

Minutes
Henricopolis Soil and Water Conservation District
Board Meeting
19 October 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
Nicole Anderson Ellis, Director (*Virtual*)
Ed Olsen, Director

DIRECTORS ABSENT: 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:**

Allana Ostrowski, VA Department of Forestry
Tatiana Gil, Natural Resources Conservation Service

GUESTS: Brittany Rose, Citizen
Gene Vela, Citizen
John Zeugner, Friends of Bryan Park

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

PUBLIC COMMENT – Charles Lively.

- None.

MINUTES – Anne-Marie Leake.

- Ms. Leake noted that the minutes of the September meeting were provided in advance to the Directors. Additional time was allotted for review during the meeting time. Ms. Yarbrough requested a correction regarding her attendance at the September meeting. Ms. Gil requested a correction in the spelling of her name. Mr. Olsen moved that the September minutes be approved pending those corrections. Ms. Yarbrough seconded the motion. Being no further discussion, the minutes were approved unanimously.

TREASURER'S REPORT – Claiborne Yarbrough.

- Ms. Yarbrough presented the September Treasurer's Report. Discussion included the corrected formatting of the Budget to Actual Report and the incorrect classification of the telephone and vehicle line items. Ms. Yarbrough moved that the reports be approved pending those corrections. Mr. Olsen seconded the motion. Being no further discussion, the Treasurer's Report was approved unanimously.

NEW BUSINESS

- **Virginia Conservation Assistance Program.**

Ms. Sovick presented two VCAP applications for approval.

Application 40-23-006 was for a 1,100-gallon Rainwater Harvesting System capturing 1840 square feet impervious surface from entering Deep Bottom. Total cost = \$5,881.36, Cost Share = \$4,400.00. Mr. Olsen moved that this application be approved. Ms. Yarbrough seconded the motion. Being no further discussion, application 40-23-006 was approved unanimously.

Application 40-23-007 was for 3,000 square feet of Conservation Landscaping mulched beds.

Total cost = \$14,000.00, Cost Share = \$7,000. Mr. Olsen moved that this application be approved. Ms. Yarbrough seconded the motion. Being no further discussion, application 40-23-007 was approved unanimously.

- **Conservation Poster Contest.**

Ms. Durham presented the winners of the 2023 Conservation Poster Contest. Henricopolis received 543 entries from Henrico County schools. The county winners were from the following schools: Grades K-1 Twin Hickory Elementary, Grades 2-3 Rivers Edge Elementary, Grades 4-6 Gayton Elementary, Grades 7-9 Glen Allen High, and Grades 10-12 Highland Springs High. Those poster entries now advance to the state level contest.

UNFINISHED AND UPCOMING BUSINESS

- **Living In Your Watershed Books by Daniel Bowman.**

Henricopolis is now awaiting receipt of the files containing the Living In Your Watershed book. Precision Print and Copy has been chosen for the project to be printed on recycled paper.

- **Annual Meeting.**

The VASWCD Annual Meeting is scheduled for December 3-5, 2023 at Norfolk Waterside Marriott. Those wishing to attend are advised to register by November 10.

PARTNER REPORTS

- **Virginia Department of Conservation and Recreation – Denney Collins.**

Ms. Collins submitted her written report as follows:

Administration and Operations:

- For the upcoming tax season, The IRS is requiring those filing more than ten 1099s to do so electronically. A training webinar is scheduled for November 16.
- 1st Quarter Reports are due October 16.
- 2nd Quarter Disbursement Letters will be sent out on November 13.
- The Code of Virginia requires COIA training for elected officials once every two years. An in-person training is being offered at the VASWCD Annual Meeting in December.

Dates to Remember:

- October 11 – Risk Management and SWCDs Training.
- October 16 – Quarterly Reports due.
- October 17-18 – VA Rare, Threatened and Endangered Species/Cultural & Historic Resources Protection.

- October 23 – Virginia Ag and VACS webinar.
 - October 24-26 – Introduction to Conservation Engineering.
 - November 1 – Full AgBMP TAC.
 - November 16 – 1099 E-file Training.
 - November 16 – SWCD Dam Owners Virtual Meeting.
 - December 1-6 – VASWCD Annual Meeting.
- **Virginia Cooperative Extension – Ed Olsen.**
Mr. Olsen reported on the successful Bug Bizarre on October 9. He announced the following upcoming community events: Keep Henrico Beautiful's Native Plant Festival and Farmfest at Fairfield Middle School.
 - **Natural Resources Conservation Service – Tatiana Gil.**
Ms. Gil will be participating in the Fairfield Middle School Farmfest. She will be making a presentation on NCRS initiatives at the VASWCD Annual Meeting as well.
 - **Virginia Department of Forestry – Alanna Ostrowski.**
Ms. Ostrowski submitted her report on Virginia Department of Forestry activities in October. Highlights include:
 - 2 active harvests totaling 35 acres.
 - Fall fire season is in effect. Henrico County Fire Marshal requires a permit for open air burning October 1 through April 30.
 - Hemlock Woolly Adelgid cost-share is available to treat hemlocks with woolly adelgid present. Cost share is in the form of reimbursement up to 100% of treatment costs up to \$500.
 - Urban and Community Forestry Grant (U&CF) and Trees for Clean Water Grant programs are still accepting applications. The deadline for application submission for the U&CF grant is November 3. Trees for Clean Water applications must be submitted by December 1.

DIRECTOR REPORTS


- Mr. Olsen announced the Lake Henning Buffer Planting Volunteer Opportunity planned for December 9.

STAFF REPORTS

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

Having no further business to discuss or any public comments, The meeting was adjourned at 4:36pm.

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


Anne-Marie Leake, Chair


Herb Dunford, Vice-Chair