

**Mountain Castles Soil and Water Conservation District  
Board of Directors Monthly Meeting  
December 11, 2024 – USDA Bonsack Service Center**

Jeff Henderson called the meeting to order at 7:18 with a quorum present.

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

**Directors Absent:** none

**Staff Present:** Tim Miller  
Dan Naff

**Others Present:** Michael Beahm (associate director – Treasurer)  
Tara Williamson (associate director)  
Tom Williamson (associate director)  
Tasha Snavely (associate director)  
Tad Williams, DCR  
Denny McCarthy, VDOF  
Rachel Kim, VDOF  
Courtney Henderson

**Minutes**

November minutes were approved unanimously by a motion from Anne, second by Andrew.

**Treasurer's Report**

The treasurer's report included the profit and loss sheet and balance sheet. The treasurer's report was approved unanimously after a motion from Jason, second by Anne.

**Other Business**

- Courtney Henderson provided updates for the FFA Alumni Ag Expo to be held at Lord Botetourt HS on Feb 28th
- The board reviewed the Mountain Castles SWCD addendum to the Craig County Personnel Policy. Walter moved to approve the addendum, second by Andrew, motion passed.
- The board reviewed the following staff position descriptions: Conservation Technician, Conservation Specialist, District Coordinator. Walter moved to approve all three position descriptions, second by Andrew, motion carried.
- The board reviewed the "Natural Environment" chapter of the draft Botetourt County Comprehensive Plan. The board directed Tim to offer his assistance to Botetourt County staff with revisions and edits to the "Natural Environment" chapter. The plan is not open for public comment.
- Walter moved to approve the following slate of District officers for 2025: Chair – Jeff Henderson; Vice-Chair – Preston Wickline; Treasurer – Michael Beahm; Second by Jason, motion carried.
- Jeff Henderson re-appointed the following associate directors for a one-year term: Michael Beahm, Tom Williamson, Tara Williamson, Jeff Munsey, and Tasha Snavely
- Walter moved to re-appoint Tim Miller as both District FOIA officer and Records Retention officer for 2025. Second by Preston, motion passed.
- After discussion, Jeff Henderson decided to leave the Board of Directors meeting dates and time the same in 2025. The board will generally meet on the second Wednesday of each month at 7:00 pm. Special events, such as the District Awards Banquet, could occasionally alter the normal meeting schedule.
- The board decided the first choice for the Winter Awards Banquet date is February 12 at the Fincastle Fire Department Training Room.
- The board directed Tim to pursue the Wilson Warehouse in Buchanan as the location for the Area I Spring meeting to be held in late March.

**319 Contracts**

Contract #45-25-0035; Instance #646371 [RB-4 (system replacement); 50% CS; max cost share = \$6,250]  
Jason made a motion to approve the 319 contract, second by Andrew, motion carried.

**VACS Program**

The following conservation plans were reviewed by the board:

- CP-45-25-0007
- CP-45-25-0008

Preston moved to approve both conservation plans, second by Jason, motion passed.

The following VACS contracts were reviewed by the board:

#45-25-0036; Instance #647219; CCI-SL-6W; max CS = \$12,625.00 (25 CB VACS)  
Jason moved to approve this contract, second by Preston, motion carried.

#45-25-0037; Instance #645457; SL-6W; max CS = \$35,351.75 (25 CB VACS)  
Andrew moved to approve this contract, second by Preston, motion passed.

The following tax credits were reviewed by the board:

- #45-22-0008; Instance #463423; eligible tax credit = \$136.46
- #45-23-0047; Instance #498751; eligible tax credit = \$1,063.75
- #45-24-0042; Instance #583317; eligible tax credit = \$824.23
- #45-25-0001; Instance #586979; eligible tax credit = \$418.83
- #45-25-0011; Instance #618634; eligible tax credit = \$96.99
- #45-25-0014; Instance #620546; eligible tax credit = \$978.30
- #45-25-0015; Instance #620131; eligible tax credit = \$918.73

Walter moved to approve all tax credits, second by Andrew, motion carried.

Jason moved to allow a director to approve additional tax credit requests made by December 31st. Second by Preston, motion passed.

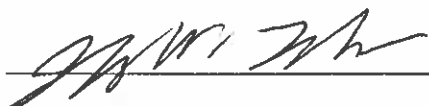
**Conservation Technician Report:** submitted by Dan Naff – see attached

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

**Agency Reports:**

- DCR - highlights of written report provided by Tad Williams
- VCE - Anne expressed appreciation for the partners meeting with MCSWCD, NRCS, and FSA; she also provided updates from the VASWCD Annual Meeting
- VDOF - Rachel Kim introduced herself and provided information about urban/community forestry grant opportunities; Denny provided wildfire updates and updates about other VDOF activities
- NRCS - highlights of written report provided by Derek Hancock

The meeting adjourned at 8:30 p.m. by a motion from Walter, second by Jason.

Approved:   
Jeff Henderson, Chair

Date: 1-8-25

Respectfully submitted/prepared by: 

Tim Miller