

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
November 30, 2016

Present:

Directors: Pratley, Bradshaw, Collins, Easter, Meeks, Murdoch, Swanson, Thompson, McGoff (Assoc. Director)

Staff: Sappington, Eiserman, Hyatt, MD Johnson, ME Johnson, Longanecker, Ramsey, Talley, Walton

Agencies: Cross (DCR), Bayless (NRCS); Carroll (NRCS)

Guests: None

Absent:

Directors: Campbell, Goodman, Murray, Wagner, Tingley (Assoc. Director)

CALL TO ORDER:

Mr. Pratley established a quorum and called the meeting to order at 10:37 am.

ADDITIONS / CHANGES TO THE AGENDA: None

CLOSED SESSION:

MOTION: A motion to go into Closed Session as provided in the Code of Virginia Section 2.2-3711.A.1 to discuss personnel compensation was made by Mr. Meeks and seconded by Mr. Easter. **The motion passed unanimously.** Associate Director, Ms. McGoff was invited to attend the Closed Session; all others in attendance removed themselves from the meeting.

MOTION: Mr. Meeks moved and Mr. Easter seconded a motion to reconvene into Open Session. **The motion passed unanimously.**

CERTIFICATION: Mr. Meeks moved, "Pursuant to the Code of Virginia Section 2.2-3711(D), I move to certify that to the best of the Board's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Session was convened, were heard or discussed by this Board during the Closed Session". The motion was seconded by Ms. Bradshaw. A roll call vote was taken with the following results:

Ayes: Bradshaw, Collins, Easter, Meeks, Murdoch, Pratley, Swanson, Thompson

Nays: 0

The motion passed unanimously.

PUBLIC COMMENT: None

ACTION ITEMS:

Closed Session Action:

MOTION: Mr. Thompson moved to approve the closed session discussion and proposed expenditures for staff bonuses. Mr. Collins provided the second. **The motion passed unanimously.**

MOTION: Mr. Thompson moved to approve the closed session discussion and proposed unused leave compensation package for Alyson Sappington. Mr. Collins provided the second. **The motion passed unanimously.**

Minutes:

Mr. Pratley opened the floor for changes to the minutes. There were none.

MOTION: Mr. Easter moved and Mr. Meeks seconded to approve the Director's Meeting Minutes for October 26, 2016. Without further discussion, **the motion passed unanimously.**

Finance/Budget Committee Report:

Mr. Easter stated that the Committee met and reviewed the monthly financial reports and everything appeared to be in order. He added that the Budget Committee has been working on the FY17 Budget revisions, that the District recently received unexpected revenue from DCR, which provided the catalyst to re-examine the previously approved FY17 budget appropriations. He also provided a brief summary of the proposed changes.

MOTION: *Mr. Easter moved to approve the Revised FY17 Budget as recommended by the Finance/Budget Committee. Ms. Swanson seconded the motion and without further discussion, **the motion passed unanimously.***

Mr. Easter continued stating that the Committee reviewed the District's dedicated reserves allocations. He mentioned that a 6 month certificate of deposit had recently matured and that the Committee recommended letting it roll-over for another 6 months. During this time, Ms. Johnson will be researching other appropriate investment opportunities that may yield higher returns. There was a brief discussion regarding the general regulations related to public funds and certifications needed for financial instructions to qualify to hold such funds. Mr. Easter said the Committee is hoping to schedule meetings with qualified banks sometime this spring to discuss alternative investment opportunities. He also reported that with the retirement of the current District Manager, the bank signature cards require updating. Ms. Johnson provided the names of the current authorized signers, and the Committee's current recommendations.

MOTION: *Mr. Collins moved to remove the current authorized signers and to replace them with Directors Deloris Bradshaw, Joe Thompson and John Easter, and staff members Anne Coates and Mary Johnson. Ms. Swanson seconded the motion and without additional discussion, **the motion passed unanimously.***

MOTION: *Mr. Meeks moved to approve the Budget Committee report and other recommendations. Mr. Easter provided the second. **The motion passed unanimously.***

Ag Committee Report:

Mr. Thompson stated that the Ag Committee met on Monday, November 28th and thanked the NRCS staff who attended and assisted the Committee in streamlining joint projects. He provided a brief summary of the projects the Committee reviewed and discussed.

Luke Longanecker reported that the Committee recommended approval for the following applications:*

- (3) Project increases for a total of \$20,735.67
- (5) FR-3 projects totaling \$49,520.63
- (1) 2015 Backlog SL-6 project for \$48,686.28
- (1) 2017 SL-6 project for \$21,197.50
- (1) 2017 SL-8H project for \$548.00

*Contract numbers and amounts for the individual projects can be found in the Ag Committee Meeting minutes dated Nov. 28, 2016

There was a brief discussion on one of the projects, along with the acronyms used in the Ag Committee report.

MOTION: *Mr. Thompson moved to approve the cost share funding for the recommended projects. Ms. Bradshaw provided the second, and **the motion passed unanimously.***

MOTION: *Mr. Easter moved to approve the Ag Committee report and other recommendations. Mr. Meeks provided the second. **The motion passed unanimously.***

Water Resource Committee Report:

Lisa Hyatt reported the Committee met and recommended the following for approval:**

District Wide Septic Cost Share Program

- (7) RB-1 Septic Tank Pump-Out projects totaling \$1,200.00 (\$150 each)
- (1) RB-4 Septic Tank Installation/Replacement project for \$5,600.00
- (1) RB-4P Septic Tank System with Pump Out project for \$6,750.00

Hardware River TMDL Septic Cost Share Program

(6) RB-1 Septic Tank Pump-Out projects totaling \$900.00 (\$150 each)

Hardware River TMDL Septic Cost Share Program (cont'd.)

(3) RB-3 Septic Tank System repair projects totaling \$5,833.50

Tye River TMDL Septic Cost Share Program

(1) RB-1 Septic Tank Pump-Out project for \$150.00

Ms. Hyatt also reported that the Committee reviewed and discussed (2) applications for a RB-2 (connection to public sewer) which was tabled to research and explore potential alternative options.

***Specifics on the individual projects and amounts funded can be found in the Water Resources Committee Meeting minutes and attachment dated Nov. 30, 2016*

MOTION: *Mr. Thompson moved to approve the Water Resource Committee cost share projects as recommended (not to include the two RB-2 projects). Ms. Swanson provided the second, and without further discussion, the motion passed unanimously.*

MOTION: *Mr. Meeks moved to approve the Water Resource Committee report and recommendations, which Mr. Easter seconded. The motion passed unanimously.*

CONSENT AGENDA:

Final Tax Credits: Smith (\$65.63, \$321.56, and \$129.06)

Potential Tax Credits: Mechums View Farms \$144.84; Severson \$368.44; Quaker Hill Farm \$524.91; Austin (\$1,835.63 & \$2,010.94); Haeckel \$285.94; Coleman \$211.75

Committee Minutes: Water Resources Committee (10/26/16); Budget Committee (10/26/16); Ag Committee (10/26/16)

MOTION: *Mr. Meeks moved to approve the Consent Agenda. Mr. Easter provided the second. The motion passed unanimously.*

DISCUSSION ITEMS:

Sand County Almanac – Revisited (VaULT):

Ms. Sappington reported that she and Lauriston DaMitz attended a recent Virginia United Land Trust subcommittee meeting and stated they are establishing a program to promote across the state, Aldo Leopold's land stewardship concepts as found in his book, "A Sand County Almanac". They hope to provide leadership training within their organization and establish ten to twelve regional programs to promote readings of the book. She stated that the Department of Forestry is very engaged with the program and that the kick-off will be part of their annual meeting in Williamsburg during the month April 2017. She added that a representative from the Leopold Foundation may be present at the meeting in April.

COIA Questions:

Mr. Murdoch reported that he recently raised several conflict of interest questions related to bartering services between Directors and producers on projects funded by cost share programs. He stated the Attorney General's office responded with the general opinion that if a conflict of interest applied to a cash payment arrangement, the same would apply to a bartering situation. There was discussion among Board members related to this and other similar scenarios. Mr. Murdoch believed that some of the conflict of interest opinions were detrimental in encouraging farmers to serve as Directors.

COOPERATING AGENCIES REPORTS:

DCR:

Ms. Cross reviewed her monthly report with the Board and pointed out some notable topics. She reported that as a result of the Governor's plan to balance the budget, DCR's Environmental Education section has been dissolved resulting in the loss of four staff positions. Ms. Cross also reported that the recent changes in the Fair Labor Standards Act regulations will not go into effect December 1st as anticipated. She added that Districts should continue to process their payroll

under the current regulations until further notice. Ms. Cross also revisited some of DCR's required deliverables, and closed with a reminder that the District is hosting this year's Area II Spring Meeting and that this topic is on the agenda for the Area II meeting at the VASWCD Annual Meeting scheduled for December.

NRCS:

Mr. Bayless reported that their agency may receive an increase in funding and that they have been accepting sign-ups for the new program year. He stated that NRCS staff has been working with District staff on RCPP and EQIP projects. He also reported that they are in the process of completing Conservation Stewardship Program renewals – 5 of which are located in Louisa County. He added that they are continuing to work with the District on CREP projects.

TJWRP Foundation:

Mr. Johnson reported that inspection notifications have been mailed to landowners, and that he will be conducting these inspections in the following weeks. He added that he visited the Rosenblum easement in Crozet and verified that recent activity on an adjacent property has not encroached on the easement. Mr. Pratley questioned when the District Board may have an opportunity to learn more about the functions of the Foundation Board. Mr. Thompson provided some details in response to Mr. Pratley's inquiry, and indicated that a presentation may be appropriate to provide both Board of Directors clarity on their roles and responsibilities. He stated he would like this presentation to be given in January.

STAFF REPORTS:

Ms. Johnson reminded the Directors of the VASWCD Annual Meeting scheduled for December 5th through the 7th at the Hotel Roanoke, in Roanoke Virginia.

Mr. Longanecker reported that he is scheduled for knee surgery on January 16th, and hopes to return to work after a brief recovery time.

Ms. Eiserman reported that her family is expanding and expects to be on maternity leave sometime in March 2017.

Ms. DaMitz reported that Kim Martinek (Louisa County High School) was nominated for the VASWCD Teacher of the Year Award, but was not selected. She stated that the Education/Outreach Committee recommended that the District recognize Mrs. Martinek for her outstanding efforts and contributions in engaging student participation in the Envirothon, as well as her progressive accomplishments in producing award winning Envirothon teams. She provided a brief summary of Mrs. Martinek's achievements, which was followed by Matt Carroll's comments on Ms. Martinek's dedication and motivation in promoting the Envirothon program and principals. Ms. DaMitz stated that with the consensus of the Board, a Certificate of Appreciation will be presented to Ms. Martinek at the Director's Holiday Dinner Meeting in December. The Directors agreed that this would be appropriate. Mr. Pratley expressed his appreciation and thanked Ms. DaMitz for her efforts in enlisting the Fluvanna 4-H organization to participate in the Envirothon.

Ms. Sappington thanked the Directors for the retirement gift she received and the party.

DIRECTOR REPORTS:

Ms. Swanson reported that she has been participating in meetings and discussions to add manure composting facilities to the VCAP Urban Cost Share program, since many of the back-yard horse centers do not qualify for agricultural cost share funds. She stated she will keep the Directors updated.

Ms. Bradshaw recognized the staff for planning the retirement celebration for Alyson Sappington, and thought it was a very successful event.

Mr. Meeks suggested that a committee and chair be formed to begin planning for the Area II Spring meeting. The Directors discussed the preliminary plans with staff and Ms. Bradshaw agreed to assist staff in formulating the final plans and agenda. Mr. Meeks also reported that the VASWCD is expecting the highest attendance at this year's Annual Meeting in Roanoke.

Mr. Pratley reminded the Personnel-Ops Committee that they will be meeting with District staff members immediately after the Board meeting.

ADJOURNMENT:

MOTION: *Mr. Easter moved to adjourn the meeting. Mr. Collins provided the second. The motion passed unanimously.*

There being no further business, the meeting was adjourned at 12:40 pm.

Submitted by: _____
Recording Secretary

Approved: _____
Chair