

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
June 30, 2021

Remote Participants:

Directors: Pratley (Chair), Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Swanson, Thompson

Assoc. Directors: Bartz (joined at 10:10 a.m.), Merle-Smith

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

Agencies: Bayless (NRCS), Cross (DCR), Lipinski (NRCS)

Guests: Paige Punzalan (VASWCD)

Absent:

Directors: Murdoch

Assoc. Directors: Cowger, Tingley, 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 10:04 a.m.

ROLL CALL: Ms. Moyer called the roll to confirm a quorum of Directors. Attendance was confirmed as listed above.

Motion to Conduct Electronic Meeting:

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 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

ANNOUNCEMENTS: Ms. Coates introduced Paige Punzalan, a VASWCD intern working on legislative items.

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: Mr. Pratley removed the NRCS memorandum of agreement and added items for the UVA memorandum of understanding and the conservation specialist position advertisement.

ACTION ITEMS:

Directors Meeting Minutes:

MOTION: Ms. Daughters moved to approve the Directors Meeting Minutes for May 26, 2021. Mr. Meeks seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson

Nays: None

DCR Grant Agreements for FY22:

Administrative and Operational Support Grant Agreement and Cost-Share and Technical Assistance Grant Agreement:

MOTION: Mr. Meeks moved to approve the two DCR grant agreements for the next fiscal year. Mr. Lucas seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson

Nays: None

Annual Plan of Work – FY21 Second Review:

Mr. Pratley asked that it be acknowledged that the Board has completed its second review of the Annual Plan of Work, as required by the DCR grant agreement.

Strategic Plan – Adoption of 2021-2025 Plan:

Ms. Coates noted that plan revisions have been distributed by email, and further changes can be made as needed over the next four years. Ms. Daughters commended Ms. Coates for her work in revamping the document to make it more on point and manageable.

MOTION: Mr. Lucas moved to adopt the 2021-2025 Strategic Plan. Mr. Meeks seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson

Nays: None

Budget/Finance Committee Report:

Treasurer's Report and Financial Statements – May 2021:

Mr. Meeks reported that the Budget/Finance Committee met to review this report and recommended approval. He noted that monies were returned to DCR for cost-share practices that were not completed.

MOTION: Mr. Lucas moved to approve the Treasurer's Report. Mr. Thompson seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson

Nays: None

Attachment D Budget Template for FY23:

Mr. Meeks reported that the Budget/Finance Committee reviewed the proposed Attachment D Budget Template and recommended approval.

MOTION: Ms. Daughters moved to adopt the Attachment D Budget Template for FY23. Mr. Murray seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

MOTION: Mr. Thompson moved to adopt the Budget/Finance Committee report. Mr. Lucas seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

Agriculture Committee Report:

Mr. Thompson reported that the Agriculture Committee reviewed several potential cost-share increases, which were subsequently approved by delegated authority. Other discussion items included an inquiry regarding a chemical handling facility, additional funding for the Hardware TMDL, a follow-up letter to a producer who did not meet minimum requirements for the cover-crop program, the FY21 carryover report, the FY22 outreach plan, conservation sign designs, TAC updates, a BMP transfer agreement, the Committee working items list, and secondary considerations and the stream exclusion ranking sheet.

MOTION: Mr. Lucas moved to accept the Agriculture Committee report. Mr. Murray seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

Cost-Share Carryover Report:

MOTION: Mr. Campbell moved to adopt the cost-share carryover report. Mr. Lucas seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

Ms. Cross suggested that they delegate authority to someone to make any necessary changes to the carryover report before the July 15 due date. Mr. Pratley replied that this would fall under the delegated authority for the Agriculture Committee chair; Mr. Thompson concurred.

BMP Transfer Agreement – Lancaster LLC to Patrick Evans (Contract No. 02-13-0266):

MOTION: Mr. Campbell moved to approve the BMP transfer agreement. Ms. Daughters seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

FY22 Secondary Considerations:

MOTION: Mr. Murray moved to approve the secondary considerations. Mr. Meeks seconded the motion. The motion passed 11-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

Water Resources Committee Report:

Mr. Murray reported that all regular grant funding from the Tye program has been allocated. The current Hardware program will end June 30. The Water Resources Committee recommends accepting additional Hardware septic funding if the Agriculture Committee agrees to accept additional agricultural funding, but not for septic funding alone. Goldmine postcards will be sent to 190 properties. Roughly \$249,000

has been added to the VCAP grant, extending the DEQ grant agreement. The Water Resource Committee plans to resume standard monthly meetings and project approvals.

MOTION: Mr. Thompson moved to accept the Water Resources Committee report. Mr. Meeks seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

Legislative Committee Report:

Mr. Campbell gave an overview of the proposed legislative agenda. Directors shared feedback and agreed in concept to the listed topics: increased operational funding, level funding for agricultural BMP cost-share programs, expanded septic cost-share programs, continued support and increased funding for VCAP, support for dam repair funding, establishment of the Virginia Healthy Soils Program, and legislation to address stormwater runoff from utility solar projects. Mr. Campbell will compile the final submission with input from the Legislative Committee before the July 15 deadline.

MOTION: Mr. Thompson moved to adopt the legislative agenda that will be reviewed and adjusted by the Legislative Committee prior to July 15. Mr. Lucas seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

Personnel/Operations Committee Report:

Executive Director Title Change:

Mr. Pratley noted that the title change from District Manager to Executive Director, as approved in the position matrix last month, necessitates related changes to the policy manual, job description, and other documents where the title occurs.

MOTION: Mr. Lucas moved to adjust the personnel manual and other documents to reflect the change in the name of the position. Mr. Thompson seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson
Nays: None

Meetings Post State of Emergency:

Ms. Coates outlined options to resume in-person Board meetings starting in July. She explained that it may be possible to continue virtual meetings while the City of Charlottesville's local state of emergency remains in effect. A physical quorum of seven will be required for in-person Board meetings, but some Directors may participate electronically under the remote participation policy. A larger meeting room will be necessary to accommodate social distancing.

Ms. Coates asked if there is interest in rotating meeting locations throughout the District. Mr. Murray, Ms. Daughters, and Mr. Thompson prefer a centralized location. Mr. Lucas noted the advantages of rotating locations where they can invite representatives from local governing bodies to join the meeting. Mr. Pratley pointed out that meeting space will be an important consideration in the next office lease.

Mr. Meeks asked for written legal guidance from OAG on continuing virtual meetings under the local state of emergency. Ms. Coates noted the recent FOIA change allowing electronic meetings when the locality in which the public body is located has declared a local state of emergency. Mr. Meeks

commented that they could go to other localities within the District that are not under a state of emergency. Ms. Coates summarized her discussions with counsel regarding virtual meetings during the local state of emergency.

Ms. Moyer related that staff will present a revised remote participation policy incorporating recent FOIA changes after legal review.

Mr. Campbell and Ms. Jones expressed support for continuing virtual meetings through at least July, while monitoring the City of Charlottesville's operating status. Mr. Murray suggested an event tent at Secluded. Ms. Coates asked that they proceed with an in-person Board meeting for July, with the option for virtual participation, in a space large enough to accommodate social distancing.

Mr. Campbell left the meeting at 12:00 p.m.

Hiring New Conservation Specialist – Advertisement:

Mr. Pratley and Ms. Coates explained options to hire at the Senior Conservation Specialist level to expand the hiring range for more experienced candidates. Ms. Coates asked for authorization to readvertise with this option if necessary after the July 12 deadline for the current advertisement, rather than waiting until the Board meeting.

MOTION: Mr. Lucas moved to upgrade the position description to include the higher grade if necessary.

Mr. Collins seconded the motion. The motion passed 9-0 by the following roll call vote:

Ayes: Collins, Daughters, Easter, Jones, Lucas, Murray, Pratley, Swanson, Thompson

Nays: None

Not Voting: Meeks

Absent: Campbell

UVA Memorandum of Understanding for Plan Review:

Ms. Coates asked for approval of the memorandum of understanding, with authorization for the Executive Director to negotiate final details regarding the hours per month. Ms. Moyer noted that the primary difference between the proposed agreement and the previous agreement is that the old agreement had a per-plan fee based on acreage and this agreement would go to an hourly rate.

MOTION: Mr. Lucas moved give Anne Coates the authority to negotiate the MOU with UVA and to sign that agreement. Mr. Collins seconded the motion. The motion passed 9-0 by the following roll call vote:

Ayes: Collins, Daughters, Easter, Jones, Lucas, Murray, Pratley, Swanson, Thompson

Nays: None

Not Voting: Meeks

Absent: Campbell

CONSENT AGENDA

1. **Committee Minutes:** Agriculture Committee (6/22/2021), Budget/Finance Committee (6/23/2021), Water Resources Committee (6/15/2021)
2. **Consent Items:** See attached list for Septic Cost-Share

CONSENT AGENDA

6/30/2021

Septic Practices

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share
Harper	02-21-0087	432619	RB-4	\$ 4,000.00

MOTION: Mr. Murray moved to adopt the Consent Agenda. Mr. Lucas seconded the motion. The motion passed 10-0 by the following roll call vote:

Ayes: Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson

Nays: None

Absent: Campbell

RATIFICATION AGENDA:

- Ratification List:** Water Resources Committee, Agriculture Committee, Personnel/Operations Committee (see attached list)

Ratification Agenda - June 30, 2021										
Item	Delegated Authority	Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval	Approval Date
Water Resources Committee										
1	Murray	Mirabella	02-21-0066	422973	RB-4P	\$ 4,440.78	n/a	n/a	n/a	6/15/2021
Agriculture Committee										
2	Thompson	Cover Crop Appeal Letter to Thomas Farmer								6/22/2021
3	Thompson	Transfer of Responsibility: Riverview Farms Cattle LLC to Grandview Cattle LLC	02-18-0237	304286	WP-4	n/a	n/a	n/a	n/a	6/22/2021
Project Increases										
4	Thompson	Haney	02-18-0212	302899	WP-4	\$ 5,653.97	n/a	n/a	n/a	6/22/2021
5	Thompson	Riverview	02-20-0017	364281	WP-4	\$ 334.00	n/a	n/a	n/a	6/22/2021
6	Thompson	Wolftrap Stables, LLC	02-20-0201	389673	SL-6W	\$ 5,000.00	n/a	n/a	n/a	6/22/2021
7	Thompson	Young	02-21-0050	418839	SL-6W	\$ 1,000.00	n/a	n/a	n/a	6/22/2021
8	Thompson	Young	02-21-0050	418923	WP-2N	\$ 1,000.00	n/a	n/a	n/a	6/22/2021
9	Thompson	Wild Oats Farm	02-21-0051	418925	WP-2W	\$ 5,000.00	n/a	n/a	n/a	6/22/2021
10	Thompson	Clover Green Farm LLC	02-21-0060	421895	SL-6W	\$ 4,000.00	n/a	n/a	n/a	6/22/2021
11	Thompson	Buttrick	02-21-0061	421976	SL-6W	\$ 5,000.00	n/a	n/a	n/a	6/22/2021
12	Thompson	Hueston	02-21-0065	422851	SL-6W	\$ 1,746.34	n/a	n/a	n/a	6/22/2021
13	Thompson	Yarrington	02-21-0080	427655	SL-6W	\$ 7,000.00	n/a	n/a	n/a	6/22/2021
14	Thompson	Amos	02-21-0083	428498	SL-6W	\$ 5,000.00	n/a	n/a	n/a	6/22/2021
15	Thompson	Massie	02-21-0085	431877	SL-7	\$ 2,000.00	n/a	n/a	n/a	6/22/2021
Personnel/Operations Committee										
16	Pratley	Tye TMDL (PO 16680)	Modification #2		Extension to 3/31/2022 and Additional Funds (\$74,833)				6/10/2021	

Mr. Pratley called attention to the items approved by delegated authority.

MOTION: Mr. Murray moved to approve the Ratification Agenda. Mr. Lucas seconded the motion. The motion passed 10-0 by the following roll call vote:

Ayes: Collins, Daughters, Easter, Jones, Lucas, Meeks, Murray, Pratley, Swanson, Thompson

Nays: None

Absent: Campbell

COOPERATING AGENCIES REPORTS:

DCR: Ms. Cross summarized information from her monthly written report (*see attached report for details*). She called attention to fiscal-year-end reporting, the FY22 cost-share allocation, the need to approve the FY22 average cost list before any BMP approvals, field verifications and administrative reviews, QuickBooks training sessions, and the expiration of the state of emergency. She has resumed attending District meetings and field verifications while working both at the office and at home. She noted the Area II legislative meeting on August 11, VACDE training August 24 to 26, and the conservation selling skills training in July.

NRCS: Mr. Kirkland provided an update on federal programs. They are working through pre-approved EQIP applications, CSP applications have been assessed and submitted for consideration, and they will be reviewing expiring CRP and CREP contracts. Participants who decline to reenroll will be referred to the District for CCI or other program opportunities. Mr. Kirkland shared updates on office operations and staffing. He thanked the District for the opportunity to promote NRCS programs on the recent video project.

VCE: Ms. Swanson reported that well water program results went out this morning. Albemarle County plans to fully open the building on July 12, and VCE staff should be returning to the office in mid-July.

DEQ: DEQ provided a written report. Mr. Pratley noted the 319 funding opportunity.

FSA: No updates.

TJWRPF: Mr. Thompson reported that they are planning an August meeting. Members and staff are processing easement reviews.

VASWCD/NACD: Mr. Meeks reported that VASWCD is planning a virtual format for the annual meeting due to attendance concerns and difficulty in coming to terms with the hotel. Mr. Meeks will be attending NACD events in July and August. Mr. Meeks has extended an invitation to Dr. Edwin Martinez, State Conservationist, to visit the District.

STAFF REPORTS:

Ms. Coates reported that Dr. Martinez will tour the District on July 15. She noted the urban agriculture handout. Ms. Coates sent the small herd initiative MOU to OAG, and the District's attorney has reached out to DCR's attorney regarding his recommendations. Ms. Coates has a meeting tomorrow regarding the small farm grant program. Ms. Coates participated in a recent VASWCD Admin/Ops Committee meeting regarding COVID guidelines, and she is gathering information on proposed revisions to the DOLI standards as they work towards having more staff in the office. She shared plans for office operations and an outdoor drop box.

DIRECTOR REPORTS:

Mr. Murray reported on updates to the Albemarle County native plant database

Mr. Lucas reported on dam mowing and remote monitoring.

Mr. Pratley commended the Louisa County High School and Albemarle High School Envirothon teams for their performance in the state competition, as well as Ms. DaMitz for her program leadership. He thanked staff and Directors for their work in navigating the pandemic.

ADJOURNMENT:

There being no further business, the chair adjourned the meeting at 12:48 p.m.

Submitted by: _____
Recording Secretary

Approved: _____
Chair