



MINUTES OF MEETING  
HANOVER-CAROLINE SOIL & WATER CONSERVATION DISTRICT  
Hanover, Virginia June 9, 2020

Board Members Present (virtually)

Leigh Pemberton – Chair  
Joseph H. Stepp, III – Vice-Chair  
Don 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

Staff Present (virtually)

Sharon Conner – District Manager  
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)  
Brian Wooden - Natural Resources Conservation Service (NRCS)  
Mike Flagg – Director of Hanover County Public Works  
Mike Broaddus – Virginia Cooperative Extension (VCE)

Absent

Dave Terwilliger – Department of Forestry (DOF)  
Matt Coleman - Department of Forestry (DOF)  
David Nunnally – Caroline County Senior Environmental Planner  
Danny Adams – Associate Director  
Casey Engel – Associate Director  
George Rice – Director

The meeting was held virtually due to the Coronavirus/COVID-19 state of emergency. Amendment 28 to § 54.1-2345 of the Code of Virginia provides authority for public bodies, including agencies, boards, and common interest communities to conduct electronic meetings during a declared state of emergency when it is impracticable or unsafe to assemble a quorum in a single location. The meeting was advertised publically and recorded with the recording posted to the District's website in accordance with guidance from the VA Attorney General's Office. Roll call was taken prior to the call to order of the meeting.

Call to Order

The June, 2020 meeting of the Hanover-Caroline Soil and Water Conservation District was held virtually with WebEx virtual meeting platform available to the public. Mr. Pemberton called the meeting to order at 9:07 am.

Secretary's Report

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

Treasurer's and Uncleared Checks Report

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

VCE – Ms. Maxey-Nay reported that all of the VCE programming is still in virtual format on Thursdays at 9:00am and 3:00pm. Her full report is attached to these minutes. She reminded everyone that they were seeing people by appointment only while wearing masks.

#### PY20 Cost-share Report

Ms. Conner reviewed the 9<sup>th</sup> Ranking Cost-share Report. The recommended approvals after ranking is 16,970.00. Mr. Stepp moved to approve the 9<sup>th</sup> ranking as presented. Ms. Smith seconded and motion carried. Sharon also mentioned that there was a producer that was over the statewide cap after another District signed up for more cost-share after our sign up had been completed in September of 2019. This District contacted us regarding cancelling out enough funds of a practice to allow them to pay out on their practice. Ms. Conner contacted DCR after this agreement to let them know this was an issue across Districts.

#### Conservation Plan/Assessment Approvals

Mr. Tate reviewed 14 assessments that have been done since the last board meeting. The spreadsheet of the tracts were shared by Ms. Conner on the screen and are included with these minutes. The parcel numbers associated with the assessments are as follows: 69-A-74, 69-A-90B, 69-A-90, 53-7-1, 53-7-5, 69-A-8, 68-A-103, 54-A-94, 54-A-95, 54-A-96, 54-A-93, 68-A-45, 67-A-45 67-A-45A. Mr. Stepp moved to approve the assessments and Mr. Wells seconded. The motion carried. Mr. Tate had 3 Conservation Plans, one for Keenball Farms – grazing system, one for Paul Boulden Sr. – grazing system, and the 3rd is for MS Terrell Farms Inc – for SL-1. Ms. Moody had 2 Conservation Plans both for SL-1 for Garnett Smith. Mr. Wells moved to approve the plans and Ms. Smith seconded. The motion carried.

Drill Update – Ms. Shamblin shared that the insurance for the drills was only liability through the state and there was current no comprehensive policy. Ms. Shamblin received a quote from Farm Bureau, where we had a previous policy, that would cover the 2 new drills along with the existing 10' Haybuster Drill. Ms. Shamblin also discussed the concern regarding the electronic meter on the new Great Plains drill and will be reviewed with Mr. Pemberton and staff later this week.

Personnel Committee Update – Mr. Stepp and Ms. Conner met on 6/1/2020 to review the employee evaluations. The staff was given the opportunity to contact Mr. Stepp as the Chairman with any questions, concerns or comments. Each personnel committee members were given the evaluations as well. No policy changes or job descriptions changes would be necessary at this time. The new position/advertisement will be done at the appropriate time. Mr. Stepp moved to approve the new position/advertisement. Mr. Wells seconded. The motion carried. Mr. Stepp wanted to add that the personnel committee still supports the final round of compression increases, which was scheduled for June, after final TA for cost-share was secured. Those amounts were to be at least \$5,000 per employee.

#### RMP TAC Meeting Update and Plan Approvals

Mr. Pemberton reviewed the RMP TAC meeting information. Mr. Pemberton moved to approve the 5 plans that were submitted in the TAC Meeting. Mr. Stepp seconded. The motion carried. Ms. Smith abstained from voting.

PY21 Admin/Ops and Cost-share Grant Agreements – Ms. Conner brought up the FY21 Grant Agreements that she received late Monday night. The operational funds are for \$145,915 and dam maintenance of \$3000. The Cost-share amount for this year is in the amount of \$1,280,442 and Technical Assistance amount is \$174,598. Mr. Wells moved to accept the grant agreements as reviewed and Mr. Stepp seconded. The motion carried.

### Clean Water Captain

Ms. Dash had the following information she wanted to share with the board this month.

1. Chesapeake Bay Awareness Week is this week.

Some related events here, <https://www.chesapeakebay.net/action/attend> and here, <http://www.vcnva.org/chesapeake-bay-awareness-week/>.

2. Annual Watershed Forum hosted by Alliance for the Chesapeake Bay in November has been moved to a virtual event. Stay tuned for details here, <https://www.allianceforthebay.org/our-work/key-program-focuses/networking-education/chesapeake-watershed-forum/>

3. Chesapeake Bay Foundation's fundraiser is called [Walk the Watershed](#).

4. Chesapeake Bay Stakeholder's Advisory Group - I was able to sit in on this call and hear updates from all the state agencies about our progress toward the 2025 goals and the impacts of COVID-19 on operations. Information can be found here, <https://www.naturalresources.virginia.gov/initiatives/chesapeake-bay/>

### Department of Conservation and Recreation

Ms. Conner reviewed the attached CDC report that was previously distributed prior to the board meeting. The report is included with these minutes.

### Agency Reports

#### Locality Reports –

Hanover County – Mr. Flagg said County Administrator Rhu Harris's last day will be Friday, June 12, 2020. Mr. Budesky is the new County Administrator and will start July 1, 2020. Mr. Flagg reported the Chickahominy TMDL went for public hearing. He also said that they have been busier than ever with trash – 200 tons over normal a week. Building permits have remained relatively strong.

National Resources Conservation Service – Mr. Wooden had several updates. Jack Bricker has retired. David Crizz is in the acting capacity as State Conservationist. No date has been set to advertise for the position. They've been working on EQIP applications. They've received 6 preapprovals, 4 are in Caroline County and 2 in Hanover County. The CSP has 10 applications that need to be evaluated by June 30, 8 from Caroline County and 2 from Hanover County.

### VCE

Caroline County – Ms. Conner reviewed the chat box from the Webex Mr. Broaddus shared before he had to leave the meeting. 1. VCE is following the Governor's recommendations on not opening offices as of yet, and are utilizing face masks and hand sanitizer, which has been graciously supplied by Caroline County. I have been in the office daily at Zoom meetings (such as VCE Ag Today, on every Thursday at 9 am) and other virtual programming. I cannot do this from the farm. No internet and too many distractions....

2. The newest excitement in the world of agriculture is the stop sales order for over-the-top (OTT) dicamba, that took effect June 3.

### Other Business

Mr. Wells brought up the annual meeting changes that are being made to accommodate the Covid requirements. Ms. Conner brought up an easement issue with Dam 52-B. There has been a request for a variance to build a house on the property that is part of our easement. She said she has contacted Hanover County regarding this issue and will be working together to prevent building on our easement.

There being no further business, Mr. Pemberton closed the meeting at 10:10am.

**Correspondence in Packets:**

- SWCD Staff Activity Reports sent electronically prior to board meeting
- Personnel Policy – send out ahead of meeting electronically
- Job Descriptions - send out ahead of meeting electronically
- Treasurer’s Report – send out ahead of meeting electronically
- Uncleared Checks Report – send out ahead of meeting electronically
- CDC Report – send out ahead of meeting electronically
- Cost-share Report– send out ahead of meeting electronically
- Conservation Assessment Report– send out ahead of meeting electronically

**UPCOMING EVENTS**

- District meetings - July 14, 2020, August 9, 2020, September 8, 2020
- VCAP Steering Committee 2020** – June 26, July 3, August 28, September 25, October 30, November 20, December 18; will be conducted via electronic platform
- VACS PY21 Web Training** – June 11, 2020; 8:30 am – 12:30 pm
- VASWCD Admin/Ops Meeting** – June 15, 2020; 10:30 am
- Strategic Planning/Annual Plan of Work VIRTUAL Committee Meeting** – June 16, 2020; 9 am

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