



HENRICOPOLIS SOIL AND WATER CONSERVATION DISTRICT Special Board Meeting Agenda

PLACE: In Person: Human Services Bldg 2nd Floor; VA Cooperative Extension Conference Room (Rm 3007), 8600 Dixon Powers Dr. Henrico, VA 23228

Virtual: No Virtual Option

DATE: 7 November, 2024

TIME: 5:00 pm

1. **Call to Order** **Chair**
 - a. Pledge – NA to this special Board meeting.
 - b. Invocation – NA to this special Board meeting.
 - c. Herb Dunford called the meeting to order at 5:03 pm.
2. **Public Comment** **Chair**

NA to this special Board meeting.
3. **Approve Minutes of Previous Meeting** **Chair**
 - a. Will occur at next regular board meeting.
4. **Treasurer's Report** **Treasurer**
 - a. NA to this special Board meeting.
5. **New Business**
 - a. Discussion & approval of Conservation Specialist position description changes.
 - i. Lakin led this discussion. She communicated that given that the last round of Conservation Specialist recruitment had been unsuccessful, she'd sent out the job description to get feedback. This led to the realization that there were a few places where the description needed editing and that promotion of the position needed to occur in different areas of the web. The purpose of this meeting was to go through the description and formally approve the changes.
 - ii. Lakin explained the changes:
 1. The salary range had been changed because the difference to exempt employee salaries had increased under federal law.
 2. Some sections were taken out as they were deemed unnecessary or redundant.
 3. Important definitions for VCAP and VACS were added.
 4. Some components were removed because they were better given to the Education and Outreach Specialist and weren't the best fit for the Conservation Specialist position. Financial skills and cartography were also removed as required skills.
 5. Overall, the changes were aimed at reducing redundancy and removing tasks that were more geared toward other staff members.
 - iii. Lakin also commented that she would like to post to other areas on the web, like those listed in the Director HR training series she and Rose had attended.
 - iv. Lakin made a motion to approve the presented changes to the Conservation Specialist job description. Yarbrough seconded the motion and it was accepted unanimously.
 - b. Rose requested to bring forth the credit card recommendation for approval.
 - i. Rose then moved to accept Operations Committee's recommendation to open a business card on behalf of district with Capital One, with Lakin as the guarantor. Yarbrough seconded this motion and it was approved unanimously.



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6. **Unfinished & Upcoming Business**
 - a. NA to this special Board meeting.
7. **Partner Reports**
 - a. NA to this special Board meeting.
8. **Director Reports**
 - a. NA to this special Board meeting.
9. **Staff Report**
 - a. NA to this special Board meeting.
10. **Adjourn**
 - a. Herb Dunford adjourned the meeting at 5:17 pm.