



Big Sandy Soil & Water Conservation District

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Minutes of Meeting

June 15th, 2022

The Big Sandy Soil & Water Conservation District Board of Directors met Wednesday, June 15th, 2022, at 10:00 am at the Peking Restaurant in Grundy, Virginia.

Members Present

Bobby O'Quin

Jerry Helton

James Horn

Brad Mullins

Associates Present

Ruth Horn

Staff Present

Anthony Justus

Partners Present

Wess Stanley

Board Members Absent

Tim Looney

Associates Absent

Angie Mutter

Mason Heidt

Pam Looney

Staff Absent

Dylan Justus

Guest Present

Ally Perrigan (VCE)

Call to Order

Bobby O'Quin called the meeting to order at 10:23am and a quorum was established with four of five directors present.

Additions to Agenda

Employee Evaluations and Position Descriptions were added to the agenda.

Comments from the public

None

Approval of minutes

Brad Mullins made the motion to approve the minutes with suggested changes, seconded by Jerry Helton and the motion carried.

Treasurers Report

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

Reports: Committee Chairs

No reports.

Unfinished Business:

Brad Mullins made the motion to approve finalized inventory list with following changes; remove hats, cattle prods, ink and paper. Also; staff requested to change inventory list to show each item with a designated number that coordinates with a number placed on the item with a sticker, seconded by Jerry Helton and the motion carried.

Brad Mullins made the motion to go into executive session at 10:53am to discuss personnel matters with the request that Ruth Horn participate, seconded by James Horn and the motion carried.

James Horn made the motion to come out of executive session at 11:11am, seconded by Brad Mullins and the motion carried.

Bobby O' Quin ask for a roll call vote that only Personnel Matters where discussed in executive session.

Brad Mullins made the motion to re-advertise job position based on personnel committee's recommendation, seconded by James Horn and the motion carried.

Bobby O' Quin informed the board that he meet with Dylan Justus on May 31, 2022 and that Dylan had given his resignation.

New Business

Brad Mullins made the motion to approve Secondary Considerations for FY23, seconded by Jerry Helton and the motion carried.

Brad Mullins made the motion to approve Average Cost List for FY23, seconded by James Horn and the motion carried.

Personnel Policy and Desk Top Procedures for FY21-22 were reviewed and discussed.

Brad Mullins made the motion to acknowledge that the Final Audit Report from Robinson Farmer & Cox was reviewed.

James Horn made the motion to donate \$200 dollars to Coalfield Sheep Association, seconded by Jerry Helton and the motion carried.

Brad Mullins made the motion to renew Memorandum of Understanding with Buchanan County regarding administration of the counties' Erosion & Sediment Control Program with the option to renegotiate at the end of term, seconded by James Horn and the motion carried.

Reports from Staff

Anthony Justus (Conservation Specialist) - Report Attached.

Announcements

Brad Mullins announced that there would be a sheep meeting at the Coalfield Ag. Center on June 23rd, 2022.

Reports from Cooperating Agencies

DCR- Angela Ball has submitted 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 Brad Mullins and the motion carried.

Next Meeting:

Wednesday, July 20th, 2022, 10:00am at Peking Restaurant/Grundy, VA.

Signature 

Date 8-30-22

SWCD: Big Sandy Name of Committee: Personnel Comm.

Date: 6/28/2022 Time: 6:14 Location: Grundy Baptist Church

Designated Note taker: Ruth Horn

Voting Members in Attendance: Bobby O'Quinn, James Horn, Ruth Horn

Tim Looney

Voting Members Not in Attendance: Mason Heidt

Others in Attendance: —

Agenda/Discussion Item #1

Topic: Job Descriptions for District Manager and Conservation Specialist

Motion/Recommendation:

Added to job description that in the absents of one of the employees that board may temporarily assign duties.

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

Comments: _____

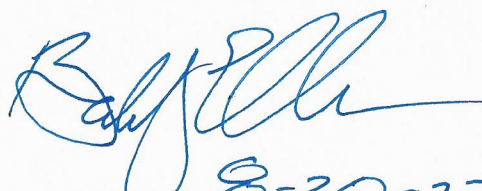
Follow Up Actions- (Who/What/When): will add new statement to job descriptions

Additional Committee Business:

Set next Committee Meeting Date, time and location: _____

Motion to Adjourn By: Bobby O'Quinn Seconded By: James Horn

Time of Adjournment: 7:15 pm


8-30-22