

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

August 29, 2018

Present:

Directors: Pratley (Chair), Collins, Easter, Meeks, Murray, Swanson, Thompson, Tingley, Wagner, McGoff (Associate Director)

Staff: Coates, Johnson, Longanecker, Moyer, Talley

Agencies: Cross (DCR), Kirkland (NRCS)

Absent:

Directors: Murdoch (arrived at 11:00 a.m.), Campbell

Staff: DaMitz, Eiserman, Hyatt

CALL TO ORDER: Mr. Pratley called the meeting to order at 10:12 a.m.

ANNOUNCEMENTS: None.

ADDITIONS / CHANGES TO THE AGENDA: None.

PUBLIC COMMENT: None.

ACTION ITEMS:

Directors' Meeting Minutes:

MOTION:** Mr. Wagner moved to approve the July 25, 2018, Directors' Meeting Minutes. Mr. Wagner seconded the motion, and **the motion passed unanimously.

Dam Bidding Process:

Mr. Talley reported that one bid was received yesterday. The bid was higher than the amount of the DCR grant funding. Mr. Talley said the trash rack replacement was reasonable, but the amount for the mid-level gate valve installation was high due to the costs of debris removal and sediment removal. Mr. Talley will ask the contractor for a line-item breakdown for consideration.

Ms. Coates noted that only one contractor attended the mandatory pre-bid meeting, and this was the contractor who submitted the bid. Mr. Talley stated that the request for bids was published in the newspaper and online, and he forwarded the information to several contractors.

Mr. Longanecker commented that this bid was based on divers working underwater, as the contractor assumed that the lower valve may not be operational due to age, pressure, and debris. Mr. Longanecker thinks it may be more economical to lower the water level and work above water. Mr. Talley said the valve was last operated in 2012, and DCR is working to evaluate all of the valves on SWCD dams in the state. Staff will contact the DCR dam engineer to consider the reasonableness of the bid and options for additional funding if needed.

Mr. Easter inquired about time constraints on the funding. Mr. Murray suggested selling the sediment once removed, as it can be great soil.

Desktop Procedures:

Ms. Coates noted that DCR requires annual review of the Desktop Procedures for District Fiscal Operations. Copies were distributed by email, and hard copies were made available. No revisions were made for FY 2019.

Ms. Cross related that the Desktop Procedures will be updated next year to note that SWCDs are eligible to participate in the Local Government Investment Pool. However, cost-share funds should not be invested anywhere they would not be readily available.

MOTION: Ms. Swanson moved to affirm that the annual review of the Desktop Procedures has been completed. Mr. Easter seconded the motion, and ***the motion passed unanimously.***

Policy Manual:

Ms. Coates noted that that DCR requires annual review of the personnel policy. The personnel policy is part of the District's policy manual and is unchanged since last year.

MOTION: Mr. Tingley moved to approve the personnel policy. Mr. Meeks seconded the motion, and ***the motion passed unanimously.***

Ms. Moyer related that the policy manual does not currently contain a check signing policy. Staff has drafted a policy based on the Desktop Procedures. The policy calls for two signatures on all checks. Ms. Coates noted that this has traditionally been the District's practice.

Mr. Easter reported that the Finance/Budget Committee reviewed the check signing policy. He summarized the changes made in the committee meeting.

MOTION: Mr. Tingley moved to approve the check signing policy with the changes recommended by the Finance/Budget Committee. Mr. Meeks seconded the motion, and ***the motion passed unanimously.***

Annual Work Plan:

Directors confirmed that they reviewed the Annual Work Plan distributed by email in advance of the meeting and included in the board packets.

MOTION: Mr. Meeks moved to approve the Annual Work Plan. Mr. Thompson seconded the motion, and ***the motion passed unanimously.***

Clean Water Award Update:

Mr. Longanecker and Mr. Talley described two farms that are potential nominees for the Clean Water Award. Ms. Coates thanked staff for their work on the nomination packets. Ms. Cross noted that the District can also do local awards. Mr. Murray suggested a wildlife habitat or pollinator award.

WIP III Update:

Mr. Longanecker thanked all who participated in the WIP meetings. He compiled those recommendations and shared them with neighboring districts. Mr. Longanecker reported on the Area II WIP III meeting in Culpeper last Friday. He submitted goal numbers based on past years and was asked to reconsider these numbers and resubmit. Mr. Longanecker and Ms. Coates will work on the revision

and share with interested board members before resubmittal. Over 170 policy recommendations will go to the Agricultural BMP Technical Advisory Committee, which will split the items among six subcommittees and then develop a rough BMP manual. Directors are encouraged to attend the subcommittee meetings for program areas of interest.

Ms. Coates reported on the TJPDC stakeholder meeting for local area planning goals and non-ag BMPs. She contrasted the agriculture meetings that asked what agencies could accomplish under ideal circumstances to the urban meeting where localities were encouraged to submit only what they can accomplish under the current funding structure. She questioned some of the baseline data, such as the miles of gravel roads available to be improved.

Mr. Murray asked that all current VCAP practices be included as WIP III practices. Mr. Murray has concerns that some of the gravel road BMPs may lead to paving and development that is a worse contributor. Mr. Wagner commented that gravel roads and related BMPs are within the scope of VDOT, not the district. Mr. Wagner concurred with concerns about unrealistic and unreliable model data.

Directors and staff then discussed how to balance optimistic and achievable goals, as well as how to engage landowners who have been reluctant to participate. Ms. Cross related that the next round of agriculture meetings by invitation in October will help in refining recommendations. Ms. Swanson suggested compiling alternate proposals for what can be achieved with differing participation and funding levels. Mr. Pratley prefers to limit staff time on these projections. Mr. Longanecker said he has spent most of his time on policy and practice recommendations. Ms. Coates will forward the BMP lists to board members.

Posting Louisa Board of Director Vacancy:

Ms. Coates reported that the vacancy has not yet been posted. She has asked Louisa County officials and staff for suggestions of county residents who may be interested in serving, and they have some leads to follow up. Directors agreed that Ms. Coates has authority to advertise as needed.

Ms. Cross noted that nomination forms must be submitted by late November for the Virginia Soil and Water Conservation Board to act at its December 8 meeting. She suggested using the DCR director information form as a model application.

COMMITTEE REPORTS:

Legislative Committee:

Ms. Coates reported that the District's legislative agenda items were approved on the Area II conference call and forwarded to the state association, with revision to the item regarding utility projects.

Mr. Meeks explained the VASCWD legislative committee wants more information on the scope of the requested state code changes for utility projects. The item is on the list for discussion at the VASWCD meeting in September, and the final legislative packet will be up for a vote at the annual meeting. They may establish a study committee to make a recommendation for the following year.

Mr. Pratley encouraged that the District Legislative Committee take an active role in researching and advocating for legislative agendas.

Mr. Wagner noted that the original wording emphasized multi-jurisdictional utility projects that are larger than local utility projects. Mr. Collins explained that the "multi-jurisdictional" was dropped because a large project can exist within a single jurisdiction. Mr. Pratley said committee members were interested in slope, right-of-way width, etc. Mr. Wagner commented that these factors may be better handled with DEQ regulations than legislation.

Mr. Murray suggested contacting SELC for information on the code sections at issue. Mr. Longanecker agreed to make this introduction. Mr. Meeks asked for a preliminary report in time for the VASWCD meeting on September 13 if possible.

Agriculture Committee:

Mr. Thompson summarized the Agriculture Committee meeting and reviewed projects recommended for approval (*see attached minutes and reports for details*).

Mr. Longanecker noted the need to remove four projects from the consent agenda that the committee did not recommend at this time.

MOTION: *Mr. Wagner moved to modify the consent agenda. Mr. Murdoch seconded the motion, and the motion passed unanimously.*

MOTION: *Mr. Thompson moved approval of the recommendations of the Agriculture Committee. Mr. Wagner seconded the motion, and the motion passed unanimously.*

Water Resources Committee:

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

MOTION: *Mr. Wagner moved to approve the Water Resources Committee report and recommendations for project approvals. Mr. Thompson seconded the motion, and the motion passed unanimously.*

Finance/Budget Committee:

Mr. Easter called for questions on the profit and loss statement, treasurer's report, and uncleared check report; there were none.

MOTION: *Mr. Wagner moved to accept the Finance/Budget Committee report. Mr. Murray seconded the motion, and the motion passed unanimously.*

Dam Committee:

Mr. Tingley reported that the Dam Committee is researching the decommissioning process and received one very high cost estimate. Mr. Talley stated that he spoke with the DCR dam safety engineer, who explained that they have to consider insurance, downstream floodplain impacts, permitting, environmental mitigation, etc. Ms. Cross suggested contacting John Peterson with the Northern Virginia SWCD. Further updates on decommissioning options will be provided next month.

CONSENT AGENDA:

Committee Minutes: Budget Committee 7-25-18; Water Resource Committee 7-25-2018; and Agriculture Committee 8-29-2018 with Consent Items.

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Kerber, Ron	02-18-0215	303197	LE-2			\$732.47	
Goode, Lloyd	02-19-0008		FR-1	\$1950.00	\$142.50		8/29/2018
Abell, Lowry	02-19-0001	311065	LE-2	\$14415.40	\$3,603.85		8/29/2018
Abell Brothers	02-19-0024	323329	SL-1	\$2,970.00	\$27.50		8/29/2018
Abell Brothers	02-19-0024	323337	SL-1	\$2,868.75	\$26.56		8/29/2018
Old Norwood Plantation LLC	02-19-0025	323358	SL-6	\$15,832.00	\$989.50		8/29/2018
Nags Head Farm, LLC (Rector, Emily)	02-19-0002	311867	SL-6	\$16,027.47	\$1,001.72		8/29/2018
Nags Head Farm, LLC (Rector, Emily)	02-19-0003	311868	LE-2	\$1,880.11	\$470.03		8/29/2018
ShireFolk Farm (Tweardy, Logan)	02-19-0004	312072	SL-6	\$1,127.64	\$1,630.16		
White, Irvin (Stough Tract)	02-19-0010	319430	CCI-SE-1	\$1,875.00			
White, Irvin (Beverly Tract)	02-19-0011	319453	CCI-SE-1	\$9,340.00			
White, Irvin (Beverly Tract)	02-19-0012	319454	SL-9	\$10,322.09	\$2,580.52		
Vines, Stuart	02-17-0350	272433	SL-6			\$1,177.61	
Riverview Farms Cattle, LLC	02-19-0018	321376	SL-6	\$15,922.45	\$995.15		8/29/2018
Fitzgerald, William	02-19-0017	321355	SL-1	\$6,750.00	\$62.50		8/29/2018
Fairmount Capital Partners, LLC	02-19-0016	321307	FR-3	\$11,187.50	\$515.63		8/29/2018
Dolder, Dana	02-19-0019	322546	RB-1	\$150.00			
Morel, Marcelle	02-19-0014	321268	RB-1	\$150.00			
Walker, Kenneth	02-19-0015	321273 321274	RB-1	\$480.00			

MOTION: Mr. Meeks moved to approve the Consent Agenda. Mr. Murray seconded the motion, and the motion passed unanimously.

DISCUSSION ITEMS:

Awards Program: Mr. Pratley noted the list of awards deadlines on the agenda. Ms. Coates related that Ms. DaMitz is working on a Teacher of the Year nomination for Louisa County.

VASWCD Annual Meeting Information: Ms. Coates encouraged that those interested in attending the annual meeting make hotel reservations quickly. Director training will be offered at the annual meeting. Ms. Coates noted that the budget includes \$500 per director for training.

FEMA Risk MAP Discovery Meetings: Ms. Coates called attention to the FEMA Risk MAP Discovery meeting dates for this area.

COOPERATING AGENCIES REPORTS:

DCR: Ms. Cross summarized information from her monthly report, calling particular attention to the FY 2019 grant deliverables, COIA training, and the return of unobligated cost-share funds (*see attached report for details*). She congratulated Mr. Longanecker on his Conservation Planner certification.

VCE: Ms. Swanson shared information on the Healthy Land for Healthy Horses workshops.

DEQ: DEQ provided the attached written report.

TJWRPF: Mr. Thompson reported Joy Matthews is leaving the foundation board. They interviewed Jeff Sitrler as a potential board member.

DIRECTOR REPORTS:

Mr. Murray reported that he attended the Rivanna River Basin Commission meeting. RRBC now has significant funding and will move to quarterly meetings. Mr. Murray expressed support for program changes to permit wildlife habitat practices under land use valuation; recent legislative changes may address this by permitting landowner agreements with SWCDs to qualify.

Mr. Tingley reported that the lease issue is presently in abeyance. He will continue to explore options to stay with the current landlord.

ADJOURNMENT:

MOTION: *Mr. Easter moved to adjourn the meeting. Mr. Wagner seconded the motion, and the motion passed unanimously.*

There being no further business, the meeting was adjourned at 12:52 p.m.

Submitted by: _____
Recording Secretary

Approved: _____
Chair