

Minutes
Henricopolis Soil and Water Conservation District
Board Meeting
August 17, 2023
Human Services Boardroom, 8600 Dixon Powers Drive, Henrico, VA 23228

The meeting was called to order by Ms. Leake, Chair at 4:02pm.

DIRECTORS PRESENT: Anne-Marie Leake, Director and Chair
Herb Dunford, Director and Vice-Chair
Claiborne Yarbrough, Director and Treasurer

DIRECTORS ABSENT: Nicole Anderson Ellis, Director
Ed Olsen, Director
Leon App, Associate Director
James Beckley, Associate Director
Joyce Davis, Associate Director
Terri Higgins, Associate Director
Steve Yob, Associate Director

STAFF PRESENT: Charles Lively, District Manager
Lindy Durham, Outreach/Education Specialist
Stacey Sovick, Conservation Specialist

COOPERATING AGENCIES PRESENT: Denney Collins, Virginia Department of Conservation & Recreation

GUESTS: Brittany Rose, Citizen

Mr. Lively led the Pledge of Allegiance and gave the Invocation.

PUBLIC COMMENT – Charles Lively.

MINUTES – Anne-Marie Leake.

- Ms. Leake noted that the minutes of the July meeting were provided in advance to the Directors. Additional time was allotted for review during the meeting time. No changes were requested. Mr. Dunford moved that the July minutes be approved. Ms. Yarbrough seconded the motion. Being no further discussion, the minutes were approved unanimously.

TREASURER'S REPORT – Claiborne Yarbrough.

- Ms. Yarbrough presented the June Treasurer's Report. Mr. Lively reported that the fees charged to the Cost Share account will be refunded with a reclassification of the account after all Cost Share checks have been cashed. Ms. Yarbrough moved that the reports be approved. Mr. Dunford seconded the motion. Being no further discussion, the Treasurer's Report was approved unanimously.

NEW BUSINESS

- **Agricultural Cost Share Program.**
Mr. Lively reported that 74 farms have completed the first round of applications. Those applications cover 5,601.35 acres and allocate \$283,811.10. Ms. Yarbrough moved that the SL8 applications be approved. Mr. Dunford seconded the motion. Being no discussion the SL8 applications were approved. Mr. Dunford then moved that the NM-1A applications be approved. Ms. Yarbrough seconded the motion. Being no discussion, the NM-1A applications were approved.
- **DCR Assessments.**
The FY23 Assessments of Compliance to the DCR Administrative/Operational and Cost-Share/Technical Grant Agreements were presented. Henricopolis earned "fully satisfied" on all elements.
- **Conservation Easement Progress.**
It was reported that the owner of the Chickahominy Crossings property is ready to proceed. The Land Preservation Committee will need to convene before the September Board of Directors meeting to complete the process.

UNFINISHED AND UPCOMING BUSINESS

- **Living In Your Watershed Books by Daniel Bowman.**
It was reported that the contract with Daniel Bowman has been fully executed. The next step is to pay Mr. Bowman \$1000 for his files. Ms. Yarbrough and Mr. Lively will search for a local printer.
- **DCR Scheduled Audit.**
The regular DCR Audit will take place on August 25, 2023. As per audit requirements, Ms. Yarbrough will be available for the exit interview.

PARTNER REPORTS

- **Virginia Department of Conservation and Recreation – Denney Collins.**
Ms. Collins presented her written report as follows:
Administration and Operations:
 - FY24 First Quarter Disbursement letters will be sent on August 24.
 - The Code of Virginia requires that locally elected officials take COIA training once every two years. A link for online training was provided. Directors will also have the opportunity to complete that training at the Annual Meeting in December.Ag Cost Share:
 - 2023 Clean Water Farm Award nominations are due to DCR by October 2.
 - Introduction to Agriculture and BMP Use Trainings will be provided by DCR staff in various locations in August and September.

Grant Deliverable Reminders:

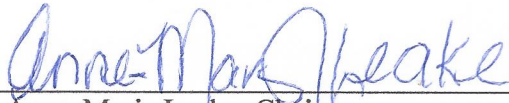
- Dedicated Reserves by September 30.
- Strategic Plan, review and document in minutes.
- Annual Plan of Work, review and document in minutes.
- Desktop Procedures, review and document in minutes.
- Fixed Assets Inventory, review and document in minutes.
- Employee Personnel Documents, review and document in minutes.
- Host an Outreach Event that meets required criteria.

STAFF REPORTS

- Mr. Lively reviewed the activities of the Henricopolis staff during the month of August.

Having no further business to discuss or any public comments, The meeting was adjourned at 4:45pm.

- (✓) Approved.
- () Approved as amended.



Anne-Marie Leake, Chair



Herb Dunford, Vice-Chair