

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

November 29, 2017

Location: 706 Forest St. Suite G Charlottesville, VA

Present:

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

Staff: Coates, Hyatt, Viglione, Walton, DaMitz, Talley, Johnson, Monteleone, Ela

Agencies: Cross (DCR), Kirkland (NRCS)

Guests:

Absent:

Directors: Campbell, Goodman, Swanson, Wagner

Staff: Longanecker, Eiserman

CALL TO ORDER:

At 10:15 Mr. Pratley called the meeting to order.

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. Thompson moved and Mr. Easter seconded to approve the Director's Meeting Minutes for October 25, 2017. Without further discussion, **the motion passed unanimously.

Nominating Committee Officers:

Mr. Pratley reviewed the members of the Nominating Committee (Mr. Thompson, Mr. Easter and Mrs. McGoff). There were no changes requested.

FOIA Officer:

- The Board reviewed the FOIA officer appointment policy and training requirements. The Board agreed to appoint Ms. Coates as the district FOIA officer.

MOTION:** Mr. Tingley moved to appoint Ms. Coates as the district's FOIA officer. Mr. Murray provided the second. **The motion passed.

MOTION:** Mr. Tingley moved to appoint Mr. Viglione as the district's alternate FOIA officer. Mr. Easter provided the second. **The motion passed.

Authorization of Final Tax Credits:

- The Board discussed granting Mr. Thompson authorization to approve final tax credits for the month of December.

MOTION:** Mr. Easter moved to authorize Mr. Thompson to approve final tax credits for the month of December. Mr. Murray provided the second, and **the motion passed unanimously.

MOTION: Mr. Murray moved to approve final tax credits for FY17. Mr. Easter provided the second, and **the motion passed unanimously.**

Agriculture Committee Report:

- Mr. Thompson reviewed project approval recommendations. *See attached minutes and reports.*
- The Board discussed the details of the project increases that were due to engineering changes.

MOTION: Mr. Meeks moved to approve the report of the Ag Committee. Mr. Easter 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. Meeks 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 reported that the recent audit has been going well and that the auditor has made helpful recommendations for restructuring reports in order to streamline the process. The auditor will be returning on 12/7/17 for the exit interview.
- Mr. Easter also reported that the committee had discussed evaluating the staffing needs to meet the financial management process. The committee agreed that they would defer to the Personnel Committee to evaluate if there are additional staffing needs for redundancy.

MOTION: Mr. Tingley moved to request that the Budget and Personnel Committee's obtain proposals of analysis for financial management staffing needs from 3rd party firms by March. Mr. Thompson provided the second. **The motion passed unanimously.**

- Mr. Easter noted that obtaining 3rd party proposals could be delayed past March.

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

Personnel/Ops:

- Ms. Coates reported that the Personnel/Ops Committee had not met that morning.
- Mr. Pratley discussed the current Board/Committee dates and times. The Board provided feedback on workable times to meet. The Board agreed to proceed with the current schedule and reevaluate at a later date if needed.

City of Charlottesville Weed Ordinance:

- Mr. Tingley reported that there is an ongoing inconsistency with the City ordinance and the district's native plant program (CCAP). The Water Resources Committee is recommending drafting an amendment to the ordinance to submit to the City Planning and Storm Water Management Departments in order to clarify the CCAP program management requirements and to encourage city residents to participate in the program. Mr. Murray noted that education is needed at the city level in order to better understand native planting practices as well as the drafting of new language within the ordinance to allow for the exception of local and federal conservation practices. Mr. Tingley noted that he preferred working with City staff first instead of going directly to City Council. Ms. Coates agreed that an 'engagement' course should be taken in order to the maintain program.

- **MOTION:** Mr. Tingley moved to authorize the Water Resources Committee to draft an amendment to the City of Charlottesville Weed Ordinance to present to City staff. Mr. Thompson provided the second. Mr. Easter opposed. **The motion passed unanimously.**

Chesapeake Bay Regulatory & Accountability Program (CBRAP):

- After a brief discussion the Board recalled that the CBRAP contract had been approved at the October meeting.

Policy Changes:

- Ms. Coates recommended that the district adopt the desktop procedures for credit cards in order to increase clarity on proper use. She also recommended following the bank policy of issuing individual cards to staff members to increase accountability and reporting.

MOTION: Mr. Tingley moved to adopt the new recommendations for district credit card policy. Mr. Murray provided the second. **The motion passed unanimously.**

- Mr. Viglione reported that the auditor had recommended that any item under \$100 at time of purchase not be added to the inventory or property disposal list. The Board briefly discussed the recommendation and agreed that the limit should be \$150 at time of purchase.

MOTION: Mr. Meeks moved to limit items on the inventory and disposal lists to those that are \$150 or above at the time of purchase. Mr. Tingley provided the second. **The motion passed unanimously.**

- Mr. Meeks suggested that the Budget Committee look at the inventory list and policy in greater detail and report to the Board possibly in January.

CONSENT AGENDA:

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
WNG, LLC	02-17-0296	268364	SL-6	\$1,931.28			
Jackson	02-17-0393	274681	SL-6	\$8,208.00			
Johnson	02-15-0303	208581	SL-6	\$5,385.00			
Ganous	02-17-0003	237641	SL-6			\$1,683.05	
Miky-letto	02-18-0010	279808	SL-6			\$381.74	
Smith	02-18-0002	279107	SL-1			\$164.71	
Smith	02-18-0008	279107	SL-1			\$145.00	
Parrish	02-18-0196	301665	SL-6	\$10,744.72	\$671.55		yes
Knights Gambit, LLC	02-18-0194	301637	WP-2	\$4,544.10	\$378.68		yes
Knights Gambit, LLC	02-18-0195	301639	SL-6	\$16,878.11	\$1,054.88		yes
Ramsey	02-18-0193	301627	RB-1	\$150.00			
Triple 2 Farms	02-18-0198	301796	SL-6	\$56,494.10	\$3,530.88		yes
Sullivan	02-18-0192	301491	WP-2	\$3,296.70	\$274.73		yes

Terrell	02-18-0063	296933	SL-8H	\$438.00			
Terrell	02-18-0073	297150	SL-8H	\$244.80			
Terrell	02-18-0075	297153	SL-8H	\$218.00			
Terrell	02-18-0077	297156	SL-8H	\$1393.40			

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

DISCUSSION ITEMS:

Funding Stabilization Report:

- Ms. Coates encouraged the Board to review WQIF Final Funding Report included in the board packet.
- The Board briefly reviewed the recent Ag BMP county reports and gave feedback.

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 his agency is still under a hiring freeze and that they are expecting approximately \$4 million in cost share funding for EQIP. His agency is expecting the first approvals to be announced by the end of the week and that Conservation Stewardship funding will be announced in January.

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.
- Ms. Hyatt thanked the Board for their feedback on the county Ag BMP reports.

DIRECTOR REPORTS:

- Mr. Murdoch reported that the Rivanna Conservation Alliance has acquired new office space on River Rd. Mr. Murray suggested reconvening the technical advisory committee. Mr. Pratley suggested the Water Resources Committee evaluate and discuss the ongoing relationship with RCS.
- Mr. Collins reported that he had received a letter regarding the ACP that reports that tree felling will begin before final approval for the project is granted. He noted that the DEQ report states that standard practices for E & S will be reviewed.
- Mrs. McGoff inquired about the recent opposition letter sent out by Farm Bureau regarding the Albemarle Co "Rain Fee". The Board discussed the districts position on the county policy. Mr. Murray expressed concern that the Farm Bureau has rushed to intervene before the actual fee proposal has been finalized. Ms. Coates noted that the proposal is being discussed and will likely be announced in January. Mr. Pratley stated that the district should not be interfering with a county tax fee proposal.
- Mr. Murray reported that he had spent his holiday learning from Illinois Botanical Garden staff.
- Mr. Meeks reported that Clyde Cristman has expressed interested in staying on at DCR and that the VASWB is supportive.

ADJOURNMENT:

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

There being no further business, the meeting was adjourned at 1:02 pm.

Submitted by: _____
Recording Secretary

Approved: _____
Chair