

**HENRICOPOLIS SOIL AND WATER  
CONSERVATION DISTRICT  
Monthly Board Meeting Minutes**



**PLACE:** Human Services Bldg 2<sup>nd</sup> Floor; Extension Board Room 8600 Dixon Powers Dr. Henrico, VA 23228

**Virtual:** No Virtual Option

**DATE:** September 19, 2024

**TIME:** 4:00 pm

**ATTENDEES:**

- Becky Lakin, Director
- Claiborne Yarbrough, Director
- Brittany Rose, Director
- Herb Dunford, Director
- Anne-Marie Leake, Associate Director
- Steve Yob, Associate Director
- Seth Guy, Staff
- Rey Belvin, Staff
- Nicole Anderson-Ellis, Conservation Easement Specialist
- Mike Combs, NRCS
- Alanna Ostrowski, DOF
- Joseph Slattery, FSA
- Denney Collins, CDC for DCR

**1. Call to Order @ 4:05 pm**

**Chair**

- a. Pledge (H. Dunford)
- b. Invocation (Nicole Anderson-Ellis)

**2. Agenda & Misc.**

Agenda additions by C. Yarbrough:

- Colonial MOU
- Personnel changes & recommendations from personnel committee

**Colonial SWCD MOU** context provided by Denney Collins: Allows producers with less than 5 acres to participate in conservation practices. Colonial SWCD handles the ops and admin.  
@Becky to add Colonial to the producers meeting.

**C.Yarbrough makes a motion** to approve MOU with Colonial SWCD to support producers farming 2+ acres  
B. Lakin seconds  
3 in favor, 1 naye

**C. Yarbrough makes a motion to approve the recommendation from the personnel committee** to post and promote the **Conservation Specialist role** with the recommended salary range.  
B. Rose seconds  
All in favor

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**C. Yarbrough makes a motion to delegate interview and hiring authority** to the personnel committee meeting for the hiring of the **Conservation Specialist**.

B. Lakin seconds

All in favor

**3. Public Comment**

**Chair**

H. Dunford asks for public comment and there is none.

~~**4. Approve Minutes of Previous Meeting**~~

~~**Secretary**~~

*\*Moves these to the end of the meeting.*

**5. Treasurer's Report**

**Treasurer**

B. Rose walks us through the plan to present the treasurer's report two months behind the current board meeting moving forward

B. Rose discusses larger costs associated with the treasurer report: staff expenses and VACS payments from admin/ops fund

B. Rose return of funds figures: \$125,527.74 / \$41,836.19 was for TA, part was for not meeting 90%, \$21,000 appx was TA we weren't expecting to return.

**B. Rose makes a motion that the board accept the treasurer's report** for June and July 2024

C. Yarbrough seconds

All in favor

**6. Partner Reports**

**Conservation Easement Specialist**

- Indian Springs Farms easement is signed and recorded; 42 acres on Chickahominy
- Varina Grove: Wire grass & seating area discussion

**C. Yarbrough moves that we work together with VHS to complete the project** vision by pursuing the DoF grant to remove invasive species.

H. Dunford

All in favor

- Doran Road: Primary focus for HSWCD is teaching farmers about BMPs of all kinds; (1) and very accessible from route 5 associated schools (2); and model VCAP (3)

**Department of Conservation & Recreation**

- Meeting minutes training October 2nd and 7th; Rey & Becky to attend. Both are identical
- Quarterly reports are Due October 15th (attachment E)
- FOIA training needs to be tracked. Rey will lead this
- Clean Water Farm Award due October 1<sup>st</sup>: James River Basin. Agree to skip this year.
- Announcement of training with Darrell Kuntz

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- HR Training for Directors and Staff VASWCD
- Secondary Considerations

**C. Yarbrough makes a motion to approve secondary considerations for the 2025 VACS cost-share program**

B. Rose seconds

All in favor

- Discussed SL-8B, NM-1A
- Becky to reach out to CRLC
- Review of 12 producers for FY25
- Lowest CEF = highest priority
- Approving \$368,515
- Total allocation is \$806,283
- 13% TA coming but don't bank on keeping that TA. Keep a reserves

**C. Yarbrough makes a motion to approve the 11, 2025 VACS cost-share applications.**

- B. Rose seconds
- All in favor
  
- Denney reviewed FY 24 Assessments

**Extension; Quinn**

- Cover crop termination; Megan Williams
  - o Roller Crimping

**NRCS; Mike Combs**

- EQIP Conservation Stewardship Program; Application Deadline of October 11
- Puts a little bit of cover in his contracts. Needs to align with HSWCD to make certain there's no duplication. B. Lakin will take this on

**Henrico County; Steve Yob**

- Riparian buffer at Lake Henning is thriving
- Zach to plant 1500 trees next year; did 200 last year
- Looking at pollinator spots in road right-of-ways as a trial

**Department of Forestry**

- Urban and community forestry grant program open until October 25th
- No fire warning for Henrico at this time, but encourages everyone to be cautious

**New Business**

**B. Lakin to make a motion to approve Rey Belvin as the record retention officer for the SWCD**

B. Rose

All in favor

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**VASWCD annual meeting**

- Rey to manage meeting registration & hotel

**Review & Update Agricultural Stewardship Act Policy;** B.Rose recommendation to reaffirm what we've done in previous years and assist VDACS in performing a joint investigation if there may be one. Conservation Staff is point of contact.

**B. Rose moves to designate Rey as primary contact person** and commit to what we've done in previous years to assist VDACS in performing a joint investigation if there may be one.

B. Lakin second

All in favor

**Logo**

**B. Lakin makes a motion to delegate authority to PR & Education Committee to approve the logo by 1st of October.**

- C. Yarbrough
- All in favor

**Personnel Committee**

**C. Yabrough makes a motion to approve the personnel committee recommendation** to modify the employee handbook to remove designation specifically related to election day to allow for 16 hours of annual VTO (volunteer paid time off) used in no less than four-hour increments.

- B. Lakin seconds
- All in favor

**Annual Report**

- Feedback to Anne-Marie by Wednesday, September 25th

**B. Rose makes a motion to approve the annual report with changes discussed** and incoming additions.

- C. Yarbrough secon
- All in favor

**Soil Vouchers; Seth Guy**

- [soilvouchers@henrico.us.gov](mailto:soilvouchers@henrico.us.gov)
- Va Tech contact to see if vouchers within date range were paid out by Middle James Roundtable

**ByLaws; B. Rose**

- B. Rose reviews bylaw changes

**B. Rose makes a motion to accept the bylaws as discussed.**

- C. Yarbrough seconds
- All in favor

**Director Reports**

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Becky Lakin: Producer Meeting on October 9, 2024 from 8:10 - 10:00

Anne-Marie and the Henrico Tree Giveaway at all 10 libraries + Earth Day event at Deep Run Park. - Zach will take the lead on staffing. Better way to wrap, retain, and pass them off.

**B. Lakin makes a motion to approve the expansion of our tree giveaway** to up to 9 libraries and Deep Run Park.

- B. Rose seconds
- All in favor

Becky & Claiborne agree to rebuild VCAP Google form

### **Staff Reports**

Seth Guy

- Soil vouchers: reactivated our account and figure out the anti-duplication issue, and determine what we're willing to spend (cap)
  - o Seth and Quinn will work on this together
- Vehicle
  - o eVA site for vehicle purchase
  - o Have to get locality code from Henrico County for the registration
  - o 3 bids if you make a local purchase when buying private
- Poster Contest
  - o Due date to receive is October 11th
  - o Due date for us to get to the state is October 16th
  - o Need art supplies: crayons & colored pencils @Claiborne to buy what Seth needs. Claiborne agrees to donate.
- Envirothon
  - o Finding locations including weather backup
  - o Last two weeks of March or 2nd week of April are tentative dates

### **Past Meeting Minutes**

**C. Yarbrough moves to approve the minutes with formatting and spelling changes.**

- B. Rose seconds
- All in favor

**Adjourn**

**Chair**

H. Dunford adjourns the meeting at 6:55pm