

THREE RIVERS SOIL & WATER CONSERVATION DISTRICT
Board of Directors Meeting
MINUTES
May 21, 2024
Three Rivers SWCD Office

Board Members Present:

Robert Bland, Chair

Thomas Fox, King William County

Langdon Townsend, Vice-Chair

A.J. Brooks, Essex County

Bruce Taylor, Treasurer

Sara Henley, Secretary

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 6:45 p.m. at the Three Rivers SWCD office, Tappahannock, Virginia.

Minutes of the Last Board of Directors Meeting

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

Treasurer's Report

Mr. Taylor motioned to accept the March and April Treasurer's Reports as presented and the reports will be filed for audit. Mr. Fox 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 District Operations, Personnel matters and the District's financial outlook. Mr. Taylor seconded the motion and the motion carried.

Mr. Townsend presented the Personnel Committee Report to the Board of Directors. Mrs. Henley presented the Operations Committee Report to 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 member's 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. Fox seconded the motion and the motion carried.

After brief discussion, the Board made the following motions:

Mr. Townsend motioned to approve the Performance Evaluations, Job Descriptions, Performance Expectations, Individual Development Plan and FLSA Report – Exemption Testing as presented. Mr. Brooks seconded the motion and the motion carried.

Mr. Townsend motioned to approve a 3.2% cost of living increase plus a 1.8% merit increase to salaries for all staff, with the exception of the new Precision Ag Specialist, he will receive a 3.2% cost of living increase. All salary increases will be effective July 1, 2024. In addition, a bonus of \$1,000 for all staff will be disbursed in December. Mr. Taylor seconded the motion and the motion carried.

Mr. Townsend motioned to advertise for a Marketing/Communication Specialist position to join the Three Rivers SWCD team. The advertisement will be open until June 14, 2024. Received applications will be review at the June Board of Directors Meeting. Mr. Fox seconded the motion and the motion carried.

Mr. Townsend motioned to approve Sarah Cole to attend VNRLI starting in July if accepted to the program. He also motioned to request the Incentive Agreement be signed by Sarah prior to the first training. Mr. Brooks seconded the motion and the motion carried.

Mr. Townsend recommended inclusion of the training and travel expenses presented in the financial budget for FY25. Mr. Fox seconded the motion and the motion carried. (Report Attached)

Mr. Towsend motioned to approve the engagement letter for HR support with Gallagher Risk Management. Mr. Taylor seconded the motion and the motioned carried.

After review of the presented Cost Share documents by Mr. Fox, Agricultural Committee Chair, the following motions were made by the Board:

Mr. Fox motioned to approve the Nutrient Management Plan as presented. Mr. Townsend seconded the motion and the motion carried.

Mr. Fox motioned to approve the Tax Credit Applications and Conservation Plans as presented. Mr. Taylor seconded the motion and the motion carried.

Mr. Brooks was asked to leave the meeting room during the motion and approval. Mr. Fox motioned to approve COIA application of FY 24 Contract Numbers 43-24-0150 and 43-24-0151 for Brooks Farm, LLC Inc. and COIA application of FY 24 Contract Numbers 43-24-0070, 43-24-0071, 43-24-0072, and 43-24-0073 for Benjamin B. Ellis, Inc. and Benjamin B. Ellis, Jr. as presented. Mr. Townsend seconded the motion and the motion carried.

Mr. Fox was asked to leave the meeting room during the motion and approval. Mr. Townsend motioned to approve COIA application of FY 24 Contract Numbers 43-24-0178 and 43-24-0179 for Thomas H. Fox, Jr. as presented. Mr. Taylor seconded the motion and the motion carried.

Mr. Taylor was asked to leave the meeting room during the motion and approval. Mr. Fox motioned to approve COIA application of FY 24 Contract Numbers 43-24-0140 and 43-24-0142, and for HRF, Inc. and Adam C. Taylor and COIA application of FY 24 Contract Numbers 43-24-0272 and 43-24-0273 for Longest Family Farms LLC as presented. Mr. Townsend seconded the motion and the motion carried.

Mrs. Sara Henley was asked to leave the meeting room during the motion and approval. Mr. Fox motioned to approve COIA application of FY 24 Contract Numbers 43-24-0054 and 43-24-0055 for MTG Partners LLC as presented. Mr. Brooks seconded the motion and the motion carried.

Mr. Townsend was asked to leave the meeting room during the motion and approval. Mr. Fox motioned to approve COIA application of FY 24 Contract Numbers 43-24-0267, 43-24-0268, and 43-24-0269 for Queenfield Farms as presented. Mr. Brooks seconded the motion and the motion carried.

Mr. Bland was asked to leave the meeting room during the motion and approval. Mr. Fox motioned to approve COIA application of FY 24 Contract Number 43-24-0061 for R.T. Bland, Inc. and COIA application of FY 24 Contract Numbers 43-24-0157 and 43-24-0158 for Everett P. Upshaw as presented. Mrs. Henley seconded the motion and the motion carried.

Mr. Fox motioned to approve the FY24 VACS BMP Cost-Share Program Non-COIA applications as presented. Mr. Townsend seconded the motion and the motion carried.

In continuation of Closed Meeting discussion, Mrs. Henley, Operations Committee Chair made the following motions:


Mrs. Henley motioned to approve both Cost Share and Operations draft grant agreements in addition to the DCR Desktop Procedures of District Operations as presented and delegate authority to the TRSWCD Board Chair to formally sign when approved at the VA Soil & Water Board on June 26, 2024. She further motioned to approve the VA Soil & Water Conservation Board Policies and the FY25 TRSWCD Annual Plan of Operations. Mr. Fox seconded the motion and the motion carried.

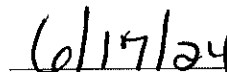
Mrs. Henley motioned to approve the Operations/Marketing purchases as discussed. Mr. Townsend seconded the motion and the motion carried. (Report Attached)

Mrs. Henley motioned to approve the following Memorandums of Agreements or Engagements as follows: Darrell Lewis Computer Service & Networking LLC, VA Conservation Assistance Program (VCAP) – Colonial SWCD, and Charlotte Jenson, Gallagher Risk Management. Mr. Brooks seconded the motion and the motion carried.


After a brief discussion, the Board unanimously agreed to appoint Robbie Longest, Essex County, VCE to another 4-year term on the Three Rivers SWCD Board of Directors. Mr. Bland will sign all documentation and forward to VA Cooperative Extension and the VA Soil and Water Board for final approval.

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


Sara Henley, Secretary


Date


Michelle Carter, District Manager


Date

Meeting Date: May 21, 2024

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

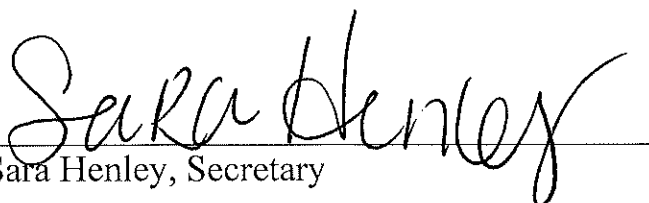
VOTES 6

AYES: 6

NAYS:

ABSENT DURING VOTE: Benjamin Ellis, Robbie Longest

ABSENT DURING MEETING: Benjamin Ellis, Robbie Longest


Sara Henley, Secretary