

Henricopolis Board Meeting Minutes

June 20, 2024

Meeting opens @4:00pm

Herb Dunford, Board Chair, calls the meeting to order.

Charlie Lively led the pledge and invocation.

H. Dunford called for public comment, there were none.

Attendees

- Darrell Kuntz, OAG
- Herb Dunford, Chair
- Claiborne Yarbrough, Vice Chair
- Brittany Rose, Treasurer
- Denny Collins, DCR CDC
- Charlie Lively, District Manager
- Becky Lakin, Secretary
- Steve Yob, Henrico County
- Alanna Ostrowski, DoF

April 2024 minutes were reviewed.

B.Lakin made a motion to approve.

The Board approved.

C. Yarbrough made a request to add a closed session to the meeting after partner reports.

Treasurers Report

Reviewed April 30th and May 31st - along with the P&L statements for both months. Board reviewed. B. Rose asked why on the June report (5/31) there were three bill payments, (all outstanding as of our meeting, to Henrico County for the vehicle all in the amount of \$572.53:

- check 5677 dated 4/30
- check 5678 dated 5/10
- check 5680 dated 5/24

B. Rose said she'll follow up with Sarah

B. Rose made a motion to approve the May and June treasurer reports.

B Lakin seconded.

The Board approves.

B.Rose made a motion that as the Treasurer she be added to the bank's signatory card.

C. Yarbrough Seconded

The Board approves.

New Business

B.Rose reviewed the budget that we updated at the Finance Committee meeting prior to the Board meeting. Notes we are still waiting on final admin/ops numbers from DCR which will not be finalized until the June 26 statewide soil and water board meeting. Using FY24 numbers as a placeholder.

B.Rose mentioned that our proposed budget is in the proverbial red and that we intend to pull money from our reserves to cover the deficit for FY25.

Annual Budget

B.Rose made a motion that we accept the Finance Committee's recommendation that we adopt the proposed budget and that it was to be treated as a living document that we would revisit throughout the year.

B.Lakin Seconded

The Board approved unanimously.

Annual Plan of Work

B.Rose introduce the discussion that we had as an Operations Committee regarding the FY25 Annual Plan of Work. We agreed to discuss individual comments previously shared with Charlie as they had not been incorporated.

C.Yarbrough asked that Directors and Associate Directors be added as responsible parties next to every strategy. She also asked about the "Technical Review Committee" listed as a responsible party next to the strategy "administer RMP program locally" on page one. Charlie answered that this is an ad-hoc committee.

B.Lakin shared her thoughts/questions and Board agreed to discuss as an Operations Committee. Steve Yob asked to be apprised of that meeting so he could join.

District Business

Charlie shared new contract with CPA that included an increased monthly retainer amount.

B.Rose made a motion to accept/approve the new contract of \$1100 monthly.

C.Yarbrough seconded.

The Board approved.

Charlie advised that H.Dunford should sign the new CPA agreement as Board Chair. B.Rose had Herb sign it to be delivered to Sarah the next day.

Partner Reports

Alanna (DOF) shared that the Hanover/Henrico forester position is now vacant (Jesse was promoted). She shared the RIFFL program and said it is open to landowners and HOAs.

Denney (DCR) shared that the return of funds did not meet 90%, we missed the deadline because the May meeting was canceled and the June meeting took place after the 6/15 deadline to vote as a Board. The April CDC report (provided by Denney with DCR) we received at the April Board meeting included the 6/15 date. As did the May CDC report emailed to all staff in early May before the meeting was canceled. We had obligated 67.74% of our funds as of 6/20.

Denney said that all end-of-year reports are due on 7/15 including the cash-on-hand report, attachment E, and the optional self-assessment.

Nicole Anderson Ellis (easement coordinator) shared that in May we were asked by CRLC to co-hold an easement of 43 acres with Wilson Farm. It is 79% forested with 3 acres of wetland. Nicole reported that now through the fall would be her busy season.

Staff Reports

C.Lively discussed the tree seedling giveaway and that we had trialed 3 locations instead of 2 with an eye towards possibly holding it at all county libraries in the future.

C.Lively reported that he was finalizing VACS cost share contracts.

B.Lakin shared that Henricopolis is not listed in good standing on Sam.gov and that CRLC need us to be in good standing for federal grants. Charlie shared that this is a known issue due to dual enrollment on the site.

B.Lakin asked if we need a signed physical copy on file for easements. Darrell Kuntz advised that the purchaser should be recording with the Clerk of the Court - the CRLC should be doing this.

H. Dunford moved Board into Executive Session to address personnel matters with OAG attorney counsel, Darrell Kuntz. **Va Code 2.2-3711(A)(1) & (A)(8)**

B. Lakin read us back into the Board Meeting using the exit poll. .

EXIT POLL - JUNE 26

	AYE	NAY	ABSTAIN	ABSENT
HERB DUNFORD, CHAIR	✓	—	—	—
CLARINE YAKSOWICH, VICE-CHAIR	✓	—	—	—
BETTY LAKIN, SECRETARY	✓	—	—	—
BRITTANY ROSE, TREASURER	—	—	—	✓
KIMBERLY EDMONDS	—	—	—	✓

Betty Lakin

H. Dunford made a motion to adjourn the meeting.
Board approved.

6:54 Committee moved into Personnel Committee Meeting

Attorney Darrel Kuntz carried the conversation.
Topic of discussion of the meeting include:

- Performance concerns held by the Board of the Henricopolis District Manager

· Grant deliverable and District Manager performance concerns presented by a DCR investigation.

7:25 Board agreed on next steps.

Personnel committee unanimously agrees to recommendation to make to the HSWCD Board regarding employee performance concerns.

7:30 Meeting adjourns

Michael L. Oneford

Chair
July 16, 2024

Chantone Gaskin
July 16, 2024