

**COLONIAL SOIL AND WATER
CONSERVATION DISTRICT**

**Annual Plan
of Work**

FY 2020



The Colonial Soil & Water Conservation District Annual Plan of Work for fiscal year 2020 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 APOW FY2020

1. Continue to successfully implement current programming.

-Continue in FY 2020 and beyond as part of the Annual Plan

2. Better utilize committees

-Continue in FY 2020 and beyond as part of the Annual Plan

3. Improve Outreach to Stakeholders

-Find the correct balance in increasing interaction with the constituencies. Encourage off-site/constituent/stakeholder meetings where effective in increasing interaction and awareness.

-Use the Awards ceremony to engage localities and other stakeholders for follow-on productive off-site meetings.

-Coordinate with Education & Outreach Committee to engage other conservation organizations and constituencies to broaden outreach

4. Upgrade facilities, equipment

-Determine needs, costs, and priorities for the District to meet its goals as recommended by the committees and reflect in annual budget.

- Coordinate with Finance Committee on balancing needed, costs and priorities to meet goals. Encourage new Board member education and incumbent Board member continuing development.

Agricultural Programs APOW FY2020

Goal: Maximize Implementation of Agricultural Best Management Practices and Conservation Planning to facilitate Water Quality Improvements & Support Overall Soil Health in the District

Objectives:

- 1) Administer the DCR's Virginia Agricultural Cost Share Program if approved by the Colonial BOD.**
 - a) Develop and make recommendations to the Board for the TRC membership

- 2) Support locality MOUs for Conservation Programming.**
 - a) AFD program in New Kent
 - b) Agricultural provisions of the CBPA in Charles City County, New Kent, and James City
 - c) Soil & Water Conservation Assessments in Charles City, New Kent, and James City Counties

- 3) Provide input to the DCR's Technical Advisory Committee, and other appropriate Conservation Entities, on improving existing conservation practices, the overall streamlining of the VACS program, and implementation of new practices when possible.**
 - a) Attend TAC meetings
 - b) Write/implement grants focused on supporting efforts to remove local or regional water quality impairments

- 4) Raise awareness and build consensus for solutions to issues affecting conservation efforts locally.**
 - a) Pursue conservation partnerships
 - b) Bi-annual meetings with producers to discuss and educate about VACS/BMP programs
 - c) Meet local officials and group leaders to discuss/educate improved utilization of Conservation BMPs.

- 5) Upgrade facilities, equipment** - Committee to make recommendations to the Executive and Finance Committees about equipment, facilities, and personnel needed to meet the Committee's goals.

- a) Create/maintain inventory of purchased and needed field equipment for the season(s).

Education & Outreach Programs & Initiatives APOW FY 2020

1) Keep District website current with events and announcements, relevant conservation news, press releases, etc.

- Increase traffic to the website by: improving Google search results, using the District Facebook page to refer users to the website
- Track website usage
- Develop survey for website users
- Connect with partners (ex: SHIP, WCG) and localities to ensure correct website links are posted

2) Seek opportunities to present District work to the public in the local media.

- Write press releases upon completing successful projects – as projects are completed
- Post photos with descriptions of successful projects on the District website and social media pages in a timely manner

3) Collaborate with local partners in the development of demonstration projects and educational events

- Continue to support the Williamsburg Community Growers' initiative and the WJCC SHIP garden network, and provide technical assistance to both (and others) as needed

4) Develop educational resources to be posted and archived on the District website

- Create a "Resources" page on the District website to link to helpful articles, partner websites, videos, podcasts, etc on various topics of conservation interest (ex: lawn maintenance, water conservation, erosion prevention)
- Continue to develop archive of podcasts and videos linked to the District website

5) Continue/expand outreach to local high schools

- Continue outreach to high school teachers for possible participation in Envirothon. (Explore options to increase teacher participation (ex: teacher stipend))
- Continue to support the development of the Warhill Pride Garden
 - Support creation of the after-school Warhill Garden Club
 - Seek additional guidance and project mentorship as necessary

- Continue support of York River Academy Rainwater Capture/Solar Powered Irrigation Project

6) Investigate grant opportunities for district-wide, and/or local, educational projects.

- Compile list of educational projects the District would like to accomplish, and seek funding for these projects as available

FINANCE COMMITTEE APOW FY 2020

- 1. Review grant opportunities periodically to address staffing needs**
 - Work with the District Staff and the Conservation District Coordinator to solicit and review grant opportunities – schedule sessions as part of the Finance Committee meetings at least 2 times per year.
 - Solicit information monthly from other Committees on possible grant opportunities.
 - Review the status and working budget of grants being executed by the district at least quarterly. DCR operations, technical assistance and BMP cost share grants may be excluded from this review.

- 2. Review financial reports, policies, current investment account roi, bank balances, confirm reconciliations of accounts, and review any financial positions of the district on a monthly basis.**
 - Make recommendations to the BOD for monthly financial reports.
 - Develop a fiscal budget during the 3rd and 4th qtr.- Solicit input from other committees.
 - Work with the Personnel Committee to determine any staff salary and/or benefit changes that will be needed in the next FY budget
 - Recommend Reserve Fund allocations
 - Periodic review(s) of all Fiscal, travel, & purchasing Policies at least annually.

- 3. Develop additional funding**
 - Work with the District Staff, the Conservation District Coordinator and utilize outreach to other Districts to seek out additional funding sources.

- 4. LGIP Policy**
 - Work with staff to draft a written policy for District LGIP accounts for recommendation for Board of Directors approval. This may include policy for deposits, withdrawals, minimum balances, transfers, establishing new accounts, uses for interest income and other topics that the committee wishes to address.

NOMINATING COMMITTEE APOW FY2020

1. Succession plan

Create succession plans for staff, directors, associate directors and volunteers in conjunction with Planning Committee.

2. Determine if directors will not be running for another term. Encourage write in campaign where there are not at least two candidates on the ballot.

PERSONNEL COMMITTEE APOW FY2020

1. Adjust staff, as appropriate, to meet the District's mission

- Adjust staffing as needed to fulfill our mission and meet our program and other needs. Outsourcing of specific tasks or projects may be considered in specific or unusual situations
- Twice a year reviews of staffing and workloads in the planning and budgeting cycles.
- Periodic review(s) of the Personnel Policy at least annually.

2. Grant writing training as needed

- Training for current or anticipated grant offerings is incorporated into the appropriate staff positions.
- Twice a year reviews by the committee in the planning and budgeting cycles.
- Outsourcing grant writing may be considered for special cases or unusual grants.

3. Personnel Policy Responsibilities

- Evaluate the District Manager
- Meet with employees individually on a semiannual basis to discuss any concerns or have designees do so.
- Review and update each job description including requirements, duties and qualifications annually or as need dictates.
- Oversee and manage hiring process for Board of Directors.
- Meet other responsibilities specified by Personnel Policy as needed.
- Oversee & ensure compliance with Personnel Policy as needed.

PLANNING COMMITTEE APOW FY 2020

1. Succession plan

Create succession plan templates/outlines for staff, directors, associate directors and volunteers in conjunction with Nominating Committee.

2. Annual Plan of Work

-Complete development of District APOW FY 2020 by July 2019 Board Meeting
-Target of quarterly review with a minimum of bi-annual review and recommendations to the Board.

3. Four-Year Strategic Plan

-Review by end of 2019 Calendar year including recommended changes to the next 4-year strategic plan.
-Develop a blueprint/roadmap for the incoming Board that includes bi-annual reviews

4. Recognition Banquet

For the FY 2020 begin planning in July 2019 and finish by the end of 2019 Calendar year.

Urban Programs & Initiatives APOW FY2020

1) DCR urban/non-agricultural soil & water conservation contractual requirements (high priority)

- APOW reviews – minimum of two, preferably quarterly
- Strategic Plan reviews – at least annually, preferably biannually (2)
- Complete new APOW for each subsequent fiscal year
- Keep current committee meeting notices and minutes

2) Locality urban/non-agricultural soil & water conservation initiatives (high priority)

- Implement any current programs as outlined in respective contracts/agreements
- Increase engagement with localities to understand what role the District can serve in meeting mutual conservation objectives
 - i. Identify reasonable methods to encourage Directors to engage more with locality leaders, possibilities may include:
 1. Board of Supervisors meeting attendance, locality committee attendance, presence at neighborhood forums, etc.
 2. Seek out specific locality programming to which the District could contribute
 - ii. Develop and submit funding requests sufficient to cover District costs to each locality where mutual conservation objectives and subsequent programs to address those objectives have been identified.
 - iii. Seek out relevant grant and funding opportunities as they become available.
 - iv. Continue to send Annual Reports to localities and other partners
- District staff will continue to engage with locality staff to improve partnerships as opportunities arise.
 - v. Possibility: Turf Love program in New Kent County and the City of Williamsburg.

3) Established locality programs and projects (high priority)

- James City County
 - i. Turf/Garden Love
 1. Continue to meet program deliverables as outlined in current contract with JCC Stormwater and Resource Protection Division
 - ii. Equine Assessment
 1. Work with Stormwater Programs Advisory Committee as needed to continue to develop and prepare for Phase 2, pending funding allocation from JCC or other source(s)
- Williamsburg, pursue other opportunities as identified
 - iii. VCAP outreach
- York County, to be developed as opportunities are identified

- New Kent County, pursue identified and other opportunities
- Charles City County, to be developed as opportunities are identified

4) Virginia Conservation Assistance Program (high priority)

- Maintain all required documentation for current and completed projects
- Outreach plan
 - Expand as funded by localities
 - Identify publicly visible sites that could serve as educational opportunities
 - Seek out practices that better utilize staff skills and knowledge and are readily manageable by staff
- Establish and execute inspection schedule for installed practices as required by program
- Staff and interested Directors will continue to participate in relevant trainings and meetings

5) Internal District Urban Conservation Education (medium priority)

- Continue to encourage staff and Director participation in relevant trainings, meetings, and conferences.
- Continue to encourage staff and Directors to participate in training webinars as available.
- Work with Education Committee to develop relevant training sessions for new Board members.

6) Urban agriculture initiatives (low priority)

- Continue to support the educational and conservation initiatives of the Williamsburg Community Growers, School Health Initiative Program, and other partnering schools and groups.

Operations APOW FY 2020

Goal: Continue to serve constituents in a professional and effective manner

- Objective #1 – Upgrade field and office equipment to gain efficiencies through the use of new and improved technology. Included in this category are GPS receiver, mapping software, laptop computers, and printers.
- Objective #2 - Provide educational seminars/presentations to the newly elected CSWCD Board of Directors to get them up to speed on District operations and projects.
- Objective #3 – Conduct CBPA Ag Land Assessments for New Kent, Charles City, and James City Counties
- Objective #4 – Seek and/or provide technical and professional trainings for each staff member

Goal: Meet all grant deliverables for the fiscal year and report progress to the Board of Directors monthly

- Objective #1 – DCR Admin and Operations Grant
- Objective #2 – DCR VACS Grant
- Objective #3 – Turf Love Grant
- Objective #4 – VA Environmental Endowment Grant

Goal: Leverage District programs to encourage increased funding from localities

Goal: Seek opportunities to develop novel programs to meet the specific needs of District localities

- Objective #1 – Draft and submit proposal for Phase 2 of the JCC Horse Project
- Objective #2 – Determine suitability for introducing Turf Love to New Kent County

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 July 23, 2019

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

Signed _____

Date _____