

James River Soil and Water Conservation District
Board of Directors Meeting
February 15th, 2024

The James River Soil and Water Conservation District held its monthly Board Meeting at the Prince George Human Services Building on February 15th, 2024

Attendees:

Directors: *Carey Allen, Andy Petik, Scott Reiter, Avis Bennett,*

Associate Directors: *Marlie Creasey-Smith, Heath Locke*

Agency Partners: *Olivia Leatherwood, Andrew Faison*

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

Absent: *Laura Thompson, Greg Powers, Jacqueline Gooden-Seay, Sierra Seekford*

Public: *Kimberly Harrison-Locke*

Call to order/Invocation:

- Carey called the meeting to order at 6:00 PM.

February 15th Board of Directors Meeting Agenda:

- Avis moved to approve the Agenda, Andy seconded: Passed

January Board of Directors Meeting Minutes

1/18/24 BOD Minutes

- Scott moved to approve the Minutes, Carey seconded: Passed

Committee Minutes

- Scott moved to approve the TRC Committee Minutes with an edit to the contract number to correct it to 12-24-0001, and approve the Agricultural Committee Minutes with an edit to add Andy and Scott to the Ayes vote to exit the closed meeting, Andy seconded: Passed

Treasurers Report:

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

Conservation Report:

- Scott moved to approve VACS contracts 12-24-0006, 12-24-0017, 12-24-0032, 12-24-0033, 12-24-0005(parcel in Prince George that was originally signed up through ARSWCD, being transferred to JRSWCD), Avis seconded: Passed
 - Andy recused himself from approving VACS contracts during this meeting.
 - Scott commented that we can pay people for Cover Crops after the termination date as soon as March 15th.

- Scott moved to approve RMP 12-23-002 as presented, Carey seconded: Passed
- Scott moved to approve VCAP contracts 12-24-013, and 12-24-014, and forward them to the VCAP Steering Committee for final approval, Andy seconded: Passed
- Carey moved to approve the application for SUPPP for VCAP contracts 12-24-013, and 12-24-014, Avis seconded: Passed

Maymont MWEE Grant:

- Andy moved to approve James River SWCD's support and participation in the Maymont MWEE Grant for Chesterfield County 4th Graders

SUPPP:

- Scott moved to edit the approved SUPPP guidelines for James River SWCD's VCAP Program, including adding the Permeable Pavers practice and changing the wording regarding ranking, "Any practice not listed above must have a conservation ranking over 90", Andy seconded: Passed

Partner Reports:

Olivia Leatherwood, Conservation District Coordinator (DCR)

ADMINISTRATION & OPERATIONS

- 3rd Quarter Disbursement Letters: sent February 9th, funds expected to follow in less than 30 days.
- Director Orientation: Per the FY24 Administrative and Operational Grant Agreement, Deliverable #13, all new directors are required to complete Director Orientation within six months of qualifying for office. DCR is partnering with the VASWCD to provide Director Orientation in two phases. Phase I and II must be completed by June 30, 2024.
 - Phase I is an online course available on the VASWCD website (<https://vaswcd.org/leadership-course/>). It is comprised of 10 individual modules that can be taken online at any time, they do not have to be completed all at once. If you take the online modules, you must complete the Final Quiz for credit. Mini quizzes currently on the website are for your own benefit and knowledge, the Final Quiz must be completed for credit. The modules are undergoing some minor updates and will continuously be reviewed by DCR and VASWCD to reflect updated information, so don't be alarmed if you notice some changes between viewing sessions. We will also announce any updates or added resources as available. Directors can also have group viewings of the online modules and a sign-in sheet should be submitted to your CDC for credit.
 - Phase II is in-person. Each Area Spring Meeting will have a Phase II session in the afternoon and will provide an opportunity to hear from experienced Directors about your roles and responsibilities, and a chance to network with your neighboring District Directors. Additionally, a Director Resource Notebook will be provided, and we will review the helpful tools and documents of this notebook during Phase II. Although only new Directors are required to complete Director Orientation, all Directors are encouraged to participate, and all Directors will receive a Director Resource Notebook! Plan to attend your Area Spring Meeting!

AG COST SHARE

- EJAA Updates in Tracking: (Engineering Job Approval Authority) Additional EJAA information is now required to be entered into the Tracking Program where applicable. SWCD staff has been given until 2/29/24 for all Carryover structural BMPs (including those that have been completed

and paid since 7/1/23) to input additional EJAA information. Lists of BMPs have been provided to staff where EJAA information is needed.

- 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.
- Carryover Requests: Any practices that require DCR approval for carryover should be submitted to the Ag Incentives Program Manager (Sara Bottenfield) by May 15th.
- Conservation Planner Certification Courses: There are multiple courses for initial Conservation Planner Certification within the coming months. See below for details.
 - o Feb 22 – VA Ag BMP and Cost-Share Program (VACS 101) - required for Conservation Planner Certification, 9:00am Virtual, Join Here, Password: vfM7WE3MbD
 - o Feb 28 – RUSLE2 Part C Kickoff, 9:00am Virtual, Register Here
 - o April 4-5 – Conservation Selling Skills, Central Virginia Community College, Lynchburg, VA
 - o May 15 – Perennial Stream ID Course, 8am-4:30pm, Charlottesville, VA
 - o Summer, TBD – Nutrient Management Courses
 - o October 15-16 – Virginia Resource Training, Virtual
 - o Fall TBD – RUSLE2
 - o October/November – DCR Conservation Planner Course

GRANT DELIVERABLE REMINDERS

- Annually review and document in minutes:
 - o Strategic Plan
 - o Annual Plan of Work
 - o Desktop Procedures for District Operations
 - o Fixed Assets Inventory
 - o Personnel Documents: Personnel Policy, Position Descriptions, and Performance Expectations
 - o Annual Employee Performance Evaluations

DATES TO REMEMBER

February

- Feb 19 – Presidents Day Holiday, state offices closed
- Feb 29 – Deadline for carryover structural BMPs to have all required EJAA entered in Tracking

Other Dates

- March 6 – Area V Spring Meeting; 9:30am, The Barn at Pine View-Keysville
- March 7 – Area VI Spring Meeting; 10:00am, Keystone Truck & Tractor Museum-Colonial Heights
- March 19 – Area III Spring Meeting, 8:30am., St. Margaret's School-Tappahannock
- March 27 – VA Soil & Water Conservation Board Meeting, 10:00 am, Bear Creek Lake State Park, Cumberland; Audit Subcommittee 9:00

Andrew Faison, District Conservationist (NRCS)

The Dinwiddie NRCS Office is working on the same things. Applications are in, and we are working on ranking. March 8th is the deadline for us to approve. We are working on a majority of high tunnels, some crops, and pasture.

Staff Reports:

Brianna Moring- District Manager

Completed Tasks:

- Submitted 1099's electronically
- Created a support letter for the Maymont MWEE Grant

- Completed Records Retention Training
- Updated website with 2024 Scholarship information, Poster Contest theme, and local entry form
- Connected YCLI Student with CCE and Vermicomposting Workshop
- Created Rain Barrel Workshop Eventbrite pages for tickets to the workshops
- Finalized Official Custodian at Truist
- Fulfilled all invoices and bills for January payments

Ongoing Tasks:

- Working with Area VI to plan the Envirothon (Easter Shore SWCD)
 - Contacted Smithfield for Donation
 - Working on designing Shirts
 - Placing order for Trophies and Medals
- PY24 Envirothon Program
- Working with Maymont and JRA on MWEE for CCPS 4th Graders
- Maintaining contact with DCR and other partner agencies

Meetings:

- 2/15 February Board Meeting
- 2/20 Area VI Envirothon Meeting
- 2/21 Intuit Update Call
- 2/28 TLC Health Insurance Renewal Meeting
- 3/6 Cardinal Data Entry Virtual Meeting
- 3/7 Area VI Spring Meeting/New Director Training @ Tractor Museum (Need headcount to register)
- 3/21 March Board Meeting
- 3/23 Rain Barrel Workshop
- 4/16 Area VI Envirothon @ VIMS Eastern Shore Lab (2 Teams)
- 4/18 April Board Meeting
- 4/24 Rain Barrel Workshop

Joe Gerdes- Conservation Specialist

VCAP:

- 1099s sent out to all CY 2023 participants in late January.
- *Contract #12-24-010 (Dry-Well) & #12-24-011 (Permeable Pavers)* verified and reimbursement checks were delivered to participants.
- *Contract #12-24-008 & #12-24-009 (Conservation Landscape)* completed.

AGRICULTURE:

- 1099s sent out to all CY 2023 participants in late January.
- Enrolling producers in split-application nitrogen & phosphorous practice.
 - Lots of acreage and soil samples data to input – lots of Tracking.
- Field Work:
 - Completing cover crop spot checks
 - Anne and I completed a RMP Field Review for *RMP #12-24-002* on 1/22/2024
 - Held TRC with Scott
 - Met with Adam Owen to go over sign-up and conservation planning for SL-1 (Crop to Hay/Pasture conversion) project.
 - Met with Barry Reid in Beulah-area of Chesterfield. Was worried about manure runoff from feedlot next to his house.
 - County E.E. Dept now involved. Cows are gone and other environmental issues (non-agricultural) have been flagged for remediation by county.
 - Helping Sara Cravath at ARSWCD finish and verify an SL-1 practice in Dinwiddie

- Attended Colonial & Thomas Jefferson SWCD webinar about the Virginia Tech Climate Smart Agriculture Grant – 2/5/2024

MISC:

- Chesterfield Master Gardner Water Quality Training – Virtual 1/23/2024

Anne Devine- Conservation Technician

VCAP:

- Completed 7 site visits in Chesterfield and 1 site visit in Hopewell
- Completed verification of Contracts #12-24-008 and #12-24-009 (Conservation Landscaping) with Joe
- Created site visit profiles in OneNote for PY24 and updated past files to reflect current progress.
- Ongoing managing of site visit requests, scheduling of site visits, and communicating with contractors/possible applicants
- Ongoing research and compiling of application materials.

VACS:

- Resource Management Plan field review with Joe 1/22

Meetings/Trainings:

- Held several meetings with Ashley Moulton of CRLC to continue VCAP training and give assistance
- Master Gardener Training 1/23
- ‘Green Infrastructure and Salty Stormwater’ Penn State Webinar 1/29
- ‘The Urban Soil Conundrum: Compaction vs. Water Quality and Quantity Treatment’ Chesapeake Stormwater Network webinar
- DEI Committee Meeting 2/13
- GreenScapes Symposium by Montgomery Parks 2/16
- CBLP VCAP Training 2/20, 2/27, 3/13

Committee Reports:

Agriculture: Let us know if you find the cows

Staff/Director Comments:

Marlie: Chesterfield Outdoorfest April 13th from 9-1 (Brianna will man a booth)

Carey: Thank you staff for all your hard work

Avis: I won’t be here at the April Board Meeting

Scott: April 16th is also Farm Day, so we will need to find a way to have the students fill in the gaps during the puppet show. On April 27th from 9-1, PG will be having a clean community day (tires, household waste, and paper shredding)

Adjournment:

- Andy moved to adjourn the meeting at 7:06 PM, Scott seconded: Passed

Respectfully submitted,

Brianna Morring, Secretary

Carey Allen, Chair