

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

**Present:**

*Directors:* Pratley (Chair), Campbell, Collins, Easter, Lucas, Murdoch, Murray, Swanson, Tingley

*Staff:* Coates, Eiserman (arrived at 12:00 p.m.), Longanecker, Moyer, Talley

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

*Guests:* Navarre Bartz, Carolyn Daughters, Bill Plyler, Pat Willis

**Absent:**

*Directors:* Meeks, Thompson, Wagner

*Assoc. Directors:* McGoff, Tweardy

*Staff:* Abowd, DaMitz, Gyurisin, Hyatt

**CALL TO ORDER:** Mr. Pratley called the meeting to order at 10:06 a.m.

**ANNOUNCEMENTS:** Mr. Pratley noted that this is the last meeting in this building, as the office move is Friday.

**GUEST INTRODUCTIONS:** Mr. Pratley introduced Sara Bottenfield of DEQ. Candidates Pat Willis, Bill Plyler, and Navarre Bartz and Louisa resident Carolyn Daughters introduced themselves.

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

**PUBLIC COMMENT:** None.

**CLOSED SESSION:**

***MOTION:** Mr. Easter moved to enter into closed session for briefings by staff members pertaining to probable litigation, 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 staff members Anne Coates, Luke Longanecker, and Amy Moyer to participate in the closed session. Mr. Tingley seconded the motion, and **the motion passed unanimously.** All others in attendance removed themselves from the meeting.*

***CERTIFICATION:** Upon returning to open session, Mr. Easter 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. Tingley seconded the motion. A roll call vote was conducted, and **the motion passed 9 to 0.***

**ACTION ITEMS AND UPDATES:**

**Directors Meeting Minutes:**

***MOTION:** Mr. Lucas moved to approve the Directors Meeting Minutes for September 25, 2019. Ms. Swanson seconded the motion, and **the motion passed unanimously.***

**Budget/Finance Committee:**

Mr. Tingley reported on fiscal year-to-date financial statements, noting that revenues are at 32.2 percent of annual budget amounts and expenditures are at 19.4 percent of annual budget amounts, at 25 percent through the fiscal year. The committee recommended approval of the financial report.

***MOTION:** Mr. Tingley moved to approve the Budget/Finance Committee report. Mr. Easter seconded the motion, and **the motion passed unanimously.***

**Dam Committee:**

Mr. Talley reported that a tabletop exercise is planned for December 3 from 10:00 a.m. to 3:30 p.m. at the Louisa County Office Building. Mr. Talley will meet with Charles Wilson on November 6 to review remote monitoring equipment locations at the high hazard dams. Small dam repairs at South Anna 23 and Little River 4 are complete. Staff gauges will be replaced at all dams.

Ms. Coates related that Ms. Hyatt designed a sign for the gauges. Mr. Lucas reported that he participated in the engineering firm rankings, and interviews will be held in November. Mr. Tingley asked that all emergency action plans be reviewed to account for remote monitoring and staffing feasibility.

**Personnel/Operations Committee:**

Ms. Coates reported that the committee reviewed the memorandum of agreement with Albemarle County to fund a one-year ag position and recommended moving forward. The committee also recommended changes to FOIA policy language adopted in 2016, agreeing to request deposits in the amount of 100 percent of the estimated costs, rather than 50 percent, and to remove fee waivers by the Board of Directors.

Mr. Easter asked to revise the FOIA policy to state “require” rather than “request” a deposit. Directors concurred.

***MOTION:** Mr. Campbell moved to accept the memorandum of agreement for the Albemarle County ag position. Ms. Swanson seconded the motion, and **the motion passed unanimously.***

***MOTION:** Mr. Tingley moved to adopt the changes to the FOIA policy. Ms. Swanson seconded the motion, and **the motion passed unanimously.***

***MOTION:** Ms. Swanson moved to approve the Personnel/Operations Committee report. Mr. Easter seconded the motion, and **the motion passed unanimously.***

**Water Resources Committee:**

Mr. Murray reported that urban and septic practices are included on the consent agenda for approval. The committee discussed the possibility of collecting demographic data as a service measure. DEQ granted a six-month extension for the Hardware septic funding, and there were several new cost-share requests this month. The ACAP MOA has been signed.

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

**Agriculture Committee Report:**

Mr. Longanecker summarized the Agriculture Committee meeting, reviewed projects recommended for approval, and noted the increased interest in tree planting (*see attached minutes and reports for details*). He related that the committee discussed concerns that new Tracking guidelines have caused duplication of effort; compliance costs will be tracked. The Chesapeake Bay Commission will tour the area in May 2020.

Mr. Pratley inquired regarding the CREP reenrolls on the consent agenda. Mr. Longanecker replied that FSA has a process to verify and reenroll contracts that have come out of lifespan but the policy requires that the SWCD approve the plans.

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

**SWCB Allocation Subcommittee:**

Ms. Coates shared the SWCB Allocation Subcommittee's proposed technical assistance base funding recommendations, based on 80 percent of position costs on the 2019 Attachment D budget template. Increased base funding would help stabilize staffing levels because it does not have to be returned with unobligated cost-share funding. Ms. Cross noted that the recommendation would require General Assembly approval for the increased funding.

**Position Paper and Letter regarding Technical Assistance:**

Ms. Coates shared a position paper circulated to the SWCB and VASWCD requesting a policy amendment to allow Districts to retain 50 percent of TA associated with unobligated cost-share funds. Directors agreed not to draft a letter to the SWCB regarding proportional return of TA funding at this time, given the SWCB Allocation Subcommittee recommendation for increased base funding.

**Strategic Plan Meeting Date:**

Ms. Coates will poll members by email to set the final date. Ms. Coates will look for larger meeting locations to accommodate partner agencies and guests.

**CONSENT AGENDA:**

- Committee Minutes:** Agriculture Committee (10-28-19); Water Resources Committee (9-25-19); Budget/Finance Committee (9-25-19); Budget/Finance and Personnel/Operations Committees (9-25-19); Personnel/Operations Committee (10-9-19).
- Consent Items:** See Attached Lists for Agriculture Cost Share and Tax Credits (if applicable), Septic Cost Share, and Urban Cost Share; Albemarle Ag Staff MOA; Louisa ESC Updated Professional Services Agreement; Dale Avenue Building Lease; and Goldmine MOU with Culpeper SWCD

## Agriculture Practices

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Thomas Farmer	02-20-0068	377764 377822	SL-8B	\$3,220.00	-		
West Cote Farm	02-20-0073	377917	FR-3	\$5,258.25	-		10/30/2019
West Cote Farm	02-20-0070	377872	WP-2W	\$6,673.12	-		10/30/2019
West Cote Farm	02-20-0074	377919	SL-7	\$800.36	\$177.65		10/30/2019
Birdsong Farm	02-20-0078	377952	SL-7	\$12,727.99	\$1060.67		10/30/2019
Birdsong Farm	02-20-0077	377934	CCI-SL-6W	\$2,550.00	-		10/30/2019
Birdsong Farm	02-20-0076	377932	FR-3	\$4,428.00	-		10/30/2019
Birdsong Farm	02-20-0075	377920	SL-6W	\$10,711.99	-		10/30/2019
Todd Anderson	02-20-0071	377903	SL-7	\$9,240.06	\$770.01		10/30/2019
Peanut Coleman	02-20-0081	378468	WP-2W	\$6,328.80	-		10/30/2019
Troxell	02-20-0010	359359	WP-4	\$117,928.13	\$17,500		10/30/2019
Western Gales	02-20-0064	377246	SL-6W	\$21,516.00	-		10/30/2019
Western Gales	02-20-0064	377328	SL-6W	\$6,870.90	-		10/30/2019
Estes Cattle Corp	02-20-0072	377907	SL-6W	\$30,221.18	\$39.48		10/30/2019
Peterson	02-20-0080	378133	SL-6W	\$19,182.73	-		10/30/2019
Silver Creek Orchards	02-20-0065	377693	FR-1	\$10,045.50	-		10/30/2019
Silver Creek Orchards	02-20-0065	378088	FR-3	\$3,646.50	-		10/30/2019
John T. Wormley	02-20-0066	377755	FR-1	\$8,602.50	-		10/30/2019
Julann Griffin	02-20-0067	377758	FR-3	\$35,424.00	-		10/30/2019
Creamfield Farm	02-20-0069	377829	NM-1A	\$1,606.40	-		
Swift Run Farm LLC	02-20-0079	377953	CCI-SL-6W	\$15,727.50	-		10/30/2019
Steven Crandall			CREP reenroll				10/30/2019
Meadowlark Farm School LLC			CREP reenroll				10/30/2019
Mark H Campbell			CREP reenroll				10/30/2019
Benjamin Brewster			CREP reenroll				10/30/2019
Jennifer Rous			CREP reenroll				10/30/2019
Mark Manis			CREP reenroll				10/30/2019
William Marshall			CREP reenroll				10/30/2019
James Hart			CREP reenroll				10/30/2019
John Holland			CREP reenroll				10/30/2019
Marvin Baker			CREP reenroll				10/30/2019

<b>Increases</b>							
Gary Kidd	02-15-0305	208587	SL-6	\$945.88		-	
Lucas Albert	02-18-0228			\$3,482.81		\$3,604.88	
Silver Creek Orchard	02-20-0030	371175	SL-8B	\$72.00			
Brandon Terrell	02-20-0037	374139 374140 374141	SL-8B	\$356.80			
D.S. Terrell	02-20-0028	371062 371063 371064 371065 371066 371093 371100	SL-8B	\$3,809.60			
M.S. Terrell & Sons Inc.	02-20-0033	373010 373011 373012 373013 373014 373027	SL-8B	\$1,443.20			
Stover Farms LLC	02-20-0027	371018 371020	SL-8B	\$1,065.60			
Hueston	02-19-0136	336276	SL-9	\$2,188.26			

**Septic Practices**

<b>Last Name / Business</b>	<b>Contract #</b>	<b>Instance</b>	<b>Practice Code</b>	<b>Estimated Cost Share</b>
Westerman	02-20-0090	378627	RB-1	\$175.00
Miller	02-20-0084	378616	RB-1	\$263.00
Mawyer	02-20-0087	378619	RB-1	\$280.00
Moore	02-20-0091	378628	RB-1	\$210.00
Strong	02-20-0085	378756	RB-1	\$263.00
Patteson	02-20-0082	378613	RB-2	\$5,500.00
Martin	02-20-0083	378614	RB-2	\$5,500.00
Goin	02-20-0088	378620	RB-3	\$2,500.00
Agee	02-20-0086	378617	RB-4	\$6,400.00
Kidd	02-20-0089	378626	RB-4	\$6,400.00
Cowan	02-19-0128	378485	RB-5	\$12,000.00

### Urban Practices

Last Name / Business	Contract #	Practice Code	Estimated Cost Share
Eiserman	02-19-013	RH	\$4,130.00
Brown	02-19-014	CL	\$3,500.00

Mr. Murray noted that Ms. Eiserman was not present for consideration of her application. Ms. Coates noted that Directors and staff are permitted by policy to receive cost-share.

**MOTION:** *Mr. Tingley moved to approve the Consent Agenda. 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*). She noted that auditing firms will change the next contract cycle. She suggested that Directors contact the county clerk once they complete the required COIA training. Ms. Cross spoke to the variance process and highlighted important upcoming dates.

**VCE:** Ms. Swanson reported that a second well-water testing clinic was held in the Scottsville/Esmont area. She suggested a mailing to participants who may be in the Hardware watershed.

**DEQ:** Ms. Bottenfield serves as the TMDL NPS Coordinator in the Harrisonburg DEQ office and is taking over monthly reporting. She summarized information from her written report (*see attached report for details*). Mr. Murray requested more information on UVA compliance issues and the Moores Creek fish kill.

**NRCS:** No updates.

**FSA:** No updates.

**DOF:** No updates.

**TJWRPF:** No updates.

#### STAFF REPORTS:

Ms. Coates reported that Lake Anna residents have requested a meeting with surrounding SWCDs regarding algal bloom issues. The Goldmine watershed was included in Culpeper's application for DEQ funding. UVA inquired regarding the availability of District assistance with ESC inspections, and Fluvanna inquired regarding assistance with ESC plan review. Ms. Coates gave an overview of the office moving schedule.

#### DIRECTOR REPORTS:

Mr. Murray asked that information on shoreline plantings be shared at the Lake Anna meeting. He will coordinate with Ms. Eiserman on resource suggestions. Ms. Coates noted that PEC is reprinting the Piedmont native plants guide.

Mr. Lucas thanked Ms. Willis and Ms. Daughters for attending and encouraged interested volunteers to consider serving as Associate Directors.

Mr. Collins commented on the importance of native plants in the ecosystem.

Mr. Pratley asked about timing for seating the nominating committee. It was agreed that Mr. Easter, Ms. Swanson, and Ms. McGoff will serve on the nominating committee. The holiday meeting will be held December 18 at Michie Tavern.

**ADJOURNMENT:**

***MOTION:*** *Mr. Lucas 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 12:08 p.m.

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

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