

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**February 28, 2018**

**Present:**

*Directors:* Campbell, Collins, Easter, Meeks, Murray, Murdoch, Swanson, Thompson, McGoff (Assoc. Director)

*Staff:* Coates, Longanecker, Walton, Hyatt, DaMitz

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

**Absent:**

*Directors:* Pratley (Chairman), Goodman, Wagner, Tingley (Assoc. Director)

*Staff:* Johnson, Talley, Eiserman, Ela

**CALL TO ORDER:**

Mr. Meeks called the meeting to order at 10:20 am.

**ADDITIONS / CHANGES TO THE AGENDA:**

- Mr. Murray requested that the discussion regarding ACP & MVP mitigation funding be added to the discussion items.

**CLOSED SESSION:**

*MOTION:* Mr. Thompson moved to go into Closed Session as provided in the Code of Virginia Section 2.2-3711 (A) (i) to discuss personnel matters.. The motion was seconded by Mr. Easter, and passed unanimously. Ms. Coates and Ms. McGoff were invited to attend the Closed Session; all others in attendance removed themselves from the meeting.

*CERTIFICATION:* Mr. Thompson moved, "Pursuant to the Code of Virginia Section 2.2-3712(D), I move to certify that to the best of the Board's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Session was convened, were heard or discussed by this Board during the Closed Session". The motion was seconded by Mr. Collins. A roll call vote was taken and the motion passed 8 to 0.

**PUBLIC COMMENT:** None

**Ag Committee Report:**

- Mr. Thompson summarized the two recent ag committee meetings (*see attached for details*)
- Mr. Longanecker reviewed current projects awaiting approval (*see attached for details*)

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

**Finance/Budget Committee Report:**

- Mr. Easter reported that Mr. Vigilione had recently resigned from his position as Management Analyst. The district has contracted with Sarah Adams, CPA for the period of one year. Ms. Adams will administer the district payroll and retirement, bank reconciliation, prepare the annual budget, prepare for audits, file 1099's, and administer cost-share checks. She will also assist with the transition and training of the new Management Analyst. Currently, Ms. Adams is analyzing district accounts and financial data checking for any discrepancies.
- Mr. Thompson asked Ms. Cross if DCR has considered providing additional financial support and/or training for the increased financial reporting responsibility required of districts. Ms. Cross replied that the state has not allocated any additional funds for financial reporting. She further stated that the current financial reporting situation at the district was unique from other districts that she oversees and that monthly financial statements and attachment E had not been submitted on time. She voiced concern that no additional reimbursement funds can be sent to the district from DCR until attachment E is submitted. Mr. Thompson noted that in the past DCR had been sympathetic to staff turnover and that DCR should be more responsive and available to assist the district. Ms. Cross replied that she had in fact spent a good deal of time assisting the district with financial

reporting to the best of her ability and that the district has responsibility to submit the reports on time and meet grant agreements. Mr. Thompson suggested that DCR as the parent organization should employ a CPA in order to assist districts. Ms. Cross replied that she did not believe DCR would fund that position.

Ms. Coates stated that other districts have reached out to her stating that they too are looking to hire a CPA to do financial reporting. Ms. Coates noted that the most recent recruitment for the Management Analyst position did not provide candidates with the level of experience needed for the position and that going forward a CPA will be required to assist the district. Ms. Coates expressed her gratitude to Ms. Cross for her assistance over the past few months.

- Ms. Coates requested a resolution to approve the addition of Mr. Longanecker to the DARA for Sun Trust Bank.

**MOTION:** Mr. Thompson moved to approve the addition of Mr. Longanecker to the DARA for Sun Trust Bank. Mr. Collins provided the second. **The motion passed unanimously.**

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

**Personnel Operations:**

- Discussed in closed session period

**District Operations:**

- Ms. Coates requested any changes to the district Personnel Policy, Strategic Plan and/or Annual Work Plan be brought forward. She suggested keeping the request for changes or updates as a standing item on the agenda.
- Mr. Murray suggested that the Personnel Policy be updated in order to require staff to have virus and encryption software on any district computer.
- Ms. McGoff requested a copy of the Personnel Policy to review.

**CONSENT AGENDA:**

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Fisher	02-18-0216	303213	SL-6	\$9,498.91	\$1,972.45		✓
Goodwin	02-18-0219	303229	SL-6	\$41,142.26	\$2,571.39		✓
Goldmine Creek Farm, LLC	02-18-0217	303127	SL-6	\$2,224.67	\$1,240.58		✓
Covert	02-18-0208	302879	SL-6	\$5,661.93	\$353.87		✓
Seaman's Orchard	02-18-0028	293975	LE-1T	\$34,315.52			
Triple 2 Farms LLC	02-18-0198	303174	LE-1T	\$62,141.31			
Hatter	02-18-0187	303172	LE-1T	\$24,274.95			
Wilson	02-18-0032	303171	LE-1T	\$20,420.51			
Powell	02-15-0391	209181	SL-6	\$87,807.54			✓
Campbell	02-18-0218	303227	WP-4	\$34,882.91	\$6,029.06		✓
Rose	02-18-0204	302824	SL-6		\$1,220.49		
Gilbert	02-18-0203	302823	SL-6		\$1,651.46		
Parrish	02-18-0196	301665	SL-6			\$612.90	✓
McMahon	02-16-0341	236090	FR-1			\$117.07	

Jackson	02-17-0393	274681	SL-6	\$4,663.89		\$4,440.42	
Saunders Brothers	02-15-0405	209333	SL-6T	\$2,000.00			
Harvey	02-15-0361	216261	SL-6	\$6,500.00			
Knights Gambit LLC	02-18-0195	301639	SL-6	\$1,872.45			
Kerber	02-18-0215	303197	LE-2	\$3,092.93	\$773.23		✓
Packard	02-18-0220	303463	RB-1	\$150.00			
Hassell	02-18-0221	303471	RB-1	\$225.00			

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

**DISCUSSION ITEMS:**

**Legislative Update:**

- Tabled until March meeting.

**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. Lipinski reported that his agency had approved 18 projects in the second round of funding and that the deadline for CSP is March 2<sup>nd</sup>.
- Mr. Thompson thanked NRCS for their continued support of district programs.

**DEQ:**

- See attached report

**Mitigation Funds From ACP & MVP:**

- Mr. Meeks reported that the association had signed the agreement for districts to receive mitigation funds from the ACP and MVP. Funds will be allocated to districts effected by the pipelines for the installation of 15 different agriculture BMP's. Mr. Meeks noted that the association would be meeting with DCR later in the week to further discuss funding. Board members discussed impacted areas and priority BMP's. Members expressed their disapproval that tree plantings were not included in the list of BMP's.  
 Mr. Thompson stated that residents who have been impacted directly by the pipelines should be prioritized for approval. Mr. Meeks replied that the decision would be up to districts, but that he would bring up that concern to DCR at the meeting. Many members noted that the discussion on whether the district should accept the mitigation funds should continue as well as the type of BMP's to be installed. Mr. Collins noted that approval for the ACP has not yet been obtained even though tree clearing is likely to begin immediately. He further stated his disapproval of tree plantings not being included in the list of 15 BMP's and that districts impacted by the pipeline should be included in any negotiations for mitigation funds. *(Note: after the meeting adjourned it was discovered that tree plantings are in fact included in the list of 15 BMP's)* Mr. Walton suggested forming a TAC in order to steer the mitigation program and provide district input.

**MOTION:** Mr. Murray moved to approve the drafting of a letter to the VASWCD regarding allowing districts to provide input on BMP's that will be allowed in the mitigation program with a priority being on reforestation. And that non-agriculture lands be allowed to qualify for the program. Mr. Collins provided the second. **The motion passed unanimously.**

**STAFF REPORTS:** none

**DIRECTOR REPORTS:**

- Mr. Meeks handed out the 2018 VASWCD membership directories
- Ms. McGoff reported that the Area II Meeting will be May 8<sup>th</sup> in Madison.
- Mr. Collins noted that the recent DEQ report does not mention the tentative approval of the ACP. He questioned the required permitting for ACP that has not yet been addressed by DEQ. He said he would be contacting DEQ.

**ADJOURNMENT:**

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

There being no further business, the meeting was adjourned at 1:04pm.

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

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