

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
February 22, 2017

Present:

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

Staff: Coates, Eiserman, Hyatt, Martin Johnson, Mary Johnson, Longanecker, Ramsey

Agencies: Cross (DCR), Kirkland (NRCS)

Absent:

Directors: Wagner (Director), Tingley (Assoc. Director)

Staff: Walton, Talley, DaMitz

CALL TO ORDER:

- Mr. Pratley established a quorum and called the meeting to order at 10:40 am.

ADDITIONS / CHANGES TO THE AGENDA:

- Legislative Agenda (S. Meeks) were added to Discussion Items.

PUBLIC COMMENT: None

ACTION ITEMS:

Approval of the Minutes:

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

MOTION:** Mr. Meeks moved and Mr. Murray seconded to approve the Director's Meeting Minutes for January 25, 2016. Without further discussion, **the motion passed unanimously.

Finance/Budget Committee Report:

- Mr. Easter reported the Committee met and reviewed the monthly financial reports and everything appeared to be in order.
- Mr. Easter reported that a Certificate of Deposit at SunTrust Bank has matured and the Committee recommended allowing it to roll-over. The Committee has also asked Ms. Johnson to research current interest rates for Certificate of Deposits at other qualifying financial institutions.
- Mr. Easter reported that a new Public Funds Custodian for SunTrust Bank needs to be appointed in order to fill the vacancy left by Ms. Sappington. The Committee recommended that the District Treasurer be appointed. Ms. Johnson read the duties of the Custodian and reminded the Board that full Board approval for the appointment is required by SunTrust. Mr. Easter asked if any Board member would like to be appointed custodian. Hearing none, the following motion was made:

MOTION:** Mr. Meeks moved to appoint Mr. Easter as the new Public Funds Custodian. Mr. Thompson provided the second. **The motion passed unanimously.

- Mr. Easter reported that the Committee has reviewed the Desktop Procedures for District Financial Operations and does not recommend any changes at this time.
- Mr. Easter reported that the District's Charlottesville office space lease is up for renewal in June 2017. The Operations Committee discussed the need for a committee comprised of 1 or 2 Board members and staff in order to research current and future workspace needs, repairs to the current space and/or the costs of acquiring a new space. The Board discussed the current lease pricing, parking needs and space considerations. Mr. Thompson suggested that if the current space will continue to be used that a possible reconfiguring of the space should be considered. Ms. Johnson noted that she would check with the

neighboring business that adjoins the current space to see what their future intentions and needs are. Mr. Easter asked that the newly formed committee report back to the Board in March. Ms. Bradshaw and Mr. Murray agreed to be members of the committee.

- Mr. Easter noted that he has received a check in the amount of \$200.00 from the VASWCD for the Area II meeting.

MOTION: *Mr. Thompson moved to approve the report of the Budget Committee. Mr. Collins provided the second. The motion passed unanimously.*

Personnel/Operations Committee Report:

- Ms. Coates reported that the Committee met to discuss implementing an official telecommuting policy for staff. She stated that she would be researching and developing a policy based on other organizations and reporting back to the Committee. Mr. Murray suggested that she look into the telecommuting platform Microsoft Link.
- Ms. Coates reported that Ms. Johnson is currently looking into the Family Medical Leave Act policy and health insurance availability (if any) for part-time employees.
- Ms. Coates reported that she is researching prior decisions made by the Committee regarding sick leave donation.
- Ms. Coates reported that Ms. Johnson will be providing a detailed report of her daily workload so that the Committee can assess the possible need for new a part-time general administrative staff member. Mr. Thompson reported that there will soon be two staff vacancies in the Ag. Department; Mrs. Eiserman will soon be departing for maternity leave and the unfilled Ag. Technician position previously approved by the Board. Mr. Thompson noted the large current workload, as well as anticipated decreased future funding. Mr. Thompson asked the Board to consider allowing Ms. Coates the ability to hire additional staff based on District needs. Mr. Thompson briefed the Board on the following positions as possibilities:
 - Ag./Urban Program Technician: Crossed trained, multidisciplinary position to allow for flexibility in both program needs and funding changes. Position would be limited to 12 (min) to 24 (max) months.
 - Contract Ag. Technician: 3 month +/- experienced, contracted position to assist with Ag. program, possible sharing of a staff person from a partner agency or district.
 - Administrative: possible internal shift with Ms. Hyatt taking on more technical position in order to assist Ag. program.
- Mr. Thompson noted that it would be at least 6-10 weeks before any new staff member would be in place and that the priority is temporary assistance to fill in for Mrs. Eiserman and the further analysis for administrative assistance. Ms. Coates noted that time is of the essence and she would like the Board's permission to explore staff recruitment options before the next board meeting. Mr. Pratley asked Ms. Cross about historical information regarding inter-use of District staff. Ms. Cross stated that it has been tried in the past and that commute times were a problem. Ms. McGoff suggested that the temporary technical position be advertised statewide in order to attract more qualified candidates. Mr. Kirkland mentioned that NRCS's current summer intern has been recently cut from their budget and might be a possible hire for the temporary technical position.
- Ms. Coates noted that the Committee discussed potential contracted assistance projects such as updating the District website and database system, and noted that these will be further discussed at the March Director's meeting. Ms. Coates and Ms. Johnson briefed the Board on the current website architecture, maintenance and community feedback regarding ease of use issues. Ms. Johnson stated that she has been gathering estimates from local consultants who to redevelop the website into a user friendly platform such as WordPress. Ms. Johnson reminded the Board that funds for redevelopment of the District website had already been approved in a previous Board vote. Mr. Murray asked to be involved in future meetings with the website consultant. Ms. Coates noted VASWCD provides training to District staff in the use of WordPress.

MOTION: *Mr. Easter moved and Mr. Thompson seconded to approve the recommendation of the Personnel/Operations Committee. Without further discussion, the motion passed unanimously.*

Ag Committee Report:

- Mr. Thompson provided a brief summary of the Ag. Committee meeting on Wednesday, February 15th. He stated they discussed keeping the April 1st deadline for producers to commit to moving forward with their 100% cost-share SL-6 backlog projects. If this deadline is not met, the producer will be removed from the 2015 SL-6 backlog list, and must reapply for any additional cost share funds they may be eligible for.
- Mr. Thompson also noted that the Committee discussed a current application for an animal waste storage facility (WP-4). He stated that the landowner has installed 4 other WP-4 facilities already. The Committee decided to not approve the application at this time due to limited funds and the possibility of other projects that would have a greater impact on water quality coming up for consideration.
- Luke Longanecker read the list of projects and funding amounts recommended for approval by the Ag Committee (see Consent Agenda).
- Mr. Thompson noted that the Committee has asked staff to include total acreage on the cost-share waiting approval report so that Committee members and the public may see the overall farm management plan.
- Mr. Pratley asked staff to add producer names and practice codes to Ag. Committee minutes.

MOTION: Ms. Swanson moved to approve the Ag Committee report. Mr. Campbell provided the second, and ***the motion passed unanimously.***

Water Resource Committee Report:

- Mr. Murray reported the Committee met and recommended approval for the following projects:
 - Monroe RB-2 (connection to public sewer):\$4,500
 - Williams RB-3 (repair): \$3,500
 - Lewis RB-3 (repair): \$ 3,266.90
 - Price RB-4P (install pump system): \$6,000
 - Payne RB-4P (install pump system):\$6,750
 - Amstone RB-4P (install pump system) :\$4,500
 - Breit RB-3 (repair): \$2,333.50
 - Bergum RB-3 (repair): \$ 2,800
- The Committee approved a 17,000 square-foot VCAP conservation landscaping project for Western Albemarle High School. Cost share will consist of seventy-five percent of the cost up to \$3,500. Part of the project is on a steep eroding slope. Native grasses or shrubs will be planted on the slope.
- The Committee approved a four-acre VCAP conservation landscaping project with pollinator wildflowers for Diego Decorte. Cost share will consist of seventy-five percent of the cost up to \$3,500.
- The Committee approved a 2.5-acre VCAP conservation landscaping project with pollinator wildflowers for Thomas Barker. Cost share will consist of seventy-five percent of the cost up to \$3,500.
- Ms. Coates and Mr. Murray briefed the Board on current septic funds for all 3 grant programs. She stated that staff will be refocusing their outreach efforts in the Tye and Hardware Watershed in order to spend the allocated funds before the grant end dates.

MOTION: Mr. Thompson moved to approve the Water Resources Committee report. Mr. Murdoch provided the second, and without further discussion, ***the motion passed unanimously.***

MOTION: Mr. Murdoch moved to approve the project funding recommendations. Mr. Campbell provided the second, and without further discussion, ***the motion passed unanimously.***

Authorization for Scholarship Nomination to VASWCD:

- Ms. Johnson (who spoke on behalf Ms. DaMitz), stated that the VASWCD Education Foundation Scholarship application deadline was before the next monthly meeting of the District Board of Directors, the Education Committee is seeking Board approval to select and forward the scholarship applicant for consideration for the VASWCD Education Foundation Scholarship.

MOTION: Mr. Murray moved to authorize the education committee to decide nominees for the VASWCD Education Foundation Scholarship. Mr. Easter provided the second, and without further discussion, **the motion passed unanimously.**

CONSENT AGENDA:

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Bentley	02-17-0316	268897	RB-1	\$ 150.00			
Bentley	02-17-0316	268898	RB-1	\$ 150.00			
Burnett	02-17-0319	268901	RB-1	\$ 150.00			
Clark	02-17-0298	268371	RB-1	\$ 150.00			
Clatterbuck	02-17-0317	268899	RB-1	\$ 150.00			
Hartley	02-17-0322	268910	RB-1	\$ 150.00			
Harvey	02-17-0308	268863	RB-1	\$ 150.00			
Hile	02-17-0320	268907	RB-1	\$ 150.00			
Jenkins	02-17-0302	268379	RB-1	\$ 150.00			
Kontsis	02-17-0321	268908	RB-1	\$ 150.00			
McCauley	02-17-0300	268373	RB-1	\$ 150.00			
Minami	02-17-0299	268372	RB-1	\$ 150.00			
Savant	02-17-0301	268376	RB-1	\$ 150.00			
Troy	02-17-0318	268900	RB-1	\$ 150.00			
Hollins	02-17-0324	268927	RB-1	\$ 150.00			
Hollins	02-17-0324	268928	RB-1	\$ 150.00			
Barker	02-17-0325	268929	RB-1	\$ 150.00			
Anderson	02-17-0327	268940	RB-1	\$ 150.00			
Usas	02-17-0326	268939	RB-1	\$ 150.00			
Jaeger	02-17-0328	268970	RB-1	\$ 150.00			
WNG,LLC	02-17-0296	268364	SL-6	\$ 38,081.04	\$ 2,380.07		✓
Barbour	02-15-0334	209088	SL-6	\$ 62,301.20			✓
Bell	02-17-0306	268848	SL-6	\$ 3,228.54	\$ 201.78		✓
Burnett	02-17-0315	268885	SL-6	\$ 34,442.50	\$ 2,152.66		✓
Clark / Tucked Away Farm	02-15-0328	209068	SL-6	\$ 16,994.33			✓
Clarke	02-15-0328	268875	SL-6	\$ 26,650.62	\$ 1,650.66		✓
Cobb	02-15-0318	208956	SL-6	\$ 32,229.28			✓
Johnson, Ralph	02-15-0302	208575	SL-6	\$ 32,139.04			✓
Johnson, Glenn	02-15-0303	208581	SL-6	\$ 52,766.78			✓
McDaniel / Donegal Farm	02-17-0307	268852	SL-6	\$ 13,863.24	\$ 866.45		✓

Hopkins / Riverview Farms Cattle LLC	02-17-0273	266396	SL-6	\$ 5,325.30	\$ 1,850.04		✓
Clarke	02-15-0328	268874	FR-3	\$ 3,803.75	\$ 175.31		✓
WNG, LLC	02-17-0295	268361	WP-2	\$ 2,700.00	\$ 225.00		✓

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

DISCUSSION ITEMS:

Update on PL 566 Dams:

- Mr. Longanecker reported that certificates on the South Anna #7, #23 & #5 dams are expiring this spring and that inspections will be conducted on April 3rd. He also reported that there is a damaged trash rack on the Little River Dam #4 and staff is currently collecting repair bids.

Update to Area II Spring Meeting:

- Mrs. Eiserman passed out 'Save the Date' flyers for the Area II Spring Meeting that will be held on April 11, 2017 at Barboursville Vineyards from 9am to 2:30 pm. The morning will begin with registration and agency reports, followed by a talk by Barboursville's head wine maker, Luca Paschina and a possible walk in the vineyard. A cold buffet lunch provided by Palladio is scheduled for noon. After lunch, there will be 1 to 2 additional speakers giving talks on the use of tillage, cover crops and pesticide use in viticulture, followed lastly by the Area II business meeting. She reported that the registration fee has been set at \$28 for 60 attendees, which would provide the District the necessary funds to help cover the cost of lunch for the speakers, Board members and VIP guests, as well as any unforeseen additional costs.
- Mr. Murray suggested that an off-site field trip to an urban practice be added to the Area II meeting agenda. Mrs. Eiserman explained that due to the time constraints of the current meeting agenda, perhaps it would be best if attendees visited an off-site practice after the meeting adjourns. Ms. Coates noted that staff would look into finding a nearby practice site to suggest to attendees that wish to visit after the Area II meeting. Ms. McGoff suggested the home of Virginia Rockwell as a possible field trip location. Ms. Coates asked for a poll of Board members who are planning on attending the meeting; 7 members stated they would likely attend.
- Ms. Cross asked if the registration fee was set at \$28. After a brief discussion of the costs of the meeting for the district and registration fees of previous years meetings, it was decided that the \$28 fee was appropriate and should be set.

Legislative Update:

- Mr. Meeks reported that the state budget is in Committee with the General Assembly, and a decision was expected by the end of the week. He stated that within the Budget Committee there is a DCR study to review methods to stabilize Ag BMP's, as well as a Senate amendment for a \$30 million line of credit for Ag. BMP's. He noted that details on how the line of credit would be used are unknown at this time. Ms. Cross concurred that she was unsure of the details as well.
- Mr. Meeks reported that the COIA legislation has passed the House & Senate and is waiting for the Governor's signature. Ms. Cross provided clarification of the COIA legislation. Lastly, Mr. Meeks noted that all legislation regarding fracking was defeated.

COOPERATING AGENCIES REPORTS:

DCR:

- Ms. Cross reviewed her monthly report with the Board and pointed out some notable topics. She reminded the staff and Board to be conducting inventory sometime within the fiscal year. She discussed the 2019 Budget template and suggested that staff get familiar with the Attachment D. She reminded staff that tax credits require conservation plan

approval. She reviewed other topics and important dates shown in her report and requested Directors to contact her with any questions they may have.

NRCS:

- Mr. Kirkland reported that current funding is higher than the past several years and that NRCS has a heavy workload. They expect pre-approvals for the EQIP program by mid-March.

VCE:

- Ms. Swanson reported her agency is conducting a well water testing day on April 17th and 19th in Nelson & Albemarle Counties. The cost is \$55 and pre-registration is required.

TJWRPF:

- Mr. Johnson reported that an easement inspection was to take place the following day at the Walmart Distribution Center and that Mr. Thompson, Ms. Coates and Mr. Easter would be accompanying him.

STAFF REPORTS:

- Anne Coates reported that she is currently working to streamline information to the community (and the Board) that best demonstrates the Districts value. She is working with staff to develop visual tools and outreach that will help to better define the District's message and deliver it to targeted audiences. She also briefed the Board on a recent electrical surge that occurred in the Charlottesville office that required the early dismissal of staff from the building based on the order of the Fire Marshall.
- Luke Longanecker reported that CREP funds as of last week have been used and the program has been suspended.
- Mary Eiserman noted that this would likely be the last Director's meeting before she departs for her maternity leave. She reported that she is currently tying up loose ends to ensure that her projects and responsibilities are covered.

DIRECTOR REPORTS:

- Mr. Collins reported that the Federal Energy Regulatory Committee Meeting (FERC) would be meeting that night in Nelson at 6:30pm.
- Ms. Bradshaw asked Ms. Johnson to let her know the current square footage of the Charlottesville office so that she may compare potential new spaces.
- Mr. Meeks reported that the Youth Conservation Graduation exercises took place on February 11th at Highland. He noted that Ms. Damitz was the mentor for one of the students. He reported that the 2018 SE Regional NACD & the NACD Summer Board meeting will meet jointly the first week in August at venues in either Williamsburg, Richmond or Norfolk. He also reported that there will be no employee training at Graves Mountain in 2018. He urged anyone with any input regarding the Farm Bill to submit their thoughts to NACD. Lastly, Mr. Meeks reported that he had attended the NACD annual meeting in Denver and had participated in a 2 hour training on parliamentary procedure, and the VASWCD is now looking at providing similar training for government entities.
- Mr. Easter reported that he had recently attended an all-day Virginia of Forestry (VOF) Board meeting where testimony was presented regarding the vacating of easements for the planned Atlantic Coast Pipeline. No decision has been reached by VOF. He noted that FERC can exercise eminent domain and that VOF will likely not have a choice in losing easements. There was a brief discussion among Directors on this topic.
- Mr. Pratley reported that he had received a letter from Jack Bricker (NRCS) addressed to DCR concerning the planning process for conservation planning. With DCR having their own planning process, NRCS is concerned that there is duplicity. Ms. Cross noted that it would likely be a discussion item at the Soil & Water Board meeting and the next Association meeting.

ADJOURNMENT:

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

There being no further business, the meeting was adjourned at 1:09 pm.

Submitted by: _____
Recording Secretary

Approved: _____
Chair