

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT

Board of Directors Meeting

MINUTES

May 16, 2023

To-Do Cafe, Tappahannock, VA

Board Members Present:

Robert Bland, Chair

Langdon Townsend, Vice-Chair

Keith Balderson, Treasurer

Bruce Taylor, Secretary

Thomas Fox, King William County

Robbie Longest, VCE

Sara Henley, King & Queen County

Three Rivers SWCD Staff Present:

Michelle Carter, District Manager

Call to Order

Mr. Bland, Chair, called the Three Rivers Soil and Water Conservation District monthly meeting to order at 7:00 p.m. at the To-Do Cafe, Tappahannock, Virginia.

Minutes of the Last Personnel Committee Meeting

Mr. Townsend motioned to accept the March Personnel Committee Minutes as presented. Mr. Balderson seconded the motion and the motion carried.

Minutes of the Last Board of Directors Meeting

Mr. Townsend motioned to approve the March Board Meeting Minutes as presented. Mr. Fox seconded the motion and the motion carried.

Treasurer's Report

Mr. Balderson motioned to accept the March and April Treasurer's Report as presented and the report will be filed for audit. Mr. Taylor seconded the motion and the motion carried.

Mr. Townsend motioned that the Three Rivers Soil and Water Conservation District go into Closed Meeting in accordance with the Virginia Freedom of Information Act 2.2-3711(A)(1) to discuss Personnel and Financial matters. Mr. Fox seconded the motion and the motion carried.

Mr. Townsend presented the Personnel Committee Report to the Board of Directors. Mr. Balderson presented the Finance Committee Report the Board of Directors.

Pursuant to the code of Virginia 2.2-3712(D), Mr. Townsend motioned to certify that, to the best of each members knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by the Three Rivers Soil and Water Conservation District during the Closed Meeting. Mr. Longest seconded the motion and the motion carried.

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Board of Directors Meeting – 05-16-23

After brief discussion, the Board made the following motions:

Mr. Townsend motioned to approve the Employee Handbook/Personnel Policy as presented and table the VCAP MOA discussion until the June Board Meeting. Mr. Balderson seconded the motion and the motion carried.

Mr. Fox motioned to approve Staff Performance Expectations and IPD's for FY24, Staff Performance Evaluations (FY23), and Fair Labor Standards Act classifications as presented. Mr. Longest seconded the motion and the motion carried.

Mr. Townsend motioned to approve Staff Cost of Living Increases, Merit Increases and Bonuses as presented. Mr. Taylor seconded the motion and the motion carried.

Mr. Townsend motioned to readvertise for the Conservation Specialist position for an additional 30 days. Mr. Fox seconded the motion and the motion carried.

Mr. Balderson motioned to approve the Administrative/Operations Support Grant Agreement & VASWCB Policy for FY24. Mr. Taylor seconded the motion and the motion carried.

Mr. Balderson motioned to approve the FY25 Itemized District Budget Request Form (Attachment D) as presented. Mr. Townsend seconded the motion and the motion carried.

Mr. Townsend motioned to sign a new lease agreement for the relocation of the Three Rivers SWCD office space to vacant space within the Rappahannock Office Building for a 2 year period. Mr. Longest seconded the motion and the motion carried.

Mr. Balderson motioned to approve the purchase of one laptop for the District Manager and Office/Outreach materials as presented excluding the padfolio item. (Cost analysis attached) Mr. Fox seconded the motion and the motion carried.

Upon recommendation from the Agriculture Committee, the following motions were made:

Mr. Balderson motioned to approve COIA application of FY 23 Contract Numbers 43-23-0127, 43-23-0128, 43-23-0129, and 43-23-0130 for Benjamin B. Ellis, Inc. and Benjamin B. Ellis, Jr. as presented. Mr. Townsend seconded the motion and the motion carried.

Mrs. Sara Henley was asked to leave the meeting room. Mr. Balderson motioned to approve COIA application of FY 23 Contract Numbers 43-23-0257, 43-23-0258, 43-23-0259, 43-23-0271, and 43-23-0272 for Hillsborough Farms Inc. and MTG Partners LLC as presented. Mr. Balderson also motioned to approve COIA applications of FY 23 Contract Numbers 43-23-0154 and 43-23-0155 for Brooks Farm LLC, FY 23 Contract Numbers 43-23-0134 and 43-23-0135 for E. Pickett Upshaw, and FY 23 Contract Numbers 43-23-0209 and 43-23-0210 for Robert W. Baylor, Jr. as presented. Mr. Townsend seconded the motion and the motion carried.

Mr. Taylor was asked to leave the meeting room. Mr. Balderson motioned to approve COIA application of FY 23 Contract Numbers 43-23-0097, 43-23-0100, 43-23-0101, 43-23-0181, 43-23-0182, and 43-23-0185 for HRF, Inc. and Adam C. Taylor as presented. Mr. Fox seconded the motion and the motion carried.

Mr. Townsend was asked to leave the meeting room. Mrs. Henley motioned to approve COIA application of FY 23 Contract Numbers 43-23-0102, 43-23-0103, and 43-23-0104 for Queenfield Farms as presented. Mr. Longest seconded the motion and the motion carried.

Mr. Bland was asked to leave the meeting room. Mrs. Henley motioned to approve COIA application of FY 23 Contract Numbers 43-23-0001 and 43-23-0002 for R.T. Bland, Inc. as presented. Mr. Townsend seconded the motion and the motion carried.

Mr. Fox was asked to leave the meeting room. Mrs. Henley motioned to approve COIA application of FY 23 Contract Numbers 43-23-0164 and 43-23-0165 for Thomas H. Fox, Jr. as presented. Mr. Taylor seconded the motion and the motion carried.

Mr. Balderson motioned to approve the FY23 VACS BMP Cost-Share Program Non-COIA applications as presented. Mr. Fox seconded the motion and the motion carried.

Mr. Balderson motioned to approve the Three Rivers Cost-Share Grant Agreement and Policy for Fiscal Year 2024. Mr. Townsend seconded the motion and the motion carried.

Mr. Balderson motioned to approve the submitted Nutrient Management Plans as presented. Mr. Townsend seconded the motion and the motion carried.

Mr. Balderson motioned to approve the submitted Resource Management Plans as presented. Mr. Longest seconded the motion and the motion carried.

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Mrs. Carter presented an article written by Virginia Mercury that interviewed Chairman Bland to describe his experience with the Whole Farm Approach Cost Share program. She also stated the article was sent to the Rappahannock Times and Country Courier for inclusion in their next issue.

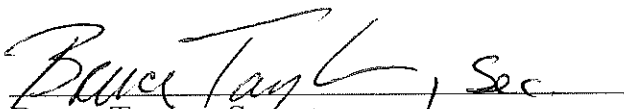
Mrs. Carter reminded Directors that their election forms were due June 20th to their respective Registrar offices and if they needed any assistance, Anne would be available to help complete the “Comet” portion.

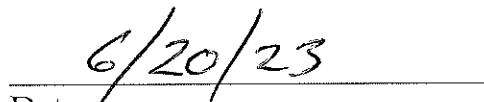
Mrs. Carter attended the VASWCB meeting in April and forwarded agency and partner information gathered during the meeting to the Three Rivers SWCD Board.


Mrs. Carter stated Turpin Rowe and Annabelle Townsend, both from King William High School, were selected to attend the Youth Conservation Camp at Virginia Tech in July. Both campers will receive a \$550 scholarship to attend.

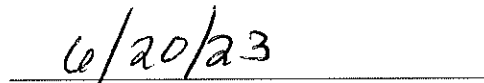
Mrs. Carter also stated that the DCR and NRCS reports were included in their notebooks for review.

There being no further business, Mr. Bland, Chair adjourned the meeting at 8:00 p.m.


Bruce Taylor, Secretary


Date


Michelle Carter, District Manager


Date

Meeting Date: May 16, 2023

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Three Rivers Board of Directors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, §2.23712 of the Code of Virginia requires a certification by the Three Rivers Board of Directors that a closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Three Rivers Board of Directors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as identified in the motion convening the closed meeting were heard, discussed or considered by the Three Rivers Board of Directors.

MOTION BY: Mr. Townsend

SECOND BY: Mr. Fox

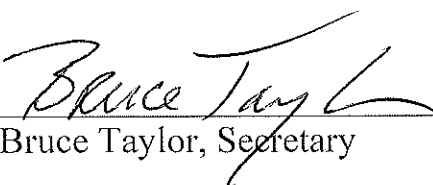
VOTES 7

AYES: 7

NAYS:

ABSENT DURING VOTE: Benjamin Ellis

ABSENT DURING MEETING: Benjamin Ellis



Bruce Taylor, Secretary