

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
June 24, 2020

Remote Participants:

Directors: Pratley (Chair), Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Swanson, Thompson, Willis

Assoc. Directors: Cowger, Daughters (joined at 10:51 a.m.), Tingley

Staff: Coates, Longanecker, Moyer, Talley

Agencies: Cross (DCR)

Absent:

Assoc. Directors: Merle-Smith, Tweardy

The Board of Directors convened a decentralized meeting via Zoom due to the COVID-19 public health emergency.

CALL TO ORDER: Mr. Pratley called the meeting to order at 10:03 a.m.

ROLL CALL: Mr. Pratley called the roll to confirm a quorum of Directors. Attendance was confirmed as listed above. Mr. Meeks and Ms. Willis were present but temporarily delayed from participating until audio problems were resolved.

ANNOUNCEMENTS: None.

Motion to Conduct Electronic Meeting:

Mr. Pratley explained the necessary determination for the meeting to proceed.

MOTION: Mr. Easter moved to certify that it has been determined by this Board that the nature of the declared COVID-19 emergency makes it impracticable or unsafe for the Board to assemble in a single location and further that the agenda items to be taken up at this meeting are necessary to continue operations and discharge lawful purposes, duties, and responsibilities of the Board; and therefore, the Board agrees to a decentralized electronic meeting. Mr. Thompson seconded the motion. The motion passed 9-0 by the following roll call vote:

Ayes: Bartz, Campbell, Collins, Easter, Lucas, Murray, Pratley, Swanson, Thompson

Nays: None

Not Voting: Meeks, Murdoch, Willis

ADDITIONS/CHANGES TO AGENDA: None.

PUBLIC COMMENT: Mr. Pratley asked if any comments were received from the public. Ms. Moyer confirmed that no public comments were submitted.

ACTION ITEMS:

Agriculture Committee Report:

Mr. Thompson summarized the Agriculture Committee meeting and reviewed projects recommended for approval. Mr. Campbell left the meeting during the project review, as he had a project on the agenda.

Mr. Longanecker related that in the review of secondary considerations, the Committee considered a

threshold for lower ranking projects that will not be considered until January of each fiscal year so that they prioritize higher ranking projects and medium ranking projects. Other than that one stipulation and the associated ranking chart, there were no major changes to secondary considerations from last year.

Mr. Longanecker said that the FY21 ranking sheet is similar to what was in place for FY20. They did a lot of revisions last year and were pretty happy with how that shook out for FY20. The only change was to give five extra ranking points for new participants to encourage new signups.

Mr. Thompson noted that the Committee agreed they should give additional points for new participants, as they have been trying through outreach programs to get more involvement from those who may not have been involved in the past.

Mr. Longanecker shared that there were a few updates to cost share program implementation guidelines based on changes to the DCR cost-share manual and one item addressing older projects coming out of lifespan, but otherwise everything stayed the same as FY20.

Mr. Thompson reported that staff is working on assessing cost list changes to bring to the Committee in July. Mr. Longanecker noted that Mr. Thompson used his delegated authority to approve the FY20 carryover report yesterday because it is due by June 30, and this will be ratified by the Board in July.

Mr. Thompson also reported on resource folder updates and the 2020 budget update, noting that VACS funds are between 98 to 99 percent allocated. He congratulated staff on their outstanding job given the increase in funding and challenging working conditions. Mr. Thompson noted that the Committee also heard a review of FY20 VACS practices and policy updates.

MOTION: Mr. Lucas moved to approve the secondary considerations recommended by the Agriculture Committee. Mr. Meeks seconded the motion. The motion passed 12-0 by the following roll call vote:
Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis

Nays: None

MOTION: Mr. Meeks moved to adopt the Agriculture Committee report. Mr. Lucas seconded the motion. The motion passed 11-0, with one abstention, by the following roll call vote:

Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murray, Pratley, Swanson, Thompson, Willis

Nays: None

Abstain: Campbell

Personnel and Operations Committee Report:

Mr. Pratley reported that the Personnel and Operations Committee discussed performance reviews, salaries, and incentive pay including bonuses. The Committee accepted the performance reviews conducted by Ms. Coates and Mr. Longanecker, accepted salaries and incentive pay as presented, and approved the FY20 bonus proposal with revisions. There were no dollar figure changes to the proposed FY21 Budget as would relate to personnel. Dedicated reserves will be reviewed in July after the completion of the fiscal year.

Mr. Pratley noted that salaries and incentive pay for FY21 are contained in the FY21 Budget that will be considered later in the meeting. The Committee recommended that the Board approve the FY20 spring bonus proposal totaling \$52,748.28, and this requires separate Board action because it is not contained in the FY21 Budget.

MOTION: Mr. Thompson moved to adopt the FY20 spring bonus proposal in the amount of \$52,748.50. Mr. Bartz seconded the motion. The motion passed 12-0 by the following roll call vote:
Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis
Nays: None

MOTION: Mr. Thompson moved to adopt the Personnel and Operations Committee report. Mr. Bartz seconded the motion. The motion passed 12-0 by the following roll call vote:
Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis
Nays: None

Budget/Finance Committee Report:

Mr. Meeks reported that the Budget/Finance Committee recommended approval of the treasurer's report and financial statements for May 2020 and the FY21 Budget.

MOTION: Mr. Lucas moved to accept the treasurer's report and financial statements for May 2020. Mr. Thompson seconded the motion. The motion passed 12-0 by the following roll call vote:
Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis
Nays: None

MOTION: Mr. Meeks moved to adopt the FY21 Budget. Mr. Bartz seconded the motion.

Mr. Campbell asked about the amount of DCR funding. Ms. Moyer replied that the DCR numbers come from policies adopted by the Soil and Water Conservation Board. She said that the District received more technical assistance funding than usual in FY20 based on the large size of the cost-share program in FY20, and that drops back to a smaller program in FY21, so the decrease in DCR support between FY20 actual and FY21 budget is primarily less technical assistance funding in FY21. Ms. Moyer stated that much of the technical assistance funding received in FY20 will be carried forward to FY21 to cover staff expenditures over the next 12 months.

The motion passed 12-0 by the following roll call vote:
Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis
Nays: None

Dam Committee Report:

Mr. Lucas reported that Mr. Talley is working through the dam maintenance bid responses. Water level monitors are here and just need to be installed. Mr. Lucas signed a letter of support that was required for NRCS to get money for Rivanna Water and Sewer Authority to begin work on Beaver Creek Dam.

MOTION: Mr. Meeks moved to adopt the Dam Committee report. Mr. Collins seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murray, Pratley, Swanson, Thompson, Willis
Nays: None
Not Voting: Murdoch

Directors Meeting Minutes:

MOTION: Mr. Campbell moved to adopt the Directors Meeting Minutes for May 27, 2020, as submitted. Mr. Murray seconded the motion. The motion passed 12-0 by the following roll call vote:
Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis
Nays: None

Charlottesville Director Position:

Mr. Bartz explained that he will be resigning his Director position effective July 7, 2020, as he is moving outside of the City limits. He hopes to stay on as an Associate Director.

MOTION: Mr. Thompson moved to accept the resignation of Navarre Bartz effective July 7, 2020. Mr. Collins seconded the motion.

Mr. Murray commented on the importance of Charlottesville representation, especially for CCAP. Ms. Cowger asked what is involved in the recruitment process. Mr. Murray and Ms. Cross explained that the District Board will recruit locally and recommend a candidate to the Soil and Water Conservation Board for appointment to complete the unexpired term. Mr. Pratley said they have already started reaching out to the community for candidates. Mr. Thompson remarked that he would appreciate any suggestions for a replacement, and this is an opportunity to try to broaden diversity on the Board.

The motion passed 12-0 by the following roll call vote:

Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis
Nays: None

MOTION: Mr. Thompson moved to appoint Navarre Bartz as an Associate Director from Albemarle County effective July 7, 2020. Mr. Murray seconded the motion. The motion passed 11-0, with one abstention, by the following roll call vote:

Ayes: Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis
Nays: None
Abstain: Bartz

CONSENT AGENDA

- Committee Minutes:** Agriculture Committee Minutes with Consent Items (6-18-2020); Personnel and Operations Committee Minutes (6-16-2020)

Agricultural Projects - Consent Agenda

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Campbell	02-20-0207	390175	CCI-SL-6W 35'	\$8,191.25	-	-	-
Johnson	02-20-0206	390002	SL-7	\$9,447.09	\$787.26		yes
Koontz	02-20-0208	390183	CCI-SL-6W 35'	\$5,156.25	-	-	-
Goodwin	02-20-0009	359189	SL-1	-	-	\$156.25	-
Ballenger Creek Farm	02-19-0122	334885	SL-11	-	-	\$350.83	-

Ballenger Creek Farm	02-19-0117	334258	SL-1	-	-	\$139.69	-
Anderson	02-20-0071	377903	SL-7	-	-	\$928.08	-
Watkins	02-20-0110	380261	SL-7	-	-	\$560.92	-
Panamint	02-20-0111	381311	WP-2W	-	-	\$1,204.57	-
McGhee	02-20-0120	381314	SL-6W	-	-	\$63.73	-
Agriculture Increases							
Old Mountain Farm	02-20-0195	389046	SL-7	\$5,000.00			
QTIP Marital Trust	02-20-0178	388399	SL-6W	\$4,000.00			
Wood	02-20-0194	388923	SL-6W	\$5,000.00			
Tueting	02-18-0242	304809	SL-6	\$4,701.18	\$293.82		-
Bailey	02-20-0189	388536	WP-2N	\$1,500.00			
Bailey	02-20-0188	388520	SL-6W	\$2,000.00			
Bailey	02-20-0187	388519	SL-6W	\$1,500.00			
Anderson	02-20-0093	379855	SL-6W	\$1,894.17			
Campbell	02-20-0137	384910	FR-1	\$700.00			
Edelberg	02-20-0016	364273	SL-6W	\$2,500.00			
Wandering River Farm	02-20-0203	389680	SL-6W	\$2,500.00			
Wandering River Farm	02-20-0202	389681	SL-6W	\$1,500.00			
Haines	02-20-0160	387140	SL-6W	\$1,500.00			
David Jones	02-20-0098	386813	SL-6W	\$1,500.00			
Mullen	02-20-0167	387716	SL-6W	\$4,499.14			
Weiner	02-20-0132	384570	SL-11	\$1,500.00			
Teel	02-20-0012	362223	SL-6W	\$5,000.00			
Wolf Trap Stables	02-20-0201	389673	SL-6W	\$2,500.00			
Veltri	02-20-0136	384766	SL-6W	\$2,500.00			
Page	02-20-0179	388217	SL-6W	\$3,000.00			
Mangham	02-20-0159	387240	SL-11	\$5,000.00			
Peterson	02-20-0080	378133	SL-6W	\$4,000.00			
Loving	02-20-0170	388237	SL-6W	\$3,000.00			
Haney	02-20-0131	384370	WP-2W	\$3,857.28			

Mr. Campbell left the meeting during consideration of the Consent Agenda, as he had a project on the agenda.

MOTION: Mr. Thompson moved to adopt the Consent Agenda. Mr. Bartz seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Bartz, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis

Nays: None

Not Present: Campbell

RATIFICATION AGENDA:

1. **Ratification List:** Personnel and Operations Committee (3 Items); Agriculture Committee (1 Item)

Ratification Agenda

Item #	Committee	Delegated Authority	Topic	Date Approved
1	Personnel/Ops	Tom Pratley	DCR FY21 Polices and Grant Agreements CS + TA and Admin Ops	6/10/2020
2	Personnel/Ops	Tom Pratley	Charlottesville FY21 Locality Funding	6/17/2020
3	Personnel/Ops	Tom Pratley	JRA FY21 Revised Contract \$ Reduction (NFWF)	6/11/2020
4	Agriculture	Joe Thompson	NACD FY21 Grant Submission \$50K + \$12K Match	6/1/2020

Mr. Pratley reviewed the list of items approved under delegated authority.

MOTION: Mr. Meeks moved to approve the Ratification Agenda. Mr. Lucas seconded the motion. The motion passed 12-0 by the following roll call vote:

Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis

Nays: None

COOPERATING AGENCIES REPORTS:

DCR: Ms. Cross summarized information from her monthly written report and shared other items of interest. Jim Gehlsen has asked for Area II legislative agenda items by July 15. VACDE is planning training at Graves Mountain Lodge in August. End-of-year reporting deadlines have been extended to July 31, and some FY20 grant deliverables have been relaxed. FY21 average cost lists should be approved by the Board before any cost-share projects are approved. Two cost-share training webinars were held. Only one printed copy of the cost-share manual will be provided to each District office this year due to budget cuts.

NRCS: No updates.

VCE: Ms. Swanson reported that the well water clinic for Albemarle County has been rescheduled for October 14.

DEQ: DEQ provided the attached written report.

DOF: No updates.

TJWRPF: No updates.

STAFF REPORTS:

Ms. Coates thanked everyone for their patience in working with new meeting platforms. She expressed appreciation to staff for their hard work. She thanked the Board for approving the bonus package and FY21 Budget, as it has been a busy year with another busy year to come. Ms. Coates is working on more detailed guidelines for COVID-19 policies and procedures. They are working to reduce exposures by teleworking and avoiding in-person meetings unless absolutely necessary. Ms. Coates is working with Ms. Cross on completing end-of-year assessment requirements.

Mr. Pratley noted that the site visit log and staff newsletter are linked in the agenda packet.

DIRECTOR REPORTS:

Mr. Pratley asked about plans for the VASWCD Annual Meeting. Mr. Meeks replied that they canceled the regular format because of the hotel restrictions and planning uncertainties. Mr. Meeks said they are still planning a meeting and educational opportunities for Directors, but they are not sure of the format yet. Mr. Meeks stated that the NACD meeting in February may also be affected.

Mr. Murray related that he has been hearing neighborhood concerns about pesticides and their impacts. Mr. Thompson offered to share non-chemical approaches taken by his property owners association.

Mr. Thompson complimented the Board packet presentation.

Mr. Pratley thanked staff and Directors for their work and patience.

Mr. Collins expressed concerns about the ACP request to FERC for a two-year extension for pipeline construction. Mr. Collins stated that the route still poses erosion control problems, and he encouraged those interested to submit comments. Mr. Murray said there has been a change in policy from the Forest Service, and projects people thought were dead years ago are being put back on the table, so they should be vigilant. Mr. Pratley commented that the District submitted input several years ago to FERC with technical considerations related to the ACP project.

ADJOURNMENT:

MOTION: Mr. Thompson moved to adjourn the meeting. Mr. Collins seconded the motion. The motion passed 12-0 by the following roll call vote:

Ayes: Bartz, Campbell, Collins, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson, Willis

Nays: None

There being no further business, the meeting was adjourned at 11:18 a.m.

Submitted by: _____
Recording Secretary

Approved: _____
Chair