

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**January 30, 2019**

**Present:**

*Directors:* Pratley (Chair), Campbell, Collins, Murdoch, Murray, Swanson, Thompson, Tingley, McGoff (Associate Director)

*Staff:* Coates, DaMitz, Gyurisin, Hyatt, Longanecker, Moyer, Talley

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

**Absent:**

*Directors:* Easter, Meeks, Wagner

*Staff:* Eiserman

**CALL TO ORDER:** Mr. Pratley called the meeting to order at 10:15 a.m.

**ANNOUNCEMENTS:** None.

**GUEST INTRODUCTIONS:** Mr. Pratley introduced guests Stephen Lucas and Ron Skinner. Mr. Skinner, of the Lake Anna Civic Association, shared that the association has formed an environmental preservation committee to look at causes and mitigation options for harmful algal bloom events at Lake Anna.

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

**CLOSED SESSION:** None.

**PUBLIC COMMENT:** None.

**ACTION ITEMS:**

**Directors Meeting Minutes:**

***MOTION:** Mr. Thompson moved to approve the Directors Meeting Minutes for December 12, 2018. Ms. Swanson seconded the motion, and **the motion passed unanimously.***

**Report of Nominating Committee and Election of Officers:**

Mr. Murray presented the slate of officers: Mr. Pratley for Chair, Mr. Thompson for Vice Chair, Mr. Tingley for Treasurer, and Mr. Meeks for Secretary. Mr. Pratley asked for any nominations from the floor; there were none.

***MOTION:** Ms. Swanson moved to accept the report of the Nominating Committee and elect the slate of officers as presented. Mr. Campbell seconded the motion, and **the motion passed unanimously.***

**Board Meeting Dates for Calendar Year 2019:**

Ms. Coates noted that the November meeting falls on the day before Thanksgiving, which is scheduled to be a half day for staff. Ms. Cross stated that Directors will be returning from the VASWCD Annual Meeting on December 11. Directors agreed to meet November 20 (rather than November 27) and December 18 (rather than December 11) to avoid these conflicts.

**Louisa County Director Vacancy:**

Mr. Pratley reported that the vacancy was advertised in the *Central Virginian* newspaper and posted on the TJSWCD website. Mr. Lucas spoke regarding his conservation and farming background and his interest in the position. Mr. Pratley and Ms. Cross shared information about the appointment process.

***MOTION:*** *Mr. Tingley moved to close applications as of today. Mr. Collins seconded the motion, and the motion passed unanimously.*

***MOTION:*** *Mr. Tingley moved to recommend Stephen Lucas as the new Director for Louisa County. Mr. Collins seconded the motion, and the motion passed unanimously.*

Ms. Cross noted that this appointment would fill Mistie Goodman's unexpired term ending December 31, 2019. She will forward the nomination packet to the Virginia Soil and Water Conservation Board when complete.

**Agriculture Committee Report:**

Mr. Thompson summarized the Agriculture Committee meeting and reviewed projects recommended for approval (*see attached minutes and reports for details*). Ms. Hyatt, Mr. Longanecker, and Ms. Coates shared updates on the equine grant.

***MOTION:*** *Mr. Murray moved to accept the Agriculture Committee report and recommendations. Mr. Tingley seconded the motion, and the motion passed unanimously.*

Mr. Thompson reported on a repayment request for destroyed practices.

**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*). Discussion ensued regarding outreach strategies to expend the Hardware TMDL funding.

***MOTION:*** *Mr. Thompson moved to approve the Water Resources Committee report and recommendations. Ms. Swanson seconded the motion, and the motion passed unanimously.*

**Finance/Budget Committee:**

Mr. Tingley reported that the Finance/Budget Committee reviewed the financial statements and treasurer's report and recommends approval.

***MOTION:*** *Mr. Thompson moved to approve the financial reports. Mr. Collins seconded the motion, and the motion passed unanimously.*

Mr. Tingley reported that the Finance/Budget Committee recommends approval of an engagement letter for Adams & Co., PC, for accounting services, with revision to note that additional work must be approved in writing prior to commencement of the work. Ms. Coates explained that the previous contract expired December 31, 2018, but year-end and quarterly reporting for that period are due in January. She estimated that January 2019 costs will total about \$5,000. Adams & Co., PC, will then provide support on an hourly basis as needed after bookkeeping functions are transitioned back to staff on February 1, 2019.

**MOTION:** *Mr. Tingley moved to authorize the contract with Adams & Co., PC, as revised. Mr. Thompson seconded the motion, and **the motion passed unanimously.***

Mr. Tingley reported that the FY 2018 audit was completed January 3. Ms. Cross anticipated that the audit report will be available in March.

#### **Dam Committee:**

Mr. Talley reported that three dam inspections are scheduled for March 12. The fall mowing was delayed due to rainy weather. A problem with livestock on the dam has been abated. He is waiting for the formal approval letter from DCR on the additional dam repair funding and will contact the contractor to schedule the work.

Ms. Coates reported on acquisition of emergency radios and an inquiry regarding equipment from the dam safety trailer.

#### **Legislative Committee:**

Mr. Campbell had no updates on the VASWCD legislative work or the state budget yet. Ms. Cross shared information about the state budget process and items of interest.

#### **Climate Program Development:**

Ms. McGoff, Mr. Murray, and Mr. Tingley have offered to serve on a committee to explore opportunities and partnerships for climate work. Ms. Coates reported on contacts with local organizations to date. The newly-formed committee will establish a meeting schedule.

#### **Strategic Plan Review:**

Ms. Coates noted that DCR requires a mid-year review of the five-year strategic plan. The required DCR acknowledgment statement has been added to the plan document. Ms. Coates asked whether the Board wants to engage a facilitator to assist in developing its new plan next year. Ms. Cross stated that the current review should focus on whether goals have been achieved or are on target. Mr. Pratley asked Directors to review the current plan and compile comments for discussion at the next meeting. Mr. Campbell and Ms. Swanson offered suggestions for potential facilitators for next year.

#### **Committee Member Update:**

Mr. Pratley asked Directors to review the committee membership list and communicate any desired changes. Ms. Coates requested feedback on committee needs and expectations for staff support.

**CONSENT AGENDA:**

**Consent Items:**

**Agriculture Practices**

| Last Name / Business             | Contract # | Instance | Practice Code | Estimated Cost Share                 | Potential Tax Credit | Final Tax Credit | Conservation Plan Approval |
|----------------------------------|------------|----------|---------------|--------------------------------------|----------------------|------------------|----------------------------|
| Thomas Jefferson Foundation Inc. | 02-18-0255 | 305311   | SL-9          |                                      |                      | \$2,281.34       |                            |
| Hurt/Lone Oak Farm               | 02-19-0097 | 332263   | SL-1          | \$48,262.50                          | \$446.88             |                  | 1/30/2019                  |
| Levine                           | 02-19-0093 | 332193   | LE-2          | \$12,527.10                          | \$3,131.77           |                  | 1/30/2019                  |
| Dragonfly Farms LLC              | 02-19-0094 | 332240   | WP-2          | <del>\$15,330.60</del><br>\$4,818.42 | \$1,204.61           |                  | 1/30/2019                  |
| Oke                              | 02-19-0095 | 332241   | FR-3          | \$6,488.75                           | \$299.06             |                  | 1/30/2019                  |
| Oke                              | 02-19-0095 | 332242   | FR-1          | \$5,096.00                           | \$238.00             |                  | 1/30/2019                  |
| Norton                           | 02-19-0096 | 332255   | WP-4          | <del>\$21,456.00</del><br>\$4,498.85 | \$1,788.00           |                  | 1/30/2019                  |
|                                  |            |          |               |                                      |                      |                  |                            |
| <b>Project Increases</b>         |            |          |               | <b>Increase Amount</b>               |                      |                  |                            |
| Goodwin                          | 02-18-0219 | 303229   | SL-6          | \$515.91                             |                      | \$3,063.48       |                            |
| Elk Creek                        | 02-15-0300 | 208999   | SL-6          | \$38,659.45                          |                      |                  |                            |

**Septic Practices**

| Last Name / Business | Contract # | Instance | Practice Code | Estimated Cost Share |
|----------------------|------------|----------|---------------|----------------------|
| Root                 | 02-19-0029 | 332268   | RB-4P         | \$5,000.00           |
| Krieger              | 02-19-0099 | 332279   | RB-4P         | \$5,000.00           |
| Jaketic              | 02-19-0100 | 332280   | RB-1          | \$240.00             |
| Sendall              | 02-19-0102 | 332282   | RB-1          | \$225.00             |
| Jackson              | 02-19-0103 | 332283   | RB-1          | \$150.00             |

**Urban (VCAP/CCAP) Practices**

| Last Name / Business | Contract # | Practice Code | Estimated Cost Share |
|----------------------|------------|---------------|----------------------|
| Elron                | 02-19-001  | CL            | \$3,500              |

Mr. Longanecker noted corrections to the cost share amounts for the Dragonfly Farms LLC and Norton projects; the originally listed amounts included NRCS funds.

**MOTION:** *Mr. Thompson moved to approve the Consent Agenda as amended. Mr. Collins seconded the motion, and **the motion passed unanimously.***

**DISCUSSION ITEMS:**

**TAC and Equine Workgroup Update:** Ms. Swanson reported that the TAC discussion led to formation of a subcommittee to consider BMPs for equine operations; this group is working towards changes for next year. Mr. Longanecker reported that the TAC divided the 180-plus submitted recommendations among six subcommittees to review, with monthly meetings for about six months; and the TAC finalized its recommendations to DCR on January 8.

**COOPERATING AGENCIES REPORTS:**

**DCR:** Ms. Cross distributed certificates to those who completed FOIA and COIA trainings at the VASWCD Annual Meeting. She summarized information from her monthly report (*see attached report for details*). It was noted that Ms. Moyer will continue to serve as the FOIA officer and records officer.

**NRCS:** Mr. Kirkland reported NRCS reported as usual during the shutdown. FSA was more impacted with furloughs. Programmatic deadlines have been delayed, but they are taking applications and have funding available.

Mr. Murray inquired about assistance from a biologist, noting sightings of breeding Bobwhite Quail in the vicinity of Biscuit Run Park.

**FSA:** FSA provided the attached written report.

**VCE:** Ms. Swanson reported that the new Albemarle 4-H agent has been hired. Well water testing clinics are scheduled in Fluvanna and Albemarle.

**DEQ:** DEQ provided the attached written report.

**TJWRPF:** Mr. Thompson reported that new outreach materials and methodologies are in development.

**STAFF REPORTS:**

Ms. Coates asked that Directors let Ms. Moyer know by March 15 if they plan to attend the Area II Spring Meeting so that payment can be processed. There are no updates on the office move. The Assistant Attorney General provided feedback on lease documents. Ms. Coates authorized staff to purchase uniform clothing to be embroidered with the District logo for better identification in the field. Three new file cabinets were purchased to accommodate project records. She purchased a television for display use in meetings to reduce paper copy costs. Staff is working to move GIS files to the shared server.

Ms. DaMitz spoke regarding the local Envirothon event at Camp Albemarle on March 22. Oral presentation judges are needed.

**DIRECTOR REPORTS:**

Mr. Murray reported on his meeting with an Albemarle County supervisor regarding resource management areas and discussion of stream policies with Albemarle County staff.

Mr. Murdoch reported that Mr. Easter, Ms. Coates, and he attended a meeting regarding sewage issues in Columbia, held at the request of the Fluvanna County Administrator. Ms. Coates noted that the current WQIF septic cost share funding is already committed, with 45 projects on the waitlist. Discussion ensued regarding remedies and agencies that may be of assistance.

**ADJOURNMENT:**

***MOTION:*** *Mr. Thompson moved to adjourn the meeting. Ms. Swanson seconded the motion, and **the motion passed unanimously.***

There being no further business, the meeting was adjourned at 1:07 p.m.

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

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