

*James River Soil and Water Conservation District*  
**Board of Directors Meeting**  
**June 15<sup>th</sup>, 2023**

The James River Soil and Water Conservation District held its monthly Board Meeting at the Prince George Human Services Building on June 15<sup>th</sup>, 2023

**Attendees:**

Directors: *Carey Allen, Gregory Powers, Andy Petik, Scott Reiter, Jerry Ford*

Associate Directors: *Sierra Seekford, Avis Bennett*

Agency Partners: *Olivia Leatherwood, Ariel Coleman*

Staff: *Brianna Moring, Anne Devine*

Absent: *Laura Thompson, Joseph Gerdes, Marlie Creasey-Smith, Heath Locke*

Public: *Kyle Sirico*

**Call to order/Invocation:**

- Carey called the meeting to order at 6:01 PM.

Chairman's Comments: Thank you, team, for your work wrapping up this program year.

**June 15<sup>th</sup> Board of Directors Meeting Agenda:**

- Greg moved to approve the Agenda, Scott seconded: Passed

**May Board of Directors Meeting Minutes:**

5/18/23 BOD Minutes

Edit minutes to change "President of Saddlery in Chesterfield" to "President of Saddlery in Virginia"

- Scott moved to approve the May Board Meeting Minutes, Greg seconded: Passed

**Treasurers Report:**

- Greg moved to accept the Treasurer's Report and file it for audit, Jerry seconded: Passed

**Conservation Report:**

- Scott moved to approve VACS contracts 12-23-0023, 12-23-0008, and 12-23-0004, Jerry seconded: Passed
- Greg moved to carryover VACS contracts 12-23-0020, 12-23-0027, and 12-21-0025, Scott seconded: Passed

**PY24 Secondary Considerations:**

- Scott moved to approve the Secondary Considerations for PY24, Jerry seconded: Passed

**TA Return to DCR:**

- Greg moved to return \$22,718.83 of PY23 TA to match the \$250,000 of VACS funds returned, Scott seconded: Passed

### **PY24 DCR Grant Agreements:**

- Greg moved to approve the PY24 DCR Cost-Share and TA Grant Agreement, Jerry seconded: Passed
- Scott moved to approve the PY24 DCR Administrative and Operational Support Grant Agreement, Jerry seconded: Passed

### **Attachment D:**

- Greg moved to approve the PY25 Attachment D, Scott seconded: Passed

### **Donald A Bagshaw Memorial Scholarship:**

- Greg moved to approve Lillianne McMinn as the 2023 Scholarship Recipient, Scott seconded: Passed

### **Personnel Policy:**

- Greg moved to approve the Personnel Policy Book and Position Descriptions, Scott seconded: Passed

### **Desktop Guide to District Fiscal Operations:**

- The Board reviewed the Desktop Guide

### **Partner Reports:**

#### **Olivia Leatherwood, Conservation District Coordinator (DCR)**

New District Representative at the Office of the Attorney General: Darrell Kuntz, [dkuntz@oag.state.va.us](mailto:dkuntz@oag.state.va.us), 804-371- 5207. Refer all future questions to Darrell and not to Kate Kulbok.  
ADMINISTRATION & OPERATIONS

- 4<sup>th</sup> Quarter/End of Year Reports: Due to me July 17 (Att. E, Cash Balance, Profit & Loss, Year-End Cash Balance, and Carryover Reports)
- FY23 Self-Assessment Questionnaire: are due to me on or before July 17. It is NOT required, but is an extremely helpful tool I use when completing grant assessments.
- Attachment D – FY25 Budget Template: Due to Blair Gordon July 17 – must be board approved and signed.
- FY23 Grant Agreement Deliverables: for both the Administrative & Operational Grant and Cost-Share & Technical Assistance Grant must be satisfied before 06/30/23. Any outstanding items should be addressed at the June 2023 board meeting. Instructions for completing End of Year reports have been emailed to staff.
- FY24 Grant Agreements: The VA Soil & Water Conservation Board (VSWCB) did not have a quorum for their May meeting, so policies and grant agreements were not approved. DCR does not expect there to be any changes to the proposed grant agreements. The VSWCB has scheduled a meeting for June 12, after which, if approved, grant agreements will be sent out to Districts from Blair Gordon. If Districts would like, you may approve the draft agreements and delegate signature authority to the District Chair upon receipt.
- FY24 Budgets: FY24 Budgets should be approved by your Board by June 30 or no later than July

board meeting

- Return of Funds to DCR: If you would like to get funds off your books to clean up Attachment E, please have your request submitted to me by June 15 so they can be processed before the end of the FY. All other funds will be returned as part of EOY returns once reports are reconciled.
- Return of Funds to meet 90%: need board action during June meeting.

#### AG COST SHARE

- FY23 End of Year VACS Items:
  - Present for approval at June board meeting the LOGI *Cost-Share Program Carryover Report for BMPs to be Completed, Canceled, or Carried Over into FY24* and take actions as appropriate.
  - Run EOY QA/QC Reports in LOGI and correct issues by June 30.
  - Complete and submit EOY Cost-Share Reports (Carryover, Cash On-Hand Balance, Att. E) by July 17.
  - Submit Board-approved Att. D Template by July 17.
  - Potentially delegate authority to District Chair or Ag Committee for any practices completed between June board meeting and June 30
- FY24 Secondary Considerations and FY24 Average Cost List: both documents must be approved by the SWCD Board of Directors and secondary considerations must be approved by DCR prior to allocating any FY24 cost-share.
- End of Lifespan (EOL) Verifications: Reminder EOL verifications are loaded in CAS through 2025. Practices expiring at the end of 2023 are due by September 30, 2023 in order to receive compensation for work done. Each verification completed will receive \$200, and any 2024 and 2025 verifications completed will receive an early bonus of \$50.
- Random Verifications: I will be reaching out to schedule random verifications soon

#### DATES TO REMEMBER

##### June

- June 7- [VACS Update Session](#), Virtual (1:00-4:00), Password: A43tY64mXD
- June 7 – VASWCD Admin/Ops Committee Meeting: Att. D Training Follow Up, 10:00am, [Register Here](#)
- June 12 – VSWCB Meeting, Virginia Farm Bureau Federation, Glen Allen
- June 15 – [VACS Update Session](#), Virtual (9:00-12:00), Password: 9f7mgQXvAJ
- June 19 – Juneteenth State Holiday, State Government offices closed
- June 20 – Filing Deadline, Last day to file election documents with local registrar
- June 21 – VASWCD Quarterly Board Meeting (virtual) 9:30am, [Register Here](#)

##### July

- July 4 – State Holiday – Independence Day, State Government offices closed
- July 11 – VASWCD Water Cooler Chat, 1:30, [Register Here](#)
- July 17 – End of Year Reports and Attachment D due to DCR
- July 19 – Tracking Program Updates & continued VACS Updates, Virtual (9:30-11:30am), link forthcoming
- July 26 – Tracking Program Updates & continued VACS Updates, Virtual (1:00-3:00pm), link forthcoming

##### Other Dates

- Aug 22-24 – VACDE Annual Summer Training, Graves Mountain Lodge
- Sept 30 – Deadline for EOL Verifications for 2023 Reimbursement
- October 17-18 – VA Rare, Threatened, & Endangered Species/VA Cultural & Historic Resources Protection course

**Ariel Coleman, (Acting) District Conservationist (NRCS)**

### **Environmental Quality Incentives Program (EQIP)**

- None of EQIP-IRA applications (1 livestock and 2 wildlife applications) were selected for funding.
- Obligated 6 pre-approved applications for high tunnels to contracts.
- Working on obligating 4 EQIP applications that were preapproved (1 wildlife and 1 forestry, 2 livestock).

### **Conservation Stewardship Program (CSP)**

- Working on ranking the 4 CSP-IRA applications received due by June 16th deadline.

### **Service Center Updates**

- FSA compliance field reviewers found no violations at Dinwiddie Service Center.
- The Dinwiddie SC will be undergoing renovations in September 2023.
- Grace Neiswander is now a full-time soil conservationist at Dinwiddie SC.

### **Earth Team Volunteer Program**

- If you know anyone, (high school age or older) that would like to volunteer pass their info along to me!

### **VA NRCS Operational/Personnel Changes**

- COVID operation status- All three counties in LOW category. Doors are open, masks are not required.

## **Staff Reports:**

### **Brianna Moring- District Manager**

#### **Completed Tasks:**

- Created and Delivered RVA VCAP Brochure with CRLC
- Graduated from The Virginia Natural Resources Leadership Institute class of 2023
- Sold 31 Rain Barrels at the May Workshop (\$1,550) 29 via Eventbrite 2 in-person
  - We had around six people who had come back after attending previous workshops
- Sent out a Graves Summer Training Save the Date for the VACDE
- Purchase Name Tags for Staff at Events (Let me know if you want one)
- Completed PY25 Attachment D
- Signed JRSWCD up for Midlothian Day Event
- Wrote VACS Checks for EOY wrap up

#### **Ongoing Tasks:**

- Promoting Spring Rain Barrel Workshops (May 27<sup>th</sup> & June 24<sup>th</sup> @ 10 AM)
- Received 4 completed DBM Scholarship Applications
- Planning VACDE Graves Summer Training
- Looking into new Wi-Fi hotspots for fieldwork and travel
- Maintaining Drill Invoices
- Maintaining contact with DCR and other partner agencies

#### **Meetings:**

- 5/27 Rain Barrel Workshop
- 6/7-9 VNRLI in Charlottesville
- 6/15 VACS Program Updates
- 6/21 VASWCD Board Meeting
- 6/23 Rain Barrel Cleaning
- 6/24 Rain Barrel Workshop
- 6/28 Graves Planning Meeting

## **Anne Devine- Conservation Technician**

### **VCAP:**

- PY22 and PY23 VCAP data collection and analysis for the 2022-2023 Annual Report
- Infiltration test scheduled for a rain garden practice application in Chesterfield
- Currently communicating with the VCAP Coordinator and Assistant Coordinator regarding errors with contracts assigned for spot checks.
  - Two contracts had a change in ownership, unknown to the district
- Two site visits were completed in Chesterfield
- Ongoing scheduling of site visits and communicating with contractors and possible clients
  - Currently, five site visits are already scheduled for this coming month, and more are pending confirmation.
- Ongoing compiling of application materials

### **Agriculture:**

- Set up CAS account with DCR's Tracking Program for VACS
- Refiled and organized VACS contracts and tracking information

### **Outreach/Events:**

- VACS Update Session 6/15
- Rain Barrel Workshop 6/24
- VCAP Program Year Update Webinar 7/11

## **Committee Reports:**

**Finance:** Working on the Budget now, and I tried to fill out the Att D to see how the process works

**Personnel:** Reviews will be happening before the end of June

**Legislative/Outreach:** There are currently 26 interns and fellows under Laura's direction. A big thanks to Hidden Triple Oak Farm for letting us give an announcement at the Horse Show

## **Staff/Director Comments:**

**Carey:** There will be another Horse Show in August. Please keep Keith Applewhite in your thoughts.

**Avis:** The Prince George's Board of Supervisors is looking for an update on the District. (Brianna stated she would have the Annual Report done in August to present to the Board)

**Greg:** I met all the Chesterfield Supervisors at the Memorial Day service. It was nice to meet them all.

**Sierra:** I met Marley at the new Beulah Recreation Center. It isn't open yet but Marly has invited us to the open house on June 25<sup>th</sup>. She would also like to see if we would be interested in holding a meeting there.

Brianna: We will be approving the Budget next month

Scott: I has a good time judging the oral presentations at the State Envirothon at VSU

Jerry: What would happen if no one runs in Prince George (Olivia answered his question)

## **Adjournment:**

- Jerry moved to adjourn the meeting at 7:32 PM, Scott seconded: Passed

**Respectfully submitted,**

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**Brianna Moring, Secretary**

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**Carey Allen, Chair**