



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

Board Members Present (virtually)

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)

Bob Waring – Department of Conservation and Recreation (DCR)  
Brian Wooden - Natural Resources Conservation Service (NRCS)

Absent

Leigh Pemberton – Chair  
Dave Terwilliger – Department of Forestry (DOF)  
Matt Coleman - Department of Forestry (DOF)  
David Nunnally – Caroline County Senior Environmental Planner  
Mike Flagg – Director of Hanover County Public Works  
Mike Broaddus – Virginia Cooperative Extension (VCE)  
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. As documented via email, the recording of this meeting was corrupted through WebEx's server. Ms. Conner and a representative from WebEx worked together for over 2 hours in an attempt to recover the recording without success. These documents are included with these minutes.

Roll call was taken prior to the call to order of the meeting.

Call to Order

The July, 2020 meeting of the Hanover-Caroline Soil and Water Conservation District was held virtually with WebEx virtual meeting platform available to the public. Mr. Stepp chaired the meeting in Mr. Pemberton's absence. He called the meeting to order at 9:13 am.

Mr. Wells moved to approve the agenda as shared by Ms. Conner and Ms. Smith seconded. The motion carried.

### Secretary's Report

The minutes of the June, 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

Due to the End of Year not closing until the end of July, the Treasurer's and Uncleared Checks Reports were not prepared and will be reviewed at the next board meeting. No action needed.

### Ag Committee Report

Priority and Secondary Considerations – Ms. Conner shared the Priority Considerations Report. The committee recommends the considerations as presented. The major change from FY2020 will be to drop the NM practices due to DCR having a grant to pay for Nutrient Management separately. Ms. Smith moved to accept the Priority Considerations and Ms. Maxey-Nay seconded. The motion carried.

District Average Cost List – the Ag Committee reviewed the list with Mr. Tobin providing updated numbers. Mr. Adams reviewed as well. Mr. Wells moved to accept the updated cost list and Ms. Smith seconded. The motion carried.

PY20 Cost-share Approvals – the Ag Committee reviewed almost \$30,000 in unallocated funds due to some cancellations. They recommended approvals be reallocated to CCI-CNT, NM-5N, NM-4 and SL-8H practices based upon their environmental ranking. Ms. Maxey-Nay moved to accept the Cost-share approvals as recommended. Mr. Wells seconded and the motion carried. Ms. Smith abstained from voting.

PY20 Carryover Report - The Ag Committee recommended the carryover of two SL-6 practices for FY15 and FY19 for R. Rinker (to be completed by 12/31/20) and C. Bordewyk (to be completed by 5/1/21). Ms. Moody noted that the engineering has been completed on the Bordewyk practice, but he needs some time to get the construction completed. The FY20 carryover report was reviewed. A carryover was recommended for P. Boulden SL-6 practice and several SL-1 cropland conversions. Ms. Smith moved to accept the Carryovers as presented and Mr. Wells seconded. The motion carried.

Keenbell Farm Tax Credit Approval – The Ag Committee recommended approval of the tax credit for Keenbell farm's out of pocket expenses on his SL-6 2017 practice. Mr. Wells moved to approve the tax credit and Ms. Smith seconded. The motion carried.

Covid-19 Phase 2 Policy – This policy was previously reviewed but needed official approval at the July 2020 board meeting. Office retrofitting has not been completed yet. We are waiting on the contractor to have materials in hand to complete the project. Ms. Smith moved to approve the policy and Mr. Wells seconded. The motion carried.

### Finance Committee Report

FY21 Revised Budget Approval – The Finance Committee met virtually and reviewed the budget with the amended TA money reflected. Hanover County has level-funded departments and has been reflected in the budget. We have incorporated the compression raises and the Conservation Technician position in the budget as well. The Cost-share funds the state is giving has been added as well. Ms. Smith moved to approve the budget. Mr. Wells seconded and the motion carried.

FY21 Purchasing Policy – The Finance Committee reviewed the Purchasing Policy. No changes were made. Mr. Wells moved to approve the policy and Ms. Smith seconded. The motion carried.

Desktop Guide Review – The Finance Committee reviewed the Desktop Procedures that was distributed by DCR. No action needed.

Quarterly Profit and Loss vs Budget Review – HCSWCD will end the year with a surplus of state funds and are under budget on many items. There are items that have not paid out on but will

by month end that will be reviewed with final reports. Ms. Smith moved to approve the report and Ms. Maxey-Nay seconded. The motion carried.

Friends of the Rappahannock MOA Update – The MOA change was to extend their assistance from just the Rappahannock River area in Caroline County to the entire county area. Mr. Wells moved to approve the MOA. Ms. Maxey-Nay seconded and the motion carried.

Office Retrofit Budget Approval – The proposals requested for the office retrofit were to include a half-door partition, wireless doorbell, sneeze guard plexiglass shield to be installed at the front desk. 2 out of 5 contractors responded with estimates. Branch Property Services is the contractor the staff recommended using at a cost of \$1,473.00. Mr. Wells moved to accept the estimate and Ms. Maxey-Nay seconded. The motion carried.

#### Strategic Plan Committee Report

FY21-24 Strategic Plan Approval – Mr. Etheredge reported the Strategic Plan Committee had met via WebEx. A few changes were made to the plan for FY2021-2024. Ms. Shamblin sent out a survey to our Producers, Agency Partners, Educators and County Departments for input and feedback. After compiling the information, this was reviewed during the committee meeting. Ms. Fetty made the changes recommended by the Committee and reformatted the Strategic Plan. Mr. Wells moved to approve the Strategic Plan and Ms. Maxey-Nay seconded. The motion carried.

FY21 Annual Plan of Work – Ms. Conner reviewed the Annual Plan of Work which did not have any major changes as it is based on the Strategic Plan (which had few changes). Ms. Smith moved to approve the Annual Plan of Work and Mr. Wells seconded. The motion carried.

Mr. Wells requested that HCSWCD request a meeting with the new County Administer to introduce ourselves and share our Strategic Plan with him at this meeting. No action required.

RMP TAC Approvals – The issues that were addressed in the first review had been corrected by the planner. Mr. Stepp moved to approve the resubmitted RMP and Mr. Wells seconded. The motion carried. Ms. Smith abstained from voting.

Drill Report – Ms. Shamblin reviewed the 4<sup>th</sup> Quarter Drill Report as presented. There were 3 accounts that were still open and 2 of them had been sent past due notices. The 3<sup>rd</sup> is another government agency and sends funds via electronic transfer and would be done in July. No action needed.

Education Report – Ms. Fetty reported that Hanover County Schools developed a 2 week mini-camp for MWEE for their 6<sup>th</sup>-8<sup>th</sup> graders starting August 10 and ending August 20, 2020. Ms. Fetty has been working with Mr. Gilchrist developing and implementing the curriculum. Ms. Fetty will be working on hands on kits and materials for the students to use during this mini-camp. No action required.

#### Agency Reports

VEC (Hanover) – Ms. Maxey-Nay reported that they will continue to assist clients by appointment only. She also shared the following information:

Well Water Testing dates set for September 21 and 23<sup>rd</sup> (flyer attached as image)

#### **Agriculture:**

1. Pesticide collection event for farmers/ producers
  1. Flyer attached

2. Educational content/webinars are being posted to our Facebook page as they become available: <https://www.facebook.com/hanovervce/>
3. Every Thursday morning at 9am, we will hold 30min webinars about current agricultural topics. This week we had a pathologist specialist talk about soybean and corn disease management.
  1. Here are videos from the last sessions: <https://Bit.ly/vceagtodayvideos>
4. We are also developing online content and resources for home owners that are similar to our Home gardening series: <https://bit.ly/hgsrecordings>
5. Tomato Tuesdays: <https://www.facebook.com/events/297995814577969/>

#### 4-H

1. **Camp goes Virtual!!:** <https://campacrossthecommonwealth.eventbrite.com/>
2. **Registration for Congress Across the Commonwealth is now open!**
  1. **Congress takes place virtually July 1 – 31, 2020.** All activities are online, and will be recorded. Registration is **only \$10**, which includes a t-shirt. Details will be sent to you once you register. **Here's the link to Register:** <https://tinyurl.com/4-HCongress>

VEC (Caroline) – N/A

NRCS – Mr. Wooden said they had received six preapprovals for EQIP program. He said they've been submitting for the CSP and have done rankings. They've met their deadlines on those applications and are waiting on the approvals to move the applications to contracts.

DCR – Mr. Waring is stepping in as Ms. Stockton as she is no longer with DCR. He reviewed the CDC Report and highlighted several deadline dates the Districts needed to be aware of for year-end procedures. He also mentioned that he had dropped off the Desktop Procedures Manual and the FY2021 VACS Manual.

#### Clean Water Captain

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

1. [Public Hearing Notice from DEQ](#) regarding an Environmental Permit for Wegmans Distribution Center (notice in paper attached) - Please let me know if you have any comments from the District you would like me to include in my own comments.
2. [The Atlantic Coast Pipeline cancelled, Blog Post](#) by Bobby Whitescarver
3. Once you have a final Strategic Plan and Plan of Work, please email them to me and I am happy to reach out to the new Hanover County Administrator and share those documents. If anyone would like to be part of that conversation, please let me know.
4. The [Hanover County School Board](#) will meet tonight (virtually at 7pm) to discuss a reopening plan so I am hoping we will all know more soon!

#### Locality Reports –

Hanover County – N/A

Caroline County – N/A

#### Other Business

Sharon is trying to find a space for us to get back to in person meetings by September. USDA and County meeting rooms are unavailable at this time.

There being no further business, Mr. Stepp closed the meeting at 10:22am.

**Correspondence in Packets:**

- SWCD Staff Activity Reports sent electronically prior to board meeting
- CDC Report – send out ahead of meeting electronically
- Cost-share Report– send out ahead of meeting electronically
- COVID Phase 2 Policy– send out ahead of meeting electronically
- District Average Cost List - send out ahead of meeting electronically
- Drill Report– send out ahead of meeting electronically
- Education Report – send out ahead of meeting electronically
- FY21-24 Strategic Plan – send out ahead of meeting electronically
- FY21 Plan of Work– send out ahead of meeting electronically
- Office Retrofit Quote – send out ahead of meeting electronically
- Priority and Secondary Considerations – send out ahead of meeting electronically
- Cost-share Carryover Reports– send out ahead of meeting electronically
- Quarterly P&L– send out ahead of meeting electronically

**UPCOMING EVENTS**

- District meetings -** August 9, 2020 September 8, 2020
- VCAP Steering Committee 2020** – July 31, August 28, September 25, October 30, November 20, December 18; will be conducted via electronic platform

Respectfully submitted:

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Kathy Shamblin, Admin and Financial Professional

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Date Approved

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Joseph H. Stepp, III Vice-Chairman

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Date Approved

\_\_\_\_\_  
Donald Wells, Secretary

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Date Approved