



# Minutes of Board Meeting Hanover-Caroline Soil & Water Conservation District Hanover, Virginia    October 11, 2023

## Board Members Present

Leigh Pemberton – Chairman  
Joseph H. Stepp, III – Vice-Chairman  
George Rice – Director  
Tim Etheredge – Associate Director  
Don Wells – Associate Director

## Staff Present

Sharon Conner – District Manager  
Hunter Gravatt – Conservation Specialist  
Kelsey Williams – Conservation Specialist  
Kemper Marable – Conservation Specialist  
Kathy Shamblin – Financial Specialist

## Others Present

Marissa Roland – Department of Conservation and Recreation (DCR)  
Paul Moore – Natural Resources Conservation Service (NRCS)  
Grayson Kirby – Hanover County Resident

## Absent

Casey Engel – Associate Director  
Cindy Smith – Treasurer/Director  
Meredeth Dash – Associate Director  
Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)  
Joey Davis – Natural Resources Conservation Service (NRCS)  
Matt Coleman – Department of Forestry (DOF)  
Heather Strother – Friends of the Rappahannock (FOR)  
Jesse Bander – Department of Forestry (DOF)

## Call to Order

Mr. Pemberton called the October 2023 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 10:10am. The meeting was held in the H-CSWCD office at 13224 Hanover Courthouse Rd, Ste 201, Hanover, VA 23069.

## Secretary's Report

The minutes of the September 2023 Board meeting were distributed prior to this meeting. Mr. Stepp moved to approve the September minutes as presented. Mr. Rice seconded and the motion carried.

## Treasurer's and Uncleared Checks Report

Ms. Shamblin reviewed the September financial reports included with the minutes. There being no discussion, Mr. Stepp moved to accept the reports as presented and file for audit. Mr. Rice seconded and the motion carried.

## PY24 Cost-share Update

Ms. Conner reviewed the 2<sup>nd</sup> ranking and said the recommended approval amount is \$5,112,099.83. She also mentioned the additional funding for FY23 that was approved at the September board meeting for \$2,139.20 cannot be moved from FY24 to FY23 according to the new rule from the Soil & Water Conservation Board. If we have any cancellations from FY23, those funds will be used for the additional funding approved. Mr. Rice moved to approve the 2<sup>nd</sup> ranking and Mr. Stepp seconded. The motion carried. Mr. Rice and Mr. Pemberton abstained from voting.

### Annual Meeting

Ms. Shamblin gave the deadlines for registration for directors and staff. She mentioned that the COIA training will be required for directors this year and they can do online or at the Annual Meeting. This is required by 12/31/2023. No action needed.

### Conservation Plans/Assessments

Ms. Williams reviewed her plans to the board. The plan numbers are 30-24-0005, 30-24-0006, 30-24-0008, and an NRCS plan for parcel 8747-69-2403.

Ms. Conner reviewed her plan #8746-29-0008 for a tax credit in Hanover County.

Mr. Rice moved to approve the plans and tax credits and Mr. Stepp seconded. The motion carried. Mr. Rice abstained from voting.

### Drill Report

Ms. Shamblin reviewed the report included with the minutes. Discussed adding a 7 or 10 to the invoice number to distinguish between the 7' Haybuster and the 10' Haybuster drill.

Dew Drop Rental Agreement – Ms. Shamblin reviewed the lease agreement with the board. She asked for suggestions for additions/changes to the agreement. Mr. Marable made changes to the agreement according to the suggestions of the board. The fee will also increase to \$150/day. Mr. Stepp moved to approve the updated lease agreement and Mr. Rice seconded. The motion carried.

Rates for equipment traveling outside of the District – It was brought to the board that we have had many calls outside of our district for drill rental. After discussion, the board will change the rental area to a 50-mile aerial radius from the district office for normal rental. Outside of that radius, the district will charge an additional \$150.00 fee with a trailer requirement for any equipment. Mr. Stepp moved to accept the new changes to the rental area and fee requirements. Mr. Rice seconded and the motion carried.

Genesis Trailer Quote – Mr. Gravatt reviewed the trailer quote he received for the Genesis Drill. After discussion of size of trailer and axles, Mr. Gravatt will get more quotes with different specifications. No action required at this time.

### Education Report

No report.

### Education Specialist Position

Ms. Conner said they had scheduled interviews with five applicants for October 19, 2023 with the Personnel Committee.

### Finance Committee Report

Ms. Conner said the committee met this morning. They reviewed the reports included with the minutes. Mr. Stepp moved to approved the proposed budget as presented. Mr. Rice seconded and the motion carried.

### VCAP Report/Approvals

Ms. Williams reviewed the report included with the minutes. No action needed.

### Watershed Reports –

Rappahannock Water Basin – Mr. Stepp reviewed the agenda from the September meeting.

James River – Ms. Etheredge attended the annual meeting and gave a recap of the event.

York River Roundtable – Mr. Marable said there is a meeting scheduled for October 12, 2023.

Other Business

Ms. Conner said that she had received a resignation as Associate Director from Tim Tobin. Mr. Stepp moved to accept the resignation. Mr. Rice seconded and the motion carried.

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) – Report included with the minutes.

Natural Resources Conservation Service – Mr. Moore reviewed his report included with these minutes.

Virginia Cooperative Extension (Caroline) – No report.

Virginia Cooperative Extension (Hanover) – No report.

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 11:17pm.

**Correspondence in Packets:**

- SWCD Staff Activity Reports sent electronically prior to a board meeting
- CDC Report
- Cost-share Report
- Drill Report
- FY25 Budget
- Treasurer’s Report
- Uncleared Checks

**UPCOMING EVENTS**

District meetings - November 14, 2023    December 19, 2023    January 9, 2023

Respectfully submitted:

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Kathy Shamblin, Financial Specialist

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Leigh Pemberton, Chairman

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George Rice, Secretary

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November 14, 2023  
Date Approved

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