

**LOUDOUN SOIL AND WATER CONSERVATION DISTRICT DIRECTORS' MEETING**  
**750 Miller Drive, SE., Suite F-3, Leesburg, VA 20175**

**Thursday, January 11, 2024**

The meeting was called to order at 4:00 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; JOHN FLANNERY, UZMA RASHEED, STUART VERMAAK, DIRECTORS; and Barbara Christian and Derrick Clarke, Associate Directors; Suzanne Brown, Patricia McIlvaine, Jay Frankenfield, Chris Van Vlack, Robert Wilbur, Kris Dennen, Kimberly Gleason (virtual), STAFF; Debbie Cross, DCR and David Ward, B&D.

**ACTION ITEMS:**

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

A motion was made to approve the minutes of the December 14<sup>th</sup> District board meeting. Approved as presented. (Flannery-Rasheed, 4-0).

♦2) **Treasurer's Report:**

The Finance Committee reviewed the state of accounts and presented the Treasurer's Report to the Board to file for audit. All accounts are reconciled.\*\*\* A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Rasheed-Flannery, 4-0).

**Reports/Actions: Committee Reports**

♦3) **Technical Review Committee**

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

**Item 1:** A motion was made to approve the Technical Review Minutes from 1/10/24. Approved as presented. (Flannery-Rasheed, 4-0).

**Item 2:** A motion was made to approve 11 PY24 state cost share instances totaling: \$112,595.18 and 4 related conservation plans. Approved as presented. (Flannery-Rasheed, 4-0).

**Item 3:** A motion was made to approve 5 FY23 tax credits totaling \$2,646.00. Approved as presented. (Flannery-Rasheed, 4-0).

**Item 4:** A motion was made to approve County funding for 1 County cost share instance and 4 floodplain no-rise engineering certificates totaling \$22,920.60 and 1 related conservation plan. Approved as presented. (Flannery-Rasheed, 4-0).

♦4) **Finance Committee**

a) **Committee Mtg. Minutes 12-14-23**

A motion was made to approve the Finance Committee meeting minutes from 12/14/23. Approved as presented. (Flannery-Rasheed, 4-0).

b) **Attachment E & 2<sup>nd</sup> Quarter Reports:** A motion was made to authorize the Chairman to sign the Attachment E and 2<sup>nd</sup> quarter reports to be submitted to DCR. Approved as presented. (Flannery-Rasheed, 4-0).

5) **Executive Committee**

No report.

♦6) **Personnel Committee**

Tabled until the end of the meeting.

◆7) **Nominating Committee**

The nominating committee presented the slate of officers for 2024. James Christian, Chair; Uzma Rasheed, Vice Chair; John Flannery, Treasurer; Suzanne Brown, Secretary. A motion was made to accept the nominating committee report. Approved as presented. (Flannery-Rasheed, 4-0).

A motion was made to approve the nominating committee report for the 2024 slate of LSWCD Officers. Approved as presented. (Flannery-Vermaak, 4-0).

Chairman Christian presented the following nominating committee assignments.

The Education Committee: Derrick Clarke (Chair), Uzma Rasheed (Board member)  
The Urban Committee: Marina Schumacher (Chair), Peter Holden (Board member)  
The Technical Review Committee: James Wylie (Chair), John Flannery (Board member)  
The Personnel Committee: Terri Higgins, (Chair), James Christian (Board member)  
The Finance Committee: John Flannery (Chair), James Christian (Board member)

A motion was made to approve the LSWCD Committee assignments. Approved as presented. (Flannery-Rasheed, 4-0).

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

a) **Regional Science and Engineering Fair**

A motion was made to approve up to \$600 for Regional Science and Engineering Fair awards. Approved as presented. (Flannery-Rasheed, 4-0).

b) **Youth Conservation Camp**

A motion was made to approve scholarships for two campers. Total Request: up to \$1,000. (Flannery)

Discussion followed about the reimbursement for the camper contribution after attendance at the camp.

A motion was made to approve the friendly amendment to reimburse the camper contribution after attendance at camp. A motion was made to approve the friendly amendment. Approved as presented. (Flannery-Rasheed, 4-0).

A motion was made to approve scholarships (up to \$1,000) for two campers and to reimburse the camper for their contribution after attendance at Youth Conservation Camp. Approved as presented. (Flannery-Rasheed, 4-0).

c) **Camp Woods & Wildlife**

A motion was made to approve up to two campers to attend the Virginia Department of Forestry Camp Woods and Wildlife. Total request: \$600. Approved as presented. (Flannery-Rasheed, 4-0).

d) **2024 Mileage Reimbursement Rate**

The Federal mileage reimbursement rate increased to \$.67 per mile effective January 1<sup>st</sup>. It is District policy to follow Federal Mileage rate for mileage reimbursement. A motion was made to approve the increased mileage reimbursement rate to \$.67 per mile, retroactive to January 1<sup>st</sup>. Approved as presented. (Flannery-Rasheed, 4-0).

**Reports: Cooperating Agencies/Entities**

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

*(Report distributed prior to the meeting)*

**Administrative/Operations:** Welcome to new LSWCD Directors. \*\*\*Quarterly reports are due 1/16; \*\*\* COIA and FOIA must be completed by newly elected Directors within two months after assuming office and the Clerk of the Board of Supervisors must be notified. \*\*\* Grant agreement reminders: APW review; mid-year reviews. \*\*\*

**AG & Cost Share:** EJAA information is now required to be entered into the tracking program. Staff has been given until 1/31/24 to input additional EJAA information for all 2024 structural BMPs and until 2/29/24 for all structural carryover contracts including all structural BMPs that have been completed and paid since July 1, 2023. \*\*\* Certified Conservation planners – make sure to review your certification expiration date, number of approved contact hours, and check for proof of taking the training. \*\*\* Potomac Council/Watershed Roundtable will meet virtually tomorrow.

♦ **A motion to appoint Director Flannery to Potomac Council/Potomac Watershed Roundtable and Associate Director Marina Schumacher, as alternate and Derrick Clarke as second alternate. Approved as presented. (Flannery-Rasheed, 4-0).**

**Upcoming dates to remember:** General Assembly will convene on 1/10; Area II Spring meeting being held on 4/17. See report for additional dates. Additional note: Director orientation will go on-line and some will be held at Area II Spring meeting.

**USDA-NRCS (Casey James) (Absent)**  
(Report distributed prior to the meeting).

**Virginia Department of Forestry-VDOF (Lindsey Long)**

VDOF Burning law goes into effect 2/15; Joseph Kay will be coming onboard as the new Forester. A new bay watershed specialist will come onboard in May \*\*\* Free trees will be available for planting projects in March. \*\*\* Spring events: If you would like VDOF participation for Earth or Arbor Day events, please let her know.

**Virginia Cooperative Extension: Stuart Vermaak**

Extension will conduct interviews for the Ag Extension Agent next week. Chris Van Vlack will participate in the interviews.

**Loudoun County Building and Development (David Ward)**

Loudoun Watershed Roundtable will have its 2<sup>nd</sup> mtg. on 2/1/24. \*\*\* The Board of Supervisors adopted a new zoning ordinance on 12/13/23. The Mountainside overlay district now includes ridge feature and 300 ft. buffers for spring protections. \*\*\* Loudoun GeoHub has expanded to include a resource dedicated to Environment and Energy, providing the community with easy access to location-based data related to information about natural resources and energy in Loudoun County.

**Reports/Actions: District Programs**

**Staff Monthly Reports (Reports distributed prior to the meeting)**

- a) **Senior Conservation Specialist -- Pat McIlvaine**  
No additional comments.
- b) **Conservation Specialist III -- Jay Frankenfield**  
No additional comments.
- c) **Conservation Specialist I – Robert Wilbur**  
The District will co-host a meeting with Loudoun County on 2/06 to launch the new initiative that includes additional funds for tree planting and pet waste stations.
- d) **Conservation Specialist I – Fletcher Dilldine (Absent)**
- e) **Education/Conservation Specialist – Kaylea Powell**  
Kay and Robert will be assisting with judging for the upcoming Regional Science and Engineering Fair. Director Rasheed and Associate Director Clarke also volunteered to assist with judging.
- f) **Urban/Ag Conservationist -- Chris Van Vlack (Absent)**

**g) Education Outreach Specialist -- Jennifer Venable**

No additional comments.

**h) Program Assistant -- Kristin Dennen**

No additional comments.

**i) Financial Administrative Assistant – Kimberly Gleason**

No additional comments.

**j) District Operations Manager -- Suzanne Brown**

County Budget Meeting – met with Amber at Loudoun County Budget office regarding FY25 Budget request.

**Potomac Council/Roundtable:**

The next meeting of the Potomac Council/Roundtable will be held virtually at 10 a.m. on 1/12/24.

**Rural Economic Development Commission (Robin Bartok) (Absent)**

**Board Comments:**

No comments.

**Chairman's Report:**

Chairman Christian welcomed the new Directors and Associate Directors.

**Associate Directors:**

No comments.

**\*Closed Session:**

Director Flannery made the motion for the Board and the District Operations Manager to go into Closed Session as provided for in the Code of Virginia Section 2.2-3711(A) (1) to discuss personnel matters. Approved. (Flannery-Rasheed, 4-0). The Board entered Closed Session at 4:52 p.m.

Director Flannery made the motion to reconvene the Board into an open meeting at 5:09 p.m., as per (Code 2.2-3712 (D)) Approved. (Flannery-Rasheed, 4-0).

Pursuant to the Code of Virginia Section 2.2-3712 (D) Director Flannery made the motion to certify that to the best of the Board's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Session was convened were heard or discussed by this Board during the Closed Meeting. Approved. (Flannery-Rasheed, 4-0).

Director Flannery reported that the Financial Administrative Assistant has submitted her resignation.

♦A motion was made to approve the engagement contract from Adams & Company for financial services, effective 2/01/24. Approved as presented. (Flannery-Rasheed, 4-0).

♦A motion was made to authorize the Chairman to negotiate the final terms of the contract for financial services, effective 2/1/24. Approved as presented. (Flannery-Rasheed, 4-0).

♦A motion was made to authorize to contract with Robinson, Farmer, Cox for \$4400 to perform 7-month audit, as per District policy, related to change in staff responsibility for finances. Approved as presented. (Flannery-Rasheed, 4-0).

◆A motion was made to update the signature card for all District financial accounts to: Director James Christian, Director John Flannery, Suzanne Brown, District Operations Manager and Jay Frankenfield, Conservation Specialist III, effective 2/1/24. Approved as presented. (Flannery-Rasheed, 4-0).

**Upcoming:**

The next Technical Review will meet Wednesday, February 7<sup>th</sup> at 1 p.m.

The Finance Committee will meet on Thursday, February 8<sup>th</sup> at 3 p.m.

The next scheduled District Board meeting will be held Thursday, February 8<sup>th</sup> at 4 p.m.

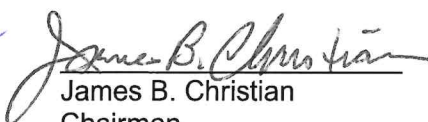
**Adjournment:** There being no further business, a motion was made to adjourn the meeting. Approved as presented. (Flannery-Rasheed, 4-0). The meeting was adjourned at 5:17 p.m.

Respectfully submitted:

Approved:



Suzanne M. Brown  
District Operations Manager



James B. Christian  
Chairman

February 8, 2024  
(Date)