

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**April 26, 2017**

**Present:**

*Directors:* Pratley (Chairman), Bradshaw, Easter, Meeks, Murray, Murdoch, Swanson, Wagner

*Staff:* Coates, Hyatt, Longanecker, Ramsey

*Agencies:* Cross (DCR), Kirkland (NRCS), Wilson (DCR), Furlow (VOF)

*Guests:* Alyson Sappington

**Absent:**

*Directors:* Campbell, Collins, Goodman, Thompson, Tingley (Assoc. Director)

*Staff:* Talley, Eiserman, ME Johnson, Walton, Martin Johnson, DaMitiz

**CALL TO ORDER:**

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

**ADDITIONS / CHANGES TO THE AGENDA:**

- Ms. Coates requested that a new lease agreement for district office space be added to the Budget Committee Report.

**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. Easter seconded to approve the Director's Meeting Minutes for March 29, 2017. Without further discussion, **the motion passed unanimously.***

**Finance/Budget Committee Report:**

- Mr. Easter reported that a revision for Sun Trust Bank was needed in order to remove Ms. Johnson from the signatory card due to her resignation.

**MOTION:** *Ms. Swanson moved and Mr. Wagner seconded to approve the revision. Without further discussion, **the motion passed unanimously.***

- Ms. Coates reported that the district would like to enter into a contract with Gemstone for IT services. She noted that the district had previously used the firm for IT related work and that they are already familiar with staff needs. She requested \$6,000/ at 50 hours per year for their services. She added that the contract would be reevaluated in the future. Mr. Murray requested that Gemstone review the districts password protection software to ensure safety and continuity.

**MOTION:** *Mr. Easter moved and Mr. Wagner seconded to approve the contract. Without further discussion, **the motion passed unanimously.***

- Mr. Easter reported that a contract with Hardy Technical Services for the maintenance of the district staff time sheet management software needed Board action. Mr. Easter noted that the firm has been providing services without their usual \$1,000 set up fee and \$50 monthly fee. The contract would be for \$50 month-to-month services going forward and a \$75 per month charge for any additional services or trouble shooting.

**MOTION:** Mr. Meeks moved and Mr. Easter seconded to approve the contract. Without further discussion, **the motion passed unanimously.**

- Ms. Coates reported that a renewal for the current district office space requires Board action. The lease would be for 3 years (until June 2020). The Board briefly discussed comparable properties and lease options.

**MOTION:** Mr. Easter moved and Mr. Wagner seconded to approve the lease renewal. Without further discussion, **the motion passed unanimously.**

- Ms. Coates reported that a new district vehicle, a Toyota Rav-4, had recently been purchased for \$23,999.
- Ms. Coates also gave an update on the disposal of one of the district's Dodge trucks. She noted that the truck would be listed on Craigslist and other public forums and that interested buyers would have the ability to view the truck for 1 or 2 days before submitting sealed bids. She noted that Board members, staff and their family are not permitted to bid. Some Board members suggested setting a minimum bid comparable to a disposal amount.

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

#### **Water Resource Committee Report:**

- Mr. Murray read the list of projects and funding amounts recommended for approval by the Water Resources Committee (see Consent Agenda and attached reports).
- Mr. Ramsey briefed the Board on why the Committee did not approve a project for Gilbert, noting that there was no turf present (due to clear cutting by landowner) therefore the project did not warrant funding under current guidelines. Mr. Wagner suggested that VCAP adopt a policy (similar to one in place for CBA) outlining that a landowner cannot clear cut potential project sites. The Board briefly discussed VCAP standards and project details.
- Mr. Murray briefed the Board on a recently approved VCAP project where the landowner did not receive approval from the City due to their vegetative management policy. He noted the longstanding, ongoing issues with the City approving conservation landscaping plans. He reported that the Committee has proposed inviting city officials to a Committee meeting in order to get a better mutual understanding. He also suggested that Charlottesville directors attend a City Council meeting in order to voice their concerns.

**MOTION:** Mr. Wagner moved to approve the report of the Water Resources Committee. Mr. Meeks provided the second. **The motion passed unanimously.**

#### **Education Committee Report:**

- Mr. Meeks reported that the Committee had received and reviewed two applications for the Youth Conservation Camp and recommended approval at the cost of \$550 per camper.

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

#### **Ag Committee Report:**

- Mr. Longanecker gave an update on the CREP Program, reporting that DCR had agreed to fund 3 approved district projects at 50/50, while the 6 unapproved district projects would need to reapply the next year for 25 % funding.
- 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 noted that the Committee had reviewed the carryover report for Ag Projects.
- Mr. Longanecker read the list of projects and funding amounts recommended for approval by the Ag Committee (see Consent Agenda).
- Mr. Longanecker reported that the FY 2018 budget for new VACS signups would be \$444,000.
- Mr. Longanecker updated the Board on the recently filed ASA complaint, noting that the complaint had been founded and he is in the process of developing conservation plan for the landowner to address the issues.
- Mr. Longanecker reported that he had had secured \$187,000 in funding from the James River Association to fully fund 3 ag BMP projects, two located within the Hardware River watershed and one in the Tye watershed. The district would receive 15% for technical assistance for the projects, approximately \$23,000. The projects collectively would exclude approximately 5 miles of stream bank.

**MOTION:** *Mr. Wagner moved to approve the Ag Committee report. Mr. Meeks provided the second, and **the motion passed unanimously.***

#### **Resolution: NACD Urban Agriculture Grant**

- Ms. Coates reported that a resolution was needed in order for the district to submit its proposal to NACD for an Urban Agriculture Grant.
- Ms. Sappington reported that the grant working group (Sappington, Coates & Hyatt) had recently met with confirmed partners in order to assess challenges and priorities currently happening in urban agriculture within the City. She noted that the grant funding would be used to work with current partners to develop conservation plans, an equipment sharing program, a video to promote urban ag and potentially developing a cost-share program to assist urban ag producers. The grant request is \$41,250.00.

**MOTION:** *Mr. Wagner moved to approve the resolution. Mr. Easter provided the second, and **the motion passed unanimously.***

#### **Personnel/Operations Committee Report:**

- Ms. Coates reported that the district needs to hire a temporary/contract management analyst to assist in the transition due to Ms. Johnson's resignation effective 5/13/2017. She noted that she has a qualified applicant that could start the following Monday to assist in the transition on a temporary basis.

**MOTION:** *Mr. Easter moved and Mr. Murray seconded to allow Ms. Coates to hire a temporary/contract employee to assist until the fulltime management analyst position is filled. Without further discussion, **the motion passed unanimously.** Mr. Wagner abstained from the vote.*

- Ms. Coates reported that the district is currently recruiting for the Ag./Urban Technician position.

**MOTION:** *Mr. Murray moved to approve the Personnel/Ops Committee Report. Ms. Swanson provided the second, and **the motion passed unanimously.***

#### **Appointment of FOIA Officer:**

- Ms. Coates that a new FOIA officer would need to be appointed following Ms. Johnson's resignation. Ms. Coates offered to attend a FOIA training in May (possibly with an additional district staff member) in order to become the new officer.

**MOTION:** *Mr. Pratley called for a motion. Mr. Easter moved to appoint Ms. Coates as the new district FOIA Officer. Ms. Bradshaw provided the second, and without further discussion, **the motion passed unanimously.***

**Appointment of Records Retention Officer:**

- Ms. Coates also noted that a new records retention officer would need to be appointed following Ms. Johnson's resignation. Ms. Coates offered to become the new records retention officer.

**MOTION:** Mr. Pratley called for a motion. Mr. Easter moved to appoint Ms. Coates as the new Records Retention Officer. Mr. Murray 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
Cantrell	02-17-0329	271041	CP-22	\$ 53.00			✓
Cantrell	02-17-0329	271105	CRFR-3	\$ 1,219.00			✓
Cantrell	02-17-0329	271120	CRSL-6	\$ 9,516.00			✓
Carrier	02-17-0369	273435	RB-1	\$ 150.00			
Morris/Elk Creek	02-15-0299	208997	SL-6	\$ 104,768.75			✓
Cornay	02-17-0379	273451	RB-1	\$ 150.00			
Fitzgerald	02-17-0377	273444	RB-1	\$ 150.00			
Fitzgerald	02-17-0377	273445	RB-1	\$ 150.00			
Fitzgerald	02-17-0377	273446	RB-1	\$ 150.00			
Fitzgerald	02-17-0377	273447	RB-1	\$ 150.00			
Fitzgerald	02-17-0377	273448	RB-1	\$ 150.00			
Glass	02-17-0368	273434	RB-1	\$ 150.00			
Hartman	02-17-0367	273433	RB-1	\$ 150.00			
Hickox	02-17-0372	273438	RB-1	\$ 150.00			
Holland	02-15-0344	209101	SL-6	\$ 20,509.25			✓
Kidd	02-15-0305	208587	SL-6	\$ 151,273.50			✓
Kimble	02-17-0373	273440	RB-1	\$ 150.00			
Lansing	02-17-0365	273431	RB-1	\$ 150.00			
Lunsford	02-15-0371	220719	SL-6	\$ 29,112.58			✓
Matuszak	02-17-0064	273165	RB-1	\$ 150.00			
Miller	02-17-0364	273307	LE-2	\$ 3,665.87	\$ 916.47		✓
Payne	02-17-0371	273437	RB-1	\$ 150.00			
Perkins	02-16-0006	212674	WP-4	\$ 48,861.90		\$ 3,177.42	
Seaberry	02-17-0366	273432	RB-1	\$ 150.00			
Terrell	02-15-0342	209099	SL-6	\$ 17,763.73			✓
Tolbert,C.	02-17-0374	273441	RB-1	\$ 150.00			
Tolbert, G.	02-17-0375	273442	RB-1	\$ 150.00			
Watkins	02-15-0347	209104	SL-6	\$ 55,137.17			✓
C.E Stevens	02-15-0399	216408	SL-6	\$ 8,126.86			✓

Estate LLC							
C.E Stevens Estate LLC	02-15-0400	216500	SL-6	\$ 26,717.89			✓
Wolf	02-17-0370	273436	RB-1	\$ 150.00			
Lee Young Cantrell Family Trust	02-17-0330	271163	CRFR-3	\$ 1,873.00			✓
Lee Young Cantrell Family Trust	02-17-0330	271160	CP-22	\$ 80.00			✓
Lee Young Cantrell Family Trust	02-17-0330	271212	CRSL-6	\$ 14,478.00			✓
Bundoran Farm	02-17-0009	264354	LE-1T	\$ 61,466.83		\$ 1,721.74	

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

**DISCUSSION ITEMS:**

**Resource Management Plans Update:**

- Mr. Longanecker reported that 44 plans had been approved but not finalized. He noted that other districts have expressed concern about reimbursement for staff time and plan requirements. A recent webinar that he attended did not specifically address these concerns. Mr. Pratley noted that a summer study group will hopefully address the district issues.

**Update on PL 566 Dams:**

- Mr. Wilson reviewed the District Dam Engineer Report at length with the Board (see attached for full report). There was a brief discussion of hazard standards and certificates, dam life expectancy and current/future development in flood zones. Ms. Swanson, Mr. Wagner and Mr. Murray stated that their preference would be for a restoration of flood plans in order to offset flooding impact. They each expressed concern for district liability to properties that are knowingly built below dams.

**Albemarle County Buffer Ordinance:**

- Ms. Coates and Mr. Murray briefed the committee on the status of the Albemarle County buffer ordinance that is currently in place for all land-use applications. They noted that the county will be holding a series of meetings with stakeholders and residents in order to discuss the ordinance. Specifically, the county will be looking for input regarding a proposed 100ft. buffer requirement. Mr. Thompson, Mr. Longanecker and Mr. Meeks will be attending the first meeting for agriculture and forestry stakeholders on 5/8/17. The Board discussed land management considerations, director's roles in attending the meetings and the Chesapeake Bay Preservation Act. Mr. Pratley suggested a meeting of Ag. And Water Resources Committee's after the stakeholder meetings in order to clarify the districts position and draft suggestions to propose to the county.

**COOPERATING AGENCIES REPORTS:**

**DCR:**

- Ms. Cross reviewed her monthly report with the Board and pointed out some notable topics. See attached report for full details.

**NRCS:**

- Mr. Kirkland reported that NRCS will be convening local work groups to discuss programs; a notice will be forthcoming. He noted that additional information regarding recent changes to the National Conservation Planning

Policy that will affect the requirements for certification are also forthcoming after a meeting that was being held that day. Lastly, he thanked district staff for their help with the recent CREP program issues.

**VCE:**

- Ms. Swanson reported her agency had successful well water testing day on April 17<sup>th</sup> and 19<sup>th</sup> in Albemarle County.

**VOF:**

- Mr. Furlow gave an update on his agencies activities for the past quarter. Notable recent activities included the completion of a 10 acre tree planting with technical assistance from Mr. Walton; 100 acres of prescribed burn for the establishment of bobwhite quail habitat; the current spraying of loblolly pines; and a weed cost-share program (up to \$5,000) that is currently available to Albemarle County residents.

**DEQ:**

- See attached report

**TJWRP:**

- Mr. Easter reported that a budget preparation and clarification will be submitted to the Board in May or June. Mr. Murray added that a means hardship waiver for easement fees was also under consideration by the Foundation.

**STAFF REPORTS:**

- Ms. Coates reported that the search for a storage facility for the district is ongoing as well as a wages and fringe analysis and the recruitment of the two open staff positions. She also congratulated Mr. Ramsey on his recent appointment to assist with VCAP at the state level.
- Ms. Hyatt thanked the director's and staff that attended and assisted with the recent Area II Meeting.
- Ms. Bradshaw (on behalf of Ms. Damitz) invited directors to attend Old Farm Day in Fluvanna County on 5/2/17.
- Ms. Johnson thanked the Board and stated that she had enjoyed working for the district and hoped to stay involved in some capacity. She noted that her last day would be 5/13/2017.

**DIRECTOR REPORTS:**

- Mr. Pratley reported that there would be a meeting on 5/1/2017 with DEQ to discuss the Cunningham Creek TMDL. He also thanked everyone for the Area II Meeting. Lastly, he briefed the Board on a recent article in which NACD had requested that the federal government not slash 319 grant funds.
- Ms. Bradshaw expressed her concern for the ongoing issue with the City regarding the weed ordinance.
- Mr. Murray noted that he is hoping to develop a presentation regarding native tree planting.
- Mr. Meeks reported that Association awards were available on their website for staff to nominate a worthy participant. He also noted that a report from a representative of the Attorney General's office will be given at the 6/20/17 Association Director Training in Staunton.

**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 1:25 pm.

Submitted by: \_\_\_\_\_  
*Recording Secretary*

Approved: \_\_\_\_\_  
*Chair*