes from November 12, 2025, Board Meetings were presented for review. *Aaron Rowland moved to accept the Minutes as presented. Benson Braxton seconded the motion. Motion carried unanimously.*

TREASURER'S REPORT:

The Treasurer's Report for November 2025 was accepted as presented and filed for audit.

BUSINESS:

1. VCAP Approvals

a) Payment Approvals (see attached)

Katie Parker (Lancaster County) VCAP Contract #08-25-020 Living Shoreline

Total Estimated Cost: \$53,200.23 Total Estimated Cost-Share: \$30,000.00

The Board was surveyed to identify any known conflicts of interest; none were voiced. *Richard Wilkins moved to approve the payment of VCAP Contract #08-25-020. Benson Braxton seconded motion. Motion carried unanimously.*

b) Application Name Correction for Payment

A request was submitted for a correction to the payee's name on Contract #08-25-006 for reimbursement. The contract was approved for Taylor Chess and the request is to update the payee name to Chess Family Trust. *Richard Wilkins moved to approve the correction. Benson Braxton seconded the motion. Motion carried unanimously.*

2. Nominating Committee's Slate of Officers: January 1, 2026 – December 31, 2027

Vince Garland noted that he and Bobby spoke with the current officers and all were in agreement to serving another 2-year term: no one else had expressed interest. *Vince Garland moved to close nominations for the Slate for calendar years 2026 and 2027 consisting of the existing Slate of Officers. Greg Basye seconded the motion. Motion carried unanimously.*

Chairman – Robert Pickett
Vice-Chairman – Frank Johnson
Treasurer – Vince Garland
Secretary/FOIA Officer – Kelly Brann
Record Retention Officer – Joanna Balderson

3. 2026 Committee Slate

Kelly Brann presented the 2026 Committee Slate based on Director feedback (see attached). Kelly asked for an additional Director to serve on the Operations Committee to reflect 3 members. Aaron Rowland agreed to serve on the Operations Committee and in lieu of Finance Committee. *Greg Basye moved to approve the 2026 Committee Slate as amended. Benson Braxton seconded the motion. Motion carried unanimously.*

4. 2026 VASWCD Legislative Day: TBD

Kelly Brann noted that the 2026 VASWCD Legislative Day date has not been confirmed, however the two potential dates are scheduled for Wednesday, January 7th or Thursday, January 8th. More information is to come.

COMMITTEE REPORTS:

AG COMMITTEE - Brandon Dillistin presented recommendations from the Technical Staff for review (see attached). The individual item brought to the Board for approval was:

- a) **FY26 Round 3 VACS/WFA Approvals: Non-COIA Applications totaling \$306,204.23**
Vince Garland moved to approve Round 3 applications for WP-1 practice. Greg Basye seconded the motion. Motion carried unanimously.

PERSONNEL COMMITTEE –

- a) Robert Pickett, Committee Chair, reported that the Committee met on November 19, 2025. The DRAFT Minutes and Recommendations from that meeting were presented for review (see attached). The individual items brought to the Board for approval were:

1. **NNSWCD 2026 Pay and Holiday Calendar (see attached)**
2. **Mid-Year Employee Reviews**
3. **Updated Job Descriptions – Eff. 12/01/2025 (see attached)**
4. **NNSWCD Employee Handbook – Rev. 12/17/25 (see attached)**
5. **FY 25/26 Payroll Budget**

Aaron Rowland moved to approve the Personnel Committee Recommendations as outlined. Richard Wilkins seconded the motion. Motion carried unanimously.

- b) Robert Pickett, Committee Chair, reported that the Committee met again on December 15, 2025 to conduct interviews for the Administrative Assistant Position. The DRAFT Minutes and Recommendations from that meeting were presented for review (see attached). The individual items brought to the Board for approval were:

1. **Selection: Administrative Assistant Position**

Greg Basye moved to approve the hiring of Tina Withers as the Administrative Assistant. Aaron Rowland seconded the motion. Motion carried unanimously.

NEW BUSINESS: Kelly Brann announced she was notified by Shirley Powell's daughter (Cathy Cavender) that Shirley needs to step down as an Associate Director due to health reasons. *Richard Wilkins moved to accept Shirley Powell's resignation. Greg Basye seconded the motion. Motion carried unanimously.*

NEXT MEETING: Wednesday, January 14, 2026, at 12:00PM in the NNSWCD Conference Room.

ADJOURNMENT:

Vince Garland moved to adjourn the meeting. Richard Wilkins seconded the motion. Motion carried unanimously. The meeting adjourned at 6:54 PM.

Robert E. Pickett

Robert E. Pickett, Chairman

01/14/2025

Date

