

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

Thursday, November 9, 2023

The meeting was called to order at 4:07 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; MARINA SCHUMACHER, VICE CHAIR; JOHN FLANNERY, TREASURER; 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; Guests: Uzma Rasheed, Derrick Clarke

Introductions

ACTION ITEMS:

◆1) **Approval of Minutes:** (Distributed for review prior to the meeting).
A motion was made to approve the minutes of the October 12th District board meeting. Approved as presented. (Flannery-Schumacher, 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 second quarter. All accounts are reconciled.***

A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Schumacher-Flannery, 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 11/08/23. Approved as presented. (Flannery-Schumacher, 3-0).

Item 2: A motion was made to approve 21 FY24 2023 state cost share instances totaling: \$540,554.59. Approved as presented. (Flannery-Schumacher, 3-0).

Item 3: A motion was made to approve 3 tax credits totaling \$3,940.50. Approved as presented. (Flannery-Schumacher, 3-0).

Item 4: A motion was made to approve 11 Conservation plans. Approved as presented. (Flannery-Schumacher, 3-0).

◆4) **Finance Committee**

a) **Committee Mtg. Minutes 10-12-23**

A motion was made to approve the Finance Committee meeting minutes from 10/12/23. Approved as presented. (Flannery-Schumacher, 3-0).

5) **Executive Committee**

No report.

6) **Personnel Committee**

Deferred to the end of the meeting.

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

a) **District Intern**

A motion was made to approve the re-hire of Rachel Parmele as a District Intern from 12/19/23–1/12/24. Approved as presented. (Schumacher-Flannery, 3-0).

b) **Strategic Plan**

A motion was made to approve the review of the District Strategic Plan. Approved as presented. (Flannery-Schumacher, 3-0).

c) **Mini-Grant Application**

A motion was made to approve the mini-grant request from Mill Run Elementary School. Total Request: \$500. Approved as presented. (Flannery-Schumacher, 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: Disbursement letters are scheduled to go out on 11/13/23. *** The VASWCD recently hosted a Risk Management webinar. *** 1099's e-filing: DCR will be hosting a webinar on 11/16/23 regarding the e-filing of 1099's. *** End of Calendar Year delegated authority: Districts with early December meetings may benefit from delegating authority to the Chair of the Ag/TRC committee to handle late cost-share approvals. **A motion was made to delegate authority to the Technical Review Committee to approve late cost-share approvals. Actions will be ratified at the January Board meeting. Approved as presented. (Schumacher-Flannery, 3-0).** *** Planning items: SWCD Election of officers, 2024 calendar, committee appointments. *** **AG & COST SHARE:** IT Security training: deadline to complete is 12/15/23. *** CCI enrollment or re-enrollment: time to sign up those practices coming out of lifespan on 12/31/23 that are eligible for CCI. This will allow the new CCI to start immediately on 1/1/24. *** AG BMP Tax credits: the deadline for tax credits and certificates need to be out before 1/31/24. *** VSWCB: looking for Area II representative. *** Area II Vice Chair: Upcoming election of Area II Vice Chair will take place at the Annual Meeting. *** COIA Training: the Code of Virginia requires once every two years that locally elected officials must take COIA training. *** **Dates to Remember**: 12/3-12/6 Annual Meeting. *** See report for additional dates.

USDA-NRCS (Casey James) (Absent)

(Report distributed prior to the meeting).

Brianna Cox has just been hired as the new District Conservationist.

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

Virginia Cooperative Extension: (Position Vacant)

◆Extension Service is working to appoint an interim Director until the new Ag agent is hired. This is a high priority for the District. The Virginia Soil and Water Conservation Board will need to receive paperwork soon to be able to vote for the interim Director at the December Board meeting. **A motion was made to delegate the authority to the Chairman to sign the nomination for the Extension Agent appointment. Approved as presented. (Schumacher-Flannery, 3-0).**

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

Reports/Actions: District Programs

Staff Monthly Reports (Reports distributed prior to the meeting)

a) **Senior Conservation Specialist -- Pat McIlvaine**

Long Stone Farm was chosen as the Grand Champion for the Potomac River Basin and they will be attending the Annual Meeting.

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

No additional comments.

- c) **Conservation Specialist I – Robert Wilbur**
A horse manure structure in Loudoun has received engineering approval. *** Robert is up for confirmation to be a member of the Leesburg Environmental Commission.
- d) **Conservation Specialist I – Fletcher Dilldine**
No additional comments.
- e) **Education/Conservation Specialist – Kaylea Powell**
Kay has registered for Nutrient Management training.
- f) **Urban/Ag Conservationist -- Chris Van Vlack**
The new Scope of Work with Loudoun County has been signed. There will be additional money coming soon for an informational meeting about urban conservation, additional tree planting funds, and funding for pet waste stations. *** The ZOR process has progressed, and the final hearing will be held on Wednesday. The ag items have been removed from the final draft.
- g) **Education Outreach Specialist -- Jennifer Venable**
There are five possibly six Envirothon teams participating in Envirothon this year.
- h) **Program Assistant -- Kristin Dennen**
No additional comments.
- i) **Financial Administrative Assistant – Kimberly Gleason**
Kimberly reviewed the status of the existing District CD's.
♦A motion was made to move the expiring CD and combine with existing for a new 15 month CD at 5.25%. Approved as presented. (Schumacher-Flannery, 3-0).
- j) **District Operations Manager -- Suzanne Brown**
The FY25 County Budget requested was submitted by the deadline. *** Annual Meeting information will be sent out closer to the event *** Health Insurance open enrollment is 11/01/23-11/30/23. This is an active open enrollment period and all staff are required to make selections during this time frame.

Potomac Council/Roundtable:

The next meeting of the Potomac Council/Roundtable will be 1/12/24 at 10 a.m. The location has not yet been announced. Discussion regarding membership – to serve on the council you must be a Director or Associate Director and only a Director may serve on the Roundtable.

Rural Economic Development Commission (Robin Bartok) (Absent)

No additional comments.

Chairman's Report:

♦**Associate Directors:** A motion was made to appoint Marina Schumacher, effective 1/1/24 and Derrick Clarke, effective 11/09/23 as Associate Directors. Approved as presented. (Flannery-Christian, 3-0).

♦**Nominating Committee:** A motion was made to appoint John Flannery to serve as nominating committee for the LSWCD Officer positions. Approved as presented. (Christian-Schumacher, 3-0).

♦**Closed Session:**

Director Flannery made the motion for the Board and the District Operations Manager to go into Closed Meeting as provided for in the Code of Virginia Section 2.2-3711(A) (1) to discuss personnel matters. Approved. (Flannery-Schumacher, 3-0). The Board entered Closed Session at 5:20p.m.

Director Flannery made the motion to reconvene the Board into an open meeting at 5:34 p.m., as per (Code 2.2-3712 (D)) Approved. (Flannery-Schumacher, 3-0).

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 Meeting was convened were heard or discussed by this Board during the Closed Meeting. Approved. (Flannery-Schumacher, 3-0).

◆A motion was made to transition the Financial Administrative Assistant from an employee to a contractor for Financial Services, effective 1/1/24. Approved as presented. (Schumacher-Flannery, 3-0).

◆A motion was made to authorize the Chairman to negotiate the final terms of the contract for financial services, effective 1/1/24. Approved as presented. (Flannery-Schumacher, 3-0).

Upcoming:

The next Technical Review will meet Wednesday, December 13th at 1 p.m.


The Finance Committee will meet on Thursday, December 14th at 3 p.m.


The next scheduled District Board meeting will be held Thursday, December 14th at 4 p.m.

Adjournment: There being no further business, a motion was made to adjourn the meeting. Approved as presented. (Schumacher-Flannery,3-0). The meeting was adjourned at 5:40 p.m.

Respectfully submitted:

Approved:


Suzanne M. Brown
District Operations Manager


James B. Christian
Chairman

December 14, 2023
(Date)