



HENRICOPOLIS SOIL AND WATER CONSERVATION DISTRICT Monthly Board Meeting Agenda

PLACE: In Person: Human Services Bldg 2nd Floor Boardroom; 8600 Dixon Powers Dr. Henrico, VA 23228

DATE: 21 November, 2024

TIME: 4:00 pm

ATTENDEES:

- Herb Dunford, Chair
- Becky Lakin, Director
- Brittany Rose, Director
- Claiborne Yarbrough, Director
- Kim Edmonds, Director
- Anne-Marie Leake, Associate Director
- Steve Yob, Associate Director
- Rey Belvin, Staff
- Seth Guy, Staff
- Quinn Bracken, Virginia Cooperative Extension
- Denney Collins, CDC for DCR
- Alanna Ostrowsky, Dept. of Forestry

1. Call to Order Herb Dunford 4:00 pm

Chair

- a. Pledge - Herb Dunford
- b. Invocation – Herb Dunford

2. Public Comment

Chair

- a. There was no public comment.

3. Approve Minutes of Previous Meeting (October 2024)

Chair

- a. Time was allotted to review the previous Board Meeting minutes. Rose moved that both sets of minutes be accepted as submitted. Dunford seconded the motion. The motion was approved unanimously.

4. Treasurer's Report Brittany Rose

Treasurer

- a. Rose presented the September treasurer's report. Discussion included a review of catch-up payments the District had made on existing accounts – i.e. invoices for the vehicle the District leases from Henrico County, all of which had been caught up on. District credit card accounts listed under previous staff had been paid off and closed. A new District credit card under Capital One had been approved by the board in the past month. Lakin explained that a bill for \$1588.00 was related to the creation of a new employee handbook. Dunford moved to accept the September treasurer's report. Lakin seconded, and the motion was approved unanimously.

5. Partner Reports

- a. CDC Report: Denney Collins reviewed the CDC report for the past month. She relayed that FOIA training needed to be updated for directors that were not newly elected, and that there would be training sessions held on Dec 4th at 10 am or (recommended) Dec 18th at 10 am. She communicated that annual calendar meetings should be held in January, and that a conservation planning training



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session had been held earlier in the day, which the District's new Conservation Specialist would need to listen to the recording of once the position is filled.

- b. **VA Cooperative Extension:** Quinn Bracken reported that there would be two recertification classes in held in December – one on the 5th from 9:30 – 12:30, and one on the 12th at 12:30 pm – 3:30 pm. She asked if anyone knew of any interested parties to contact her and let her know.
- c. **Dept. of Forestry:** It was reported that the Urban Communities forestry grant had closed but the DOF was accepting application until December 1st.
- d. **Henrico County:** Steve Yob reported that the county was still working on tree planting for the spring.

New Business

6. Strategic Plan planning session in January

- a. Rose communicated that the Directors would need to take some time to review the strategic plan moving forward sometime soon. Specifically, she recommended they set aside a day on a weekend and find a spot where they could work for a longer period to craft a continued vision for the District. She mentioned that there were two DCR deliverables related to this: that the Operations Committee review and approve the annual plan of work and review the strategic plan. There was discussion about allocating a full or half-day to the topic, and it was agreed that Rose and Belvin would send out a poll to Director's to set up a time that would work for everyone. Lakin mentioned that during the week this strategic planning meeting was held, staff could take one day off from the normal work week since they would be involved in the additional day.

7. Approve Operations Committee recommendation for changes to pay period

- a. Rose explained that staff have to project two workdays into the future when filling out timesheets, which can create complications if they become sick or stay late during those days. The goal of changing pay periods is to create a structure where no projecting occurs. Rose moved that the Board change the pay period and update the language in the employee handbook from a running pay period of Wednesday to Tuesday, to a pay period running from Saturday to Friday. Lakin seconded, and the motion was approved unanimously.

8. Approve Operations Committee recommendation for moving onto the Henrico County IT network

- a. Rose provided a brief background that the District is currently partially on and partially off the Henrico IT network, which needs to be changed for security purposes. The Operations Committee recommended that the District go fully onto the county's IT network. This recommendation was seconded by Kim Edmonds and approved unanimously.

9. Discussion of end date for Conservation Easement Specialist contract

- a. Yarbrough communicated that the Land Preservation committee explored options for future work with the Conservation Easement Specialist, Nicole Anderson Ellis. Ellis relayed to the directors that she preferred to end her term in December as stated in the original contract agreement. She stated that she would provide ongoing mentoring to staff during the month of January. Yarbrough conveyed that the Board accepts this change and continues to look forward. Rose mentioned that it would be a good idea for Ellis to write up SOP's for the District regarding its role in conservation easements. Yarbrough communicated that she would follow up and communicate this with Ellis.

10. December Finance/Operations Committee meeting

- a. Rose proposed that the Board move the December Operations Committee meeting to the Sunday at the start of the annual District meeting in Roanoke to best utilize Director and staff time. A primary goal for the meeting will be to determine communication forms between Directors.



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11. Discuss coverage of VABF conference for Director attendance

- a. Lakin relayed that she would like the District to fund her attendance of the VA Association of Biological Farming Conference if possible. Bracken recommended that representing the District go to the conference. There was a discussion of costs – with overnight fees for the two-day conference in addition to the \$333.00 registration fee. Yarbrough motioned to give Lakin the amount of money she needs for expenses to attend this conference. Rose seconded, and the motion was approved unanimously.

12. Discuss Nomination Committee

- a. Yarbrough communicated that Nominating Committee convenes to recommend to the Board the positions to be filled in January – i.e. Chair, Vice-Chair, Secretary, etc. In the Personnel Committee meeting, it was decided that Lakin and Leake would make up the Nominating Committee. This selection was approved by the Chair, Herb Dunford.

13. Request from VT Soil Judging Team

- a. Rose explained that the District received a letter from the Virginia Tech soil judging team asking for financial support. It was agreed that since the team is not based in Henrico, it was not the best use of District resources.

14. Pilot Project with Area III discussion

- a. Yarbrough explained that Northern Neck SWCD has taken interest in HR issues and training for staff and Directors. Henricopolis has been approached to be a part of this effort to enhance HR policies across the districts. Rose communicated that she thought it was a good opportunity. Lakin relayed concerns regarding Henricopolis staff capacity and communicated that she would be happy to support staff in contributing to this effort if the workload became unmanageable.

15. Vote on Personnel Committee job description change

- a. Yarbrough relayed that in the Personnel Committee meeting, some applications the District had received for the Conservation Specialist position were reviewed. She noted that a sister district had posted the same position with a greater salary range. In the Personnel Committee, it was voted to increase the Conservation Specialist position range to \$70k to be competitive. Yarbrough made a motion to adjust the salary range for the posted position of Conservation Specialist to \$70k. Lakin seconded the motion, and it was approved unanimously.

Unfinished & Upcoming Business

16. Review committee assignments

- a. Yarbrough communicated that last year, the Education and Marketing committees were pushed together. She requested that the District separate those committees. This was also recommended by the personnel committee. Yarbrough volunteered to Chair the Education Committee.

17. Work from home policy

- a. It was decided that the Board would not be voting on the Remote Work Policy as there was more work to be done on it. It was agreed that staff will continue the agreement decided in the previous Board meeting until the policy is ready for a vote.

18. Finalize Associate Director onboarding process

- a. Yarbrough explained that the Personnel Committee had outlined new requirements in the bylaws. The process had been reviewed internally, and the application and requirements for Associate Directors would be on the District website as soon as possible.

19. Director Reports

- a. There were no Director reports.



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20. Staff Reports

a. Education & Outreach Coordinator

- i. Guy communicated that he'd:
- ii. Hosted the initial Area III Envirothon meeting with representatives from most of the districts around the area.
- iii. Met with Charles Johnson and Mauren Campbell from the James River Association to discuss hosting Envirothon at their new Education Center on the River.
- iv. Met with Stephen Living of the DWR to discuss education possibilities at Tucker Highschool with the new Pollinator area that was installed.
- v. Will be continuing to meet with Stephen as he works with the HCPS on more instillations.
- vi. Worked with Ramon Davis and Jeannie Murray to schedule Envirothon for April 15th.
- vii. Emailed with FaceBook to see about access to the District's current FaceBook page.
- viii. Met with Byron to discuss Envirothon moving forward.
- ix. Waiting for confirmation of meeting with Madison, Anna, and Byron to discuss talking points for encouraging Recreation and Parks to let us dig a soil pit for Envirothon.

b. Operations Specialist

- i. Belvin communicated that:
- ii. The balances on the old District credit cards had been paid for and a new credit card application with Capital One had been completed and approved.
- iii. The efforts to sort and destroy all documents continued this month. Belvin made an Excell document that indicates what records are being sorted as and how they'll be destroyed. This document will maintain the history of destruction so that future District staff can keep methods standardized. This standardization was recommended by the Library of VA liaison.
- iv. The process of cleaning out the storage room was proceeding more slowly than originally anticipated due to the number of records within. They relayed that the room may not be fully cleaned out by January as originally discussed. All field equipment in the District vehicle had been moved to the office. An office inventory list has been created using the guidelines approved by the Operations Committee. Cleaning the office of unnecessary equipment is proceeding wonderfully.
- v. Belvin has started to work on preemptive onboarding tasks for the new Conservation Specialist hire.
- vi. They've been working on creating SOP's for staff, and general organizational systems to keep the office physically and electronically organized.
- vii. Lastly, they relayed that the Henrico Parks & Recreation department has agreed to take the District's historical aerial photos and the map cabinet within the office is in the process of being emptied and removed.

21. Adjourn

- a. Dunford adjourned the meeting at 5:14 pm.