

BOARD MEETING MINUTES JANUARY 11, 2023

ATTENDEES:

- DIRECTORS:** Faye Andrashko, Greg Basye, Vince Garland, Billy McCarty, Robert Pickett, Shirley Powell, Bobby Vanlandingham, Richard Wilkins
- STAFF:** Kathy Clarke, Brandon Dillistin, Joanna Balderson, Lowery Becker, Kelly Brann, Aaron Saunders
- PARTNERS:** Libby Bieri (FOR), Lisa Bieber (NNLC), Joshua Just (DOF), Lucee Kossler (NRCS), Andrew Matteson (DOF), Marissa Roland (DCR)

CALL TO ORDER:

Chairman Robert Pickett opened the meeting at 12:30PM.

MINUTES:

The Minutes from the November 9, 2022 & December 14, 2022, Board Meeting were presented for review. *Richard Wilkins moved to accept the Minutes as presented. Faye Andrashko seconded the motion. Motion carried unanimously.*

TREASURER'S REPORT:

The Treasurer's Reports for November & December 2022 were accepted as presented and filed for audit.

BUSINESS:

1. Annual Administrative Items:

a) 2023 Committee Slate (see attached)

Kathy Clarke reported there had been no requests received for changes in committee assignments. *Bobby Vanlandingham moved to approve the 2023 Committee Slate as presented. Greg Basye seconded the motion. Motion carried unanimously.*

b) 2023 VASWCD Directory Updates

A copy of the NNSWCD's contact page in the current VASWCD Directory was shared; Directors were asked to review and advise Kathy or Joanna of any changes as soon as possible.

c) 2023 IRS Standard Mileage Reimbursement Rate

Kathy Clarke noted that the new IRS mileage rate effective January 1, 2023 is 0.655¢/mile; an updated Mileage & Expense Reimbursement Form was provided to reflect the new rate (see attached).

2. Mid -Year Review of Documents

a) Strategic Plan: July 1, 2021 – June 30, 2025 (see attached)

Kathy Clarke provided a DRAFT document that reflected updates to the NNSWCD and NRCS staff as well as the new physical address. *Richard Wilkins moved to accept the changes to the Strategic Plan. Faye Andrashko seconded the motion. Motion carried unanimously.*

3. VCAP 2023 Round 2 Application Approvals (see attached)

- a. **Jerry Cooke, Jr. (Lancaster County) VCAP Contract #08-23-003 Living Shoreline**
Total estimated Cost: \$62,230.00 Total estimated cost-share \$30,000.00
- b. **Joe Walton (Lancaster County) VCAP Contract #08-23-004 Living Shoreline**
Total estimated Cost: \$14,360.00 Total estimated cost-share \$14,360.00

The Board was surveyed to identify any known conflicts of interest, none were noted. *Richard Wilkins moved to approve the submission of VCAP Contracts #08-23-003 and #08-23-004 to the VASWCD VCAP Review Committee for further consideration. Faye Andrashko seconded the motion. Motion carried unanimously.*

COMMITTEE REPORTS:

AG COMMITTEE – Brandon Dillistin presented recommendations from the Technical Staff regarding estimates received for two Stream Exclusion projects (see attached). The individual items brought to the Board for approval were:

- I. FY23 VACS Approvals: Non COIA Applications totaling \$26,056.76**
Vince Garland moved to approve. Bobby Vanlandingham seconded the motion. Motion carried unanimously.

PARTNER AGENCY & STAFF REPORTS:

DCR – Marissa Roland – see attached report.

NRCS – Lucee Kossler - see attached report.

NNLC – Lisa Biever noted that the NNLC had recently recorded 600 acres in Conservation Easements and were in the process of bringing on 5 new Board Members.

DOF – Andrew Matteson – see attached report.

FOR – Libby Bieri – see attached report.

VASCWD/NACD – Frank Johnson – see attached email.

STAFF – Kathy Clarke – see attached report.

STAFF – Brandon Dillistin – see attached report.

STAFF – Joanna Balderson – see attached report.

STAFF – Lowery Becker – see attached report.

STAFF – Kelly Brann – see attached report.

STAFF – Aaron Saunders – see attached report.

NEW BUSINESS:

4. New Website Design Proposal

Kathy Clarke noted that one of Kelly’s duties include overseeing the design and maintenance of the NNSWCD’s website and she has hit the ground running with this and many other tasks. The current website was created by Mike Antonio many years ago using code-based software that is not only complex in nature but also outdated as it requires Mike’s use of an older model computer and operating system to access it. Although Mike continues to provide updates to the site as needed for a nominal fee, there really isn’t an easy way for Kelly to assume those duties. It has been mutually decided that creating a brand-new site from scratch is the best option and Kelly has been researching a more modern and user-friendly creation/management software and using YouTube tutorials to self-learn. Through

networking, she found that Three Rivers SWCD recently employed the services of Jen Shelor of J Shelor Art & Design to assist them with the same undertaking. Jen has provided a proposal to build a new www.nnswcd.org site through WordPress while training Kelly in the step-by-step process and enabling her to manage and update the site moving forward (see attached).

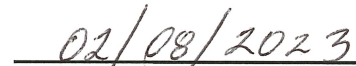
Although the proposed price of \$2500-\$3000 falls within the limits of the District Managers' approval authority, Board discussion and approval is being sought. ***Greg Basye moved to approve the Website Proposal provided by J Shelor Art & Design in the range of \$2500 - \$3000 dependent on total hours involved. Billy McCarty seconded the motion. Motion carried unanimously.***

NEXT MEETING: Wednesday, February 8, 2023 at 12:00PM in the NNSWCD Conference Room.

ADJOURNMENT: ***Bobby Vanlandingham moved to adjourn the meeting. Faye Andrashko seconded the motion. Motion carried unanimously.*** The meeting adjourned at 1:49 PM.



Robert E. Pickett, Chairman



Date