



We work with the people who work the land.

Minutes of Board Meeting Hanover-Caroline Soil & Water Conservation District Hanover, Virginia February 14, 2023

Board Members Present

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

Staff Present

Sharon Conner – District Manager
Kelsey Williams – Conservation Specialist
Karen Fetty – Education Specialist
Kathy Shamblin – Financial Specialist (via phone)
Kemper Marable – Conservation Specialist

Others Present

Marissa Roland – Department of Conservation and Recreation (DCR)
Heather Strother – Friends of the Rappahannock (FOR)
Jesse Bander – Department of Forestry (DOF)
Joey Davis – Natural Resources Conservation Service (NRCS)

Absent

Casey Engel – Associate Director
Tim Tobin – Associate Director
Don Wells – Secretary/Director
George Rice – Director
Matt Coleman – Department of Forestry (DOF)
Mike Broaddus – Virginia Cooperative Extension (VCE)
Mike Flagg – Director of Hanover County Public Works

Call to Order

Mr. Pemberton called the February 2023 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 10:03am. The meeting was held in the fellowship hall at St. Paul's Episcopal Church in Hanover, VA.

Secretary's Report

The minutes of the December 2022 Board meeting were distributed prior to this meeting. Ms. Shamblin said there were two corrections that needed to be made to the November 2022 board minutes. The first correction is for GPIN 15-A-74. This GPIN was incorrect and should've been recorded as 16-A-74. The second correction is with contract number 30-21-0144. The original contract that the conservation plan was tied to is 30-17-0017. This is the number that needs to be recorded in the minutes instead. Mr. Stepp moved to approve the December minutes and the changes to the November 2022 minutes as presented. Ms. Smith seconded and the motion carried.

Treasurer's and Uncleared Checks Report

Ms. Smith reviewed the December and January financial reports included with the packets. There being no discussion, Ms. Smith moved to accept the reports as presented and file for audit. Mr. Stepp seconded and the motion carried.

PY23 Cost-share Report

5th Ranking and Approvals – Ms. Conner reviewed the report included with the packets. The total recommended approval amount is for \$12,481.34 with total allocations of \$3,116,464.61. Mr. Stepp moved to approve the ranking and Ms. Maxey-Nay seconded. The motion carried.

Conservation Plan/Assessments

Mr. Marable has two conservation plans, ID# CP-30-22-0012 and CP-30-22-0013 for the same producer for two different properties in Hanover County. Ms. Smith moved to approve the two plans and Mr. Stepp seconded. The motion carried.

Ms. Williams has two assessments in Hanover County for the same producer. The GPINs for the two properties are 7826-28-8489 and 7826-47-5339. Mr. Stepp moved to approve the assessments and Ms. Maxey-Nay seconded. The motion carried.

Mr. Marable also said that in September, he had a conservation plan for two parcels. He found out that there was a third, small parcel that was embedded in the two large parcels, GPIN 7739-86-0291. Mr. Marable requested approval to include this parcel in with the current conservation plan. Mr. Stepp moved to approve the inclusion of the third parcel and Ms. Maxey-Nay seconded. The motion carried.

Education Report

Ms. Fetty reviewed the education report included with the packets. She mentioned she attended the NOAA/CBF Environmental Literacy Forum in West Virginia. Ms. Dash reviewed the grant report that is included in the education report. No action required.

Ms. Fetty also mentioned she needed to make a change in the intern job description. She said the original educational requirement is to have completed their sophomore year. Since they are using Rappahannock Community College which has 2-year programs, the requirement would prevent their students from qualifying. It was determined that since the intern is for the BWET NOAA grant and is written into the grant, the description can be changed without board action.

Finance Committee Meeting Update

Ms. Smith said the committee met at 9am this morning. They reviewed the P&L budget vs. actual report for the quarter. There were a few small updates but she said everything was as it should be for the quarter. No action required.

MOA for VCAP grant

Ms. Conner reviewed the annual MOA with the VASWCD for the DEQ contracts. Mr. Stepp moved to accept the MOA for PY23 and Ms. Smith seconded. The motion carried.

Personnel Committee Meeting Update

Mr. Stepp said the personnel committee had interviews on February 6. They recommended to hire Hunter Gravatt from Caroline County. Mr. Stepp moved to approve the offer of employment to Mr. Gravatt. Ms. Smith seconded and the motion carried.

Mr. Stepp reviewed the changes to the personnel policy included with the packets. Mr. Stepp moved to accept the updated policy and Ms. Smith seconded. The motion carried.

Quarterly Drill Report

Ms. Shamblin reviewed the drill report included with the packets. She also updated the board regarding the pick up of the Great Plains drill and the delivery of the new Haybuster 77 drill. She said the Haybuster 107 won't be available until the late spring or possibly summer. Mr. Stepp asked about the progress of repairing the Dew Drop Drill. Ms. Shamblin said that was something she and Mr. Marable planned to work on in the coming weeks. No action required.

Registration for Area III Spring Meeting

Ms. Shamblin said she had received an email from Monacan SWCD regarding the registration. The date is March 22 and the meeting will be at the Goochland Agricultural Center. She said that she will take care of registrations for staff and directors for the meeting.

Site 52-B Change Order #2 Approval

Ms. Conner said we had done the site visit for the wave berm repair and found some things that Charles Wilson with DCR wanted to make with the slope of the berm. They had a conference call with Mr. Wilson and Tim Hall with Harbor Dredge & Dock and discussed the slope concern. They agreed to submit a change order for additional loads of topsoil to fix the slope. The amount of the change order is \$4,490.00. This amount takes the project over the original budgeted amount but Mr. Wilson said the change order was within the 15% contingency they allow and recommended we move forward. Ms. Smith moved to approve the change order and Mr. Stepp seconded. The motion carried.

Support for Vegetable Growers Conference and Woods and Wildlife Camp

Ms. Shamblin reviewed the requests that are included with the packets. The Vegetable Growers Conference is scheduled for February 23 in Henrico County. The amount of the request is for \$150.00 which is what we have sponsored in the past. Ms. Maxey-Nay moved to approve the sponsorship and Ms. Smith seconded. The motion carried.

The Woods and Wildlife Camp sponsorship amount is for \$300.00 which provides attendance for one camper. The past sponsorship has been for \$200.00 but the fees have increased for this year. Mr. Stepp moved to approve the sponsorship and Ms. Maxey-Nay seconded. The motion carried.

Watershed Reports –

Rappahannock Water Basin – Mr. Stepp said the next meeting is scheduled in March.

James River – Ms. Conner said they have a new grant agreement for the roundtable. She said they had funds leftover from PY22 and were approved to carryover the funds to PY23. She said they are going to be adding septic vouchers to the grant. She also said there will be rain barrel funds available for the district to use for the education program again this year.

York River Roundtable – Ms. Fetty said they met on January 27. She said the York River and Small Coastal Basins Symposium is scheduled for May 17. She said the grant partners will have a presentation at the symposium.

Other Business

None

Agency Reports

Clean Water Captain – Ms. Dash said that Scotty Dilworth has passed away and they are trying to have an “Honoring Scotty Day” at Binford Middle School in Richmond, VA. They have scheduled the event for March 11 from 11:00-1:00. Anyone is welcome to come volunteer their time. She also mentioned that on March 9 CBF is hosting the Wild and Scenic Film Festival at the science museum from 6:30-9:30pm. She provided the link to the website for more information.

<https://www.allianceforthebay.org/event/5th-annual-wild-scenic-film-festival-in-virginia/>

Department of Conservation and Recreation – Ms. Roland reviewed her report included with these minutes.

Department of Forestry (Hanover and Caroline) – Mr. Bander reviewed his report. Ms. Shamblin emailed the report to the members present. The report is included with these minutes.

Natural Resources Conservation Service – Mr. Davis introduced himself as the new DC with NRCS. He comes from the Emporia office and has been with the Hanover-Caroline service center for close to a month now. He reviewed his report included with the packets.

Virginia Cooperative Extension (Caroline) – No report.

Virginia Cooperative Extension (Hanover) – Ms. Maxey-Nay reviewed her report. She said she will forward it to the board and staff after the meeting. Ms. Shamblin said she will include it with the minutes once received.

Locality Reports

Hanover County – No report.

Caroline County – No report.

Friends of the Rappahannock – No report.

There being no further business, Mr. Pemberton adjourned the meeting at 11:28am.

Correspondence in Packets:

- SWCD Staff Activity Reports sent electronically prior to board meeting
- CDC Report
- Change order
- Cost-share Report
- Education Report
- Drill Report
- MOA for VCAP Grant
- Treasurer's Report
- Uncleared Checks

UPCOMING EVENTS

District meetings - February 14, 2023 March 14, 2023 April 11, 2023

Respectfully submitted:

Kathy Shamblin, Financial Specialist

March 14, 2022
Date Approved

Leigh Pemberton, Chairman

March 14, 2022
Date Approved

Donald L Wells, Secretary

March 14, 2022
Date Approved