

**BOARD MEETING MINUTES
JUNE 28, 2023**

ATTENDEES:

- DIRECTORS:** Faye Andrashko, Vince Garland, Frank Johnson, Trent Jones, Robert Pickett, Shirley Powell, Bobby Vanlandingham
- STAFF:** Kathy Clarke, Brandon Dillistin, Joanna Balderson, Kelly Brann
- PARTNERS:** Libby Bieri (FOR), Lucee Kossler (NRCS), Andrew Matteson (DOF), Marissa Roland (DCR)
- GUEST:** Cathy Cavender

CALL TO ORDER:

Chairman Robert Pickett opened the meeting at 6:35PM.

MINUTES:

The Minutes from the May 10, 2023 Board Meeting were presented for review. *Faye Andrashko moved to accept the Minutes as presented. Trent Jones seconded the motion. Motion carried unanimously.*

TREASURER'S REPORT:

The Treasurer's Reports for May 2023 were accepted as presented and filed for audit.

BUSINESS:

1. **FY24 DCR Grant Agreement Approvals (see attached)**
 - a) **Administrative and Operational Support Agreement Number 503OPS-24-28-GF**
 - b) **Cost-Share and Technical Assistance Agreement Number 503CSTA-24-28-GF**

Faye Andrashko moved to approve the Administrative and Operational Support Agreement Number 503OPS-24-28-GF & Cost-Share and Technical Assistance Agreement Number 503CSTA-24-28-GF. Trent Jones seconded the motion. Motion carried unanimously.
2. **VCAP Updates**
 - a) **New NNSWCD Rule**

Brandon Dillistin presented a recommendation from the Technical Staff regarding a proposed local VCAP rule for review (see attached). Brandon explained that the intent was to require that Living Shoreline projects are designed and installed by shoreline professionals and not the property owners themselves. A discussion ensued and it was suggested that referencing the Virginia Institute of Marine Science (VIMS) definition of a shoreline professional be added at a minimum. *Faye Andrashko*

moved to approve the local VCAP rule with the additional reference to the VIMS definition of a shoreline professional. Trent Jones seconded the motion. Motion carried unanimously.

b) 2023 Payment Approvals: (see attached)

David Dickinson Contract #08-23-001 totaling \$19336.00

Lee Newton Contract #08-23-002 totaling \$25,183.20

Joe Walton Contract #08-23-004 totaling \$11,488.00

Jay Cooke Contract #08-23-003 totaling \$30,000.00

The Board was surveyed to identify any known conflicts of interest; Shirley Powell acknowledged a familial relationship with Dickinson and abstained from voting.

Trent Jones moved to approve the payment of VCAP Contracts # 08-23-001, 08-23-002, #08-23-004, and #08-23-003. Bobby Vanlandingham second motion. Motion carried 6:0 with Shirley Powell abstaining from the vote.

c) VCAP 2023 Round 6 Application Approvals (see attached)

Kendra Trainer (Lancaster) VCAP Contract #08-23-010 Living Shoreline

Total estimated cost: \$53,048.00

Total estimated cost-share \$30,000.00

The Board was surveyed to identify any known conflicts of interest, none were noted.

Bobby Vanlandingham moved to approve the submission of VCAP Contract #08-23-010 to the VASWCD VCAP Review Committee for further consideration. Vince Garland seconded the motion. Motion carried unanimously.

COMMITTEE REPORTS:

AG COMMITTEE – Vince Garland, Committee Chair, reported that the Committee met on Monday, June 26, 2023. The DRAFT Minutes and Recommendations from that meeting were presented for review (see attached). The individual items brought to the Board for approval were:

- I. Approval of the NNSWCD FY 23/24 Secondary Considerations (see attached)**
Vince Garland moved to approve. Bobby Vanlandingham seconded the motion. Motion carried unanimously.
- II. Approval of the NNSWCD Average Cost List for FY 23/24 (see attached)**
Vince Garland moved to approve. Frank Johnson seconded the motion. Motion carried unanimously.
- III. Approval of Non-COIA Carryover Practices: (see attached)**
Vince Garland moved to approve. Bobby Vanlandingham seconded the motion. Motion carried unanimously.
- IV. Approval of Non-COIA Tax Credit: (see attached)**
Bobby Vanlandingham moved to approve. Vince Garland seconded the motion. Motion carried unanimously.

V. Approval of COIA Carryover (see attached)

WP--1: Allen Garland application totaling \$90,000.00

Trent Jones moved to approve. Faye Andrashko seconded the motion. Motion carried unanimously. (J. Vince Garland excused himself from the room during discussion and returned after voting was complete).

VI. Approval of Non-COIA Conservation Plans (see attached)

Bobby Vanlandingham moved to approve. Vince Garland seconded the motion. Motion carried unanimously.

Robert Pickett noted that he had spoken with John Bateman at a recent meeting and he requested some before and after photos of the Northern Neck erosion projects from 2018.

FINANCE COMMITTEE – Vince Garland, Committee Chair, reported that the Committee met on Monday, June 26, 2023. The DRAFT Minutes and Recommendations from that meeting were presented for review (see attached). The individual items brought to the Board for approval were.

I. DRAFT FY 23/24 Budget (see attached)

Vince Garland moved to approve the FY 23/24 Budget as presented. Bobby Vanlandingham seconded the motion. Motion carried unanimously.

PERSONNEL COMMITTEE – Robert Pickett, Committee Chair, reported that the Committee met on June 20, 2023. The DRAFT Minutes and Recommendations from that meeting were presented for review (see attached). The individual items brought to the Board for approval were:

I. Annual Review of Employee Handbook – Rev. 06/29/22

No suggested language changes.

II. Premium Only Plan Renewal

The Adoption Agreement (2023) and Certificate of Resolution (2023) be approved as presented (see attached).

III. FY 23/24 Annual Plan of Work

The FY 23/24 Annual Plan of Work be approved as presented (see attached).

V. End-of-Year Employee Reviews

Certification that each member of the Staff met in private with the Committee Members without the presence of their immediate supervisor(s).

VI. FY 23/24 Payroll Budget

The FY 23/24 Payroll Budget totaling \$550,000 be approved to include the base changes as outlined as well as a 5% COLA increase for each employee effective July 1, 2023.

Frank Johnson moved to approve Items I, II, III, V, & VI as presented. Trent Jones seconded the motion. Motion carried unanimously.

IV. VRS Health Insurance Credit Benefit

Kathy Clarke presented a Resolution provided by VRS for formal adoption of the Health Insurance Credit Program for Local Government Employees (see attached).

Bobby Vanlandingham moved to adopt the Resolution as presented. Faye Andrashko seconded the motion. Motion carried unanimously.

COOPERATING AGENCY & STAFF REPORTS:

- DCR – Marissa Roland - see attached report.
- NRCS – Lucee Kossler – see attached report.
- FOR – Libby Bieri – see attached report.
- VCE – Trent Jones – see attached report.
- DOF – Eric White - see attached report.
- STAFF – Kathy Clarke - see attached report.
- STAFF – Brandon Dillistin - see attached report.
- STAFF – Joanna Balderson – see attached report
- STAFF – Lowery Becker – see attached report.
- STAFF – Kelly Brann – see attached report.
- STAFF – Aaron Saunders – see attached report.

NEW BUSINESS:

3. NNSWCD Input

Robert Pickett noted that he now serves on two external Committees representing SWCDs – the Eastern Virginia Groundwater Management Advisory Council and the Resilience Coordination Working Group. All in attendance were encouraged to share any suggestions or questions that he could relay to either group.

4. 2023 Northern Neck/Middle Peninsula Farm Tour

Vince Garland shared a letter from Sam Johnson regarding the upcoming trip to Lee County, VA and Claibourne County, TN scheduled for July 31st – August 3rd (see attached). Although the stated deadline has passed, Vince noted there was still availability and urged that all interested parties contact Sam immediately.

NEXT MEETING: Wednesday, July 12, 2023 at 12:30PM in the NNSWCD Conference Room

ADJOURNMENT:

The meeting adjourned at 8:04 PM.



Robert E. Pickett, Chairman

07/12/2023
Date