

**Mountain Castles Soil and Water Conservation District
Board of Directors Monthly Meeting
February 13, 2024 – Fincastle Volunteer Fire Department**

Jeff Henderson called the meeting to order at 8:00 pm with a quorum present.

Directors Present: Jeff Henderson, Chair, Botetourt (elected)
Preston Wickline, Botetourt (elected)
Andrew Keffer, Craig (elected)
Walter Nelson, Botetourt (appointed)

Directors Absent: Jason Williams, Craig (elected)
Anne Jones, VCE – Botetourt (VCE – appointed)

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)
Jeff Munsey (associate director)
Tad Williams, DCR

Minutes

January minutes were approved unanimously by a motion from Walter, second by Preston.

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 Preston, second by Andrew.

Other Business

- Directors reviewed the updated Employee Evaluation Forms. After discussion, a recommendation was made to change the 5 point evaluation scale to the following three point scale: "3: exceeds expectations; 2: meets expectations; 1: performs below expectations." Walter moved to approve the updated forms with the change to a three point scale. Second by Preston, motion passed.
- Tim provided general planning updates to the Area I Spring Meeting to be held March 25 at the Wilson Warehouse in Buchanan.
- Preston made a motion to make a donation to Camp Woods and Wildlife in the amount of \$300. Second by Walter, motion carried.

319 Contracts

Contract 45-25-0041; Instance #649123 [RB-3M (inspection and nonpermitted repair); 80% CS; max cost share = \$2,600]
Andrew made a motion to approve the 319 contract, second by Preston, motion carried.

VACS Program

The following conservation plan was reviewed by the board:

- CP-45-25-0006 (linked w/ contract 45-25-0039)

Walter made a motion to approve the conservation plan, second by Preston, motion carried.

The following VACS contract was reviewed by the board:

- 45-25-0039; Instance #625015; SL-6W; max CS = \$161,038.50 (25 CB VACS)

After discussion, Preston moved to approve the contract, second by Walter, motion carried.

The following cost share increase was reviewed by the board:

- 45-25-0034; Instance #631978; SL-6W; NEW max CS = \$225,601.25 (25 CB VACS)

After discussion, Andrew moved to approve the cost share increase, second by Preston, motion passed.

The following Transfers of Responsibility were reviewed by the board:

- 45-12-0001
- 45-22-0025

Preston moved to approve both Transfers of Responsibility, second by Walter, motion carried.

The following out-of-pocket expenses were reviewed by the board for tax credits:

- 45-24-0006; Instance #534605; out-of-pocket expenses = \$11,097.08; eligible tax credit = \$2,774.27

Andrew moved to approve the tax credit, second by Walter, 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 - no report
- VDOF - no report
- NRCS - no report
- CBF - written report of riparian buffer projects in the Upper James watershed provided by Lindsay Spotts

The meeting adjourned at 8:35 p.m. by a motion from Walter, second by Jason.

Approved: _____

Jeff Henderson, Chair

Date: _____

3-12-25

Respectfully submitted/prepared by: _____

Tim Miller