

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
January 31, 2018
Location: 706 Forest St Ste G Charlottesville, VA

Present:

Directors: Pratley (Chairman), Campbell, Collins, Easter, Murray, Murdoch, Tingley, Wagner

Staff: Coates, Longanecker, Hyatt, Johnson, Walton, Vigilione,

Agencies: Cross (DCR), Kirkland (NRCS)

Guests: Alyson Sappington

Absent:

Directors: Goodman, Meeks, Swanson, Thompson, McGoff

Staff: Talley, DaMitz, Monteleone, Eiserman, Ela

CALL TO ORDER:

At 10:20 am Mr. Pratley called the meeting to order.

ADDITIONS / CHANGES TO THE AGENDA: Mr. Longanecker reported that he would have a change to the consent agenda in the Ag Committee report.

PUBLIC COMMENT: Mr. Longanecker reported that Mr. Irvin White had been scheduled to give public comment but had decided to draft a letter to submit to the ag committee at a later date.

ACTION ITEMS:

Approval of the Minutes:

Mr. Pratley opened the floor for changes to the minutes.

MOTION: *Mr. Easter moved and Mr. Campbell seconded to approve the Director's Meeting Minutes for January 31, 2018. Without further discussion, the motion passed unanimously.*

Election of Officers:

Mr. Easter and Mr. Pratley reported that they along with Mr. Wagner and Mr. Meeks had agreed to stay on in their current positions.

MOTION: *Mr. Murray moved to approve the slate of officers. Mr. Campbell provided the second. The motion passed unanimously.*

Agriculture Committee Report:

- Mr. Longanecker reviewed project approval recommendations. *See attached minutes and reports.*
- Mr. Longanecker reported that contract 02-18-0208 (Convert) was not approved by the Committee and should be removed from the consent agenda.
- The Board briefly discussed 1619 federal privacy laws. Members reviewed appropriate procedures for adhering to 1619 requirements. Mr. Kirkland agreed to review the list of directors who have signed a 1619 on file with his agency.

MOTION: *Mr. Wagner moved to approve the transfer of unobligated 2017 VACS funds to 2018. Mr. Easter provided the second. The motion passed unanimously.*

MOTION: *Mr. Easter moved to approve the report of the Ag Committee. Mr. Murray 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)
- Mr. Murray briefed the Board on the proposed changes to the Charlottesville Weed Ordinance. He reported that the Committee had drafted new language and will be meeting with the City Storm water staff to propose changes.

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

Finance/Budget Committee Report:

- Mr. Easter reviewed highlights of the profit and loss report (see attached report).
- Mr. Easter congratulated Mr. Vigilione on a newly condensed cleared check report.
- Mr. Easter reported that Sarah Adams, CPA will be assisting staff on restructuring Quickbooks over the next couple of months with the goal of simplifying the process.
- Mr. Easter reported that the recently completed audit had given the district a “clean bill of health”. Mrs. Cross has recommend another audit at the end of FY18, the district has agreed.
- Mr. Tingley inquired about another government entity taking over district payroll and VRS as suggested by auditor. Ms. Coates noted that Albemarle County is unable to do so at this time do to staff changes and decreased capacity. Ms. Coates further noted that she will continue to search for an entity to take over the task.

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

Personnel/Ops:

- Mr. Pratley reported that the Personnel/Ops Committee had not met before the board meeting. No approval of minutes needed.

Personnel Policy:

- Ms. Coates reviewed recent policy changes including the new staff credit card policy.
- Mrs. Cross noted that job descriptions need to be approved by the Board, will be done at February meeting.

MOTION: Mr. Tingley moved to approve the Personnel Policy. Mr. Easter provided the second. ***The motion passed unanimously.***

Strategic Plan:

MOTION: Mr. Collins moved to approve the Strategic Plan. Mr. Tingley provided the second. ***The motion passed unanimously.***

Work Plan:

MOTION: Mr. Tingley moved to approve the Work Plan. Mr. Collins 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
Cathro	02-18-0200	302470	LE-1T	\$21,231.30	\$936.68		Yes
McKie	02-18-0035	294831	SL-6	\$1,590.52			
Quaker Hill Farm	02-18-0199	302184	CP-22	\$1,122.00			Yes
Quaker Hill Farm	02-18-0199	302185	CRFR-3	\$12,880.00			Yes
Quaker Hill Farm	02-18-0199	302186	CRSL-6	\$13,819.00			Yes
Quaker Hill Farm	02-18-0206	302848	SL-7	\$4,727.68	\$3,079.57		Yes
Quaker Hill Farm	02-18-0205	302847	SL-6	\$3,617.79	\$2,107.98		Yes
Beaver	02-18-0022	292185	SL-6			\$350.93	
Beaver	02-18-0023	292236	LE-2			\$873.16	
Beaver	02-18-0023	292236	LE-2	\$223.46			
Kidd	02-15-0305	208587	SL-6	\$7,587.50			
Terrell	02-15-0342	209099	SL-6	\$7,931.73			
The REMT Land Preservation Foundation Inc	02-15-0358	209119	SL-6	\$8,960.90			
Gonya	02-18-0207	302878	SL-6	\$36,219.83	\$2,263.74		Yes
Covert	02-18-0208	302879	SL-6	\$5,661.93	\$353.87		Yes
Rose	02-18-0204	302824	SL-6	\$19,527.81			Yes
Gilbert	02-18-0203	302823	SL-6	\$3,518.22			Yes
Kindrick	02-18-0202	302576	SL-6		\$5,398.77		Yes
Haney	02-18-0212	302899	WP-4	\$14,298.54	\$3,868.69		Yes
Waldrop	02-18-0211	302898	WP-4	\$11,716.90	\$2,136.56		
Norfields Farm	02-18-0209	302885	RMP-2	\$1,260.00			
Burnley Farm	02-18-0210	302887	RMP-2	\$1,560.20			

MOTION: Mr. Meeks moved to approve the Consent Agenda with the removal of the Covert project and removal of the Personnel Ops Committee minutes. Mr. Thompson provided the second. **The motion passed unanimously.**

DISCUSSION ITEMS:

Legislative Tour Update:

- Mrs. Sappington reported that she had met with several state senators and delegates at the General Assembly in order to give an overview of district work. She noted that she had a positive experience and encouraged directors and staff to attend in the future.
- Mr. Tingley suggested the district host an annual legislative breakfast to highlight district work and put forth legislative agenda. Board members suggested inviting county officials as well.

MOTION: Mr. Tingley moved to request that staff bring forth a plan for a district legislative breakfast. Mr. Easter provided the second. **The motion passed unanimously.**

Website Update:

- Mrs. Sappington presented the new district website (live). The Board provided 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 gave an EQIP program update noting that over half of funds for the fiscal year had been obligated and that he expects to obligate all funds. He noted that his agency can request unobligated funds from other states. Mr. Kirkland reported that changes to the national policy for CRP will affect some implementation in the field.

Foundation:

- Mr. Johnson reported that the recent focus for the Foundation has been on budget recommendations and goals that will be brought before the Board in the future.
- Mr. Easter noted that analysis of funding needs, investments and sustainability is ongoing and will likely be brought before the Board after the April Foundation meeting.

STAFF REPORTS:

- Ms. Hyatt reported that an intern from Monticello HS will be assisting with outreach for the Hardware TMDL program.
- Mr. Vigilione thanked Ms. Hyatt and Ms. Monteleone for their assistance with recent administrative/finance tasks.
- Mr. Johnson reported that Ms. Monteleone has taken over all plan review for Nelson County and shoreline review for Louisa County. He thanked her for her efforts.

DIRECTOR REPORTS:

- Mr. Campbell noted a number of new legislators in the GA are from urban areas where concerns are transportation and water. He encouraged directors to reach out to urban legislators in order to educate them on the work of the district and to encourage support.
- Mr. Murray reminded the Board of the Hometown Habitat screening at PVCC on 2/11/18.
- Mr. Murdoch reported that the Rivanna Conservation Alliance is in support of the proposed Albemarle County Storm water Utililty fee. He noted that a provision for credits for those that have treated runoff should be part of the proposal. Mr. Campbell responded that the Farm Bureau is opposed to the proposal due to bureaucracy; that the measure should be funded through the general fund. Mr. Murray stated that a recent report of the Chesapeake Bay noted that storm water improvements are lacking throughout the state. If funded through the general fund there would be no provisions for individual landowner credits; every tax payer would pay regardless. Mr. Murray expressed his disappointment with a recent opposition letter from Farm Bureau. Mr. Campbell expressed his disagreement.

The Board and staff discussed the fee proposal, Mr. Johnson noted that the proposal had not yet been finalized. Ms. Coates noted that Albemarle County is considering having the district play a role in assessing farm properties. Mr. Pratley noted that would need to be discussed and approved by the Board. Mr. Walton stated that he would be personally against assessing agriculture landowners, fearing that district relationships with landowners would be

compromised.

- Mr. Pratley reported that he has been attending Cunningham Creek watershed plan meetings. The next public meeting will be on 3/6/2018. Mr. Walton noted that targeting mailings sent out by the district to ag landowners within the watershed had only resulted in one response. Ms. Coates stated that the district will need to evaluate any potential involvement in the watershed plan. Mr. Pratley noted that 2 years of 100% VACS funding was available and resulted only a minimal amount of sign-ups in Fluvanna County.

ADJOURNMENT:

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

There being no further business, the meeting was adjourned at 12:31 pm.

Submitted by: _____
Recording Secretary

Approved: _____
Chair