

James River Soil and Water Conservation District
Board of Directors Meeting
May 18th, 2023

The James River Soil and Water Conservation District held its monthly Board Meeting at the Chesterfield Central Library on May 18th, 2023

Attendees:

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

Associate Directors: *Sierra Seekford, Avis Bennett, Heath Locke*

Agency Partners: *Olivia Leatherwood, Ariel Coleman*

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

Absent: *Marlie Creasey-Smith*

Public: *Kimberly Lock*

Call to order/Invocation: Carey called the meeting to order at 6:01 PM.

Chairman's Comments: It is so beautiful outside, so we are going to try and get through this meeting quickly. Thanks to Joe, Brianna, and Anne for your hard work. I know how busy you are, so I will plan to reach out when needed or max one time a week.

May 18th Board of Directors Meeting Agenda:

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

April Board of Directors Meeting Minutes:

4/20/23 BOD Minutes

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

Treasurers Report:

Greg let the Board know he has been attending the RVA 2050 Meetings

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

Conservation Report:

- Jerry moved to approve VACS contracts 12-23-0002, 12-23-0003, 12-23-0006, 12-23-0007, and 12-23-0015, Laura seconded: Passed
- Laura moved to approve VCAP contracts 12-23-014, 12-23-015, 12-23-016, and 12-23-017 and forward them to the VCAP Steering Committee for final approval, Jerry seconded: Passed

VACS Transfer to Chowan Basin SWCD

- Greg moved to transfer \$75,000 of OCB VACS to Chowan Basin SWCD, Jerry seconded: Passed

VACS Return to DCR

Greg asked why we could not use the remaining VACS funds and not use them for other programs. Brianna stated that the funding we receive from DCR is a grant, and the funding has to be spent on the VACS program. Olivia said that she will look into exactly where the returned funds go once they get back to DCR, she hasn't been here a full year, so hasn't seen the EOY wrap up.

- Greg moved to return \$250,000 of FY23 VACS and \$4,678.08 of FY23 TA Addition to the FY23 TA Base, Scott seconded: Passed

Partner Reports:

Olivia Leatherwood, Conservation District Coordinator (DCR)

ADMINISTRATION & OPERATIONS

- Return of Funds to meet 90%: will need Board motion before or during June Board meeting.
- Return of Funds to DCR: if you would like to get funds off your books for the start of next year, please have invoice requests submitted to me by June 15 for processing before the end of the year. All other funds will be returned as part of EOY returns once reports are reconciled.
- FY24 Budgets: FY24 Budgets should be approved by your Board by June 30.
- FY23 Self-Assessment Questionnaire: are due on or before July 17. It is NOT required, but is an extremely helpful tool I use when completing grant assessments.
- Public Notice of Upcoming Elections: Notice of the date for filing such petitions and the time of the election shall be posted in a prominent location accessible to the public at each district office at least 30 days before the filing date (June 20). In addition, districts may use newsletters, websites, public service announcements, and other notices to advise the public of elections of district directors.

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.
- Carryover Practices: Encourage BMP Participants to complete their projects in time for payment prior to the close of the fiscal year to minimize carryover into FY24. Please review pages II-41-44 in the VACS Manual regarding carryover procedures as well as the Logi report ("Cost-Share Program Carryover Report for BMPs To Be Completed, Canceled, or Carried Over into FY24"). Practices nearing completion but requiring a 4th year carryover are due for review to Sara Bottenfield by May 15.
- 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. Recording of Secondary Considerations and Average Cost List Training available at the following link: <https://youtu.be/p6yWr1RQhMU>

- 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.

GRANT DELIVERABLE REMINDERS - Must be satisfied by 06/30/2023

- 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)
- Host Outreach Event: plan, coordinate, and deliver an outreach event that meets the required criteria
- FY24 District Budgets: District Board approved by June 30
- FY24 Annual Plan of Work: District Board approved by June 30

DATES TO REMEMBER

May

- May 9 – Admin/Director Training, includes Attachment D Budget Template Training, Drury Plaza Hotel
- May 15 – Deadline to submit 4th year carryovers to Sara Bottenfield
- May 16 – Perennial Stream Identification, James City County Library, 9:00am - 4:30pm
- May 25 – VSWCB Meeting, Department of Forestry Headquarters, Charlottesville

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 15 – VACS Update Session, Virtual (9:00-12:00), Password: 9f7mgQXvAJ
- June 20 – Filing Deadline, Last day to file election documents with local registrar · June 21 – VASWCD Quarterly Board Meeting (virtual) 9:30am, Register Here

Other Dates

- July 17 – End of Year Reports and Attachment D due to DCR
- 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)

- Awaiting preapproval status for 3 EQIP-IRA applications (1 livestock and 2 wildlife applications).
- Working on obligating 6 preapproval applications for high tunnels by June 15th.
- Working on obligating 2 EQIP applications that were preapproved (1 wildlife and 1 forestry).
- 2 livestock EQIP applications for basic grazing plans for preapproved.

Conservation Stewardship Program (CSP)

- Received 6 applications for CSP-IRA sign up.
- Working on ranking the 6 CSP-IRA applications received due by June 16th deadline.

Service Center Updates

- Dinwiddie Service Center will undergo 7 FSA compliance field reviews (1 Chesterfield, 4 Dinwiddie, 2 Prince George) on May 25th.
- The Dinwiddie SC will be undergoing renovations in September 2023.
- A Direct Hire SC Pathways Recent Graduate has accepted the position.
- The ASC will making a selection on DC position this Friday.

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:

- RVA has deposited the VCAP funds to our Truist account
- Delivered check to CRLC
- Created RVA VCAP Brochure with CRLC
- Attended Admin/Ops Attachment D and HR Training
- Wrote the VASWCD a check for our two Youth Conservation Camp Campers and the State Envirothon registration fee for CTC @ Hull
- The Bagshaw Scholarship: Extended again to June 12th (will review and vote in June)
- Updated website with Richmond VCAP site visit request and VCAP payment timeline and practices
- Purchased iPad for VCAP Site Visits and VACS Spot Checks

Ongoing Tasks:

- Promoting Spring Rain Barrel Workshops (May 27th & June 24th @ 10 AM)
- Received 4 completed DBM Scholarship Applications
- Planning VACDE Graves Summer Training
- Working on Envirothon (CTC @ Hull is going to State at VSU)
- Looking into new Wi-Fi hotspots for fieldwork and travel
- Maintaining Drill Invoices
- Maintaining contact with DCR and other partner agencies

Meetings:

- 5/9 Admin/Ops HR and Att D
- 5/22 State Envirothon
- 5/24 Office: Budget with Greg
- 5/26 VACDE DEI Committee Meeting
- 5/26 Rain Barrel Cleaning
- 5/27 Rain Barrel Workshop
- 6/7-9 VNRLI in Charlottesville

Anne Devine- Conservation Technician

VCAP:

- Scheduled and completed 6 VCAP site visits in Chesterfield.
- Completed infiltration test for Contract #12-23-017- Rain Garden
- VCAP meeting with Blair Blanchet and Rachel DuVal from VASWCD 5/10
- Project completion verification for Contract #12-23-007- Permeable Pavers
- Ongoing scheduling of site visits and communicating with contractors and possible clients
- Ongoing compiling of application materials

Agriculture:

- Maurice and Chelsea Tovar Horse farm visit with Sierra and Joe

Outreach/Events:

- Evaluated and gave feedback for oral presentations by CTC@Hull students competing in Envirothon 4/24 and 4/25
- Area VI Envirothon 4/26
- Show & Tell Soil Health Farm Visit 5/18 at Broadfork Farm
- Rain Barrel Workshop 5/27

Committee Reports:

Legislative:

- We hosted a Virtual Earth Day community meeting to promote VCAP and Laura Thompson's Intern Claire Dilday read about backyard birds.
- I submitted grades for 7 VCU Interns and I am now promoting and accepting Summer Interns with me. I currently have 4 fellows and 12 interns. I also won the Virginia Daughters of the American Revolution State Conference Award for Outstanding Leadership in Conservation and Environment: Internship Program for Youth and Young Adults.
- James River Soil & Water will donate a wreath for the Chesterfield Memorial Day event Monday, May 31st, 2 pm at the old Courthouse <https://www.chesterfield.gov/Calendar.aspx?EID=3605> Please consider attending, as they announce us all in attendance should stand. It's important to honor our fallen soldiers.

Finance:

- Greg is coming to the office on 5/24 to talk about Attachment D and the Budget

Staff/Director Comments:

Carey: The Horse Show is coming up on June 4th (Any horse people want to participate, call county fair/sierra)

Avis: Floyd Brown talked to me about Prince George Directors attending Board Meeting (Andy said he is willing to give a report). I also spoke to a guy with Horses.

Greg: The president of Saddlery in Virginia is interested in learning more about our programs (set up Zoom with Joe)

Scott: I will be at the State Envirothon on Sunday, judging the Oral Presentations

Ariel: I will be at the State Envirothon on Monday

Heath: I would love to get the Nutrient Management class information from DCR (Scott offered to help)

Laura: I won't be at the next meeting and included a letter with TAC recommendation. The letter was written by a 15-year-old farmer in Chesterfield. She spoke to CCPS students about her work.

Greg: Incredible to be a 15-year-old teaching CCPS students on her work!

Adjournment:

- Andy moved to adjourn the meeting at 7:08 PM, Laura seconded: Passed

Respectfully submitted,

Brianna Moring, Secretary

Carey Allen, Chair