



Richland Soil and Water Conservation District (RSWCD)

2020 Hampton Street, Room 3063A

Columbia, SC 29204

(803) 576-2080 - Fax (803) 576-2088

www.richlandcountysc.gov/rswcd • soilandwater@richlandcountysc.gov

July 11, 2022 • 6pm
Virtual Meeting via Zoom

Commissioners Present

Kenny Mullis, Chair
Jeff Laney, Vice Chair
Jim Rhodes, Secretary/Treasurer
Mary Burts
Hemphill Pride III

Associate Commissioners Present

Mary Frances Hendrix
Logan Richardson
Charles Weber

Others Present

Chanda Cooper
Quinton Epps
Aric Jensen
Mary Hannah Lindsay

Welcome and Call to Order: Cooper welcomed everyone and provided the Zoom protocol. Mullis called the meeting to order at 6:05pm and gave the invocation.

Approve Agenda and Minutes: Laney moved to approve the agenda as presented; Burts seconded the motion and it was unanimously approved. Burts moved to approve the minutes from the June 13, 2022 meeting as presented; Rhodes seconded the motion and it was unanimously approved.

New Business:

- **FY23 Budget Proposal (Action Item):** Cooper presented a draft FY23 budget. Laney noted the FY22 funds raised through the Friends of RSWCD program were the highest recorded. Laney also suggested decreasing the goal of \$20,000 to \$15,000 to raise through the Friends of RSWCD program. He added that we should be less ambitious with upcoming economy issues. Laney asked whether the funds allocated for staff travel were sufficient. Epps mentioned the mileage reimbursement rate increased from \$0.585 to \$0.625. Cooper concluded we can always adjust the mileage reimbursement line item if needed.

Mullis mentioned the SCACD Mid-Year meeting may not occur during FY23. The proposed funds for that line item were transferred to the Other Trainings line item. Mullis suggested we increase the dues for the State Association of Conservation Districts. Mullis also recommended we contribute funds towards the SC Conservation Districts Foundation. Laney and Rhodes agreed. Following discussion, Laney moved to adopt the FY23 budget as modified during the meeting (Attachment A). The motion was seconded by Rhodes and was unanimously approved.

- **Community Outreach Intern Position (Action Item):** Cooper reviewed the job description (Attachment B) for a newly-proposed internship position, which would be part-time at \$12/hour with 15-20 hours/week from September 1, 2022 through May 1, 2023. Cooper hopes for either an undergraduate or graduate student. Weber asked if we could find someone qualified for the role. Lindsay stated she has some connections with students at UofSC who may be interested. Rhodes moved to approve the position description and to authorize RSWCD staff to proceed with advertising the position, screening applicants, scheduling interviews, and making the position selection. Burts seconded the motion and it was unanimously approved.
- **Green Steps School Coordinator Contract (Action Item):** Staff recommended RSWCD recruit an independent contractor to assist with conservation education initiatives through the Green Steps School program.

Rhodes moved to enter executive session to discuss a contractual matter. Laney seconded the motion and it was unanimously approved.

No action was taken during executive session.

Rhodes moved to approve entering a contract for services with Jennifer Mancke as the Green Steps School Coordinator. Laney seconded, and the motion was unanimously approved.

Public Input: NA

Next Meeting: The next board meeting is Monday, August 1st, 2022 at 6pm and will take place at the Lizard's Thicket on Forest Drive.

Adjournment: Rhodes moved to adjourn the meeting at at 7pm.

Respectfully Submitted,

Kenny Mullis, Chair

Mary Hannah Lindsay, Administrative Assistant

Attachment A

Richland Soil and Water Conservation District						
FY23 Budget Proposal						
7/1/22 - 6/30/23						
Operating Account - First Citizens						
			FY22		FY23	Notes
Starting Balance (Reserve)*:			\$48,683.15		\$37,320.89	
*Includes Pass-Through Funds (Midlands Local Food Collaborative):			\$4,251.37		\$2,711.03	
Income Category	FY21 Budgeted	FY21 Actual	FY22 Budgeted	FY22 Actual	FY23 Proposed	
DNR State Funds	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	
SCACD/NRCS Contribution Agreement	\$ 20,000.00	\$ 10,102.50	\$ 12,000.00	\$ 12,835.00	\$ 15,000.00	
Seed Sanctuary Grant (Dominion Energy)			\$ 5,000.00	\$ 5,000.00	\$ -	
CDBG Grant			\$ -	\$ -	\$ -	
Urban Agriculture Conservation Grant	\$ 14,643.50	\$ 14,643.50	\$ -	\$ -	\$ -	
Equipment Rental	\$ 6,950.00	\$ 7,292.00	\$ 7,000.00	\$ 3,420.00	\$ 3,420.00	
Friends of RSWCD	\$ 1,050.00	\$ 1,575.00	\$ 4,000.00	\$ 8,168.79	\$ 15,000.00	
SCACD Prize Money	\$ -	\$ 100.00	\$ -	\$ 250.00	\$ -	
Program Sponsorships	\$ 500.00	\$ -	\$ 2,000.00	\$ -	\$ -	
Program Fees	\$ 500.00	\$ -	\$ -	\$ -	\$ -	
Miscellaneous Income	\$ -	\$ 583.44	\$ 974.93	\$ 974.93	\$ -	
Midlands Local Food Collaborative	\$ -	\$ 5,480.92	\$ -	\$ -	\$ -	
Total Income	\$ 58,643.50	\$ 54,777.36	\$ 45,974.93	\$ 45,648.72	\$ 58,420.00	
Expense Category	FY21 Proposed	FY21 Actual	FY22 Budgeted	FY22 Actual	FY23 Proposed	
Marketing/Community Outreach						
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	
Seed Sanctuary & Marketing Materials	\$ 2,000.00	\$ 2,154.45	\$ 5,000.00	\$ 5,296.13	\$ 3,000.00	
MailChimp Subscription	\$ 600.00	\$ 619.58	\$ 686.76	\$ 719.21	\$ 764.64	
Canva Subscription	\$ -	\$ -	\$ -	\$ -	\$ 119.99	
Holiday Drop-In	\$ 300.00	\$ 59.33	\$ 300.00	\$ 254.09	\$ 300.00	
Annual Banquet	\$ 1,700.00	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ 4,600.00	\$ 2,833.36	\$ 5,986.76	\$ 6,269.43	\$ 4,184.63	
Youth Programs						
Arbor Day Celebrations	\$ -	\$ -	\$ -	\$ -	\$ -	
NACD Poster Contest	\$ 750.00	\$ 1,325.89	\$ 750.00	\$ 837.47	\$ 800.00	
Envirothon State Sponsorship	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	
Envirothon Team Sponsorships (\$175/each) + Coach Stipend	\$ 525.00	\$ -	\$ 175.00	\$ 175.00	\$ 2,700.00	
SC Wildlife Federation Donation	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	
SC Forestry Commission Sawmill Donation	\$ -	\$ 500.00	\$ -	\$ -	\$ -	
Camp Discovery Donation	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
Miscellaneous Educational Supplies	\$ 400.00	\$ 260.96	\$ 400.00	\$ 458.40	\$ 500.00	
Subtotal	\$ 3,425.00	\$ 3,836.85	\$ 2,325.00	\$ 2,470.87	\$ 5,000.00	

Attachment A (continued)

Teacher/Educator Programs					
Conservation Education Mini-Grants: General	\$ 4,500.00	\$ 1,972.17	\$ 6,950.00	\$ 5,184.75	\$ 4,000.00
Educator Awards	\$ 1,200.00	\$ 654.10	\$ 700.00	\$ 245.61	\$ 250.00
EEASC Conference Sponsorship	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 250.00
Curriculum Workshop Expenses	\$ 300.00	\$ -	\$ 150.00	\$ 33.98	\$ 150.00
Subtotal	\$ 6,500.00	\$ 3,126.27	\$ 8,050.00	\$ 5,714.34	\$ 4,650.00
Farmer/Natural Resource Professional Programs					
Workshop Expenses (Non-Pollinator Conservation)	\$ 1,000.00	\$ -	\$ -	\$ 346.31	\$ 250.00
Pollinator Conservation Workshop Expenses	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -
Pinewood Lake Park Pollinator Garden Supplies	\$ 3,787.00	\$ 2,990.92	\$ -	\$ -	\$ -
Ag & Art Tour Sponsorship	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 250.00
Sustainable Yard Tour			\$ 100.00	\$ 100.00	\$ 100.00
Tasty Tomato Festival Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Midlands Local Food Collaborative Expenses		\$ 1,229.55	\$ 2,500.00	\$ 1,540.34	\$ 2,711.03
MLFC Grower/Buyer Mashup Sponsorship	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -
No-Till Drill Repairs/Equipment	\$ 1,281.00	\$ 1,237.47	\$ 2,500.00	\$ 2,421.54	\$ 2,500.00
Subtotal	\$ 10,168.00	\$ 6,557.94	\$ 5,600.00	\$ 4,908.19	\$ 5,911.03
Staff and Contractors					
Community Outreach Coordinator Time	\$ 20,025.00	\$ 18,434.31	\$ 23,000.00	\$ 20,950.32	\$ -
Intern I Time	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
Intern I Travel	\$ -	\$ -	\$ -	\$ -	\$ 600.00
Intern II Time	\$ -	\$ -	\$ -	\$ -	\$ -
Intern II Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Green Steps School Coordinator Time	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
Green Steps School Coordinator Travel	\$ -	\$ -	\$ -	\$ -	\$ 600.00
Payroll Taxes	\$ 1,602.00	\$ 1,520.82	\$ 2,000.00	\$ 3,343.37	\$ 1,500.00
Payroll Fee	\$ 360.00	\$ 975.45	\$ 1,000.00	\$ 1,103.65	\$ 1,500.00
Community Outreach Coordinator - RC Staff Travel	\$ 600.00	\$ 404.71	\$ 600.00	\$ 421.94	\$ 1,200.00
PEEC Program Registration (MHL) - Friends of NACD	\$ -	\$ 300.00	\$ -	\$ -	\$ -
Gary Ward - History of RSWCD Project	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -
Pollinator Garden Manager (AMJ) Time	\$ 6,085.33	\$ 10,805.00	\$ -	\$ -	\$ -
Pollinator Garden Manager (AMJ) Travel/Training	\$ 2,500.00	\$ 87.02	\$ -	\$ -	\$ -
Subtotal	\$ 31,172.33	\$ 32,527.31	\$ 27,600.00	\$ 25,819.28	\$ 21,400.00
Staff/Commissioner Travel and Training					
SCACD Annual Meeting	\$ 1,719.00	\$ -	\$ 3,000.00	\$ 3,026.67	\$ 3,000.00
SCACD Silent Auction Contribution	\$ 200.00	\$ -	\$ 200.00	\$ 117.97	\$ 200.00
SCACD Mid-Year Meeting	\$ -	\$ -	\$ 150.00	\$ 150.00	
East Piedmont Regional Meeting	\$ -	\$ -	\$ 50.00	\$ -	\$ 50.00
EEASC Conference	\$ 410.00	\$ 120.00	\$ 500.00	\$ 520.84	\$ 500.00
Monthly Board Meetings + Committee Meetings	\$ 1,000.00	\$ 363.72	\$ 2,500.00	\$ 2,092.97	\$ 2,300.00
SCCDEA Employee Training	\$ -	\$ -	\$ 300.00	\$ 231.44	\$ 300.00
Other Trainings	\$ 100.00	\$ (20.00)	\$ 100.00	\$ 20.00	\$ 400.00
Staff Mileage and Per Diem Reimbursements	\$ 500.00	\$ -	\$ 250.00	\$ 369.26	\$ -
Subtotal	\$ 3,929.00	\$ 463.72	\$ 7,050.00	\$ 6,529.15	\$ 6,750.00

*Pass-through
funding

Attachment A (continued)

Memberships					
National Association of Conservation Districts (Gold)	\$ 775.00	\$ 775.00	\$ 775.00	\$ 775.00	\$ 775.00
SC Association of Conservation Districts	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 700.00
Soil and Water Conservation Society	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00
SC Conservation District Employees Association	\$ 125.00	\$ 140.00	\$ 140.00	\$ 175.00	\$ 175.00
Environmental Education Association of SC	\$ 50.00	\$ 50.00	\$ 75.00	\$ -	\$ 75.00
SC Forage and Grazing Lands Coalition	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Carolina Farm Stewardship Association	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	\$ 75.00
National Watershed Coalition	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ 75.00
SC Agricultural Council	\$ 165.00	\$ -	\$ -	\$ -	\$ -
Coastal Conservation Association	\$ 100.00	\$ -	\$ -	\$ -	\$ -
Trees SC	\$ 60.00	\$ -	\$ -	\$ -	\$ -
SC Conservation Districts Foundation	\$ -	\$ -	\$ -	\$ -	\$ 100.00
Congaree Riverkeeper	\$ -	\$ -	\$ -	\$ -	\$ -
Congaree Land Trust	\$ -	\$ -	\$ -	\$ -	\$ -
Keep the Midlands Beautiful	\$ -	\$ -	\$ -	\$ -	\$ -
SC Wildlife Federation					
Sustainable Midlands	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 2,090.00	\$ 1,780.00	\$ 1,805.00	\$ 1,840.00	\$ 2,115.00
Administrative Expenses					
Bonding	\$ 271.00	\$ 271.00	\$ 271.00	\$ 271.00	\$ 271.00
Liability Insurance	\$ 2,693.00	\$ 2,693.00	\$ 2,693.00	\$ 2,693.00	\$ 2,693.00
Inland Marine Insurance for Equipment	\$ 363.40	\$ 363.40	\$ 363.40	\$ 363.40	\$ 363.40
Worker's Compensation	\$ 52.00	\$ 43.00	\$ 43.00	\$ 79.00	\$ 79.00
Memorials & Honorariums	\$ 100.00	\$ 26.99	\$ 100.00	\$ 61.37	\$ 100.00
Quickbooks Payment Fee				\$ 11.38	\$ 20.00
Quickbooks Subscription	\$ 160.00	\$ 113.40	\$ 1,036.80	\$ 993.60	\$ 1,036.80
Google Suite Subscription	\$ -	\$ 26.12	\$ 154.08	\$ 166.08	\$ 166.08
Bookkeeper Consultations	\$ 280.00	\$ 297.50	\$ 910.00	\$ 227.50	\$ 500.00
Office Supplies	\$ 500.00	\$ 279.44	\$ 300.00	\$ 368.69	\$ 500.00
Equipment (Phone)	\$ 84.62	\$ -	\$ 300.00	\$ 202.63	
Equipment (Laptop & Phone for Intern II)					
Checks	\$ 100.00	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 4,604.02	\$ 4,113.85	\$ 6,171.28	\$ 5,437.65	\$ 5,729.28
Total Expenses	\$ 66,488.35	\$ 55,239.30	\$ 64,588.04	\$ 58,988.91	\$ 55,739.94
Expected Income - Expected Expenses	\$ (7,844.85)	\$ (461.94)	\$ (18,613.11)	\$ (13,340.19)	\$ 2,680.06
Expected Ending Balance			\$30,070.04		\$40,000.95

*FY22 included Canva subscription

Easement Stewardship Account - Charles Schwab					
Starting Balance (Reserve):			\$ 55,572.46	\$ 55,572.46	\$ 54,143.01
Income (Interest):			\$ 4,000.00	\$ (1,429.45)	\$ -
Expenses:			\$ -	\$ -	\$ -
Expected Ending Balance:			\$ 59,572.46	\$ 54,143.01	\$ 54,143.01
SCADC Contribution Agreement Account - First Citizens					
Starting Balance (Reserve):			\$ 252.51	\$ 252.51	\$ 252.51
Income (NRCS Contribution Agreement):			\$ 280,000.00	\$ 182,603.29	\$ 280,000.00
Expenses (NRCS Contribution Agreement):			\$ 280,000.00	\$ 182,603.29	\$ 280,000.00
Expected Ending Balance:			\$ 252.51	\$ 252.51	\$ 252.51

Attachment B

Richland Soil and Water Conservation District
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Columbia, SC 29204
(803) 576-2084 - Fax (803) 576-2088
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soilandwater@richlandcountysc.gov

2022-2023 Community Outreach Intern

Description: The Richland Soil and Water Conservation District (RSWCD) is seeking an energetic, enthusiastic, and conservation-minded individual to fill the role of Community Outreach Intern working 15-20 hours/week from September 1, 2022 through May 1, 2023.

Location: Richland County Administration Building at 2020 Hampton St., Room 3063A, Columbia, SC 29204 with frequent offsite duties.

Primary Tasks:

- Managing the Richland County Seed Sanctuary program
- Coordinating RSWCD volunteer programs and opportunities
- Coordinating and providing logistical support for conservation events
- Developing press releases, website content, graphics, annual reports, and other informational/educational materials
- Managing and creating content for RSWCD's social media presence
- Documenting programs through photos, videos, and/or newsletter articles
- Participating in relevant trainings and professional development opportunities

Required Qualifications: Interest in conservation, natural resources, and/or environmental education; excellent communication skills; background in environmental sciences, natural resources management, education, public relations, graphic design, project management, and/or related fields; stable transportation; available for occasional evening/weekend hours

Preferred Qualifications: Demonstrated commitment to equity, diversity, and inclusion, including experience interacting and working with diverse communities, neighborhoods, and populations; current undergraduate or graduate student, or equivalent work experience

Compensation: \$12/hour for up to 20 hours a week. Work-related travel will be reimbursed.

To Apply: To apply, please send a resume and cover letter to soilandwater@richlandcountysc.gov by 11:59pm on August 14, 2022.