

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
December 15, 2021

Remote Participants:

Directors: Pratley (Chair), Campbell, Collins (joined at 10:15 a.m.), Daughters, Easter (joined at 10:05 a.m.), Jones, Lucas, Meeks, Murdoch, Thompson

Assoc. Directors: Cowger, Tingley

Staff: Coates, Hyatt, Longanecker, Moyer

Agencies: Cross (DCR), Kirkland (NRCS)

Absent:

Directors: Murray, Swanson

Assoc. Directors: Bartz, 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 10:02 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 City of Charlottesville and County of Albemarle, 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. Ms. Jones seconded the motion. The motion passed 8-0 by the following roll call vote:

Ayes: Campbell, Daughters, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson

Nays: None

Absent: Collins, Easter

GUESTS: 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 November 17, 2021. Ms. Jones seconded the motion. The motion passed 8-0 by the following roll call vote:

Ayes: Campbell, Daughters, Easter, Jones, Lucas, Meeks, Pratley, Thompson
Nays: None
Not Voting: Murdoch
Absent: Collins

Budget/Finance Committee Report:

Mr. Meeks reported that the Budget/Finance Committee reviewed the financial reports and recommended Board approval. The Committee reviewed copier quotes for the Louisa office and recommended accepting the AOS bid for the Lanier copier.

Treasurer's Report and Financial Statements – November 2021:

MOTION: Mr. Lucas moved to approve the financial reports for November 2021. Ms. Daughters seconded the motion. The motion passed 9-0 by the following roll call vote:
Ayes: Campbell, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None
Absent: Collins

Louisa Office Copier Replacement:

MOTION: Mr. Meeks moved to approve the purchase of the Lanier copier from AOS. Mr. Lucas seconded the motion. The motion passed 9-0 by the following roll call vote:
Ayes: Campbell, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None
Absent: Collins

Agriculture Committee Report:

Mr. Thompson reported on the Agriculture Committee's consideration of VACS approvals. He noted that Mr. Campbell applied for CCI but was not present during the meeting. Mr. Thompson summarized discussion of the Underhill (Albemarle Edgehill Farm) project increase for installation of a new electric meter base and potential tax credit for landowner fence installation.

Mr. Thompson reported that the Committee reviewed quotes for conservation farm signs and recommended approval of the 18-inch signs with a funding cap of \$6,500.

MOTION: Mr. Meeks moved to approve funding of \$6,500 for conservation farm signs. Mr. Lucas seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None

Mr. Thompson gave an overview of the Committee's discussion of the Yarrington project increase to extend power to the proposed well. Mr. Longanecker noted that the total project came in under budget but dedicating that \$4,000 to the electric requires approval because it is above the allowable cost of \$1,500.

MOTION: Mr. Meeks moved to approve the increase for the Yarrington project electrical service extension in the amount of \$4,000.00. Ms. Daughters seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None

Mr. Thompson related that the Committee also discussed TMDL grant updates, a chemical handling facility project, outreach plans, cost list updates, SL-10 specifications, and tax credits.

MOTION: Mr. Meeks moved to adopt the Agriculture Committee report. Mr. Murdoch seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

Mr. Campbell asked that his CCI practice be removed from the Consent Agenda and considered separately.

MOTION: Mr. Thompson moved to approve the Campbell CCI practice (02-22-0068). Ms. Daughters seconded the motion. The motion passed 9-0, with one abstention, by the following roll call vote:

Ayes: Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson

Nays: None

Abstain: Campbell

Dam Committee Report:

Mr. Lucas reported that Tim Talley and Charles Wilson inspected the high-hazard dams on December 7. The dam maintenance contractor is filling groundhog holes on the emergency spillways with pelletized bentonite; this cost is covered by state dam maintenance funding.

MOTION: Mr. Meeks moved to adopt the Dam Committee report. Mr. Collins seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

Water Resources Committee Report:

Ms. Hyatt reported that three Tye septic projects were approved by delegated authority; these were urgent projects that had been waitlisted while waiting for additional program funding that came through just before Thanksgiving. The third round of Tye funding includes \$95,000 in septic funding. The District has requested a transfer of \$25,000 from agriculture to septic on the second grant. A second Hardware application is pending, with news expected in January.

Ms. Hyatt reported that the Water Resources Committee considered two ACAP projects, which are included on the Consent Agenda. The Committee also heard updates on CAP program responsibilities during the staffing transition and the Albemarle County Stream Health Initiative.

Ms. Coates related that she received confirmation that Albemarle County staff submitted budget requests for \$85,000 for agricultural program staff salaries and \$65,000 for ACAP.

A correction to the Water Resources Committee meeting minutes was noted.

MOTION: Ms. Jones moved to adopt the Water Resources Committee report. Mr. Thompson seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

Nominating Committee Update:

Mr. Easter reported that the Nominating Committee agreed to nominate Mr. Thompson (Chair), Mr. Lucas (Vice Chair), Mr. Meeks (Treasurer), and Mr. Murray (Secretary). Elections will occur at the January meeting.

Associate Director Appointment – Mr. Mark Wastler:

Mr. Pratley noted that the Board of Directors recommended Mr. Wastler to serve as one of the Albemarle County representatives on the Foundation Board last month, and Mr. Wastler also expressed interest in being an Associate Director. Mr. Thompson shared information regarding Mr. Wastler’s background.

MOTION: Mr. Thompson moved to appoint Mark Wastler as an Associate Director. Mr. Lucas seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Personnel/Operations Committee Report:

Drug Policy:

Ms. Moyer explained that the terms and conditions for federal funding require the District to have a drug-free workplace policy. The proposed policy is based on a model provided by VASWCD.

MOTION: Ms. Daughters moved to approve the inclusion of this drug policy in the District personnel policy manual. Mr. Lucas seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Leave Policy Revisions:

Ms. Moyer gave an overview of the proposals to accrue leave biweekly rather than monthly to coincide with the new payroll schedule and to specify a proration amount for part-time employees to accrue sick leave.

MOTION: Mr. Thompson moved to approve the leave policy revisions. Ms. Daughters seconded the motion.

Ms. Coates noted that the proposed revisions also include removal of language regarding the Healthy Virginians program, which was not discussed by the Personnel/Operations Committee. No reference could be found to this program still existing at the state level, no one has requested use of this leave in the last several years, and she is unsure of the guidelines for granting the leave.

Ms. Moyer pointed out other revisions included in this markup, such as changing references to the Board “Chairman” to “Chair,” as was done in the introductory section a few months ago. Nonexempt employees who work over 40 hours within a work week will now be paid overtime pay rather than earn comp time; comp time cannot be tracked within the payroll system, and overtime is worked rarely and only with supervisor approval.

Mr. Pratley noted that approval would capture all revisions marked in red in the personnel policy manual.

A roll call vote was then conducted. The motion passed 10-0 by the following roll call vote:
 Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
 Nays: None

Seasonal Education Assistant Classification:

Mr. Pratley explained that education assistants are hired seasonally and work hourly, and it was recommended that the District change their designation to employees rather than contractors due to regulations. Ms. Moyer stated that state law changed last year to create a presumption that anyone providing services is an employee unless demonstrated otherwise. Ms. Coates noted that the education assistants work more in the spring and fall when Camp Albemarle is in session but may put in a few hours in preparation for spring events.

MOTION: Mr. Thompson moved to approve the reclassification of these positions. Mr. Lucas seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Job Description – Education/Residential Programs:

Mr. Pratley reported that the Personnel/Operations Committee recommended approval of the job description for the Environmental Programs Coordinator. Ms. Coates explained that erosion and sediment control plan review would be assigned to other staff and other urban and education program responsibilities would be combined in this new position. Ms. Coates requested approval to advertise this position now in hopes of hiring in January. Staff then responded to questions regarding overall staffing levels.

MOTION: Mr. Meeks moved to approve the Environmental Programs Coordinator job description for advertisement. Ms. Jones seconded the motion. The motion passed 10-0 by the following roll call vote:

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

CONSENT AGENDA

1. **Committee Minutes:** Agriculture Committee (12/1/21), Water Resources Committee (12/3/21)
2. **Consent Items:** Agriculture Cost-Share and Tax Credits, Urban Cost-Share (see attached lists)

CONSENT AGENDA (cont'd.)

12/15/2021

Agriculture Practices

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Campbell	02-22-0068	468049	CCI-SL-6W	\$ 3,950.00	-	-	-
Hoffman	02-22-0072	468325	SL-7	\$ 12,346.80	\$ 1,028.90	-	Yes
Becton	02-22-0073	468333	CCI-SL-6W	\$ 2,751.25	-	-	Yes
Duncan	02-22-0074	468341	SL-6W	\$ 115,006.89	-	-	Yes
Speyer	02-22-0075	468337	SL-6W	\$ 146,726.10	-	-	Yes
Duncan	02-22-0076	468348	CCI-SL-6W	\$ 762.50	-	-	-
White	02-22-0077	468367	SL-6W	\$ 10,932.94	-	-	-
White	02-22-0077	468378	SL-7	\$ 3,434.51	\$ 286.21	-	-
Increases							
Albemarle Edgehill Farm	02-22-0013	447792	SL-6W	\$ 1,175.39	-	-	-

Urban Practices

Last Name / Business	Contract #	Practice Code	Estimated Cost Share
Bowen	02-21-028	ISR	\$ 1,705.00
Bowen	02-21-029	CL-3	\$ 3,500.00

Final Tax Credit CONSENT AGENDA (cont'd.)

12/15/2021

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Wormley	02-21-0081	427661	FR-1	-	-	\$ 91.56	-
Grandview Cattle LLC	02-18-0237	304286	WP-4	-	-	\$ 12,209.44	-
Dragonfly Farms LLC	02-19-0094	334042	WP-2	-	-	\$ 5,127.33	-
Riverview Farms Cattle, LLC	02-20-0017	364281	WP-4	-	-	\$ 8,279.12	-
Ragged Mountain Farm, LLC	02-20-0192	388646	FR-1	-	-	\$ 475.00	-
Goode	02-21-0008	407943	FR-1	-	-	\$ 334.87	-
West Cote Farm, Inc.	02-20-0073	377917	FR-3	-	-	\$ 2,620.36	-
Wachtmeister	02-20-0116	381308	FR-3	-	-	\$ 126.25	-
Randolph	02-20-0001	348505	SL-1	-	-	\$ 566.63	-
Clover Green Farm LLC	02-21-0059	421841	SL-6N	-	-	\$ 198.00	-
Thomas	02-20-0134	384672	SL-6W	-	-	\$ 6,110.20	-
Harder	02-20-0146	386739	SL-6W	-	-	\$ 783.10	-
Haines	02-20-0160	387140	SL-6W	-	-	\$ 284.94	-
Browns Cove Company	02-20-0177	388388	SL-6W	-	-	\$ 2,094.21	-
Durbin	02-21-0009	408509	SL-6W	-	-	\$ 167.64	-
Clover Green Farm LLC	02-21-0059	421840	SL-6W	-	-	\$ 701.32	-
Clover Green Farm LLC	02-21-0060	421895	SL-6W	-	-	\$ 1,384.01	-
Hueston	02-21-0065	422851	SL-6W	-	-	\$ 237.15	-
Albemarle Edgehill Farm, LLC	02-21-0071	423061	SL-6W	-	-	\$ 223.62	-
Albemarle Edgehill Farm, LLC	02-21-0071	423067	SL-6W	-	-	\$ 1,186.52	-
Albemarle Edgehill Farm, LLC	02-21-0071	423068	SL-6W	-	-	\$ 89.55	-
Albemarle Edgehill Farm, LLC	02-21-0071	428429	SL-6W	-	-	\$ 480.50	-
White	02-21-0084	428502	SL-6W	-	-	\$ 2,430.26	-
Morris	02-20-0164	387800	SL-7	-	-	\$ 169.77	-
Clover Green Farm LLC	02-21-0060	421906	WP-2N	-	-	\$ 882.14	-
Panamint Farm, LLC	02-21-0052	418928	WP-2W	-	-	\$ 1,042.00	-
Morris	02-21-0053	420359	WP-2W	-	-	\$ 188.79	-
Harrison Cattle Co. LLC	02-21-0057	421477	WP-2W	-	-	\$ 8.70	-
Hueston	02-21-0065	422850	WP-2W	-	-	\$ 82.24	-
Albemarle Edgehill Farm, LLC	02-21-0071	423065	WP-2W	-	-	\$ 68.00	-
Gibson	02-20-0193	388839	WP-4	-	-	\$ 13,713.63	-
Koontz	02-21-0003	390182	SL-7	-	-	\$ 2,293.26	-
Dragonfly Farms LLC	02-22-0051	463857	WP-2W	-	-	\$ 463.91	-

MOTION: Mr. Meeks moved to adopt the Consent Agenda, less the one item that was removed. Mr. Easter seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None

RATIFICATION AGENDA:

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

Ratification Agenda - December 15, 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	Scott	02-21-028	n/a	CL-3	\$ 1,126.17	n/a	n/a	n/a	11/19/2021		
2	Murray	Goodman	02-22-0070	468229	RB-4P	\$ 9,600.00	n/a	n/a	n/a	11/22/2021		
3	Murray	Lombard	02-22-0069	468222	RB-4P	\$ 9,000.00	n/a	n/a	n/a	11/22/2021		
4	Murray	Josephson	02-22-0071	468234	RB-5	\$ 19,200.00	n/a	n/a	n/a	11/22/2021		
Personnel/Operations Committee												
5	Pratley	Tye TMDL (PO 17087)		Grant Contract for \$298,562.15							12/3/2021	
6	Pratley	Clarification Edit to Vaccine Policy	"All new employees must submit proof (vaccination card) no later than the first day on the job"								12/10/2021	

Mr. Pratley shared information regarding items approved by delegated authority.

MOTION: Mr. Thompson moved to approve the Ratification Agenda. Mr. Easter seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None

COOPERATING AGENCIES REPORTS:

DCR: Ms. Cross summarized information from her monthly written report (*see attached report for details*). She called attention to COIA training requirements, quarterly reporting, grant deliverables, online security training, and the recent VASWCD online annual meeting.

NRCS: Mr. Kirkland reported on end-of-calendar-year activities such as CSP renewals, CREP spot checks, and EQIP contract expirations. Mr. Kirkland also shared office staffing updates.

VCE: No updates.

DEQ: DEQ provided a written report.

FSA: No updates.

TJWRP Foundation: Mr. Thompson reported that the recommendation for Mr. Wastler's appointment was submitted to the Albemarle Board of Supervisors. The Foundation Board plans to meet January 31 at 10:00 a.m. Mr. Thompson thanked Ms. Abowd for her assistance.

VASWCD/NACD: Mr. Meeks encouraged Directors who attended the VASWCD annual meeting to complete the follow-up survey. He shared a recent email announcement regarding Governor Northam's budget proposal. He reported on VASWCD officer elections, area meeting plans, and NACD activities.

VSHC: Ms. Coates noted the email notifications for upcoming VSHC events and outreach.

STAFF REPORTS:

Ms. Coates noted the staff newsletter included in the packet and the Clean Water Farm Award newsletter that Ms. Hyatt shared by email.

DIRECTOR REPORTS:

Mr. Campbell thanked the Board and staff for their efforts and complimented Mr. Pratley for an outstanding job leading meetings as chair.

Mr. Lucas shared a holiday poem.

ADJOURNMENT:

There being no further business, the chair adjourned the meeting at 12:03 p.m.

Submitted by: _____
Recording Secretary

Approved: _____
Chair