

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

September 27, 2017

Location: Secluded Property 1179 Scottsville Rd. Charlottesville, VA

Present:

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

Staff: Coates, Eiserman, Hyatt, Johnson, Viglione, Walton

Agencies: Cross (DCR), Kirkland (NRCS), Bayless (NRCS), Carroll (NRCS), Norton (NRCS)

Guests: Alyson Sappington

Absent:

Directors: Goodman, Thompson

Staff: Eiserman, Longanecker, Talley, DaMitz, Monteleone

CALL TO ORDER:

Mr. Pratley called the meeting to order at 10:12 am.

ADDITIONS / CHANGES TO THE AGENDA: Mr. Pratley asked Mr. Meeks to give a brief history of the Secluded Property.

PUBLIC COMMENT: None

ACTION ITEMS:

Approval of the Minutes:

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

MOTION: *Mr. Campbell moved and Ms. Swanson seconded to approve the Director's Meeting Minutes for August 30, 2017. Without further discussion, the motion passed unanimously.*

Ag Committee Report:

- Mr. Walton read the list of projects and funding amounts recommended for approval by the Ag Committee (see Consent Agenda).
- Mr. Walton asked the board to approve a cost share payment increase for Harvey in the amount of \$1,329.16

MOTION: *Mr. Meeks moved to approve the increase for Harvey in the amount of \$1,329.16. Mr. Wagner provided the second, and the motion passed unanimously.*

- Mr. Walton asked the board to approve a transfer agreement from James Lettenberger to David Brossoit contract 02-14-0009.

MOTION: *Mr. Meeks moved to approve the transfer agreement from James Lettenberger to David Brossoit. Mr. Wagner provided the second, and the motion passed unanimously.*

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

Water Resource Committee Report:

- Mr. Murray reviewed the septic projects for approval (see attached report & minutes)
- Mr. Murray reviewed VCAP projects for approval (see attached report & minutes)

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

Finance/Budget Committee Report:

- Mr. Easter reviewed the profit and loss report and the cleared check report. He noted that everything appeared to be in order.
- Ms. Coates reported that there have been changes to the district and foundation DARA accounts due to recent staff changes. Mr. Pratley, Mr. Easter and Mr. Viglione will now be authorized to open and close accounts.
- Mr. Easter reported that Mr. Viglione will be reviewing and streamlining the accounting and budgeting processes.
- Ms. Coates requested board approval of changes to the SunTrust accounts authorizing Mr. Thompson, Mr. Tingley, Mr. Viglione, Ms. Coates, Mr. Longanecker and Ms. Hyatt as check signatures.

MOTION: Mr. Easter moved and Mr. Meeks seconded to approve authorizing Thompson, Tingley, Viglione, Coates, Longanecker and Hyatt as check signatures. Without further discussion, **the motion passed unanimously.**

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

Dams:

- Ms. Coates reported that the small dam repair request are due on September 30, 2017, she noted that the district would not be requesting any repairs.
- Ms. Coates reported that Mr. Talley will accompany Mr. Wilson (DCR) on dam inspections on October 26th. She also reported that Mr. Tally is currently working on an updated dam safety report.
- Ms. Coates briefed the board on the dam safety trailer that will be obtained from DCR in October. She noted that the district will be required to use the trailer for dam safety purposes for a minimum of 3 years and that the district would be responsible for the removal of the DCR logo on the trailer.

Personnel/Ops:

- Ms. Coates reported that the committee had met to clarify the staff holiday schedule and will be following the state issued holidays plus any additional days declared by the Governor.
- Ms. Coates reported that the Sun Trust accounts for the district and foundation had been reviewed and that it is recommended that the foundation board discuss the SunTrust accounts at their October meeting.
- Ms. Coates reported that the committee recommended to approve a request to move Mrs. Eiserman's position from full-time to part time.

MOTION: Mr. Meeks moved to approve the request to move Mrs. Eiserman's position from full-time to part-time. Mr. Collins provided the second. **The motion passed unanimously.**

- Ms. Coates reported that the committee recommended approval to begin the recruitment process for a full-time Urban Conservationist.

MOTION: Mr. Meeks moved to approve the request to begin recruitment for a full-time Urban Conservationist. Mr. Wagner provided the second. **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
McKie	02-18-0035	294831	SL-6	\$8,726.92	\$545.43		yes
Vernon	02-18-0160	298855	SL-6	\$26,012.58	\$1625.79		yes
Hatter	02-18-0187	299362	SL-6	\$22,847.02	\$1427.94		yes
Goodwin	02-18-0059	296904	SL-1	\$4,165.00	\$306.25		yes
Goodwin	02-18-0059	296905	SL-1	\$3,867.50	\$284.38		yes
Barksdale	02-17-0283	267772	LE-1T			\$ 2,628.16	yes
Bell	02-17-0306	268848	SL-6			\$209.62	yes
Roberts	02-18-0188	299415	RB-1	\$150.00			

FY 18 Cover Crop Practices					
Last Name	Contract Number	Instance Number	Business	Practice Code	Estimated Cost Share Payment
	02-18-0139	298003	Creamfield Farm	SL-8B	\$5,428.80
Lundgren	02-18-0060	296910		SL-8B	\$3,211.20
Wood	02-18-0099	297323	Slate River Enterprises, LLC	SL-8B	\$4,640.16
Wood	02-18-0102	297328	Slate River Enterprises, LLC	SL-8B	\$888.00
Fitzgerald, III	02-18-0121	297807		SL-8B	\$2,432.00
	02-18-0186	299357	Charlottesville Farms, Inc	SL-8H	\$5,527.20
Lundgren	02-18-0055	296869		SL-8B	\$8,414.40
	02-18-0118	297698	Charlottesville Farms, Inc	SL-8H	\$5,326.40
	02-18-0080	297163	Fitzgerald Farms LLC	SL-8B	\$2,081.00
	02-18-0113	297578	Charlottesville Farms, Inc	SL-8H	\$10,391.80
Fitzgerald, III	02-18-0093	297275		SL-8B	\$3,152.00
Brooking	02-18-0046	296168	Early Dawn Dairy, Inc	SL-8B	\$2,004.00
	02-18-0081	297166	Donald S Terrell Inc	SL-8B	\$5,492.00
Fitzgerald, III	02-18-0089	297217		SL-8B	\$1,764.00
Lundgren	02-18-0057	296888		SL-8B	\$3,542.40
	02-18-0140	298032	Creamfield Farm	SL-8B	\$3,782.40
Brooking	02-18-0047	296172	Early Dawn Dairy, Inc	SL-8B	\$2,136.00
	02-18-0068	297127	Donald S Terrell Inc	SL-8B	\$6,248.80
	02-18-0101	297326	Fitzgerald Farms LLC	SL-8B	\$6,647.00
	02-18-0085	297191	Donald S Terrell Inc	SL-8B	\$3,933.60
	02-18-0179	299249	Lakeside Dairy Farm Inc	SL-8B	\$1,112.00
Stover	02-18-0056	296887		SL-8B	\$3,017.60
Fitzgerald, III	02-18-0105	297376		SL-8B	\$2,720.00

Brooking	02-18-0050	296207	Early Dawn Dairy, Inc	SL-8H	\$3,050.00
Fitzgerald, III	02-18-0119	297804		SL-8B	\$1,552.00
	02-18-0083	297187	Donald S Terrell Inc	SL-8B	\$2,876.80
	02-18-0086	297194	Donald S Terrell Inc	SL-8B	\$1,648.00
	02-18-0142	298046	Creamfield Farm	SL-8B	\$1,608.00
	02-18-0112	297567	Fitzgerald Farms LLC	SL-8	\$2,685.00
	02-18-0149	298498	Seamans Orchard	SL-8B	\$816.00
	02-18-0138	298001	Creamfield Farm	SL-8B	\$2,414.40
Brooking	02-18-0045	296138	Early Dawn Dairy, Inc	SL-8B	\$860.00
	02-18-0095	297311	Fitzgerald Farms LLC	SL-8B	\$964.00
Coleman	02-18-0074	297151		SL-8H	\$2,618.00
Fitzgerald, III	02-18-0120	297805		SL-8	\$2,574.00
	02-18-0122	297812	Fitzgerald Farms LLC	SL-8B	\$1,992.00
	02-18-0151	298516	Seamans Orchard	SL-8B	\$1,900.00
	02-18-0148	298461	Seamans Orchard	SL-8B	\$756.00
Lundgren	02-18-0058	296892		SL-8B	\$1,372.80
	02-18-0091	297218	M S Terrell & Sons Inc	SL-8B	\$1,570.80
Fitzgerald, III	02-18-0104	297370		SL-8B	\$2,929.50
Coleman	02-18-0128	297918	Duckinghole Creek Farm Inc	SL-8H	\$778.00
	02-18-0096	297313	Fitzgerald Farms LLC	SL-8B	\$2,128.00
	02-18-0117	297684	Charlottesville Farms, Inc	SL-8B	\$2,604.15
	02-18-0115	297669	Charlottesville Farms, Inc	SL-8B	\$1,643.25
Wood	02-18-0103	297334	Slate River Enterprises, LLC	SL-8B	\$384.00
	02-18-0178	299068	Quaker Hill Farm	SL-8H	\$3,216.00
	02-18-0084	297189	Fitzgerald Farms LLC	SL-8B	\$1,640.00
	02-18-0174	299064	Quaker Hill Farm	SL-8H	\$1,624.00
	02-18-0044	296068	Abell Brothers	SL-8B	\$1,448.00
	02-18-0097	297319	Fitzgerald Farms LLC	SL-8B	\$2,136.00
	02-18-0184	299355	Charlottesville Farms, Inc	SL-8B	\$1,155.00
	02-18-0078	297158	Donald S Terrell Inc	SL-8B	\$800.80
	02-18-0043	296059	Abell Brothers	SL-8H	\$1,198.00
Coleman	02-18-0143	298067	Duckinghole Creek Farm Inc	SL-8H	\$320.00
	02-18-0185	299356	Charlottesville Farms, Inc	SL-8B	\$857.25
Wood	02-18-0098	297321	Slate River Enterprises, LLC	SL-8B	\$384.00
Brooking	02-18-0049	296200	Early Dawn Dairy, Inc	SL-8B	\$644.00
	02-18-0173	299063	Quaker Hill Farm	SL-8H	\$348.00
	02-18-0114	297664	Charlottesville Farms, Inc	SL-8B	\$803.70
	02-18-0087	297202	M S Terrell & Sons Inc	SL-8B	\$718.40
Stover	02-18-0061	296923		SL-8H	\$1,278.40
	02-18-0082	297177	Donald S Terrell Inc	SL-8B	\$748.00

Coleman	02-18-0132	297940	Duckinghole Creek Farm Inc	SL-8H	\$1,890.00
	02-18-0111	297565	Charlottesville Farms, Inc	SL-8B	\$405.00
	02-18-0137	297998	Creamfield Farm	SL-8B	\$489.60
Coleman	02-18-0145	298070	Duckinghole Creek Farm Inc	SL-8H	\$722.00
Stover	02-18-0062	296926		SL-8B	\$1,384.00
Coleman	02-18-0131	297934	Duckinghole Creek Farm Inc	SL-8H	\$732.00
	02-18-0182	299353	Charlottesville Farms, Inc	SL-8H	\$390.00
	02-18-0150	298511	Seamans Orchard	SL-8	\$879.00
Fitzgerald, III	02-18-0107	297381		SL-8B	\$572.00
	02-18-0052	296387	Hugh N Clark, III	SL-8H	\$618.00
	02-18-0177	299067	Quaker Hill Farm	SL-8H	\$1,200.00
Fitzgerald, III	02-18-0159	298852		SL-8B	\$380.00
	02-18-0088	297205	Fitzgerald Farms LLC	SL-8B	\$252.00
	02-18-0183	299354	Charlottesville Farms, Inc	SL-8B	\$418.35
	02-18-0036	295867	Riverview Farms Cattle, LLC	SL-8B	\$632.00
Brooking	02-18-0048	296184	Early Dawn Dairy, Inc	SL-8B	\$372.00
	02-18-0180	299251	Lakeside Dairy Farm Inc	SL-8B	\$364.00
Coleman	02-18-0127	297915	Duckinghole Creek Farm Inc	SL-8H	\$1,116.00
Coleman	02-18-0067	297118		SL-8H	\$673.80
	02-18-0038	295896	Riverview Farms Cattle, LLC	SL-8B	\$560.00
	02-18-0053	296389	Hugh N Clark, III	SL-8H	\$542.00
	02-18-0090	297213	M S Terrell & Sons Inc	SL-8B	\$1,376.80
	02-18-0100	297324	Fitzgerald Farms LLC	SL-8B	\$172.50
	02-18-0175	299065	Quaker Hill Farm	SL-8H	\$800.00
Fitzgerald, III	02-18-0161	298857		SL-8B	\$93.00
	02-18-0157	298844	Fitzgerald Farms LLC	SL-8B	\$121.50
Coleman	02-18-0071	297145		SL-8H	\$1,315.40
	02-18-0176	299066	Quaker Hill Farm	SL-8H	\$526.00
Goodwin III	02-18-0153	298773		SL-8B	\$225.00
	02-18-0165	298984	Quaker Hill Farm	SL-8H	\$590.00
Coleman	02-18-0072	297147		SL-8H	\$1,122.40
Coleman	02-18-0146	298072	Duckinghole Creek Farm Inc	SL-8H	\$218.00
	02-18-0079	297162	Donald S Terrell Inc	SL-8B	\$511.60
Goodwin III	02-18-0154	298779		SL-8B	\$220.50
	02-18-0152	298521	Seamans Orchard	SL-8	\$120.00
	02-18-0171	299061	Quaker Hill Farm	SL-8H	\$1,688.00
	02-18-0094	297308	Fitzgerald Farms LLC	SL-8B	\$348.00
Coleman	02-18-0069	297130		SL-8H	\$1,881.40
Reynolds	02-18-0136	297986		SL-8H	\$552.00
Coleman	02-18-0066	297112		SL-8H	\$195.20

	02-18-0156	298791	Fitzgerald Farms LLC	SL-8	\$222.00
Lundgren	02-18-0054	296863		SL-8H	\$480.00
	02-18-0169	299037	Quaker Hill Farm	SL-8H	\$600.00
	02-18-0092	297270	Silver Creek Orchards	SL-8B	\$160.00
	02-18-0158	298847	Fitzgerald Farms LLC	SL-8	\$138.00
	02-18-0168	299034	Quaker Hill Farm	SL-8H	\$486.00
	02-18-0051	296382	Hugh N Clark, III	SL-8H	\$132.00
	02-18-0164	298982	Quaker Hill Farm	SL-8H	\$452.00
	02-18-0172	299062	Quaker Hill Farm	SL-8H	\$1,350.00
Kean	02-18-0124	297833		SL-8B	\$144.00
Goodwin III	02-18-0155	298782		SL-8B	\$294.00
	02-18-0039	295900	Riverview Farms Cattle, LLC	SL-8B	\$248.00
	02-18-0040	295969	Riverview Farms Cattle, LLC	SL-8B	\$244.00
	02-18-0162	298979	Quaker Hill Farm	SL-8H	\$488.00
Coleman	02-18-0129	297924	Duckinghole Creek Farm Inc	SL-8H	\$570.00
	02-18-0167	299033	Quaker Hill Farm	SL-8H	\$336.00
	02-18-0166	298996	Quaker Hill Farm	SL-8H	\$290.00
	02-18-0037	295876	Riverview Farms Cattle, LLC	SL-8B	\$200.00
	02-18-0163	298981	Quaker Hill Farm	SL-8H	\$254.00
Kean	02-18-0123	297817		SL-8H	\$172.00
	02-18-0041	295972	Riverview Farms Cattle, LLC	SL-8B	\$196.00
Coleman	02-18-0106	297380		SL-8H	\$335.60
Coleman	02-18-0135	297947	Duckinghole Creek Farm Inc	SL-8H	\$430.00
Coleman	02-18-0126	297912	Duckinghole Creek Farm Inc	SL-8H	\$406.00
	02-18-0170	299043	Quaker Hill Farm	SL-8H	\$202.00
	02-18-0109	297389	Fitzgerald Farms LLC	SL-8B	\$985.50
Kean	02-18-0125	297891		SL-8H	\$182.00
	02-18-0181	299352	Charlottesville Farms, Inc	SL-8B	\$616.50
	02-18-0042	295976	Riverview Farms Cattle, LLC	SL-8H	\$100.00
Coleman	02-18-0130	297929	Duckinghole Creek Farm Inc	SL-8H	\$224.00
Coleman	02-18-0076	297155		SL-8H	\$253.00
	02-18-0110	297548	Charlottesville Farms, Inc	SL-8B	\$331.35
Bostic	02-18-0147	298117		SL-8B	\$508.00
Coleman	02-18-0133	297944	Duckinghole Creek Farm Inc	SL-8H	\$188.00
Coleman	02-18-0134	297946	Duckinghole Creek Farm Inc	SL-8H	\$90.00
Coleman	02-18-0070	297143		SL-8H	\$1,170.00
Coleman	02-18-0108	297387		SL-8H	\$218.20
Coleman	02-18-0064	297105		SL-8H	\$250.40

Coleman	02-18-0065	297108		SL-8H	\$528.80
Coleman	02-18-0144	298068	Duckinghole Creek Farm Inc	SL-8H	\$388.00
	02-18-0116	297679	Charlottesville Farms, Inc	SL-8B	\$247.95

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

DISCUSSION ITEMS:

Annual Report

- Ms. Coates reported that the annual report had been submitted to DCR. She noted that Ms. DaMitz did an excellent job with contributions from the staff. She also noted that the yearly calendar will now be published as a fall newsletter to announce future dates and plan district activities.

Foundation Meeting

- The foundation will meet on October 18, 2017

Michie Tavern-Annual Dinner

- Ms. Coates reported that the annual holiday dinner/board meeting will take place on December 13, 2017.

COOPERATING AGENCIES REPORTS:

DCR:

- Mrs. Cross reviewed her monthly report with the Board and pointed out some notable topics. See attached report for full details.
- Mrs. Cross noted that the districts two nominees (Innisfree Farm and Spring Valley Farm, LLC) for the Clean Water Farm Award needed to be approved by the board.

MOTION: *Mr. Meeks moved to approve the nomination of Innisfree Farm and Spring Valley Farm, LLC for the Clean Water Farm Award. Mr. Wagner provided the second. Mr. Murray abstained. The motion passed.*

- Mr. Pratley noted that he had recently met with Darryl Glover to review and discuss Area II items. He reported that a support letter for an equine BMP program was drafted by northern Virginia Area II chairpersons and delivered to Mr. Glover. Mr. Pratley noted that Mr. Glover feels that the issue of overstocking on equine operations should be addressed by localities and that an equine BMP program is unlikely to become a part of the VACS program in the near future. The board briefly discussed equine management issues and programs that are available to those landowners.
- Mr. Pratley reported that he had discussed the issue with Cultural Resources Reviews with Mr. Glover and that DCR is in discussions with DHR on how to better manage the program with districts.

NRCS:

- Mr. Bayless reported that the signup deadline for his agency is October 20th with a ranking deadline of November 17th.
- Mr. Bayless briefed the board on the Working Lands for Wildlife Program that encourages stands of warm season grasses for wildlife habitat.

STAFF REPORTS:

- Ms. Coates reported that Mr. Longanecker will be out of the office until October 16th and that Mr. Walton would be the lead agriculture staff person.
- Mrs. Eiserman reported that an agriculture field day is being planned for April and that input for topics are welcome.

DIRECTOR REPORTS:

None

ADJOURNMENT:

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

There being no further business, the meeting was adjourned at 11:47 am.

Submitted by: _____
Recording Secretary

Approved: _____
Chair