

Minutes
Henricopolis Soil and Water Conservation District
Board Meeting
January 16, 2020

The meeting was called to order by Ms. Anderson Ellis, acting Chair at 4:04pm.

DIRECTORS PRESENT: Nicole Anderson Ellis, Director and Interim Chair
James Beckley, Director
Anne Marie Leake, Director
Ed Olsen, Director
Claiborne Yarbrough, Director
Ken Carter, Associate Director
Lynn Wilson, Associate Director

DIRECTORS ABSENT: Leon App, Associate Director
Donald O. Campen, Jr., Associate Director
Terri Higgins, Associate Director

STAFF PRESENT: Charles Lively, District Manager
Lindy Durham, Admin/Education Specialist
Stacey Heflin, Conservation Specialist

**COOPERATING
AGENCIES
PRESENT:**

Denney Collins, VA Department of Conservation and Recreation

GUESTS: Elizabeth Beckley, Citizen and Interested Party
Jon Hruska, Citizen and Interested Party
Mary and Max Sandkam, HAWKS volunteers
John Zeugner, Conservation Easement Donor
Joyce Davis, Policy Analyst for Richmond City Council

Ms. Leake led the Pledge of Allegiance.
Mr. Lively gave the invocation.

PUBLIC COMMENT – Nicole Anderson Ellis

- There was no public comment.

MINUTES – Nicole Anderson Ellis

- Ms. Anderson Ellis noted that the minutes of the December meeting were provided in advance to the Directors. Additional time was allotted for review during the meeting time. Mr. Beckley moved that the minutes be approved. Ms. Anderson Ellis seconded the motion. Being no discussion, the December minutes were approved to file for audit.

TREASURER'S REPORT – James Beckley

- Mr. Beckley presented his written reports, Attachments 2 and 3.
 - The statement ending balance in the Money Market account for December was \$426,300.04, Interest for December was \$3.27. There was one fund transfer to the Operating Account in the amount of \$14,000.00 during the reporting period.
 - The statement ending balance for the Cost Share account for December was \$196,508.42. The account earned \$25.03 in interest for the period.
 - The statement ending balance for the Operating account for December was \$16,199.75. The account earned \$0.16 for the period. Total expenses for the month were \$16,917.25.
 - The Budget to Actual report was reviewed. The budget balance to date for the fiscal year is \$61,989.54.

Mr. Beckley moved that the Treasurer Reports be approved for audit. Ms. Leake seconded the motion. Being no further discussion, the Treasurer reports were filed for audit.

NEW BUSINESS

- Joyce Davis, Policy Analyst at Richmond City Council
Ms. Davis shared that the City of Richmond wishes to participate in VCAP program. She is working on a resolution regarding that program. Per Kendall Tyree, the city would like to attempt a relationship with an existing program to help solve soil erosion issues in south Richmond. The proposal is in the exploration stage with VASWCD and city, searching for how to best serve residents and forge as many relationships as possible. The city is researching the Fairfax MOU for guidance and will continue to communicate with Kendall and Henricopolis.
- Header Improvement Project – Lynn Wilson
Ms. Wilson share information on a proposed pipeline project. A public meeting is scheduled for next week at Varina Library to share information on the plans with citizens. Gas plans are viewed as economic development of a neighboring locality and Henrico doesn't interfere. Ms. Wilson proposed an adhoc committee to research the effect of the pipeline on the Chickahominy River and determine a role that the Henricopolis might take. Ms. Yarbrough seconded the motion. Being no further discussion, the motion was approved with two Directors abstaining (James Beckley and Ed Olsen)
- Committee Signup – Charlie Lively
Committee descriptions and a sign up was distributed to those in attendance. All were encouraged to volunteer to serve on one of the Henricopolis committees.

- Nominating Committee – Ed Olsen
Mr. Olsen announced a slate of officers for 2020. The slate includes Nicole Anderson Ellis as Chair, James Beckley as Vice-Chair, Lindy Durham as Secretary and Claiborne Yarbrough as Treasurer. Ms. Anderson Ellis called for nominations from the floor three times. Being none, the slate was approved unanimously.

DEPARTMENT OF CONSERVATION AND RECREATION – Denney Collins

- A new directive allows Districts to keep all of their TA funding if 90% of allocations are met. If less than 90% is allocated only base TA can be retained. This policy is revisited every two years by the Virginia Soil and Water Board.
- Quarterly reports are due to DCR on January 15, 2020.
- The mileage rate for 2020 is 57.5 cents per mile. Down a bit from 2019.
- The Department of Labor has new rules to determine whether an employee qualifies as exempt from overtime under the FLSA. The salary threshold increases in 2020 to \$648 per week or \$35,568 annually. Ms. Collins included a handout with updated information in her report.
- SWCD Audits will take place in January-March by Clifton, Larson and Allen LLP.
- Orientation is required for all new directors. Phase I will be provided by the District's CDC. Phase II will be offered at four regional meetings in April.
- Changes have been made to the Conflict of Interest Act that affects elected SWCD Directors. Every local elected official must complete COIA training within two months of assuming office and every two years afterward.
- District staff was reminded of the usual Grant Deliverables.
- A handout including annual FOIA reminders was also included in Ms. Collins report.

NATURAL RESOURCES CONSERVATION SERVICE – Peg Shaw-McBee

- No report.

VIRGINIA COOPERATIVE EXTENSION – Ed Olsen

- The new master gardener class is starting this week. There are 14 participants.
- Producer meetings are underway. At the Four Rivers Ag Conference, Mr Lively represented Henricopolis. Hanover-Caroline and Colonial also attended.
- The Vegetable Growers Conference will be held in February.

VIRGINIA DEPARTMENT OF FORESTRY– Jesse Bander

- Mr. Bander submitted his written report.

HSWCD – Charlie Lively

- Mr. Lively referenced his written report, Attachment 5.
- General Management.
 - Processing calls from county residents and developing plans for landowners to improve drainage issue and enhance their properties.
 - Participated in various meetings to include DCR and DEQ programs.
 - Participating in the County's EPA audit with Public Works.
 - Met with Associate Director adhoc committee.
 - Participated in the Fairfield Forum.
 - Held the annual Henricopolis assemblage on January 9.
 - Working with Colonial SWCD on a new cost-share program "Decision Agriculture and Precision Agriculture" available to Henrico County farmers and landowners.
 - Participating in Henrico Public Works DEQ audit of the county's Chesapeake Bay Program.
 - Participated in Four Rivers Ag Conference.
 - Completed weekly crop weather reports for Henrico County.
 - Collaborating with other Districts on administrative operations.
 - Meetings regarding existing and prospective VCAP projects.
 - Developing Ag Assessments.
 - Participated in evaluation of a new training program at Public Works.
 - Prepared and submitted grant deliverable reports.
 - Met with Directors and partners regarding District projects.
 - Met with Public Works regarding collaboration on MS4, E&S and Chesapeake Bay Act requirements.
 - Meetings with Public Works regarding the identification and assessment of Henrico County agricultural lands.
 - Continuing to manage the Virginia Conservation Assistance Program. Continuing to take applications for eleven VCAP BMPs.
- Cost Share/Technical Assistance.
 - Managing program administration include proper documentation and record keeping.
 - Working closely with county producers to implement PY20 cost-share program. \$254,622 has been allocated for cost share.
 - Working with a County producer to implement 23 RMPs.
 - Working to allocate the PY2020 VACS program.
 - Working with producers to implement cover crop and no-till programs.
 - Working to process RMP certification inspections.
 - Working with Colonial SWCD to fund additional Henrico County Ag BMPs to include nutrient management plans.
 - Currently have \$192,447.40 allocated in VACS funds.

HSWCD – Lindy Durham

- Ms. Durham referenced her written report, Attachment 6.
- Administrative.
 - Filled 9 soil test voucher requests during the reporting period. Vouchers issued to date total 1686.

- Reported 40.5 Henricopolis volunteer hours for Henrico County for the month of November for a dollar value to date of \$5,491.97.
- Prepared Weekly Watershed Announcements for Middle James Roundtable on January 10
- Submitted Attachment E to DCR on January 14 and MJRT Fourth Quarter Grant Report for MJRT to DEQ on January 15.
- School Programs.
 - Classroom Programs. Students were served during the reporting period at the following schools. 1174 students have been served to date.
 - Water is Water* at Trevvett Elementary – 106 students
 - BWISE. Work has begun to assist Rolfe Middle School and Tuckahoe Middle School in planning their action projects and preparing their project budgets.
 - Envirothon. Workshop 1 is planned for January 18 at Deep Run Recreation Center. Aquatics, Wildlife and Soil are the topics to be covered. Four schools (48 students) are expected.
- Outreach.
 - Planned and facilitated Annual Appreciation Assemblage on January 9. Approximately 60 partners and friends attended.
- Upcoming Events
 - January 18 - Envirothon Workshop 1 at Deep Run Recreation Center.
 - January 19 – Wonders of Water at Troop 364.
 - January 24 – Envirothon Team Meeting at Henrico High School.
 - February 15 – Envirothon Workshop 2 at Deep Run Recreation Center.
 - February 26-27 – Virginia Environmental Educators Association Annual Meeting at Bridgewater College.

HSWCD – Stacey Heflin

- Ms. Heflin referenced her written report, Attachment 7.
- General.
 - Assisted with Assemblage and HAWQS presentation with volunteer Jeff Peyton. Researching new monitoring sites. Working on new programs for Spring 2020.
- Water Quality Monitoring.
 - \$2880.00 grant for 2019 has been spent. Final report due February 16, 2020.
 - Awarded \$2,500 DEQ CMGFY20 grant. \$430.40 spent to date.
 - Received \$500 donation from Gumenick Properties. \$173.48 has been spent on volunteer s-shirts.
 - Meeting with HAWQS volunteers when assistance is needed.
 - Administering, verifying and publishing field data sheets to update Citizen Monitoring Data website.
 - In communication with DEQ Quality Assurance Coordinator about streams with specific results.
 - Inspecting sites with unusual data
 - Contacting a variety of partners and sharing upcoming HAWQS events.
 - Macro-invertebrate Monitoring with VA Save Our Streams and JRA.
 - Stream Cleanups with Keep Henrico Beautiful and Henrico Community Revitalization.

Stream Visual Assessments with Alliance for the Chesapeake Bay and James River Association.

- Evaluating new sites for spring and fall 2020 macroinvertebrate testing. Dates and locations have been posted on the VASOS website.
- March 17 HAWQS training and recertification scheduled at Libbie Mill Library.
- VCAP.
 - Met with new applicant to confirm work will be done in accordance with VCAP specifications.
 - One VCAP practice is currently approved but not yet completed.
 - Twenty-four VCAP practices have been installed in Henrico County to date.
- Future Dates.
 - Jan 17 – stream Cleanup Partner Meeting.
 - Jan 22 - VA Water Environment Association Stormwater Meeting.
 - Jan 22 - Virginia Water Monitoring Council Meeting.
 - Jan 31 - VCAP Steering Committee.
 - Feb 10 - Stormwater and Litter Workshop.
 - Mar 11 - J Sarge Science Night.
 - Mar 12 - Area III Spring Meeting.
 - Mar 14 - HAWQS training.
 - Mar 21 - Macro-invertebrate Monitoring.

LAND PRESERVATION COMMITTEE – Nicole Anderson Ellis

- A Land Preservation Committee meeting is planned for February.

Ad HOC ASSOCIATE DIRECTOR POLICY COMMITTEE – James Beckley

- The goal is to onboard Associate Directors by March or April.

CORNERSTONE COMMITTEE – Nicole Anderson Ellis

- The Fairfield Middle School Forum was held on January 10. There was considerable interest in the project.
- A funding proposal has been submitted to Henrico County.
- A volunteer event to help care for the food forest will take place on February 1. Details to come.
- A connection for VCU Service Learning students to pair with IB students at the school is underway.

OPERATIONS COMMITTEE – Charlie Lively

- Henricopolis is hosting the 2020 Area III Meeting. It is planned for 9am-1pm at Lewis Ginter Botanical Gardens. Work is underway on the agenda. Directors were asked to contact Mr. Lively if they are interested in the planning process.

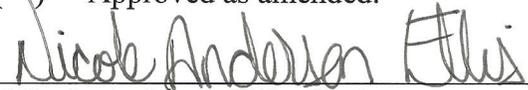
VASWCD UPDATE – Kendall Tyree

- Dr. Tyree reviewed a few bill issues that will affect Districts:
 - VCAP funding proposals are up to one million dollars (\$500,000 last year) in the General Assembly budget.
 - Bill 216 requires SWCD candidates to express their political affiliation. VASWCD opposes this bill.
 - Bill 917 requires SWCD candidates to report finances
 - Bill 1422 requires Ag producers with under 50 acres to install livestock exclusion fencing. VASWCD opposes this bill.

There being no other business pending, the meeting was adjourned at 5:36pm.

Approved.

Approved as amended.



Nicole Anderson Ellis, Chair



James Beckley, Vice-Chair