



MINUTES OF MEETING
HANOVER-CAROLINE SOIL & WATER CONSERVATION DISTRICT
Ashland, Virginia November 10, 2020

Board Members Present

Leigh Pemberton – Chairman
Don Wells – Secretary/Director
Joseph H. Stepp, III – Vice-Chairman
Cindy Smith – Treasurer/Director
George Rice – Director
Tim Etheredge – Associate Director
Tim Tobin – Associate Director

Staff Present

Sharon Conner – District Manager
Jim Tate – Conservation Specialist
Kathy Shamblin – Financial Specialist
Kemper Marable – Conservation Specialist

Others Present

Bob Waring – Department of Conservation and Recreation (DCR)
Brian Wooden – Natural Resources Conservation Service (NRCS)
Jesse Bander – Department of Forestry (DOF)
Luciana Codella – Guest

Absent

Casey Engel – Associate Director
Matt Coleman – Department of Forestry (DOF)
Mike Broaddus – Virginia Cooperative Extension (VCE)
Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)
David Nunnally – Caroline County Senior Environmental Planner
Mike Flagg – Director of Hanover County Public Works
Marian Moody – Conservation Specialist
Karen Fetty – Education Specialist
Meredeth Dash – Associate Director

Call to Order

Mr. Pemberton called the November, 2020 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 9:09am. The meeting was held at the Department of Social Services, 12304 Washington Hwy, Ashland, VA 23005.

Secretary's Report

The minutes of the October, 2020 Board meeting were previously distributed prior to this meeting. With no changes needed, Mr. Wells moved to approve minutes and Mr. Stepp seconded. The motion carried.

Treasurer's and Uncleared Checks Report

Ms. Smith reviewed the Treasurer's and Uncleared Checks Report for October. The report was previously emailed to Ms. Smith as Treasurer after reconciliation and is included with these minutes. As no questions were asked, Ms. Smith moved to accept the report as presented. Mr. Stepp seconded and the motion carried.

Guest Introduction – Ms. Conner introduced a guest, Ms Luciana Codella. She is a recent graduate of UVA and is very interested in conservation.

PY21 Cost-share Update

2nd Ranking – Ms. Conner reviewed the 2nd ranking of the Ag BMP Cost-share program. The Ag Committee reviewed the ranking and recommended the approval in the amount of \$132,814.90 for SL-8B and SL-8H practices. Mr. Stepp moved to approve the ranking and Mr. Wells seconded. Mr. Rice and Ms. Smith abstained from voting.

Conservation Plan Approval – Mr. Tate shared with the Ag Committee that he and Mr. Marable had done 5 assessments over the last few weeks:

<u>GPIN/Parcel</u>	<u>CBPA</u>	<u>Plan #</u>	<u>County</u>
7822-32-6864	n/a	30-2021-71	Hanover
7816-83-6060	RMP	30-2021-72	Hanover
7816-92-2466	RMP	30-2021-73	Hanover
50-A-18	N/A	30-2021-74	Caroline
8756-83-1192	n/a	30-2021-75	Hanover

Mr. Tate presented the following plan for committee review and approval:

<u>GPIN/Parcel</u>	<u>Plan #</u>	<u>Plan Type</u>	<u>County</u>
7822-32-6864	30-2020-71	Land Clearing	Hanover

Mr. Pemberton moved to approve the assessments and the plan as recommended by the Ag Committee. Mr. Wells seconded and the motion carried.

Education Report – Ms. Shamblin reviewed Ms. Fetty’s report included with these minutes. HCSWCD will be partnering with Plan RVA and VA DEQ Coastal Zone Management sharing resources and advertising.

Personnel Committee Report – Ms. Conner reported the committee reviewed recommended changes to the personnel policy including updates to holidays, bereavement leave and a proposed leave bank. The committee recommended acceptance of the proposed policy changes including the adoption of a leave bank. Mr. Stepp moved to adopt the changes and Mr. Wells seconded. The motion carried.

VASWCD Annual Meeting Sponsorship and Raffle – Ms. Shamblin reviewed the Sponsorship Request from the VASWCD for the Annual Meeting. Mr. Stepp moved to approve our annual Silver Level Sponsorship of \$500. Mr. Rice seconded and the motion carried.

Area III Spring Meeting – Ms. Conner reviewed our responsibility for the Area III Spring Meeting. She mentioned that Ms. Shamblin had secured the Meadow Pavilion or the Mansion at the Meadow Event Park in Doswell, VA, depending on state mandates at that time.

Agency Reports

Clean Water Captain – No report.

DCR – Mr. Waring reviewed the CDC report included in the packet. During his report, he received an email of confirmation that Ms. Marissa Roland had been hired as the new CDC to be stationed out of the Tappahannock Office. She should be attending the December Board Meeting.

DOF – Mr. Bander reviewed his report. He also reviewed Mr. Coleman’s report stating that a vacant forester position had been filled and there is a prescribed burn today. Both reports are saved with these minutes.

NRCS – Mr. Wooden updated the board regarding the NRCS programming for FY21. He is waiting on information from main office to determine what funds will be available until the middle of December. They have been given authority to renew expiring CSP's (Conservation Stewardship Program). These will be ranked by December 4. He is also starting to check cover crops on planted fields.

VCE (Caroline) – Mr. Broaddus emailed his report prior to the Board Meeting. The report is included with these minutes.

VEC (Hanover) – No report

Locality Reports –

Hanover County – Ms. Conner spoke with Mr. Flagg at the Hanover County meeting last week. They discussed the VA Soil and Water Board's perennial stream determination that will be finalized at the end of this calendar year.

Caroline County – N/A

There being no further business, Mr. Pemberton adjourned the meeting at 10:26am.

Correspondence in Packets:

- SWCD Staff Activity Reports sent electronically prior to board meeting
- CDC Report
- Cost-share report
- Personnel Policy

UPCOMING EVENTS

- District meetings** - December 8, 2020 January 12, 2021 February 8, 2021
- VCAP Steering Committee 2020** – November 20, December 18; will be conducted via electronic platform
- Landowner Dam Inspection and Drill** – November 10, 2020, 12:30 pm
- Area III Virtual Business Meeting** – November 12, 2020, 9-10 am
- Hanover County Budget Meeting** – November 12, 2020 3:30 pm
- Department of Natural Heritage Virtual Trainings** – November 16-17, 2020
- VCAP Virtual Training** – December 2, 2020
- VASWCD Virtual Business Meeting** – December 7, 2020
- VACDE Virtual Business Meeting** – December 8, 2020 9 am
- Jim Tate's Retirement Luncheon** – December 8, 2020, noon
- Education Committee Meeting** – January 8, 2021 10:30 am

Respectfully submitted:

Kathy Shamblin, Financial Specialist

Date Approved

Leigh Pemberton, Chairman

Date Approved

Donald Wells, Secretary

Date Approved