

**Mountain Castles Soil and Water Conservation District  
Board of Directors Regular Monthly Meeting  
March 12, 2025 – USDA Bonsack Service Center**

Jeff Henderson called the meeting to order at 7:17 pm with a quorum present.

**Directors Present:** Jeff Henderson, Chair, Botetourt (elected)  
Preston Wickline, Vice Chair, 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)  
Tasha Snavely (associate director)  
Jeff Munsey (associate director)  
Tad Williams, DCR

**Minutes**

February minutes were approved by unanimous consent after a motion from Preston 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 by unanimous consent after a motion from Preston, second by Walter.

**Other Business**

- Jeff Munsey reported the Personnel Committee had completed employee evaluations and the FLSA "exemption" review. Minutes will be shared with the board at the April meeting.
- A revised budget reflecting the dam rehab and repair pass through dollars was reviewed by the board. Walter moved to approve the revised budget, second by Jason. Motion passed by unanimous consent.
- Tim reviewed the James River Buffer Program.
- Tim provided updates to the Area I Spring Meeting and the upcoming VCAP information session co-sponsored by Blue Ridge SWCD.
- Walter made a motion to make a \$400 scholarship donation to Botetourt 4-H camp. Second by Andrew, motion carried.

**319 Contracts**

The following 319 contracts were reviewed by the board:

- 45-25-0042; Instance #649899; RB-2; 50% CS; max cost share = \$6,250
- 45-25-0043; Instance #650632; RB-3M; 50% CS; max cost share = \$2,725
- 45-25-0044; Instance #650633; RB-4; 50% CS; max cost share = \$6,250
- 45-25-0045; Instance #650634; RB-1; 50% CS; max cost share = \$225
- 45-25-0046; Instance #650935; RB-3M; 80% CS; max cost share = \$5,200
- 45-25-0047; Instance #651061; RB-3M; 50% CS; max cost share = \$1,625
- 45-25-0048; Instance #651062; RB-1; 50% CS; max CS = \$225

Jason moved to approve all 319 contracts, second by Andrew, motion passed by unanimous consent.

### VACS Program

The following "Extreme Act of Nature Requests" were reviewed by the board:

- 45-20-0005; Instance #376098; SL-6W; max cost share = \$6,081.25
- 45-22-0004; Instance #462669; SL-6W; max cost share = \$2,450.00

Preston moved to approve both requests, pending approval by DCR. Second by Jason, motion carried by unanimous consent.

**Conservation Technician Report:** submitted by Dan Naff – received and placed on file (see full report); Dan also discussed the February flooding at Johns Creek Dam #2 – the report was received and placed on file (see full report)

**District Coordinator Report:** submitted by Tim Miller – received and placed on file (see full report)

### Agency Reports:

- DCR - highlights of written report provided by Tad Williams; received and placed on file (see full report)
- VCE - Anne shared upcoming VCE events and discussed the Emergency Assessment for Conservation Program
- VDOF - no report
- NRCS - no report
- CBF - written provided by Lindsay Spotts – received and placed on file (see full report)


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

Approved:

  
Jeff Henderson, Chair

Date: 4/9/23

Respectfully submitted/prepared by:

  
Tim Miller