

Middle James Roundtable Steering Committee Meeting

MINUTES

JANUARY 25, 2023

2-3:30 PM STEERING COMMITTEE

VIRTUAL MEETING

MEETING CALLED BY	Kathleen Ogilvy, Chairperson (DOF)
TYPE OF MEETING	Steering Committee Meeting
NOTE TAKER	Sharon Conner (Hanover-Caroline SWCD)
ATTENDEES	Jake Kline (DEQ), Julie Buchanan (CVWMA), Curt Hambrick (Luck Stone); Michael Daniel (Lynchburg Water Resources); Nat Draper (JRA), Catie McCarthy (Henrico DPU); Julie Buchanan (CVWMA); Lorne Field (Chesterfield)

Agenda topics

FISCAL REPORT

KATHLEEN OGILVY

DISCUSSION	<ul style="list-style-type: none"> A. The financial Report was sent out ahead of time by Lindy Durham and reviewed by the steering committee. B. Sharon Conner commented that the donation for Annual Meeting was added to the report to make tracking of that easier. C. A remaining balance of \$1191.19 for FY22 can be carried over into the new Y2023 grant cycle. 	
CONCLUSIONS	The steering committee will decide where to spend the FY22 carryover funds today.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
For accounting purposes, the fiscal report may want to note that the 2022 balance will be added to the 2023 budget.	Lindy Durham	

EXECUTIVE COMMITTEE ELECTION

KATHLEEN OGILVY

DISCUSSION	<p>Nominations for the slate of officers is as follows:</p> <p>Sharon Conner – Secretary Kathleen Ogilvy - Chair Lorne Field - Vice-Chair Michael Daniel - Treasurer</p>	
CONCLUSIONS	A vote was taken and the slate of officers were accepted as presented.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A		

2022 AND 2023 GRANTS

KATHLEEN OGILVY

DISCUSSION	<p>Review of Completed 2022 Grant Deliverables:</p> <ul style="list-style-type: none"> A. Activity 1: MJRT Fiscal Agent – Lindy Durham sent out the final financial 4th quarter report. B. Activity 2: Website Hosting and Domain Name – Lindy Durham paid for the domain name/web hosting. The Constant Contact invoice was paid in 4th quarter. C. Activity 3: Quarterly Steering Committee Meetings - the 4th quarter steering committee meeting was held 11/20/22. A total of 4 steering committee meetings were held in 2022, satisfying grant deliverables. D. Activity 4: Executive Committee Meetings – Two executive committee meetings were held in 2022. E. Activity 5: Regional Watershed Workshop – The MJRT annual meeting was slated to be held on October 6, 2022. Due to lack of sign-up/attendance, the meeting was cancelled.
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	<p>F. Activity 6: Web-based Electronic Outreach – the web-site and social media sites were maintained during 2022.</p> <p>G. Activity 7: Soil Test Vouchers – Approximately 150 vouchers were provided (Lindy was not available to provide final number).</p> <p>H. Activity 8: Septic Pump-out Cost Share Vouchers – 33 vouchers were cost-shared on in the Willis River Watershed by Peter Francisco SWCD.</p> <p>I. Activity 9: Rain Barrel Purchase, Installation and Homeowner Education – Henricopolis purchased 5 rainbarrels to use in Henrico. Hanover-Caroline SWCD purchased 39 barrels to utilize in workshops in Hanover County.</p> <p>New 2023 Grant:</p> <p>A. Activity 1: MJRT Fiscal Agent – Henricopolis SWCD will remain the fiscal agent.</p> <p>B. Activity 2: Website Hosting and Domain Name – Invoices will be paid by Henricopolis SWCD. Julie Buchanan and Lorne Field will coordinate with Lindy Durham to make sure that website and social media site are maintained.</p> <p>C. Activity 3: Quarterly Steering Committee Meetings – Four quarterly meetings will be held quarterly in January, April, July and November.</p> <p>D. Activity 4: Executive Committee Meetings – The goal is to meet quarterly (4 meetings).</p> <p>E. Activity 5: Regional Watershed Workshop – Deliverable is to host annual conference.</p> <p>F. Activity 6: Web-based Electronic Outreach – website membership sent via constant contact</p> <p>G. Activity 7: Soil Test Vouchers – The goal is to distribute 200 vouchers for free soil testing in Richmond, Henrico and Chesterfield.</p> <p>H. Activity 8: Septic Pump-out Cost Share Vouchers – Peter Francisco SWCD has a goal of 30 pump-outs in the Willis River Watershed. Catie McCarthy expressed an interest in providing such a program for Henrico County for the James River. The steering committee agreed to use the \$1191.19 in carryover funds towards a program in Henrico. The committee also agreed that any unspent 2023 Peter Francisco SWCD funds should be transferred to the Henrico program.</p> <p>I. Activity 9: Rain Barrel Purchase, Installation and Homeowner Education – Henrico and Hanover Counties are targeted. Sharon Conner needs to know the breakdown in monies between Henricopolis and Hanover-Caroline SWCDs.</p> <p>J. Activity 10: Citizen Water Quality Monitoring in Lynchburg – This is a new grant deliverable to provide for citizen monitoring in Lynchburg. DEQ will be working with Lynchburg to iron out the level of intensity for the citizen monitoring and the quality assurance plan, if needed.</p>	
CONCLUSIONS	The unexpended 2022 grant funds will be used towards the 2023 grant for Activity 8 Septic pump-outs in Henrico.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update 2023 grant to reflect the addition of 2022 carryover funds to Activity 8 and septic pump-out for Henrico.	Lindy Durham	

ROUND ROBIN

EVERYONE

DISCUSSION	There was no time for the round robin.	
	Jake Kline volunteered to reach out to Isabella O'Brian, ACB, to see about providing representation on the steering committee	
CONCLUSIONS	N/A	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to ACB for representative	Jake Kline	

Next Meeting – Late February. A Doodle poll will be sent out. Curt Hambrick volunteered the Luck Stone Facility in Charlottesville/Shadwell Area for an in-person meeting.

Meeting Adjourned!