

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**March 27, 2019**

**Present:**

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

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

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

*Guests:* Stephen Lucas

**Absent:**

*Directors:* Collins, Tingley, McGoff (Associate Director)

*Staff:* Eiserman, Gyurisin

**CALL TO ORDER:** Mr. Pratley called the meeting to order at 10:18 a.m.

**ANNOUNCEMENTS:** Mr. Pratley noted the upcoming deadline to file for reelection.

**GUEST INTRODUCTIONS:** Mr. Pratley introduced DCR Dam Engineer Charles Wilson.

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

**CLOSED SESSION:** None.

**PUBLIC COMMENT:** None.

**ACTION ITEMS:**

**Directors Meeting Minutes:**

***MOTION:** Mr. Meeks moved to approve the Directors Meeting Minutes for February 27, 2019. Mr. Easter seconded the motion, and **the motion passed unanimously.** Mr. Easter and Mr. Thompson abstained from voting, as they were not present for the previous meeting.*

**Board Appointments:**

Mr. Pratley related that Logan Tweardy expressed interested in serving as an Associate Director. In response to an inquiry from Mr. Thompson, Mr. Pratley shared some information on Mr. Tweardy's background and farming experience.

***MOTION:** Mr. Meeks moved to appoint Logan Tweardy as an Associate Director. Mr. Easter seconded the motion, and **the motion passed unanimously.***

Stephen Lucas was recently appointed as a Director by the Soil and Water Conservation Board and is waiting on paperwork to take the oath of office. Mr. Lucas expressed interest in serving on the Agriculture Committee, the Personnel/Operations Committee, and the Water Resources Committee.

Mr. Murray asked to formalize the Climate Change Committee and add it to the committee list.

***MOTION:** Mr. Murray moved to make the Climate Change Committee an official committee. Mr. Wagner seconded the motion, and **the motion passed unanimously.***

**Education Committee Report:**

Mr. Meeks reported that the Education Committee reviewed the scholarship applications and recommended scholarship awards to the four top candidates. They were all outstanding applications and ranked highly. The committee requests that the Board of Directors include \$3,500 for scholarships in next year's budget, as opposed to the current \$2,500, to reflect the quality of the applicant pool. These scholarship awards will be paid out of next year's budget.

***MOTION:*** *Mr. Meeks moved to include \$3,500 for scholarships in next year's budget. Mr. Murray seconded the motion, and **the motion passed unanimously.***

Mr. Meeks reported that the Education Committee recommends the following scholarship awards:

- Evie Sackett (Monticello High School): \$1,000
- Sarina Cooper (Western Albemarle High School): \$1,000
- Henry Chin (Monticello High School): \$750
- Tori Sanborn (Western Albemarle High School): \$750 Eddie Wood Memorial

The committee recommends that Evie Sackett's application be forwarded to the state association for consideration in their scholarship program.

***MOTION:*** *Mr. Meeks moved to approve the Education Committee's scholarship recommendations. Mr. Easter seconded the motion, and **the motion passed unanimously.***

Mr. Meeks thanked Ms. DaMitz for her efforts in coordinating the application process. Mr. Easter commented that the program was well-publicized, resulting in a larger applicant pool than in previous years. Mr. Meeks expressed appreciation for Ms. DaMitz's work to promote and increase participation in the Envirothon program, where ten area high school teams participated and nine competed.

**Dam Committee Report:**

Mr. Talley reported that the three dam inspections went well.

Mr. Wilson outlined the joint procurement for engineering services. He explained that NRCS historically provided engineering services for SWCD dams but is unable to provide that support at this time due to manpower issues. As a result, DCR and the SWCDs must procure engineering services. They propose a joint procurement for a one-year term contract, with the potential to extend the contract to five years. Districts will take turns leading the joint procurement, and Piedmont has offered to lead this round. A memorandum of understanding is required to participate. Otherwise, the District would have to go through the professional services procurement process individually when the need arises for dam engineering services. Districts have no obligation to exclusively use the selected engineering firm.

Ms. Coates noted that a procurement policy amendment is needed to provide for joint procurement, as well as approval of the MOU with Piedmont SWCD. Mr. Wilson related that the District would have the opportunity to comment on the RFP and review the responses.

Mr. Pratley asked who makes the decision on which consultant to hire. Mr. Wilson described the procurement process, noting that the selection is based on who is the most qualified, not the cheapest. Respondents will be interviewed by a panel from two to three Districts plus NRCS and DCR, and the Piedmont Board of Directors will select the firm based on the interview panel's recommendation.

Mr. Meeks asked which other Districts are participating. Mr. Wilson anticipates that nine of the twelve Districts that own dams will participate. Ms. Coates noted that this joint procurement was extensively discussed at the last Dam Workgroup meeting. Mr. Pratley stated that there will be no cost to the District if they do not use the engineering services. Mr. Wilson commented that although he is the engineer of record, he does not have the resources or time to do full construction plans.

Mr. Pratley asked whether DCR will pay the consultant, as this is a substitute for the services that NRCS provided for free. Mr. Wilson replied yes, the engineering services quote will be part of the small dam repair funding request.

Mr. Pratley asked if the procurement policy language has been vetted. Mr. Wilson and Ms. Coates confirmed that the language has been circulated and reviewed.

**MOTION:** *Mr. Murray moved to accept the new procurement policy language. Mr. Murray seconded the motion, and **the motion passed unanimously.***

**MOTION:** *Mr. Murray moved to accept the joint procurement MOU with Piedmont SWCD for dam engineering services. Mr. Meeks seconded the motion, and **the motion passed unanimously.***

Mr. Talley reported that staff is working on the small dam repair contract with Bander Smith. Ms. Coates explained that the budget includes the original projected amount, but the bids came in higher than the projection and DCR has awarded additional funding, so they need authorization to execute the contract with Bander Smith for the revised amount and expend the funds. Ms. Moyer said the contract total is \$68,710; the amount in the budget was \$26,000.

**MOTION:** *Mr. Meeks moved to amend the budget amount for small dam repairs to \$68,710. Mr. Wagner seconded the motion, and **the motion passed unanimously.***

### **Agriculture Committee Report:**

Mr. Thompson summarized the Agriculture Committee meeting and reviewed projects recommended for approval (*see attached minutes and reports for details*). Mr. Thompson noted that the SL-1 contracts are conversion of cropland to permanent cover, with a ten year commitment. Discussion items included the NFWF Consortium and James River Association tree planting project, manure compost facilities under the equine grant, sacrifice area sizing, and extending the equine grant application deadline.

**MOTION:** *Mr. Meeks moved to accept the Agriculture Committee report and recommendations. Mr. Murray 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*). The City of Charlottesville mailed 7,500 postcards promoting the CCAP program to property owners under the stormwater utility.

Ms. Swanson spoke regarding the Fluvanna well water testing clinic results. A high number of samples were positive for E. coli. Septic and well maintenance will be discussed at the community meeting tonight.

**MOTION:** *Mr. Thompson moved to approve the Water Resources Committee report and*

*recommendations. Mr. Wagner seconded the motion, and **the motion passed unanimously.***

**Finance/Budget Committee:**

Mr. Easter reported that the Finance/Budget Committee reviewed the financial statements and treasurer's report and found all in order.

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

**Public Relations Committee:**

Ms. Coates reported that the Public Relations Committee will meet on April 18 at 1:00 p.m. Mr. Murray asked to include District entrance road signs on the agenda. Mr. Meeks commented on issues with the VDOT-approved sign design. Mr. Pratley would like to ensure that program participants get signs for their properties. Ms. Cross noted that some Districts have agreements to place signs on county entrance signs. Ms. Swanson recalled that earlier discussion led to the conclusion that the VDOT signs were not cost effective.

**Resolutions for Retiree Health Insurance Coverage:**

Ms. Moyer stated that adding retiree coverage for the upcoming plan year requires a Board resolution. Coverage would be billed to retirees directly, and there would be no additional cost to the District. Coverage would be available to future retirees only. The first resolution is to offer coverage for people who retire before they are Medicare-eligible, and the second resolution is to offer a Medicare supplement plan for those who are Medicare-eligible. The District cannot offer coverage to Medicare-eligible retirees without also offering coverage to those who retire before they are Medicare-eligible.

**MOTION:** *Ms. Swanson moved to adopt the Resolution Concerning Participation by Retirees Not Eligible for Medicare in Health Insurance Program. Mr. Thompson seconded the motion, and **the motion passed unanimously.***

**MOTION:** *Mr. Murray moved to adopt the Resolution Electing to Provide Health Insurance Coverage for Retirees and Dependents of Retirees. Mr. Wagner seconded the motion, and **the motion passed unanimously.***

**Office Space Update:**

Ms. Coates reported that the vacant lot next door is under construction. She has not yet received a formal price offer for the new building. Utilities are currently included in the rent, but electric would be separately billed in the new space. She is exploring other options for rental space. Eliminating the conference room space would reduce the square footage needs, if Board meetings are held elsewhere. Directors expressed a preference to keep meetings at the office location where staff members can be available. The current lease expires in June 2020.

**CONSENT AGENDA:**

**Committee Minutes:** Agriculture Committee (3-27-2019); Budget/Finance Committee (2-27-2019); Water Resources Committee (2-27-2019)

**Consent Items:**

**Agriculture Practices**

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Dragonfly Farms, LLC	02-19-0094	334042	WP-2	\$16,596.60	\$4210.88		Yes
Riverview Farms Cattle, LLC	02-19-0114	334084	SL-6	\$12,715.92	\$794.75		Yes
Quaker Hill Farm	02-19-0115	334085	SL-1	\$6756.25	\$367.19		Yes
		334267		\$3996.25	\$217.19		
		334268		\$4830.00	\$262.50		
Elk Creek Farm, LLC	02-19-0119	334285	SL-1	\$12,487.50	\$115.63		Yes
Irvin White	02-19-0010	334294	CCI-SE-1	\$1,395.00			
Ballenger Creek Farm, LLC	02-19-0117	334258	SL-1	\$16,672.50	\$154.38		Yes

**Septic Practices**

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share
Packett	02-19-0118	334280	RB-3	\$1,500
Swales	02-19-0150	334287	RB-4P	\$5,000
Fortune	02-19-0013	334282	RB-4P	\$5,000

**Urban (VCAP/CCAP) Practices**

Last Name / Business	Contract #	Practice Code	Estimated Cost Share
Meir	02-19-003	PP	\$13,475.25

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

**COOPERATING AGENCIES REPORTS:**

**DCR:** Ms. Cross summarized information from her monthly report (*see attached report for details*). Ms. Cross then provided an update on FY 2021 funding.

**NRCS:** Mr. Kirkland will share the local workgroup questionnaire for input. No official announcements have been made as they await the final Farm Bill rules, but pre-approvals will be announced soon.

**FSA:** No updates.

**VCE:** Ms. Swanson reported that a well water testing clinic will be held in Albemarle in May.

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

**DOF:** No updates.

**TJWRPF:** No updates.

**DISCUSSION ITEMS AND UPDATES:**

**Area II Spring Meeting:** The Area II Spring Meeting will be hosted by John Marshall SWCD on April 3.

**VASWCD Educational Foundation Golf Tournament:** The District will contribute \$100 and send a staff person to the tournament.

**North Fork Rivanna River Water Quality Study:** A community meeting will be held on April 17 in Stanardsville.

**STAFF REPORTS:**

Ms. Coates and Ms. DaMitz reported on efforts to increase education program participation in Nelson County.

Ms. Coates related that staff is monitoring locality funding as localities move through the budget process. The proposed dam monitoring system will permit remote monitoring by phone. She noted that Ms. DaMitz received an award for her work as a mentor with the Youth Conservation Leadership Institute. Ms. Coates has been asked to participate with the Albemarle County climate program.

**DIRECTOR REPORTS:**

Mr. Meeks reported that he participated in the NACD fly-in in Washington, DC, to educate representatives and their staff about conservation districts. Mr. Meeks attended four area meetings.

Mr. Easter provided an update on the sewage problem in Columbia.

Mr. Murray shared information from the historical society on Schenks Branch.

**ADJOURNMENT:**

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

There being no further business, the meeting was adjourned at 12:30 p.m.

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

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