



MINUTES OF MEETING
HANOVER-CAROLINE SOIL & WATER CONSERVATION DISTRICT
Hanover, Virginia October 13, 2020

Board Members Present

Leigh Pemberton – Chairman
Don Wells – Secretary/Director
Joseph H. Stepp, III – Vice-Chairman
Cindy Smith – Treasurer/Director
Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)
Tim Etheredge – Associate Director
Meredeth Dash – Associate Director

Staff Present

Sharon Conner – District Manager
Jim Tate – Conservation Specialist
Marian Moody – Conservation Specialist
Karen Fetty – Education 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)

Absent

Casey Engel – Associate Director
George Rice – Director
Tim Tobin – Associate Director
Matt Coleman – Department of Forestry (DOF)
Mike Broaddus – Virginia Cooperative Extension (VCE)
David Nunnally – Caroline County Senior Environmental Planner
Mike Flagg – Director of Hanover County Public Works
Danny Adams – Associate Director

Call to Order

Mr. Pemberton called the October, 2020 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 10:14am. The meeting was held at The Depot – Ashland Meat Company, 107 S Railroad Ave, Ashland, VA 23005.

New Employee Introduction – Mr. Pemberton introduced the newly hired Conservation Specialist, Mr. Kemper Marable to the Board and guests.

Secretary's Report

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

Treasurer's and Uncleared Checks Report

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

PY21 Cost-share Update

Extension of FY20 Carryovers – Ms. Conner reported that there would not be a ranking today. She reviewed requests for extension of carry-overs for Cherrydale for split application, Westwood Grain for split application, and MS Terrell for SL1A. The carryover extension would be extended until the December 8 board meeting. Mr. Stepp moved to approve extensions and Mr. Wells seconded. The motion carried. Mr. Pemberton abstained from voting.

Tax Credit Approvals – Ms. Conner reviewed four tax credits needing approval. Ben Waitman for approval in the amounts of \$1,204.77 Garnett Smith in the amounts of \$573.07. Mr. Wells moved to approve the tax credits and Ms. Maxey-Nay seconded. The motion carried.

Verifications – Ms. Conner mentioned we had two verifications, one for Debbie Colby's SL-6 and Bruce Anderson's SL-6. No action required.

Conservation Plan Approval – Ms. Moody did not have plans completed for this board meeting. She is working on several and one is for a complaint that is in Hanover County. Mr. Tate has two plans – one is basic conservation plan which is for fill dirt. The second is an assessment that is for land clearing for a horse pasture. The assessment results are they are an RMA and will need a full bay plan. Ms. Conner has a conservation plan for Ben Waitman. Mr. Stepp moved to accept the plans as presented and Ms. Maxey-Nay seconded. The motion carried. Mr. Pemberton abstained from voting.

Covid Request for Schedule Accommodation – Ms. Conner reviewed the attached document related to Covid time off requested. This is for employees that would need to be off due to Covid (not employee sickness) to care for others. Mr. Wells moved to approve the document and Ms. Smith seconded. The motion carried.

Drill Rental Agreement/Quarterly Report – Ms. Shamblin reviewed the drill report for the 10' Haybuster that is included with these minutes. Ms. Shamblin also reviewed the attached drill rental agreements that were previously distributed via email. The Great Plains rental agreement needed a change to add a checklist for pick-up. With no other changes needed/suggested, Mr. Stepp moved to accept the drill agreements with noted corrections and Ms. Smith seconded. The motion carried.

Education Report – Ms. Dash reported that the Education Committee had a brainstorming zoom meeting. The committee minutes are included with the board minutes. Ms. Smith moved to accept the committee meeting updates. Ms. Maxey-Nay seconded and the motion carried.

Finance Committee Report – Ms. Smith reported they met at 8:30 this morning and asked Ms. Conner to review the budget overviews for FY21 & FY22. The revised FY21 budget included the compression increases that were previously recommended by the finance and personnel committees. Ms. Conner said Hanover County gave us an extension until today to turn in their budget requests so we could have the Board approval prior to submission. Ms. Smith moved to accept the budgets as presented and Mr. Stepp seconded. The motion carried. Ms. Conner reviewed the furniture purchase for Kemper's office. Since the Supply Room has a contract with Hanover County, we did not seek bids.

Notice of Intent for Rental Agreement – Ms. Conner reported that our building is in the process of being sold and the purchasers requested a notice of intent to continue our lease. Our lease agreement expires in 2021. Ms. Conner wrote a memo to be sent to the purchasers stating we would renew our lease. A copy of this is included with these minutes. Mr. Wells moved to approve the notice of intent and Mr. Stepp seconded. The motion carried.

Personnel Committee Report – Mr. Stepp reported the Personnel Committee met on September 16. Kemper Marble's first day was October 12, 2020, and Kelsey Williams will begin January 4, 2021.

Site 52-B – Ms. Conner reported that HCSWCD purchased a new battery for the gate and delivered it to Chris Beard. Mr. Beard contacted Ms. Conner once it was installed. The gate appears to not be closing all the way but there's no way of knowing unless someone goes underwater. We will have to wait until the water is low enough to view the gate at that point. Ms. Conner mentioned that we are under contract with AMT as a joint procurement with Piedmont SWCD – the estimate is in the packet. Ms. Conner has submitted a request for \$30,000 to DCR for the engineering design. She said there is a meeting scheduled for the drill for 52B inspection for the afternoon of November 10, 2020. No action required.

VCAP DEQ Grant Modification – Ms. Conner reported that DEQ has more funds to move into VCAP. The grant has been extended through June of 2021. The attached report is a draft modification and needs approval based on the funds that are presented. Mr. Stepp moved to accept the modification and Mr. Wells seconded. The motion carried.

VCAP MOA with VASWCD FY21 approval – Ms. Conner reviewed the MOA with the VASWCD which includes \$5,000 for grant management to HCSWCD. Mr. Wells moved to accept the MOA and Ms. Smith seconded. The motion carried.

Other Business – Ms. Shamblin received an email prior to the board meeting from Associate Director, Mr. Adams that he is unable to continue with his role with the District due to the pandemic. He said he would consider coming back after retirement. Mr. Wells moved to accept Mr. Adams resignation. Ms. Maxey-Nay seconded and the motion carried.

Agency Reports

Clean Water Captain – Ms. Dash did not have an update.

DCR – Mr. Waring reviewed the report included in the packet. He mentioned several dates to be aware of. He also reported they are working on hiring a new CDC to replace Ms. Stockton.

DOF – Mr. Bander handed out his report and is saved with these minutes. He said that Mr. Terwilliger has officially retired. His replacement will be hired at a later date.

NRCS – Mr. Wooden has been working with producers and will begin sending out payments this week. He said the producers have a choice to have their payments report on calendar year 2020 or 2021.

VCE (Caroline) – No report

VEC (Hanover) – Ms. Maxey-Nay mentioned that VCE Ag Today is still going on. Next week will be on Poultry Litter and DCR will be the guest speaker to discuss transport. The Home Garden Series (HuGS) will have Ms. Fetty presenting on October 29 to introduce the HCSWCD and to promote a new series we will be starting focusing on homeowner projects. She said they will be doing an online Master Gardner training course and which will be over a three-month period. It will be live or can be attended via watching the recording. Ms. Maxey-Nay said the pesticide recertification will be online or she and Mr. Broaddus will be offering in person by appointment. She mentioned there is a fall pasture walk in Red Oak, VA. The 4-H program assistant has been handing out literature/book sets to hubs to spread the word about 4-H.

Locality Reports –

Hanover County – Mr. Flagg emailed to say they have a household hazardous day collection event at Verdi Ln on November 14th from 8am-12pm for residents of Hanover that need to dispose of unwanted chemicals and pesticides. There will be news releases as they get closer to the day.

Caroline County – N/A

Before the meeting closed, Ms. Conner mentioned there is an Area III business meeting on November 12, 2020. She let the board know that we are hosting the Area III Spring Meeting on April 20, 2021.

There being no further business, Mr. Pemberton adjourned the meeting at 11:20am.

Correspondence in Packets:

- SWCD Staff Activity Reports sent electronically prior to board meeting
- CDC Report
- FY21 Budget Revision
- FY22 Budget
- COVID Schedule Accommodation
- Drill Rental Agreement and Quarterly Report
- Notice of Intent for Lease Agreement
- Site 52-B Wave Berm Repair Scope of Work
- Treasurer’s Report/Uncleared Checks
- VCAP DEQ Grant Agreement Modification 1 – Draft
- VCAP MOA with VASWCD FY21

UPCOMING EVENTS

- District meetings** - November 10, 2020 December 8, 2020 January 12, 2021
- VCAP Steering Committee 2020** – September 25, October 30, November 20, December 18; will be conducted via electronic platform
- Landowner Dam Inspection** – November 10, 2020 12:30 pm
- 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