



We work with the people who work the land.

Mountain Castles Soil & Water Conservation District

36 Executive Circle
Roanoke, VA 24012

Hours: Monday – Friday, 8:00 AM – 4:30 PM

BOARD MEETING MINUTES

June 12th, 2024

Directors present: Jeff Henderson
Andrew Keffer
Jason Williams
Walter Nelson

Directors absent: Preston Wickline
Anne Jones

Others present: Michael Beahm (associate director)
Jeff Munsey (associate director)
Dan Naff
Dereck Hancock
Denny McCarthy

Call to Order - Declaration of Quorum

Henderson called meeting to order @ 7:20pm

Approval of April and May 2024 minutes

Motion to approve-Walter Nelson / Seconded-Andrew Keffer / unanimous vote in favor

Approval of 3% cost of living increase

Motion to approve-Jason Williams / Seconded-Walter Nelson / unanimous vote in favor

Treasurer's Report

- Balance sheet and profit/loss report

Motion to approve-Andrew Keffer / Seconded-Jason Williams / unanimous vote in favor

Other Business

- Approval of Education Committee minutes from April meeting

Motion to approve-Jason Williams / Seconded-Walter Nelson / unanimous vote in favor

- Approval of Finance Committee minutes from April and May meetings

Motion to approve-Jason Williams / Seconded-Walter Nelson / unanimous vote in favor

- Approval of PY25 budget

Motion to approve-Walter Nelson / Seconded-Jason Williams / unanimous vote in favor

- Approval of 2024-2028 Strategic Plan

Motion to approve-Andrew Keffer Seconded-Jason Williams / unanimous vote in favor

- Approval of PY25 Annual Plan of Work

Motion to approve-Jason Williams / Seconded-Walter Nelson / unanimous vote in favor

MOUNTAIN CASTLES Soil and Water Conservation District programs, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, disability, national origin or political affiliation. An equal opportunity/affirmative action employer.



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- Update signature card for Bank of Botetourt CD (acct# ending in 7420)
- #1 Jason Williams makes a motion to remove Bill McIntosh, John Aiken and John Seibel / Walter Nelson seconded the motion / unanimous vote in favor
- #2 Jason Williams make a motion to add Walter Nelson and Jeff Henderson as signature authorities for the CD w/ Bank of Botetourt / Andrew Keffer seconded / unanimous vote in favor
- Appoint designee to sign PY25 OCR grant agreement before next meeting, if necessary
- Jason Williams makes a motion that Jeff Hendeson be the signatory on the PY25 DCR grant agreement if needed before next meeting / Andrew Keffer seconded / unanimous vote in favor

319 Contracts

- New approvals

#45-24-0059; Instance #588205; RB-1 (pump out); 50% CS; max CS= \$200
Motion to approve-Jason Williams / Seconded-Andrew Keffer / unanimous vote in favor

#45-24-0060; Instance #588587; RB-4 (replacement); 50% CS; max CS=\$4,000
Motion to approve-Jason Williams / Seconded-Andrew Keffer / unanimous vote in favor

Carry-over approvals

#45-24-0043; Instance #583366; RB-4 (replacement); 50% CS; max CS - \$4,000
Motion to approve-Jason Williams / Seconded-Andrew Keffer / unanimous vote in favor

#45-24-0058; Instance #586596; RB-2 (connection to sewer); 50% CS; max CS - \$5,500
Motion to approve-Jason Williams / Seconded-Andrew Keffer / unanimous vote in favor

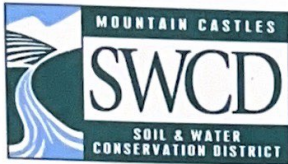
#45-24-0059; Instance #588205; RB-1 (pump out); 50% CS; max CS = \$200
Motion to approve-Jason Williams / Seconded-Andrew Keffer / unanimous vote in favor

VACS Program

- 2nd, 3rd, and 4th-Year Carry-overs – See Conservation Technician’s Report
- Motion to approve - Jason Williams / Seconded-Andrew Keffer / unanimous vote in favor, Walter Nelson abstained
- Return of PY2024 Cost Share & Associated TA (\$670,081.80 CS, \$62,768.24 TA)
- Motion to approve-Andrew Keffer / Seconded-Jason Williams / unanimous vote in favor
- Approval of PY2025 Average Cost List & Secondary Considerations
- Motion to approve - Jason Williams / Seconded-Andrew Keffer / unanimous vote in favor

Watershed Dams

- Ratification of Chairman Jeff Henderson’s action to Approve MOU for Joint Procurement of Engineering Services
- Since the 5/8/24 meeting unexpectedly did not have a quorum, and the deadline for approval was 5/15/24, Chairman Jeff Henderson signed and approved the MOU given that the risks for *not* approving it at all far outweighed the risks of approving it without proper procedure. Motion to ratify-Walter Nelson / Seconded-Jason Williams / unanimous vote in favor



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Staff Reports

- Dan - Conservation Technician Report

Dan gave a verbal overview of report

- Tim - District Coordinator Report

Included for review

Agency Reports

- OCR - submitted by Angela Ball
- VCE Anne Jones – not present
- VDOF Denny McCarthy – verbal report given
- NRCS - Derek Hancock – verbal overview of report

Adjourned @ 8:09pm

***Local Working Group meeting held after normal meeting hours. Derek Hancock w/ USDA-NRCS handed out a questionnaire with supplemental documents for aid in answering. He went over the questionnaire with the partners that were present and took one questionnaire representative of the group to submit to his state office. Invited were all conservation partners and landowners who would likely weigh in on priority issues related to funding and policy planning.

A handwritten signature in black ink, appearing to be "Derek Hancock".