

James River Soil and Water Conservation District
Board of Directors Meeting
January 19th, 2023

The James River Soil and Water Conservation District held its monthly Board Meeting at the Chesterfield Central Library inside the Extension Office on January 19th, 2023

Attendees:

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

Associate Directors: *Avis Bennett, Sierra Seekford, Zane Bernard*

Agency Partners: *Olivia Leatherwood*

Staff: *Brianna Moring, Joseph Gerdes*

Public: *Parker Agelasto, Peter Braun, Ashley Moulton, Howard Nester, Brenda Kreider, Kim Pontes, Jennifer Moore, Jacob Carduck, Marlie Creasey-Smith*

Call to order/Invocation: Carey called the meeting to order at 6:00 PM

Chairman's Comments: We are going to start this meeting by reading and presenting the Memorial Resolution for Bill Kreider to his family

William D. Kreider Memorial Resolution:

Carey thanked the Kreider family for joining the Board in recognizing the significant contributions Bill Kreider made to the Agricultural community. Jacob Carduck read the Memorial Resolution, and Brianna Moring presented it to Brenda Kreider and her family.

January 19th Board of Directors Meeting Agenda:

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

November Board of Directors Meeting Minutes:

11/17/22 BOD Minutes

- Andy moved to approve the November Board Meeting Minutes as presented, Jerry seconded: Passed

Treasurers Report:

Thank you to the Chesterfield Farm Bureau for supporting the 2022 Farmers Breakfast

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

Conservation Report:

- Jerry moved to approve VACS contracts 12-23-0003, 12-23-0007, 12-23-0013, 12-23-0015, 12-23-0018, 12-23-0021, and 12-23-0026, Greg seconded: Passed

Agricultural Assessments:

The Board reviewed the eight presented Agricultural Assessments. Five assessments were done in Prince George County, and three were completed in Chesterfield.

- Jerry moved to approve and pass on the completed Agricultural Assessments to both Counties, Laura seconded: Passed

Capital Region Land Conservancy MOA:

The Board discussed the MOA with CRLC and the purchase order with the City of Richmond. Parker from CRLC addressed the possibility of co-holding conservation easements and how by partnering with them, we can provide landowners with stronger protection of their land.

- Laura moved to approve the MOA with Capital Region Land Conservancy, Andy seconded: Passed
- Laura moved to approve the purchase order to provide VCAP to the City of Richmond, pending the appointment of a City Liaison, Greg seconded: Passed

CY23 Officer Election:

Carey presented the current slate of Chair, Vice Chair, and Secretary (FOIA and Records Retention) for reelection

• Andy moved to approve the slate of nominees as presented, Jerry seconded: Passed
Carey asked for an election for Treasurer from the floor. Greg offered to fill the Treasurer position.

- Jerry moved to approve Gregory Powers as the Treasurer for CY23, Scott seconded: Passed

CY23 Committees:

Chairs: Personnel- Carey Allen; Finance- Gregory Powers; Agriculture- Jerry Ford; Legislative/Outreach- Laura Thompson; Strategic Planning- Andy Petik; RMP Plan- Scott Reiter

- Scott moved to adopt the selected committee chairs for CY23, Greg seconded: Passed

CY23 Associate Directors:

- Laura moved to approve Sierra Seekford, Avis Bennett, and Zane Bernard as the Associate Directors for the 2023 calendar year, Scott seconded: Passed

PY23 Annual Plan of Work:

- Scott moved to approve the Annual Plan of Work with edits to update District officers and committees to PY23 positions, Jerry seconded: Passed

No-Till Drill:

Scott asked to include a discussion on the repair of the District's No-Till Drill. The Drill needs to undergo repairs that will cost more than we currently have budgeted for repairs. Scott suggested we increase the Equipment Repair budget from \$2,000 to \$7,000.

- Jerry moved to increase the Equipment Repair budget from \$2,000 to \$7,000, moving the funding from Office Rent, Greg seconded: Passed

- Scott moved to designate Jerry as the authority for picking a quote for the repair, Andy seconded: Passed

Partner Reports:

Olivia Leatherwood, Conservation District Coordinator (DCR)

ADMINISTRATION & OPERATIONS

- Quarterly Reports: Due January 17, 2023 – Attachment E, Cash Balance, and P&L for the 2nd quarter
- End of Lifespan Verifications Reimbursements: will be included in the next DCR Disbursement Letter
- SWCD Election of Officers: In addition to Chair, Vice Chair, Secretary, and Treasurer please include appointment orreappointment of FOIA Officer and Records Retention Officer
- Committee Appointments: should be made by the Chairman by the end January if not already completed
- Directory Changes: Please inform VASWCD of changes in District personnel, directors, officers, associate directors, & meeting date/time for 2023 to ensure your information is accurate in the 2023 District Directory.
- IRS Mileage Rate for 2023: Changed to \$0.655 beginning January 1, 2023
- Governor’s Proposed Budget: An additional \$87,113,924 was proposed to be deposited to the Water Quality Improvement Fund from the FY2022 surplus.
 - \$13,319,550 is for the WQIF reserve
 - \$73,794,374 is proposed to be deposited to the Virginia Natural Resources Commitment Fund
 - \$45,713,329 for VACS practice implementation in the Chesapeake Bay Watershed
 - \$19,591,427 for VACS practice implementation outside the Bay Watershed
 - \$8,489,618 for additional technical assistance funding for Districts
- A separate general fund deposit to the Virginia Natural Resources Fund of \$50 million is also proposed. Budget language states that “the Secretary of Natural and Historic Resources shall develop and submit a plan for the allocation of these funds no later than September 1, 2023.”

AG COST SHARE

- Tax Credit Data MUST be in Tracking by January 15: Be sure data is accurate so DCR’s report to the VA Department of Taxation is accurate. Logi reports are available to check the quality of tax credit data.
- CY2022 Tax Credits: January 31st is the deadline for Districts to provide their producers with all required documentation for any agricultural BMP tax credits certified in Calendar Year 2022. Each impacted producer should be sent a Virginia Form ABM, tax certificate letter(s) with attached certificates, and applicable letters documenting an approved Soil Conservation Plan and/or Resource Management Plan. After that point it, is the producer’s responsibility to work with their tax preparer to submit all required documentation to the VA Department of Taxation by the firm deadline of April 1.
- Follow Up on Random BMP Verifications: Please continue to work with participants who have maintenance needs. Remember to update the Verification Module as repairs are completed.

GRANT DELIVERABLE REMINDERS

- Annually Review and Document in Minutes:
 - Strategic Plan
 - Annual Plan of Work
 - Desktop Procedures for District Operations
 - Fixed Assets Inventory

- Employee Personnel Documents: Personnel Policy, Position Descriptions, and Performance Expectations

DATES TO REMEMBER

January

- Jan 11 – General Assembly Convenes
- Jan 16 – State offices closed – Martin Luther King Jr. Holiday
- Jan 17 – Quarterly Reports Due to DCR
- Jan 25 – VA Forage and Grassland Council Winter Conference, Southern Piedmont AREC, Blackstone, VA; register at vaforges.org
- Jan 31 – Deadline to mail 1099s, tax credit certificate certificates, & supporting documentation to participants

Staff Reports:

Brianna Moring- District Manager

January 2023 Staff Report

Completed Tasks:

- Elected Employee Association President
- Attended the third VNRLI session at the VSU Randolph Farm in Chesterfield
- Submitted PY23 Q2 Att E
- Video Interviewed Conservation Technician Applicants (in-person scheduled for 1/30)
- Created Area VI Report
- Finalized CRLC MOU

Ongoing Tasks:

- Working with Richmond to finalize VCAP
- Working on Local Envirothon (CTC @ Hull & Clover Hill)
- Working with Area VI on the Area Envirothon (Shirts, Smithfield, Trophies, Ribbons, Gifts)
- Completing the Chesapeake Bay Landscape Professional Level 1 Training
- Maintaining Invoices
- Maintaining contact with DCR and other partner agencies

Meetings:

- 12/4-6 Annual Meeting- Hotel Roanoke
- 12/15 Farmers Breakfast at Chesterfield Central Library
- 12/16 Meeting with CRLC
- 12/22 Meeting with Richmond
- 1/4 DEI Committee Meeting
- 1/11-13 VNRLI
- 1/18 CBLP
- 1/20 CBLP
- 1/24 VACDE Board Meeting
- 1/25 CBLP
- 1/30 Conservation Planner Meeting
- 1/30 In-person Interviews at Chesterfield Central Library
- 2/16 CBLP in Charlottesville
- 2/21 Area VI Envirothon Meeting

Joseph Gerdes- Conservation Specialist

November 2022 Staff Report

VCAP:

- Contract Updates
 - Contracts #12-22-008 (RG) & #12-23-001 (CL-3) verified and reimbursement checks received by participants.
- Completed six site visits in Chesterfield since November meeting.
- FOLAR – Native Teaching Garden planned at parking lot of Appomattox River Regional Park
 - Area near I-295 where we hold an easement.

AGRICULTURE:

- Field Work
 - Completed five SWQA (Ag.) Assessments for both Prince George & Chesterfield
 - Spot checking cover crops
- *Contract #12-20-0017* (WP-4LL – Equine Manure Management): Construction work started on Waste Storage Facility component. Amanda Pennington (DCR Engineering) will do the verification with me when completed.
 - Last component before completion (fence line, paddocks, HUA all completed already).
- *Contract #12-22-0014* (WQ-12 – Roof Runoff Management): Gutters and downspouts are installed. Will have pre-construction meeting with contractor (Perkinson) before connecting and install of outlet pipe.
- Updating NMPs and recommending other agronomic practices to interested producers.

MISC:

- Crater PDC WIP III Roundtable Meeting – January 25th
- Area IV Spring Meeting – March 7th
 - Great Bridge Battlefield & Waterways History Museum; Chesapeake VA; 10am – 2pm

Committee Reports:

Legislative:

- My condolences to Congressman McEachin's passing, I appreciate his years of service to our commonwealth.
 - The Legislative Outreach Committee will be reaching out to the campaigns of Jennifer McClellan (D) and Leon Benjamin (R) to give them the opportunity to fill out our Candidate Survey
- The 2022 annual meeting of the Virginia Soil and Water District had in attendance Elected directors Carey Allen and Laura Thompson, and Associate Directors, Zane Bernard and Avis Bennett. Congratulations to John “Zane” Bernard for winning the Associate Director of the year award! Zane has volunteered over 258 hours towards James River Soil and Water thus far.
- Currently the internship program with me, Laura Thompson has 34 interns, 11 of which are High School Students. I attended the Chesterfield County Public Schools Recognition Ceremony where I was given an award for running the internship program and for having over five interns from Chesterfield Public Schools this year, for speaking to classes, and for helping students.
- Directors Laura Thompson, Andy Petik, Zane Bernard, Gregory Powers, and Laura’s interns met with Republican Senator Frank Ruff, Republican Delegate Carrie Coyner, Republican Delegate Kim Taylor, Representative for Democratic Delegate Dawn Adams, and Democratic Senator Ghazala Hashmi to lobby budget amendments that were approved at the Soil and Water annual conference.

- Thank you to Chesterfield Board of Supervisors Mark Miller, James (Jim) Holland, and Jim Ingle for attending the Farmer's Breakfast. Thank you to the Chesterfield County Farm Bureau for donating the Breakfast.
- Associate Director Zane Bernard and interns are approaching completion of the preliminary draft of the Farmer's Resource Project
- FOIA Update - I spoke with the states FOIA representative and Associate Director's are subject to FOIA which is the opposite guidance that we had been previously given. Moving forward I want to make sure everyone is clear on FOIA laws so that we are compliant and publicly accessible. I am working on creating a Legislative Outreach Committee training which I will bring to this board for final approval.

Agriculture:

- The Ag Committee reviewed the Agricultural Assessments and Conservation Report prior to the Board Meeting

Staff/ Director Comments:

Laura: I am due on Valentine's Day, so I will probably miss the next Board Meeting. We are having a girl and her name is going to be Elizabeth Ida Thompson.

Adjournment:

- Andy moved to adjourn the meeting at 7:35 PM, Scott seconded: Passed

Respectfully submitted,

Brianna Morring, Secretary

Carey Allen, Chair