

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**May 30, 2018**

**Present:**

*Directors:* Pratley (Chair), Campbell, Collins, Easter, Meeks, Murray, Murdoch, Swanson, Thompson, Tingley, Wagner

*Staff:* Coates, Longanecker, Moyer, Johnson, DaMitz, Walton, Talley, Eiserman

*Agencies:* Kirkland (NRCS)

**Absent:**

*Directors:* Goodman, McGoff (Associate Director)

*Staff:* Hyatt, Ela

**CALL TO ORDER:**

Mr. Pratley called the meeting to order at 10:10 am and welcomed Amy Moyer, the newly appointed Management Analyst.

**ADDITIONS / CHANGES TO THE AGENDA:** None

**PUBLIC COMMENT:** None

**Action Items**

***MOTION:*** Mr. Murray moved to approve the April 25, 2018 Director's Meeting Minutes. Mr. Meeks provided the second, ***the motion passed.***

**Sale of District Vehicle:**

- Ms. Coates reported that the district is in the process of selling one 2000 Dodge Truck by sealed bid. Ms. Coates noted that the current district policy does not state that the vehicle *must* be sold by sealed bid, but DCR strongly recommends such. It was noted that district directors and staff are not permitted to bid per district policy. There was a brief discussion of whether the district policy should be changed to allow such; ultimately the board agreed that the policy should stand as-is. The board further discussed the need for a state inspection and some minor repairs to be done on the vehicle in order to increase likelihood of sale.

***MOTION:*** Mr. Thompson moved to authorize the sale of the 2000 Dodge truck by sealed bid. Mr. Murray provided the second, ***the motion passed.***

**Agriculture Committee:**

- Mr. Thompson summarized the recent Ag committee meeting and reviewed the projects recommended for approval. (*see attached minutes and reports for details*)
- Mr. Thompson briefed the board on a discussion item from the committee meeting regarding Elk Creek Farm (*see attached minutes for summary*).

***MOTION:*** Mr. Wagner moved to approve the minutes from the Agriculture Committee Meeting. Mr. Easter provided the second, and ***the motion passed unanimously.***

**Education Committee Report:**

- Mr. Meeks reported that the State Envirothon took place on May 20<sup>th</sup> & 21<sup>st</sup> at Ferrum College in Ferrum, VA. Thirteen Envirothon teams from across the state participated, including Louisa County High School (placing 3<sup>rd</sup> in the state overall, with a 1<sup>st</sup> in Soils, 2<sup>nd</sup> in Aquatics and a 3<sup>rd</sup> in Forestry) and Western Albemarle County

High School who placed 7<sup>th</sup>. Mr. Meeks thanked the district for allowing Ms. DaMitz to attend the competition.

**MOTION:** *Mr. Wagner moved to approve the Education Committee report. Mr. Murray provided the second, and the motion passed unanimously.*

#### **Water Resources Committee Report:**

- Mr. Murray summarized the recent Water Resources committee meeting and reviewed projects recommended for approval. (*see attached minutes and reports for details*)

**MOTION:** *Mr. Tingley moved to approve the minutes from the Water Resources Committee Meeting. Mr. Wagner provided the second, and the motion passed unanimously.*

#### **Finance/Budget Committee Report:**

- Mr. Easter briefed the board on the cleared check report, budget summary and treasurer's report.
- Mr. Easter reported that Ms. Coates and Mrs. Moyer will attend a training conducted by Sarah Adams CPA on Attachment E and QuickBooks on June 4<sup>th</sup>.
- Mr. Easter reported that Ms. Coates is working on the draft budget, pending the state wide budget being approved by the General Assembly.
- Mr. Easter reported that the committee has been discussing the need to move funds from the money market account to the checking account in order to balance the cost-share account. Historically, funds from one checking account had been used to cover all expenses and has created an issue accounting for money in/money out. The committee is working with Ms. Adams to correct any errors and balance all accounts. Ms. Coates noted that there is now a dedicated DCR cost-share funding checking account in order to avoid any further issues.

**MOTION:** *Mr. Tingley moved to approve the Finance/Budget Committee report. Mr. Thompson provided the second. The motion passed unanimously.*

#### **Personnel Operations:**

- Ms. Coates recommended that the committee meet prior to the June board meeting.

**MOTION:** *Mr. Thompson moved to approve the Personnel Committee report. Mr. Wagner provided the second. The motion passed unanimously.*

#### **Dam Committee:**

- Mr. Pratley recommended that the board approve invitations to bid for a repair to the trash rack at Little River #4 and a midlevel gate installation at South Anna #23.

**MOTION:** *Mr. Tingley moved to approve invitations to bid for a repair to the trash rack at Little River #4 and a midlevel gate installation at South Anna #23. Mr. Easter provided the second. The motion passed unanimously.*

- The board discussed dam inundation studies, rainfall events and if there is presently any need for changes to the Emergency Action Plan (EAP). Mr. Murray asked if the district has considered decommissioning any dams when they come out of lifespan. Directors noted the challenges that come with decommissioning due to potential political and community backlash. Ms. Swanson and Mr. Tingley agreed to further research the option of decommissioning district dams. The board discussed the overall goals and priorities of the district as they relate to dams, as well as any liability held by the district. Mr. Kirkland suggested that the committee contact Mr. Matt Lyons, NRCS state engineer, for additional information.

**MOTION:** *Mr. Thompson moved to authorize the Dam Committee and district staff contact DCR and NRCS in order to determine the status of district dams and options for moving forward. Mr. Campbell 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
Highlawn Farm, Rosalyn Koontz	02-17-0392	274656	SL-1			\$549.95	
Magnolia Farm	02-16-0341	236090	FR-1			\$133.32	
James Walker	02-18-0260	305446	LE-1T	\$21,714.97	\$958.01		✓
Thomas Gilbert	02-18-0203	302823	SL-6			\$1,350.96	
Mansfield LLC	02-18-0269	305824	CP-29	\$477.75			✓
Mansfield LLC	02-18-0269	305825	CRLF-1				✓
Mansfield LLC	02-18-0269	305826	CRWQ-1	\$915.50			✓
Thomas	02-18-0266	305730	RB-1	\$150.00			
Pace	02-18-0265	305728 305729	RB-1	\$450.00			
Gregory	02-18-0263	305498	RB-1	\$240.00			
Walker	02-18-0264	305502	RB-1	\$150.00			
Walker, Jr.	02-18-0268	305752	RB-1	\$240.00			

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

**COOPERATING AGENCIES REPORTS:**

**DCR:**

- Ms. Coates noted Ms. Cross' monthly report was provided in the board packet.

**NRCS:**

- Mr. Kirkland briefed the board on his agency's budget and contracts.
- Mr. Kirkland offered to set up a meeting regarding district dams in Louisa.

**VCE:**

- Ms. Swanson reported that her agency had 187 samples submitted for well water testing day.

**DEQ:**

- See attached report

**TJSWRP:**

- Mr. Thompson reported that the Foundation had received an email from John Conover requesting resignation from the board; the board will begin a search for his replacement.

- Mr. Thompson reported that Mr. Johnson is in the process of setting a date and time to meet with locality officials regarding the easement program

**STAFF REPORTS:**

- Mr. Longanecker gave an update on the recent WIP III meeting that he and Ms. Coates attended. The board discussed the meeting in detail. Mr. Longanecker noted that he will be proposing the creation of a workgroup, for WIP III suggestions, to the agriculture committee.

**DIRECTOR REPORTS:** None

**ADJOURNMENT:**

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

There being no further business, the meeting was adjourned at 12:28pm

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

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