



# Annual Plan of Work

**FY2022 (7/01/21 – 6/30/22)**

## **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.

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**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.

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**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**

- The Commonwealth of VA 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 (DCR). Accomack and Northampton Counties also provide financial support to the District.
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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  
Nick Thomas, Vice-Chair  
James Evans  
Kyle Sturgis  
Ursula Deitch  
Sands Gayle

**Endowment Committee**

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

**Associate Directors**

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

**Technical Committee**

Richard F. Hall, III, Chair  
Bill Savage, Secretary  
Danny Mills  
Brian Broadwater  
William E. Shockley  
Ursula Deitch  
Carmie M. Savage  
Jenny Templeton  
Nick Thomas  
Norman Pitt  
Jaclyn Friedman, DCR CDC

**Staff**

Carmie M. Savage, District Manager,  
and Board Secretary/ Treasurer  
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 Eastern Shore SWCD Board at the USDA Service Center, Accomac, VA at 5:00 p.m. The public is invited to attend.**

**July 2021**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

- **TRC meets July 13th at 11:00 a.m., USDA Service Center**
- **District Board meets July 14th at 5:00 p.m., USDA Service Center**

Date:	Item:
<b>1</b>	Beginning of new Fiscal year 2022
<b>1</b>	VCAP Sign-up Begins
<b>5</b>	District office CLOSED for Independence Day Holiday
<b>TBD</b>	Environmental Education Council Meeting (off schedule due to COVID)
<b>13</b>	TRC Meeting, 11:00am-12:30pm, USDA Service Center
<b>14</b>	Eastern Shore District Board Mtg, 5:00-7:00pm, USDA Service Center
<b>cancelled for 2021</b>	Youth Conservation Camp (YCC) – Virginia Tech, Blacksburg, VA
<b>14</b>	Begin Eastern Shore SWCD Cost-Share Sign-up
<b>15</b>	All 2 <sup>nd</sup> quarter reporting for payroll submitted such as 941, VEC Report (both Federal and State)
<b>15</b>	4th Qtr FY21 Grant Agreement Financial Reports Due
<b>15</b>	Cost-share carryover Final Report due to DCR's Conservation District Coordinator (CDC)
<b>20</b>	Groundwater Committee Meeting, 10:00am-12:00pm - A-NPDC
<b>TBD</b>	Eastern Shore SWCD Awards Program
<b>19-23</b>	Virtual Natural Resources Academy (in lieu of YCC)

### August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>

15	16	17	18	19	20	21
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29	30	31				

- **District Board meets August 11th at 5:00 p.m., USDA Service Center**

Date:	Item:
During SWCD Mtg	District Assessment of compliance with the District grant agreement performed by Conservation District Coordinator (CDC)
cancelled for 2021	Nature Detective Camp at Ker Place
TBD	Environmental Education Council Meeting
11	Eastern Shore SWCD Board Mtg, 5:00-7:00p.m., USDA Service Center
16	Teacher Newsletter
17	Groundwater Committee Meeting 10:00am-12:00pm, A-NPDC
18	Eastern Shore SWCD Cost-share sign-up deadline
TBD	Graves Mountain Employee Training
31	District FY21 Annual Report

## September 2021

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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- **District Board meets on September 8th at 5:00 p.m. USDA Service Center**

Date:	Item:
6	District Office CLOSED for Labor Day Holiday
TBD	Accomack County Extension Leadership Council Meeting
8	Eastern Shore SWCD Board Mtg, 5:00-7:00pm. USDA Service Center
TBD	Accomack County Farm Tour Day
21	Groundwater Committee Meeting, 10:00am-12:00pm- A-NPDC
TBD	Outdoor Exploration Day
TBD	Area VI Envirothon Meeting

### October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
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- **District Board meets on October 13th at 5:00 p.m., USDA Service Center**

Date:	Item:
TBA	Northampton County Ag Fair
TBA	Northampton County Farm Tour Day
11	District Office CLOSED for Columbus Day & Yorktown Victory Day
13	Operations Co. Mtg, 4:00-5:00p.m., USDA Service Center
13	Eastern Shore SWCD Board Mtg, 5:00-7:00 p.m., USDA Service Center
13 At District Board Mtg	Review Annual Plan of Work/ Strategic Plan
15	1 <sup>st</sup> 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)
15	Poster Contest (Local First Place Winners) Entries due to VASWCD
19	Groundwater Committee Meeting, 10:00am-12:00pm A-NPDC
31	All 3 <sup>rd</sup> quarter reporting for payroll submitted such as 941, VEC Report (both Federal and State)
31	Teacher Newsletter

### November 2021

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	19	20
21	22	23	24	25	26	27
28	29	30				

- **District Board meets on November 10th at 5:00 p.m., USDA Service Center**

Date:	Item:
2	District Office CLOSED for Election Day
10	Eastern Shore SWCD Board Mtg, 5:00-7:00 p.m., USDA Service Center
11	District office CLOSED for Veterans Day
TBA	VASWCD Annual Meeting Registration due to VASWCD
16	Groundwater Committee Meeting, 10:00am-12:00pm, A-NPDC
TBD	Environmental Education Council (EE Council) meeting
½ 24,25-26	Eastern Shore SWCD office CLOSED for Thanksgiving Holiday
30	Eastern Shore SWCD Newsletter

### December 2021

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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- **No District Board meeting in December**

Date:	Item:
TBD	VASWCD Annual meeting – TBA
TBD	Accomack County Extension Leadership Council Meeting
TBD	Request local funding from both Counties
21	Groundwater Committee Meeting, 10:00am-12:00pm, A-NPDC
23-24	District Office CLOSED for Christmas Holiday
31	District Office CLOSED for New Years Holiday

### January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
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- **Board meets on January 12th at 5:00 p.m., USDA Service Center**
- **Endowment Committee meeting TBA**

Date:	Item:
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
12	Eastern Shore SWCD Board Mtg- 5:00-7:00pm USDA Service Center
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 <sup>nd</sup> Quarter Grant Agreement Financial report due for SWCD Operational and Cost-share funds
17	District Office CLOSED for Martin Luther King, Jr. Day
18	Groundwater Committee Meeting 10:00am-12:00 p.m. A-NPDC
31	1099-G should be mailed to all applicable cost-share recipients of \$600 or more. Tax Credits should be mailed to all eligible recipients. All year-end IRS/ State reporting
31	All 4 <sup>th</sup> quarter reporting for payroll submitted such as 941, VEC Report (both Federal and State)

## February 2022

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
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- **Board meets on February 9th at 5:00 p.m., USDA Service Center**

Date:	Item:
9	Eastern Shore SWCD District Board Mtg, 5:00 - 7:00 p.m. USDA Service Center
TBA	Eastern Shore SWCD Envirothon Training Day
Late Feb	Judge Design for Envirothon T-Shirt (Nandua High)
14	District Office CLOSED for George Washington Day
15	Groundwater Committee Meeting, 10:00am-12:00pm, A-NPDC
TBD	Environmental Education Council (EE Council) meeting
28	Eastern Shore SWCD Newsletter
28	Teacher Newsletter

### March 2022

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	19
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- **District Board meets on March 9th at 5:00 p.m., USDA Service Center**

- **Endowment Committee meets TBA**

Date:	Item:
TBA	VASWCD Scholarship Applications due to District
TBA	Eastern Shore SWCD Spring Grants due to District
Early March	Area VI Spring Meeting – hosted by Peanut SWCD
TBA	Accomack County Extension Leadership Council Meeting
9	Eastern Shore SWCD District Board Mtg, 5:00-7:00pm, USDA Service Center
15	Groundwater Committee Meeting, 10:00am-12:00pm A-NPDC
Mid-Late March	ESSWCD Envirothon Testing Day
TBA Mid-March	ESSWCD Endowment Committee

### April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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- **Operations Committee Mtg- April 13th at 4:00 pm, USDA Service Center**
- **District Board meets April 13th at 5:00 p.m., USDA Service Center**

Date:	Item:
TBA	Eastern Shore SWCD Conservation Poster Contest Deadline
13	Operations Co. Mtg., 4:00-5:00 pm. USDA Service Center
13	Eastern Shore SWCD District Board Mtg, 5:00-7:00pm., USDA Service Center
During District Board Mtg	Review Annual Plan of Work/ Strategic Plan
15	3 <sup>rd</sup> Quarter Grant Agreement Financial Reports due for SWCD Operational and Cost-share funds.
19	Groundwater Committee Meeting, 10:00am-12:00pm, A-NPDC
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 <sup>st</sup> quarter reporting for payroll submitted such as 941, VEC Report (both Federal and State)

### May 2022

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	19	20	21
22	23	24	25	26	27	28
29	30	31				

- **Operations Committee meets May 11th at 4:00 p.m., USDA Service Center**
- **District Board meets on May 11th at 5:00 p.m., USDa Service Center**

- **Endowment Committee meets TBA**

Date:	Item:
Early May	Youth Conservation Camp Application due to VASWCD
11	Operations Co. Mtg, 4:00-5:00pm USDA Service Center
11	Eastern Shore SWCD District Board Mtg at 5:00-7:00 p.m. USDA Service Center
TBA	State Envirothon Competition
TBD	Environmental Education Council meets at 4:00 p.m.
17	Groundwater Committee Meeting, 10am-12pm A-NPDC
30	District OFFICE Closed for Memorial Day
31	Eastern Shore SWCD Newsletter

### June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
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- **TRC Co. meets June 8th at 11:000 a.m., USDA Service Center**
- **Operations Co. meets June 8th at 4:00 p.m., USDA Service Center**

- **District Board meets June 8th at 5:00 p.m., USDA Service Center**

Date:	Item:
TBA	Accomack Co Cooperative Extension Leadership Council Meeting
TBA	Conduct End-of-year Performance Evaluations
8	TRC Co Mtg- 11:00am-12:30pm USDA Service Center
8	Operational Co. Mtg- 4:00-5:00 p.m. USDA Service Center
8	Eastern Shore SWCD District Board Mtg- 5:00-7:00pm USDA Service Center
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
17	Office Closed- Virginia State Holiday - Juneteenth
TBA	Virginia Agricultural Cost Share (VACS) Program Rollout Mtg
21	Groundwater Committee Meeting- 10:00am- 12:00 p.m. A-NPDC
30	Close out books for FY2022

**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)**

<b>Actions</b>	<b>Target Date</b>
Advertise cost-share program with: <ul style="list-style-type: none"> <li>● Postcard mailing</li> <li>● August Annual Report</li> <li>● Programs at farmers meetings and conferences and at the AG Conference and Trade Show Expo in January/February</li> <li>● Article in area newspapers</li> <li>● Field Day/ Workshops in partnership with VCE and NRCS</li> </ul>	<ul style="list-style-type: none"> <li>● July</li> <li>● August</li> <li>● TBA</li> <li>● July/ August, when needed</li> <li>● TBA- Spring</li> </ul>

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.	<ul style="list-style-type: none"> <li>• August</li> </ul>
Prepare contracts and conservation plans that meet all program criteria.	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
Submit reports and data to established deadlines. <ul style="list-style-type: none"> <li>• Quarterly funding requests are accurate and timely</li> <li>• Data entry into DCR's tracking program is accurate and complete</li> <li>• cost-share status updates at monthly Board meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Subject to Quarterly review</li> <li>• Monthly</li> </ul>
Coordinate annual spot checks with DCR on BMP program implementation	<ul style="list-style-type: none"> <li>• August/September</li> </ul>
Aim to Issue no less than 90% of available cost-share funds for Agricultural BMPs to participating farmers.	<ul style="list-style-type: none"> <li>• Final Accounting June 30</li> </ul>
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"> <li>• Identify targeted watersheds for recruitment and include in advertising</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning of program year</li> </ul>
Establish local ranking considerations that guide program implementation.	<ul style="list-style-type: none"> <li>• June of prior FY</li> </ul>
<p><b>Objective #2: Administer and provide technical assistance with nonpoint source pollution reduction efforts including support and/or implementation of the following:</b></p> <ul style="list-style-type: none"> <li>■ Conservation Reserve Enhancement Program (CREP)</li> <li>■ Agricultural Stewardship Act</li> <li>■ Voluntary BMP installation by property owners</li> <li>■ VA Water Quality Improvement Act</li> <li>■ TMDL (Total Maximum Daily Load) development</li> <li>■ DEQ Ag Loan Program</li> <li>■ VA Conservation Assistance Program (VCAP)</li> </ul>	
<b>Actions</b>	<b>Target Date</b>
Assist tomato growers with planning and implementation of erosion and sediment control/stormwater management measures on fields.	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>



<p>TMDL planning</p> <ul style="list-style-type: none"> <li>● Attend DEQ public meetings on TMDL's</li> <li>● Present TMDL summary to Board when applicable</li> </ul>	<ul style="list-style-type: none"> <li>● Ongoing</li> <li>● Ongoing</li> </ul>
<p>Address agriculture's impacts on water quality and coordinate solutions with landowners, county planning staff and appropriate agencies.</p> <ul style="list-style-type: none"> <li>● Respond to possible Agricultural Stewardship Act violations in a timely manner</li> <li>● Attend Groundwater Committee Meetings</li> </ul>	<ul style="list-style-type: none"> <li>● In conjunction with VDACS</li> <li>● Monthly</li> </ul>
<p>Voluntary BMP installation by landowner/grower</p> <ul style="list-style-type: none"> <li>● Advertise Federal conservation programs in District Newsletter</li> <li>● Promote VA Conservation Assistance Program (VCAP), conduct all initial site visits, include SEAS when possible, submit applications to VA Steering Committee after District Board approval, pay cost share once approved.</li> </ul>	<ul style="list-style-type: none"> <li>● Based on Federal program sign-up periods</li> <li>● ongoing</li> </ul>

**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.**

<b>Actions</b>	<b>Target Date</b>
Develop and implement projects that meet goals of TMDL implementation planning.	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>
Coordinate with Eastern Shore Watersheds Network to support TMDL planning process and other water quality programs.	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>
<p>Maintain EE Council listserv and distribute EE materials on a regular basis. Coordinate EE Council Steering Committee and support adopted projects.</p> <ul style="list-style-type: none"> <li>● Watershed Festival Events in both Accomack and Northampton Counties</li> <li>● Shore Outdoors publications</li> <li>● Maintain and update EE Council and Shore Outdoors facebook pages</li> </ul>	<ul style="list-style-type: none"> <li>● Ongoing/Quarterly Meetings</li> </ul>

Continue work with the Native Plant Campaign such as native plant demonstration gardens, working with the local nurseries and education of native plants.	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
Farm Tour Days <ul style="list-style-type: none"> <li>• Support VCE Accomack County Farm Tour Day</li> <li>• Host Northampton County Farm Tour Day in partnership with VCE</li> </ul>	<ul style="list-style-type: none"> <li>• September</li> <li>• TBA</li> </ul>
Coordinate Outdoor Exploration Day in partnership with Kiptopeke State Park	<ul style="list-style-type: none"> <li>• Ongoing/September Event</li> </ul>
Coordinate 2022 Conservation Poster Contest.	<ul style="list-style-type: none"> <li>• January-April</li> </ul>
Coordinate teacher training/workshop as time allows	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
Coordinate local 2022 Envirothon Training/ Testing competitions.	<ul style="list-style-type: none"> <li>• February - April</li> </ul>
Coordinate Envirothon T-shirt Design Poster Contest rotating between schools Broadwater (FY2019), Chincoteague (FY2020), Nandua (FY2021), Northampton (FY2022)	<ul style="list-style-type: none"> <li>• January-February</li> </ul>
Participate in school and partner EE programs as staff and resources permit.	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
Publish District Newsletter, <i>Shore Conserver</i> , on a quarterly basis. Update mailing list as needed.	<ul style="list-style-type: none"> <li>• Aug/Nov/ Feb/May</li> </ul>
Publish <i>Shore Conserver for Teachers</i>	<ul style="list-style-type: none"> <li>• Aug/Oct/Feb</li> </ul>

**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.**

<b>Actions</b>	<b>Target Date</b>
Host 2021 Annual Awards Program.	<ul style="list-style-type: none"> <li>• July or October</li> </ul>
Promote use of Native Plants by landowners, in conjunction with partner agency programs.	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

**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.**

<b>Actions</b>	<b>Target Date</b>
Provide stewardship services for the Virginia Outdoors Foundation Eastern Shore easements per FY 07 cooperative agreement and review agreement on annual basis.	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>
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.	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>
Participate in VASWCD statewide and Area VI meetings and committees. At least one Director should attend Annual meeting and Spring meeting.	<ul style="list-style-type: none"> <li>● December/ March</li> </ul>
Participate in VASWCD environmental education programs including Conservation Poster Contest, Envirothon, Conservation Youth Camp.	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>

<b>Objective #6: Hold a minimum of 10 monthly meetings with a quorum of District Board Directors present.</b>	
<b>Actions</b>	<b>Target Date</b>
Circulate agenda and meeting packets one week prior to meeting. Provide meeting notice on website	<ul style="list-style-type: none"> <li>● Monthly when no mtgs are scheduled</li> </ul>
Provide staff updates at each District board meeting.	<ul style="list-style-type: none"> <li>● Monthly</li> </ul>
Provide District financial statements.	<ul style="list-style-type: none"> <li>● Monthly</li> </ul>
Have meeting minutes available within reasonable timeframe of meetings, post on website and maintain minutes on file.	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>

**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.**

<b>Actions</b>	<b>Target Date</b>
Review milestones of current 2019-2022 Strategic Plan on quarterly basis.	<ul style="list-style-type: none"> <li>● Quarterly</li> </ul>

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

<b>Actions</b>	<b>Target Date</b>
Prepare an Annual Report reflecting local participation in agricultural programs and services implemented by the District.	<ul style="list-style-type: none"> <li>● August</li> </ul>
Prepare and defend budget submittals to Accomack and Northampton Counties during their annual budget calls.	<ul style="list-style-type: none"> <li>● by Deadlines</li> </ul>
Prepare draft annual plan of work and annual budget for Operations Committee review prior to adoption by the District Board.	<ul style="list-style-type: none"> <li>● April/ May</li> </ul>
Review Annual Plan of Work and Adopted Budget on a regular basis and record board decisions on major budget revisions.	<ul style="list-style-type: none"> <li>● Monthly</li> </ul>

**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)).**

<b>Actions</b>	<b>Target Date</b>
Submit meeting minutes from all routine meetings and special meetings within two weeks to the CDC	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>
Develop 2023 Annual Plan of Work	<ul style="list-style-type: none"> <li>● April/ May</li> </ul>
Develop Annual Report (for 2022)	<ul style="list-style-type: none"> <li>● August</li> </ul>

**Objective #10: Maintain employee position descriptions, performance expectations, and the all District policies; conduct timely employee evaluations.**

<b>Actions</b>	<b>Target Date</b>
Review employee position descriptions and revise as necessary.	<ul style="list-style-type: none"> <li>• May</li> </ul>
Review and update all District policies at least once a year.	<ul style="list-style-type: none"> <li>• May</li> </ul>
Provide the District's assigned CDC with a copy of employee position descriptions and all District policies once reviewed.	<ul style="list-style-type: none"> <li>• May</li> </ul>
Conduct annual performance evaluations.	<ul style="list-style-type: none"> <li>• June</li> </ul>

**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.**

<b>Actions</b>	<b>Target Date</b>
Discuss training options with each District employee at employee evaluations.	<ul style="list-style-type: none"> <li>• June</li> </ul>
Attend State and Federal training programs especially in BMP programs and Nutrient Management,	<ul style="list-style-type: none"> <li>• when applicable</li> </ul>

**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.**

<b>Actions</b>	<b>Target Date</b>
Attend trainings on current State regulations as needed.	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
Technical staff work with GIS mapping to implement cost share program	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

**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.

<b>Actions</b>	<b>Target Date</b>
Provide funding for meals associated with workshops as applicable.	• Ongoing
Provide Technical assistance and expertise on planning committees.	• Ongoing

**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.

<b>Actions</b>	<b>Target Date</b>
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<p>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).</p>	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>
<p>Provide Technical assistance and expertise to perform site inspections to verify implementation.</p>	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>
<p>Mail certification approval letters to RMP participants when appropriate.</p>	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>