



We work with the people who work the land.

MINUTES OF MEETING  
HANOVER-CAROLINE SOIL & WATER CONSERVATION DISTRICT  
Ashland, Virginia February 9, 2021

Board Members Present

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

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  
David Nunnally – Caroline County Senior Environmental Planner  
Matt Coleman – Department of Forestry (DOF)

Call to Order

Mr. Pemberton called the February, 2021 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 9:07am. The meeting was held at the conference room at the Hanover County Department of Social Services, 12304 Washington Hwy, Ashland, VA 23005.

Secretary's Report

The minutes of the January, 2021 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 January report sent to her prior to the meeting. Ms. Shamblin explained there is only one producer with outstanding checks and will give him 7 days to cash them before sending them to the state's Unclaimed Funds Department. Ms. Smith moved to accept reports and Mr. Rice seconded. The motion carried.

Annual Plan of Work – Mr. Etheredge reviewed that the committee met this morning. He said the District is on track in most areas. Covid restrictions have made certain deliverables difficult but the District should be able to complete them by EOY.

### PY21 Cost-share Update

Tax Credit for Equipment – Ms. Conner said there is no report for cost-share. We are still spot-checking and had some snow days that have caused a slight delay. She mentioned there are some other practices coming up for approval to allocate the additional funds. She said we also have a tax credit. She asked Ms. Roland if we need approval for precision equipment tax credit. The tax consultant for Engel Family Farms, Rodney Horst, requested the tax credit for 2019. Ms. Conner has signed the letter since approval not needed; she will send it to the accountant.

CREP Approval – Mr. Marable has a plan in Caroline County written by Mr. Wooden for a CREP practice. The contract number is 30-21-0129. Mr. Stepp moved to approve the plan and Ms. Maxey-Nay seconded. The motion carried. There are two instances associated with this plan. DCR has given approval to these practices based on the plan. Mr. Stepp moved to approve and Mr. Wells seconded. The motion carried.

Conservation Planning Report/Approvals – Ms. Moody has an amended plan for Chris Waters in Hanover County, parcel number 7759-39-0394 . He has horses on his property and plans to build a riding ring. Some of the property is prior converted wetlands. Ms. Maxey-Nay moved to approve the plan and Ms. Smith seconded. The motion carried.

Education Report – Ms. Fetty reported about her community webinar that happened in January. She had good interactive participation during the webinar. The next one is will be this Thursday, February 11, 2021 at 7:00pm regarding soils. Lake Caroline has been the focus on these two webinars. They will have a committee meeting scheduled for next Tuesday.

No-Till Drill Training – Ms. Conner said the District has had a request from Ronnie Nuckols to use our Great Plains Drill at his farm in Goochland County. We proposed for the usage to be a training exercise for staff and others that want to join in lieu of the rental fee. Mr. Wells moved to allow the drill to be used at Mr. Nuckols farm for staff training. Mr. Rice seconded and the motion carried.

### Site 52-B

Rylan Johnson Request – Mr. Johnson purchased a parcel of property on Springfield Lake that Hanover-Caroline has an easement on. His request is to put in a gravel ramp to the water for boat access. Sharon explained that our easement is for operations and maintenance. Mr. Wells moved to approve with concurrence with NRCS. Mr. Stepp seconded and the motion carried.

Engineering Meeting Report – Ms. Conner reviewed the email sent by AMT Engineering explaining their work at Site 52-B. AMT was procured by Piedmont District and other Districts were able to sign on to the procurement. Construction procurement will be Hanover-Caroline's responsibility once the engineering process is completed. Sharon wrote a letter to the landowners around the lake regarding the work AMT will be doing in the coming months so they are aware work is beginning. The letter is included with these minutes. No action required.

Lease Agreement – A copy of our new lease from the new owners is in the packet. Ms. Conner pointed out that the square footage does not seem to be accurate in the lease agreement, and she is waiting on communication from the building manager to discuss. The Board is in favor of securing the additional office space while it is available. Once a corrected agreement is presented, it will be brought before the board for approval.

Legislative Report – Prior to this meeting, Mr. Wells emailed the legislative report to the Districts. He mentioned that Crossover Day was last Friday. He said the Governor extended the 30-day session to a 45-day session.

Meeting Time Change Discussion – Mr. Wells moved to bring this off the table for discussion. Mr. Stepp seconded and the motion carried. After a poll of Directors, Mr. Stepp moved to change the meeting time from 9am to 10am. Ms. Smith seconded and the motion passed.

Watershed Reports –

Rappahannock Water Basin – next meeting is March 2021.

James River – Ms. Conner said they met last week. She was reappointed as secretary on the Executive Committee for the next year. She is also on the Grant Committee to write the new 2021 Grant Agreement. Ms. Conner said they are always looking for new ideas for projects for the James River Basin, please let her know as she is looking at acquiring grant funds for the Roundtable.

York River Roundtable – no report.

Agency Reports

Clean Water Captain – Ms. Dash said the majority of information she has been receiving relates to the legislature updates. She said they are in their down time for grant writing.

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

DOF – Mr. Bander and Mr. Coleman emailed reports prior to the meeting and are included in the board packets.

NRCS – Mr. Wooden said he's had a few phone calls regarding drainage issues with the excess water/rain. They do not offer any cost-share programs for drain tiles. The EQIP application deadline has passed. The ranking deadline is April 2, 2021. Currently, they have 20 applications in the computer for ranking. The CSP program application deadline is April 30, 2021 and the ranking deadline is June 4, 2021. They will begin working with those after EQIP. Starting in April, there will be staff changes as Ken Upshaw and Sissy Coleman will be retiring from FSA at the end of March. Mr. Wooden's Pathways employee will start after his spring semester in May.

VCE (Caroline) – no report.

VEC (Hanover) – Ms. Maxey-Nay reminded everyone about the VCE Ag Today virtual program at 9am on Thursdays. The Annual Crop Conference meeting information is included with the report she handed out and is included with these minutes. Ms. Maxey-Nay also mentioned that they no longer have a 4-H employee.

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  
Landowner Letter 52-B  
Lease Agreement  
Ryland Johnson Request Maps  
Treasurer's Report  
Uncleared Checks Report

**UPCOMING EVENTS**

**District meetings -** March 9, 2021   April 13, 2021   May 11, 2021  
Ag Committee Meeting - March 9, 2021  
Area III Spring Meeting – April 20, 2021

Respectfully submitted:

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Kathy Shamblin, Financial Specialist

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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