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Board Meeting Minutes April 8, 2026

Attendees:

Directors: Benson Braxton, Vince Garland, Robert Pickett, Stephanie Romelczyk, Bobby Vanlandingham, Lewis Walker, Richard Wilkins
Staff: Kelly Brann, Brandon Dillistin, Aaron Saunders, Tina Withers
Partners: Olivia Leatherwood (DCR)

Call to Order:

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

Minutes:

The minutes from March 11, 2026, Board Meeting were presented for review. ***Richard Wilkins moved to accept the Minutes as presented. Benson Braxton seconded the motion. Motion carried unanimously.***

Treasurer's Report:

The Treasurer's Report for March 2026 was accepted as presented and filed for audit.

Business:

1. VCAP Approvals

a) April 2026 Round 9 Application Approvals (see attached)

David Allen (Westmoreland County) VCAP Contract #08-26-019 Living Shoreline
Total Estimated Cost: \$15,297.80 Total Estimated Cost-Share: \$12,238.24

David Allen (Westmoreland County) VCAP Contract #08-26-020 Living Shoreline
Total Estimated Cost: \$13,250.00 Total Estimated Cost-Share: \$10,600.00

The Board was surveyed to identify any known conflicts of interest; none were voiced.
Richard Wilkins moved to approve the submission of VCAP Contracts #08-26-019 & 08-26-020 to the VASWCD VCAP Steering Committee for further consideration. Bobby Vanlandingham seconded the motion. Motion carried unanimously.

b) April 2026 Payment Approvals (see attached)

Jimmy Hinton Jr. (Northumberland County) VCAP Contract #08-26-011 Living Shoreline
Total Cost: \$70,473.56 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 for VCAP Contract #08-26-011. Bobby Vanlandingham seconded the motion. Motion carried unanimously.

2. DCR General Audit Letter

Kelly Brann shared a memorandum from the Department of Conservation and Recreation (DCR) highlighting FY24 and FY25 District audit results.

3. IT Support Quote – Alliance Technology

Kelly Brann presented a quote from Alliance Technology highlighting additional fees to add Director email addresses. A discussion took place and the Board decided to accept the quote with the following amendment – remove all licenses/software pertaining to Director emails.

Lewis Walker moved to approve the quote as amended. Benson Braxton seconded the motion. Motion carried unanimously.

a) Director Email Access

Kelly Brann shared that Directors could acquire free email access through VASWCD if desired. After discussion, Richard Wilkins and Robert Pickett expressed interest in obtaining a VASWCD email. Kelly noted she will reach out to the Directors absent from the meeting. ***Richard Wilkins moved to approve Directors can receive email accounts through the VASWCD. Lewis Walker 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:

- 1. FY26 VACS NON-COIA Approvals totaling \$53,232.20 (see attached)**
Vince Garland moved to approve NM-1A - \$3,019.20 and SL-6W - \$50,213.00. Bobby Vanlandingham seconded the motion. Motion carried unanimously.
- 2. FY26 VACS COIA Approval totaling \$520.40 (see attached)**
Vince Garland moved to approve application NM-1A as outlined. Bobby Vanlandingham seconded the motion. Motion carried unanimously. (Aaron Saunders was not present during the discussion and motion).

Education Committee – Stephanie Romelczyk reported that the Education Committee met on April 1, 2026. The DRAFT Minutes and Recommendations from that meeting were presented for review (see attached). The individual items brought to the Board were:

- 1. 2026 Scholarship Recipients**
 - a.** Kameron Maith selected as the recipient of the 2026 NNSWCD J.C. Berger Conservation Advancement Scholarship in the amount of \$4,000.
 - b.** Chloe Garner selected as the recipient of the 2026 NNSWCD James Edward Minor Ag Stewardship Award in the amount of \$4000.

The Board was surveyed to identify any known conflicts of interest; none were voiced. ***Stephanie Romelczyk moved to approve the Education Committee's recommendations as outlined. Bobby Vanlandingham seconded the motion. Motion carried unanimously.***

Finance Committee – Kelly Brann reported that the Committee met on Wednesday, March 25, 2026. 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. Review of DRAFT – Desktop Procedures for District Fiscal Operations – Effective July 1, 2026.**

2. DRAFT Purchasing Policy - Rev. 04/08/2026

3. DRAFT FY 25/26 Budget Amendments

Vince Garland moved to approve the Finance Committee's recommendations as outlined. Lewis Walker seconded the motion. Motion carried unanimously.

Partner Agency Reports:

DCR – Olivia Leatherwood – see attached report

NRCS – Lucee Kossler – see attached report

VCE – Stephanie Romelczyk – see attached report

Staff Reports:

District Operations Manager – Kelly Brann – see attached report

District Technical Manager – Brandon Dillistin – see attached report

Financial Administrative Assistant – Joanna Balderson – see attached report

Education Conservation Specialist – Lowery Becker – see attached report

Agricultural Conservation Specialist – Aaron Saunders – see attached report

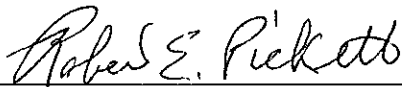
Administrative Assistant – Tina Withers – see attached report

New Business:

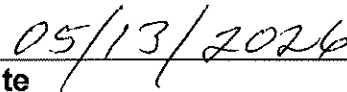
Next Meeting: Wednesday, May 13, 2026, at 6:00PM in the NNSWCD Conference Room.

Adjournment:

Richard Wilkins moved to adjourn the meeting. Bobby Vanlandingham seconded the motion. Motion carried unanimously. The meeting adjourned at 7:53PM.



Robert E. Pickett, Chairman



Date

