

LOUDOUN SOIL AND WATER CONSERVATION DISTRICT DIRECTORS' MEETING

Electronic Meeting via 3cx

Thursday, May 21, 2020

The meeting was called to order at 4:05 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; JOHN FLANNERY, JIM HILLEARY, and MICHELLE THOMAS, DIRECTORS, Suzanne Brown, Pat McIlvaine, Jay Frankenfield, Chris Van Vlack, Jennifer Venable, Kris Dennen, Peter Holden, LSWCD Staff; Debbie Cross, DCR; Kendall Tyree, VASWCD.

Declaration of Purpose of Emergency Electronic Meeting

The meeting was held virtually due to the Coronavirus/COVID-19 state of emergency. Amendment 28 to § 54.1-2345 of the Code of Virginia provides authority for public bodies, including agencies, boards, and common interest communities to conduct electronic meetings during a declared state of emergency when it is impracticable or unsafe to assemble a quorum in a single location. The meeting was advertised on the District website and contact information for attending the meeting virtually was also posted in accordance with guidance from the VA Attorney General's Office.

♦ **A motion was made to conduct an electronic meeting due to the declaration of emergency related to COVID-19. Approved as presented. (Flannery-Hilleary, 3-0).**

ACTION ITEMS:

♦1) **Approval of Minutes:** (Distributed for review prior to the meeting).

A motion was made to approve the minutes of the March 12, 2020 board meeting. Approved as presented. (Flannery-Hilleary, 3-0)

♦2) **Treasurer's Report:**

The Treasurer's Report was distributed to the Board for review. Bank reconciliations and the list of outstanding checks were reviewed and reconciled by the Finance Committee Chairman during the Finance Committee meeting. *** **A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Flannery-Hilleary, 3-0).**

Reports/Actions: Committee Reports

♦3) **Technical Review Committee**

a) **VA Aq BMP Cost-Share Program and Aq BMP Tax Credit Program**

Item 1: A motion was made to approve the Technical Review Minutes from 5/15/20. Approved as presented. (Flannery-Hilleary, 3-0)

Item 2: A motion to approve 11 state cost share instances totaling \$114,290.50 and 3 tax credit of \$2,048.63. Approved as presented. (Flannery-Hilleary, 3-0).

Item 3: A motion to approve 2 County cost share instance totaling \$5,335.00. Approved as presented. (Flannery-Hilleary, 3-0).

Item 4 : A motion to approve transfer of \$68,063.00 in state cost share funds from NVSWCD. Approved as presented. (Flannery-Hilleary, 3-0).

Item 5: A motion to approve the acceptance of state cost share funds from any other District if needed. Approved as presented. (Flannery-Hilleary, 3-0).

♦4) **Finance Committee**

a) A motion was made to approve the 3/12/20 Finance committee minutes. Approved as presented. (Flannery-Hilleary, 3-0).

◆5) **Executive Committee**

a) **Office Supplies related to COVID-19** – During the course of the last few weeks, the Executive Committee approved the purchase of various office supplies for staff and the office. **A motion was made to approve the staff/office supply expenses (printer, toner, cleaning wipes, etc.) approved by the Executive Committee in the past month. Approved as presented. (Flannery-Hilleary, 3-0).**

b) **Cost-Share Checks-Signature** – District policies require two signatures (one being a Director) for cost share checks over \$15,000. Due to limited availability of Directors during the COVID-19 pandemic, the Executive Committee authorized the District Operations Manager (in the absence of an available Director) to be included as an approved second signature for cost share checks over \$15,000. **A motion was made to authorize the District Operations Manager to sign as the second signature for cost-share checks over \$15,000, if a Director is unavailable. Approved as presented. (Flannery-Hilleary, 3-0).**

◆6) **District Operations - Action Items**

a) **Office Preparation for COVID-19-Finance Committee Authorization**

Due to the current COVID-19 situation, modifications will be necessary as staff begin to return to the workplace (PPE, cleaning supplies, markers on floor, etc.) As things continue to change, staff recommends authorizing the Finance Committee to approve purchases needed to ensure the safety of employees and our clientele. **A motion was made to authorize the Finance Committee to approve the necessary purchases related to COVID-19 safety protocol. Approved as presented. (Flannery-Hilleary, 4-0) (Director Thomas joined the call-technical difficulties earlier)**

b) **LSWCD Office policy related to COVID-19 & Re-opening plan- Personnel Committee Authorization**

As ramifications of COVID-19 continue to affect the workplace, an official policy outlining office procedures should be developed. In addition, as we start to think ahead about re-opening we realize things will continue to look differently for the foreseeable future. It is recommended to authorize the Personnel Committee and the District Operations Manager to develop office procedures and policy related to COVID-19 and a plan for staff scheduling/teleworking. **A motion was made to authorize the Personnel Committee and the District Operations Manager to develop the COVID-19 operating procedures and policy for the office workspace and staff. Approved as presented. (Flannery-Hilleary, 4-0).**

Reports: Cooperating Agencies/Entities

DCR-Division of Soil & Water Conservation– Debbie Cross, Conservation District Coordinator

(Report distributed prior to the meeting) **Admin./Ops**: Governor Northam has signed the state budget. **Ag Cost Share**: Loudoun was commended for achieving 107% on its allocations. All Area II Districts had +90% on their allocations. *** The end of July 2020 is now the deadline for carryover. *** The cost share update will be held as a webinar. *** District offices will be given 1 printed cost share manual per office. It will be available on-line.

Reports/Actions: District Programs

Staff Monthly Reports (Reports distributed prior to the meeting)

a) **Conservation Specialist III** – Patricia McIlvaine

b) **Conservation Specialist II** -- Jay Frankenfield

c) Urban/Ag Conservationist -- Chris Van Vlack

d) Education Specialist – Jennifer Venable

e) Program Assistant -- Kristin Dennen

f) District Financial Officer -- Pete Holden

g) District Operations Manager -- Suzanne Brown

Information items:

Other:

◆1) **Potomac Council Roundtable:**

No report.

2) Rural Economic Development Council (REDC): Robin Bartok (Absent)

No report.

Upcoming:

The next Technical Review will meet electronically Thursday, June 25, at 1 p.m.

The Finance Committee will meet electronically on Thursday, June 25 at 3:00 p.m.

The next scheduled District Board meeting will be held electronically on Thursday, June 25 at 4 p.m.

Adjournment: There being no further business, a motion was made to adjourn the meeting. Approved. (Flannery-Hilleary, 4-0). The meeting was adjourned at 5:00 p.m.

Respectfully submitted:

Approved:

Suzanne M. Brown
District Operations Manager

James B. Christian
Chairman

June 25, 2020
(Date)