

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
March 30, 2022

Remote Participants:

Directors: Joseph Thompson (Chair), Mark Campbell, David Collins, Carolyn Daughters, Julie Jones (joined at 10:30 a.m.), Stephen Lucas, Steven Meeks, Angus Murdoch, Lonnie Murray, Carrie Swanson, Thomas Pratley

Assoc. Directors: Clement Tingley

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

Agencies: Debbie Cross (DCR), Enrique Hernandez (VCE), Kory Kirkland (NRCS)

Absent:

Directors: John Easter

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

CALL TO ORDER: Mr. Thompson called the meeting to order at 10:00 a.m.

ROLL CALL: Ms. Moyer called the roll to confirm a quorum of Directors. Director 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 local state of emergency caused by the COVID-19 pandemic, as declared by the City of Charlottesville, 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. Meeks seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

Absent: Jones

STAFF, PARTNERS, and GUESTS PRESENT: Staff and partners present were identified as listed above. No guests were present.

ANNOUNCEMENTS: None.

PUBLIC COMMENT: None.

ADDITIONS/CHANGES TO AGENDA: Mr. Thompson noted that an update on Secluded was added to the agenda.

ACTION ITEMS:

Directors Meeting Minutes:

Mr. Thompson noted that he sent a minor typo correction.

MOTION: Mr. Lucas moved to approve the Directors Meeting Minutes for February 23, 2022. Ms. Jones seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson
Nays: None
Absent: Jones

Budget/Finance Committee Report:

Mr. Meeks reported that the Budget/Finance Committee reviewed the financial statements. The Committee recommended authorizing up to \$40,000 for the purchase of a truck; the purchase was budgeted but prices have increased. The Committee also recommended offering health insurance to part-time employees who work at least 20 hours per week; this will be reviewed annually.

Mr. Pratley noted that seasonal hourly employees are not eligible for health insurance.

Purchase of Truck – Not to Exceed \$40,000:

MOTION: Ms. Daughters moved to authorize the purchase of a truck, not to exceed \$40,000. Mr. Lucas seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson
Nays: None
Absent: Jones

Resolution Concerning Participation by Part-Time Employees in the Health Insurance Plan:

MOTION: Mr. Lucas moved to approve the resolution concerning participation by part-time employees in the health insurance plan. Mr. Murray seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson
Nays: None
Absent: Jones

Ms. Coates noted that the ratification list includes a decision to offer a proportional amount of funding paid by the District for self plus one or plus family, as the renewal deadline was prior to this meeting. The Budget/Finance Committee determined that there is funding available. This decision can be reviewed on an annual basis. The renewal was approved by delegated authority.

Treasurer's Report and Financial Statements – February 2022:

MOTION: Mr. Murray moved to approve the Treasurer's report and financial statements for February 2022. Ms. Daughters seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson
Nays: None
Absent: Jones

Dam Committee Report:

Mr. Lucas reported that the Dam Committee discussed an encroachment by the Spring Creek development on the South Anna Dam 6B easement; Mr. Lucas will send a letter to Louisa County and others after review by OAG. The Committee discussed repurposing options for the dam safety trailer that DCR gave to the District in 2017. Mowing and maintenance updates were shared. Four additional monitors are available for installation at District dams; all District dams will have remote monitoring after installation. NRCS is updating its dam database.

Mr. Lucas then responded to questions from Directors regarding the 6B easement encroachment.

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

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

Nays: None

Water Resources Committee Report:

Mr. Murray reported that the Water Resources Committee reviewed septic approvals and discussed outreach events, emphasizing the need to consider staff resources and prioritize events that reach new audiences.

Ms. Coates noted that the septic reports include the balance remaining after approvals. She discussed some of the factors in choosing outreach events, noting that the Hardware septic program has been a challenge in the past. Mr. Murray commented that he is glad to see that the new Hardware agriculture program now includes tree planting.

Mr. Murray related that Directors will be invited to attend site visits to view installed practices in May.

MOTION: Mr. Pratley moved to accept the Water Resources Committee report. Mr. Murdoch seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

Not Voting: Jones

Personnel/Operations Committee Report:

Ms. Coates related Ms. Hyatt is moving this summer and may continue to work remotely for a period of time. Ms. Coates would like to advertise the position with minor revisions to the job description. She may request approval of the final job description by delegated authority in order to advertise promptly. Ms. Coates commented that Ms. Hyatt has been a tremendous asset to the District. Mr. Murray and Mr. Thompson expressed appreciation to Ms. Hyatt for her work.

MOTION: Ms. Daughters moved that the chair or other individual from the Personnel/Operations Committee may approve the final job description by delegated authority prior to recruitment. Mr. Campbell seconded the motion. The motion passed 11-0 by the following roll call vote:

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

Nays: None

MOTION: Mr. Lucas moved to approve the Personnel/Operations Committee report. Ms. Jones seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Not Voting: Murdoch

Agriculture Committee Report:

Mr. Lucas reported on the Agriculture Committee's consideration of VACS approvals. The Committee discussed a potential pilot program with DCR and Virginia Tech for incentive payments for climate data and agreed to support the grant application. The Agriculture Committee discussed outreach plans and how to reach broader audiences. Materials costs continue to increase and an adjustment to the average cost list may be necessary.

Letter of Support for TJSWCD's participation in partnership with Virginia Tech for an application to USDA-NRCS "Partnerships for Climate-Smart Commodities" grant program titled "Rural Investment to Protect our Environment (RIPE) Partnership: Supporting Agricultural Producers at All Scales to Deliver Productivity, Market Opportunities, and Enhanced Soil, Water, and Climate":

MOTION: Mr. Pratley moved to approve the sending a letter of support for this application. Mr. Murray seconded the motion. Directors shared comments, questions, and concerns regarding the proposal. A roll call vote was then conducted. The motion passed 10-1 by the following roll call vote:

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

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

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

VDH Septic and Well Assistance Program Request for Applications:

Ms. Coates noted that the application deadline for this District-wide septic funding opportunity is April 27. There has been demonstrated interest in the septic program from areas outside the Tye and Hardware TMDL watersheds.

Ms. Hyatt explained that this grant is through VDH, not DEQ, and the program is geared specifically toward low-income homeowners. If awarded, program funding would be available across the District but only to those with income at or below 200% federal poverty guidelines. Ms. Hyatt participated in a call earlier this month with BRHD and Albemarle County staff, and she will be attending an April 1 webinar to learn more about the RFA.

Mr. Murray commented on the popularity of District-wide septic programs and their success in helping people with severe needs, as well as the interest of the Albemarle Board of Supervisors in this kind of program. Ms. Cross noted that this VDH program is for serious situations with failing systems, not pump-outs, and it also includes well abandonments.

Ms. Coates asked about restrictions on participation by HOAs, commercial properties, Habitat for Humanity, etc. Ms. Hyatt noted that the Southwood community was mentioned in the earlier call, but VDH did not have an answer at that time on whether low-income housing communities would be eligible. Ms. Hyatt will get clarification on this.

Ms. Jones noted that over 75 families are living in raw sewage at the Southwood trailer park, and they need assistance to get families out of that situation and repair the system.

Mr. Murdoch asked for clarification on whether sewer line connections are covered. Ms. Hyatt replied that this VDH grant would allow for connection to county services as well as replacement of private systems. Ms. Coates mentioned the ongoing problem in Columbia.

Ms. Coates requested authorization to apply for the full amount for three years.

Mr. Pratley asked about the programmatic approach. Ms. Coates replied that Ms. Hyatt will find out more on April 1 about whether community-wide efforts would be eligible or only one single family dwelling at a time, which will shape the programmatic delivery. Mr. Pratley commented that Southwood and Columbia are compelling but otherwise the program would parallel the existing DEQ programs, and he asked what is the compelling argument for the District to get this grant. Ms. Coates said the District-wide DEQ funding is gone. Ms. Jones stated that there is \$2.85 million available statewide, they can make a strong case that \$300,000 would be spent well in protecting health and water quality related to septic throughout the District, and there is no shortage of need here.

MOTION: Ms. Jones moved that the District apply to VDH for the full amount and the full amount of time. Mr. Murray seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Jones, Lucas, Meeks, Murdoch, Murray, Pratley, Swanson, Thompson
Nays: None

Secluded – Update on Signage and OAG:

Ms. Hyatt shared updated trail signage to better indicate the boundaries of the Secluded property and the District's role in that property. Signs will include a QR code linking to information about Secluded Farm on the District website. Ms. Hyatt has worked with Monticello staff to designate the most relevant locations. The design mockup has been sent to Monticello's sign company.

Mr. Thompson thanked Ms. Hyatt for her work on this. He noted that a significant portion of trails are on the Secluded property, including accessible trails at lower elevation.

Ms. Coates asked for a final copy of the new trail map when available to the public. Ms. Jones and Mr. Murray spoke to the benefits of the trails.

Mr. Thompson asked for any updates from the OAG's office relative to potential use of the property and house. Mr. Meeks said OAG was still looking into it last month. Mr. Thompson commented that there may be potential to modify the deed relative to use of the building.

CONSENT AGENDA

1. **Committee Minutes:** Agriculture Committee (3/22/22); Budget/Finance Committee (3/16/22); Dam Committee (3/15/22); Personnel/Operations Committee (2/23/22); Water Resources Committee (3/22/22)
2. **Consent Items:** Agriculture Cost-Share and Tax Credits, Septic Cost-Share (see lists below); Surplus Property Disposal List

CONSENT AGENDA (cont'd.)

3/30/2022

Agriculture Practices

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Thimble Farm Limited Partnership	02-22-0091	470641	SL-6W	\$ 68,834.15	-	-	Yes
Norfield	02-22-0092	473120	CCI-SL-6W	\$ 23,202.50	-	-	-
White	02-22-0094	473127	WP-2W	\$ 43,298.56	\$ 206.16	-	Yes
Massie	02-22-0095	473131	SL-6W	\$ 150,000.00	-	-	Yes
Nitchmann	02-22-0096	473160	SL-7	\$ 3,418.69	\$ 284.89	-	Yes
Bundoran Farm Community Association, Inc	02-22-0097	473181	SL-7	\$ 5,789.06	\$ 482.42	-	Yes
Bundoran Farm Community Association, Inc	02-22-0097	473184	WP-2N	\$ 2,418.00	\$ 403.00	-	Yes
Albemarle Edgehill Farm	02-22-0013	471351	SL-6W	-	-	\$ 137.54	-
Weiner	02-20-0132	384570	SL-11	-	-	\$ 567.00	-
Increase							
Bundoran Farm Community Association, Inc	02-22-0011	450412	SL-6W	\$ 3,519.00	-	-	-

Septic Practices

Last Name	Contract #	Instance	Practice Code	Estimated Cost Share
Stephens	02-22-0090	472872	RB-1	\$ 175.00
Mikyuck	02-22-0098	473192	RB-1	\$ 175.00
Creekmore	02-22-0006	474158	RB-3M	\$ 1,000.00

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

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

RATIFICATION AGENDA:

- 1. Ratification List:** Agriculture Committee; Budget/Finance Committee, Water Resources Committee (see list below)

Ratification Agenda - March 30, 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	Lucas	Albemarle Edgehill LLC	02-22-0013	471351	SL-6W	\$ 11,650.81	\$ 137.54	-	1/27/2021	2/24/2022	
Water Resources Committee											
2	Murray	Bonds	02-22-0089	471804	RB-5	\$ 12,000.00	-	-	-	2/25/2022	
Budget/Finance Committee											
3	Meeks	FY23 Health Insurance Renewal	Authorize renewal in accordance with Budget/Finance Committee's recommendations								3/23/2022

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

Ayes: Campbell, Collins, Daughters, 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 state budget process and potential funding increases, DCR staffing changes, upcoming meetings, contract signature requirements, carryover practice approvals, and other deadlines. VACS contracts with missing signatures may result in financial penalties and return of funds after July 1.

Ms. Swanson left the meeting at 12:00 p.m.

NRCS: Mr. Kirkland requested a local workgroup meeting in April. He shared program updates and thanked the District for the opportunity to participate in the local Envirothon competition. NRCS staff will meet with dam owners to review O&M agreements for updates to the dam database.

VCE: Mr. Thompson shared a note from Ms. Swanson that the Albemarle well water testing clinic is May 4, and Nelson has a new ag agent. Mr. Hernandez reported that he has a cattle producers meeting today, and he has spoken with District staff regarding collaboration on outreach.

DEQ: DEQ provided a written report.

FSA: No updates.

TJWRP Foundation: Mr. Thompson reported on two recent easement inquiries.

VASWCD/NACD: Mr. Meeks reported on the VASWCD Board meeting. The NACD Southeast summer meeting will be held in Puerto Rico in July.

VSHC: Mr. Thomson noted email updates on soil health legislation.

DOF: No updates.

STAFF REPORTS:

Ms. Coates thanked Lisa Hyatt, Courtney Harlow-Humphreys, and Lauriston DaMitz for their work organizing the local Envirothon. She noted the staff retreat occurred last Monday.

DIRECTOR REPORTS:

Mr. Thompson congratulated staff on the successful Envirothon and noted the good discussion by Directors on a number of items at this Board meeting.

ADJOURNMENT:

There being no further business, the chair adjourned the meeting at 12:10 p.m.

Submitted by: _____
Recording Secretary

Approved: _____
Chair