

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
March 29, 2017

Present:

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

Staff: Coates, Hyatt, Martin Johnson, Mary Johnson, Longanecker,
Ramsey, Walton, DaMitz

Agencies: Cross (DCR), Kirkland (NRCS)

Guests: Jim Gehlsen, Alyson Sappington

Absent:

Directors: Pratley (Chairman), Goodman (Director), Thompson (Director), Tingley (Assoc. Director)

Staff: Talley, Eiserman

CALL TO ORDER:

Mr. Wagner established a quorum and called the meeting to order at 10:32 am.

ADDITIONS / CHANGES TO THE AGENDA: None

PUBLIC COMMENT:

- Mr. Jim Gehlsen, PWSWCD Vice Chairman, VSWCB Area II Chairman introduced himself and gave a brief review of his background.
- Mrs. Sappington offered congratulations to Ms. DaMitz on a job well done at the recent Envirothon competition. She also gave praise to Mr. Albert McGhee who was judge at the event. Lastly, she expressed her confidence in Ms. Coates as the newly appointed District Manager.

ACTION ITEMS:

Approval of the Minutes:

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

MOTION: Mr. Meeks moved and Mr. Easter seconded to approve the Director's Meeting Minutes for February 22, 2017. 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 the Committee has made a decision to purchase new tires for the 2000 Dodge truck with the ultimate goal of selling it.
- Mr. Easter reported that the Committee had received a request for a Forestry Camp donation, the Committee decided to donate \$200 to cover the cost of one camper to attend the camp. Ms. Johnson has been asked to find the individual camper to sponsor.
- The Committee had also received a request from the VASWCD Education Foundation for a golf hole sponsorship, the Committee agreed to a \$100 donation.
- Mr. Easter reported that the Committee discussed a possible intern to assist staff for the summer. Ms. Coates stated that the intern responsibilities would be miscellaneous office & records management as well as occasionally assisting the ag and urban staff with field work. The position would offer a stipend, although the exact amount is still being determined.

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

Personnel/Operations Committee Report:

- Ms. Coates reported that Paula Totton had recently been hired as temporary (up to 6 months) assistance to the ag staff while Mrs. Eiserman is on maternity leave.
- Ms. Coates reported that she and Mr. Longanecker are in the process of developing an ag management training program and timeline.
- Ms. Coates reported that there was a brief discussion regarding the need for a joint Personnel Ops and Budget Committee meeting in order to discuss future funding changes and the impact those would have on the strategic plan.
- Ms. Coates noted that there would be a closed session later in the meeting in order to discuss the Management Analyst position.
- Ms. Coates reported that the Committee had continued discussions regarding the approved ag staff position.
- The next meeting of the Personnel Ops Committee has not been set.

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

Ag Committee Report:

- Mr. Longanecker reported that CREP Program had recently been suspended without notice due to exhausted funds. A letter was drafted with the help of Mr. Thompson, Mr. Pratley, Mr. Meeks and Ms. Coates and was sent to various committees and groups in order to express the Districts' dissatisfaction. He stated that had not received a response yet. He noted that DCR and FSA would be meeting later in the month to discuss the issue.
- Mr. Longanecker stated that DCR has set a deadline of June 31, 2017 for all 2015 SL-6 Backlog projects to be entered into the tracking program.
- Mr. Longanecker updated the Board on the status of the remaining backlog producers with whom the staff has been trying to contact regarding the funding deadline of April 1st. He noted that the staff had heard back from all but 5 producers. He noted that Committee discussed the total workload for 61 active projects and what additional work will be needed in order to move the 40 SL-6 backlog projects forward.
- Mr. Longanecker read the list of projects and funding amounts recommended for approval by the Ag Committee (see Consent Agenda).
- Mr. Gehlsen noted that DCR Director Mr. Darryl Glover has stated that funding for the CREP Program would be likely be 25% for new projects, existing projects would be honored at the 50/50 rate.

MOTION: *Mr. Easter moved to approve the Ag Committee report. Mr. Murray 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:
 - Garrison RB-5 (Alternative Septic System): \$14,000.00
 - Scott RB-3 (Septic Repair): \$2,333.50
 - Adcock RB-3 (Septic Repair): \$2,333.50
 - Johnson RB-3 (Septic Repair): \$3,500.00
 - Murphy RB-3 (Septic Repair): \$ 2,333.50
 - Stertzer RB-3 (Septic Repair): \$ 2,333.50
 - Mitchell RB-3 (Septic Repair): \$2,800.00

- The Committee approved two rainwater harvesting systems, one for 1,322 gallons for an estimated cost share of \$2,644, and one for 550 gallons for an estimated cost share of \$471.
- Two conservation landscaping projects were approved, for 32,760 ft² each, for an estimated 75% cost share of \$3,500 each.
- A 600 dry well ft² was approved for an estimated 75% cost share of \$3,500.
- A 500 ft² rain garden was approved for an estimated 75% cost share of \$3,500. The design for a conservation landscaping project in the City of Charlottesville was rejected by the City because of concern that phlox might grow across an adjacent sidewalk. The Committee will ask the client if he would be willing to reduce the size of the meadow to establish a 3-foot buffer along the sidewalk that would not be included in the conservation landscaping plan. The Committee discussed a perceived reluctance by the city to approve conservation landscaping plans. The Committee will be inviting City officials to a future meeting to discuss their concerns and the benefits of conservation landscaping. The Committee approved the Charlottesville conservation project pending that the client's VMP is approved by the city. The project is 261 ft² at 75% of the cost up to \$3500.
- Ms. Coates praised Ms. Hyatt for her efforts in managing the septic program. She noted that there is still nearly \$100,000 in allocated funds in the Tye TMDL and that it expires in December. She stated that she had met with DEQ recently and that they would like the District to continue septic outreach efforts in the watershed but would possibly also grant an extension for the program. DEQ also agreed to shift any unused septic funds over to the ag portion of the grant if necessary. She also noted that a recent MOU had been reached between the District and Robert E. Lee SWCD in order to allow the District to accept septic applications from residents of Amherst County who reside within the Tye Watershed. Ms. Coates also thanked Mr. Campbell for his assistance with outreach efforts within the watershed.
- There was a brief discussion of future grant opportunities through Va Dept Game & Inland Fisheries and NFWF.

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

Education Committee Report:

- Ms. DaMitz reported that Committee had met and reviewed 7 scholarship applications and agreed to divide \$2,500 among the following students:
 - James Berger: \$1,000 (will be submitted to VASWCD for further consideration)
 - Maggie Browning: \$1,000
 - Andrew Rapp: \$500
- Ms. Coates praised Ms. DaMitz for all her efforts at the recent Envirothon competition, she noted that Ms. DaMitz handled several challenges throughout the day with the upmost professionalism.

MOTION: Mr. Campbell moved to approve the Education Committee Report. Mr. Murdoch provided the second, and without further discussion, **the motion passed unanimously.**

Agriculture Stewardship Act Policy:

- Mr. Longanecker reported that the Agriculture Stewardship Policy staff contact listing is outdated and needs Board approval in order to be updated. He noted that he and Ms. Coates would be listed as the staff contacts on the updated policy.

MOTION: Mr. Meeks moved to approve the updating of the Agriculture Stewardship Act Policy. Ms. Swanson 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
Anderson	02-17-0339	272144	RB-1	\$ 150.00			
Bishop	02-17-0342	272148	RB-1	\$ 150.00			
Bogdon	02-17-0357	272728	RB-1	\$ 150.00			
Burkett	02-17-0358	272729	RB-1	\$ 150.00			
Carter	02-17-0335	272123	RB-1	\$ 150.00			
Castillo	02-17-0331	272106	RB-1	\$ 150.00			
Clough	02-17-0344	272224	RB-1	\$ 150.00			
Cushine	02-17-0340	272146	RB-1	\$ 150.00			
Dodge	02-17-0341	272147	RB-1	\$ 150.00			
El-Abdullah	02-17-0336	272124	RB-1	\$ 150.00			
Gorman	02-17-0360	272731	RB-1	\$ 150.00			
Haik	02-17-0355	272723	RB-1	\$ 150.00			
Hughes	02-17-0343	272187	RB-1	\$ 150.00			
Jenne	02-17-0359	272730	RB-1	\$ 150.00			
Johnson	02-17-0332	272113	RB-1	\$ 150.00			
Jones	02-17-0354	272722	RB-1	\$ 150.00			
Klein	02-17-0361	272733	RB-1	\$ 150.00			
Knoebel	02-17-0337	272125	RB-1	\$ 150.00			
Lauer	02-17-0347	271313	RB-1	\$ 150.00			
Martin	02-17-0334	272122	RB-1	\$ 150.00			
McMillen	02-17-0356	272724	RB-1	\$ 150.00			
Rosson	02-17-0338	272143	RB-1	\$ 150.00			
Simpson	02-17-0352	272720	RB-1	\$ 150.00			
VATN, LLC	02-17-0333	272115	RB-1	\$ 150.00			
England	02-17-0351	272710	LE-2	\$ 3,337.20	\$ 834.30		✓
Jenkins	02-17-0349	272388	SL-1	\$ 10,500.00			✓
Yarrington	02-17-0348	272315	SL-1	\$ 8,137.50			✓
Crosby	02-15-0376	209157	SL-6	\$ 17,274.86			✓
Gibson / Cedar Creek Farm, LLC	02-15-0376	208759	SL-6	\$ 41,257.54			✓
Hicks / Decca Farm	02-15-0353	209110	SL-6	\$ 22,319.20			✓
Hulebak / Fern Hill Farm, LLC	02-15-0381	209169	SL-6	\$ 22,973.60			✓

McMahon / Magnolia Farm	02-16-0340	236088	SL-6	\$ 1,784.10		\$ 3,504.50	✓
Norton / Norfield Farm, Inc.	02-15-0339	209096	SL-6	\$ 35,122.60			✓
Parrish	02-17-0004	237642	SL-6	\$ 7,157.52	\$ 2,236.73		✓
Settle	02-15-0320	208983	SL-6	\$ 28,053.06			✓
Smith	02-15-0316	208758	SL-6	\$ 28,571.64			✓
Vines	02-17-0350	272433	SL-6	\$ 54,830.80	\$ 3,426.93		✓
Wesley	02-15-0311	208749	SL-6	\$ 19,997.20			✓
Severson	02-17-0260	266112	FR-3	\$ 8,141.25		\$ 368.44	✓
Rosson/Quaker Hill	02-17-0314	268884	WP-4	\$ 41,920.95	\$ 5,910.94		✓

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

DISCUSSION ITEMS:

Update on District Office Space Research:

- Mrs. Bradshaw reported that she had met with a local real estate agent to view potential new office space locations. She stated that the few spaces she had toured were not the appropriate size or had limited parking. She noted that the current space measures +/- 2,200 sf and rents for \$9 per sf. She reported that she has been unable to find any suitable new spaces for under \$15 per sf. She had spoken with the Budget Committee as well as Ms. Coates, and it was determined that due to the high costs of a new space and unknown future funding, that the District office should remain in its current location and that the issue should be revisited next year. She also noted that the renting of storage space is still ongoing and that perhaps the idea of looking for outside meeting space should be considered in order to allow for more work space within the existing office. There was a brief discussion regarding storage space, inventory and remote work options.

Update on PL 566 Dams:

- Mr. Longanecker reported that inspections would take place on April 3rd. He noted that 2 repairs were needed: a trash rack in damn #4 and gate valve on South Anna #23. He reported that the Dam Committee would be meeting in the near future to discuss the repairs.

Update on Area II Spring Meeting:

- Ms. Hyatt reported the meeting will take place on April 11th from 8:30 to 2:30 at Barboursville Vineyards and that 3 speakers on the topic of viticulture had been confirmed for the meeting. The speakers will be Luca Pashcina from Barboursville Vineyards, Dr. Tony Wolf from VaTech and David Eiserman from Chestnut Oak Vineyard. To date 37 attendees had been confirmed and the deadline for registrations would be Friday March 31st. Nine directors indicated that they would be attending.

Update on NACD Urban Ag Grant:

- Ms. Hyatt reported that the NACD is offering to award 20 districts up to \$50,000 for urban agriculture projects that will work to address low income/ low fresh food access in underserved areas. She noted that she, Ms. Coates and Ms. Sappington are currently brainstorming possible project ideas and reaching out to potential partners within the city of Charlottesville. The group is specifically looking to start a pilot project in the Rose Hill neighborhood that could then be replicated in other rural, low access areas within the District. She noted that the deadline for the grant is May 15th

with a project start date of August 1 through July 31, 2018. There was a brief discussion regarding the goals of the project and ideas for potential partners.

COOPERATING AGENCIES REPORTS:

DCR:

- Ms. Cross reviewed her monthly report with the Board and pointed out some notable topics. She noted that the COIA Act had been approved allowing officers and employees to receive cost share funds from all programs. There will be 2 studies conducted as a result of the recent General Assembly session: one to evaluate methods to stabilize cost share funding and another to look at RMP implementation. Ms. Cross reminded the Board that the budget template needs to be completed by the end of May and will require BOD approval by June 15th. Any changes to the cost share program should be sent to Gary Moore by May 31st. Ms. Cross noted the letter that the directors had received from Darryl Glover regarding recertification (see attached). She pointed out that any District employee who received NRCS conservation planning certification by January 2016 will be grandfathered to DCR's certification with proper continued education credits.
- Mr. Easter asked Ms. Cross for clarification of the desktop procedure for uncleared checks reports. He noted that the current checks report is showing all checks as uncleared. Ms. Cross defined an "old" uncleared check as those older than 90 days and stated the Board will need to see outstanding checks. There was a brief discussion of uncleared check procedures.

NRCS:

- Mr. Kirkland reported that 70 pre-approvals for EQIP had been received and that a new policy is in place requiring that applications be moved to contracts within 60 days. He noted that there have been some recent changes to the National Conservation Planning Policy that will affect the requirements for certification. Lastly, he reported on the opening for a Pathway Intern currently available at the Louisa NRCS office.

VCE:

- Ms. Swanson reported her agency is conducting a well water testing day on April 17th and 19th in Albemarle County. Currently she has 90 registered.

DEQ:

- See attached report

TJWRP:

- Mr. Johnson reported that an easement for Houchens Place was recently approved.

CLOSED SESSION:

MOTION: *Mrs. Bradshaw moved to go into Closed Session as provided in the Code of Virginia Section 2.2-3711 (A) (i) to discuss personnel positions and compensation. The motion was seconded by Mr. Murdoch, and passed unanimously. Ms. Coates was invited to attend the Closed Session; all others in attendance removed themselves from the meeting.*

MOTION: *A motion to reconvene in Open Session was made by Mrs. Bradshaw. Mr. Easter provided the second and the motion passed unanimously.*

CERTIFICATION: *Mrs. Bradshaw moved, "Pursuant to the Code of Virginia Section 2.2-3712(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 Mr. Meeks. A roll call vote was taken and the motion passed 9 to 0.*

STAFF REPORTS:

- Ms. DaMitz reported on the recent Envirothon, she thanked Mr. Campbell for his training and the staff for their assistance. The results were Albemarle HS 1st place and Louisa HS 2nd place, both schools will move to the Area II competition on April 26th. The event will be co-hosted with TJSWCD & CSWCD.
- Ms. Coates noted that the Budget Committee had approved covering the costs of Mr. Ramsey to attend conservation camp.

DIRECTOR REPORTS:

- Mr. Meeks reported that he had recently attended several area and association meetings. He commended Mr. Murray for his efforts on the association IT Committee as well his recent appointment to the noxious weeds committee. He noted that the SE NACD and summer Board meeting will be August 4-8th at Williamsburg Lodge. He passed out the latest addition of the membership directory. Lastly, he presented Ms. Johnson with a FOIA certificate.
- Mr. Murray reported that he has been assisting with the new District website. He also noted that the association IT Committee is currently evaluating the needs of Districts and will be in contact soon to see how they may offer assistance or trainings.

ADJOURNMENT:

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

There being no further business, the meeting was adjourned at 1:40 pm.

Submitted by: _____
Recording Secretary

Approved: _____
Chair