

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

Thursday, October 12, 2023

The meeting was called to order at 4:07 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; MARINA SCHUMACHER, VICE CHAIR and MICHELLE THOMAS, DIRECTORs; and Barbara Christian; Associate Director; Suzanne Brown, Patricia McIlvaine, Jay Frankenfield, Jennifer Venable, Chris Van Vlack, Robert Wilbur, Fletcher Dilldine, Kaylea Powell, Kris Dennen, Kimberly Gleason, STAFF; Debbie Cross, DCR; David Ward, Building and Development; Jenn Dunn, Guest.

ACTION ITEMS:

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

A motion was made to approve the minutes of the September 14th District board meeting. Approved as presented. (Schumacher-Thomas, 3-0).

◆2) **Treasurer's Report:**

The Committee reviewed the state of accounts and presented the Treasurer's Report to the Board to file for audit. In review of the Budget vs. Actual we are on target for the first quarter. All accounts are reconciled.***

A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Schumacher-Thomas, 3-0).

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 10/11/23. Approved as presented. (Schumacher-Thomas, 3-0).

Item 2: A motion was made to approve 6 FY24 State Cost Share instances totaling: \$178,971.75. Approved as presented. (Schumacher-Thomas, 3-0).

Item 3: A motion was made to approve 5 tax credits totaling \$6,892.63. Approved as presented. (Schumacher-Thomas, 3-0).

Item 4: A motion was made to approve 2 County Cost Share Ag contract totaling \$12,430.25. Approved as presented. (Schumacher-Thomas, 3-0).

Item 6: A motion was made to approve 6 conservation plans. Approved as presented. (Schumacher-Thomas, 3-0).

Item 7: A motion was made to approve 1 VCAP project totaling \$7,000. Approved as presented. (Schumacher-Thomas, 3-0).

◆4) **Finance Committee**

a) Committee Mtg. Minutes 9-14-23

A motion was made to approve the Finance Committee meeting minutes from 9/14/23. Approved as presented. (Schumacher-Thomas, 3-0).

b) Separation CD

A motion was made to move \$10,500 to the current CD for separation liabilities when it rolls over in November '23. Approved as presented. (Schumacher-Thomas, 3-0).

c) Attachment E

A motion was made to approve the Attachment E for the first quarter. Approved as presented. (Schumacher-Thomas, 3-0).

5) **Executive Committee**

No report.

6) **Personnel Committee**

No report.

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

a) Cost-Share Equipment and Truck Supplies

With the new vehicle and new staff, additional equipment and items can be used to better service our clients. The following items are intended to improve cost share staff's ability to delineate environmentally sensitive areas, identify resource concerns to be addressed by our programs, more accurately quantify our improvements to the land, and improve our safety and efficiency while on site. The request is for \$2600 to purchase equipment including soil sampling equipment, soil augers, site measurement equipment, waders, a first aid kit and cooler for the truck and digital clinometers. **Total request: \$2600. A motion to approve up to no more than \$3,000 for cost-share equipment and truck supplies. Approved as presented. (Schumacher-Thomas, 3-0).**

b) Chesapeake Bay Foundation-Port Isobel Trip with Broad Run High School-Jen Dunn, BRHS

The Port Isobel East trip through the Chesapeake Bay Foundation allows students the opportunity to experience the Chesapeake Bay from an island education center situated near Tangier Island. Students will use scientific techniques to learn about the importance of the bay and its waterways as an ecosystem, as well as the need and value of protecting it through TMDL's and other programs.

Broad Run High School serves a diverse student population. Many of the students are new to the Chesapeake Bay watershed, joining our community from all over the globe, while others have not yet had many meaningful outdoor education experiences thus far in school. This trip will reinforce and expand upon topics discussed in their environmental science, biology, and earth science classes, including but not limited to native flora and fauna, sustainable agriculture, fisheries management, rising sea levels, estuarine environments, and the relationships between humans and the natural world.

Students will have an opportunity to immerse themselves in the natural world, learning firsthand about the importance of marsh ecosystems to carbon capture and sea level mitigation efforts. They will also be able to talk with people who are experiencing the impacts of changes to Chesapeake Bay firsthand, as they interact with watermen & community members on Tangier Island. By giving students the opportunity to learn through experience, they will increase their connection with the natural world and be more motivated to work to make meaningful changes in whatever career field they choose to pursue.

Current costs for the trip include \$500 for bus driver lodging, \$4000 for the CBF fee, and an estimated \$900 for food for a total cost of \$5400. The Broad Run PTO has been asked for assistance in funding the food costs. These costs assume 27 individuals attending the program and the three CBF educators. Any outstanding costs will be distributed among participants in the trip. **A motion to approve \$2500 to assist Broad Run High School with the cost of Chesapeake Bay Foundation trip. Approved as presented. (Schumacher-Thomas, 3-0).**

c) FY24 Budget

There was an update to the designated reserve section of the FY24 Budget from an action item presented during the Finance Committee report. **A motion was made to approve the updated FY24 Budget. Approved as presented. (Schumacher-Thomas, 3-0).**

d) FY23 Annual Report

The FY23 Annual Report has been completed with input from staff and delivered to the CDC as per grant deliverable. **A motion was made to approve the FY23 Annual Report. Approved as presented. (Schumacher-Thomas, 3-0).**

e) Desktop Guide for Fiscal Operations

As per our operating agreement with DCR, the District is required to annually review the Desktop Guide to Fiscal Operations. The document is included in your packets for review. **A motion was made to document the review of the Desktop Guide to Fiscal Operations. Approved as presented. (Schumacher-Thomas, 3-0).**

f) Staff/Director Logo Wear

District staff and Directors have requested the purchase of logo wear for use in the field or at events representing the District. It has been about 15 years since we last purchased these items. Orders are still being taken at this time from Directors/staff. This is a budgeted expense. **A motion was made to authorize the Executive Committee to approve the purchase of staff/Director logo wear. Approved as presented. (Schumacher-Thomas, 3-0).**

g) Scope of Work – Loudoun County government

Staff have been in discussion with Loudoun County regarding an update to the existing Scope of Work for Non-Ag Cost-share to include items (i.e., outreach meeting, pet waste stations, and additional tree plantings). **A motion was made to authorize Chairman Christian to sign the Revised Scope of Work with Loudoun County. Approved as presented. (Schumacher-Thomas, 3-0).**

Reports: Cooperating Agencies/Entities

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

(Report distributed prior to the meeting)

Administrative/Operations: For the coming tax season, the IRS is now requiring anyone filing 10 more 1099's to file electronically. DCR will host a short webinar to review this on 11/16. *** District Annual report looks good. *** Begin planning for this year's Outreach event. *** Area II Vice Chair will be elected at the VASWCD Annual Meeting to fulfil Will Lintner's term. *** **AG & COST SHARE:** Budget amendments approved by the Governor 9/14/23: Conservation Application Suite (Tracking program) \$1 M. 1st deposit to the WQIF: \$110,374,915 deposit to VNRCF: \$67,218,323 CB VACS; \$28,807,853 OCB VACS; \$14,348,739 TA 2nd deposit to the WQIF: \$176,339,773 deposit to VNRCF: \$107,390,922 CB VACS; \$46,024,681 OCB VACS \$22,924,170 TA. *** EOLS verifications are completed for Loudoun and reimbursements will be sent to SWCD's in your next disbursement letter. *** Intro. to Engineering class being held Oct. 23-26 was offered to Robert and Fletcher. There were only 24 slots available and it was by invitation. *** The TAC will meet on 11/1 review the FY25 VACS Manual. *** A letter was sent to Districts from Daryl Glover regarding ineligibility for Cost-Share for properties in violation of VDACS or DEQ regulations. *** **Dates to Remember:** 12/3-12/6 Annual Meeting. *** DCR Planner Conservation Certification courses upcoming. See report for additional dates.

USDA-NRCS (Casey James) (Absent)

(Report distributed prior to the meeting).

Virginia Department of Forestry-VDOF (Lindsey Long)

New Hire: Jacob Zelinsky will be starting on 10/25. Lindsey will also be covering Fauquier, in addition to Loudoun. *** Fire Season starts 10/01-11/30. *** Acorn collection ends tomorrow. *** Forestry nursery opened 10/1. They will also restock in the spring.

Virginia Cooperative Extension: (Position Vacant)

The interview process for the new Extension Agent/LSWCD Director has been completed. Extension hopes to make an announcement soon.

Loudoun County Building and Development (David Ward) (Report distributed prior to the meeting).

No additional comments.

Reports/Actions: District Programs

Staff Monthly Reports (Reports distributed prior to the meeting)

- a) **Senior Conservation Specialist -- Pat McIlvaine**
Pat is working on arranging fall tree plantings.
- b) **Conservation Specialist III -- Jay Frankenfield**
Cost-share signups continue. *** Jay attended drought emergency meeting. Producers are experiencing drought issues and working to put together a request for assistance from USDA. *** There have also been a few dry wells in the County related to the drought.
- c) **Conservation Specialist I -- Robert Wilbur**
Robert received his Nutrient Management plan certification.
- d) **Conservation Specialist I -- Fletcher Dilldine**
No additional comments.
- e) **Education/Conservation Specialist -- Kaylea Powell**
No additional comments.
- f) **Urban/Ag Conservationist -- Chris Van Vlack**
Prime soils issue will come before the Board of Supervisors again, date to be determined. *** Chris has been receiving many calls related to Ag/Forestral District renewals. *** Chris participated in Fatherhood Field Day event and provided a soils lesson. *** VACDE meeting is coming up the end of the month. *** There is a meeting tomorrow regarding Ag Processing issues.
- g) **Education Outreach Specialist -- Jennifer Venable**
Jennifer has two, possibly three Envirothon teams interested in participating this year.
- h) **Program Assistant -- Kristin Dennen**
No additional comments.
- i) **Financial Administrative Assistant -- Kimberly Gleason**
No additional comments.
- j) **District Operations Manager -- Suzanne Brown**
A Risk Mgmt. training webinar hosted by the VASWCD was attended by Suzie and Kris. The webinar provided lots of good information and lots of questions related to general liability. There will be a follow-up session at the Annual Meeting. *** Suzie and Kim attended a budget meeting with Loudoun County. A new liaison has been assigned to the District. *** Annual Meeting registration information should be sent to Suzie as soon as possible.

Potomac Council/Roundtable:

No report.

Rural Economic Development Commission (Robin Bartok) (Absent)

The REDC Meeting was held on Tuesday. There was a presentation from Chris Hornbaker, Mayor of Lovettsville. The presentation covered events and activities hosted by each of the Towns in Loudoun.

Loudoun Watershed Forum meeting: Upcoming

Upcoming:

The next Technical Review will meet Wednesday, November 1st at 1 p.m.

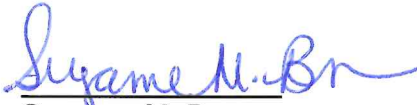
The Finance Committee will meet on Thursday, November 9th at 3 p.m.

The next scheduled District Board meeting will be held Thursday, November 9th at 4 p.m.

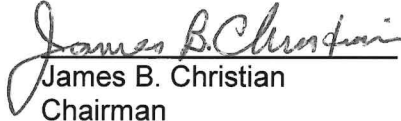
Adjournment: There being no further business, a motion was made to adjourn the meeting. Approved as presented. (Schumacher-Thomas, 3-0). The meeting was adjourned at 5:13 p.m.

Respectfully submitted:

Approved:



Suzanne M. Brown
District Operations Manager



James B. Christian
Chairman

November 9, 2023
(Date)