

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**May 25, 2022**

**Remote Participants:**

*Directors:* Joseph Thompson (Chair), Mark Campbell, David Collins, Carolyn Daughters, John Easter (present but inaudible), Stephen Lucas, Angus Murdoch (joined at 10:16 a.m.), Lonnie Murray, Thomas Pratley

*Assoc. Directors:* Navarre Bartz, Clement Tingley, Mark Wastler

*Staff:* Anne Coates, Mary Eiserman, Lisa Hyatt, Amy Moyer, Tim Talley

*Agencies:* Dana Bayless (NRCS), Kory Kirkland (NRCS)

**Absent:**

*Directors:* Enrique Hernandez, Julie Jones, Steven Meeks

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 10:01 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. Pratley seconded the motion. The motion passed 7-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Lucas, Murray, Pratley, Thompson

Nays: None

Absent: Murdoch

Not Voting: Easter

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

**STAFF ANNOUNCEMENTS:** Ms. Eiserman spoke regarding her departure from the District at the end of the fiscal year, commenting that it was a challenging decision and based on what is best for her family at this time. She thanked the Board members for the support that has been offered through the years.

Mr. Thompson and Mr. Murray thanked Ms. Eiserman for her contributions to the District.

**ANNOUNCEMENTS:** Ms. Coates announced that Louisa County High School finished second at the Envirothon state competition and will attend the national competition, as Harrisonburg High School cannot go. Ms. Harlow-Humphreys and Mr. Meeks will travel to Ohio to attend the national competition in July. Ms. Coates congratulated Louisa County High School for placing second and Albemarle High School for placing third at the state competition.

**PUBLIC COMMENT:** Mr. Thompson asked attendees to join in a moment of silence for those who lost their lives in Uvalde, Texas, and their families.

**ADDITIONS/CHANGES TO AGENDA:** None.

**ACTION ITEMS:**

**Directors Meeting Minutes:**

**MOTION:** Mr. Lucas moved to approve the Directors Meeting Minutes for April 27, 2022. Mr. Murray seconded the motion. The motion passed 7-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Lucas, Murray, Pratley, Thompson

Nays: None

Absent: Murdoch

Not Voting: Easter

**Personnel/Operations Committee Report:**

*FY22 Spring Staff Incentives added to Payroll:*

Ms. Coates noted that larger staff incentives were switched to this time of year because they know the balance going forward better than in December. There is surplus funding and additional TA associated with the amount of cost-share that is delivered. The Personnel/Operations Committee reviewed and recommended spring incentive payments for 11 staff members.

**MOTION:** Ms. Daughters moved to approve the incentive amounts for FY22. Mr. Lucas seconded the motion. The motion passed 7-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Lucas, Murray, Pratley, Thompson

Nays: None

Absent: Murdoch

Not Voting: Easter

*Seasonal Environmental Programs Assistant Job Description:*

Ms. Coates explained that this job description is for a paid intern to assist with the environmental programs led by Ms. Harlow-Humphreys. A William & Mary student will be working with the District this summer, and additional students are interested in the fall and spring quarters.

**MOTION:** Mr. Pratley moved to approve the Seasonal Environmental Programs Assistant job description. Ms. Daughters seconded the motion. The motion passed 7-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Lucas, Murray, Pratley, Thompson

Nays: None

Absent: Murdoch

Not Voting: Easter

*Salary Increase for FY23:*

Ms. Coates related that the Personnel/Operations Committee reviewed salary increases at the last meeting. There is a statewide compensation study underway now that will come out in June or July. Ms. Coates said that given the amount of FY23 funding, they are comfortable proceeding with salary increases for cost of living and merit now, but they may need to make adjustments on the lower end of the ranges after the compensation study is done. She commented that given the expectations and demand on staff, it will be important to have salary numbers ready to go so they can start recruiting.

Mr. Thompson noted that the Personnel/Operations Committee had a lengthy discussion, and staff did extensive work to find comparable salaries and factor in work accomplished to-date and the level of work they will be facing in FY23.

**MOTION:** Mr. Lucas moved to approve the salary increases for FY23. Mr. Collins seconded the motion. The motion passed 8-0 by the following roll call vote:

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

Nays: None

Not Voting: Easter

*Hiring Updates:*

Ms. Coates related that the Agricultural Conservation Specialist or potentially Agricultural Senior Conservation Specialist and the Administrative and Office Assistant positions have been posted to the website and will be forwarded to the All-District mailing list and other partner organizations. Priority will be given to applications received by June 27. Ms. Coates noted the increase in office work associated with the higher cost-share volume, as well as the need for additional technical staff.

Mr. Thompson commented that the increased cost-share is a great benefit to natural resources and an economic boon for the area, but District will be challenged, as staff have been working to the max to accomplish the current cost-share commitment. He said that to have that bumped up again, the senior part is critical to find somebody who can hit the ground running to help with the VACS program.

**Budget/Finance Committee Report:**

Mr. Lucas reported that the Budget/Finance Committee reviewed the monthly financial reports and the proposed FY23 Budget. The Budget/Finance Committee recommended approval of the budget, contingent on the state budget.

**MOTION:** Mr. Collins moved to approve the FY23 Budget as presented. Ms. Daughters seconded the motion. The motion passed 8-0 by the following roll call vote:

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

Nays: None

Not Voting: Easter

**Dam Committee Report:**

Mr. Lucas reported that NRCS has asked for information on District-owned dams for a database update, he and Mr. Bayless will be meeting June 1 to work on this. Information was shared at the recent dam owners meeting regarding the impact of solar arrays on watersheds.

Mr. Talley related that the dam owners meeting covered options for performing the required annual drills, easement issues, and the impact of solar farms and other development within the watershed. Staff will start the bid process for installation of additional remote monitors once the equipment is available from DCR.

Mr. Pratley noted that legislation allows a developer to assist with funding spillway improvements required by increased downstream development. Upstream development like the situation at Spring Creek was also discussed at the dam owners meeting.

Directors then further discussed solar farms and stormwater regulations.

**Agriculture Committee Report:**

Mr. Lucas reported on the Agriculture Committee's consideration of VACS approvals, review of cropland practices, and policy changes for FY23.

Mr. Pratley noted that the WP-6 practice for chemical handling facilities is being eliminated. He complimented Ms. Eiserman for bringing in another orchard just under the wire before the practice is eliminated, so the District will complete two of these projects.

Mr. Thompson clarified that the WP-6 has been reduced from cost-share to tax credit because of its cost relative to benefits in the Bay model. Mr. Lucas said the state indicated the practice will be one more year as a tax credit then go away altogether.

Mr. Lucas complimented the ag team for getting very close to expending 90 percent of the allocated money. Mr. Thompson concurred.

Ms. Daughters asked if they are on track to make 90 percent by year-end. Ms. Coates replied that the goal is to get as close to it as possible. Ms. Moyer said they were at 85 percent based on the last approvals, and a decision would need to be made prior to the next Board meeting if they want to voluntarily return a portion of cost-share funds to guarantee 90 percent. Ms. Coates explained how returning a small amount of funds if necessary to reach 90 percent would result in keeping more TA than if they come under.

Ms. Coates commented that the ag team not only delivered this amount of cost-share but also stepped up to help with urban and education programs during staff vacancies.

*Special Authorization Delegated Authority for EOY Cost Share and TA to Agriculture Committee Chair:*  
Ms. Coates explained that DCR prefers this authorization to be specifically noted in the minutes so that the Agriculture Committee chair has authority to approve the return of cost-share and TA if necessary on June 21.

**MOTION:** Mr. Collins moved to approve the special authorization delegated authority. Mr. Murray seconded the motion. The motion passed 8-0 by the following roll call vote:

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

Nays: None

Not Voting: Easter

**CONSENT AGENDA**

1. **Committee Minutes:** Agriculture Committee (5/17/22), Budget/Finance Committee (4/27/22 and 5/23/22), Personnel/Operations Committee (5/12/22)
2. **Consent Items:** Agriculture Cost-Share and Tax Credits (see lists below)

**CONSENT AGENDA** (cont'd.)

5/25/2022

**Agriculture Practices**

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Swift Run Farm	02-20-0119	381313	FR-3	-	-	-	Yes
Bundoran Farm Community Association, Inc	02-22-0109	476579	SL-7	\$ 18,025.54	\$ 1,502.13	-	Yes
Burnley Farm	02-22-0112	476691	SL-6W	\$ 23,554.44	\$ 254.29	-	Yes
Burnley Farm	02-22-0112	476692	SL-6N	\$ 10,337.80	\$ 1,391.63	-	Yes
Norfields Farm	02-22-0113	476693	SL-6W	\$ 8,856.38	-	-	Yes
Norfields Farm	02-22-0113	476694	WP-2W	\$ 5,939.04	\$ 71.19	-	Yes
Speyer	02-22-0114	476715	CCI-SL-6W	\$ 12,410.00	-	-	-
Silver Creek Orchard	02-22-0115	476738	WP-6	\$ 149,650.00	\$ 12,587.50	-	Yes
<b>Increases</b>							
Pitsiokos	02-22-0059	466029	SL-6W	\$ 2,835.00	\$ 481.08	-	-
Wachtmeister	02-21-0069	422977	FR-1	\$ 6,883.88	\$ 1,447.81	-	-

**MOTION:** Mr. Lucas moved to approve the Consent Agenda. Ms. Daughters seconded the motion. The motion passed 8-0 by the following roll call vote:

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

Nays: None

Not Voting: Easter

**RATIFICATION AGENDA:**

- 1. Ratification List:** Agriculture Committee, Budget/Finance Committee, Education Committee, Personnel/Operations Committee (see list below)

<b>Ratification Agenda - May 25, 2022</b>										
Item	Delegated Authority	Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval	Approval Date
<b>Agriculture Committee</b>										
1	Lucas	Triple 2 Farms	02-20-0129	385175	SL-6W	\$ 1,362.76	-	-	-	5/7/2022
<b>Budget/Finance Committee</b>										
2	Meeks	Vehicle Equipment - Purchase of Catalytic Converter Anti-Theft Plates for \$900								5/19/2022
<b>Education Committee</b>										
3	Meeks	Youth Conservation Camp Scholarship Award								5/6/2022
<b>Personnel/Operations Committee</b>										
4	Thompson	Job Description for Administrative and Office Assistant								5/19/2022

**MOTION:** Mr. Collins moved to approve the Ratification Agenda. Ms. Daughters seconded the motion. The motion passed 8-0 by the following roll call vote:

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

Nays: None

Not Voting: Easter

**COOPERATING AGENCIES REPORTS:**

**DCR:** DCR provided a written report.

**NRCS:** Mr. Kirkland shared federal program updates. The EQIP conservation incentive contract ranking deadline is June 3. Preapproved contracts are moving to contract obligation. Louisa and Fluvanna received one additional pasture land application, bringing their total to 12. They are working with eight preapprovals in Albemarle and Nelson. Additional EQIP funding assistance has not been received. The CSP ranking deadline is May 27. They are also working with several Emergency Conservation Program applicants; Louisa and Fluvanna have 13 requests and Albemarle and Nelson have 4 requests for that funding. Local workgroup minutes have been submitted to the state office. Mr. Bayless is assisting with a forestry and wildlife bus tour planed in Louisa on October 28. The Louisa Service Center will host a summer intern from Puerto Rico. The current office staffing level is 100 percent, but they continue to monitor community COVID levels. No updates are available on when the vacant Louisa soil conservationist position will be advertised.

Mr. Bayless noted that the bus tour is in the planning stages, so the date is tentative. A planning meeting will be held in July at the Louisa VCE office. More information will be available closer to the date.

**VCE:** No updates.

**DEQ:** DEQ provided a written report. Mr. Thompson noted DEQ staffing changes. Ms. Coates and Mr. Thompson responded to questions from Mr. Pratley regarding 319 grants and TMDL planning.

**FSA:** No updates.

**TJWRP Foundation:** Mr. Thompson noted the great assistance from Marie Abowd on Foundation work. Mr. Thompson will be meeting with a potential Foundation Director appointee in mid-June.

**VASWCD/NACD:** Mr. Pratley called attention to a newsletter item regarding the NACD president's upcoming House Subcommittee testimony.

**VSHC:** Ms. Coates noted a recent national legislature update.

**DOF:** No updates.

**STAFF REPORTS:**

Ms. Coates shared the site visit report and staff newsletter items of interest. She then reviewed the District's organizational chart and future staffing plans.

**DIRECTOR REPORTS:**

Mr. Lucas reported on a recent meeting with the Lake Anna Civic Association regarding efforts to reduce harmful bacteria on the lake.

Mr. Murray reported on contact from a Crozet citizen concerned that Montclair Stream was buried by a developer.

**ADJOURNMENT:**

There being no further business, the chair adjourned the meeting at 11:37 a.m.

Submitted by: \_\_\_\_\_  
*Recording Secretary*

Approved: \_\_\_\_\_  
*Chair*