

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

Thursday, December 14, 2023

The meeting was called to order at 4:04 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; MARINA SCHUMACHER, VICE CHAIR; Stuart Vermaak, DIRECTOR; and Barbara Christian and Derrick Clarke, Associate Directors; Suzanne Brown, Patricia McIlvaine, Jay Frankenfield, Chris Van Vlack, Robert Wilbur, Kris Dennen, Kimberly Gleason, STAFF; Incoming Directors: Uzma Rasheed and Peter Holden.

ACTION ITEMS:

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

A motion was made to approve the minutes of the November 9th District board meeting. Approved as presented. (Schumacher-Vermaak, 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. All accounts are reconciled.*** A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Schumacher-Vermaak, 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 12/13/23. Approved as presented. (Schumacher-Vermaak, 3-0).

Item 2: A motion was made to approve 14 FY24 state cost share instances totaling: \$398,071.13 and 9 related conservation plans. Approved as presented. (Schumacher-Vermaak, 3-0).

Item 3: A motion was made to approve 6 FY23 tax credits totaling \$3,626.46. Approved as presented. (Schumacher-Vermaak, 3-0).

Item 4: A motion was made to approve 1 County cost share instance and 5 County funded floodplain studies totaling \$20,053.95 and 1 related conservation plan. Approved as presented. (Schumacher-Vermaak, 3-0).

♦4) **Finance Committee**

a) **Committee Mtg. Minutes 11-09-23**

A motion was made to approve the Finance Committee meeting minutes from 11/09/23. Approved as presented. (Schumacher-Vermaak, 3-0).

b) **Change to Operating Account**

A motion was made to open a new money market account at United Bank and move the dedicated reserve from main operating account at United to the money market account. Approved as presented. (Schumacher-Vermaak, 3-0).

5) **Executive Committee**

No report.

♦6) **Personnel Committee**

The Personnel committee would like to recommend 2 days of paid leave for staff recognition of exemplary work in the past 6 months. A motion was made to approve 2 days of paid leave for staff recognition, to be used within 60 days. Approved as presented. (Schumacher-Vermaak, 3-0).

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

a) **District Operating Procedures and Personnel Policies**

The District personnel policies and operating procedures were reviewed and updated by the Personnel Committee. This is an annual review as part of our Operating Grant with DCR. **A motion was made to approve the updated District Operating Procedures and Personnel Policies. Approved as presented. (Schumacher-Vermaak, 3-0).**

b) **2024 Technical Review and District Meeting Schedule**

A motion was made to approve the 2024 Technical Review and District Meeting Schedule. Approved as presented. (Schumacher-Vermaak, 3-0).

c) **Docu-Sign Purchase**

A motion was made to approve the purchase of the Docu-Sign software. It can handle up to 50 users. Total Request: \$300 yearly. Approved as presented. (Schumacher-Vermaak, 3-0).

Presentation of Service Pin: Chris Van Vlack presented Chairman Christian his 20-year service pin from the VASWCD. The pin was presented at the Annual Meeting.

Reports: Cooperating Agencies/Entities

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

(Report distributed prior to the meeting)

Administrative/Operations: Legislative Day will be held on January 11th. See report for other updates, reminders, and dates to remember.

USDA-NRCS (Casey James) (Absent)

(Report distributed prior to the meeting).

Virginia Department of Forestry-VDOF (Lindsey Long)

The new Fauquier Forester position has been filled and they will begin on 1/10/24. *** The Fall fire season is over. *** Forestry training will be held on 2/12 and 2/13. *** VDOF 2024 calendars are available. *** The new Virginia Trees for Clean Water grant for 2024 will open up in January.

Virginia Cooperative Extension: Stuart Vermaak

Stuart was approved by the Virginia Soil and Water Conservation Board to serve as the interim Director to Loudoun SWCD. *** Extension is still receiving applications for the vacant Ag agent position. Interviews for this position will be conducted in January *** Extension will be requesting a new FTE Nutrition position in the new fiscal year. *** A survey was sent to constituents to help direct Extension priorities in Loudoun.

Loudoun County Building and Development (David Ward)

The revised Zoning Ordinance was passed last night. *** There is a River Bend Stream Restoration video available on-line that was produced by 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**
No additional comments.
- d) **Conservation Specialist I – Fletcher Dilldine (Absent)**

e) **Education/Conservation Specialist – Kaylea Powell (Absent)**

f) **Urban/Ag Conservationist -- Chris Van Vlack**

The Zoning Ordinance revision was passed last night. *** Cost share work continues. *** Planning commission meets tonight about prime soils. Associate Director Earman will be attending. *** Loudoun Water and NACD will host a meeting about agricultural practices on 1/19.

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

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

No additional comments.

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

No additional comments.

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

No additional comments.

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.

Rural Economic Development Commission (Robin Bartok) (Absent)

Chris reported that Molly Kroiz attended and talked about GPS collars. *** Loudoun County received grants for a supply chain study.

Chairman's Report:

No additional comments.

Directors:

Director Vermaak: Loudoun Extension will continue well water testing program. Extension received grant funding to test water samples for the St. Louis area for 25 residents. The dates for 2024 will be in April and October.

Associate Director Clarke:

Dr. Miriam Westervelt reported that she had recently found about 30 tires in the Potomac River. Presently, tires are no longer accepted at the County landfill.

Upcoming:

The next Technical Review will meet Wednesday, January 3rd at 1 p.m.

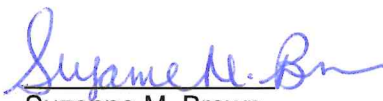
The Finance Committee will meet on Thursday, January 11th at 3 p.m.

The next scheduled District Board meeting will be held Thursday, January 11th at 4 p.m.

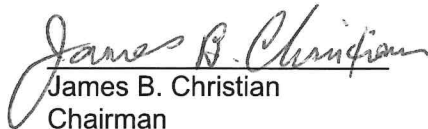
Adjournment: There being no further business, a motion was made to adjourn the meeting. Approved as presented. (Schumacher-Vermaak, 3-0). The meeting was adjourned at 5:16 p.m.

Respectfully submitted:

Approved:


Suzanne M. Brown

District Operations Manager


James B. Christian
Chairman

January 11, 2024
(Date)