

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

Present:

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

Staff: Coates, Longanecker, Hyatt, Johnson, DaMitz

Agencies: Cross (DCR), Bayless (NRCS)

Absent:

Directors: Pratley (Chairman), Collins, Goodman, Meeks, Wagner,

Staff: Walton, Talley, Eiserman, Ela

CALL TO ORDER:

Mr. Easter called the meeting to order at 10:09 am.

ADDITIONS / CHANGES TO THE AGENDA:

- Ms. Coates added an announcement regarding the Area II Spring Meeting on May 8th in Madison. She requested that anyone interested in attending RSVP to her.

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. Campbell, 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. Tingley. A roll call vote was taken and the motion passed 7 to 0.

PUBLIC COMMENT: None

Action Items

MOTION: Mr. Campbell moved to approve the February 28,2018 Director's Meeting Minutes. Ms. Swanson provided the second, Mr. Tingley abstained, **the motion passed.**

Education Committee Report:

- Ms. Damitz reported that 3 scholarship applications had been received, of those received 2 were deemed eligible for consideration. The committee recommended awarding Ms. Emma Bittle of Albemarle County, attending Western Albemarle High School to receive the Eddie Wood Memorial Scholarship in addition to a TJSWCD scholarship. Additionally the committee recommended awarding Ms. Griselda Vasquez-Ramirez of Nelson County, attending Nelson County High School to receive a TJSWCD scholarship.

MOTION: Mr. Thompson moved to approve the scholarship recommendations from the Education Committee. Mr. Murray provided the second, and **the motion passed unanimously.**

Finance/Budget Committee Report:

- Mr. Easter reported that district continues to work with Sarah Adams, CPA through the accounting transition that has included analyzing district accounts and financial data checking for any discrepancies. Mr. Easter reported that he expects the analysis to be completed within 3 to 6 months. Ms. Coates noted that the majority of the work has been completed to date and that she hopes to have all the accounting in order by the time of the budget draft template. Mr. Easter further noted that no fraud has been uncovered; just small issues due to staff

turnover.

- Mr. Easter requested a motion to approve a donation the Virginia Forestry Camp in the amount of \$200.00.

MOTION: *Mr. Tingley moved to approve a donation the Virginia Forestry Camp in the amount of \$200.00. Mr. Murray provided the second. The motion passed unanimously.*

Personnel Operations:

- Discussed in closed session period

District Operations:

- Ms. Coates reported that the recruitment for the Management Analyst position had recently been posted and would be open until filled.
- Mr. Easter noted that the district has hired a CPA for a one year contract for the cost of \$20-25k and that the long term plan may be retaining CPA for some duties (working in tandem with Management Analyst).
- Ms. Coates reported that she will be editing the district strategic plan after a recent review by staff.
- Ms. Coates stated that the board is regularly having difficulty meeting quorums and she would like to encourage the recruitment of additional associate directors who may wish to eventually join the board and represent counties that have not had consistent attendance. The board discussed ways to encourage higher board attendance, including offering coffee and refreshments. Mr. Thompson suggested that the board chair reach out to any director who has missed 3 consecutive meetings to discuss options.

Agriculture Committee:

- Mr. Thompson summarized the recent Ag committee meeting and reviewed the current projects approved. (*see attached minutes and reports for details*)
- Mr. Thompson noted that there had been an amendment to contract 02-18-0224 (project increase) the requested cost share amount being \$6,413.49

CONSENT AGENDA:

| Last Name / Business | Contract # | Instance | Practice Code | Estimated Cost Share | Potential Tax Credit | Final Tax Credit | Conservation Plan Approval |
|---------------------------|------------|------------------|---------------|----------------------|----------------------|------------------|----------------------------|
| Wright | 02-18-0232 | 304281 | RB-1 | \$150.00 | | | |
| Gomaa | 02-18-0233 | 304282 | RB-1 | \$150.00 | | | |
| Newman | 02-18-0234 | 304283 | RB-1 | \$150.00 | | | |
| Nilsen | 02-18-0235 | 304284 | RB-1 | \$225.00 | | | |
| Critzer | 02-18-0236 | 304285 | RB-1 | \$150.00 | | | |
| Redmond | 02-18-0238 | 304325 304326 | RB-1 | \$300.00 | | | |
| Carter | 02-18-0239 | 304395 304401 | RB-1 | \$300.00 | | | |
| Western Gales Ranch, Inc. | 02-18-0223 | 304095 | SL-1 | \$32,803.75 | \$1,782.81 | | ✓ |
| Austin | 02-15-0326 | 209063 | SL-6 | \$42085.64 | | | ✓ |
| Elk Creek | 02-15-0301 | 209001 | SL-6 | \$49,109.50 | | | ✓ |
| Elk Creek | 02-15-0301 | 303212 | SL-6 | \$51,378.55 | | | ✓ |

| | | | | | | | |
|-----------------------------|------------|--------|-------|-------------|------------|--|---|
| Elk Creek | 02-15-0300 | 208999 | SL-6 | \$89,739.25 | | | ✓ |
| Massie | 02-18-0230 | 304205 | SL-6 | \$1,341.96 | \$2909.23 | | ✓ |
| Burnley Farm | 02-18-0225 | 304122 | SL-1 | \$8,423.75 | \$457.81 | | ✓ |
| Riverview Cattle Farms, LLC | 02-18-0237 | 304286 | WP-4 | \$16,873.00 | \$4751.25 | | ✓ |
| Kean | 02-18-0229 | 304175 | WP-4 | \$31,840.36 | \$5481.47 | | ✓ |
| Jones | 02-18-0224 | 304116 | SL-6 | \$6,413.49 | \$1,807.88 | | ✓ |
| Wilson | 02-18-0032 | 294624 | LE-1T | \$2,597.46 | \$1,015.50 | | |
| Albert | 02-18-0228 | 304171 | SL-6 | \$49,195.27 | \$3,094.70 | | ✓ |
| Collins | 02-18-0003 | 279197 | LE-1T | \$6,630.00 | \$1,123.86 | | |
| Shelbyside Enterprises LLC | 02-18-0227 | 304168 | SL-6 | \$70,000.00 | \$4,435.99 | | ✓ |
| Eldon Farm | 02-18-0231 | 304236 | FR-3 | \$2,922.04 | \$484.69 | | ✓ |
| Austin | 02-15-0324 | 209061 | SL-6 | | | | ✓ |
| Powell | 02-15-0410 | 209441 | SL-6 | \$14,413.81 | | | |
| Saunders | 02-15-0404 | 216199 | SL-6 | \$19,265.48 | | | |
| Saunders Brothers | 02-15-0357 | 209335 | SL-6 | \$31,567.00 | | | ✓ |
| Saunders Brothers | 02-15-0408 | 209338 | SL-6 | \$59,255.07 | | | ✓ |

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

DISCUSSION ITEMS: None

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. Bayless reported that his agency had received its 6 month budget and that they are working on finalizing pre-approved project applications.
- Mr. Bayless reported that his agency is organizing a local workgroup meeting. He invited the district to attend and/or submit written comments (*see attached memorandum*). Those in attendance discussed holding the work group meeting in conjunction with the Ag committee meeting.

DEQ:

- See attached report

VCE:

- Ms. Swanson reported that her agency recently held an equine forage conference recently with 100 attendees. Her agency will be holding a 1 day Healthy Lands for Healthy Horses workshop in the fall. Additionally, Ms. Swanson has been assisting the district with the Oak Hill Equine Grant submission.

- VCE will hold a well water testing collection on 5/21 & 5/23
- Ms. Swanson reported that she had recently met with students from Monticello HS who are working on a storm water management project, she referred them to Ms. Coates and Mrs. Sappington as well as Farm Bureau for further input.

TJSWRP:

- Mr. Thompson reported that the foundation board has been evaluating the allocation of district staff time for easement checks. The board is considering amending its easement verification policy to exempt from yearly physical inspections landowners who are good standing and can affirm in writing that they have not made any significant changes to their property. He noted that all affirmed properties will undergo physical inspection, but that it will be on a rotational system and that a review of aerial photos of all properties will be conducted annually. Mr. Thompson further noted that for inspections that do require a physical presence, board members will assist after they have received training. Currently the district staff time to conduct the necessary inspections is \$8,000. Mr. Thompson stated that the figure would likely be reduced to approximately \$2,000 under the proposed policy. Additionally, the foundation is considering how it might restructure its fee schedule and baseline reporting in order to generate sustainable income.

STAFF REPORTS: none

DIRECTOR REPORTS:

- Mr. Murray reported that he recently attended the VASWB IT Committee meeting and that they are working on establishing an IT security policy.

ADJOURNMENT:

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

There being no further business, the meeting was adjourned at 12:45pm

Submitted by: _____
Recording Secretary

Approved: _____
Chair