

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 28, 2017**

**Present:**

*Directors:* Pratley (Chairman), Campbell, Collins, Easter, Murray, Murdoch, Thompson

*Staff:* Coates, Hyatt, MJ Johnson

*Agencies:* Cross (DCR), Bayless (NRCS)

**Absent:**

*Directors:* Meeks, Goodman, Swanson, Wagner, McGoff (Assoc. Director) ,Tingley (Assoc. Director)

*Staff:* Longanecker, Talley, Eiserman, Walton, DaMitz

**CALL TO ORDER:**

Mr. Pratley called the meeting to order at 10:46 am, but with only 6 directors present a quorum could not be established.

**ADDITIONS / CHANGES TO THE AGENDA:**

- Mr. Pratley proposed starting the meeting with non-business discussion items until a quorum could be established.

**DISCUSSION ITEMS:**

- Mr. Bayless gave a briefing on two recent local workgroup meetings that were held on June 16<sup>th</sup> and 22<sup>nd</sup>. The meetings discussed resource concerns, programs and guidelines (see attached minutes). Mr. Bayless noted that another meeting would be held on June 29<sup>th</sup> in Louisa and that NRCS would be accepting written public comments until the end of the month.
- Ms. Coates announced that registration for the VASWCD Annual Training at Graves Mountain was open to directors and that registration is due by July 26<sup>th</sup>.

**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. Bayless reported that his agency is busy finishing up contracts in order to spend allocated funds. He noted that he had recently completed a six-session course through the the VA Natural Resource Leadership Institute and recommended any interested director or staff member attend.

**DEQ:**

- See attached report

**TJWRP:**

- Mr. Johnson reviewed the district invoices to the Foundation thru 6/30/2017 and noted that the increase in FY16-17 was due to an increase in staff time due to a grant proposal. Mr. Johnson reviewed the proposed budget that will be presented at the Foundation July board meeting. He asked directors to provide feedback. Mr. Murray suggested an increase to the Foundation budget (to \$6,000) to allow for unforeseen additional costs. Mr. Easter noted that the proposed budget is attempting to capture actual costs and needs.  
Mr. Thompson and Mr. Johnson reported that they had both recently met with an attorney who is offering pro-bono work for the Foundation. They discussed having the attorney review prior documentation for “loopholes”.

*At 11:55 a quorum was established with Mr. Murdoch in attendance.*

**PUBLIC COMMENT:** None

**CLOSED SESSION:**

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

**CERTIFICATION:** Mr. Thompson 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. Collins. A roll call vote was taken and the motion passed 7 to 0.

**ACTION ITEMS:**

**Approval of the Minutes:**

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

**MOTION:** Mr. Easter moved and Mr. Murray seconded to approve the Director's Meeting Minutes for May 31, 2017. Without further discussion, **the motion passed unanimously.**

**Finance/Budget Committee Report:**

- Mr. Easter reported that the financial reports were in good order and the accounts are financially sound. He asked for questions regarding the profit/loss report. There were none.
- Ms. Coates requested that Mr. Longanecker be added as a signatory for the SunTrust account.

**MOTION:** Mr. Easter moved to approve Mr. Longanecker as a signatory for the SunTrust account. Mr. Thompson provided the second. **The motion passed unanimously.**

- Mr. Easter presented the FY18 budget for approval. He noted a slight increase in revenue for FY18 (see attached for details)

**MOTION:** Mr. Thompson moved to approve the FY18 Budget. Mr. Campbell provided the second. **The motion passed unanimously.**

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

**Personnel/Operations Committee Report:**

- Ms. Coates reported that she is currently drafting a policy change to allow the issuance of individual staff credit cards for District expenses. She noted that the currently policy has staff sharing 2 credit cards. She said that the bank does not want the staff to continue to share cards. Mr. Easter expressed being uncomfortable passing a motion without the final policy for review. Directors agreed to table the motion to the July meeting.
- Ms. Coates reported that the new Ag./Urban Technician staff member would start 7/10/2017.
- Ms. Coates reported that the Management Analyst job posting closes 6/29/2017 and an update would be given to the Personnel/Ops Committee.

**MOTION:** Mr. Easter moved to approve the Personnel/Ops Committee Report. Mr. Murray provided the second, and **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. Murray reported that the committee had discussed the remaining Hardware funds, the best approaches and target areas in order to generate interest.
- Mr. Murray noted that there were no new VCAP approvals for consideration due to the recent resignation of Mr. Ramsey.

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

**Ag Committee Report:**

- Mr. Thompson reported that the committee had reviewed the backlog list, secondary considerations and carryover report (see attached for details). He noted that the committee had recommended approval of the carryover report.

***MOTION:*** Mr. Campbell moved to approve the carryover report. Mr. Easter provided the second, and ***the motion passed unanimously.***

- Mr. Thompson reported that the committee had reviewed eligible costs list (see attached for changes). The board discussed best species recommendation for tree plantings. It was suggested that this recommendation be brought before the committee for consideration.
- Mr. Thompson asked that the Ag. Committee minutes be modified to reflect the correct date of the next committee meeting (July 19<sup>th</sup>).

***MOTION:*** Mr. Easter moved to approve the carryover report. Mr. Thompson provided the second, and ***the motion passed unanimously.***

**Approval of FY18 DCR Grant Agreements:**

***MOTION:*** Mr. Easter moved to approve the FY18 DCR Grant Agreements. Mr. Collins provided the second, and ***the motion passed unanimously.***

**Resignation of Delores Bradshaw:**

***MOTION:*** Mr. Collins moved to approve the resignation of Mrs. Bradshaw. Mr. Thompson provided the second, and ***the motion passed unanimously.***

**Update of Committee Appointments:**

- Mr. Easter noted that the Budget Committee is looking for additional volunteers. Mr. Pratley noted that the Legislative Committee is very active and is looking for additional members.

**Disposal of Property:**

***MOTION:*** Mr. Easter moved to approve the disposal of property list. Mr. Murray provided the second, and ***the motion passed unanimously.***

**Draft Annual Work Plan-Review:**

- Ms. Coates reported that edits to the plan of work are being accepted and will be brought before the board at the July meeting.

**CONSENT AGENDA:**

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Harrison	02-15-0306	208590	SL-6				✓
Ward	02-17-0011	243523	SL-6			\$4220.14	✓
Goodwin	02-17-0401	275528	SL-6	\$ 5,404.60	\$ 2,460.60		✓
Woolfolk	02-15-0375	209155	SL-6	\$ 55,756.28			✓
Saunders	02-15-0404	216199	SL-6	\$ 32,645.36			✓
Powell	02-15-0410	209441	SL-6	\$ 26,453.56			✓
Williams	02-15-0385	209173	SL-6	\$ 22,481.35			✓
Beasley	02-17-0402	275593	RB-1	\$ 150.00			
Hargrave-Hudson	02-17-0403	275594	RB-1	\$ 150.00			
Johnson	02-17-0404	275595	RB-1	\$ 150.00			
Cushine	02-17-0340	275597	RB-1	\$ 150.00			

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

**STAFF REPORTS:** none

**DIRECTOR REPORTS:**

- Mr. Murray noted that he had received a report of a forestry project dumping soil into a creek. VOF was asked to inspect and was able to get the operator to mitigate the damage. He noted that the Water Resources Committee had discussed how to address concerns from the public.
- Mr. Campbell asked if future board meetings could begin at 10am. The board agreed.
- Mr. Thompson asked if the Farm Bureau could be added to the agency reports.
- Mr. Collins reported that he is hearing concerns from residents on how DEQ is managing the design and review process for the AC Pipeline. The directors briefly discussed land considerations as well as the District and DEQ's role in the pipeline review process.
- Mr. Murdoch reported that solar projects in Fluvanna and Goochland counties are moving forward.

Ms. Cross asked that the Board affirm that the second review of the annual review was conducted within the last 60 days. Mr. Easter affirmed that it had.

**ADJOURNMENT:**

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

There being no further business, the meeting was adjourned at 1:19 pm.

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

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