



MINUTES OF MEETING  
HANOVER-CAROLINE SOIL & WATER CONSERVATION DISTRICT  
Hanover, Virginia September 9, 2020

Board Members Present

Leigh Pemberton – Chairman  
Don Wells – Secretary/Director  
Cindy Smith – Treasurer/Director  
Laura Maxey-Nay – Director/Virginia Cooperative Extension (VCE)  
Tim Tobin – Associate Director  
Tim Etheredge – Associate Director  
Meredeth Dash – Associate Director  
Casey Engel – Associate Director  
George Rice – Director

Staff Present

Sharon Conner – District Manager  
Jim Tate – Conservation Specialist  
Karen Fetty – Education Specialist  
Kathy Shamblin – Financial Specialist

Others Present

Bob Waring – Department of Conservation and Recreation (DCR)  
Brian Wooden – Natural Resources Conservation Service (NRCS)  
Mike Broaddus – Virginia Cooperative Extension (VCE)  
Jesse Bander – Department of Forestry (DOF)

Absent

Joseph H. Stepp, III – Vice-Chairman  
Marian Moody – Conservation Specialist  
Matt Coleman – Department of Forestry (DOF)  
David Nunnally – Caroline County Senior Environmental Planner  
Mike Flagg – Director of Hanover County Public Works  
Danny Adams – Associate Director

Call to Order

Mr. Pemberton called the September, 2020 meeting of the Hanover-Caroline Soil and Water Conservation District to order at 10:11am. The meeting was held at The Tavern Restaurant at 13181 Hanover Courthouse Rd #1511, Hanover, VA 23069.

Secretary's Report

The minutes of the July, 2020 Board meeting were presented as e-mailed to the directors. Mr. Wells moved to approve minutes as emailed and reviewed prior to the board meeting. Ms. Smith seconded and the motion carried.

Treasurer's and Uncleared Checks Report

Ms. Shamblin reviewed the Treasurer's and Uncleared Checks Reports from June, July and August due to the extension given by DCR for year-end reconciliation (and no August board meeting). The reports were previously distributed via email to Treasurer, Ms. Smith after each reconciliation and as a handout during this meeting. As no questions were asked, Ms. Smith moved to accept all three reports as presented. Mr. Wells seconded and the motion carried.

### Ag Committee Report

FY21 Ranking and Approval of Cost-share – Ms. Conner reviewed the cost share 1st ranking as presented. This year's allocation is \$1,280,442.00 with a total 1,026 BMP's. Total sign up equaled \$1,460,003.00. Approval request is for \$1,280,011.20 for cover crops, SL-8B and SL-8H. Mr. Wells moved to accept the 1st ranking and Ms. Maxey-Nay seconded. The motion carried. Mr. Rice, Mr. Pemberton and Ms. Smith abstained from voting.

FY20 Annual Report – Ms. Fetty reviewed the FY20 Annual Report as distributed. Ms. Conner credited staff for their input for the statistics included in the report along with thanking Ms. Fetty for creating the report and Ms. Shamblin for printing the report. No action needed.

ASA Policy Document – Ms. Conner said we are required to review our ASA (Soil and Water Conservation District Policy for Handling Agricultural Stewardship Act Complaints) annually. We agree to do a joint investigation with VDACS (VA Department of Agriculture and Consumer Services) as we've done in the past. Mr. Wells moved to accept the ASA and Ms. Maxey-Nay seconded. The motion carried.

FY21 2-Year Audit – Ms. Shamblin explained the requirements of the audit firm for the FY21 audit. This year will be all virtual; there will be no site visits by the firm. They have required all documents be uploaded to a secured portal where each District has their own log-in information and their own files in the portal. Ms. Conner explained the lengthy process that this will ensue this year due to the virtual vs. paper platform. No action needed.

DCR FY20 Assessments – Administrative and Cost-share – Ms. Conner reviewed the cost-share assessment. Hanover-Caroline SWCD was given a fully satisfied rating in all grant deliverables. The administrative assessment was previously distributed and Ms. Conner reviewed stating that we had received a fully satisfied on all deliverables except for the FOIA officer training. This was corrected immediately upon discovery. Ms. Maxey-Nay moved to accept the reports and Ms. Smith seconded. The motion carried.

Education Report – Ms. Fetty handed out a budget worksheet for the Chesapeake Bay Trust Grant the District had received. She reported on the 2-week mini MWEE camp that Hanover County schools had in August. She explained that we were able to revise our grant application since the original was based on the in person MWEE that is typically done in the spring. The teacher grant had to be turned down since we were unable to follow the guidelines due to MWEE being canceled.

Extension Appointed Position Approval – Ms. Maxey-Nay signed the DCR199-014 document for 4-year appointment of an Extension Agent. Mr. Wells moved to accept Ms. Maxey-Nay as the Extension appointment. Mr. Rice seconded and the motion carried.

EPA Creamfield Event – Ms. Conner reviewed the report submitted by Ms. Moody regarding a meeting held at Grayson Kirby's Creamfield Farm in eastern Hanover on August 26, 2020.

### Finance Committee Report

FY20 Dedicated Funds Report Approval – Ms. Conner reviewed the Dedicated District Funds Report for FY2020 as distributed. Another committee meeting will be required prior to the October board meeting to discuss revised budgets. Ms. Smith moved to accept the report and Ms. Maxey-Nay seconded. The motion carried.

No-Till Drill Rental Rate Increase – Ms. Shamblin researched other District (in-state and out-of-state) drill rates and created an information sheet (distributed at this meeting). As we've had an increase in drill repairs over the past year and no increase has been done in 10 or more years, there was discussion regarding the amount of the increase. Mr. Pemberton recommended we increase the

deposit which includes the first 10 acres to \$150.00 and \$15/acre above 10, effective immediately. Mr. Wells moved to approve this recommendation and Ms. Smith seconded. The motion carried.

Personnel Committee Report – Ms. Conner reported that five interviews were scheduled for September 16. This employee will be Mr. Tate's replacement upon his retirement. The committee also discussed Ms. Moody's upcoming retirement in January, 2022. The committee suggested using the same interviewees to hire a second technical position, date to be determined. Ms. Maxey-Nay moved to accept the committee's recommendations and Ms. Smith seconded. The motion carried.

#### Agency Reports

##### Clean Water Captain

Ms. Dash had the following information she wanted to share with the board this month.

1. [15th Annual Chesapeake Watershed Forum](#) - Instead of meeting in Shepherdstown, WV, the Forum is virtual this year. I hope some of you can join us!
2. [Article by Bobby Whitescarver](#) - 'Growing Climate Solutions Act' gives farmers a seat at the carbon market table
3. [Chesapeake Bay Foundation Webinars](#) - I would recommend this one, "[How VA Protects its Waterways](#)"

DCR – Mr. Waring reviewed the August and September CDC reports as distributed, highlighting some dates to be cognizant of for deadlines and upcoming trainings. Mr. Waring brought us the signed assessments as previously discussed during this meeting.

NRCS – Mr. Wooden reported that NRCS had an acting State Conservationist, John Hubbert and has now hired Edwin Martinez to take that position. Mr. Wooden also reported that Telicia Berry is no longer with Hanover NRCS and has moved on to the Amelia Service Center. He mentioned that he had been working with producers to make sure they know where they are planting cover crop for the 2020 fall season.

DOF – Mr. Bander introduced himself and reviewed his report included in the packets. He and Mr. Coleman (not able to attend but shared his report via email included in the packets) had similar updates. They have a cost-share opportunity for ash tree removal on public land with a deadline of September 18. They also noted the VDOF online seedling store will be open October 1 which can be accessed at [www.BuyVaTrees.com](http://www.BuyVaTrees.com).

VEC (Caroline) – Mr. Broaddus reviewed his report included in his report. He mentioned they have a new, part-time 4-H agent that will begin work on September 10. He also mentioned that upcoming meetings/events as noted in his report.

VEC (Hanover) – Ms. Maxey-Nay shared that they had continued doing their VCE AG TODAY and their Home Gardening Series (HUGS) throughout the pandemic. She shared the dates for the Well Water Testing set for September 21 and 23 (flyer attached as image) along with the VA Pesticide Collection Program flyer with two future dates of September 15 and 16 that are remaining in the state.

#### Locality Reports –

Hanover County – N/A

Caroline County – N/A

There being no further business, Mr. Pemberton adjourned the meeting at 11:58am.

**Correspondence in Packets:**

- SWCD Staff Activity Reports sent electronically prior to board meeting
- CDC Report
- Cost-share Report
- FY20 Annual Report
- ASA Policy Document FY21
- Dedicated Funds Report FY20
- DCR FY20 Assessments

**UPCOMING EVENTS**

**District meetings -** October 13, 2020    November 10, 2020    December 8, 2020  
**VCAP Steering Committee 2020** – September 25, October 30, November 20, December 18; will be conducted via electronic platform

Respectfully submitted:

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Kathy Shamblin, Financial Specialist

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Date Approved

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Leigh Pemberton, Chairman

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

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

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Date Approved