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Robert E. Lee Soil & Water Conservation District 7631-A Richmond Hwy.

Appomattox, VA 24522

Phone 434-352-2819 FAX 434-352-9405

[www.releeconservation.com](http://www.releeconservation.com/)

Board of Directors Regular Meeting Minutes The Spring House Restaurant

9789 Richmond Hwy

Lynchburg, VA 24504

May 23, 2024 - 6:00 p.m.

Directors:

(Present) Doug Perrow, Treasurer

Bonnie Swanson, Vice Chairman Jennifer Elliott

Zachary Campbell

Joetricia Humbles, Chainnan Leslie Whealton

Directors: (Absent)

**Staff/Partners:** (Present)

**Staff Absent: Others:**

Bruce Jones Andrew Rousseau Shepard Landrum

Cindy Miller, RELSWCD Office Administrator

Katelin Savage, RELSWCD Conservation Education Specialist Dustin Woodall, RELSWCD Conservation Technician

Stacy Horton, CDC DCR

Kelly Burke, NRCS District Cons

BJ Butler, Virginia Department of Forestry None

None

Call to Order: The regular meeting of the Robert E. Lee Soil aod Water Conservation District Board of Directors was called to order May 23, 2024 at 6:00 p.m., by Doug Perrow, Treasurer, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Adopting the Agenda: Doug Perrow, Treasurer, asked if there were any changes to the agenda. Request was made to move Unfinished Business- Elect a Chainnan above Acknowledgement/ Introduction of Guests. **Motion was made to approve the agenda with the requested change. Approved (Humbles, Swanson passed 6/0).**

Unfinished Business- Elect a Chairman, Board was asked if there is anyone willing to serve as the Chairman. Joetricia Humbles stated she is willing to serve as Chainnan. **Motion was made to elect Joetricia Humbles** to **be Chairman of the Board. Approved (Swanson, Whealton passed 5/0). Humbles abstained.**

**Acknowledgement of Guests: No guests were present.**

**Reading and** Approval **of the April 25, 2024, Minutes:** Doug Perrow, Treasurer, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as written. Approved (Humbles, Campbell passed 6/0).**

**REPORT OF OFFICERS/PARTNERS/STAFF**

I-Treasurer's Report -April 2024-- Doug Perrow, Treasurer, gave the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted.

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1. DCR Conservation District Coordinator Report- Stacy Horton, CDC provided the May 2024 report. (Copy filed with minutes).
2. USDA Natural Resources Conservation Service Report-Kelly Burke, NRCS District Conservationist provided the May 2024 report. (Copy filed with minutes).
3. **Virginia Department of Forestry Report** - BJ Butler, Area Forester- Gave a verbal report. Forest floors are still too dry and created 16,000 acres of forest fire by the end of May due to human error. Cost share available was $80,000 used for 32 contracts.
4. **Virginia Cooperative Extension Report-** Bruce Jones, Appomattox VCE Agent-No May report was provided.
5. **RELSWCD Conservation Technician Report-** Dustin Woodall gave the May 2024 report (copy filed with minutes).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Contract** | **Instance** | **Est. Cost** | **CS Amt.** | **ComgLDate** | **Fund** | **Practice** |
| 10-22-0031 | 475560 | $61,076.36 | $55,518.75\*  +  $2,847.54 Tax Credit | 5/21/2024 | CB | SL-6W |
| 10-23-0004 | 507099 | $208 | $208 | 5/22/2024 | OCB | NM-SN |
| 10-24-0011 | 574926 | $1,500 | $1,500 | 5/6/2024 | OCB | SL-SH |
| 10-24-0012 | 574927 | $60,084.50 | $60,084.50 | 4/30/2024 | CB | SL-8B |
| 10-24-0016 | 575356 | $2,000 | $2,000 | 5/6/2024 | OCB | SL-8B |
| 10-24-0019 | 586133 | $1,130 | $1,130 | 5/14/2024 | OCB | SL-SH |
| 10-24-0035 | 579427 | $23,946.30 | $23,946.30 | 5/8/2024 | CB | SL-8B |
| 10-24-0037 | 579429 | $800 | $800 | S/8/2024 | OCB | SL-SH |
| 10-24-0038 | 579430 | $3,000 | $3,000 | 5/8/2024 | OCB | SL-8B |
| 10-24-0041 | 579433 | $2,010 | $2,010 | 5/10/2024 | CB | SL-SH |

\*Buffer payment was originally estimated at $4,824 for 4.02 acres but was increased to $6,600 for the 5.5 acres that was actually excluded.

Motion was made to approve contract 10-22-0031. Approved (Humbles, Swanson passed 6/0). Motion was made to approve contract 10-22-0004. Approved (Humbles, Swanson passed 6/0). Elliott stepped out 6:59 pm.

Motion was made to approve contracts 10-24-0011, 10-24-0012, 10-24-0016, 10-24-0019, 10-24-0035, 10-24-0037, 10-24-0038 and 10-24-0041. Approved ( Humbles, Whealton passed 5/0).

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**Elliott stepped back in 7:01 pm.**

Conservation Plans- (CP-10-22-000 I, CP-10-22-0002, CP-10-23-0001, CP-10-23-0002, CP-10-23-0003, CP-10-23-0004, CP-10-24-0001, CP-10-24-0002)

**Motion was made to approve Conservation Plans as listed and as written by DCR. Approved (Humbles, Swanson passed 6/0).**

**Motion was made to approve the MOU for Joint Procurement of Engineering Servicers Term Contract with Lead**

District of Shenandoah Valley SWCD. Approved ( Humbles, Swanson passed 6/0).

1. RELSWCD Education Specialist Report-Katelin Savage gave the May 2024 report (copy filed with minutes). VCAP Application Approval to forward to State Steering Committee-10-24-0002

Motion was made to approve VCAP contract 10-24-00002 to be forwarded to the State Steering Committee. Approved (Humbles, Whealton passed 6/0).

1. **RELSWCD Office Administrator Report-** Cindy Miller gave the May 2024 (copy filed with minutes).

**IO-Timberlake WID** -VDOT has been asked to complete another study of the water flow situation that affects sediment in the lake. Study will be presented to the BOD once available.

**REPORT OF COMMITTEES-**

**Strategic Planning Committee-:**

**Minutes were reviewed and n commendation for the addition of one goal for addressing outreach to target a more diverse audience (Small Farm operations, BIPOC community, new farmers, etc.) was discussed.**

Motion was made and Approved (Swanson, Whealton passed 6/0).

**Budget & Finance Committee:**

The Budget & Finance Committee minutes were reviewed and all policies for the RELSWCD were provided **to the Directors by email and during this meeting for review. A motion was made to approve all policies** (Credit Card Policy, Check Signing Policy, Credit Card Reward Points and Gift Card Policy, Purchasing Policy, Director Expense Reimbursement Policy, Travel Expense Policy, Vehicle Use Policy and FOIA Request Fee Schedule), as written with the Purchasing Policy adding the Joint Procurement statement on page 2. Motion was approved (Humbles, Swanson passed 6/0).

The Desktop Procedures for District Fiscal Operations, Inventory and Annual Plan of Work were reviewed and approved by the BOD with the change in the APOW from Conservation Specialist to Conservation **Tech was made and granting permission to staff to dispose of broken equipment as needed. Motion** Approved (Humbles, Swanson passed 6/0).

**The proposed PY 2025 Budget, including the recommended changes made by the Budget and Finance**

Committee, was reviewed and approved by the board. (Humbles, Swanson 6/0) Elliott stepped out 7:45 pm

**Personnel Committee:**

**Interview information was reviewed from the May 15, 2024 and May 17, 2024, personnel committee meetings.**

**Based on the review of experience and education of all candidates the following recommendations were made as motions.**

Motion was made to offer $50,000 plus full benefits to Joanne Jones. Approved (Humbles, Campbell passed 4/1) Humbles yes, Swanson no, Whealton yes, Perrow yes, Campbell yes.

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**Motion was made if Joanne Jones declines position, an offer will be made to Jennifer Elliott at S46,500 with**

full benefits. Approved (Humbles, Campbell passed 5/0)

Elliott stepped back in 7:52 pm

**Elliott abstained from voting during personnel motions.**

**Discussion of annual review and job description of Conservation Technician, adding Dam Coordinator and pay range was done at length.,**

Motion to approve the Job Description for the position of Conservation Technician/ Dam Coordinator was approved. (Humbles, Swanson passed 510).

**Motion was made by Swanson to increase rate of pay for Conservation Technician/ Dam Coordinator to**

$54,080 with benefits, YRS and full time status, however motion did not carry.

Motion was made to increase rate of pay for Conservation Technician/ Dam Coordinator to $49,920 with full time benefits, insurance and YRS, with a 6-month review. Approved (Humbles, Swanson passed 4/1). **Humbles no, Swanson yes, Whealton yes, Campbell yes, Perrow yes.**

Motion was made to increase rate of pay for Education Specialist to $50,000. Approved (Humbles, Swanson passed 510).

Motion was made to add VCAP Coordinator to the title of the Education Specialist and approve the job description. Approved (Humbles, Swanson 510).

Motion was made to increase rate of pay for Office Administrator to S56,330.30. Approved (Humbles, Swanson passed 510.

Motion was made to approve the Office Administrator job description as is. Approved ( Humbles, Swanson passed 510).

**Personnel Policy Annual review was completed. Motion was made to accept as is with the addition that 6-**

month reviews will be completed for all employees. Approved (Humbles, Swanson pass 5/0).

**FLSA** Exemption Tests for all positions were reviewed and agreed upon as presented. Approved (Humbles, Whealton passed 510).

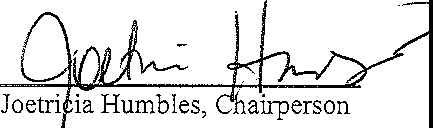
UNFINISHED BUSINESS- None

NEW BUSINESS- Transfer of $200,000 in PY 2024 OCB VACS funds and the associated transfer of $18,734.47 in technical assistance funds was discussed. Motion was made to provide DCR with the discretion to find a SWCD that needs OCB VACS funds and complete the paperwork for the transfer of $200,000 in OCB VACS funds and

$18,734.47 in technical assistance funds (Humbles, Swanson 610) PUBLIC COMMENT -None

ANNOUNCEMENTS -None

ADJOURNMENT - The Acting Chairman adjourned the meeting at 9:30 p.m. Approved (Humbles, Swanson passed 610)

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Cindy Miller, Office Administrator