

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

October 25, 2017

Location: 706 Forest St. Suite G Charlottesville, VA

Present:

Directors: Pratley (Chairman), Easter, Murray, Murdoch, Swanson, Thompson, Tingley, McGoff (Assoc. Director)

Staff: Coates, Longanecker, Hyatt, Johnson, Monteleone, Ela

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

Guests: Alyson Sappington

Absent:

Directors: Campbell, Collins, Goodman, Meeks, Wagner

Staff: Viglione, Walton, Talley, DaMitz, Eiserman

CALL TO ORDER :

At 10:21 no quorum could be established, Mr. Pratley asked Mrs. Sappington to present the website update until additional directors were present.

Discussion Items:

Website Update:

- Mrs. Sappington previewed the structure of the new district website. Board members provided feedback on the design and offered suggestions for improved usability.

At 10:55 the meeting was called to order with the arrival of Ms. Swanson.

ADDITIONS / CHANGES TO THE AGENDA: None

PUBLIC COMMENT: None

Discussion Items *continued:*

Foundation Meeting:

- Mr. Thompson reported that the foundation board is working to clarify financial and functional work of the easement program as well as increasing outreach and donations. He noted that the foundation has acquired pro bono legal assistance to review the details of the program.

ACTION ITEMS:

Approval of the Minutes:

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

MOTION: *Mr. Thompson moved and Mr. Easter seconded to approve the Director's Meeting Minutes for September 27, 2017. Without further discussion, **the motion passed unanimously.***

Annual Plan of Work and Strategic Plan:

Board members were provided copies for their review; no changes were requested.

MOTION: *Mr. Easter moved and Mr. Thompson seconded to approve the Annual Plan of Work and Strategic Plan as submitted. Without further discussion, **the motion passed unanimously.***

Ag Committee Report:

- Mr. Thompson read the list of projects and funding amounts recommended for approval by the Ag Committee (see Consent Agenda).
- Mr. Thompson reported that the committee had discussed a 2017 spot check violation that will require the repayment of pro-rated funds back to the district. Mr. Thompson noted that the landowner has requested a financial hardship arrangement for the repayment. The committee had discussed the request and decided to extend the original repayment deadline of 11/15/17 to 12/1/2017. The landowner will be notified by certified letter of the decision.

MOTION: Mr. Thompson moved to approve the repayment deadline extension to 12/1/17. Ms. Swanson provided the second. Mr. Easter opposed. **The motion passed.**

- Mr. Thompson gave an update on the Recertification Program and asked the board to authorize the Chairman to sign the grant agreement.

MOTION: Mr. Thompson moved to authorize the Chairman to sign the recertification grant agreement. Ms. Swanson provided the second, and **the motion passed unanimously.**

- Mr. Longanecker reported that based on an onsite verification and review of plans for RMP-2-0001 and RMP-2-16-0003, the review authority found the RMPs to be adequate and fully implemented. Based on these findings, the TRC recommends that the Thomas Jefferson Soil and Water Conservation District Board of Directors request that DCR issue a Certificate of RMP Implementation.

MOTION: Mr. Longanecker moved to request the Department of Conservation and Recreation to issue a Certificate of RMP Implementation for plans RMP-2-0001 and RMP-2-16-0003. Ms. Swanson provided the second. **The motion passed unanimously.**

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

Finance/Budget Committee Report:

- Mr. Easter reviewed the monthly financials and the dedicated reserves.

MOTION: Mr. Easter moved to approve the dedicated reserves. Ms. Swanson provided the second. **The motion passed unanimously.**

Dams:

- Ms. Coates briefed the board on the dam safety trailer that will be obtained from DCR. She noted that the district had received the title and would be picking up the trailer in the coming week.

Personnel/Ops:

- Ms. Coates introduced new part-time district staff member Julia Ela who be assisting with the RCEP program and the foundation two days a week.

Public Relations:

- Ms. Coates reported that the committee had reviewed the design outline for the new district website and discussed how to prioritize future outreach events.

CONSENT AGENDA:

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Scott	02-18-0190	300949	RB-3	\$4,000.00			
Dozier	02-18-0189	300947	RB-3	\$2,500.00			
Fleetwood Community Center	02-18-0009	300514	RB-4	\$4,000.00			
Taylor	02-18-0007	279722	RB-5	\$19,200.00			
Wiley	02-18-0191	301039	RB-4	\$4,000.00			
Austin	02-15-0323	209056	SL-6	\$94,582.70			yes

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

DISCUSSION ITEMS *continued:*

Michie Tavern-Annual Dinner

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

Annual Conference

- The Board discussed registration and hotel reservation details for the conference. It was decided that directors would reserve their own hotel rooms and submit completed registration forms to staff.

Officer Elections

- Mr. Pratley asked for volunteers for the nominating committee. Mr. Easter, Mr. Thompson and Ms. McGoff agreed to be members of the nominating committee.

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.

NRCS:

- Mr. Kirkland noted that the NRCS FY18 program guidance has been released with the first approvals expected around 12/1/17. Funding will be obligated earlier in the fiscal year. He also noted that the state conservationist is requesting less funding for projects due to limited staff to handle projects.
- Mr. Kirkland reported that his agency and the district will have an information table at the Celebration of Virginia Agriculture event in Mineral, VA on 11/17/17.

STAFF REPORTS:

- Ms. Coates reported that the staff continues to work through the Management Analyst transition with the goal of making the financial process more streamline.

DIRECTOR REPORTS:

- Mr. Murray reported that he had recently attended a Virginia Native Plant Marketing Partnership meeting. Attendees discussed the VCAP program and how to promote habitat and natural communities.
- Mr. Thompson thanked the staff for the timely completion of committee and foundation minutes.
- Mr. Pratley reported that he had attended Cunningham Creek TMDL meetings. He noted that DEQ is currently drafting the watershed plan as well as the budget and program details that will be submitted to EPA. A public meeting will be held in January.

ADJOURNMENT:

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

There being no further business, the meeting was adjourned at 12:29 pm.

Submitted by: _____
Recording Secretary

Approved: _____
Chair