



We work with the people who work the land.

Minutes of Board Meeting

Hanover-Caroline Soil & Water Conservation District

Hanover, Virginia June 14, 2022

Board Members Present

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

Staff Present

Sharon Conner – District Manager
Kelsey Williams – Conservation Specialist
Karen Fetty – Education Specialist
Kathy Shamblin – Financial Specialist

Others Present

Marissa Roland – Department of Conservation and Recreation (DCR)
Matt Carroll – Natural Resources Conservation Service (NRCS)
Jesse Bander – Department of Forestry (DOF)

Absent

Casey Engel – Associate Director
Tim Tobin – Associate Director
Tim Etheredge – Associate Director
Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)
George Rice – Director
Kemper Marable – Conservation Specialist
Matt Coleman – Department of Forestry (DOF)
Mike Flagg – Director of Hanover County Public Works

Call to Order

Mr. Pemberton called the June 2022 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 10:12am. The meeting was held in the fellowship hall at St Paul's Episcopal Church, Hanover, VA.

Secretary's Report

The minutes of the May 2022 Board meeting were distributed prior to this meeting. Mr. Wells moved to approve the minutes and Ms. Smith seconded. The motion carried.

Treasurer's and Uncleared Checks Report

Ms. Smith reviewed the reports included with the packets. Ms. Smith inquired about two checks that were older than six months and Ms. Shamblin said she has been in contact the producers to make sure they cash them. Ms. Smith moved to accept the May report as presented and file for audit. Mr. Wells seconded and the motion carried.

PY22 Cost-share Ranking and Report

Approval of April BMP Ranking – Ms. Conner reviewed the 10th cost-share ranking in the amount of \$51,212.00. There was a contract that needed to be a 5-year contract for a CCI-CNT that was originally put in the system as a 1-year contract in FY21. The producer was willing to sign a new 5-year contract for the continuous no-till practice. If the Soil and Water Conservation Board does not increase the CAP, the District will cancel the practice and sign it up for FY23 cost-share. The District will return the remaining unallocated funds, \$868,473.37 to DCR before June 30. Mr. Stepp moved to approve the 10th ranking and the return of funds. Mr. Wells seconded and the motion carried.

Carryover Approvals

Ms. Conner reviewed the two carryover reports included with the packets. One is for FY21 in the amount of \$153,544.93 and the other is for FY22 in the amount of \$489,874.37. Mr. Stepp moved to approve the carryover reports and Mr. Wells seconded. The motion carried.

Support Letter for Shenandoah Valley

Ms. Conner referred to the letter of Support for Shenandoah Valley SWCD included with the packets. District staff recommends the Board send the support letter to Chairman Arnason with the Soil and Water Conservation Board regarding modifying the Animal Waste Control Facilities Specification (WP-4). The request is to replace the requirement to complete the Risk Assessment for Water Quality Impairment from Heavy Use Areas/Animal Concentrated Areas form for livestock operations with a more appropriate worksheet. Ms. Smith moved to send the letter and Mr. Stepp seconded. The motion carried.

Annual Plan of Work Committee Report and Review of Strategic Plan

The committee met on June 8. No changes were recommended for the Strategic Plan. The Annual Plan of Work had a few changes from the previous year and is included with the packets. Mr. Wells moved to approve the FY23 Annual Plan of Work. Ms. Smith seconded and the motion carried. No action required for the Strategic Plan.

Conservation Plan/Assessments

No plans were presented.

Dam Site 52-B Updates

Ms. Conner said there will a preconstruction meeting at 2pm onsite for any potential bidders for the dam repair. Staff will be in attendance with the engineering firm.

Education Report

Ms. Fetty reviewed her report included with these minutes.

Finance Committee Report

Review of Desktop Guide and Approval of Purchasing Policy – The committee met last Wednesday, June 8 and reviewed the Desktop Guide and the Purchasing Policy. There being no changes to the Purchasing Policy, no action required.

Approval of Raise (already incorporated into 2023 budget) – Ms. Smith moved to approve the 5% raises already incorporated into the budget to be retro to the Finance Committee meeting date of June 8, 2022. Mr. Stepp seconded and the motion carried.

Legislative Update

Mr. Wells said Governor Younkin has not signed the budget and is proposing some changes. There is a special session this Friday, June 17, 2022 to review the proposed changes. Mr. Wells plans to speak at the Soil and Water Conservation Board meeting June 24 regarding increasing or removing the CAP from the Chesapeake Bay Districts.

Personnel Committee Report

Personnel Policy Approval – There were no changes made to the Personnel Policy. No action required.

Approval of Job Descriptions – Mr. Stepp said there were minor changes to the Conservation Specialist job descriptions. Mr. Stepp moved to approve the two job descriptions as recommended by the committee. Mr. Wells seconded and the motion carried.

Employee Evaluations – Mr. Stepp said the committee met on May 31 with each employee to review their evaluations.

VASWCD Annual Meeting

Mr. Wells said the room block is now available for directors and staff to make their reservations for the Annual Meeting in December. They can be made through the Hotel Roanoke website and he encouraged

everyone to make reservations as soon as possible. Ms. Shamblin offered to make reservations for staff and directors.

Watershed Reports –

Rappahannock Water Basin – Mr. Stepp said they will meet Wednesday, June 22, 2022.

James River – Ms. Conner said they are losing one of the steering committee members and they do not currently have a replacement.

York River Roundtable – Ms. Fetty said she is joining the Habitat Restoration Committee focusing on wetlands.

Other Business

None

Agency Reports

Clean Water Captain – Ms. Dash said they have a new finance director and they have lost Nissa Dean, the Virginia Director, to the City of Richmond.

Department of Conservation and Recreation – Ms. Roland reviewed her report that is included with these minutes. She said they have had some personnel changes. They have a new Ag Incentives Program Manager, Sara Bottenfield. She also reminded the board and staff of some important upcoming dates. Ms. Conner asked Ms. Roland about appointing a delegated authority for any Ag related items that may happen between now and June 30.

Ms. Roland said we would be able to do that. Mr. Wells moved to have Mr. Pemberton be the delegated authority and Ms. Smith seconded. The motion carried.

Ms. Roland said the at-large director needed to be appointed this year. Mr. Wells moved to recommend Mr. Leigh Pemberton as the at-large director for reappointment for another 4-year term beginning January 1, 2023 by the Virginia Soil and Water Conservation Board. Mr. Stepp seconded and the motion carried.

Department of Forestry (Hanover and Caroline) – Mr. Bander reviewed his report included with these minutes. Ms. Shamblin said Mr. Coleman emailed her and said the Emerald Ash Borer Cost Share Treatment applications are due by June 17. They are also working on 2023 Reforestation Timberland (RT) applications and a few forest management plans.

Natural Resources Conservation Service – Mr. Carroll reviewed his report included with these minutes. He mentioned they are heading into the last quarter of their fiscal year so they are working on deadlines for practices.

Virginia Cooperative Extension (Caroline) – No report.

Virginia Cooperative Extension (Hanover) – No report.

Locality Reports

Hanover County – No report.

Caroline County – No report.

There being no further business, Mr. Pemberton adjourned the meeting at 11:34am.

Correspondence in Packets:

SWCD Staff Activity Reports sent electronically prior to board meeting
CDC Report
Cost-share Report
Education Report
2023 Annual Plan of Work
2023 Purchasing Policy
Conservation Specialist Job Descriptions

Treasurer's Report
Uncleared Checks

UPCOMING EVENTS

District meetings - July 12, 2022 August 9, 2022 September 13, 2022
Conservation Kick-off Event – July 7, 2022
Finance Committee Meeting – July 12, 2022
Ag Committee Meeting – July 12, 2022
Education Committee Meeting – July 20, 2022
50-Mile Meal – July 27, 2022
VCAP Steering Committee Meeting – July 29, 2022

Respectfully submitted:

Kathy Shamblin, Financial Specialist

Leigh Pemberton, Chairman

Donald L Wells, Secretary

July 12, 2022
Date Approved

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