

*James River Soil and Water Conservation District*  
**Board of Directors Meeting**  
**September 21<sup>st</sup>, 2023**

The James River Soil and Water Conservation District held its monthly Board Meeting at the Beulah Recreation Center on September 21<sup>st</sup>, 2023

**Attendees:**

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

Associate Directors: *Avis Bennett, Marlie Creasey-Smith, Sierra Seekford*

Agency Partners: *Olivia Leatherwood*

Staff: *Brianna Moring, Anne Devine, Joseph Gerdes*

Absent: *Scott Reiter, Heath Locke*

Public: *Gifford Scott, Jeremiah Morre*

**Call to order/Invocation:**

- Carey called the meeting to order at 6:05 PM.

Chairman's Comments: Thank you to Laura and Sierra for working to up the conservation poster contest entry numbers.

**September 21<sup>st</sup> Board of Directors Meeting Agenda:**

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

**August Board of Directors Meeting Minutes:**

8/17/23 BOD Minutes

- Laura moved to approve the August Board Meeting Minutes, Greg seconded: Passed

**Treasurers Report:**

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

**Conservation Report:**

- Jerry moved to approve VACS contracts 12-24-0002, 12-24-0003, 12-24-0004, 12-24-0005, 12-24-0006, 12-24-0007, 12-24-0008, 12-24-0009, and 12-24-0010, Andy seconded: Passed
  - The Board asked to add acreage per practice to the Conservation Report
- Laura moved to approve VCAP contract 12-24-009, and forward them to the VCAP Steering Committee for final approval, Jerry seconded: Passed

**Clean Water Farm Award:**

- Andy moved to approve and nominate Cibula Family Farms for our local Clean Water Farm Award recipient, Jerry seconded: Passed

- Andy moved to nominate Cibula Family Farms for the James River Grand Basin Award, Greg seconded: Passed
  - The Board asked if they need to be enrolled in the VACS program to be eligible to receive this award

### **Conservation Poster Contest:**

- Greg moved to award Emily Miles (K-1), Hudson Hood (2-3), Olivia Powers (4-5), Cate Brock (7-9), and Emma McDaniel (10-12) as the local James River SWCD Poster Contest winners for PY24 and send them up to the State level, Jerry seconded: Passed
  - Add winners and posters to Facebook and website

### **Rain Garden Office Install:**

- Greg moved to approve up to \$700 for the installation of a rain garden at the District Office pending approval from the County, Laura seconded: Passed
  - Make a timelapse video and post it to our Facebook and website

### **Partner Reports:**

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

##### **ADMINISTRATION & OPERATIONS**

- Return of Funds Invoices: Please have these postmarked by September 15.
- Electronic 1099s: For the 2023 tax year, any District sending out a total of 10 or more 1099s will be required by the IRS to submit them electronically. A webinar will be offered in November to provide more information.
- COIA Training for Directors: The Code of Virginia requires locally elected officials to complete COIA training once every two years. Most Directors completed this between July and December of 2021. The training can be accessed at <https://ethicswebinar.dls.virginia.gov/>. Each module is specific to your role so select “Local Elected Officials or EDAs/IDAs” in order to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. I’ve been informed that returning Directors will have an opportunity to complete this training at Annual Meeting in December.
- 2023 Clean Water Farm Award Applications: A memo from Director Wells was released on July 28 with information regarding this year’s Clean Water Farm Awards. Local winner information and grand basin nominations are due to me October 2. Signatures and approvals should be obtained by your September board meeting. New forms can be found at the following links: CWFA Application; Grand Basin Award Application.

##### **AG 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.
- Engineering Assistance Request Form: <https://consapps.dcr.virginia.gov/BMPTracking/Forms/Default.aspx> Located under forms in Tracking. Animal Waste requests will be handled by Amanda Pennington, and all

other requests must be sent to Raleigh Coleman who will assign staff to assist your District.

#### GRANT DELIVERABLES

- FY23 Annual Report: for July 1, 2022 – June 30, 2023 should be completed by September 30<sup>th</sup>
- Dedicated Reserves: Remember that board action is necessary to dedicate, for specific purposes, any amount above twelve months of routine operating funds. This should be completed by September 30<sup>th</sup>
- Outreach Event: Begin planning for the required outreach event. Conditions for this deliverable are outlined in Attachment C and Attachment F of the Admin/Ops grant agreement.

#### DATES TO REMEMBER

##### September

- Sept 15 – Return of Cost-Share funds to DCR due
- Sept 25 – VSWCB Meeting – Audit Subcommittee 9:00, Full Board 10:00, Bear Creek Lake State Park
- Sept 26 – Regional VACS/Conservation Planning Training: Crops; Peanut SWCD, Register Here
- Sept 27 – VASWCD Quarterly Board Meeting, Drury Plaza Hotel, Register Here
- Sept 30 – Annual Report due to DCR; Deadline for Dedicated Reserve Board action; Deadline for EOL Verifications

##### Other Dates

- October 2 – Local CWFA winner applications and grand basin nominations due to DCR
- October 11 – Commonwealth Risk Management Plans & SWCDs, Zoom Webinar, 1:00, Register Here
- December 3-6 – VASWCD Annual Meeting, Norfolk Marriott

#### **Staff Reports:**

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

##### **Completed Tasks:**

- Met with CRLC and VASWCD Staff to discuss progress in the City
- Completed FOIA Training for PY24-PY25
- Purchased additional swag for events and sweaters for staff and directors
- Purchased name tags for Directors
- Received and sorted Poster Contest entries
- Compiled Area VI Report for VASWCD Board Meeting
- Submitted County Invoices for PY24
- Sent Check for the reprint of the Native Plant Guide
- Ordered new Auger for VCAP
- Sent an update to Dave Evans(Green City Commission) for VCAP in the City
- Attended TLC Training for PY24
- Fulfilled all invoices and bills for September payments

##### **Ongoing Tasks:**

- Planning for our Audit of PY22 and PY23 (12/14)

- Planning for PY24 Envirothon Program
- Maintaining Drill Invoices
- Maintaining contact with DCR and other partner agencies

#### **Meetings:**

- 8/22-8/24 VACDE Graves Mountain Training
- 8/29 Chesterfield Fair Coverage
- 9/5 Auction Meeting with VASWCD
- 9/6 Farm Visit
- 9/7 CRLC/VASWCD VCAP Meeting
- 9/9 James River Cleanup at Dutch Gap
- 9/13 The Local Choice Health Benefits Administrator Training
- 9/20 Meeting with DCR Education
- 9/27 VASWCD Board Meeting
- 10/15 CRLC Event at Maymont

#### **Joseph Gerdes- Conservation Specialist**

##### **VCAP:**

- Completed two site visits in Chesterfield and one in Richmond.
- Contract #12-23-012 (CL-3) Completed and verified, reimbursement check delivered to participant.
- Contract #12-23-016 (RG), #12-24-001 (CL-3), and #12-24-004 (PP) have all started installation.

##### **AGRICULTURE:**

- Field Work:
  - Completed site visit for Maria Baker in Chesterfield.
    - They have two goats, three sheep, and two horses. Interested in help with rotational grazing and management. Small operation without much of a business component and no clear resource concern.
  - Met with Stephanie & Hidden Triple Oak Farm in Chesterfield.
    - We had begun working on a manure storage and rotational plan last year for their 12-horse operation. Working on design to get project approved this PY.
- Signing up and ranking cover crops and NMP acreage.
- Reviewing PY23 files and conservation plans for completion/audit preparation.
- Attended Chesterfield Farm Bureau Annual Meeting last Monday.

##### **MISC:**

- Graves Mountain Lodge Training – *August 22-24<sup>th</sup>*
- Chesterfield Fair Booth – *Monday August 28<sup>th</sup>*
- JRAC – Henricus River Clean Up – *September 9<sup>th</sup>*

#### **Anne Devine- Conservation Technician**

##### **VCAP:**

- Completed 8 site visits in Chesterfield independently.
- Created site visit profiles in OneNote for PY23-24
- Completed two infiltration tests for potential rain garden and dry well projects.

- Verified completion of Contracts #12-24-005 and #12-24-006
- Ongoing scheduling of site visits and communicating with contractors and possible applicants
- Ongoing research and compiling of application materials.

**VACS:**

- ‘All Things Tall Fescue’ Train the Trainer event by Alliance for Grassland Renewal 9/15

**MISC:**

- Graves VACDE Annual Training 8/22-24
- Chesterfield Fair booth 8/30
- 12<sup>th</sup> Annual Urban Tree Summit by Montgomery Parks 8/13
- Buffer Basics Webinar with CBLP 9/26
- Will be out of the office September 28-29 and October 4-9

**Committee Reports:**

**Finance:** Greg received a Grant Summary for the USDA Farm to School program. Greg talked to Kevin Carol and the Chesterfield Communications team about getting on county calendar. Greg turned in paperwork for Mr. Zulauf, Brianna will make a Certificate for him and invite him to the Farmers Breakfast for recognition.

**Legislative/Outreach:**

- Gifford - Chesterfield County Fair Aug 25th -September 2nd
- Those that attended the fair, days and roughly the hours they volunteered
  - Quinten Sierra - 25 hours across 6 days
  - Gifford Scott - 25 hours across 6 days
  - Madison Guyton - 20 hours across 2 days
  - Greg Powers - 17 hours across 2 days
  - Laura Thompson - 12 hours across 3 days
  - Jeremiah Moore - 11 hours across 2 days
  - Savannah Exley - 7 hours 2 days
  - Joseph (Joe) Gerdes - 5 hours across 1 day
  - Briana Moring - 5 hours across 1 day
  - Anne Devine Conservation Technician - 5 hours across 1 day
  - Emma McDaniel - 4 hours across 1 day
  - Avis Bennet - 4 hours across 2 days
  - Taylor Moore - 3 hours across 1 day
  - Kai Ward - 3 hours across 1 day
- Jeremiah - Fair - Email list-serv: About 92 additional emails were gathered in 9 days
- Laura - Currently, Director Laura Thompson has 29 interns for her as a director which includes 10 High School Students.
- Laura - Director Carey Allen, Director Laura Thompson, and Conservation Specialist Joseph Gerdes attend the Chesterfield Farm Bureau Meeting: Trista Grigsby gave James River Soil and Water Conservation District a shoutout for our support of the farm-to-school grant with the United States Department of Agriculture, which Trista is currently working on an application for. We also found two farmers who want to possibly apply for VACS, one of which didn't know about it until we spoke to him.

- Jeremiah - Farmer's Resource Project: Fellow Laura Thompson and Abby Taylor; Abby Taylor now runs farmer resource project because Zayn is in another state, taking ownership so we can finalize
- Laura - James River Soil & Water with Director Laura Thompson hosted a Craft Venue at the Chesterfield County Fair August 27th: 11am-10pm. Tons of students all ages made posters for the poster contest, including scouts who will receive a patch for participation.
- Gifford - Chesterfest September 30th 10am-4pm: Laura and interns are running booth; more interns needed for this high priority event, and are welcome to attend
- Laura - Candidate Survey intern for Director Laura Thompson, Katherine GoldbachEhmer, who is politically neutral with this years elections sent emails to to call candidates in Chesterfield and Prince George Counties to fill out the James River Soil & Water Candidate Survey due October 8th. Once we have responses we can send them out in a newsletter. This survey is for Soil & Water Director Candidates to fill out as well. We are not endorsing in this process but are sharing responses with the community.

### **Staff and Director Comments:**

**Laura:** Thank you staff and interns who volunteered their time at the fair

**Anne:** I moved to the Area and am getting married the weekend after this

**Gifford:** It was fun working the fair and good to see some familiar faces at the meeting tonight

**Andy:** I would be interested in volunteering for the State Fair

**Greg:** I'm interested in an award for VCAP participants, Conservation Yard Award. VXAP has an award at the State level

**Jerry:** Keep up the good work

**Avis:** When is the NRCS rep coming to the Board Meeting? I want us to have a booth at the Pecan Festival at Richard Bland and have Prince George representation

**Andy:** The Czech and Slovak festival is October 21<sup>st</sup>. I would be happy to set up with Scott at the festival

### **Adjournment:**

- Greg moved to adjourn the meeting at 7:32 PM, Andy seconded: Passed

**Respectfully submitted,**

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**Brianna Moring, Secretary**

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**Carey Allen, Chair**