

Minutes  
Henricopolis Soil and Water Conservation District  
Board Meeting  
July 20, 2023

Human Services Boardroom, 8600 Dixon Powers Drive, Henrico, VA 23228

The meeting was called to order by Ms. Leake, Chair at 4:00pm.

**DIRECTORS PRESENT:** Anne-Marie Leake, Director and Chair  
Herb Dunford, Director and Vice-Chair  
Claiborne Yarbrough, Director and Treasurer  
Nicole Anderson Ellis, Director  
Ed Olsen, Director  
Steve Yob, Associate Director

**DIRECTORS ABSENT:** Leon App, Associate Director  
James Beckley, Associate Director  
Joyce Davis, Associate Director  
Terri Higgins, 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  
Michael Combs, National Resources Conservation Service - *Virtual*

**GUESTS:** Alyssa Henicheck, VCE Intern  
Gil Tatrana, Citizen - *Virtual*  
Becky Lakin, Citizen  
Derek Reisenweaver, VCE Intern

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 June meeting were provided in advance to the Directors. Additional time was allotted for review during the meeting time. Ms. Anderson Ellis moved that the minutes be approved. Mr. Dunford 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. 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**

- **DCR Return of Funds.**

The DCR Cost Share Grant requires 90% of funds to be allocated. Unused funds must be returned to DCR. A revision of the funds approved in June are as follows:

PY23 Cost Share - \$17,606.44

PY23 Technical Assistance - \$1,599.99

Mr. Olsen moved that the previous motion be revised in favor of the new amounts. Ms. Yarbrough seconded the motion. Being no further discussion, the new motion was approved unanimously.

- **DCR "Attachment D" Budget Template for 2025.**

Mr. Lively presented a proposed "Attachment D" Budget Template for 2025. Mr. Dunford moved that the template be approved as presented. Ms. Yarbrough seconded the motion. Being no further discussion, the motion was approved unanimously.

- **VCAP.**

An MOU with the VASWCD was presented in which Henricopolis would agree to participate in the Start-up Payment Pilot Project. This program provides funding through a grant from the Virginia Conservation Assistance Program. Ms. Anderson Ellis moved that the MOU be approved. Ms. Yarbrough seconded the motion. Being no further discussion, the motion was approved unanimously.

The first application under this program from a Henrico County homeowner was presented. Contract 40-23-002 would install permeable pavers on the property. The total amount of cost share will be \$20,000. \$10,000 of the cost share will be released as a part of the Start-up Payment Pilot Program. Mr. Dunford moved that the application be approved to move forward. Ms. Anderson Ellis seconded the motion. Being no further discussion, the motion was approved unanimously.

- **Policies.**

District policies for FY2024 were sent to the Board in an email prior to the regular meeting for review and approval. Mr. Lively reported that there were no changes from the policies approved in FY2023. Mr. Olsen moved that the policies be approved. Mr. Dunford seconded the motion. Being no further discussion, the motion was approved unanimously.

- **Conservation Easement Progress.**

A Conservation Easement Assessment was presented on a property in Henrico County. It was reported that the property already has one easement, but the property owner would like to have a local easement as well. Ms. Anderson Ellis moved on behalf of the Land Preservation Committee to approve the easement proposal. Ms. Yarbrough seconded the motion. Being no further discussion, the motion was approved unanimously.

Ms. Anderson Ellis also gave a progress report on the Chickahominy Crossings easement. The Attorney General's office is expected to pass the documents on to a real estate expert.

- **Stewardship Fund.**

Pursuant to an MOU with the Capital Region Land Conservancy, Mr. Lively requested approval to transfer \$1,871.42 to the CRLC. Ms. Anderson Ellis moved to approve the transfer. Mr. Dunford seconded the motion. Being no further discussion, the motion was approved unanimously.

- **Soil Test Voucher Gap Funding.**

Mr. Lively reported that the MJRT grant funding for the soil test voucher program has been exhausted for this grant year. A new grant will begin in January 2024. An amount of \$3000 was suggested to continue the longstanding service until the new grant begins. Mr. Dunford moved that the addition to the budget be approved. Ms. Anderson Ellis seconded the motion. Being no further discussion, the motion was approved with Mr. Olsen abstaining.

- **FOIA Officer Designation for FY2024.**

Appointment of a FOIA Officer for the District is required for each fiscal year. Mr. Dunford moved that Mr. Lively be appointed to that position. Mr. Olsen seconded the motion. Being no further discussion, the motion was approved unanimously.

- **Annual Plan of Work.**

The proposed FY2024 Annual Plan of Work was presented. Ms. Anderson Ellis moved that the plan be approved. Mr. Olsen seconded the motion. Be no discussion, the motion was passed unanimously.

## **UNFINISHED AND UPCOMING BUSINESS**

- **Varina Grove Project.**

A search for funding of Phase 2 of the project is underway.

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

It was reported that Henricopolis is awaiting Mr. Bowman's signature on the MOU.

- **DCR Scheduled Audit.**

Pending Adams and Company availability, the DCR audit will take place in August.

- **Virtual Meeting Option.**

Varying opinions were presented on the topic of providing a virtual option to Board Meetings. Liabilities issues and committee meeting options were included in the discussion. A vote on the issue was delayed until the August meeting.

## **PARTNER REPORTS**

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

Ms. Collins presented her written report as follows:

Administration and Operations:

- EOY and 4<sup>th</sup> Quarter Reports due July 17.
- Attachment D Template approved by July 17.
- FY24 Budget approved by July meeting and emailed to CDC.
- FY24 Annual Plan of Work approved by July meeting and emailed to CDC.
- FY23 Annual Report due to CDC by September 30.
- FY24 1<sup>st</sup> Quarter Disbursements will be sent by July 26.
- Return of Unobligated FY23 Funds by September 25.
- FY22 and FY23 Audits scheduled for August/September and December/January.

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.



- **Virginia Department of Forestry – Jesse Bander.**

Mr. Bander's written report was as follows:

Management Plans & Recommendations.

- FY24 Restoration of Timberland applications have been sent out.
- Hardwood Tax Credits are now available.

Timber Harvesting.

- Two active timber harvests were performed in Henrico—totaling 243 acres.

Prescribed Burns.

- No prescribed burns are planned for the Fall.

Forest Health.

- Spotted Lantern Fly has been found in the City of Richmond. Delimiting surveys are taking place.
- Ips beetle activity has picked up this Spring.

Wildfire and Emergency Response.

- VDOF is sending crews on a rotating basis to Washington state this summer.

Upcoming Dates.

- August 15 – Agroforestry training in Blackstone.
- September 11-14 – Forest Management Academy.
- October 2-15 – Virginia Certified Prescribed Burn Manager Course.

- **Virginia Cooperative Extension – Ed Olsen.**

Mr. Olsen reported that the Spotted Lantern Fly has been spotted in Richmond. The Virginia Department of Agriculture and Consumer Services will assess the threat.

- **Natural Resources Conservation Service, Michael Combs.**

Mr. Combs thanked the Directors and staff for participating in the NRCS Local Work Group Survey.


### STAFF REPORTS

Mr. Lively reviewed the activities of the Henricopolis staff during the month of July.

Having no further business to discuss or any public comments, The meeting was adjourned at 5:55pm.

Approved.

Approved as amended.

  
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Anne-Marie Leake, Chair

  
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Herb Dunford, Vice-Chair