



**Big Sandy Soil & Water Conservation District**

**1236 Almarine Drive**

**Grundy, Virginia 24614**

**Phone: (276) 935-7750**

**EMAIL: [BSSWCD42@outlook.com](mailto:BSSWCD42@outlook.com)**

## *Minutes of Meeting*

*July 20th, 2022*

**The Big Sandy Soil & Water Conservation District Board of directors Met Wednesday, July 20<sup>th</sup>, 2022, at 10:00 am at the Peking Restaurant in Grundy, Virginia.**

**Members Present**

**Bobby O'Quin**

**Jerry Helton**

**James Horn**

**Associates Present**

**Ruth Horn**

**Staff Present**

**Anthony Justus**

**Partners Present**

**Wess Stanley**

**Angela Ball**

**Board Members Absent**

**Tim Looney**

**Brad Mullins**

**Associates Absent**

**Angie Mutter**

**Mason Heidt**

**Pam Looney**

**Staff Absent**

**Guest Present**

### **Call to Order**

Bobby O'Quin called the meeting to order at 10:18am and a quorum was established with three of five directors present.

### **Additions to Agenda**

James Horn made the motion to approve VACS Carryover Report for FY23, seconded by Jerry Helton and the motion carried.

### **Comments from the public**

None

### **Approval of minutes**

Jerry Helton made the motion to approve the minutes for the June 15th, 2022 meeting with suggested changes, seconded by James Horn and the motion carried.

### **Treasurers Report**

James Horn made the motion to receive and file the Treasurer's report, seconded by Jerry Helton and the motion carried.

### **Reports: Committee Chairs**

Personnel Committee meet on 6/28/22 to discuss personnel matters regarding job descriptions for District Manager and Conservation Specialist. Discussion also included adding to the job descriptions that, if an employee is absent that the board may temporarily assign duties. Bobby O' Quin made the motion, seconded by James Horn; vote carried 4-0.

### **Unfinished Business:**

None

### **New Business**

James Horn made the motion to give Bobby O' Quin authorization to sign Administrative & Operational Grant Agreement for FY23. Seconded by Jerry Helton and the motion carried.

Jerry Helton made the motion to approve the Cost-share & Technical Assistance Grant Agreement for FY23, seconded by James Horn and the motion carried.

Jerry Helton made the motion to approve updated IRS mileage rate that went into effect July1, 2022, seconded by James Horn and the motion carried.

James Horn made the motion that Anthony Justus is authorized to make adjustments to Secondary Considerations to reflect State Cost-share Cap, seconded by Jerry Helton and the motion carried.

James Horn made the motion to approve the minutes of the Personnel Committee and to accept any recommendations and changes presented, seconded by Jerry Helton and the motion carried.

Jerry Helton made the motion to nominate Ruth Horn to the At-Large Director position upon there being no conflict of interest, seconded by Bobby O' Quin and the motion carried.

James Horn made the motion to appoint Anthony Justus as FOIA & COIA officer, seconded by Jerry Helton and the motion carried.

### **Reports from Staff**

Anthony Justus (Conservation Specialist) - Report Attached.

### **Announcements**

None

### **Reports from Cooperating Agencies**

**DCR-** Angela Ball gave her report; see an attached copy.

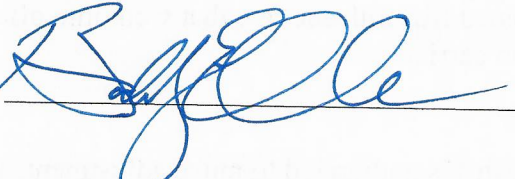
**NRCS-** Wess Stanley gave his report; see an attached copy.

### **Adjourn:**

James Horn made the motion to adjourn, seconded by Jerry Helton and the motion carried.

**Next Meeting:**

Wednesday, August 17, 2022, 10:00am at Peking Restaurant/Grundy, VA.

Signature  \_\_\_\_\_

Date 8-17-22 \_\_\_\_\_

**Committee Meeting Minutes**

SWCD: Big Sandy

Name of Committee: Finance

Date: 8/16/2022 Time: 6:09 pm Meeting Location: Grundy Baptist Church

Individual designated to take minutes: Ruth Horn

Voting Members in Attendance: Anthony Justus, Bobby O'Quinn, Tim Looney, Ruth Horn

Voting Members Not in Attendance: NA

Others in Attendance (Includes Advisors): NA

Was a quorum established (Circle Y/N)? YES 4 of 4 members in attendance or NO

Agenda/Discussion Item #1 Review budget  
Topic: change line items - building maintenance to \$10,000.00, accounting service to \$12,000.00, VA SWCD membership to 1,000.00

Motion/Recommendation:

Motion Made By: Ruth Horn Seconded By: Bobby O'Quinn Vote: 4 - Yes

Comments:

Follow-Up Actions (Who/What/When):  
changed budget lines

**Agenda/Discussion Item #2**

Topic:

Motion/Recommendation:

Motion Made By: Seconded By: Vote:

Comments:

Follow-Up Actions (Who/What/When):



**Agenda/Discussion Item #3**

Topic:

Motion/Recommendation:

Motion Made By:

Seconded By:

Vote:

Comments:

Follow-Up Actions (Who/What/When):

**Agenda/Discussion Item #4**

Topic:

Motion/Recommendation:

Motion Made By:

Seconded By:

Vote:

Comments:

Follow-Up Actions (Who/What/When):

**Agenda/Discussion Item #5**

Topic:

Motion/Recommendation:

Motion Made By:

Seconded By:

Vote:

Comments:

Follow-Up Actions (Who/What/When):

**If applicable, set next committee meeting date, time and location:** \_\_\_\_\_





**CONCLUSION of Committee Meeting**

Motion to Adjourn By: Bobby O'Quinn Seconded By: Tim Hooney Vote: 4 - yes

Time of Adjournment: 7:00 pm

Committee Meeting Minutes Approval

Date of Approval:

Authorized Signature with Date:  8-17-22



# Committee Meeting Minutes

SWCD: Big Sandy

Name of Committee: Personnel

Date: 8/16/2022 Time: 7:16pm Meeting Location: Grundy Baptist Church

Individual designated to take minutes: Ruth HORN

Voting Members in Attendance: James HORN, Bobby O'Quinn, Tim Looney, Ruth HORN

Voting Members Not in Attendance: —

Others in Attendance (Includes Advisors): —

Was a quorum established (Circle Y/N)? YES 4 of 4 members in attendance or NO

Agenda/Discussion Item #1 Review Job Description

Topic:

Motion/Recommendation: Add line 14 to both positions

Motion Made By: Bobby O'Quinn Seconded By: Tim Looney Vote: 4-yes

Comments:  
Line 14 is added to each position that in absence of employee the other employee will assume duties to maintain the office.

Agenda/Discussion Item #2 Advertise District Manager with \$30,000. to \$42,000.00 depending on qualifications with probation

Topic:

Motion/Recommendation:

Motion Made By: Bobby O'Quinn Seconded By: James Horn Vote: 4-yes

Comments:

Follow-Up Actions (Who/What/When):  
Chairman Bobby O'Quinn will instruct Anthony Justus to advertise this position in the paper, website and state website.

1. The first step in the process of...  
2. The second step is to...

3. The third step is to...  
4. The fourth step is to...

5. The fifth step is to...  
6. The sixth step is to...

7. The seventh step is to...  
8. The eighth step is to...

9. The ninth step is to...  
10. The tenth step is to...

11. The eleventh step is to...  
12. The twelfth step is to...

13. The thirteenth step is to...  
14. The fourteenth step is to...

15. The fifteenth step is to...  
16. The sixteenth step is to...

17. The seventeenth step is to...  
18. The eighteenth step is to...

19. The nineteenth step is to...  
20. The twentieth step is to...

21. The twenty-first step is to...  
22. The twenty-second step is to...

23. The twenty-third step is to...  
24. The twenty-fourth step is to...

25. The twenty-fifth step is to...  
26. The twenty-sixth step is to...

27. The twenty-seventh step is to...  
28. The twenty-eighth step is to...






**CONCLUSION of Committee Meeting**

Motion to Adjourn By: Bobby O'Quinn      Seconded By: James Horn      Vote: 4 - yes  
Time of Adjournment: 8:00 pm

**Committee Meeting Minutes Approval**

Date of Approval: 8/17/22

Authorized Signature with Date:  8-30-22

