

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 26, 2020**

**Remote Participants:**

*Directors:* Pratley (Chair), Campbell, Easter, Lucas, Meeks, Murdoch, Murray, Thompson, Willis

*Assoc. Directors:* Bartz, Daughters, Tingley

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

*Agencies:* Cross (DCR)

*Guests:* Julie Jones

**Absent:**

*Directors:* Collins, Swanson

*Assoc. Directors:* Cowger, 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.

**Motion to Conduct Electronic Meeting:**

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

**MOTION:** Mr. Lucas moved that the Thomas Jefferson Soil and Water Conservation District Board of Directors certify that the nature of the state of emergency caused by the COVID-19 pandemic, as declared by the Governor of Virginia, makes it impracticable or unsafe for the Board to assemble in a single physical location, and further that the purpose of the meeting, including all agenda items as reflected in the meeting's prepared agenda, is to transact or discuss business that is statutorily required or that is necessary to continue operations of the Board and the discharge of the Board's lawful purposes, duties, and responsibilities. Mr. Thompson seconded the motion. The motion passed 8-0 by the following roll call vote:

Ayes: Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis

Nays: None

Not Voting: Campbell

**GUEST INTRODUCTIONS:** None.

**ANNOUNCEMENTS:** None.

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

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

**ACTION ITEMS:**

**Directors Meeting Minutes:**

**MOTION:** Mr. Thompson moved to approve the Directors Meeting Minutes for July 29, 2020, as presented. Mr. Easter seconded the motion. The motion passed 8-0 by the following roll call vote:  
Ayes: Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis  
Nays: None  
Not Voting: Campbell

**Agriculture Committee Report:**

Mr. Thompson reviewed the list of projects he approved under delegated authority (see Ratification Agenda for details). Mr. Longanecker expects to hold an Agriculture Committee meeting in September to review a number of projects.

Mr. Thompson noted the Agriculture Stewardship Act report. Mr. Longanecker summarized the complaints addressed in FY20.

**MOTION:** Mr. Lucas moved to accept the Agriculture Committee report. Mr. Easter seconded the motion. The motion passed 9-0 by the following roll call vote:  
Ayes: Campbell, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis  
Nays: None

**Water Resources Committee Report:**

Mr. Murray noted the list of projects for ratification. Mr. Gyurisin shared that all remaining VCAP funding will likely be allocated at the next steering committee meeting, and projects will be waitlisted after that.

**MOTION:** Mr. Meeks moved to approve the Water Resources Committee report. Mr. Murdoch seconded the motion. The motion passed 8-0 by the following roll call vote:  
Ayes: Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis  
Nays: None  
Not Voting: Campbell

**Budget/Finance Committee Report:**

Mr. Meeks reported that the Budget/Finance Committee reviewed July 2020 financial statements and recommended approval.

**MOTION:** Mr. Lucas moved to accept the treasurer's report and financial statements for July 2020. Mr. Easter seconded the motion. The motion passed 9-0 by the following roll call vote:  
Ayes: Campbell, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis  
Nays: None

Mr. Meeks outlined the committee's recommendation that Ms. Hyatt store the blank checks and be removed from check signing privileges to separate responsibilities in accord with the Desktop Procedures. Mr. Meeks noted that all checks need to have two signatures, and typically it is his signature plus one other person. Directors reviewed the current signatories and the proposed update list.

**MOTION:** Mr. Thompson moved to approve updated check signatories: Steven Meeks, John Easter, Stephen Lucas, Anne Coates, Luke Longanecker, and Amy Moyer. Mr. Murray seconded the motion. The motion passed 9-0 by the following roll call vote:  
Ayes: Campbell, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis  
Nays: None

**MOTION:** Mr. Meeks moved to adopt the Budget/Finance Committee report. Mr. Thompson seconded the motion. The motion passed 8-0 by the following roll call vote:  
Ayes: Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis  
Nays: None  
Not Voting: Campbell

**Climate Committee Report:**

Mr. Thompson reported that there has been information-sharing relevant to development of the Virginia Healthy Soils Program and similar efforts. Mr. Bartz has been reviewing topic resources. Ms. Coates encouraged those interested to participate in an upcoming City of Charlottesville training on the carbon benefits of urban forest canopy cover. Ms. Coates spoke regarding her presentation to a North Carolina training program on climate, soil health, and carbon farming.

**MOTION:** Mr. Lucas moved to accept the Climate Committee report. Mr. Easter seconded the motion. The motion passed 9-0 by the following roll call vote:  
Ayes: Campbell, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis  
Nays: None

**Legislative Committee Report:**

Mr. Lucas reviewed the Area II draft legislative agenda, noting that most items submitted by TSWJCD were included. Ms. Coates outlined efforts to request state-wide or district-wide septic funding, rather than watershed-specific TMDL funding. Mr. Campbell shared updates on the state budget. Mr. Lucas related that Area II supported the Healthy Soils initiative.

**MOTION:** Mr. Meeks moved to approve the Legislative Committee report. Mr. Murdoch seconded the motion. The motion passed 9-0 by the following roll call vote:  
Ayes: Campbell, Easter, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson, Willis  
Nays: None

**Dam Committee Report:**

Mr. Talley reported on dam monitoring in response to recent storms. Mr. Talley, Mr. Lucas, and Mr. Merle-Smith conducted surveillance, as required by the EAPs, for several flood watches in a short interval.

Mr. Lucas explained proposed amendments to the EAP language to reduce unnecessary trips for on-site assessments for subsequent flood watches within a three-week period if little precipitation occurred during the previous storm. Ms. Coates said that staff will review the flood watch language with other districts and DCR Dam Safety, and remote sensing data will be coming online. Mr. Talley noted that flood watches generally cover the entirety of Louisa County, while flood warnings cover more specific areas. Mr. Talley explained the approvals required before EAPs can be changed.

Mr. Talley reported that Mr. Lucas prepared an RFP for installation of remote monitoring equipment. Mr. Lucas asked for Board consensus to proceed, noting that this technology was not available when the EAPs were written.

**MOTION:** Mr. Thompson moved to accept the Dam Committee report. Mr. Murdoch seconded the motion. The motion passed 9-0 by the following roll call vote:

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

Nays: None

**Personnel and Operations Committee Report:**

Ms. Hyatt requested feedback on the annual report draft. A link to the report was sent by email. The final report is due to DCR on September 30.

Ms. Coates noted that redline and clean copies of the annual work plan were included in the Board packet. She commented that this is a dynamic document and can be changed as reviewed throughout the year.

Mr. Murray asked if the Climate Committee is referenced in the annual work plan. Ms. Coates replied that she can add that section and list some of the things the committee is working on, if they approve the plan with a note to add that section.

**MOTION:** Mr. Meeks moved to approve the Annual Plan of Work, with Ms. Coates to add a section on the Climate Committee. Mr. Lucas seconded the motion. The motion passed 9-0 by the following roll call vote:

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

Nays: None

Ms. Coates and Ms. Moyer gave an overview of proposed revisions to the policy manual. Revisions include a new vehicle use policy, clarifications of overtime compensation, other minor clarifications, and correction of typographical errors. Mr. Pratley stated that additional policy revisions will come back for future review. Ms. Coates noted that the current full policy review includes the required annual personnel policy review.

**MOTION:** Mr. Thompson moved to approve the TJSWCD Policy Manual. Mr. Easter seconded the motion. The motion passed 9-0 by the following roll call vote:

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

Nays: None

**RATIFICATION AGENDA:**

1. **Ratification List:** Agriculture Committee; Water Resources Committee (see list below)

<b>Ratification Agenda - August 26, 2020</b>											
Item	Delegated Authority		Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval	Approval Date
<b>Agriculture Committee</b>											
1	Thompson	Approval	Olive Green Farm	02-21-0007	407505	SL-1	\$ 9,026.25	-	-	Yes	8/19/20
2	Thompson	Approval	Roberts	02-21-0005	404848	SL-1	\$ 5,836.25	-	-	Yes	8/19/20
3	Thompson	Approval	Goode	02-21-0008	407943	FR-1	\$ 2,070.00	-	-	Yes	8/19/20
4	Thompson	Approval	Highlawn Farm	02-21-0003	390182	SL-7	\$ 8,889.30	-	-	Yes	8/19/20
<b>Water Resources Committee</b>											
5	Murray	Approval	Mantipty	02-21-0004	402613	RB-4P	\$ 6,000.00	n/a	n/a	n/a	8/7/20
6	Murray	Approval	Ashley	02-21-0006	407016	RB-4	\$ 4,000.00	n/a	n/a	n/a	8/13/20
7	Murray	Approval	Rothwell	02-20-019		PP	\$15,000.00	n/a	n/a	Yes	8/20/20
8	Murray	Approval	Wesley Memorial UMC	02-20-022		CL-3	\$ 1,663.16	n/a	n/a	Yes	8/20/20
9	Murray	Increase	Collmus	02-20-016		RG	\$ 210.54	n/a	n/a	Yes	8/21/20
10	Murray	Increase	Collmus	02-20-017		CL-3	\$ 104.61	n/a	n/a	Yes	8/20/20

Mr. Pratley explained that the above-listed projects and actions were approved under delegated authority, and Directors may request to pull items from the Ratification Agenda for individual consideration or approve the list as presented.

**MOTION:** Mr. Lucas moved to adopt the Ratification Agenda. Mr. Meeks seconded the motion. The motion passed 9-0 by the following roll call vote:

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

Nays: None

**COOPERATING AGENCIES REPORTS:**

**DCR:** Ms. Cross summarized information from her monthly written report and shared other items of interest. Ms. Cross and Ms. Moyer are working on the Director appointment packet for the Soil and Water Conservation Board meeting on September 23. Audits will be conducted remotely, with everything uploaded to a portal. DCR and VASWCD are working with the FOIA Council on a webinar in place of the online FOIA training module, which is not functioning correctly. DCR will offer Clean Water Farm Award signs to districts for purchase. Ms. Cross and Ms. Eiserman did spot-check BMP verifications last week. Ms. Cross noted that the District should have received a letter this morning regarding BMP verifications for BMPs coming out of lifespan; DCR does not have funding this year to reimburse districts for these verifications.

Ms. Cross then reviewed the results of the FY2020 assessments. TJSWCD fully satisfied all grant agreement deliverables and obligated an unprecedented amount of cost-share.

**NRCS:** No updates.

**VCE:** No updates.

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

**FSA:** No updates.

**TJWRPF:** Mr. Thompson reported that the Foundation Board met last week. They had an electronic meeting with good attendance. They covered Board appointments, a potential easement near Crozet, a new outreach brochure, easement inspections, and financial status. There was discussion of setting up a donation button on the website. At Mr. Pratley’s request, Mr. Thompson explained the composition of the Foundation Board and outlined the Foundation’s responsibilities in managing the District’s easement program.

**STAFF REPORTS:**

Ms. Coates, Mr. Longanecker, Ms. Hyatt, and Mr. Gyurisn shared updates on their participation in development of the South Fork Rivanna TMDL parameters. Mr. Pratley encouraged those interested to participate in the steering committee meetings when held.

**DIRECTOR REPORTS:**

Mr. Thompson expressed appreciation for the staff newsletter, in particular the Brandon Avenue project.

Mr. Meeks related that VASWCD meets this afternoon. The annual meeting will be in a virtual format, with a business session and training opportunities. NACD still plans a face-to-face meeting in February but will announce a final decision in October. Mr. Meeks has applied for an opening on the Southeast Region leadership team. He will be traveling to Iowa State University in September for research on NACD history.

Mr. Pratley noted the NACD weekly email newsletter.

**ADJOURNMENT:**

**MOTION:** Mr. Thompson moved to adjourn the meeting. Mr. Easter seconded the motion. The motion passed 9-0 by the following roll call vote:

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

Nays: None

There being no further business, the meeting was adjourned at 11:59 a.m.

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

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