



Annual Plan of Work

FY2021 (7/01/20 – 6/30/21)

Eastern Shore Soil and Water Conservation District



Serving: Accomack and Northampton Counties, Virginia

22545 Center Parkway, Accomac, VA 23301

Phone (757) 302-4431 Fax (757) 787-3769

For more information contact:

District Manager, Carmie M. Savage

Operations Committee Review Date: _____

District Board Approval Date: _____

Signature of District Board Chair: _____

The Eastern Shore Soil and Water Conservation District (Eastern Shore SWCD) is a political subdivision of the Commonwealth as defined and established by the § Code of Virginia, Title 10.1, Chapter 5, et seq. The Commonwealth of Virginia supports the Eastern Shore SWCD through financial and administrative assistance provided by the VA Soil and Water Conservation Board and the Department of Conservation and Recreation.

Mission – To provide and develop leadership in natural resource conservation on the Eastern Shore of Virginia through education, promotion of cooperative programs, and fulfillment of a diverse clientele's needs.

Our Vision – The Eastern Shore Soil and Water Conservation District is the lead organization that provides intra-agency coordination in natural resource conservation to solve conservation problems effectively while protecting the resources, the public and the people whose livelihoods are dependent upon the use of natural resources. Where resource conflicts occur, the District will strive to produce technical and educational assistance and the leadership to develop consensus among all parties involved.

Natural Resource Priorities and Goals

- To lessen the impact of non-point source pollution on water quality.
 - To conserve the natural resource base including wetlands, groundwater, wildlife habitat and prime farm lands through land-use policy and project implementation.
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Information & Education Goals

- Carry out an active information and education program aimed at the general public, landowners, growers and schools to promote the District's natural resource priorities.
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District Operations Goals

- Conduct effective and efficient operations including accounting, grant administration and assessments, personnel management, training and development, annual planning and reporting.
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Funding Sources

- Grant funding through agreements with the Virginia DCR for District operations and for local administration of the State's agricultural cost-share program; annual appropriations from Accomack and Northampton Counties; and, special grant funding as awarded.
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The work of the District is determined by Directors, elected by the people of the District at general elections, by popular vote or appointed by the Virginia Soil and Water Conservation Board. These directors serve four-year terms and appoint (non-voting) associate directors for one-year terms to assist with District efforts. Directors and Associate Directors are volunteer public servants with a diverse range of knowledge and a keen interest in soil and water resource conservation.

Board of Directors

Robin Rich-Coates (Chair)
Fred Holland, II (Vice Chair)
James Evans
Kyle Sturgis
Nick Thomas
Ursula Deitch

Endowment Committee

Robin Rich-Coates, Chair
Carmie M. Savage, Secretary
Julie Head
Frank Moore
Rikki Sterrett

Associate Directors

Robbie Lewis
Edwin R. Long
Richard Davis
Richard F. Hall, III
William E. Shockley

Technical Committee

Richard F. Hall, III, Chair
Bill Savage, Secretary
Fred Holland, II
Danny Mills
Brian Broadwater
William E. Shockley
Ursula Deitch
Carmie M. Savage
Jane Corson-Lassiter
Norman Pitt
Jaclyn Friedman, DCR CDC

Staff

Carmie M. Savage, District Manager
Julie Head, Education Director
Bill Savage, Conservation Specialist
Norman Pitt, Conservation Technician

Operations Committee

Robin Rich-Coates, Chair
Carmie M. Savage, Secretary
Ursula Deitch
Richard F. Hall, III
Jaclyn Friedman, DCR CDC

The ESSWCD Board of Directors meets on the second Wednesday of each month except for two months a year determined by ESSWCD Board at the USDA Service Center, Accomac, VA at 5:00 p.m. The public is invited to attend.

July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

- **District Board meets July 8, 2020 at 5:00 p.m.**
- **TRC meets July 16, 2020 at 11:00 a.m., Onley Town Center**

Date:	Item:
1	Beginning of new Fiscal year 2021
4	District office CLOSED for Independence Day Holiday
TBD	Environmental Education Council Meeting (rescheduled from May)
8	Eastern Shore District Board meeting
cancelled for 2020	Youth Conservation Camp – Virginia Tech, Blacksburg, VA
15	Begin Eastern Shore SWCD Cost-Share Sign-up
15	All 2 nd quarter reporting for payroll submitted such as 941, VEC Report (both Federal and State)
16	TRC Meeting @ Onley Town Center
21	Groundwater Committee Meeting - ANPDC
31	4 th Quarter FY20 Grant Agreement Financial Report Due
31	Cost-share carryover Final Report due to DCR's Conservation District Coordinator (CDC)
TBD	Eastern Shore SWCD Awards Program

August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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- **District Board meets August 12, 2020 at 5:00 p.m.**

Date:	Item:
During SWCD Mtg	District Assessment of compliance with the District grant agreement performed by Conservation District Coordinator (CDC)
cancelled for 2020	Nature Detective Camp at Ker Place
TBD	Environmental Education Council Meeting
12	Eastern Shore SWCD Board Meeting
15	Teacher Newsletter
17	Eastern Shore SWCD Cost-share sign-up deadline
18	Groundwater Committee Meeting 10-12 p.m. A-NPDC
18-20	Graves Mountain Employee Training
31	District Annual Report/Newsletter

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5

6	7	8	9	10	11	12
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- **District Board meets on September 9, 2020 at 5:00 p.m.**

Date:	Item:
7	Eastern Shore SWCD office CLOSED for Labor Day Holiday
TBA	Accomack County Extension Leadership Council Meeting
9	Eastern Shore SWCD Board meeting
TBA	Accomack County Farm Tour Day
15	Groundwater Committee Meeting
26	Outdoor Exploration Day
TBA	Area VI Envirothon Meeting

October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
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- **Operations Co. meets on October 14, 2020 at 4:00 p.m.**
- **District Board meets on October 14, 2020 at 5:00 p.m.**

Date:	Item:
TBA	Northampton County Ag Fair
TBA	Northampton County Farm Tour Day
12	District Office CLOSED for Columbus Day Holiday
14	Operations Committee Meeting
14	Eastern Shore SWCD Board Meeting
14 At District Board Mtg	Review Annual Plan of Work/ Strategic Plan
15	1 st Quarter Grant Agreement Financial Reports due for SWCD operational and cost-share funds.
TBD	Area Clean Water/ Bay Friendly Grand Basin Farm Award Nominations due to Conservation District Coordinators (CDCs)
20	Groundwater Committee Meeting
16	Poster Contest (Local First Place Winners) Entries due to VASWCD
31	All 3 rd quarter reporting for payroll submitted such as 941, VEC Report (both Federal and State)
31	Teacher Newsletter

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
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- **District Board meets on November TBA, 2020 at 5:00 p.m.**

Date:	Item:
11	District office CLOSED for Veterans Day Holiday
TBA	Eastern Shore SWCD Board meeting at 5:00 p.m.
TBA	VASWCD Annual Meeting Registration due to VASWCD
17	Groundwater Committee Meeting
17	Environmental Education Council (EE Council) meeting
½ 25,26-27	Eastern Shore SWCD office CLOSED for Thanksgiving Holiday
30	Eastern Shore SWCD Newsletter

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
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- **No District Board meeting in December**

Date:	Item:
TBD	VASWCD Annual meeting – Hotel Roanoke
TBD	Accomack County Extension Leadership Council Meeting
TBD	Request local funding from both Counties
15	Groundwater Committee Meeting
24-25	District Office CLOSED for Christmas Holiday

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
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- Board meets on January 8, 2021 at 5:00 p.m.
- Endowment Committee meeting TBA

Date:	Item:
1	Eastern Shore SWCD Office CLOSED due to New Year's Day
During SWCD meeting	Renew all Associate Director terms. Elect District Officers and update Committee appointments.
During District Board Mtg	Review Annual Plan of Work according to Strategic Plan
8	Eastern Shore SWCD Board meeting
TBA	Area VI Envirothon Meeting
TBA	Eastern Shore Ag Conference and Trade Show Expo
TBA	ESSWCD Endowment Co meets and establishes endowment budget and program criteria, review's last year's grants
Late Jan	ESSWCD announces Billie Fitzgerald Spring Grants Program, Youth Conservation Camp, Scholarships and Poster Contest
15	2 nd Quarter Grant Agreement Financial report due for SWCD Operational and Cost-share funds
19	Groundwater Committee Meeting 10-12 p.m. A-NPDC
18	District Office CLOSED due to Martin Luther King Day Holiday
31	1099 (Form G) should be mailed to all applicable cost-share recipients of \$600 or more. All year-end IRS/ State reporting
31	All 4 th quarter reporting for payroll submitted such as 941, VEC Report (both Federal and State)

February 2021

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
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- Operations Co. meets on February 10, 2021 at 4:00 p.m.
- Board meets on February 10, 2021 at 5:00 p.m.

Date:	Item:
10	Operations Committee meets
10	Eastern Shore SWCD District Board meeting
TBA	Eastern Shore SWCD Envirothon Training Day
Late Feb	Judge Design for Envirothon T-Shirt (Nandua High)
15	District Office CLOSED due to President's Day Holiday
16	Groundwater Committee Meeting
15	Environmental Education Council (EE Council) meeting
28	Eastern Shore SWCD Newsletter
28	Teacher Newsletter

March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
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- District Board meets on March 10, 2021 at 5:00 p.m.
- Endowment Committee meets TBA

Date:	Item:
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TBA	VASWCD Scholarship Applications due to District
TBA	Eastern Shore SWCD Spring Grants due to District
Early March	Area VI Spring Meeting – hosted by James River SWCD
TBA	Accomack County Extension Leadership Council Meeting
11	Eastern Shore SWCD District Board meets
16	Groundwater Committee Meeting
Mid-Late March	ESSWCD Envirothon Testing Day
TBA Mid-March	ESSWCD Endowment Committee

April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
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- **Board meets April 14, 2021 at 5:00 p.m.**

Date:	Item:
TBA	Eastern Shore SWCD Conservation Poster Contest Deadline

14	Eastern Shore SWCD District Board meets
During District Board Mtg	Review Annual Plan of Work/ Strategic Plan
15	3 rd Quarter Grant Agreement Financial Reports due for SWCD Operational and Cost-share funds.
20	Groundwater Committee Meeting
TBA	Area VI Envirothon Competition- hosted by VA Dare SWCD
TBA	Fletcher/Beasley Scholarships and Camper Applications due to District
Late April	Endowment Committee meets to nominate Camper and award Fletcher/Beasley Scholarships
Mid April	Watershed Festival for Accomack & Northampton County 6th graders
30	All 1 st quarter reporting for payroll submitted such as 941, VEC Report (both Federal and State)

May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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- **Operations Committee meets May 12, 2021 at 4:00 p.m.**
- **Board meets on May 12, 2021 at 5:00 p.m.**
- **Endowment Committee meets TBA**

Date:	Item:
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Early May	Youth Camp Application due to VASWCD
12	Operations Committee meets
12	Eastern Shore SWCD District Board meets
TBA	State Envirothon Competition
17	Environmental Education Council meets at 4:00 p.m.
18	Groundwater Committee Meeting
31	Eastern Shore SWCD Newsletter

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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- **Operations Co. meets June 9, 2021 at 4:00 p.m.**
- **Board meets June 9, 2021 at 5:00 p.m.**

Date:	Item:
TBA	Virginia State Holiday - Juneteenth

TBA	Accomack Co Cooperative Extension Leadership Council Meeting
TBA	Conduct End-of-year Performance Evaluations
9	Operational Committee meeting
9	Eastern Shore SWCD District Board meeting
After Board Approval	Submit secondary considerations for Cost-share Program to CDC for DCR Cost-share Manager review
15	Approve Grant agreement with DCR and submit to CDC
TBA	Virginia Agricultural Cost Share (VACS) Program Rollout Mtg
15	Groundwater Committee Meeting
TBA	Eastern Shore SWCD Technical Review Committee meeting
30	Close out books for FY2021

Objective #1: Locally deliver the State's Agricultural BMP Cost-Share Assistance Program under the direction of the Department of Conservation and Recreation as a means of promoting voluntary adoption of conservation management practices by farmers and land managers in support of the Department's nonpoint source pollution management program. (§10.1-546.1 Code of Virginia)

Actions	Target Date
Advertise cost-share program with: <ul style="list-style-type: none"> ▪ postcard mailing. ▪ August newsletter ▪ programs at farmers meetings and conferences and at the AG Conference and Trade Show Expo in January/February ▪ article in area newspapers ▪ field day with AREC 	July August January/February May May/November

Identify farm operations that are generating the greatest NPS pollution problems and focus recruitment on those owners and/or operators for participation in incentive programs.	August
Prepare contracts and conservation plans that meet all program criteria.	Ongoing
Submit reports and data to established deadlines. <ul style="list-style-type: none"> ▪ Quarterly funding requests are accurate and timely ▪ Data entry into DCR's tracking program is accurate and complete ▪ Provide cost-share status updates at monthly Board meetings 	Ongoing Subject to Quarterly review Monthly
Coordinate annual spot checks with DCR on BMP program implementation	August/September
Issue no less than 90% of available cost-share funds for Agricultural BMPs to participating farmers.	Final Accounting June 30
For Chesapeake Bay and OCB regions recruit participation in targeted watersheds and BMP's identified by the State as priority areas and practices. <ul style="list-style-type: none"> ▪ identify targeted watersheds for recruitment and include in advertising 	Beginning of program year
Establish local ranking considerations that guide program implementation.	June of prior FY
NOTES	
Objective #2: Administer and provide technical assistance with nonpoint source pollution reduction efforts including support and/or implementation of the following: <ul style="list-style-type: none"> ▪ Conservation Reserve Enhancement Program ▪ Agricultural Stewardship Act ▪ Voluntary BMP installation by property owners ▪ VA Water Quality Improvement Act ▪ TMDL (Total Maximum Daily Load) development ▪ BMP Revolving Loan Program ▪ RMP Program 	
Actions	Target Date
<ul style="list-style-type: none"> ▪ Assist tomato growers with planning and implementation of erosion and sediment control/stormwater management measures on fields. Search for funding for planning and implementation. 	<ul style="list-style-type: none"> ▪ Ongoing

TMDL planning <ul style="list-style-type: none"> ▪ Attend DEQ public meetings on TMDL's ▪ Present TMDL summary to Board 	<ul style="list-style-type: none"> ▪ Ongoing ▪ Ongoing
Address agriculture's impacts on water quality and coordinate solutions with landowners, county planning staff and appropriate agencies. <ul style="list-style-type: none"> ▪ Respond to possible Agricultural Stewardship Act violations in a timely manner ▪ Attend Groundwater Committee Meetings 	<ul style="list-style-type: none"> ▪ Investigation within one week of complaint ▪ Monthly
Voluntary BMP installation by landowner/grower * Advertise Federal conservation programs in District Newsletter	<ul style="list-style-type: none"> ■ Based on Federal program sign-up periods
NOTES	
Objective #3: Actively participate in the local development and implementation of Tributary Strategies, Small Watershed Management Plan development, sound land use planning approaches, environmental education programs and Chesapeake 2000 Agreement goals.	
Actions	Target Date
Develop and implement projects that meet goals of TMDL implementation planning.	Ongoing
<ul style="list-style-type: none"> ■ Coordinate with Eastern Shore Watersheds Network to support TMDL planning process and other water quality programs. 	Ongoing
Maintain EE Council list serve and distribute EE materials on a regular basis. Coordinate EE Council Steering Committee and support adopted projects. <ul style="list-style-type: none"> ■ Watershed Festival Events in both Accomack and Northampton Counties ■ Shore Outdoors publications 	Ongoing/Quarterly Meetings

Continue work with the Native Plant Campaign such as native plant demonstration gardens, working with the local nurseries and education of native plants.	Ongoing
Support Cooperative Extension Farm Tour Day.	September
Coordinate Outdoor Exploration Day in partnership with Kiptopeke State Park	Ongoing/September Event
Coordinate 2021 Conservation Poster Contest.	January-April
Coordinate teacher training/workshop as time allows	Ongoing
Coordinate local 2021 Envirothon Training/ Testing competitions.	February - April
Coordinate Envirothon T-shirt Design Poster Contest rotating between schools Broadwater (FY2019), Chincoteague (FY2020), Nandua (FY2021), Northampton (FY2022)	January-February
Participate in school and partner EE programs as staff and resources permit.	Ongoing
Partnership with the Eastern Shore Master Naturalist Program	Ongoing
Publish District Newsletter, <i>Shore Conserver</i> , on a quarterly basis. Update mailing list as needed.	Aug/Nov/ Feb/May
Publish <i>Shore Conserver for Teachers</i>	Aug/Oct/Feb
NOTES	

Objective #4: Deliver local natural resource conservation programs with considerations to resource needs and issues affecting watersheds within the District, and watersheds that flow beyond District boundaries.

Actions	Target Date
Host 2021 Annual Awards Program.	July or October
Promote use of Native Plants by landowners, in conjunction with partner agency programs.	Ongoing
NOTES	
Objective #5: Support and foster partnerships with agencies, organizations, councils, roundtables and others to protect soil resources, to improve water quality, and further natural resource conservation.	
Actions	Target Date
Provide stewardship services for the Virginia Outdoors Foundation Eastern Shore easements per FY 07 cooperative agreement and review agreement on annual basis.	Ongoing
Continue to work with Virginia ES Land Trust on co-holding easements and maintain files on easements under cohold arrangement with Virginia ES Land Trust and attend annual monitoring site visits as feasible.	Ongoing
Participate in VASWCD statewide and Area VI meetings and committees. At least one Director should attend Annual meeting and Spring meeting.	December March
Participate in VASWCD environmental education programs including Conservation Poster Contest, Envirothon, Conservation Youth Camp.	Ongoing

NOTES

Objective #6: Hold a minimum of 10 monthly meetings with a quorum of District Board Directors present.

Actions	Target Date
Circulate agenda and meeting packets one week prior to meeting. Provide meeting notice on website	Monthly except July and December
Provide staff updates at each District board meeting.	Monthly
Provide District financial statements.	Monthly
Have meeting minutes available within reasonable timeframe of meetings and maintain minutes on file.	Ongoing

NOTES

Objective #7: Develop and maintain long term (strategic) plan on a 4-yr cycle consistent with the election cycle of District directors, through a facilitated process with participation by District stakeholders.

Actions**Target
Date**

Review milestones of current 2019-2022 Strategic Plan on quarterly basis.

September
December
March
June

NOTES

Objective #8: Prepare and follow an annual plan of work that connects to the District's long term plan.

Actions**Target
Date**

Prepare an Annual Report reflecting local participation in agricultural programs and services implemented by the District.

August

Prepare and defend budget submittals to Accomack and Northampton Counties during their annual budget calls.

December

Prepare draft annual plan of work and annual budget for review prior to adoption at June board meeting.

May

Review annual plan and budget on a regular basis and record board decisions on major budget revisions.

Monthly

NOTES

Objective #9: Submit meeting minutes from all routine and special meetings of the District board and a copy of District publications (including an annual plan of work, an annual report, and the long-term strategic plan to the District's assigned Conservation District Coordinator (CDC)).

Actions**Target Date**

Submit meeting minutes from all routine meetings and special meetings within two weeks.

Ongoing

Develop 2022 Annual Plan of Work

May

Develop annual report (for 2020)

August

NOTES

Objective #10: Maintain employee position descriptions, performance expectations, and the District personnel policy; conduct timely employee evaluations.

Actions**Target Date**

Review employee position descriptions and revise as necessary.	May
Review and update personnel policy at least once a year.	May
Provide the District's assigned CDC with a copy of employee position descriptions and the District personnel policy.	May
Conduct annual performance appraisals.	June
NOTES	

Objective #11: Ensure staff seek and maintain conservation planning certification and job approval authority for appropriate BMP's within the service area of the District.

Actions	Target Date
Discuss training options with each District employee at employee evaluations.	June
Attend State and Federal training programs especially in BMP programs and Nutrient Management,	Monthly

NOTES

Objective #12: In the interest of local community, public health, safety and water quality, assist DCR by identifying and reporting to DCR any dams that were formerly non-regulated prior to the July 1, 2002 change in the Code of Virginia which pertains to the definition of impounding structures.

Actions	Target Date
attend trainings on current State regulations as needed.	Ongoing
Technical staff work with GIS mapping to implement cost share program	Ongoing

NOTES

Objective #13: Pollinator Habitat Workshop Series and Research: The AREC in Painter, VA is doing research on the Pollinator Habitat they are establishing in relation to commercial vegetable and fruit production over a several year period. This will be the first of this type of research done in the State of Virginia. Funded by a Conservation Innovation Grant (CIG), NRCS and the Agricultural Research Extension Center are researching the benefits of planting diverse cover crops. Partnering with NRCS and AREC, the District will help assist in the Demonstration Plots and Workshop Series of the CIG grant by:

- partnering with NRCS and AREC for coordination of project activities if needed;
- assisting with advertising of project;
- assisting with management of plots;
- providing technical assistance on planning committees, and
- providing funding for workshop refreshments.

Actions	Target Date
Provide funding for meals associated with workshop.	Ongoing
Provide Technical assistance and expertise on planning committees.	Ongoing
NOTES	

Objective #14: The Virginia Resource Management Planning (RMP) Program: The Virginia General Assembly passed House Bill 1830 (Chapter 781 of the 2011 Virginia Acts of Assembly), which allowed for the creation of the RMP program. The RMP program provides a voluntary way to promote the use of conservation practices that improve farming operations and water quality. The plans are designed to encourage farmers, either the farm owner or operator, to use a high level of best management practices (BMPs) that reduce runoff pollution to local waters.

In return for full implementation, the plan holder can be assured that he or she is in compliance with any new state nutrient, sediment and water quality standards; in particular, regulations related to the Chesapeake Bay and all local stream segment TMDLs. Participating farmers who implement all required practices receive a certificate and are insured a certainty from new state benthic, nutrient, sediment and bacterial – related water quality requirements. Certificates are effective for nine years with compliance inspections every three.

Benefits besides Certainty:

- A) Credit or Recognition for practices already installed or implemented.
- B) Agricultural industry representatives can speak with confidence about existing conservation practices.
- C) Long-term farm planning will help the State to quantify future cost-share funding needs.
- D) Farmers with a certified RMP will be ranked higher in the application BMP cost-share process.
- E) If confidentiality is waived, a farmer's participation in the program can be publicly recognized.

Actions	Target Date
The Technical Review Committee will act as the primary RMP "Plan Review Authority" and "Plan Approval Authority" by providing technical assistance to review RMPs (approval, revision, denial).	Ongoing
Provide Technical assistance and expertise to perform site inspections to verify implementation.	Ongoing
Mail certification approval letters to RMP participants when appropriate.	Ongoing

NOTES