

COLONIAL SOIL AND WATER CONSERVATION DISTRICT



ANNUAL PLAN OF WORK FY 2021

The Colonial Soil & Water Conservation District Annual Plan of Work for fiscal year 2021 provides the structure for the pursuit and implementation of goals and objectives. The goals, objectives, and strategies were determined by standing committees, reviewed and revised by the Planning Committee, and approved by the District board.

The successful achievement of the goals will depend on the participation and cooperation of District staff and board working together with District landowners and partners. CSWCD Standing Committee members will play a key role in establishing priorities and timelines for projects and activities that can efficiently and effectively accomplish the various goals and objectives outlined in this plan.

Committees will provide regular and timely updates to the Board on sources of additional funding, potential community partners, as well as barriers and impediments that influence project success.

Executive Committee

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
July 1, 2020 to Present	
Present to June 30, 2021	<ul style="list-style-type: none"> ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters
July 1, 2021 to June 30, 2022	<ul style="list-style-type: none"> ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters

Ag Program Committee

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
July 1, 2020 to Present	<ul style="list-style-type: none"> ● Obligated 90% of initial VACS allocation (+/- \$498k) ● Requested and awarded additional FY 2021 VACS funding ● Met VEE DAPA grant deliverables ● Identified parcels for FY 2021 CBPA Ag Land Assessments ● Participated in technical trainings to attain technical certifications (ex. Nut Man Planner, Conservation Planner)
Present to June 30, 2021	<ul style="list-style-type: none"> ● Distribute VACS Sign-up Mailers for Spring 2021 ● Solicit and approve FY 2021 VACS applications ● Continue to meet VEE DAPA grant deliverables; expand VEE DAPA grant south of James River; evaluate potential to extend VEE DAPA grant into calendar year 2022 ● Conduct CBPA Ag Land Assessments; Seek BoD approval; submit final report to localities ● Staff to seek trainings to complete technical certifications ● Fulfill FY 2021 VACS grant deliverables ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters

<p>July 1, 2021 to June 30, 2022</p>	<ul style="list-style-type: none"> ● Seek to complete VACS projects (SE-2) approved in FY 2021 ● Seek to attain/maintain technical certifications ● Seek to allocate at least 90% of FY 2022 VACS allocation ● Stay abreast of grant opportunities in Ag Industry (ex. Precision Ag, Carbon markets, etc.) ● Identify parcels and execute CBPA Ag Land Assessments ● Develop and distribute educational materials targeting historically underserved communities within the District, consistent with Chesapeake Bay License Plate Grant award ● Organize and execute a BoD field trip to visit local farms ● Collaborate with new VCE ANR Agent on outreach and technical assistance provided to small farming operations ● Fulfill FY 2022 VACS grant deliverables ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters
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Education & Outreach Programs Committee

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
<p>July 1, 2020 to Present</p>	<ul style="list-style-type: none"> ● Received inquiry from potential volunteer (Raelynn) ● Participated in Envirothon Planning ● Submitted grant application to USDA to continue staff support for Liz Callan ● Met NACD Urban Ag grant deliverables ● Submitted Ches. Bay License Plate grant to produce printed information relating to conservation of natural resources which will be targeted at historically underserved communities
<p>Present to June 30, 2021</p>	<ul style="list-style-type: none"> ● Contact Raelynn to assess potential for volunteering ● Develop job description for web site/social media intern or volunteer ● Explore current volunteer and internship models used by other SWCD's and partner agencies (ex. NRCS Earth Team Volunteer Program, W&M Office of Engagement) ● Solicit 2 pieces of content from all staff members and directors to be posted on Facebook ● Plan for Liz Callan's role at WCG & CSWCD if grant awarded ● Identify minimum of 3 education opportunities with WCG with and without Liz Callan ● Evaluate current District website's effectiveness ● Develop and post new material on District website ● Begin to evaluate alternatives for website and email hosts ● Support Jamestown HS Envirothon team ● Begin assessment of District education program and report findings to District BoD with recommendations by August 1, 2021

	<ul style="list-style-type: none"> ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters
<p>July 1, 2021 to June 30, 2022</p>	<ul style="list-style-type: none"> ● Develop and distribute educational materials targeting historically underserved communities within the District, consistent with Chesapeake Bay License Plate Grant award ● Seek initiative or program to focus direction of Education Program Committee ● Complete a minimum of 3 educational events with WCG ● Develop strategy to promote Envirothon program to area schools ● Complete evaluation of District website and develop/execute plan for its improvement ● Complete assessment of District education program and make recommendations to BoD ● Develop strategy to promote other conservation education programs including poster contest, YCC, scout merit badges, W&M Earth Day ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters

Urban Programs Committee

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
<p>July 1, 2020 to Present</p>	<ul style="list-style-type: none"> ● Implemented VCAP to include submitting 6 applications to the state Steering Committee ● Board member interactions with JCC BoS, JCC Ches Bay and Wetlands Boards, Williamsburg City Council, York County Co. Administrator & staff ● Met NMP deliverable for Turf Love ● Discussed options for Turf Love educational deliverables ● Trained, engaged, recruited Turf Love volunteers ● Developed framework for Shoreline Evaluation Program (SEP), working with VIMS, SEAS, NNMG, WW, JRA

	<ul style="list-style-type: none"> ● Organized SEP training delivered by VIMS CCRM ● Engaged multiple MG chapters and Peninsula Master Naturalist for potential volunteer help with SEP ● Submitted Ches Bay License Plate grant to provide funding for SEP printed materials ● Drafted an Urban Programs interim FY 2021 APoW
Present to June 30, 2021	<ul style="list-style-type: none"> ● Continue to refine SEP protocol and trainings ● Offer at least one additional SEP training to District staff and prospective volunteers....via electronic format & recorded ● Offer at least two on-site, in-person training for District staff and prospective volunteers...may be with Northern Neck Master Gardeners (NNMGs) ● Engage local Wetland and Ches. Bay Boards, as well as local government staff members ● Evaluate potential for submitting Small Watershed Grant application....submit grant applications as appropriate ● Develop and implement strategies to create efficiencies in the VCAP application process ● Evaluate the need for committing additional staff resources or volunteers to Urban Programs ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters
July 1, 2021 to June 30, 2022	<ul style="list-style-type: none"> ● Continue to implement Turf Love in JCC ● Continue to implement VCAP ● Implement SEP ● Execute SEP focused Ches Bay License Plate grant ● Implement USDA Urban Ag grant if funded ● Seek grant programs to fund SEP ● Seek novel ways to engage local government officials ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters

Finance Committee

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
July 1, 2020 to Present	<ul style="list-style-type: none"> ● Submitted 1st & 2nd quarter Attachment E ● Developed draft FY 2022 budget on which to base budget requests ● Submitted budget requests to all 5 localities ● Sought additional funding to supplement VCAP and SEP

Present to June 30, 2021	<ul style="list-style-type: none"> ● Complete deliverables of FY 2021 DCR Operations Grant ● Discuss and make recommendation for staff compensation ● Discuss purchase of currently leased Toyota Tacoma truck ● Discuss disposition of currently owned Ford F-250 truck ● Finalize and seek BoD approval of FY 2022 budget ● Review and amend as necessary District Financial Policy ● Receive audit report and participate in audit exit interview ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters
July 1, 2021 to June 30, 2022	<ul style="list-style-type: none"> ● Develop a 5-year financial needs assessment to sustain District operations ● Complete deliverables of FY 2022 DCR Operations Grant ● Evaluate current office space and alternative options ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters

Nominating Committee

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
July 1, 2020 to Present	
Present to June 30, 2021	<ul style="list-style-type: none"> ● Serve as lead to fill director vacancies outside of election cycles. The process is identified in the Bylaws. ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters ●
July 1, 2021 to June 30, 2022	<ul style="list-style-type: none"> ● Provide slate of officers for upcoming year before last BoD meeting of 2021 ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters

Personnel Committee

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
July 1, 2020 to Present	<ul style="list-style-type: none"> ● Discussed compensation equity ● Reviewed and recommended COVID-19 Policy

Present to June 30, 2021	<ul style="list-style-type: none"> ● Meet deliverables of FY 2021 DCR Operations grant, which include Personnel Policy revision, Job Description review, Personnel Evaluations/meetings ● Make recommendations regarding staff compensation ● Evaluate the need for additional staff resources to assist with Urban and Education/Outreach programming ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters
July 1, 2021 to June 30, 2022	<ul style="list-style-type: none"> ● Meet deliverables of FY 2022 DCR Operations grant ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters

Planning Committee

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
July 1, 2020 to Present	<ul style="list-style-type: none"> ● Organized and implemented Strategic Planning process
Present to June 30, 2021	<ul style="list-style-type: none"> ● Recommend approval of Strategic Plan ● Recommend approval of FY 2021 APOW ● Recommend approval of FY 2022 APOW ● Evaluate and make recommendation regarding Recognition Banquet (to be held in early 2022) ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters
July 1, 2021 to June 30, 2022	<ul style="list-style-type: none"> ● Review FY 2022 APOW ● Review Strategic Plan ● Develop FY 2023 APOW with input from committees & staff ● Review committee charge/charter and provide updates to District Manager, as necessary. Board will take action to approve committee charges/charters

Operations/Staff

Time Frame	Actions – Text in Bold represents Strategic Plan Metric
July 1, 2020 to Present	<ul style="list-style-type: none"> ● Some staff functions have been included in committee tasks
Present to June 30, 2021	<ul style="list-style-type: none"> ● Post public meeting notices, as well as provide minutes and recordings of public meetings ● Keep BoD members abreast of progress toward meeting grant deliverables and obligations ●

July 1, 2021 to June 30, 2022	<ul style="list-style-type: none"> ● Keep BoD members abreast of progress toward meeting grant deliverables and obligations ● Create and distribute FY 2021 Annual Report
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The Commonwealth of Virginia supports the Colonial Soil & Water Conservation District through financial and administrative assistance provided by the Department of Conservation & Recreation. The Virginia Soil and Water Conservation Board supports the Colonial Soil and Water Conservation District through their oversight and support, including financial support, coordination and information exchange.

All programs and services of the Colonial Soil & Water Conservation District are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status or handicap.

Approved by the Colonial Soil & Water Conservation District Board of Directors on February 23, 2021

**Colonial Soil & Water Conservation District
Chairman of the Board, Charles Carter**

Signed _____ Date _____