

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

**Present:**

*Directors:* Pratley (Chairman), Campbell, Collins, Easter, Goodman, Meeks, Murray, Swanson, Thompson, Tingley (Assoc. Director)

*Staff:* Coates, Longanecker, Hyatt, MJ Johnson, Talley, DaMitz, Monteleone

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

**Absent:**

*Directors:* Murdoch, Wagner, McGoff (Assoc. Director)

*Staff:* Eiserman, Walton

**CALL TO ORDER:**

Mr. Pratley called the meeting to order at 10:17 am.

**ADDITIONS / CHANGES TO THE AGENDA:** None

**PUBLIC COMMENT:** None

**ACTION ITEMS:**

**Approval of the Minutes:**

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

**MOTION:** *Mr. Easter moved and Mrs. Swanson seconded to approve the Director's Meeting Minutes for June 28, 2017. Without further discussion, **the motion passed unanimously.** Mr. Meeks abstained.*

**Finance/Budget Committee Report:**

- Mr. Easter briefed the board on the profit and loss report (see attached). The board briefly discussed the need for funding reserves for staff payroll should state or federal funding run out due to budget cuts.
- Ms. Coates presented the DCR FY19 Budget Template for approval. She noted that the projected needs for FY19 had been reviewed with Ms. Cross and that the template would be submitted to DCR the following week.

**MOTION:** *Mr. Easter moved and Mr. Thompson seconded to approve the FY19 Budget Template. Without further discussion, **the motion passed unanimously.***

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

**TJWRP Foundation:**

- Mr. Thompson reviewed the Foundation's role and funding stream for easement stewardship. He noted that the Foundation was recently asked by the board to establish a baseline for future funding needs in order to cover staff time for easement monitoring. Mr. Easter reviewed estimated annual monitoring costs and noted that the current 1% interest rate accruing from the account is insufficient to cover the cost of staff time.
- Mr. Thompson recommended that the board approve a line item in the FY18 budget to cover administrative and monitoring costs (approximately \$2,600). The board briefly discussed monitoring procedures, land owner relationships with the district and the obligations of the Foundation.

**MOTION:** Mr. Murray moved to approve the line item of \$2,600 for the Foundation to cover administrative and monitoring costs for easements. Mr. Collins provided the second. **The motion passed unanimously.**

- Mr. Thompson proposed that the district obligate approximately \$20,000 to the Foundation in the form of a block grant in order to help landowners cost-share fees associated with placing their property in an easement. He noted that matching funds would be sought out and that a ranking system, that would include the financial situation of each landowner, would be developed. He asked the board to consider the proposal for the August meeting.

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

- Mr. Murray reviewed the septic projects for approval (see attached report & minutes)
- Mr. Murray reported that in FY18 DEQ has increased the rate that will be provided for septic cost share. DEQ had given authorization for FY17 applicants to cancel their current contracts and reapply in FY18 in order to receive the increased cost-share rates. Mr. Murray noted that the committee discussed the remaining balance of unobligated funds in each septic grant and determined that there are sufficient funds available in the Hardware & Tye TMDL's, but not in the District-Wide program. The committee agreed that a letter should be sent to any FY17 applicant in the Tye & Hardware that had not yet completed their project giving them the option of reapplying for the FY18 rate.
- Mr. Murray reviewed VCAP projects for approval (see attached report & minutes)

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

#### **Personnel/Operations Committee Update:**

- Ms. Coates reported that 22 applications for the open Management Analyst position had been received, interviews would begin the following week and the committee would meet. An update would be given at the August board meeting.

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

- Mr. Longanecker read the list of projects and funding amounts recommended for approval by the Ag Committee (see Consent Agenda).
- Mr. Longanecker requested approval for the transfer of \$150,000 in unobligated FY17 VACS funds to FY18 VACS.

**MOTION:** Mr. Meeks moved to approve the transfer of \$150,000 in obligated FY17 VACS funds to FY18 VACS. Mr. Easter provided the second, and **the motion passed unanimously.**

- Mr. Longanecker reported that the committee had approved the FY18 costs list and the final draft of the carryover report.
- Mr. Longanecker gave a brief update on spot checks, noting that staff is working to resolve one issue with a landowner.
- Mr. Thompson thanked the ag. staff for their extra efforts in updating the FY18 cost lists.
- Mr. Longanecker requested approval for the transfer of responsibility from Overton Hopkins to Hopkins Living Trust.

**MOTION:** Mr. Thompson moved to approve the transfer of responsibility from Overton Hopkins to Hopkins Living Trust. Mr. Easter provided the second, and **the motion passed unanimously.**

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

#### **Annual Work Plan:**

**MOTION:** Mr. Meeks moved to approve the Annual Work Plan. Mr. Easter provided the second, and **the motion passed unanimously.**

**MOU with Robert E. Lee for Septic Program:**

- Ms. Coates reported that an MOU for the Tye septic program in Amherst County has been drafted and would soon be approved by RELSWCD board.

**MOTION:** Mr. Meeks moved to approve the MOU between TJSWCD & RELSWCD for the septic program. Mr. Murray provided the second, and **the motion passed unanimously.**

**TJSWCD Board of Directors Recommendation to Soil & Water Board to fill Director Vacancy:**

**MOTION:** Mr. Thompson moved to approve the recommendation that Mr. Tingley be appointed Director for the City of Charlottesville, filling the vacancy left by Mrs. Bradshaw. Mr. Collins provided the second, and **the motion passed unanimously.**

**CONSENT AGENDA:**

- Ms. Hyatt amended the consent agenda to include a conservation plan approval for Hammon

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Collins	02-18-0003	279197	SL-6	\$17,735.62	\$1,108.48		Yes
Miky-Ieto Farm	02-18-0010	279808	SL-6	\$6,372.80	\$398.30		Yes
Smith	02-18-0002	279107	SL-1	\$2,955.50	\$160.63		Yes
Smith	02-18-0008	279801	SL-1	\$3,363.75	\$182.81		Yes
England	02-17-0351	272710	LE-2			757.35	Yes
Fleetwood Comm. Center	02-18-0009	279804	RB-1	\$150.00			
Gray	02-18-0006	279546	RB-1	\$150.00			
Majewski	02-18-0004	279469	RB-1	\$150.00			
Stonelake	02-18-0011	279809	RB-1	\$150.00			
Hammon	02-15-0397	2092017	SL-6				Yes

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

**DISCUSSION ITEMS:**

**Draft SWCD Desktop Procedures:**

- Ms. Coates reported that some changes and edits to district policy would be forthcoming.

**FY16-17 Questionnaire Submitted to DCR:**

- Ms. Cross reviewed the assessment for grant deliverables (administrative & operational, cost-share/technical assistance) and noted that the district is currently “fully satisfying” all deliverables. (see attached assessment)
- Mr. Thompson requested that NRCS be added to the beginning of the partnership list (item#3). Ms. Cross noted that she would send out a revised addition that would include NRCS, VCE & VDOF to the list.

**Tour of Secluded Farm:**

- Ms. Hyatt proposed a tour of Secluded Farm after the September board meeting to give directors and staff

the opportunity to meet Monticello Trails Manager Julie Roller and walk the property.

#### **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 his agency had completed 85% of contracting for the fiscal year. He noted that NRCS is still receiving CREP renewals & referrals from FSA. Mr. Kirkland also reported that he had recently attended an economic conservation planning training.

##### **DEQ:**

- See attached report

##### **TJWRP:**

- Mr. Johnson reported that the easement program is progressing and maturing well. He noted that steps towards a budget, cost of stewardship have been positive.

#### **STAFF REPORTS:**

- Ms. Coates introduced Lexi Monteleone who recently filled the position of Urban/Ag. Technician
- Ms. Coates reported that a safety program is being developed for staff and that staff would be attending a CPR certification the following day.
- Mr. Longanecker thanked the ag. staff for all their extra efforts at the end of FY17.
  - Mr. Pratley reported that he had been notified that the district is listed by as a co-sponsor for the Beaver Creek Dam. A brief discussion of the issue concluded that district responsibility had been transferred to Albemarle County.
- Ms. Damitz requested updated biographies for the annual report be emailed to her and that a board of director's photo will be taken after the August meeting. She also noted that she had received 'Thank You' cards from the participants of the Youth Conservation Camp.

#### **DIRECTOR REPORTS:**

- Mr. Meeks reported that he has recently attended numerous NACD annual meetings.
- Mr. Tingley reported that he was happy to have returned to the board.
- Mr. Collins reported that FERC had released an EIS and that DEQ is holding meetings to address counties that would be impacted by the ACP. He noted that the Forest Service had recently given the go-ahead for the pipeline. Mr. Collins noted that he is very concerned about how the proposed route would impact storm water runoff/management and how it would comply with current regulations. There was a discussion of RUSLE calculations used by Dominion with staff and directors. Mr. Collins encouraged the board members to draft letters to FERC with their thoughts on the proposal and to attend the public meetings. Mr. Pratley noted that any letter from the district should be reflective of correct information. Mr. Murray proposed that a discussion item regarding comments on the ACP be added to the August meeting agenda. He recommend that directors compose their comments for discussion so that they could be included in a potential letter from the district. Mr. Collins noted the timeframe for comments to FERC & DEQ. Ms. Swanson proposed that Mr. Collins, Mr. Longanecker and Ms. Coates draft a letter for the board to review at the August meeting. Mr. Thompson remarked that the district should point out technical errors in the proposed plan rather than a political stance.
- Mr. Murray reported that he had recently attended Albemarle County meetings for proposed changes to rural area use.

**ADJOURNMENT:**

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

There being no further business, the meeting was adjourned at 12:47 pm.

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

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