

**Mountain Castles Soil and Water Conservation District  
Board of Directors Monthly Meeting  
July 10, 2024 – USDA Bonsack Service Center**

Jeff Henderson called the meeting to order with a quorum present at 7:25 p.m.

**Directors Present:** Jeff Henderson, Chair, Botetourt (elected)  
Preston Wickline, Vice Chair, Botetourt (elected)  
Jason Williams, Craig (elected)  
Walter Nelson, Botetourt (appointed)  
Anne Jones, VCE – Botetourt (VCE – appointed)

**Directors Absent:** Andrew Keffer, Craig (elected)

**Staff Present:** Tim Miller

**Others Present:** Jeff Munsey (associate director)  
Tom Williamson (associate director)  
Derek Hancock, NRCS  
Tad Williams, DCR

### **Minutes**

June minutes were approved unanimously by a motion from Walter, second by Jason.

### **Treasurer's Report**

Treasurer's report included the profit and loss sheet, the balance sheet, and a list of outstanding checks. The treasurer's report was approved unanimously after a motion from Preston, second by Jason.

### **Other Business**

- Preston moved to approve both the PY25 "Admin Ops" and the "CS TA" grant agreements with DCR. Second by Jason, motion passed.
- The board reviewed the PY 25 individual goals developed by each staff member.
- The board reviewed the revised "Desktop Procedures for Fiscal Operations," the district check-signing policy, the district credit card policy, and the district purchasing policy.
- Walter made a motion to recommend Anne Jones be reappointed as the VCE representative on the Mountain Castles board of directors for the upcoming four-year term beginning 1/1/2025. Anne accepted the nomination. Second by Jason, motion passed.
- The board reviewed updated cost share rates for the Tinker and Glade Creek Residential Septic Program, effective July 1, 2024.

### **319 Contracts**

Preston moved to approve the following modification to contract #45-24-0058: cancel instance #586596; RB-2 (connection to public sewer) and replace with instance #588873; RB-3M (level 1) (inspection and non-permitted repair)

Second by Jason, motion carried.

**VACS Contracts**

Walter moved to approve the following contract: #45-25-0001: Instance #586979; SL-1; Max CS = \$12,999.68 (25 CB VACS).

After discussion, a second was made by Jason and the motion passed.

**Conservation Technician Report:** submitted by Dan Naff – see attached

**District Coordinator Report:** submitted by Tim Miller – see attached

**Agency Reports:**

- DCR - submitted by Tad Williams – see attached
- VCE - Anne discussed upcoming events, including the feeder calf sale on July 25, the Botetourt County Fair on August 2-3, and the well water testing on August 7.
- VDOF – no report
- NRCS - submitted by Derek Hancock – see attached

The meeting adjourned at 8:15 p.m. by a motion from Walter, second by Jason.

Approved:



Jeff Henderson, Chair

Date:

8/14/24

Respectfully submitted/prepared by:



Tim Miller