

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

Thursday, July 13, 2023

The meeting was called to order at 4:04 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; JOHN FLANNERY, TREASURER, and MICHELLE THOMAS, DIRECTORS; and Barbara Christian; Associate Director; Suzanne Brown, Patricia McIlvaine, Jay Frankenfield, Chris Van Vlack, Robert Wilbur, Fletcher Dilldine, Kris Dennen, Kimberly Gleason, STAFF; Rachel Parmele and Maria McDonald, District Interns; Emily Italiano; Debbie Cross, DCR; David Ward, B&D; Volunteer; Guests: Derrick Clarke.

ACTION ITEMS:

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

A motion was made to approve the minutes of the June 22nd District board meeting. Approved as presented. (Flannery-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. All accounts are reconciled. *** A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Thomas-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 7/12/23. Approved as presented. (Flannery-Thomas, 3-0).

Item 2: A motion was made to approve Cost List for FY24. Approved as presented. (Flannery-Thomas, 3-0).

Item 3: A motion was made to approve the FY23 carryover list. Approved as presented. (Flannery-Thomas, 3-0).

Item 4: A motion was made to approve 5 FY23 state cost share instances totaling \$28,828.30. (Flannery-Thomas, 3-0).

Item 5: A motion was made to approve 10 FY24 state cost share instances totaling \$374,778.20. Approved as presented. (Flannery-Thomas, 3-0).

Item 6: A motion was made to approve 2 tax credits for \$630.89. Approved as presented. (Flannery-Thomas, 3-0).

◆4) **Finance Committee**

a) **Committee Mtg. Minutes 6-22-23**

A motion was made to approve the Finance Committee meeting minutes from 6/22/23. Approved as presented. (Flannery-Thomas, 3-0).

b) **Attachment D & E**

A motion was made to approve Attachments D & E and submit to DCR. Approved as presented. (Flannery-Thomas, 3-0).

- 5) **Executive Committee**
No report.
- 6) **Personnel Committee**
Year-end personnel reviews for all staff were conducted on 6/26 & 6/27. Merit increases and bonuses were awarded based on performance reviews.
- ♦7) **District Operations - Action Items**
- a) **FY25 DCR Operating and Cost Share Grant Agreements**
The FY24 Operating and Cost Share grant agreements have been received from DCR. **A motion was made to authorize the Chairman to sign on behalf of the Board. Approved as presented. (Flannery-Thomas, 3-0).**
- b) **FY24 Mini-Grant Program**
Staff would like to continue the annual mini-grant program for FY24. This program awards grants to schools/teachers for projects related to conservation and the environment. Jennifeer included photos from last year's recipients to her monthly report. **Total request: \$3,000. Approved as presented. (Flannery-Thomas, 3-0).**
- c) **VACDE Training at Graves Mtn. Lodge**
The VACDE will be conducting employee training August 22-24, at Graves Mtn. Lodge. This is a budgeted expense for staff and Directors. **A motion was made to approve travel for staff and Directors that wish to attend the VACDE training. Approved as presented. (Flannery-Thomas, 3-0).**
- d) **FY24 Annual Plan of Work**
The Annual Plan of Work was updated for FY24, to coordinate with the new Strategic Plan. This is one of our grant deliverables with DCR. **A motion was made to approve the FY24 Annual Plan of Work. Approved as presented. (Flannery-Thomas, 3-0).**
- e) **ASA Contact**
Each year the District must designate the District contact for VDACS to contact regarding Ag Stewardship Act complaints. Chris, Urban/Ag Conservationist has served in this role for several years and wishes to continue. **A motion was made to reappoint Chris Van Vlack, Urban/Ag Conservationist to serve as the District contact for ASA complaints. Approved as presented. (Flannery-Thomas, 3-0).**
- f) **FOIA & Record Retention Officer**
The District must designate a FOIA and Record Retention officer each year as part of our DCR grant deliverables. Suzanne Brown, District Operations Manager serves in this role. **A motion was made to reappoint Suzanne Brown, District Operations Manager as FOIA and Record Retention Officer. Approved as presented. (Flannery-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: Debbie reviewed the year-end operating and cost share self-assessments. The District received an A (Fully Satisfied) for both grant agreements. *** Districts now have a new representative in the Attorney General's office, Darrell Kuntz. *** Loudoun is scheduled to receive a 1 year audit for FY23. *** **AG & COST SHARE:** PY24 Secondary Considerations and Average Cost List are to be approved before the approval of any new cost share applications. *** New Engineering Assistance Request form is in the tracking

program. *** Random cost-share verifications for scheduled for 8/14 in Loudoun. *** Clean Water Farm Award nominations for Local and Basin awards are due October 2nd. New updated CWFA form online. No nomination forms will be accepted after Oct 2. All signatures and approvals must be obtained no later than your September Board meetings.*** New DCR Staff: Tracy Culbertson, Agricultural BMP Engineering Specialist, DCR District Engineering Services.*** Effective immediately the NM Specialist covering Loudoun, Fairfax, Prince William, Fauquier, Rappahannock, Culpeper, Madison, Greene, Orange, Spotsylvania, Stafford, and King George counties will be on a reduced schedule until September. Additional inquiries should be directed to Hunter Landis. *** Outreach Event: Districts should start planning process now. **Dates to Remember:** Cost-Share training will be held 7/19 & 7/26. See report for additional dates.

USDA-NRCS (Casey James) (Absent)

(Report distributed prior to the meeting).

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

Virginia Cooperative Extension: (Position Vacant)

Loudoun County Building and Development (David Ward)

(Report distributed prior to the meeting).

At the June 7, 2023 meeting of the Environmental Commission, Melanie Mason, the Natural Resources Program Manager from the Department of Building and Development, gave a presentation on groundwater protection. *** Mr. Alan Brewer, Director for the Department of Building and Development, will be retiring on July 31, 2023. Mr. Brewer has dedicated over 23 years of service to Loudoun County across different Departments and agencies, including Environmental Health Manager in the Loudoun County Health Department, Assistant Director in the Department of General Services, and Director for the Department of Building & Development.

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**
No additional comments.
- e) **Urban/Ag Conservationist -- Chris Van Vlack**
Prime Ag soil public hearing is tonight. Chris will be attending the hearing on behalf of the District.
- f) **Education Outreach Specialist -- Jennifer Venable**
No additional comments.
- g) **Program Assistant -- Kristin Dennen**
No additional comments.
- h) **Financial Administrative Assistant – Kimberly Gleason**
Laptop now connected to desktop. We will soon be able to start printing checks.

- i) **District Operations Manager -- Suzanne Brown**
No additional comments.

Potomac Council/Roundtable:

Director Schumacher and Derrick Clarke attended the meeting. By-laws were reviewed and final changes were approved.

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

Other:

Staff have enjoyed working with the summer interns over the summer. They will both be leaving soon to return to college.

Derrick Clarke: Raytheon is in the process of working with Worm Works to start composting at the company. This program will support the Loudoun County Energy Strategy Report.

Upcoming:

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

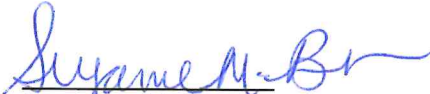
The Finance Committee will meet on Thursday, September 14th at 3 p.m.


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

Adjournment: There being no further business, a motion was made to adjourn the meeting. Approved as presented. (Flannery-Thomas, 3-0). The meeting was adjourned at 5:05 p.m.

Respectfully submitted:

Approved:


Suzanne M. Brown
District Operations Manager


James B. Christian
Chairman

September 14, 2023
(Date)