

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

Remote Participants:

Directors: Joseph Thompson (Chair), Mark Campbell, David Collins, Carolyn Daughters, Enrique Hernandez, Julie Jones, Stephen Lucas, Steven Meeks, Angus Murdoch (joined at 10:09 a.m.), Thomas Pratley (joined at 10:03 a.m.)

Assoc. Directors: Navarre Bartz (joined at 10:07 a.m.), Lonnie Murray, Mark Wastler

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

Agencies: Dana Bayless, 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. Collins seconded the motion. The motion passed 8-0 by the following roll call vote:

Ayes: Campbell, Collins, Daughters, Hernandez, Jones, Lucas, Meeks, Thompson

Nays: None

Absent: Murdoch, Pratley

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

ANNOUNCEMENTS: None.

PUBLIC COMMENT: Mr. Thompson noted the receipt of an email from Luis Oyola requesting that the Board consider changing the name of the District. The topic will be placed on the September meeting agenda. Mr. Thompson summarized the Code requirements for a name change.

ADDITIONS/CHANGES TO AGENDA: Ms. Coates asked to add approval for the sick leave payout to Mary Eiserman as an action item under the Personnel/Operations Committee.

ACTION ITEMS:

Directors Meeting Minutes:

MOTION: Mr. Pratley moved to approve the Directors Meeting Minutes for June 29, 2022. Ms. Daughters seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Hernandez, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None

Budget/Finance Committee Report:

Mr. Lucas reported that the Budget/Finance Committee did not have a quorum. Attendees informally discussed some budgetary concerns but no actions were taken. Financial reports were provided to Committee members.

Treasurer's Report and Financial Statements – June 2022:

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

Expense Reimbursement Policy:

Mr. Lucas noted that the Desktop Procedures now require travel expenses to be submitted within 60 days. The proposed amendment updates the policy manual to reflect that requirement.

MOTION: Ms. Daughters moved to approve the change in the expense reimbursement policy to bring the policy in line with the Desktop Procedures. Mr. Collins seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Hernandez, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None

Personnel/Operations Committee Report:

New Contract – UVA Work-Study Program:

Ms. Coates summarized the proposed contract for UVA work-study students to assist with the District's education program. Work-study would pay 75 percent of the students' wages and the District would pay 25 percent. Many seasonal employees who previously assisted with the Albemarle and Charlottesville programs at Camp Albemarle are no longer available. The contract has been sent to OAG for review.

Ms. Jones offered to share the posting with community contacts. Mr. Pratley proposed approving the contract contingent upon OAG approval.

MOTION: Ms. Jones moved to authorize Ms. Coates to approve the UVA work-study contract once she hears back from OAG if there are no substantive alterations to the contract. Mr. Collins seconded the motion. The motion passed 10-0 by the following roll call vote:
Ayes: Campbell, Collins, Daughters, Hernandez, Jones, Lucas, Meeks, Murdoch, Pratley, Thompson
Nays: None

New Contract – James River Association Buffer Program:

Ms. Coates explained that this contract extends the District's participation with the JRA buffer program with new funding from the Virginia Environmental Endowment. This contract will go to OAG for review after District staff and JRA work out details on the number of estimated projects.

MOTION: Ms. Jones moved to authorize Ms. Coates to approve the JRA buffer program contract once she hears back from OAG if there are no substantive alterations to the contract. Mr. Lucas seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Sick Leave Payout:

MOTION: Mr. Collins moved to approve the payout for unused sick leave to former employee Mary Eiserman. Ms. Daughters seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Ms. Coates related that she is working with Ms. Daughters and Mr. Lucas, the Louisa County Directors, to review the Louisa ESC contract. They will be meeting with Louisa County staff in August.

Legislative Committee Report:

Mr. Campbell reported that the Area II legislative meeting is August 4. He offered to share registration information with anyone who would like to attend.

Ms. Coates stated that all Area II legislative agenda submissions are included in the Board packet for information.

Mr. Campbell noted that a 21,000-acre solar facility was just approved in Charlotte County. Directors discussed concerns and guidance needs for large-scale solar projects.

Rivanna River Basin Commission – TJSWCD Appointment:

Mr. Thompson related that Mr. Murray was serving on the Rivanna River Basin Commission as the TJSWCD representative. A replacement is needed since Mr. Murray is no longer a District Director.

Mr. Murray shared information on the RRBC meeting schedule and membership requirements. Staff will send the RRBC website link to Directors for review.

Water Resources Committee Report:

Mr. Lucas encouraged those interested to join the Water Resources Committee and consider serving as chair. He is temporarily leading the Committee until a new chair is selected. The Committee discussed VCAP site visit requirements and recommended one septic approval Nelson and one VCAP project in Louisa.

Ms. Coates explained that spot checks will be required for 10 percent of VCAP projects statewide, and the District has been provided a list to complete within one year.

Mr. Murray asked if Associate Directors can serve as Committee chairs. Mr. Thompson and Ms. Coates agreed they can if they are voting members.

Directors discussed the related time commitments. Mr. Bartz offered to chair the Water Resources Committee for the short-term.

Director Appointment Ad Hoc Committee Report:

Mr. Thompson reported that Mr. Campbell, Mr. Lucas, and he met to discuss the selection process to recommend an individual to fill the Board vacancy. They discussed a vacancy policy, application questions, and interviews.

Mr. Pratley asked to add the applicable residency requirements to the proposed policy. Ms. Moyer commented that the appointee has to meet the same eligibility terms as anyone who would stand for election; an elected Director has to reside in the locality where they stand for election, so a Director appointed to replace them would have to meet the same qualifications. Mr. Thompson stated that applicants will be asked if they are willing to run for election at the end of the term.

Mr. Thompson related that they have two candidates at this point. Applicants will be invited to join as Associate Directors if not selected for the Board appointment.

MOTION: Mr. Lucas moved to approve the Director vacancy policy with the inclusion of the eligibility requirements. Ms. Daughters seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Agriculture Committee Report:

Mr. Lucas reported that the Agriculture Committee recommended approval of the secondary considerations, ranking sheet, cost-share policies, and average cost lists; all are similar to prior-year policies. The Committee recommended using FY23 rates for projects awaiting approval. Carryover practices will be adjusted to FY23 rates.

Mr. Lucas summarized discussion of a well failure at Red Horse Farm; the preferred solution is to tie into a reliable well on the other side of the farm. The Committee agreed to DCR's request to send letters to seven NRCS participants regarding practice verification for the Bay model.

CONSENT AGENDA

1. **Committee Minutes:** Agriculture Committee (7/19/22); Water Resources Committee (7/19/22)
2. **Consent Items:** Agriculture Cost-Share, Septic Cost-Share, Urban Cost-Share (see attached list)

CONSENT AGENDA (cont'd.)

7/27/2022

Agriculture Practices

Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Potential Tax Credit	Final Tax Credit	Conservation Plan Approval
Mangham	02-20-0161	387241	SL-11	-	-	\$ 463.75	-

Urban Practices

Last Name / Business	Contract #	Practice Code	Estimated Cost Share	Funding Source
Bradley	02-22-011	PP	\$ 5,320.00	VCAP

Septic Practices

Last Name	Contract #	Instance	Practice Code	Estimated Cost Share
Coates	02-23-0005	487662	RB-3M	\$ 1,000.00

MOTION: Mr. Meeks moved to approve the Consent Agenda. Mr. Collins seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

RATIFICATION AGENDA:

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

Ratification Agenda - July 27, 2022					
Item	Delegated Authority	Description			Approval Date
Agriculture Committee					
1	Lucas	FY2023 Average Cost List			7/20/2022
2	Lucas	FY2023 Secondary Considerations			7/21/2022
3	Lucas	FY2023 Ranking Sheet			7/21/2022
4	Lucas	FY2023 Practice Guidelines			7/21/2022
Personnel/Operations Committee					
5	Thompson	FY23 DCR Grant Agreement	Administrative and Operational Support		7/7/2022
6	Thompson	FY23 DCR Grant Agreement	Cost-Share and Technical Assistance		7/7/2022
7	Thompson	Tye TMDL (PO 16680)	Modification #4	Extension to 3/31/2023	7/11/2022

MOTION: Mr. Pratley moved to approve the Ratification Agenda. Mr. Collins seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Nays: None

COOPERATING AGENCIES REPORTS:

DCR: DCR provided a written report.

NRCS: Mr. Kirkland shared federal program updates and staffing updates (see attached written report).

VCE: Mr. Hernandez reported on outreach efforts regarding worker protection standards and pesticide applicator training.

Mr. Pratley asked about the status of efforts to keep the agrichemical handling facility practice. Mr. Thompson said the District will encourage through staff representation on the TAC that the practice be retained as a cost-share item or at minimum for tax credit.

DEQ: DEQ provided a written report. Mr. Pratley asked about PCB impairments in the Hardware River. DEQ will be contacted for clarification.

FSA: No updates. Mr. Thompson noted FSA's press release regarding CREP funding.

TJWRP Foundation: Mr. Thompson reported on his meeting with the Eastons regarding their interest in planning the remainder of their property under easement. The current easement includes a riparian buffer along the Rivanna River.

VASWCD/NACD: Mr. Meeks reported that he is attending the national Envirothon competition to support the Louisa County High School team. He recently attended the NACD Summer Meeting in Puerto Rico, sitting on the NACD Executive Board and chairing the Southeast Region.

VSHC: No updates.

DOF: No updates.

STAFF REPORTS:

Ms. Coates shared highlights from staff newsletter.

Ms. Coates presented a video prepared by Ms. Hyatt for Mr. Meeks' induction into the NACD Southeast Region Conservation Hall of Fame.

Ms. Coates encouraged Directors to visit the District's website to view the video on the equine grant project at Virginia Polo.

DIRECTOR REPORTS:

Mr. Thompson congratulated Mr. Meeks on his NACD award. Mr. Thompson reported that Kim Tingley has resigned as an Associate Director to focus on climate issues.

ADJOURNMENT:

There being no further business, the chair adjourned the meeting at 12:14 p.m.

Submitted by: _____
Recording Secretary

Approved: _____
Secretary