



We work with the people who work the land.

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

Board Members Present

Joseph H. Stepp, III – Vice-Chairman
Cindy Smith – Treasurer/Director
Don Wells – Secretary/Director
George Rice – Director
Tim Tobin – Associate Director
Tim Etheredge – Associate Director

Staff Present

Hunter Gravatt – Conservation Specialist
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)
Matt Coleman – Department of Forestry (DOF)
Joey Davis – Natural Resources Conservation Service (NRCS)
Paul Moore – Natural Resources Conservation Service (NRCS)

Absent

Leigh Pemberton – Chairman
Casey Engel – Associate Director
Meredeth Dash – Associate Director
Sharon Conner – District Manager
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

Call to Order

Mr. Stepp called the March 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 February 2023 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 February financial reports included with the packets. There being no discussion, Ms. Smith moved to accept the reports as presented and file for audit. Mr. Rice seconded and the motion carried.

PY23 Cost-share Report

6th Ranking and Approvals – Mr. Marable reviewed the report included with the packets. Mr. Wells moved to approve the 6th ranking and Mr. Rice seconded. The motion carried. Ms. Smith abstained from voting.

Education Report

Ms. Fetty reviewed the education report included with the packets.

HR Support Letter

Ms. Shamblin reviewed the letter with the board that Mr. Pemberton and Ms. Conner drafted to the VA Soil and Water Conservation Board. Mr. Wells said that three districts had already sent similar letters to the board and two had deferred so far. He recommended that the letter go through the Association prior to being sent to the Soil and Water Conservation Board. With no further discussion, Mr. Wells moved to forward the letter in an email to the VASWCD board for their March 15 meeting via the Area III Chair and Vice Chair. Ms. Smith seconded and the motion carried.

HR Training Opportunity/Board Meeting Change

There was consensus among directors to move the May board meeting from May 9 to May 10 to allow for the directors and some staff to attend the in-person HR training on May 9.

VCE Eastern VA Forage Conference Sponsorship

Ms. Shamblin reviewed the sponsorship request included with these minutes. Ms. Smith moved to approve the \$150.00 support for the conference and Mr. Rice seconded. The motion carried.

Watershed Reports –

Rappahannock Water Basin – Mr. Stepp said the next meeting is scheduled for May 22.

James River – Ms. Shamblin reviewed the notes from Ms. Conner regarding the roundtable update. They are included with the packets.

York River Roundtable – Ms. Fetty 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 – No report.

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

Department of Forestry (Hanover and Caroline) – Mr. Coleman reviewed Mr. Bander's report included with the packets. He shared some other highlights from Caroline County.

Friends of the Rappahannock – No VCAP reports for Caroline County.

Natural Resources Conservation Service – Mr. Davis reviewed his report included with the packets.

Virginia Cooperative Extension (Caroline) – Mr. Broaddus emailed his report prior to this meeting and is included with the packets.

Virginia Cooperative Extension (Hanover) – Ms. Maxey-Nay emailed her report prior to this meeting and is included with the packets.

Locality Reports

Hanover County – No report.

Caroline County – No report.

Friends of the Rappahannock – No report.

There being no further business, Mr. Stepp adjourned the meeting at 11:01am.

Correspondence in Packets:

- SWCD Staff Activity Reports sent electronically prior to a board meeting
- CDC Report
- Cost-share Report
- Education Report
- HR Support Letter
- Treasurer's Report
- Uncleared Checks

UPCOMING EVENTS

- District meetings -** April 11, 2023 May 16, 2023 (?) June 13, 2023
- Area III Spring Meeting – Goochland -** March 22, 2023
- VA Soil and Water Conservation Board Meeting –** Hungry Mother SP - March 23, 2023
- MJRT Meeting –** Richmond - April 10, 2023
- Finance Committee Meeting –** April 11, 2023
- Area III Envirothon –** Rice Center – April 26, 2023
- VA Farm Festival Event –** Meadow Event Park – May 5, 2023
- HR Training –** Drury Hotel, Richmond – May 9, 2023
- York River RT Symposium –** VIMS – May 17, 2023
- Quarterly Dam Safety Meeting –** May 18, 2023
- Personnel Committee Meeting –** May 24, 2023

Respectfully submitted:

Kathy Shamblin, Financial Specialist

Joseph Stepp, III, Vice-Chairman

Donald L Wells, Secretary

April 11, 2023
Date Approved

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