

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**July 31, 2019**

**Present:**

*Directors:* Pratley (Chair), Collins, Easter, Lucas, Murdoch (arrived at 10:30 a.m.), Murray, Thompson

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

*Agencies:* Bayless (NRCS), Kirkland (NRCS), Powell (DOF)

*Guests:* Navarre Bartz, Kelsey Cowger, Grosvenor Merle-Smith, Betsy Orr, Dr. William Orr

**Absent:**

*Directors:* Campbell, Meeks, Swanson, Tingley, Wagner

*Assoc. Directors:* McGoff, Tweardy

*Staff:* DaMitz, Eiserman, Gyurisin

**CALL TO ORDER:** Mr. Pratley called the meeting to order at 10:09 a.m.

**ANNOUNCEMENTS:** None.

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

**PUBLIC COMMENT:**

Dr. William Orr addressed the Board concerning a cost-share repayment request for destroyed practices. He also shared handouts with information on the property.

**COOPERATING AGENCIES REPORTS:**

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

**NRCS:** Mr. Kirkland reported on open programs. Staff is working with the Virginia Forage and Grassland Council on a pasture walk in Louisa County in August.

**FSA:** Mr. Kirkland shared that FSA is now hiring for a full-time temporary administrative position.

**DOF:** Mr. Powell reported that a number of riparian buffer programs are available this year through DOF and partners. Ms. Coates asked Mr. Powell to meet with District staff to develop a summary sheet on the various tree programs.

**DEQ:** DEQ provided the attached written report. Mr. Thompson highlighted items on the zero-interest loan program and carbon trading. Mr. Pratley noted the desire for a regional approach to algal blooms at Lake Anna.

**VCE:** No updates.

**TJWRPF:** Mr. Thompson reported that the Foundation Board of Directors established coverage of easement monitoring by Board members rather than District staff.

**CLOSED SESSION:**

**MOTION:** Mr. Thompson moved to enter into closed session for briefings by staff members pertaining to probable litigation with Dr. William Orr, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the District and the Board, in accordance with Code of Virginia Section 2.2-3711 (A) (7), and to invite Anne Coates and Luke Longanecker to participate in the closed session. Mr. Lucas seconded the motion, and **the motion passed unanimously**. All others in attendance removed themselves from the meeting.

**CERTIFICATION:** Upon returning to open session, Mr. Thompson moved to certify that, to the best of each Director's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion by which the Closed Session was convened were heard, discussed, or considered in the Closed Session. Mr. Murray seconded the motion. A roll call vote was conducted, and **the motion passed 7 to 0**.

**ACTION ITEMS AND UPDATES:****Directors Meeting Minutes:**

**MOTION:** Mr. Easter moved to approve the Directors Meeting Minutes for June 26, 2019. Mr. Collins seconded the motion, and **the motion passed unanimously**.

**Building Location – Relocation and Lease Proposal:**

Ms. Coates stated that it was conclusively decided not to move to the building under construction across the street due to cost and the two-floor split. The Crossroads space fits the desire for a professional space but has some constraints and is more expensive. The current landlord offered space in his Dale Avenue building for a rate much closer to the current rent. The Dale Avenue space is 2,500 square feet, larger but narrower than the current 2,100 square feet.

Ms. Coates commented that parking will be more constrained as neighboring companies expand, and she expressed concern about exiting at night to parking at the railroad tracks. Mr. Thompson suggested asking the landlord to mitigate security concerns with lights and monitoring. Ms. Coates will ask the landlord about designated parking spaces.

Mr. Easter asked for a price comparison. Ms. Moyer replied that the current rent is \$2,360 per month, and they would continue at this rate in the Dale Avenue space until June 2020. The rent would increase to \$2,596 per month for the first year of the new lease and then increase by five percent per year thereafter. The year six annual rent would be \$39,756, and this rental rate includes utilities and common area maintenance. The comparable all-inclusive price for the North Garden space in year six is \$54,024.

Mr. Easter commented that parking must be addressed before the Dale Avenue space is considered. Mr. Collins asked about parking at the North Garden space. Ms. Coates replied there is plenty of parking on ground level on the back side of the building. Mr. Thompson remarked that he can see the value to the professional appearance but also to showing the public that they put all the money on the ground and not in their facility. Mr. Thompson agreed that they need to clarify parking before Dale Avenue is considered as an option. Ms. Coates said the North Garden space has a nicer feel and better parking, but the space is somewhat awkward with many hallways and other unusable square footage. Mr. Easter noted that it is also considerably more expensive.

Mr. Pratley asked about if the moving timeline is still November if they stay with the current landlord. Ms. Coates replied that the move would probably be accelerated to September or October if they move to Dale Avenue. Mr. Pratley noted that they still have a lease through June 2020. Mr. Easter asked about the optimal move time for staff. Mr. Longanecker prefers late fall or winter due to the reduction in field work. Ms. Coates noted that a lot of administrative staff deadlines fall in October. Mr. Easter objected to the amount of the rent increase. Mr. Murray commented that parking was tight today for the Board meeting. Mr. Thompson said that daily staff parking must be allocated. Directors were invited to tour the Dale Avenue space. Staff will continue to look for rental properties within the desired price range.

### **Desktop Procedures:**

Ms. Coates noted that annual review of the Desktop Procedures manual is a DCR contract requirement.

***MOTION:*** Mr. Thompson moved to affirm that the Board has reviewed the Desktop Procedures for District Fiscal Operations for FY 2020. Mr. Easter seconded the motion, and ***the motion passed unanimously.***

### **Annual Work Plan:**

Ms. Coates noted that most edits were changes to dates and staff members, and review of the Annual Work Plan is a DCR contract requirement. Further changes may be made throughout the year as needed.

Mr. Pratley noted that Directors need to put new projects in the Annual Plan of Work and consider resource allocations if they want the projects done. Mr. Murray stated that public input on the Strategic Plan may influence the Annual Plan of Work. Mr. Easter proposed some numbering corrections.

Mr. Murray suggested adding a goal to explore complementary practices for carbon sequestration. Ms. Coates asked to further consider the organization of this section.

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

### **Strategic Plan:**

***MOTION:*** Mr. Easter moved to approve the Strategic Plan. Mr. Thompson seconded the motion, and ***the motion passed unanimously.***

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

Mr. Easter reported that the Budget/Finance Committee reviewed the monthly financial statements, Dedicated Reserve allocations, and moving additional funds to LGIP for better interest.

Mr. Murray asked about the reserve item for staff leave reimbursement. Ms. Coates replied that this reserve is for vacation and sick leave payouts when staff members leave employment.

Mr. Pratley noted that they have a budget line item for professional services, as well as the reserve item.

***MOTION:*** Mr. Thompson moved to authorize Ms. Coates and Ms. Moyer to move the amount of funds they see appropriate to LGIP. Mr. Collins seconded the motion, and ***the motion passed unanimously.***

**MOTION:** *Mr. Lucas moved to approve the Dedicated Reserve allocations. Mr. Thompson seconded the motion, and **the motion passed unanimously.***

**MOTION:** *Mr. Thompson moved to adopt the Treasurer's Report. Mr. Easter seconded the motion, and **the motion passed unanimously.***

**Legislative Committee:**

Mr. Lucas reported that he and Ms. Coates participated in the Area II legislative agenda call. He reviewed the list of items approved to move forward to the statewide call (*see attached list*).

**Agriculture Committee Report:**

Mr. Thompson summarized the Agriculture Committee meeting (*see attached minutes and reports for details*). He noted that further guidance will be forthcoming from DCR on the variable-width stream exclusion practices. Discussion items included funding to correct a failed water system, final cost list approval, and outreach efforts.

Ms. Hyatt shared updates on the outreach flyers, resource folders, and locality events. Mr. Longanecker reviewed the projects recommended for approval.

**MOTION:** *Mr. Easter moved to approve the Agriculture Committee report. Mr. Collins seconded the motion, and **the motion passed unanimously.***

**Water Resources Committee:**

Mr. Murray summarized the recent Water Resources Committee meeting. He noted that urban and septic practices recommended for approval are listed on the Consent Agenda. The committee discussed the new TMDL manual, revisions to the VCAP manual, and the ACAP program timeline.

Mr. Pratley remarked on the high cost of permeable pavement. Mr. Murray suggested looking at the ranking criteria to review the reductions and complementary benefits achieved for the cost.

**MOTION:** *Mr. Thompson moved to accept the Water Resources Committee report. Mr. Easter seconded the motion, and **the motion passed unanimously.***

**CONSENT AGENDA:**

1. **Committee Minutes:** Agriculture Committee (7-31-19); Water Resources Committee (6-26-19); Personnel/Operations Committee (6-26-19), Budget/Finance Committee (6-26-19).
2. **Consent Items:** See Attached Lists for Agriculture Cost Share and Tax Credits (if applicable), Septic Cost Share, and Urban Cost Share

**Agriculture Practices**

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Joshua Hatter	02-18-0187	303172	LE-1T			\$1,057.23	
Triple 2 Farms	02-18-0198	303174	LE-1T			\$2,800.25	
Triple 2 Farms	02-20-0003	350350	CCI-WP-2W	\$1,810.00			
J.R. Smith	02-20-0004	350549	SL-1	\$2,573.75			Yes
Randolph	02-20-0001	348505	SL-1	\$25,447.50			Yes
McLeod	02-20-0002	348511	FR-3	\$4,704.75			Yes
Seamans Orchard	02-18-0028	303173	LE-1T			\$1,528.62	
Jay Goodwin	02-18-0219	303229	SL-6			\$3,063.48	
<b>INCREASES</b>							
Riverview Farms	02-19-0114	334084	SL-6	\$5,600.00			
Campolieto	02-19-0106	333237	SL-6	\$8,000.00			
Wenz	02-19-0141	336286	SL-6	\$4,000.00			
Levine	02-19-0093	332193	LE-2	\$3,000.00			
Vere Nicol	02-19-0080	330785	SL-6	\$4,000.00			
Vere Nicol	02-19-0080	330788	SL-6	\$4,000.00			
McConnell	EQ-19-0016	n/a	Roof Runoff System	\$511.50			

**Septic Practices**

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share
Keeley	02-20-0005	350931	RB-1	\$175.00
Thomas	02-20-0006	351765	RB-4	\$6,400.00

**Urban Practices**

Last Name / Business	Contract #	Practice Code	Estimated Cost Share
Featherston	02-19-007	PP	\$7,537.50
Gall	02-19-009	PP	\$15,000.00

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

**STAFF REPORTS:**

Ms. Coates reported on recruitment for the new Agricultural Administrative Assistant position. Marie Abowd will start August 19.

**DIRECTOR REPORTS:**

Mr. Murray reported on the Plant Piedmont Natives partnership meeting.

Mr. Lucas reported on the Louisa water situation. He has amassed some information on solar farms and wants to put together a basic brochure on BMPs.

Mr. Murray related that the solar project where stream buffers were removed was reported as a violation, and Albemarle County will require the owner to replant the buffer.

Mr. Thompson noted that a presidential candidate mentioned carbon sequestration and sustainable farming during a recent televised debate.

Mr. Murdoch inquired about interest in pooling seed orders to save on freight charges.

**ADJOURNMENT:**

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

There being no further business, the meeting was adjourned at 12:28 p.m.

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

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