



We work with the people who work the land.

MINUTES OF MEETING  
HANOVER-CAROLINE SOIL & WATER CONSERVATION DISTRICT  
Ashland, Virginia February 11, 2020

Board Members Present

Leigh Pemberton – Chair  
Joseph H. Stepp, III – Vice-Chair  
Donald Wells – Secretary/Director  
Cindy Smith – Treasurer/Director  
Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)  
Tim Tobin – Associate Director  
Tim Etheredge – Associate Director  
Meredeth Dash – Associate Director/Alliance for the Chesapeake Bay

Staff Present

Sharon Conner – District Manager  
Jim Tate – Conservation Specialist  
Marian Moody – Conservation Specialist  
Karen Fetty – Education Specialist  
Kathy Shamblin – Admin & Financial Professional

Others Present

Brian Wooden - Natural Resources Conservation Service (NRCS)  
Amy Walker – Department of Conservation and Recreation (DCR)  
Bill Fleming - Guest

Absent

Mike Broaddus – Virginia Cooperative Extension (VCE)  
Matt Coleman - Department of Forestry (DOF)  
Dave Terwilliger – Department of Forestry (DOF)  
Mike Flagg – Director of Hanover County Public Works  
David Nunnally – Caroline County Senior Environmental Planner  
Danny Adams – Associate Director  
George Rice – Director  
Casey Engel – Associate Director

Call to Order

The February, 2020 meeting of the Hanover-Caroline Soil and Water Conservation District was held at the Marco's Italian Restaurant, 805 England St, Ashland, VA 23005. Mr. Pemberton called the meeting to order at 10:41 am.

Secretary's Report

The minutes of the January, 2020 Board meeting were presented as e-mailed to the directors. Mr. Wells moved to approve the January 14, 2020 Board meeting minutes as presented. The motion, seconded by Ms. Smith, carried.

Treasurer's Report/Un-cleared Checks Report

Ms. Smith reviewed the January, 2020 Treasurer's Report and Un-Cleared Checks Reports as presented. Mr. Pemberton inquired about a voided check for Hooper. Ms. Shamblin explained a company name change had happened some time ago, but Quickbooks had not been updated with the new information so the check had to be voided and reissued so they could process the payment. Mr. Stepp moved to accept the report and Ms. Maxey-Nay seconded. The motion carried.

**Agency Reports**

Alliance for the Chesapeake Bay – Ms. Dash reported she has been writing grants for MWEE and professional development with several more to write. She mentioned the Chesapeake Bay/Crabcake week will be the first week of June. They are currently looking for sponsorships.

DCR – Ms. Walker reviewed the CDC report, included in these minutes. Jaclyn Friedman is the new CDC in the Suffolk Regional Office. She said the new Tappahannock CDC will start work on February 25, 2020. No action required.

**Locality Reports**

Hanover County – No report.

Caroline County – No report

NRCS – Mr. Wooden reported they are just about done with cover crop checks. He said the Environmental Quality Incentives Program (EQIP) applications are due at the end of February, the Easement Program applications are due March 10 and the Conservation Stewardship Program (CSP) are due May 29. They will have the full Rules and Regulations by Thursday, February 13, 2020.

**VCE**

Hanover County – Ms. Maxey-Nay reviewed two reports (attached) highlighting Ag dates and a new part time 4-H Program Assistant that started February 10. The second report discusses budget proposals presented to the General Assembly for funding and requesting citizens reach out to their legislators for support of the funding.

Caroline County – No report

**District Business**

Annual Plan of Work/Strategic Plan Committee Review – Mr. Etheredge reported the committee met this morning and reported that H-CSWCD was on track with the Annual Plan of Work. He said that the Strategic Plan of Work is due this year and that will be started on soon.

**PY20 Cost-share Report:**

Cost-share Approvals – Ms. Conner reviewed the attached 5th cost-share ranking. The Ag Committee recommended reallocation and approval of cost-share funds towards SL-8B, SL-8H and CCI-CNT practices totaling \$17,374.65.. Mr. Wells moved to approve the new distribution as outlined in the report. Mr. Stepp seconded. The motion carried.

Tax Credits – Ms. Conner mentioned there were 2 tax credits not listed on the agenda that needed approval. These credits are for Charity Hill Farm’s SL-1 practices in the amounts of \$127.79 and \$82.85. Mr. Stepp moved to approve the tax credits and Ms. Maxey-Nay seconded. The motion carried. Ms. Smith abstained from voting.

RMP Review/Change to RMP – Ms. Conner reported the Ag Committee reviewed the administrative check done by DCR on RMP’s completed by H-CSWCD staff. One plan was found to have an incorrect number in the May 2019 minutes. Plan number 30-15-0005 was recorded but was the incorrect number. The correct one should be 30-16-0005. The May 2019 minutes need to be amended to reflect the correct plan number. Ms. Smith moved to make the amendment. Mr. Wells seconded and the motion carried.

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Complaint – Ms. Conner informed the Board that staff has received a VDACS complaint and is under active investigation. No details can be released until it has been completed.

Conservation Plan Approvals – Ms. Conner reported the Ag Committee reviewed the Conservation Plans. Jim presented an assessment and CBPA plan for Mark and Michele Kirby, Hanover, for land clearing. Ms. Moody presented one assessment, one new CBPA plan and one revised CBPA plan for Chuck McGhee, Hanover, for land clearing. Ms. Conner presented two conservation plans for cost-share purposes. The plans address an SL-6 grazing system for Mack Wright and Charity Hill Farm's SL-1 cropland conversions, both Caroline. Mr. Stepp moved to accept the Ag Committee's recommendations for approval of those presented and Mr. Wells seconded. The motion carried. Ms. Smith abstained from voting.

CRP Plan – Mr. Wooden presented a Conservation Reserve Program (CRP) plan to the Ag Committee. The current land owner is deceased and the new land owners want to continue with the CRP plan through its lifespan of 3 years remaining. Mr. Wells moved to approve the name change on the CRP plan. Ms. Smith seconded and the motion carried.

Drill Purchase/Ag Committee Report – Mr. Pemberton reported that the Ag Committee recommended the purchase of a 7' Great Plains no-till drill along with a 3' Dew Drop no-till drill and the trailer to haul the 3' drill. They also recommended we trade in the 7' Haybuster. The committee recommended getting quotes for the Great Plains drill from Agrobusiness, Hooper, and James River Equipment. The quotes must include a trade-in option for the 7' Haybuster. The committee estimated both drills to be around \$40,000 to be funded from the District's seeder account. Ms. Smith moved to accept the committee's recommendations and Mr. Wells seconded. The motion carried.

Education Committee Report – Ms. Fetty reported going to several trainings in January and that she is concentrating most of her time on planning MWEE that begins April 17. No action required.

Requests for Support – Ms. Conner reviewed the 4 support requests, 3 of them are included with these minutes. She said she had reached out to the Finance Committee and everyone was in agreement with the requests. One will complete the budgeted amount remaining of \$100 for support for the 2020 Richmond Area Vegetable Conference on February 26, 2020 requested by Laura Maxey-Nay, Virginia Cooperative Extension. The other two requests would need to come from dedicated funds as a one-time support. Ms. Pattie Bland of the Hanover Master Gardner Association requested a \$500 support to aid in the reprint of the Plant RVA Natives Guide. Ms. Fetty also requested support to send Hanover and Caroline County teachers to a week-long training by the Chesapeake Bay Foundation for MWEE in July. The amount would total \$550 if all teachers would be able to attend. Ms. Fetty reported that she had not heard back from any of them as of yet so the funds may not be distributed if they do not sign up. Ms. Conner said the 4<sup>th</sup> request was from the Middle James River Roundtable but the event is months away and would not need to be addressed at this time. Mr. Wells moved to disburse funds as requested and Mr. Stepp seconded. The motion carried.

RMP TAC Report – Ms. Conner reported that the committee reviewed RMP Certification #30-15-0005. The committee recommended approval of the plan certification. Mr. Stepp moved to approve the plan as recommended by Committee. Ms. Maxey-Nay seconded and the motion carried.

Site 52-B (SDR Contract) – Ms. Conner reviewed the contract for between Piedmont SWCD and A Morton Thomas and Associates for the dams. The contract is included with these minutes. All of the SWCD's had to sign on with Piedmont. Mr. Wells moved to approve the contract and Ms. Smith

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seconded. The motion carried.

Watershed Reports

James – No Report.

Rappahannock – No report.

York – Ms. Fetty reported the next meeting is April 28 at VIMS.

Other Business

Ms. Conner received a copy of a letter from Culpeper SWCD addressed to the Soil and Water Board regarding the T/A issue. Greg asked Sharon to mention the letter at our board meeting but did not ask Hanover-Caroline to sign on to the letter. The question was brought up should Hanover-Caroline draft their own letter to the board. Mr. Pemberton recommended the District Manager draft this letter to the Soil and Water Board to be in preparation. No action required at this time.

There being no further business, Mr. Pemberton adjourned the meeting at 11:41am.

**Correspondence in Packets:**

- SWCD Staff Activity Reports will be sent electronically prior to board meeting
- PY20 Cost-share Report – 5th Ranking
- Hanover MG Central VA Native Guide Request
- MWEE Teachers Training Request
- SDR Contract for 52-B
- Treasurer’s Report
- Uncleared Checks Report
- Vegetable Grower’s Conference Support Request

**UPCOMING EVENTS**

- District meetings** - March 10, 2020 April 14, 2020 May 12, 2020
- VCAP Steering Committee 2020** – February 28, March 27, April 24, May 29, June 26, July 3, August 28, September 25, October 30, November 20, December 18
- VASWCD Education Committee Meeting** – February 19, 2020
- VCAP Training** – Luck Stone; February 25, 2020; 9am-3pm
- Education Committee Meetings** – March 10, 2020; April 14, 2020
- Finance Committee Meeting** – April 14, 2020

Respectfully submitted:

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Kathy Shamblin, Admin and Financial Professional

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Date Approved

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Leigh Pemberton, Chairman

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Date Approved

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Donald Wells, Secretary

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Date Approved