

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
June 27, 2018

Present:

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

Staff: Coates, Hyatt, Johnson, Longanecker, Moyer, Talley

Agencies: Cross (DCR), Kirkland (NRCS)

Absent:

Directors: Collins, Goodman, McGoff (Associate Director)

Staff: DaMitz, Eiserman, Walton

CALL TO ORDER:

Mr. Pratley called the meeting to order at 10:07 a.m.

ADDITIONS / CHANGES TO THE AGENDA: None

CLOSED SESSION:

MOTION: *Mr. Thompson moved to go into Closed Session as provided in the Code of Virginia Section 2.2-3711 (A) (1) to discuss personnel matters. The motion was seconded by Mr. Meeks, and passed unanimously. Ms. Coates and Ms. Cross were invited to attend the Closed Session; all others in attendance removed themselves from the meeting.*

CERTIFICATION: *Upon returning to open session, 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. Meeks. A roll call vote was taken, and the motion passed 10 to 0.*

PUBLIC COMMENT: None

ACTION ITEMS:

Accept Resignation of Mistie Goodman:

- Mr. Pratley related that Ms. Goodman submitted a resignation letter; she is unable to continue as a director due to time commitments to the family business and farm. Mr. Wagner has reached out to two potential candidates to fill the term. Ms. Cross advised that the board must take action by August in order for the VSWCB to confirm a nomination at its September meeting, and the board should send a letter to the Louisa Board of Supervisors apprising them of the recommendation. Mr. Pratley suggested advertising the opening if the candidates suggested so far are not interested.

MOTION: *Ms. Swanson moved to accept Ms. Goodman's resignation. Mr. Meeks provided the second, and **the motion passed unanimously.***

Directors' Meeting Minutes:

MOTION: *Mr. Murray moved to approve the May 30, 2018, Directors' Meeting Minutes. Mr. Meeks provided the second, and **the motion passed unanimously.***

Disposal of Property List:

- Ms. Hyatt briefed the board on the list of unused, outdated, and broken items that have been collected from the storage unit. Board approval allows staff to dispose of the listed items and remove them from the inventory list.

MOTION: Ms. Swanson moved to approve the surplus property disposal list. Mr. Meeks provided the second, and the motion passed unanimously.

- Ms. Coates requested feedback on the historical plaques found in storage. Ms. Cross shared some information on the awards plaques. Mr. Meeks requested that the plaques be hung in the office and suggested that historical items be permanently retained.

Policy Manual Updates:

- Ms. Moyer related that the policy as written refers to real property, written materials, and computer files; but the policy provides no process for the disposition of tangible personal property. Revisions are proposed to clarify that the disposal policy applies to all property. She asked if the board wishes to add a monetary threshold below which staff may dispose of broken or low-value items without board approval.
- Ms. Coates noted that records management guidelines address the retention and disposition of written materials and computer files. She suggested a monetary threshold of \$500 or \$1000 for surplus property disposition by staff without board approval.

MOTION: Mr. Thompson moved to adopt policy changes addressing the disposition of surplus property with a threshold of \$1000. Mr. Easter provided the second, and the motion passed unanimously.

Agriculture Committee:

- Mr. Thompson summarized the recent Agriculture Committee meeting and reviewed the projects recommended for approval (*see attached minutes and reports for details*).
- Mr. Murray suggested that the Agriculture Committee consider a wildlife habitat award.
- Ms. Cross and the board then discussed WIP III participation.

MOTION: Mr. Wagner moved to approve the Agriculture Committee report. Mr. Easter 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. Meeks moved to approve the Water Resources Committee report. Mr. Tingley provided the second, and the motion passed unanimously.

Finance/Budget Committee Report:

- Mr. Easter briefed the board on the financial statements and uncleared check report. He noted that all but four uncleared checks were written in May.
- Mr. Easter reviewed the account balances for dedicated reserves and the cost-share account.

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

- Ms. Coates related that DCR will permit the submission of FY 19 for FY 20 for the required Attachment D budget. Upon board approval, Mr. Pratley would sign a letter to that effect.

MOTION: Mr. Tingley moved to submit FY 19 for FY 20 for the DCR Attachment D budget. Mr. Thompson provided the second. The motion passed unanimously.

- Ms. Moyer explained that the proposed resolution authorizes new signatories on the SunTrust bank accounts to reflect staff changes.

MOTION: Mr. Meeks moved to adopt the SunTrust deposit account resolution and authorization and add Ms. Moyer to the accounts. Mr. Wagner provided the second. The motion passed unanimously.

- Mr. Easter related that it was determined that board action is not required for the year-end funds transfer.

Personnel/Operations Committee Report:

- Ms. Coates reported that the committee discussed funds transfers, Ms. Goodman’s resignation, staffing needs, and the FY 2019 budget.
- Ms. Cross asked about staff evaluations and board approval of position descriptions. Ms. Coates replied that staff evaluations are in progress and will be completed this week, and position descriptions will be revised as part of that process. Ms. Cross asked for a copy of the position descriptions for this year by June 30; new revisions must be reviewed by the board.

MOTION: Mr. Easter moved to approve the Personnel/Operations Committee report. Mr. Meeks provided the second. **The motion passed unanimously.**

Dam Committee:

- Ms. Coates shared staff photos of the dams after recent rains.
- Mr. Pratley asked if the dam repairs have been advertised for bids. Mr. Talley is finalizing the procurement documents and expects to advertise within the next two weeks.
- A subcommittee will research dam decommissioning options and consult with NRCS and DCR engineers.

MOTION: Mr. Thompson moved to approve the Dam Committee report. Mr. Wagner 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
Knights Gambit LLC, Paul Summers	02-18-0194	301637	WP-2			\$329.40	
Knights Gambit LLC, Paul Summers	02-18-0195	301639	SL-6			\$1,085.71	
Clover Hill, LLC	02-18-0029	294030	SL-6			\$2,941.38	
Holmes-Brown	02-18-0012	283949 283954	CP-22 CRFR-3				✓
Massie	02-18-0230	304205	SL-6			\$1,923.82	
Tank	02-18-0270	308006	RB-1	\$225.00			

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

DISCUSSION ITEMS:

- Ms. Coates noted the NACD Southeast Region meeting in August. Mr. Meeks encouraged interested staff and directors to attend.

COOPERATING AGENCIES REPORTS:

DCR:

- Ms. Cross summarized information from her monthly report (*see attached report for details*).

- Ms. Cross noted that the district's cost-share allocation for next year is \$784,620.
- Ms. Cross requested board approval of the appointment of Ms. Moyer as FOIA officer, as she has completed the required training.

MOTION: *Mr. Tingley moved to appoint Ms. Moyer as FOIA officer. Mr. Easter provided the second. The motion passed unanimously.*

- Ms. Cross noted that the at-large director term expires December 31, 2018. She recommended the board take action at the July meeting to request Mr. Easter's reappointment if he wishes to continue to serve, to get paperwork in order for the VSWCB meeting in September. All member localities must be notified for an at-large director nomination.
- Mr. Tingley asked about surplus funds allocation. Ms. Cross replied that surplus funds go back to DCR; districts may hold 10 percent of unobligated amounts but must return the remainder.

NRCS:

- Mr. Kirkland reported on staff vacancy announcements.
- Approvals for equipment and CSP are ongoing.
- Damage assessments are being conducted for the May 31 flood event in Albemarle County. FSA may have funds to assist with damages.

VCE:

- Ms. Swanson reported that an exotic tick species was discovered in Albemarle County, and the state vet is interested in collecting this species for research.
- VCE is receiving calls about giant hogweed, which was discovered recently in Warren County. Residents are encouraged to submit photos for identification.

DEQ:

- DEQ provided the attached written report.
- Mr. Murray suggested outreach to suggested outreach to Albemarle County on BMPs to address the algae problems at Chris Greene Lake noted in the report.

TJWRPF:

- Mr. Johnson reported on his recent presentation to locality planning officials regarding easements as a stormwater management tool. He plans to do a similar presentation for area builders and developers.

STAFF REPORTS:

- Ms. Coates thanked Ms. Hyatt for preparing the staff newsletter, which replaces the individual staff reports and a combined site visit report.

DIRECTOR REPORTS:

- Mr. Meeks reported that the VSWCB meets tomorrow morning, with the VASCWD board meeting immediately following. The next quarterly meeting is September 13. Mr. Meeks reiterated his concern regarding the storage of historic items.
- Mr. Pratley shared a sample of perilla mint found on his farm, noting its danger to livestock.

ADJOURNMENT:

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

unanimously.

There being no further business, the meeting was adjourned at 12:45 p.m.

Submitted by: _____
Recording Secretary

Approved: _____
Chair