



We work with the people who work the land.

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

Board Members Present

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

Staff Present

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

Others Present

Marissa Roland – Department of Conservation and Recreation (DCR) (virtually)  
Brian Wooden – Natural Resources Conservation Service (NRCS) (virtually)

Absent

Casey Engel – Associate Director  
George Rice – Director  
Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)  
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 March 2021 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 10:04am. 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 February 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 February report distributed electronically prior to the meeting. Ms. Smith moved to accept reports and Mr. Stepp seconded. The motion carried.

FY21 Cost-share Report – Mr. Pemberton said the Ag Committee met this morning and reviewed the 4<sup>th</sup> Cost-share Ranking that was recommended for approval. The committee also recommended approving NM-5N and NM-5P practices not included in the report due to an oversight. Mr. Stepp moved to approve the allocation of \$211,172.27 with any remaining cost-share funding, once corrections are made in the DCR tracking program, to the NM-5N and NM-5P practices. Mr. Wells seconded. The motion carried. Mr. Pemberton and Ms. Smith abstained from voting.

Conservation Planning Report/Approvals – Mr. Pemberton reviewed the recommendations from the Ag Committee regarding Mr. Marable's two assessments, parcel #7728-18-2160 and parcel #7815-02-8394. Ms. Smith moved to accept the assessments as presented. Mr. Wells seconded and the motion carried. Mr. Pemberton also reviewed the recommendations of the Ag Committee for an Assessment and a Conservation Plan presented by Ms. Moody with the provision that she receive the final approval from Hanover County, Public Works – Mike Flagg. The Assessment and Plan are for the same farm, parcel #8756-49-8757. Mr. Stepp moved to approve the Assessment and Plan as presented with the mentioned provisions. Mr. Wells seconded and motion carried.

Covid Clinic – Ms Conner said at their March Hanover County Department Head meeting they suggested each Hanover County employee volunteer a day at the Covid clinic in Ashland over the next few months. They also asked that Constitutional Officers consider volunteering as well. Ms. Conner is sending out the sign up to all of the Directors to review. She asked that Staff and Directors give her their date selections within the next week to submit to the County Administrators Office.

Education Report – The report, distributed electronically prior to this meeting, are included with these minutes. With no questions regarding the report, Ms. Dash moved on to the Education Committee recommendations for the scholarship applications. There were three applications and the Education Committee for the 2021 scholarships accepted all of them. The application chosen to compete for the VASWCD Scholarship is from Jordyn Rollins-Williams of Caroline High School. Mr. Wells moved to accept the recommendations and Mr. Stepp seconded. The motion carried.

Friends of the Rappahannock Letter of Grant Support – Ms. Conner reviewed the attached letter of support for a NFWF INSR Grant application for which the Friends of the Rappahannock applied. Upon review with Mr. Pemberton, and since this is a support letter only, board approval is not needed at this time.

Lease Agreement – Mr. Wells reviewed the lease included in the packet prior to the board meeting. He mentioned that pages 2 and 3 showed the proposed agreement would have a zero increase for a span of 5 years. There was also discussion regarding the square footage rate of \$11/sq ft. Everyone agreed this was a reasonable rental amount for office space. With no further discussion, Mr. Wells moved to approve the lease and Ms. Smith seconded. The motion carried.

Legislative Report – Mr. Wells wanted to highlight two bills that passed both the House and the Senate unanimously. These bills are identical and allows the VASWCD Board to move forward with nominating representatives for Area II and Area V. Next year, there should be \$65,000,000.00 in Cost-share funds for FY22 with 13% for technical assistance. They also approved an additional \$500,000.00 for the VCAP program to take the total to \$1,000,000.00 for FY22.

Site 52B – Ms. Conner wanted to update the Board that we had to postpone the engineering survey and site visit by AMT on Tuesday of last week due to the water level being too high in the lake. The new meeting date is scheduled for March 23, 2021. They hope to draw the water level down enough to accommodate their needs with the survey. She also mentioned Mr. Johnson's request for a boat ramp, which had previously been approved by the board, had been sent to Mr. Flagg with Public Works. His recommendation was to have Mr. Johnson contact the Army Corp of Engineers for permitting. Mr. Johnson put in his request through the Corp with a response stating that he would be considered under a nationwide permit and would not need an individual permit. He sent this information to Ms. Conner who forwarded to Mr. Flagg for review. Mr. Flagg said there were still concerns with wetland determinations and suggested a plan be written for the property. Ms. Conner has given the information back to Mr. Johnson to follow through with the County's recommendations.

Watershed Reports –

Rappahannock Water Basin – Mr. Stepp said they're meeting will be held virtually this month and asked Ms. Conner to take his place at the meeting as he will be out of town. Ms. Conner agreed to participate in the Roundtable meeting in Mr. Stepp's absence.

James River – Ms. Conner said they have \$1,200.00 set aside for rain barrel projects. She said we may be able to use a portion of the funds to do a workshop with the rain barrels to go along with Ms. Fetty's Discovery Series webinars as long as they are used in the James River Watershed.

York River Roundtable – no report.

Other Business – Ms. Conner said they are moving forward with depositions at the end of May per the Attorney General's Office.

#### Agency Reports

Clean Water Captain – Ms. Dash said there was no report but plans to look into the Environmental Literacy Funding for possible grant opportunities.

DCR – Ms. Roland's report is included with these minutes. She had some routine reminders about quarterly reports being due in April. Secondary considerations need to be Board approved by the end of June. She said the Cost-share CAP has increased from \$100,000.00 to \$150,000.00 per entity.

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

NRCS – Mr. Wooden said he didn't have much to bring to the Board this month. He's now working on EQIP applications. The ranking date has been pushed back to the end of April due to some computer issues. Ken and Sissy's last day with FSA is March 26. Mr. Wooden also announced he applied and has accepted a DC position with the Fredericksburg NRCS office but will not be moving until they have brought in his replacement. He will be covering Fredericksburg, Spotsylvania, King George, and Stafford.

VCE (Caroline) – no report.

VEC (Hanover) – Ms. Maxey-Nay emailed her report prior to the meeting and is included with these minutes.

#### Locality Reports –

Hanover County – No report.

Caroline County – Mr. Nunnally emailed his report and is included with these minutes.

There being no further business, Mr. Pemberton adjourned the meeting at 10:45am.

#### **Correspondence in Packets:**

SWCD Staff Activity Reports will be sent electronically prior to board meeting  
Cost-share report  
CDC Report  
FOR Letter of Support  
Lease Agreement  
Treasurer's Report  
Uncleared Checks Report

#### **UPCOMING EVENTS**

**District meetings -** April 13, 2021 May 11, 2021 June 8, 2021  
Education Committee Meeting - March 31, 2021 3-4 p.m.  
Finance Committee Meeting – April 13, 2021 9-10 am

Hanover-Caroline Soil and Water Conservation District  
Minutes of March 9, 2021

Area III Spring Meeting – April 20, 2021 1-4 pm  
Personnel Committee Meeting – May 25, 2021 9 am  
Finance Committee – June 1, 2021 9 am; Ag Committee 10 am; Annual Plan of Work 11 am

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

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

\_\_\_\_\_  
Date Approved