**Robert E. Lee Soil & Water Conservation District**

**Standing Committees 2023**

**Officers**

Jeffrey Floyd Chairperson

Brandon Schmitt Vice Chairperson

Doug Perrow Treasurer

Chad Barrett Assistant Treasurer

# Personnel Committee

Responsibilities – Provide the District an orderly system of personnel administration in the following manner:

1. Conduct annual employee evaluations, document Pay Action Authorizations, annually review and maintain personnel documents including employee position descriptions, performance expectations, and the District personnel policy.
2. Provide the District’s assigned CDC with a copy of employee position descriptions and the District personnel policy once documents are annually reviewed and updated.
3. Ensure that personnel policies and decisions are based on merit principles.
4. Ensure that personnel management is conducted according to written policy.
5. Make recommendations to the Board of Directors regarding salary, fringe benefits, equipment and training.

Committee Members Advisors

**Jeffrey Floyd, Chairperson** Mark Hollberg, DCR-CDC

Doug Perrow

Bonnie Swanson

# Budget & Finance Committee

Responsibilities – Provide the District Board an annual budget, a financial accounting system that compiles with Commonwealth of Virginia fiscal and accounting procedures, provide and review annually a purchasing policy, credit card policy, checking signing policy. Submit a District Board approved, completed Attachment D to DCR per grant agreement deliverables. Ensure DCR’s *Desktop Procedures for District Fiscal Operations* are followed and annually reviewed by the Committee or the District Board and documented in the official minutes.

Committee Members Advisors

**Jeffrey Floyd, Chairperson** Cindy Miller RELSWCD Office Administrator

Chad Barrett Mark Hollberg, DCR-CDC

Doug Perrow

**Agriculture Committee**

Responsibilities – Promote and administer the Agricultural BMP Cost-Share Program and the conservation provisions of the Federal Farm Bill.

Committee Members Advisors

**Jeffrey Floyd, Chairperson** J. Wooldridge RELSWCD Ag BMP Sr. Conservation Spec

Bruce Jones Mark Hollberg, DCR-CDC

Brandon Schmitt

Bonnie Swanson

**Strategic Plan Committee**

Responsibilities: Develop and maintain a long-term plan that enhances District capabilities on a 4-year cycle through a process that obtains input from District stakeholders, including local governments. A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. Submit a copy of the Strategic Plan to the CDC.

Committee Member Advisors

**Jeffrey Floyd, Chairperson** All Staff

Karen Angulo

Bruce Jones

**Education / Public Relations Committee**

Responsibilities – Promote conservation awareness in the schools and community. Provide materials and assistance to schools, educators, landowners, and citizens. Write articles for newspapers and help with exhibits.

Committee Members Advisors

**Jeffrey Floyd, Chairperson** RELSWCD Edu. Specialist

Charles Smith

Brandon Payne

Joetricia Humbles

**RMP-TRC Committee**

Responsibility – “a committee established by a soil and water conservation district board to review RMPs and provide recommendations to the soil and water conservation district board regarding RMPs.” (4VACS50-70-10)

Committee Members

**Bruce Jones,** Chairperson

J. Wooldridge RELSWCD Ag BMP Sr. Conservation Specialist

## **Watershed Dam Committee**

Responsibilities – Ensure the District conservation dams are operated and maintained in accordance with the Emergency Action Plan for Dams.

Committee Members Advisors

**Jeffrey Floyd, Chairperson** J. Wooldridge Ag BMP Sr. Conservation Specialist

Doug Perrow

Charles Smith

**Nominating Committee**

Responsibilities – Submit slate of candidates for election to the 2020 Executive Committee by the full membership of the SWCD Board.

Committee Members

**Jeffrey Floyd, Chairperson**

Bruce Jones

Doug Perrow

**Legislative Committee**

Responsibilities – Keep abreast of existing legislation affecting soil and water use, aid in its implementation through effective methods and promote additional legislation as needs arise.

Committee Members Advisors

**Jeffrey Floyd, Chairperson** Don Wells, VASWCD

Karen Angulo

Brandon Payne

Bonnie Swanson

**Liaison with County /City**

Amherst – Jeffrey Floyd

Appomattox – Karen Angulo

Campbell – Brandon Schmitt

Lynchburg – Chad Barrett

**RELSWCD Standing Committees Report Timeline**

**Personnel Committee –** February/March and as needed

**Budget & Finance Committee –** February/March/April and as needed

**W/S Dam Committee –**

Dams – following yearly inspection of dams and as needed

**Education/Public Relations Committee –** as needed

**Strategic Plan Committee –**

Strategic Plan –Prepared on a 4-year cycle–reviewed annually-March/April/May

**Agriculture Committee –** as needed

**Legislative Committee –** as needed

**Nominating Committee –** November

**RMP-TRC Committee –** as needed

Updated 8/25/2022