

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
April 27, 2022

Remote Participants:

Directors: Joseph Thompson (Chair), Mark Campbell, David Collins, Carolyn Daughters, Enrique Hernandez, Julie Jones (joined at 10:15 a.m.), Stephen Lucas, Steven Meeks (joined at 10:01 a.m.), Angus Murdoch, Lonnie Murray, Thomas Pratley

Assoc. Directors: Navarre Bartz (joined at 10:04 a.m.), Clement Tingley, Mark Wastler

Staff: Anne Coates, Courtney Harlow-Humphreys, Lisa Hyatt, Luke Longanecker, Amy Moyer

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

Guests: Carrie Swanson

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. Collins seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

Absent: Jones

STAFF, PARTNERS, and GUESTS PRESENT: Staff, partners, and guests present were identified as listed above.

ANNOUNCEMENTS: None.

PUBLIC COMMENT: None.

ADDITIONS/CHANGES TO AGENDA: Mr. Meeks asked that scholarship policy changes be added under the Education Committee report.

ACTION ITEMS:

Directors Meeting Minutes:

MOTION: Mr. Meeks moved to approve the Directors Meeting Minutes for March 30, 2022. Ms. Daughters seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Hernandez, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson
Nays: None
Absent: Jones

Budget/Finance Committee Report:

Mr. Meeks reported that the Budget/Finance Committee reviewed the financial reports and recommended approval. The Committee also discussed FY23 budget planning and expense reimbursements.

MOTION: Mr. Lucas moved to accept the Budget/Finance Committee report. Mr. Campbell seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Hernandez, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson
Nays: None
Absent: Jones

Strategic Plan and Annual Plan of Work:

Ms. Coates noted that DCR asks for Board review of these documents throughout the year. No significant changes are proposed at this time. The Annual Plan of Work includes minor edits to staff assignments.

MOTION: Mr. Murray moved to approve the Annual Plan of Work and Strategic Plan. Mr. Collins seconded the motion. The motion passed 9-0 by the following roll call vote:
Ayes: Collins, Daughters, Hernandez, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson
Nays: None
Not Voting: Campbell
Absent: Jones

Guidelines for Meeting through Electronic Communications:

Mr. Thompson noted that there is still a state of emergency in place in Charlottesville, which provides the permission to conduct today's electronic meeting, but that state of emergency could be lifted soon. Ms. Coates encouraged Directors to read the remote participation guidance provided by DCR in advance of returning to in-person meetings. Mr. Thompson noted that there is a calendar-year limit on remote participation due to personal matters, but individuals may participate remotely due to medical needs. Ms. Cross emphasized that a quorum of voting members must be assembled in person for meetings.

Ms. Coates and Mr. Thompson spoke to considerations for in-person meeting locations, such as support for hybrid meetings, spacing, rotating locations, and meeting times.

Water Resources Committee Report:

Mr. Lucas reported that the Water Resources Committee discussed the Salzman CAP application and property owner concerns, recommended ACAP and VCAP approvals, and heard updates on septic program outreach. The Committee concurred with the staff recommendation to not participate in the

VDH SWAP Program RFA at this time. Mr. Lucas also reported on his communications with the Lake Anna Civic Association regarding water quality conditions.

Mr. Murray asked if the SWAP program was the District-wide septic program. Mr. Lucas replied that it is a statewide program for limited-resources individuals, and the health department will administer the program rather than the District. Ms. Coates commented that the program has a narrower window of eligibility than they originally thought, and database information to complete the application is not yet available, but the District could apply in future. Ms. Hyatt noted that VDH will still be administering this program for area residents, and District staff has already referred applicants to VDH and shared program information with other community development partners.

Ms. Coates shared that staff is working with Mr. Salzman to complete his current project by the deadline and possibly assist with another project. Mr. Murray noted that contractors are often able to help complete application forms. Ms. Coates said this may be a financial barrier for some applicants. Directors offered comments on how to assist property owners in navigating the application process.

Agriculture Committee Report:

Mr. Lucas reported on the Agriculture Committee's consideration of VACS approvals. One notable approval was \$150,000 for a chemical handling facility. The Committee reviewed the carryover report, heard updates on RMP inspections, and participated in the NCRS local workgroup.

Mr. Campbell asked for more information on the McDaniel project, commenting that the project cost seems high for the number of animals. Mr. Longanecker explained that it is a multi-livestock operation with goats, sheep, etc., not just the four dairy listed on the report, and the cost includes 10 acres of protected buffer and a new well.

Mr. Pratley asked about the BMP on the ratification agenda. Mr. Longanecker replied that an increase of \$172.77 was needed to process payment for the White contract, so he asked for delegated authority approval rather than waiting an additional four to five weeks to process the payment after the Board meeting.

Education Committee Report:

Scholarship Recommendations:

Mr. Meeks reported that there were seven applicants for the scholarship program this year. He thanked Mr. Collins and Ms. Harlow-Humphreys for helping rank the applications.

Mr. Meeks related that the Education Committee recommends the following scholarship awards:

- Jude Sanborn: \$1,500
- Marja-Helena Barrett: \$1,000
- Tobin Yates: \$1,000

The Education Committee recommends forwarding Jude Sanborn's application to the VASWCD Educational Foundation for consideration in their scholarship program.

MOTION: Ms. Daughters moved to approve the Education Committee's scholarship recommendations.

Mr. Pratley seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

Not Voting: Lucas

Scholarship Policy Changes:

Mr. Meeks reported that the Education Committee recommends removing references to the Eddie Wood Memorial Scholarship from the policy manual. The scholarship was created in 2010 with \$1,300 of donations in honor of Mr. Wood, a former TJSWCD Director.

MOTION: Mr. Meeks moved to retire the Eddie Wood Memorial Scholarship. Mr. Campbell seconded the motion.

Ms. Cross noted that Mr. Wood was the SCS area conservationist for many years and lived in the Charlottesville area.

A roll call vote was then conducted. The motion passed 11-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Hernandez, Jones, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson
Nays: None

Mr. Meeks noted that Youth Conservation Camp will be in person this year. The application deadline is May 9. Ms. Harlow-Humphreys will send camp information to share.

Associate Director Appointment – Carrie Swanson:

Mr. Thompson stated that Ms. Swanson has volunteered to maintain a position as an Associate Director, and her input is valued.

MOTION: Mr. Pratley moved to appoint Carrie Swanson as an Associate Director. Mr. Collins seconded the motion. The motion passed 11-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Hernandez, Jones, Lucas, Meeks, Murdoch, Murray, Pratley, Thompson
Nays: None

CONSENT AGENDA

1. **Committee Minutes:** Agriculture Committee (4/19/22); Water Resources Committee (4/19/22)
2. **Consent Items:** Agriculture Cost-Share and Tax Credits, Urban Cost-Share (see lists below)

CONSENT AGENDA (cont'd.)

4/27/2022

Agriculture Practices

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Saunders Brothers	02-22-0101	475485	WP-6	\$ 150,000.00	\$ 12,500.00	-	Yes
Dragon Creek LLC	02-22-0102	475511	SL-1	\$ 1,450.00	-	-	Yes
Wimmer	02-22-0103	475512	SL-6W	\$ 40,517.31	\$ 692.15	-	Yes
Reynolds	02-22-0104	475520	CCI-SL-6W	\$ 6,553.75	-	-	-
McDaniel	02-22-0105	475521	SL-6W	\$ 43,523.80	-	-	Yes
Burning Daylight Farm, Inc.	02-22-0106	475524	SL-7	\$ 5,398.40	\$ 337.40	-	Yes
Burning Daylight Farm, Inc.	02-22-0106	475525	CCI-SL-6W	\$ 5,647.50	-	-	Yes
Burning Daylight Farm, Inc.	02-22-0107	475528	SL-1	\$ 6,765.00	-	-	Yes
Burning Daylight Farm, Inc.	02-22-0107	475530	SL-7	\$ 11,638.40	\$ 727.40	-	Yes
Burning Daylight Farm, Inc.	02-22-0107	475531	CCI-SL-6W	\$ 18,430.00	-	-	Yes
Mallory	02-22-0108	475537	SL-7	\$ 11,112.15	\$ 926.01	-	Yes
Albemarle Edgehill Farm	02-22-0013	447792	SL-6W	-	-	\$ 551.65	-
Albemarle Edgehill Farm	02-22-0013	447903	SL-7	-	-	\$ 390.29	-
Wagner	02-21-0062	422043	SL1	-	-	\$ 1,351.43	-
Deike	02-21-0072	424562	FR-1	-	-	\$ 987.64	-
Riverview Farms Cattle, LLC	02-22-0043	463220	SL-1	-	-	\$ 325.50	-
Increases							
Swift Run	02-20-0119	381313	FR-3	\$ 1,383.75	-	-	-
Watkins	02-22-0064	466206	SL-6W	\$ 4,579.20	-	-	-
Hoffman	02-22-0072	468325	SL-7	\$ 9,150.30	\$ 1,791.43	-	-
EB Cattle Company	02-22-0086	470657	CCI-SL-6W	\$ 250.00	-	-	-

Urban Practices

Last Name / Business	Contract #	Practice Code	Estimated Cost Share	Funding Source
Barbour	02-22-007	CL-1	\$ 3,500.00	ACAP
Syverud	02-22-008	CL-1	\$ 1,967.25	VCAP
Shrieves	02-220009	PP	\$ 10,000.00	VCAP

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

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

Nays: None

RATIFICATION AGENDA:

- Ratification List:** Agriculture Committee, Personnel/Operations Committee (see list below)

Ratification Agenda - April 27, 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	BMP Transfer Agreement - George Knight to Jason Babb (Contract No. 02-15-0285)								3/29/2022	
2	Lucas	White	02-22-0077	468378	SL-7	\$ 172.77	\$ 26.90	-	-	4/8/2022	
Personnel/Operations Committee											
3	Thompson	Letter of Support for RCA Invasive Plant Grant to NFWF								4/20/2022	

MOTION: Mr. Lucas moved to approve the Ratification Agenda. Mr. Murdoch seconded the motion. The motion passed 11-0 by the following roll call vote:
 Ayes: Campbell, Collins, Daughters, Hernandez, Jones, Lucas, Meeks, Murdoch, Murray, 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 the state budget process and delays in SWCB allocation approvals, audit findings and SWCB action to require repayment of BMP contracts with missing signatures, employee expense reimbursement guidelines, VASWCD directory updates, and the upcoming reappointment for the At-Large Director. Ms. Cross noted that practices requiring DCR approval for carryover must be submitted by May 13. She also shared DCR staffing updates and highlighted upcoming training opportunities.

NRCS: Mr. Kirkland shared federal program updates. The EQIP signup deadline was April 1, and the ranking deadline is June 3. EQIP-CIC is a new program intended as a bridge between EQIP and CSP. Preapproved contracts are moving to contract obligation. Additional EQIP financial assistance has been requested for Virginia. The CSP renewal application deadline as April 15, the ranking deadline is May 27, and they had a strong CSP signup period this year with several good applications for consideration. They are currently working with an approved ASEP applicant in Nelson County on conservation plans and easement support documents. CRP grasslands signup began April 3 and will end May 13. They are also working with ECP applicants on debris removal and fence replacement after the January snow and ice event. NCRS staff attended the Louisa Earth Day event and recently met with the Albemarle High School Envirothon team. Mr. Kirkland thanked the Agriculture Committee for providing input and time for the local workgroup meeting. He shared additional updates on recent meetings, upcoming training opportunities, and COVID office operations.

Mr. Bayless thanked the District for the use of soil boxes at the Louisa Earth Day event.

VCE: No updates.

DEQ: DEQ provided a written report.

FSA: No updates.

TJWRP Foundation: Mr. Thompson reported on recent easement inquiries. The Foundation Board will meet next month.

Mr. Campbell left the meeting at 11:45 a.m.

VASWCD/NACD: Mr. Meeks noted a recent email from Kendall Tyree with upcoming meeting and training dates. VACWCD has engaged Terri Higgins to conduct a salary and benefits study. TJSWCD staff will join Mr. Meeks at the upcoming golf tournament.

VSHC: Ms. Coates reported on the District’s collaboration in a soil health grant application with Virginia Tech and Colonial SWCD.

DOF: No updates.

STAFF REPORTS:

Ms. Coates thanked Mr. Meeks, Mr. Longanecker, and Mr. Yager for their willingness to represent the District at the VAWCD Educational Foundation golf tournament. Ms. Coates asked the Legislative Committee to set a meeting date if they wish to submit a legislative agenda proposal to Area II. Ms. Coates and Ms. Moyer will complete the VASWCD salary survey tomorrow.

DIRECTOR REPORTS:

Mr. Thompson wished staff a happy Administrative Professionals Day.

Ms. Daughters thanked Ms. Coates, Ms. Hyatt, Ms. Harlow-Humphries, and Mr. Lucas for contributing to the District’s presence at the Louisa Earth Day event. Mr. Thompson thanked Ms. Daughters and Mr. Lucas for representing the District.

Mr. Murray reported on his visit with DCR Natural heritage to assess rock outcrop communities.

Mr. Thompson encouraged Directors to share suggestions for in-person meetings.

ADJOURNMENT:

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

Submitted by: _____
Recording Secretary

Approved: _____
Chair