



MINUTES OF MEETING
HANOVER-CAROLINE SOIL & WATER CONSERVATION DISTRICT
Hanover, Virginia April 14, 2020

Board Members Present (in person)

Leigh Pemberton – Chair
Joseph H. Stepp, III – Vice-Chair
Don Wells – Secretary/Director
Cindy Smith – Treasurer/Director

Board Members Present (virtually)

Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)
Tim Tobin – Associate Director
Tim Etheredge – Associate Director
Meredeth Dash – Associate Director

Staff Present (in person)

Sharon Conner – District Manager

Staff Present (virtually)

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

Others Present (virtually)

Liz Stockton – Department of Conservation and Recreation (DCR)
Mike Flagg – Director of Hanover County Public Works

Absent

Mike Broaddus – Virginia Cooperative Extension (VCE)
Dave Terwilliger – Department of Forestry (DOF)
Matt Coleman - Department of Forestry (DOF)
David Nunnally – Caroline County Senior Environmental Planner
Brian Wooden - Natural Resources Conservation Service (NRCS)
Danny Adams – Associate Director
Casey Engel – Associate Director
George Rice – Director

Before the meeting was called, Ms. Conner verified our quorum of 4 voting members was present in the parking lot of the office building and began recording the meeting.

Call to Order

The April, 2020 meeting of the Hanover-Caroline Soil and Water Conservation District was held in the parking lot of 13224 Hanover Courthouse Rd, Hanover, VA 23069 with WebEx virtual meeting platform available to the public. Mr. Pemberton called the meeting to order at 9:11am.

Secretary's Report

The minutes of the March, 2020 Board meeting were presented as e-mailed to the directors. Mr. Wells moved to approve minutes as emailed and reviewed prior to the board meeting. Ms. Smith seconded and the motion carried.

Treasurer's and Uncleared Checks Report

Ms. Smith reviewed the Treasurer's and Uncleared Checks Report as previously distributed. Ms. Smith moved to approve the reports as presented and Mr. Wells seconded. The motion carried.

PY20 Cost-share Report

Ms. Conner shared the cost-share report. There were some cancellations which freed up almost \$80,000 to reallocate. This is the 7th ranking for a total of \$78,665.53. Mr. Boulden's plan is now in effect and is added back to this cost-share allocation for this month. Mr. Wells moved to approve the 7th ranking as presented. Mr. Stepp seconded and motion carried.

Conservation Plan Approvals

Ms. Moody had no conservation plans for approval. Mr. Tate has been gathering data for several tracts. He's worked on about 15 assessments but they are not ready for approval.

Education Committee Report/Scholarship Approvals

Ms. Fetty reviewed the education report as follows.

H-C SWCD Scholarship awardees are

1. Ms. Sydney Inge, Patrick Henry High School
2. Mr. Joshua Duggan, Caroline High School
3. Mr. Derek Reisenweaver, Lee-Davis High School

2020 Youth Conservation Camp was canceled due to COVID-19.

All MWEE and related training events were canceled due to COVID-19.

Mr. Stepp moved to approve the scholarships and Ms. Maxey-Nay seconded. The motion carried.

Coronavirus Operating Plan Approval

Ms. Conner shared the Coronavirus Guidelines that had previously been sent out in March and is attached to these minutes. Mr. Wells moved to approve the policy as presented. Mr. Stepp seconded and the motion carried.

Quarterly Drill Report

Ms. Shamblin reviewed the attached Drill Report also previously emailed before the Board Meeting. There is one outstanding balance and that invoice/statement has been sent out to Mr. Sletten for payment. Mr. Pemberton will be setting up the trailer with D-Rings and straps for securing the Dew Drop for transport. Mr. Pemberton mentioned the Dew Drop does not have an acre count on it and could be added if we want to go by an acre count for charge calculation. After discussion, a flat rate of \$100/day was decided on instead of installing an acre counter. Mr. Wells mentioned if the drill rate is keeping citizens from not renting the drill, we will reevaluate that should the need arise. Ms. Shamblin and Mr. Pemberton will be working on getting the trailer on Thursday, April 16, 2020.

Quarterly Financial Report

Ms. Conner reviewed the P&L budget vs. actual financial report that had been sent out to the Finance Committee. She mentioned we have just paid out employee compensation to Caroline County. Mr. Wells also mentioned the Finance Committee had reviewed the report. No action required.

VCAP Contract Approval (Greenaway)

Ms. Conner presented the first VCAP approval for FY20 had been received from the Friends of the Rappahannock. The total cost of the project is \$16,245.00. VCAP will pay out \$3,500.00 for this tree planting project for Karen Greenaway. Mr. Stepp moved to approve the payment for the VCAP project and Ms. Smith seconded. The motion carried.

Other Business

Mr. Wells said that there would be a budget freeze in FY2021 from the Governor. This will affect the SWCD's via dam rehabilitation funding freeze and will put a freeze on the 2nd year of agriculture conservation program funding. He said that there will be a proposal that will make electronic communications and meetings easier for Districts.

Clean Water Captain

Ms. Dash said she doesn't have any new updates aside from trying to decide what grants they will be able to carry through with and which ones they will not. She also mentioned another resource we can utilize is the www.naaee.org for educational webinars, etc.

Department of Conservation and Recreation

Ms. Stockton reviewed the attached CDC report. She's received our quarterly report. New director orientation will be a webinar April 27 from 9-12:30.

Locality Reports

Hanover County - Mr. Flagg will be holding TMDL action plan for the Chickahominy meeting tomorrow evening (April 15, 2020) with the BOS meeting. Still getting permits and trash has been coming in large volumes due to citizens being home which has caused some stress in that operation.

VCE

Caroline County – No Report

Hanover County – Ms. Maxey-Nay sent out email with her updates, included with these minutes. A lot of their curriculum is now online. Producers meetings are done Thursday mornings at 9:00am. Questions can be sent in and will be answered during the live sessions. The second webinars are for homeowners at 3:00pm on Thursdays. They are still appointment only to the public. There are no 4-H camps this summer and will not be doing in person meetings, trainings, etc until at least September 2020. All of their webinars are recorded and saved on Facebook page.

There being no further business, Mr. Pemberton closed the meeting at 9:50.

Correspondence in Packets:

SWCD Staff Activity Reports will be sent electronically prior to board meeting
PY20 Cost-share Report – 7th Ranking - will send out ahead of meeting electronically
Coronavirus policy – will send out ahead of meeting electronically
Treasurer's Report – will send out ahead of meeting electronically
Uncleared Checks Report – will send out ahead of meeting electronically
VCAP Contract for Greenaway – will send out ahead of meeting electronically
Quarterly Drill Report – will send out ahead of meeting electronically
Quarterly Budget Report – to Finance Committee for Review

UPCOMING EVENTS

District meetings - May 12, 2020 June 9, 2020 July 14, 2020
VCAP Steering Committee 2020 – April 24, May 29, June 26, July 3, August 28, September 25,
October 30, November 20, December 18; will be conducted via electronic platform

Hanover-Caroline Soil and Water Conservation District
Minutes of April 14, 2020 Meeting

Respectfully submitted:

Kathy Shamblin, Admin and Financial Professional

Date Approved

Leigh Pemberton, Chairman

Date Approved

Donald Wells, Secretary

Date Approved