

**THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**January 25, 2023**

**Present:**

*Directors:* Joseph Thompson (Chair), Mark Campbell, David Collins, Enrique Hernandez, Julie Jones, Rosalyn Koontz, Stephen Lucas, Steven Meeks, Angus Murdoch

*Staff:* Anne Coates, Mark McEldowney, Jessica Shippen-Hansen

**Remote Participants:**

*Directors:* Carolyn Daughters

*Staff:* Courtney Harlow-Humphreys, Lisa Hyatt, Luke Longanecker, Amy Moyer, Meghan Sobott, Tim Talley

*Agencies:* Debbie Cross (DCR), Kory Kirkland (NRCS)

**Absent:**

*Directors:* John Easter, Thomas Pratley

*Assoc. Directors:* Navarre Bartz, Richard Fox, Lonnie Murray, Carrie Swanson, Mark Wastler

A regular meeting of the Thomas Jefferson Soil and Water Conservation District Board of Directors was held at the Greenwood Community Center, 856 Greenwood Road, Crozet, Virginia.

**CALL TO ORDER:** Mr. Thompson called the meeting to order at 10:04 a.m.

**APPROVAL OF REMOTE PARTICIPATION:** Mr. Thompson related that Ms. Daughters asked to participate remotely for medical reasons. Mr. Meeks moved to approve remote participation by Ms. Daughters. Mr. Lucas seconded the motion. The motion passed unanimously. Ms. Daughters participated remotely from her home in Louisa, Virginia.

**ANNOUNCEMENTS:** None.

**GUEST INTRODUCTIONS:** None.

**ADDITIONS/CHANGES TO AGENDA:** None

**PUBLIC COMMENT:** None

**ACTION ITEMS:**

**Directors Meeting Minutes – September 28, 2022, and December 14, 2022:**

**MOTION:** Mr. Lucas moved to approve the Directors Meeting Minutes for September 28, 2022, and December 14, 2022. Mr. Meeks seconded the motion. The motion passed unanimously.

**Nominating Committee Report:**

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

Mr. Campbell presented the slate as Mr. Thompson (Chair), Mr. Lucas (Vice Chair), Mr. Meeks (Treasurer), and Ms. Daughters (Secretary).

**MOTION:** Ms. Jones moved to appoint the slate as presented by the Nominating Committee. Mr. Campbell seconded the motion. The motion passed unanimously.

**Budget/Finance Committee Report:**

*Treasurer's Report and Financial Statements – January 2023:* Mr. Meeks mentioned the Budget/Finance Committee did not meet this morning due to lack of quorum. He reviewed the financial reports provided by staff and everything seemed to be in order.

**MOTION:** Mr. Lucas moved to approve the Treasurer's Report. Ms. Koontz seconded the motion. The motion passed unanimously.

*Bank Signature Card Updates:*

Ms. Moyer related that she and Ms. Coates recently met with the Truist account manager. During that meeting, Ms. Coates asked that Mr. Thompson be added to the signature cards for the bank accounts. This change requires Board approval.

**MOTION:** Mr. Meeks moved to approve the addition of Mr. Thompson to the banking resolution and signature cards. Mr. Collins seconded this motion. The motion passed unanimously.

Mr. Meeks mentioned one of the CDs recently matured and the funds were moved to the state investment account for better returns. The other CD will mature in the next few months.

**Committee Sign-up and Delegated Authority:**

Ms. Coates explained that anytime the chair or vice chair is changed within a Committee, the delegated authority changes and needs to be approved by the Board. Ms. Jones is taking vice chair for the Personnel/Operations Committee and will be the alternate delegated authority. Lonnie Murray is chairing the Water Resources Committee as an Associate Director and will be the delegated authority.

**MOTION:** Ms. Jones moved to approve the revised delegated authority list. Mr. Campbell seconded the motion. The motion passed unanimously.

**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 the FOIA Officer and Records Retention Officer. Ms. Jones seconded the motion. The motion passed unanimously.

**Review of District Documents:**

*Strategic Plan, Annual Plan of Work, Desktop Procedures, and Policy Manual (including Personnel Policy):*

Ms. Coates noted that the Board adopts the plans and policy manual, while the Desktop Procedures are provided by DCR, and review of these documents throughout the year is required. No revisions are proposed at this time.

Directors discussed the process for reviewing plan and policy amendments. Ms. Coates requested permission to modify staff member names on the Annual Plan of Work as needed to reflect personnel changes. Mr. Thompson remarked on the importance of remembering and reaffirming these operating frameworks. Ms. Coates and Mr. Thompson noted that Committees have been also been reviewing their Strategic Plan items.

**MOTION:** Ms. Jones moved to affirm review of the documents and to authorize Ms. Coates and Ms. Moyer to make minor changes to the documents to keep them timely. Mr. Meeks seconded the motion. The motion passed unanimously.

**Agriculture Committee Report:**

Mr. Lucas reported that the Agriculture Committee recommended approval of VACS cost-share projects, discussed policy for the new CCI-WP-4 practice and deferred approval of this practice pending additional guidance, reviewed the Committee roster and delegated authority recommendations, and heard updates from staff on the RIPE grant.

Ms. Shippen-Hansen and Ms. Coates shared additional information on the RIPE grant, which will provide incentives for farmers to adopt climate-smart practices with an emphasis on underserved communities.

Mr. Lucas also reported that the Committee discussed the potential cost list addition for a WP-4 practice for equine manure composting. Mr. Lucas stated that Mr. Longanecker received several inquiries about equine manure after a presentation to the Charlottesville Area Association of Realtors. Mr. Longanecker noted that he reached out to Sara Bottenfield about the mid-year cost list change.

Mr. Longanecker related that over 50 percent of 2023 VACS funding is obligated after cover-crop cancelations. Ms. Coates noted the need to plan ahead for staffing and equipment for an even larger cost-share year next year.

Mr. Longanecker said that VASWCD reported on the potential for the WIP deadline to move to 2030 instead of 2025. Mr. Campbell commented that this would be the new deadline for mandatory stream exclusion practices to align with full funding for SWCDs to meet the WIP III goals. Ms. Jones asked if the increased cost-share funding comes with increased administrative funding. Ms. Coates said there will potentially be additional technical assistance funding, which is traditionally used for technical staff, but they will have to look for other funding to support administrative staff and operations costs.

**Water Resources Committee Report:**

Mr. Lucas reported that the Water Resources Committee recommended approval of a septic tank pump-out in the Tye watershed and two VCAP projects for permeable pavers, one of which also incorporates an alternative grass parking area.

Ms. Sobott spoke about parking lot project consisting of half traditional permeable pavers and the other half plastic grid with tall fescue.

Mr. Lucas reported that the Committee welcomed Ms. Koontz, discussed the slow use of Goldmine Creek funds and how to encourage use more of these funds, and reviewed the delegated authority list. Lonnie Murray will chair the Committee and have delegated authority, Mr. Lucas will be the alternate delegated authority, and Navarre Bartz will be an advisory member as an Associate Director. Ms. Sobott is planning outreach on VCAP programs that may be helpful for flooding issues in Louisa County.

Ms. Coates noted that the staff newsletter includes the septic program balances. Mr. Collins asked if the Goldmine Creek program has ended. Ms. Coates replied that this program has been extended, and Mr. Lucas, Ms. Hyatt, and Ms. Abowd are looking at additional outreach. Ms. Coates said she believes the grant will continue and Culpeper District is the lead on this.

**Personnel/Operations Committee Report:**

*Closed Session – Salary and Title Change:*

**MOTION:** Mr. Lucas moved to enter closed session for personnel matters regarding District employees in accordance with Virginia Code § 2.2-3711 (A) (1). Mr. Campbell seconded the motion. The motion passed unanimously. Ms. Coates and Ms. Moyer were asked to remain present for the closed session.

**MOTION:** Upon returning to open session, Mr. Lucas moved to certify that, to the best of each Director’s knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion by which the closed session was convened were heard, discussed, or considered in the closed session. Mr. Hernandez seconded the motion. The motion passed 10-0 by the following roll call vote:

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

Ms. Jones left the meeting at this time.

**MOTION:** Mr. Lucas moved to support the items that the Board came to consensus on during closed session. Mr. Campbell seconded the motion. The motion passed unanimously.

**CONSENT AGENDA**

1. **Committee Minutes:** Agriculture Committee (12/14/2022 and 1/17/2023), Water Resources Committee (1/17/203)
2. **Consent Items:** Agriculture Cost-Share, Residential Cost-Share (see attached list)

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

1/25/2023

<b>Agriculture Practices</b>						
<b>Last Name / Business</b>	<b>Contract #</b>	<b>Instance</b>	<b>Practice Code</b>	<b>Estimated Cost Share</b>	<b>Final Tax Credit</b>	<b>Conservation Plan Approval</b>
JA Coleman Bros	02-23-0031	521628	SL-8H	\$ 252.00	-	-
Engel Family Farms Inc.	02-23-0028	521649	SL-8B	\$ 4,270.00	-	-
Early Dawn Dairy	02-23-0051	521409	SL-8H	\$ 882.00	-	-
McDaniel	02-23-0080	521413	CCI-SL-6W	\$ 6,206.25	-	-
Riverview Farms Cattle, LLC	02-23-0081	521576	CCI-SL-6W	\$ 15,161.25	-	-
Riverview Farms Cattle, LLC	02-23-0082	521610	CCI-SL-6W	\$ 13,861.25	-	-
Riverview Farms Cattle, LLC	02-23-0083	521612	CCI-SL-6W	\$ 8,296.25	-	-
Buck Mountain Farm LLC	02-23-0086	521627	SL-7	\$ 10,539.16	-	Yes
Speyer	02-23-0087	521629	SL-1	\$ 37,350.00	-	Yes
Flick	02-23-0088	521630	SL-6W	\$ 59,448.09	-	Yes
Hubler	02-23-0089	521633	SL-6W	\$ 31,180.80	-	Yes
Eltzroth	02-23-0090	521634	CCI-SL-6W	\$ 7,007.50	-	-
Norford	02-23-0091	521635	SL-6W	\$ 79,290.88	-	Yes
Norford	02-23-0091	521638	SL-6W	\$ 100,998.82	-	Yes
Mallory	02-23-0093	521640	SL-7	\$ 9,669.38	-	Yes

Urban Practices				
Last Name / Business	Contract #	Practice Code	Estimated Cost Share	Funding Source
Edmonson	02-23-011	PP	\$ 20,000.00	VCAP
Edmonson	02-23-012	IRS	\$ 1,000.00	VCAP
Hamilton	02-23-013	PP	\$ 20,000.00	VCAP

Septic Practices				
Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share
Toliver	02-23-0094	521670	RB-1	\$ 200.00

**MOTION:** Mr. Meeks moved to approve the Consent Agenda. Mr. Collins seconded the motion. The motion passed unanimously.

#### RATIFICATION AGENDA:

- 1. Ratification List:** Personnel/Operations Committee, Agriculture Committee

Ratification Agenda - January 25, 2023								
Item	Delegated Authority	Last Name / Business	Contract #	Instance	Practice Code	Estimated Cost Share	Approval Date	
<b>Personnel/Operations Committee</b>								
1	Thompson	Hardware TMDL (PO 17166) Modification #1						12/19/2022
<b>Agriculture Committee</b>								
2	Lucas	Burnley Farm	02-22-0112	476691	SL-6W	\$ 599.75	1/12/2023	
3	Lucas	Wayson	02-23-0065	519321	WP-2W	\$ 4,206.60	1/12/2023	

**MOTION:** Mr. Lucas moved to approve the Ratification Agenda. Mr. Meeks seconded the motion. The motion passed unanimously.

#### COOPERATING AGENCIES REPORTS:

**DEQ:** DEQ provided a written report.

**NRCS:** Mr. Kirkland reported that the EQIP ranking deadline for high tunnel and conservation activity plan applications will be February 3. All other livestock, cropland, and forestry EQIP applications are to be ranked March 3. NRCS staff are currently working with those applicants and evaluating resource concerns. Final program guidance has been received with no major changes. The CSP ranking deadline is May 26. Work continues on an agricultural land easement in Nelson County. Mr. Hernandez and Dana Bayless have organized an event for this evening. Mr. Kirkland also shared staffing updates (see attached written report).

**VCE:** Mr. Hernandez reported that the soils program will start tonight at the Fluvanna unit office. Carrie Swanson will be handling some virtual courses. They hope to do hands-on training for producers when the weather improves. Mr. Hernandez hopes the program works out well and is something they can continue to offer to residents in the surrounding counties.

**TJWRP Foundation:** Mr. Thompson reported that Foundation Directors have completed all but one easement inspection. The remaining one will be done in the next three weeks. Mr. Thompson summarized an easement inquiry regarding a lot that goes down to Rivanna River in the area of an ongoing City trail project. Mr. Thompson suggested that this landowner get a written proposal from the City and consult with a land attorney regarding deed protections before pursuing an easement. Mr. Thompson said he continues to receive occasional communications from two other individuals regarding potential easements.

**VASWCD:** Mr. Meeks noted the legislative tracking reports from Don Wells, which includes an item on the WIP III extension. The proposed amendments will be discussed at the Association meeting on Wednesday. VASWCD supports the extension and has asked DCR to provide information on SWCD progress towards WIP III goals.

**NACD:** Mr. Meeks stated the NACD Annual Meeting is coming up in New Orleans. Mr. Meeks and Ms. Shippen-Hansen plan to attend. Ms. Coates noted that NACD is a partner on the RIPE grant. Mr. Meeks hopes to participate in the in-person legislative fly-in this spring.

**DCR:** Ms. Cross summarized information from her written report, noting that the District will receive \$6,150 for the end-of-lifespan verifications that staff completed in the fall. The IRS mileage rate changed to 65.5 cents effective January 1. The Governor's proposed budget has a significant amount of additional funds, but new funds will be directed to the agricultural BMP program and technical assistance, not operations. Ms. Cross reminded staff to follow up on random verifications with participants and update the verification module. General Assembly crossover day is February 7.

#### **STAFF REPORTS:**

Ms. Coates reported that she and Mr. Thompson have discussed rotating staff through the Board meetings to make introductions and share presentations. Ms. Hyatt has added a save-the-date list to the staff newsletter. Ms. Coates noted that the District is hosting the Area II regional meeting on April 19, and it may not be possible to hold a separate Board meeting the next week. Ms. Coates said that Area III has reached out about guest speakers for their event, and their ideas will be helpful. Envirothon will be held at Camp Albemarle on March 23 from 9:00 a.m. to 2:00 p.m., and Directors are encouraged to volunteer or attend the presentations.

Ms. Coates related that the next three Board meetings will be at DOF. Staff will try to schedule at least one meeting in each locality during the year.

Ms. Coates noted other items of interest in the staff newsletter, including Tim Talley's award as conservation employee of the year at the VASWCD Annual Meeting. She thanked Mr. Meeks for his encouragement and Mr. Longanecker for getting Mr. Talley down to the annual conference.

#### **DIRECTOR REPORTS:**

Mr. Lucas reported that Mr. Talley met with the state dam engineer regarding converting two dams from conditional to regular O&M certificates. Mr. Lucas noticed a property where one of the District dams is located is listed for sale; he reached out to the property owner regarding the dam easement and conservation easement on the property.

Mr. Collins reported that the TMDL meeting for Hat and Black Creek has been moved to next Monday. Mr. Collins will follow up with Mr. Longanecker on a question regarding boundary fences.

Mr. Thompson related that Lonnie Murray contacted him regarding a developer's potential interest in placing an easement on land adjacent to a subdivision.

**ADJOURNMENT:**

There being no further business, the chair adjourned the meeting at 11:59 a.m.

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

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