

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
January 26, 2022

Remote Participants:

Directors: David Collins, Carolyn Daughters, John Easter, Julie Jones (joined at 10:05 a.m.), Stephen Lucas (joined at 10:03 a.m.), Steven Meeks, Angus Murdoch, Lonnie Murray, Carrie Swanson, Thomas Pratley, Joseph Thompson

Assoc. Directors: Kelsey Cowger, Grosvenor Merle-Smith, Clement Tingley, Mark Wastler

Staff: Anne Coates, Lisa Hyatt, Luke Longanecker, Amy Moyer

Agencies: Dana Bayless (NRCS), Debbie Cross (DCR), Kory Kirkland (NRCS)

Absent:

Directors: Mark Campbell

Assoc. Directors: Navarre Bartz

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 10:01 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: Ms. Daughters moved that the Thomas Jefferson Soil and Water Conservation District Board of Directors certify that the nature of the local 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. Mr. Thompson seconded the motion. The motion passed 9-0 by the following roll call vote:

Ayes: Collins, Daughters, Easter, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson

Nays: None

Not Voting: Lucas

Absent: Jones

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: Mr. Meeks asked to add an update on Secluded.

ACTION ITEMS:

Directors Meeting Minutes:

MOTION: Mr. Meeks moved to approve the Directors Meeting Minutes for December 15, 2021. Ms. Jones seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

Not Voting: Lucas

Nominating Committee Report:

Elections – Chair, Vice Chair, Treasurer, and Secretary:

Directors reviewed the slate proposed by the Nominating Committee: Mr. Thompson (Chair), Mr. Lucas (Vice Chair), Mr. Meeks (Treasurer), and Mr. Murray (Secretary).

Mr. Pratley asked for nominations from the floor. Hearing none, Mr. Pratley closed the nominations.

MOTION: Ms. Daughters moved to adopt the Nominating Committee’s report and elect the slate of officers. Mr. Murdoch seconded the motion. The motion passed 11-0 by the following roll call vote:

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

Nays: None

Mr. Thompson took the chair at this time. He thanked Mr. Pratley for his great job as chair over the past six years.

Budget/Finance Committee Report:

Mr. Meeks reported that the Budget/Finance Committee did not meet this month. Financial reports were provided to Committee members.

Treasurer’s Report and Financial Statements – December 2021:

MOTION: Mr. Meeks moved to approve the financial reports for December 2021. Mr. Lucas seconded the motion. The motion passed 11-0 by the following roll call vote:

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

Nays: None

Committee Signup:

Ms. Coates noted that she has heard from several people about their interests. She asked Directors and Associate Directors to email her with any additional updates and to identify whether they wish to serve as voting members or advisory members. Voting members count towards a quorum but advisory members do not.

Mr. Thompson asked that each Committee make a recommendation for its chair.

Appointment of FOIA Officer and Records Retention Officer:

Mr. Thompson noted that Ms. Moyer has been serving in these roles.

MOTION: Mr. Meeks moved to reappoint Ms. Moyer as FOIA Officer and Records Retention Officer for 2022. Mr. Collins seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson
Nays: None

Review of District Documents:

Strategic Plan, Annual Plan of Work, and Desktop Procedures:

Ms. Coates noted the DCR contract requirements to review these documents throughout the year. Copies were provided in the Board packet. The strategic plan and annual plan of work were adopted last summer. The strategic plan covers a four-year period, while the annual plan of work is an annual document. DCR provides the Desktop Procedures and requires annual review by the Board. The Water Resources Committee suggested minor edits to the strategic plan and annual plan of work.

MOTION: Mr. Lucas moved to affirm review of the documents and accept the changes to the strategic plan and annual plan of work. Mr. Murray seconded the motion. The motion passed 11-0 by the following roll call vote:

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

Agriculture Committee Report:

Mr. Thompson reported on the Agriculture Committee's consideration of VACS approvals. There was a 75 percent success on cover crops, which is much higher than the average over the last four or five years. The Committee discussed a request for additional gates on a completed SL-6 project to accommodate access easements that were not disclosed during project planning; adding a question about easements to the site visit questionnaire was recommended. The Committee also reviewed the carryover report, annual plan of work, and strategic plan, and heard updates on tillage survey.

Mr. Longanecker shared additional information from a recent webinar on the tillage survey. This assessment requires a vehicle survey with frequent stops to assess cropland and residue cover, which is time-intensive. DCR has offered compensation to Districts for their participation. The Committee will discuss further and make a recommendation next month.

Mr. Thompson noted strong support for Chesapeake Bay cleanup and agricultural BMP implementation in the proposed state budget. Mr. Murray commented that he was encouraged to see the number for VCAP as well.

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

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

Water Resources Committee Report:

Mr. Murray reported that the Water Resources Committee considered one septic project, two ACAP projects, four VCAP projects, and one CCAP project. There was significant discussion of the CCAP project because of its use of stone mulch, and this was recommended for approval pending adoption of the Committee's suggestions. The Committee also reviewed the annual plan of work.

Mr. Lucan noted that legislation has been proposed to address toxic algae problems at Lake Anna.

MOTION: Mr. Pratley moved to adopt the Water Resources Committee report. Ms. Daughters seconded the motion. The motion passed 11-0 by the following roll call vote:

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

Nays: None

Personnel/Operations Committee Report:

Job Descriptions – Review:

Ms. Coates noted that job descriptions must be reviewed annually. She explained that some program areas have been reassigned due to staff turnover, and those changes are reflected in the updated job descriptions. Ms. Coates asked that staff be authorized to make minor changes as needed throughout the year and then continue to bring the job descriptions back annually to the Board for review. The Board agreed by consensus.

Staff Promotions and Recognition:

Ms. Coates related that Marie Abowd and Audrey Kirshner are taking on more challenging technical duties and are both certified for ESC plan review. The Personnel/Operations Committee recommends promoting Ms. Abowd and Ms. Kirschner to Conservation Technicians, with a salary increase. The Committee recommends an incentive to Mary Eiserman in recognition of her training and supervisory role during staff transitions.

Mr. Thompson offered congratulations to all.

MOTION: Ms. Jones moved to approve the promotions for Marie Abowd and Audrey Kirschner and the recognition incentive to Mary Eiserman for her training and supervisory role. Mr. Meeks seconded the motion. The motion passed 11-0 by the following roll call vote:

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

Nays: None

Secluded Update:

Mr. Meeks related that Liz Russell is the new point of contact at Monticello. Mr. Meeks has been in contact with Grant Kronenberg at OAG, and Mr. Kronenberg will be consulting with one of the real estate and land use attorneys on the District's questions regarding use of the property.

Mr. Murray asked if a loan from a locality would be permitted.

Mr. Thompson noted that trail signage recognizes the donors but gives no indication that TJSWCD owns the property. Ms. Coates asked Ms. Hyatt to prepare sign concepts for review.

CONSENT AGENDA

1. **Committee Minutes:** Agriculture Committee (1/18/22); Budget/Finance Committee (12/15/21); Personnel/Operations Committee (12/8/21); Water Resources Committee (1/14/22)
2. **Consent Items:** Agriculture Cost-Share and Tax Credits, Urban Cost-Share (see attached lists); Leave Policy Correction and Update to Weather-Related Language; Louisa ESC Contract

CONSENT AGENDA (cont'd.)

1/26/2022

Agriculture Practices

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
DS Terrell	02-22-0027	469604	SL-8B	\$ 5,898.00	-	-	-
DS Terrell	02-22-0027	469608	SL-8B	\$ 2,472.00	-	-	-
Burnley Farm	02-22-0045	469578	NM-1A	\$ 552.00	-	-	-
Jones	02-22-0079	469592	SL-6W	\$ 37,783.95	\$ 1,125.76	-	Yes
Clonmel Acres	02-22-0080	469600	SL-7	\$ 6,046.88	\$ 503.91	-	-
Moorman	02-22-0081	469610	SL-7	\$ 21,819.75	\$ 1,818.31	-	Yes
Moorman	02-22-0082	469612	CCI-SL-6W	\$ 6,592.50	-	-	-
Lavender at Sunny Banks LLC	02-22-0083	469676	FR-1	\$ 3,420.00	\$ 205.00	-	Yes
Lavender at Sunny Banks LLC	02-22-0083	469675	FR-3	\$ 1,107.00	-	-	Yes
Increases							
Loving Farm LLC	02-20-0170	388238	FR-3	\$ 2,767.50	-	-	-

Urban Practices

Last Name / Business	Contract #	Practice Code	Estimated Cost Share	Funding Source
Brown	02-22-004	DW	\$ 1,686.29	VCAP
Chorzempa	02-22-006	DW	\$ 3,657.58	VCAP
Chorzempa	02-22-007	RWH	\$ 1,396.00	VCAP
Edmondson	02-22-001	PP	\$ 10,000.00	VCAP
Kovach	02-22-002	CL-2	\$ 3,500.00	CCAP
Brown	02-22-003	CL-3	\$ 1,242.75	ACAP
Chorzempa	02-22-005	CL-3	\$ 2,459.28	ACAP

Septic Practices

Last Name	Contract #	Instance	Practice Code	Estimated Cost Share
Tempest	02-22-0078	469574	RB-1	\$ 175.00

Ms. Jones requested that the agriculture cost-share approval list be considered separately from the other items on the Consent Agenda.

MOTION: Mr. Meeks moved to approve the agriculture cost-share practices. Mr. Pratley seconded the motion. The motion passed 10-0, with one abstention, by the following roll call vote:

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

Nays: None

Abstain: Jones

MOTION: Mr. Meeks moved to adopt the remainder of the Consent Agenda. Ms. Jones seconded the motion. The motion passed 11-0 by the following roll call vote:

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

Nays: None

RATIFICATION AGENDA:

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

Ratification Agenda - January 26, 2022										
Item	Delegated Authority	Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval	Approval Date
Agriculture Committee										
1	Thompson	Yarrington	02-21-0080	427655	SL-6W	-	-	\$ 756.19	-	12/29/2021
2	Thompson	Butler	02-22-0050	463740	SL-1	-	-	\$ 386.46	-	12/29/2021
3	Thompson	Dragonfly Farms LLC	02-22-0051	463857	WP-2W	-	-	\$ 1,321.19	-	12/29/2021
Personnel/Operations Committee										
4	Pratley	Tye TMDL (PO 16680)	Modification No. 3	Extension to 9/30/2022 and shift \$25,000 from Agriculture to Septic						1/25/2022

MOTION: Mr. Pratley moved to approve the Ratification Agenda. Mr. Murdoch seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, 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 the new IRS mileage rate, budget amendments, insurance through DRM, security awareness training, verification follow-up, a forthcoming MOU for the tillage survey, and staffing updates.

NRCS: Mr. Kirkland reported on office operating status, staffing updates, and upcoming ranking and application deadlines.

VCE: Ms. Swanson reported that she has asked Rick Hernandez, the Fluvanna agent, to take over the remainder of her Board appointment due to date conflicts. Ms. Swanson hopes to serve as an Associate Director and attend meetings when available. Ms. Swanson requested that the Board accept her resignation effective April 1, with the intent that Rick Hernandez would take over her appointment.

MOTION: Mr. Lucas moved to accept Carrie Swanson's resignation effective April 1, 2022. Mr. Collins seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson
Nays: None

MOTION: Mr. Pratley moved to recommend the appointment of Enrique Hernandez to fill the unexpired term vacated by Carrie Swanson. Mr. Meeks seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Collins, Daughters, Easter, Jones, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson
Nays: None

Directors thanked Ms. Swanson for her contributions to the Board.

DEQ: DEQ provided a written report.

FSA: No updates.

TJWRP Foundation: Mr. Thompson reported that the Foundation Board will meet on Monday, January 31. Mr. Wastler’s appointment to the Foundation Board will be considered by the Board of Supervisors in February.

VASWCD/NACD: Mr. Meeks reported on the upcoming NACD annual meeting in Florida, staffing changes at VASWCD, and the return to in-person quarterly meetings.

Ms. Coates noted that Mr. Meeks will present on the NACD grant on behalf of the District.

VSHC: Mr. Bartz noted an upcoming training on February 9.

Mr. Pratley asked that DOF be added back to the report list to share a written report if available.

STAFF REPORTS:

Mr. Thompson expressed appreciation for the photos and updates in the newsletter. Ms. Hyatt thanked Directors and staff who contributed pictures.

Ms. Coates thanked staff for their teamwork during the snowstorm. She noted that COVID policies remain in effect.

DIRECTOR REPORTS:

Mr. Murray related that he is working with Code for Cville, a local nonprofit, and Albemarle County on a new version of the native plant database. He asked for any volunteers with coding skills.

Mr. Collins shared updates on the Mountain Valley Pipeline.

Mr. Thompson thanked the Board for the honor to serve as chair. Ms. Jones thanked him for his willingness to serve.

Mr. Pratley suggested recruiting Associate Directors from each locality to replace those who have stepped back. He thanked all who helped him during his years as chair of the Board and Personnel/Operations Committee.

ADJOURNMENT:

There being no further business, the chair adjourned the meeting at 11:44 a.m.

Submitted by: _____
Recording Secretary

Approved: _____
Chair