



## TRI-COUNTY/CITY SOIL AND WATER CONSERVATION DISTRICT

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### BOARD OF DIRECTORS MEETING April 18, 2008

#### MINUTES

**THE BOARD OF DIRECTORS** of the Tri-County/City SWCD, held a meeting Friday, April 18, 2008, beginning at 8:30 a.m. in the USDA Service Center conference room located at 4805 Carr Drive, Fredericksburg, Virginia. Wayne Miller, Chairman of the Board of Directors, presided.

**Opening Prayer & Pledge of Allegiance.** The meeting was opened with a prayer led by John Howe, followed by the *Pledge of Allegiance* led by Wayne Miller.

**DIRECTORS PRESENT:** Wayne Miller, Chairman, presiding; Janet Gayle Harris, Vice Chairman; John Howe, Treasurer; Lewis Ashton; Greg Cebula; Kathleen Harrigan; Bob Hunt; and Anne Little.

**OTHERS PRESENT:** **Staff:** Diane Beyer; Ellen Schwartz; Etta Lucas, and Andrea Vella.

**Agencies:** NRCS: Ron Wisniewski. **Associate Directors:** Art Hart; and Katie Wallet. **Guests:** No guests present.

**Introduce & Welcome Guests.** No guests present.

**Additions to the Regular Agenda / Public Comments.** None.

**Consent Agenda:**

- a. Approval of March 21, 2008, Board of Directors meeting *Minutes*.
- b. Approval of *Treasurer's Report*: March 31, 2008 – [Account Balances: Total Operations Account: \$285,132.27; Total Cost Share Account: \$209,322.11; Total Funds / All Accounts: \$494,454.38. Report to be filed with the official Board of Directors meeting *Minutes* for future audit.].
- c. Approval of Personnel Policy; Conservation Technician Job Description; and Job Description Revisions.
- d. Committee Reports: i. Personnel Committee (from 3/21/2008); TRC Committee (from 3/21/2008); Personnel Committee (from 04/07/2008); Education / PR (from 04/08/2008).

John Howe requested to *pull* approval of the *Personnel Policy* from the *Consent Agenda* for [MOTION 1] discussion. Greg Cebula **moved** to approve *Consent Agenda*, as amended. Janet Gayle Harris seconded; motion passed. [See **Motion 4** below for approval of *Personnel Policy*.]

**Regular Agenda:**

**ACTION ITEMS**

**Approval of FSA Conservation Plans.** Ron Wisniewski requested approval for the following plans: FSA - *Spotsylvania*: Parrish Construction [See Mr. Wisniewski's attached

**[MOTION 2]**

monthly report dated April 18, 2008 for more details.] Lewis Ashton **moved** to approve the plan. John Howe seconded; motion passed.

**Director Action List.** The Board reviewed each item on the list. Of particular note, Diane Beyer [as requested by the Board at the March board meeting] gave a progress report on her research on locating alternative office-space options to reduce operating expenses due to FY09 and beyond funding cuts. Ms. Beyer indicated that some of the lease options were as low as \$11 per square foot. Ron Wisniewski offered that NRCS had already negotiated the service center lease with the leaseholder and they had extended the current lease for one year at \$16 per square foot, commencing October 1, 2008. Ms. Beyer said she would continue to explore available space options over the next few weeks.

**Cost Share Approvals.** Etta Lucas reported that the Technical Review Committee had met and was recommending approval for a *Base Practice* for G. Frank Wagner; and *Contracted Practices* for M. Jaunsee Terrell and Douglas Garrett. [see attached *Cost Share Approval Report* dated April 18, 2008 for details].

**[MOTION 3]**

Lewis Ashton **moved** to approve cost share items as presented. Greg Cebula seconded; motion passed.

**Scheduling Committee Meetings.** The following meetings were scheduled:

Operations Committee	May 8, 2008, 7:30 a.m. <i>Later Postponed</i>
Finance Committee	May 8, 2008, 8:30 a.m.
Education/PR Committee	May 8, 2008, 10:00 a.m.
Tributary Strategies Committee	[week of May 12 <sup>th</sup> ] <i>To be Announced.</i>
Technical Review Committee	May 16, 2008, 8:00 a.m.
Next Board Meeting	May 16, 2008, 8:30 a.m.

**Approval of Personnel Policy.** John Howe requested clarification changes to the

*Personnel Policy* in [1] section **II. Employment**, regarding **Family Medical Leave** and **Sick**

**Leave**; and [2] strike the word *informal* from the **Grievance Procedures** section. A discussion

[MOTION 4]

followed. Bob Hunt **moved** to approve the policy, as amended. Janet Gayle Harris seconded; motion passed.

**Staff Reports.** [Detailed Written Staff Reports for March Attached.] **Diane Beyer, Ellen Schwartz,**

**Andrea Vella,** and **Etta Lucas** gave verbal reports.

**Director Reports / Associate Director Reports.** John Howe advised the Board of several FY09 funding reductions impacting District operational funding. Anne Little reported on the recent Phase II Director Training. Wayne Miller expressed appreciation for the numerous expressions of sympathy extended to his family on the passing of his brother.

**Cooperating Agency Reports. Natural Resources Conservation Service: Ron**

**Wisniewski** gave a verbal summary of his written report. [See attached copy of his report dated April 18, 2008 for details]. **Department of Conservation and Recreation:** No representative

