Minutes
Henricopolis Soil and Water Conservation District
Board Meeting
December 15, 2022
The Grapevine Restaurant, 11055 Three Chopt Road, Henrico, VA 23233

The meeting was called to order by Ms. Anderson Ellis, Chair at 5:43pm.

DIRECTORS PRESENT:	Nicole Anderson Ellis, Director and Chair Anne-Marie Leake, Director and Vice-Chair Claiborne Yarbrough, Director and Treasurer Ed Olsen, Director Herb Dunford, Associate Director
DIRECTORS ABSENT:	Leon App, Associate Director Elizabeth Beckley, Associate Director James Beckley, Director Joyce Davis, Associate Director Terri Higgins, Associate Director Jon Hruska, 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:	Steve Yob, Deputy County Manager, Henrico County Jim Durham Marie Dunford Steve Van Dam

Mr. Yob led the Pledge of Allegiance. Mr. Dunford gave the Invocation.

PUBLIC COMMENT – Charles Lively.

- Mr. Yob shared details of the upcoming Henrico County Board Retreat.

MINUTES – Nicole Anderson Ellis.

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

TREASURER'S REPORT – Claiborne Yarbrough.

- Ms. Yarbrough announced that review of the November 30 Treasurer Reports would be delayed until the January meeting. Directors expressed concern over the late timing of board reports. Mr. Lively will discuss this issue with Adams and Company.

NEW BUSINESS

- **VASWCD Annual Meeting Update.**
  Ms. Leake shared information from the VASWCD Annual Meeting held in Roanoke on December 4-6. They shared that VASWCD dues would go up in 2023. The upcoming legislative package can now be found on the VASWCD website. An important part of the package is the new VCAP partnerships.
- **County Manager Meeting.**
  Mr. Lively met with the County Manager on December 12. It was reported to the Manager that the Henricopolis audit on August 26 was successful. The written report from Robinson, Farmer & Cox has not yet been released.

UNFINISHED AND UPCOMING BUSINESS

- **2023 Nominating Committee.**
  The Nominating Committee will share its recommendations for Board Officers at the January meeting.
- **Dunford Oath of Office.**
  Mr. Dunford will take his Oath Of Office at 8:30am on December 21. Judge Harris will be administering the Oath.

PARTNER REPORTS

- **Virginia Department of Conservation and Recreation – Denney Collins.**
  Ms. Collins presented her written report as follows:
  Administration and Operations.
  - Ms. Collins announced the new OAG representative for Districts, Katherine Kulbok.

  AG Cost Share.
  - Staff should be checking cover crop fields under contract to see if sufficient cover crop is in place per practice specifications.
  - Technical Certification Dates and Tax Credit Certification Signature Date must be within the same calendar year. Districts should plan ahead if no meeting will take place in December.

- **Department of Forestry – Alanna Ostrowski.**
  Ms. Ostrowski provided her written report as follows:
  Forest Management.
  - There were four active timber harvests totaling 433 acres. VDOF staff is monitoring active harvests to enforce use of best management practices.
  - Prescribed fire plans for Capital Regional Land Conservancy in Deep Bottom are ongoing. One burn totaling 24 acres has been carried out.

  Upcoming Events.
  - VDOF will participate in the Henricopolis Envirothon Field Day at Dorey Park on January 14.

Having no further business to discuss or any public comments, The meeting was adjourned to enjoy a holiday dinner at 6:09pm.

( ) Approved.
(✓) Approved as amended.

Nicole Anderson Ellis

Nicole Anderson Ellis, Chair

Anne-Marie Leake

Anne-Marie Leake, Vice-Chair

Henricopolis Soil and Water Conservation District
Treasurer's Report
As of November 30, 2022

Type	Date	Name	Memo	Debit	Credit	Balance
BB&T Operating Account-1665						480.18
Liability...	11/01/2022	Anthem Blue Cross & Blue Shield	T7243AMA03		3,408.00	-2,927.82
Deposit	11/01/2022		Deposit	10,000.00		7,072.18
Deposit	11/08/2022		Deposit	10,000.00		17,072.18
Liability...	11/09/2022	QuickBooks Payroll Service	Created by Payroll Service on 1...		4,604.77	12,467.41
Payche...	11/10/2022	Sovick, Stacey H	Direct Deposit	0.00		12,467.41
Payche...	11/10/2022	Durham, Rosalind B	Direct Deposit	0.00		12,467.41
Payche...	11/10/2022	Lively, Charlie R	Direct Deposit	0.00		12,467.41
Liability...	11/10/2022	Mission Square - 401a	55988		90.58	12,376.83
Liability...	11/10/2022	Mission Square - 457	55988		80.51	12,296.32
Bill Pmt...	11/10/2022	ADAMS & CO., PC			950.00	11,346.32
Bill Pmt...	11/11/2022	County of Henrico	VEHICLE		511.19	10,835.13
Bill Pmt...	11/11/2022	Hanover-Caroline SWCD	RAIN BARREL GRANT FUND ...		888.30	9,946.83
Bill Pmt...	11/11/2022	NACD	NACD MEMBERSHIP - CONT...		100.00	9,846.83
Bill Pmt...	11/11/2022	Peter Francisco Soil & Water C...	LOCAL GRANT WILLIS RIVER		1,225.00	8,621.83
Bill Pmt...	11/11/2022	PROJECT ENERGY SAVERS	WONDERFUL WORLD OF WA...		805.00	7,816.83
Bill Pmt...	11/11/2022	VASWCD	2022 VASWCD ANNUAL MEET...		150.00	7,666.83
Liability...	11/15/2022	EFTPS	54-1168671 QB Tracking # 504...		2,447.92	5,218.91
Deposit	11/23/2022		Deposit	10,000.00		15,218.91
Liability...	11/23/2022	QuickBooks Payroll Service	Created by Payroll Service on 1...		4,604.76	10,614.15
Liability...	11/25/2022	VA Department of Taxation	30-541168671F-001		484.00	10,130.15
Payche...	11/25/2022	Sovick, Stacey H	Direct Deposit	0.00		10,130.15
Payche...	11/25/2022	Durham, Rosalind B	Direct Deposit	0.00		10,130.15
Payche...	11/25/2022	Lively, Charlie R	Direct Deposit	0.00		10,130.15
Liability...	11/25/2022	Mission Square - 401a	55988		20.13	10,110.02
Bill Pmt...	11/25/2022	Treasurer of Virginia Tech	MJRT		210.00	9,900.02
Bill Pmt...	11/25/2022	County of Henrico	VEHICLE		511.19	9,388.83
Bill Pmt...	11/25/2022	Treasurer of Virginia Tech	MJRT		362.00	9,026.83
Bill Pmt...	11/28/2022	BB&T			3,439.58	5,587.25
Check	11/29/2022	BB&T			35.00	5,552.25
Liability...	11/30/2022	Mission Square - 457	55988		80.51	5,471.74
Liability...	11/30/2022	Anthem Blue Cross & Blue Shield	T7243AMA03		3,408.00	2,063.74
Check	11/30/2022		Service Charge		44.40	2,019.34
Deposit	11/30/2022		Interest	0.15		2,019.49
Total BB&T Operating Account-1665				30,000.15	28,460.84	2,019.49
BB&T Money Market-1657						491,258.43
Deposit	11/01/2022		TRANSFER		10,000.00	481,258.43
Deposit	11/08/2022		transfer for payroll		10,000.00	471,258.43
Check	11/14/2022	BB&T Bank and Trust Company			10,000.00	461,258.43
Deposit	11/22/2022		Deposit	31.93		461,290.36
Deposit	11/23/2022		Deposit		10,000.00	451,290.36
Deposit	11/23/2022		Deposit	64,023.80		515,314.16
Deposit	11/30/2022		Interest	4.01		515,318.17
Total BB&T Money Market-1657				64,059.74	40,000.00	515,318.17
BB&T Cost Share-1673						16,506.42
Check	11/14/2022	BB&T Bank and Trust Company	reimbursement	10,000.00		26,506.42
Bill Pmt...	11/17/2022	Treasurer of Virginia	INVOICE # 62300080		3,330.00	23,176.42
Deposit	11/30/2022		Interest	1.28		23,177.70
Total BB&T Cost Share-1673				10,001.28	3,330.00	23,177.70
TOTAL				**104,061.17**	**71,790.84**	**540,515.36**

Henricopolis Soil and Water Conservation District
Outstanding Check Report
As of November 30, 2022

Type	Date	Num	Name	Memo	Credit
BB&T Operating Account-1665					
Bill Pm...	10/14/2022	5513	County of Henrico	Vehicle	513.35
Bill Pm...	10/14/2022	5518	Virginia Tech	Soil testing	410.00
Bill Pm...	11/11/2022	5522	County of Henrico	VEHICLE	511.19
Bill Pm...	11/11/2022	5523	Hanover-Caroline SWCD	RAIN BARREL GRANT FUND REQUEST	888.30
Bill Pm...	11/11/2022	5524	NACD	NACD MEMBERSHIP - CONTRIBUTOR LEVEL	100.00
Bill Pm...	11/11/2022	5525	Peter Francisco Soil & Water...	LOCAL GRANT WILLIS RIVER	1,225.00
Bill Pm...	11/11/2022	5526	PROJECT ENERGY SAVERS	WONDERFUL WORLD OF WATER	805.00
Bill Pm...	11/11/2022	5527	VASWCD	2022 VASWCD ANNUAL MEETING SPONSORSHIP	150.00
Liability...	11/25/2022	ICMA-...	Mission Square - 401a	55988	20.13
Bill Pm...	11/25/2022	5528	Treasurer of Virginia Tech	MJRT	210.00
Bill Pm...	11/25/2022	5529	County of Henrico	VEHICLE	511.19
Bill Pm...	11/25/2022	5530	Treasurer of Virginia Tech	MJRT	362.00
Liability...	11/30/2022	ICMA-...	Mission Square - 457	55988	80.51
Total BB&T Operating Account-1665					5,786.67
BB&T Cost Share-1673					
Check	09/15/2022		Treasurer of Virginia	Invoice #62300035 - RETURN OF FY22 CB VACS	11,658.53
Bill Pm...	11/17/2022	LIND...	Treasurer of Virginia	INVOICE # 62300080	3,330.00
Total BB&T Cost Share-1673					14,988.53
Operation Account					
Total Operation Account					
TOTAL					**20,775.20**

Henricopolis Soil and Water Conservation District
Profit & Loss Budget vs. Actual - Cost Share
July through November 2022

	Jul - Nov 22	Budget	$ Over ...	% of B...
Other Income/Expense				
Other Income				
COST SHARE INCOME - VACS				
Cost Share Income - CB	1,500.00			
Cost Share Interest	19.17			
Total COST SHARE INCOME - VACS	1,519.17			
Total Other Income	1,519.17			
Other Expense				
COST SHARE DISBURSEMENTS - VACS				
Return of Cost Sh Funds to DCR	11,658.53			
Total COST SHARE DISBURSEMENTS - VACS	11,658.53			
Total Other Expense	11,658.53			
Net Other Income	-10,139.36			
Net Income	**-10,139.36**			

No assurance is provided on these financial statements. Substantially all disclosures omitted

Henricopolis Soil and Water Conservation District
Profit & Loss Budget vs. Actual - Operating
July through November 2022

	Jul - Nov 22	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DCR-Operational Funds	79,259.10	186,494.00	-107,234.90	42.5%
Interest Income - Operating	0.56	35.00	-34.44	1.6%
Interest - Money Market	23.31			
Tech/Admin				
DCR Technical Assistance	48,788.50	97,576.84	-48,788.34	50.0%
Total Tech/Admin	48,788.50	97,576.84	-48,788.34	50.0%
Miscellaneous Income	31.93	100.00	-68.07	31.9%
Grant Funded Program Income				
MJRT Soil Test Grant	1,945.25			
Total Grant Funded Program Income	1,945.25			
New Programs				
Citizen Water Monitoring	526.41			
Total New Programs	526.41			
Rainbarrel Workshop	2,225.00	2,000.00	225.00	111.3%
Total Income	132,800.06	286,205.84	-153,405.78	46.4%
Gross Profit	132,800.06	286,205.84	-153,405.78	46.4%
Expense				
Return of TA funds to DCR	13,934.75			
EMPLOYEE WAGES AND BENEFITS				
Salaries & Wages	70,110.62			
Payroll Tax Exp	4,891.84			
VRS Retirement and Life Insuran	2,757.30			
Health Insurance	11,689.50			
Cell Phone Stipend	1,065.00			
EMPLOYEE WAGES AND BENEFITS - Other	10.50	229,342.84	-229,332.34	0.0%
Total EMPLOYEE WAGES AND BENEFITS	90,524.76	229,342.84	-138,818.08	39.5%
STAFF TRAINING & TRAVEL				
Charlie				
Training - Charlie	100.00			
Total Charlie	100.00			
Lindy				
Travel - Lindy	342.23			
Total Lindy	342.23			
STAFF TRAINING & TRAVEL - Other	0.00	4,000.00	-4,000.00	0.0%
Total STAFF TRAINING & TRAVEL	442.23	4,000.00	-3,557.77	11.1%
DIRECTOR EXPENSES				
Training	1,416.25			
DIRECTOR EXPENSES - Other	0.00	5,000.00	-5,000.00	0.0%
Total DIRECTOR EXPENSES	1,416.25	5,000.00	-3,583.75	28.3%
DUES & SUBSCRIPTIONS				
VASWCD Dues	3,292.00			
NACD Dues	100.00			
DUES & SUBSCRIPTIONS - Other	0.00	4,000.00	-4,000.00	0.0%
Total DUES & SUBSCRIPTIONS	3,392.00	4,000.00	-608.00	84.8%
GENERAL ADMINISTRATIVE EXPENSES				
Interest Expense	0.09			
Professional Fees	5,580.00			
Bank Charges	251.23	800.00	-548.77	31.4%
Technology	0.00	6,000.00	-6,000.00	0.0%
Computer Hardware	9.53			

	Jul - Nov 22	Budget	$ Over Budget	% of Budget
Computer Software	1,951.59	4,000.00	-2,048.41	48.8%
Insurance-Workers Comp	0.00	905.00	-905.00	0.0%
Insurance- Property	558.00	800.00	-242.00	69.8%
Office Supplies	2,745.59	3,200.00	-454.41	85.8%
Postage	52.67	250.00	-197.33	21.1%
Publicity/Advertising	336.07	750.00	-413.93	44.8%
Storage Unit	2,402.00	5,500.00	-3,098.00	43.7%
Telephone	672.00			
Vehicle Expense				
Vehicle Monthly Lease	3,038.20	5,400.00	-2,361.80	56.3%
Vehicle Expense - Other	0.00	1,000.00	-1,000.00	0.0%
Total Vehicle Expense	3,038.20	6,400.00	-3,361.80	47.5%
Misc Exp	150.00			
Penalties	29.04			
Total GENERAL ADMINISTRATIVE EXPENSES	17,776.01	28,605.00	-10,828.99	62.1%
GRANT FUNDED EXPENSES				
License Plate Grant Exp	415.00			
MJRT Soil Test Grant 2022	6,050.01			
Total GRANT FUNDED EXPENSES	6,465.01			
PROGRAM EXPENSES				
Youth Conservation Camp	0.00	1,100.00	-1,100.00	0.0%
Assemblage	0.00	1,000.00	-1,000.00	0.0%
Educational/Program Supplies	1,158.41	2,500.00	-1,341.59	46.3%
Envirothon	75.00	1,500.00	-1,425.00	5.0%
New Programs -District Projects				
Citizen Water Monitoring	116.89	1,000.00	-883.11	11.7%
New Programs - Other	1,331.06			
New Programs -District Projects - Other	0.00	2,000.00	-2,000.00	0.0%
Total New Programs -District Projects	1,447.95	3,000.00	-1,552.05	48.3%
Poster Contest	71.88	950.00	-878.12	7.6%
Rainbarrel Workshop	0.00	2,000.00	-2,000.00	0.0%
Tree Seedling Program	0.00	1,500.00	-1,500.00	0.0%
Unexpected/ Miscellaneous	9.19	1,000.00	-990.81	0.9%
Total PROGRAM EXPENSES	2,762.43	14,550.00	-11,787.57	19.0%
Total Expense	136,713.44	285,497.84	-148,784.40	47.9%
Net Ordinary Income	-3,913.38	708.00	-4,621.38	-552.7%
Net Income	**-3,913.38**	**708.00**	**-4,621.38**	**-552.7%**

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