

Middle James Roundtable Steering Committee Meeting

MINUTES

JANUARY 17, 2024

1:00 PM – 3 PM STEERING COMMITTEE

HYBRID MEETING – CVWMA

MEETING CALLED BY	Kathleen Ogilvy, Chair
TYPE OF MEETING	Steering Committee Meeting
NOTE TAKER	Sharon Conner (Hanover-Caroline SWCD - virtual)
ATTENDEES	Lorne Field (Chesterfield/Treasurer MJRT); Nat Draper (JRA); Julie Buchanan (CVWMA); Isabella O’Brian (Thomas Jefferson PDC - virtual); Lindy Durham (HSWCD); Matt Scott (JRA); Catie McCarthy (Henrico DPU); Madison Whitehurst (DEQ - virtual); Megan Sommers Bascone (DEQ - virtual); Neal Friedman (ACB - virtual); Anna Moreau (HCSWCD – virtual); Maura Christian (DEQ)

STEERING COMMITTEE MEETING

FISCAL REPORT

LINDY DURHAM
(EMAILED REPORT)

DISCUSSION	<ul style="list-style-type: none"> A. A fiscal report was sent ahead to the steering committee showing transactions from the 4 quarters of the 2023 grant including the final balance. B. There is \$3,019.33 balance from 2023 grant year. C. We did not spend as much on rain barrels, soil tests and septic pump outs in 2023. 		
CONCLUSIONS	N/A		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ELECTIONS

LORNE FIELD

DISCUSSION	<p>Office and Duties:</p> <ol style="list-style-type: none"> 1. Chairperson – (currently Kathleen Ogilvy) duties include getting out meeting agenda and putting together annual grant proposal. Lorne Field was nominated and elected by consensus as chair for 2024. 2. Vice Chair – (currently vacant) – assists chair with meetings, enforcement of by-laws, and will be chair-elect for coming year. Matt Scott (JRA) was nominated and elected by consensus as vice-chair for 2024. 3. Treasurer – (currently Lorne Field) reviews financial reports and assists fiscal agent with the administration of fiscal aspects of grant. Catie McCarthy was nominated and elected by consensus as Treasurer for 2024. 4. Secretary – (currently Sharon Conner) takes minutes. Julie Buchanan was nominated and elected by consensus as chair for 2024. 		
CONCLUSIONS	<p>2024 Chairman – Lorne Field 2024 Vice Chair – Matt Scott 2024 Treasurer – Catie McCarthy 2024 Secretary – Julie Buchanan</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ANNUAL MEETING 2024

LORNE FIELD

DISCUSSION	<ol style="list-style-type: none"> 1. Annual Meeting Planning Committee established – Nat, Kathleen, Lorne and Catie 2. Dates for the 2024 annual meeting are September 4 or 5, 2024 3. Location - New JRA site on Capital Trail.
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	<ol style="list-style-type: none"> 4. Topics for Annual Meeting - Public access to James River, non-native/invasive species, Environmental Education, and Homeowner BMPs/VCAP program. 5. Suggested sending out main topic areas on google sheets and ask people to add speakers/sub-topics in each of the 4 categories. At the next meeting, we will vote on the 2 topics for the Annual Meeting. 6. Walking tours of Shiplock Park could be organized with historian from area. 7. Possible topic of easements highlighting the Capital Region Land Conservancy and purchase of land including Mayo island. 8. Possible CSO facility tour at Chapel Island highlighting the engineering of sewage treatment. 9. Pair the next annual meeting with James River Week or have our meeting ahead to promote the clean-up events occurring that week. 10. The James River Clean-ups could be a focus of the annual meeting and advertised during the event. The clean-ups should start the second Saturday in September. 	
CONCLUSIONS	Annual Conference Planning Committee established. The four main topic areas will be sent out for speaker and sub-topic areas of interest.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out Google sheets/doc for Annual Meeting topic ideas	Julie Buchanan	ASAP

DEQ GRANT 2024 UPDATE

KATHLEEN OGILVY

DISCUSSION	<ol style="list-style-type: none"> A. The updated Scope of Work for 2024 was submitted to DEQ with approximately \$9,400 in the grant request. B. Maura Christian will be taking over the grant management on DEQ's part. DEQ does not foresee an issue with the grant and the new scope of work being approved. C. Grant Budget: <ul style="list-style-type: none"> o \$300 – Henricopolis SWCD grant management o \$1000 - Rain barrels for Henricopolis SWCD. Hanover-Caroline SWCD will not participate in rain barrels this year (2024). o \$250 - Weebly for website domain hosting. o \$400 - Constant Contact for Newsletter distribution and mailing list management. o \$2800 - Soil test Vouchers o \$2000 - Septic pump out vouchers – for Henrico and Peter Francisco SWCD o \$800 - Annual Watershed Conference o \$800 - Interpretive signs for Chesterfield County Stream Restoration and BMP retrofit signs o \$1473 - Rain Barrel Workshops with TJPDC for materials and vehicle rentals o Will provide some funding for "Paint out Pollution" events with some of the rain barrel monies that are not needed by Henricopolis or Hanover-Caroline SWCD. D. Discussion regarding soil test vouchers. Megan Sommers Bascone (DEQ) consulted Susan Hale (DEQ) regarding the use of money for soil test vouchers outside the watershed boundaries. DEQ is okay with using some of MJRT's funds for tests outside of the watershed, however if the demand is much higher than originally anticipated, it would be prudent to check with other RTs about providing this resource in the future to better utilize MJRTs target funds. DEQ suggests documenting that the RT leadership are okay with the decision for future reference and clarity. 	
CONCLUSIONS	Scope of Work will be adjusted to accommodate adding "Paint Out Pollution."	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise Scope of Work to include "Paint out Pollution"	Lorne Field/Lindy Durham	ASAP

GOALS FOR 2024

LORNE FIELD

DISCUSSION	<ol style="list-style-type: none"> 1. Would like to see participation in community events by MJRT for such things as Dorey Park Farmers Market, Dominion River Rock, and Earth Day Event at the Science Museum of VA. 2. Provide demonstration sites or showcase BMP projects in future grants. Possibly removal of invasives at new JRA site. 3. Need to attract new members – Since new membership has been lacking in past few years, we need to find a way to bring new members to the group. We have shifted meetings around watershed to try and increase participation, but that did not seem to
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	have an effect on increasing numbers. Southside Releaf, other Soil and Water Conservation Districts, and Corporate entities are some suggestions.	
CONCLUSIONS	There is a need to attract new committee members and also to enforce the bi-laws for those committee members not attending steering committee meetings.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Each Committee Member is tasked to bring on one new steering committee participant	ALL Steering Committee Members	By the next meeting

ROUND ROBIN

EVERYONE

	<p>Kathleen – VA Clean Trees grant open. 12 acres of forested buffer planted on Belle Meade.</p> <p>Lorne – A lot of staff changes in Chesterfield Environmental Dept. Water Quality staff has been reduced from 4 to 2 people, so everyone is taking on new and additional roles. Go to www.chesterfield.gov for open positions.</p> <p>Nat – JRA will be kicking off school programming in late Feb and early March. Applications are open for High School students interested in a week-long trip canoeing and then a capstone project. Availability for 30-35 students.</p> <p>Sharon –No Report.</p> <p>Julie – CVWMA offices are being renovated so things in a little disarray for the time being. The recycling calendar just went out to curb-side recycling customers with a Spanish version.</p> <p>Isabella - just submitted a grant and will start rain barrel workshops as part of the grant. Started a Stewardship mapping project to showcase which environmental stewards are working in specific areas, and services offered. The end result is a visual, interactive map. Meeting space is available at the PDC.</p> <p>Lindy - Classroom programs each day. Had 543 entries for the District Conservation Poster Contest which are display at Deep Run Rec Center.</p> <p>Matt – There are paid summer intern opportunities with JRA. In addition, JRA is hiring for seasonal educators. Look at www.jamesriver.org for open positions.</p> <p>Catie – Meeting with community revitalization groups. Trying to help with septic pump outs for underserved clients in Henrico.</p> <p>Madison – Implementation planning for Bay and working on funding for those implementation plans.</p> <p>Megan – DEQ, on behalf of the Secretary of Natural Resources, submitted the final progress report for the 2022-23 Chesapeake Bay Programmatic Milestones and the draft programmatic and numeric milestones for 2024-25. New milestones will be final after EPA review. Milestones will be available on DEQ's Ches Bay milestones webpage.</p> <p>Neal - Left early; no report.</p> <p>Anna - Working on setting up MWEE field experiences in both localities. Working on NOAA grant for Environmental Literacy plans in Caroline, Essex, and Middlesex counties.</p> <p>Maura – Involved with meetings with EPA.</p>
CONCLUSIONS	N/A

Next Meeting – Wednesday, March 20, 2024 at Thomas Jefferson PDC 1 -3 pm 401 E Water St, Charlottesville, VA 22902

Wednesday, May 8, 2024 Location TBA 1 – 3 pm

Meeting Adjourned!