



We work with the people who work the land.

MINUTES OF MEETING
HANOVER-CAROLINE SOIL & WATER CONSERVATION DISTRICT
Ashland, Virginia January 12, 2021

Board Members Present

Leigh Pemberton – Chairman
Don Wells – Secretary/Director
Joseph H. Stepp, III – Vice-Chairman
Cindy Smith – Treasurer/Director
George Rice – Director
Meredeth Dash – Associate Director (virtually)

Staff Present

Sharon Conner – District Manager
Kelsey Williams – Conservation Specialist
Kathy Shamblin – Financial Specialist
Kemper Marable – Conservation Specialist
Marian Moody – Conservation Specialist
Karen Fetty – Education Specialist

Others Present

Marissa Roland – Department of Conservation and Recreation (DCR) (virtually)
Brian Wooden – Natural Resources Conservation Service (NRCS)
David Nunnally – Caroline County Senior Environmental Planner (virtually)

Absent

Casey Engel – Associate Director
Jesse Bander – Department of Forestry (DOF)
Mike Broaddus – Virginia Cooperative Extension (VCE)
Mike Flagg – Director of Hanover County Public Works
Tim Etheredge – Associate Director
Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)
Tim Tobin – Associate Director
Matt Coleman – Department of Forestry (DOF)

Call to Order

Mr. Pemberton called the January, 2021 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 9:06am. The meeting was held at the conference room at the Hanover County Department of Social Services, 12304 Washington Hwy, Ashland, VA 23005.

Prior to business, Mr. Pemberton introduced himself as well as each Director and the County they represent. Ms. Williams in turn introduced herself to the Board as our newest Conservation Specialist.

Secretary's Report

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

Treasurer's and Uncleared Checks Report

Ms. Smith reviewed the November and December reports. Ms. Shamblin explained there are some uncleared checks that may need to go to the state's Unclaimed Checks Department if we are unable to have the producers pick up their cost-share checks. Mr. Stepp moved to accept reports and Ms. Smith seconded. The motion carried.

Area III Spring Meeting – Ms. Conner told the Board that we have been making headway with the Spring Meeting planning. She is asking for the Board's approval to switch from in-person to a virtual meeting. The date is set for April 20, 2021. Since we are going towards a virtual meeting, the keynote speaker we procured is Barbara Hamm Lee, a motivational speaker and author. The Association said they would be able to assist us with \$200.00 to offset a portion of the speaker cost. With consensus from the Board, the change in format was accepted. No action required.

PY21 Cost-share Update

FY21 Cost-share – Ms. Conner said there is no ranking this month to allow more time to finish spot checks and data entry. The total allocation as of today is \$1,280,442.00 with 1173 BMPs for that amount. There is \$48,607.00 remaining to allocate. There was an FY20 SL-6W, contract number 30-20-0360, that was carried over to FY21 and approved on January 14, 2020 for \$30,607.03. The practice was revised on April 15, 2020 due to some changes in the practice but was never brought before the board for approval. The new amount is \$32,563.43 based on 10-year, 80% cost-share or alternately \$38,094.28 based on a 15-year, 100% cost-share. Mr. Stepp moved to approve the additional funds for the practice, Mr. Wells seconded and the motion carried.

Additional Cost-share Funding – Ms. Conner reviewed the letter from DCR, included with these minutes, regarding additional FY21 funds in the amount of \$120,206.00. DCR has given the option to accept all, some or none of the additional funding. Ms. Conner double-checked with Ms. Roland who joined virtually to see what the deadline would be to send the funds back. She said we would have until the end of the 4th quarter to return the funds. The consensus is to accept the funds and try to allocate/obligate the funds. Mr. Stepp moved to accept the additional funds and Ms. Smith seconded. The motion carried.

Conservation Planning Report/Approvals – Ms. Moody and Mr. Marable went to property 102-A-39 in Caroline County to do an assessment. There were no Chesapeake Bay concerns. No plan is needed at this time but may be necessary in the future as they plan to expand. Ms. Smith moved to accept the assessment and Mr. Stepp seconded. The motion carried. Ms. Moody did not have a plan for the board this month.

Education Report – Ms. Dash wanted to give thanks to Ms. Fetty for her ideas and work she's been doing with the upcoming program. She, Mr. Wells and Ms. Fetty met virtually to discuss the upcoming webinar they are doing for Lake Caroline on January 14, 2021. She mentioned that Ms. Fetty and Ms. Moody will be merging the two Facebook pages. There will also be additional funds that will be allocated to work with homeowners that may not rank out in the VCAP Program. Our local program will be called HC-CAP to aid homeowners in practices.

Finance committee – Ms. Smith reported there was a finance committee meeting this morning at 8:30. She said they reviewed the P&L budget vs. actual. There was a line item in our dedicated funds for \$20,000.00 for an equine pilot that will not be able to be done in FY21, so they approved to move the funds over to the new HC-CAP. Mr. Wells moved to transfer the funds from the equine program to the HC-CAP. Ms. Smith seconded and the motion carried. Ms. Conner mentioned that there was now a link to a form on our website to fill out for consideration of VCAP and HC-CAP. Mr. Wells also mentioned that the requests would go to the VCAP program first; only coming to Hanover-Caroline if they were unable to rank out with the state VCAP program.

Personnel Policy Revision – Ms. Conner said there was an additional state holiday, Juneteenth, that we were unaware had been added until we received the holiday calendar from DCR. Mr. Stepp moved to accept the change in personnel policy adding Juneteenth to the calendar. Mr. Rice seconded and the motion carried.

Quarterly Drill Report – Ms. Shamblin reviewed the report included with these minutes. There are several unpaid balances but she had sent out notices to those account holders prior to the board meeting. No action required.

Records Retention Officer Appointment – Mr. Pemberton reappointed Ms. Shamblin as RROA.

Standing Committee Appointments – Mr. Pemberton reappointed the standing committee members the same as previous year with the exception of removing an ex-Associate Director and a retired employee.

Watershed Reports –
Rappahannock Water Basin – no report.

James River – Ms. Conner said they would be meeting this month to elect their Directors. She has volunteered to stay on as Secretary. She said they are working on finishing up their FY20 grant deliverables.

York River Roundtable – no report.

Other Business – Ms. Conner reported that those that were in the last training blitz from the Association there will be a farmer survey coming out soon. It'll be about a 15-20 minute survey. Staff will be working with our producers to try and have them filled out between January and March. In June and July, there will be spot checks based on the survey results. Mr. Marable said there will be funds available this summer to hire folks to do the spot checks.

Agency Reports

Clean Water Captain – Meredith shared the following information

1. The Alliance is celebrating its 50th Anniversary this year in 2021. Check out our new website, <https://www.allianceforthebay.org/>.
2. [Project Clean Stream](#) kicks off on April 2nd.
3. [Native Plant Symposium: Stop Mowing, Start Growing](#) is on February 6th.

DCR – Ms. Roland reviewed a few dates from her report that is included in these minutes.

DOF – Mr. Coleman said they are working on the reforestation projects done at this time of year. They are also working on having the Riparian Buffer Tax Credit Programs more utilized.

NRCS – Mr. Wooden reported that there are several job announcements. They are looking for conservation specialist positions in multiple localities, Accomac, Amelia, Courtland, Emporia, Rustburg and Tappahannock. In these locations, they are planning to allow a direct hire option as well. They will start as of January 8 and open until filled. They also have a forester position at the state office that opened December 31 and is open until filled. He has been working with payment processing getting yield amounts with producers. He's also been out doing spot checks with his producers.

VCE (Caroline) – no report.

VEC (Hanover) – Ms. Maxey-Nay was unable to attend the meeting and sent her update after the board meeting. She sent out an email to the members with the following information:

Overall, Extension staff is working with General Services to move in to their additional space in the Taylor Complex. It is annual reporting season so all impacts and educational contacts are being compiled. If you are interested in viewing our 2020 report, just let Laura know.

Agriculture:

1. VCE AG today's topic was **Grain Market Update** this week. To date, this series of 40 sessions has reached over 7900 contacts.

a. Upcoming:

i. January 21: Discussion on AG workers getting the Covid-19 vaccine

ii. January 28: Free Mediation Services including farm transitions presented by Farm Agriculture Resources and Mediation of Virginia

2. The crops conferences will be virtual this year. We will advertise the release of the full conference to be February 11th. Sneak peek:

https://www.youtube.com/playlist?list=PL7_2QUVzrPXARgDT-Nf-1DT9YQrm0XRpy

3. Finishing touches are being made to the 2021 MG online training course

4. We are working with the regional library to offer virtual home gardening series that will be live on Saturdays starting 1/23. Please contact the Extension office to register 804-752-4310

5. Pesticide recertification classes are finished.

6. Going in to all 4 high schools to certify their agricultural students as a private pesticide applicator. This exam serves as a credentialing exam for some students.

4-H

1. Teen interviews for summer camp were held again this week with the last interviews next Tuesday.

2. Our new 4-H member/leader tracking system is up and running. Clubs are actively enrolling their members.

3. Weimer Communication Contests have been scheduled and posted. Youth can earn college/ secondary education scholarships for participating. 15 kids are registered to compete on the 14th for their PowerPoint competition.

Locality Reports –

Hanover County – No report.

Caroline County – Mr. Nunnally said the residential construction is still going strong. Last year we had 140 new construction permits. In the first 6 months of this fiscal year they've had 120 permit requests.

There being no further business, Mr. Pemberton adjourned the meeting at 10:58am.

Correspondence in Packets:

SWCD Staff Activity Reports will be sent electronically prior to board meeting

CDC Report

Cost-share Allocation letter

Drill Report

Standing Committee List 2021

Treasurer's Report (November and December)

Uncleared Checks Report

UPCOMING EVENTS

District meetings - March 9, 2021 April 13, 2021 May 11, 2021

Annual Plan of Work Committee Meeting – February 9, 2021

Ag Committee Meeting - March 9, 2021

Area III Spring Meeting – April 20, 2021

Respectfully submitted:

Kathy Shamblin, Financial Specialist

Date Approved

Leigh Pemberton, Chairman

Date Approved

Donald Wells, Secretary

Date Approved