

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

Thursday, February 8, 2024

The meeting was called to order at 4:02 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; UZMA RASHEED, VICE CHAIR; JOHN FLANNERY, TREASURER; PETER R. HOLDEN, STUART VERMAAK, DIRECTORS; and Barbara Christian and Derrick Clarke, Associate Directors; Suzanne Brown, Patricia McIlvaine, Jay Frankenfield, Chris Van Vlack, Robert Wilbur, Fletcher Dilldine, Kris Dennen, STAFF; Debbie Cross, DCR and David Ward, B&D; Guest: Phil Daley.

ACTION ITEMS:

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

A motion was made to approve the minutes of the January 11th District board meeting. Approved as presented. (Flannery-Rasheed, 5-0).

◆2) **Treasurer's Report:**

The Finance Committee provided an update on the work accomplished by the new CPA firm that started on 2/1/24 and the new processes being used for invoices and payments. *** **A motion was made to approve the Finance Committee report and file for audit. Approved as presented. (Rasheed-Holden, 5-0).**

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 2/07/24. Approved as presented. (Flannery-Rasheed, 5-0).

Item 2: A motion was made to approve 6 PY24 state cost share instances totaling: \$55,666.25 and 3 related conservation plans. Approved as presented. (Flannery-Rasheed, 5-0).

Item 3: A motion was made to approve 3 related Conservation Plans. Approved as presented. (Holden-Flannery, 5-0)

◆4) **Finance Committee**

a) **Committee Mtg. Minutes 1-11-24**

A motion was made to approve the Finance Committee meeting minutes from 1/11/24. Approved as presented. (Flannery-Rasheed, 5-0).

5) **Executive Committee**

No report.

◆6) **Personnel Committee**

District staff mid-year reviews and an exit interview was conducted on 1/31/24 by Personnel Committee Chair Terri Higgins (virtually) and Board Chair James Christian (in the office/virtually).

a) A motion was made to approve the LSWCD Personnel Committee meeting minutes from 1/31/24. Approved as presented. (Flannery-Rasheed, 5-0).

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

a) Soil & Water Stewardship Week

The District annually sponsors the Soil and Water Stewardship Week Poster Contest. A winner is selected for each age category and then the winners are forwarded to the VASWCD as entries in the state contest. A motion was made to allocate \$350 to fund the awards for the Soil and Water Stewardship Week poster contest. **Total Request: \$350. Approved as presented. (Flannery-Rasheed, 5-0).**

b) Annual Plan of Work Review (1st Review)

The District is required as per our operating agreement with DCR to review our Annual Plan of Work twice in the fiscal year. District Program Assistant Dennen compiled the information from staff monthly reports and input to prepare the first review. **A motion was made to accept the first review of the Annual Plan of Work. Approved as presented. (Flannery-Rasheed, 5-0).**

c) Summer Interns

The District has used interns over the summer for the last few years. At this time, the District has interest from two students looking for a summer internship. The interns would work between May 23-August 14 on a full-time basis. This is a budgeted expense. **Total request: \$17,100. Approved as presented. (Flannery-Rasheed, 5-0).**

d) YCLI Student Stipend

Loudoun's YCLI student is working on a project focusing on road salt and water quality. She received a grant from the VASWCD for \$100, but needs additional funds to purchase test strips for the continued monitoring of multiple streams. **Total request: \$150. Approved as presented. (Flannery-Rasheed, 5-0).** Board members would like to hear back from the student about her results when she has completed the project.

e) District Truck Equipment Purchase

District staff would like to purchase a steel storage unit for the back of the new District truck bed. An estimate for the unit and labor for installation was received. **Total request: \$2059. Approved as presented. (Flannery-Rasheed, 5-0).**

f) Youth Conservation Camp counselor

The VASWCD is seeking District personnel to serve as Youth Conservation Camp counselors. Conservation Specialist, Robert Wilbur would like to serve as a counselor at Youth Conservation Camp in July. The dates are July 14-20 at Virginia Tech. **A motion was made to approve Robert to attend Youth Conservation Camp as a counselor. Approved as presented. (Flannery-Rasheed, 5-0).**

g) Arbor Day

Loudoun Arbor Day celebrations will be held in April. Each year the District sponsors an Arbor Day Poster Contest and participates in local Arbor Day ceremonies. Staff request funds for sponsorship of the Annual Arbor Day event. **Total Request: up to \$1,000. Approved as presented. (Flannery-Rasheed, 5-0).**

h) Verizon Wireless

The District Operations Manager met with the Verizon agent responsible for our business contract to cancel one non-working number and to discuss a plan change. The plan change would save the District \$90 a month. **A motion was made to change the existing Verizon plan to decrease monthly cost by \$90/month. Approved as presented. (Flannery-Rasheed, 5-0)**

i) Computer upgrade

Technical staff would like to request funds to have computer memory upgraded to accommodate changes to the updated ArcGIS, from ARCMAP to ARCPRO. **Total request: up to \$1,000. Approved as presented. (Flannery-Rasheed, 5-0)**

Reports: Cooperating Agencies/Entities

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

(Report distributed prior to the meeting)

Administrative/Operations: Quarterly disbursement letters will be sent Feb. 9. *** All new Directors are required to complete Director orientation within six months of qualifying for office. DCR is partnering with the VASWCD to provide director orientation in two phases. The first phase is online modules that can be taken at any time. The second phase will be in person at the Area spring meeting in the afternoon. All Directors are encouraged to participate and all Directors will receive a Director Resource notebook. *** Grant Agreement Deliverable reminder: Ag Community Outreach event must be completed by 6/30/24. *****AG & Cost Share:** Thank you to Ag staff for completing the entry of EJAA into Tracking. *** **Upcoming dates to remember:** Legislative Water Cooler Chat 2/12; VASWCD Zoom meeting on 2/21 on internships and employee recruitment; VSWCB meeting on 3/27; General Assembly crossover on 2/13 and adjourns on 3/09; Area II Spring meeting on 4/17 at Grelen Nursery in Somerset, VA, hosted by Culpeper SWCD; VASWCD quarterly board meeting will be held 4/3 in Glen Allen.

USDA-NRCS (Casey James) (Absent)

(Report distributed prior to the meeting).

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

Virginia Cooperative Extension: (Stuart Vermaak)

An offer will be extended tomorrow to the new Ag agent. The tentative start date would be in May. Jess Yon's last day was last Friday. The Communication Coordinator position will be advertised soon.

Loudoun County Building and Development (David Ward)

In follow-up to District discussion on computer requirements for running GIS, David reported that County users have been using Dell virtual machine and migrating to Microsoft Surface Pro. Minimum requirement 32 GB.

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**
Robert reported that a recent floodplain study for tree planting did not receive a no rise/no impact certification as required by Floodplain Ordinance. Technical staff are exploring other options to assist with future tree plantings.

- d) **Conservation Specialist I – Fletcher Dilldine**
No additional comments.

- c) **Education/Conservation Specialist – Kaylea Powell (Absent)**
Report distributed prior to meeting.

- d) **Urban/Ag Conservationist -- Chris Van Vlack**
The prime soils vote is delayed a month. *** There will be an input session on prime soils at the 4/09 Board of Supervisors meeting. *** Chris met with Matt Rogers from Chair Randall's office regarding ag and conservation issues for the coming year and the potential for the awards event. *** Pet Waste Station outreach event with Loudoun County was held on Tuesday at Ida Lee. There were 52 people in attendance, not including Directors, Associate Directors and staff. *** AG Cost-Share Outreach event: Loudoun will team up with Northern Virginia SWCD to host the spring outreach event. It will be hosted in

Fairfax, date TBD. *** There will be an Ag in the Classroom award ceremony on 2/22 at Heritage High School for a Heritage High School Science teacher.

e) Education Outreach Specialist -- Jennifer Venable (Absent)

Report distributed prior to meeting.

f) Program Assistant -- Kristin Dennen

No additional comments.

g) District Operations Manager -- Suzanne Brown

Suzie commended staff on a great outreach meeting to launch new pet waste station project with Loudoun County. There were 54 citizens in attendance, and two Directors and one Associate Director. Those in attendance showed lots of interest and had lots of questions.

Potomac Council/Roundtable:

John Marshall will be hosting the next Potomac Council/Roundtable meeting on 4/5 in Fauquier.

Rural Economic Development Commission (Robin Bartok) (Absent)

No report.

Board Comments:

No comments.

Chairman's Report:

No comments.

Associate Directors:

Associate Director Clarke: Agricaire and Oatlands in collaboration with the Virginia Tech Center for Food Systems & Community Transformation and partners present "Amplifying Indigenous Women's Perspectives for Healthy Soil and Water" on Saturday, 4/13 with Keynote Speaker Dr. Lyla June Johnston. The event will include presentations, panel discussion, music, and educational booths. There will be screens up to promote environmental programs, if the District would like to provide some slides to promote District programs.

A day of tours for guest and presenters will be held on Friday, 4/12 followed by a Healing House Party as a fundraiser for healthy soil and water. Stay tuned for more.

Other:

David Ward: If there is a particular stream you would like to see VA Dept Environmental Quality (DEQ) monitor in the future, please let Loudoun Wildlife Conservancy know and they will nominate the stream in a letter to DEQ.

***Closed Session:**

Director Flannery made the motion for the Board 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, 5-0). The Board entered Closed Session at 5:30 p.m.

Director Flannery made the motion to reconvene the Board into an open meeting at 6:20 p.m., as per (Code 2.2-3712 (D)) Approved. (Flannery-Rasheed, 5-0)

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. (Holden-Rasheed, 5-0).

◆ Director Flannery made the motion for the Personnel Committee to update all job descriptions to more adequately reflect job duties and opportunities and to provide an annual survey to District staff to provide feedback. Approved as presented. (Flannery-Rasheed, 5-0).

Upcoming:

The Technical Review Committee will meet on Tuesday, March 12th at 1 p.m.

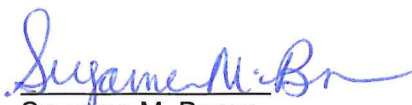
The Finance Committee will meet on Wednesday, March 20th at 3 p.m.

The next scheduled District Board meeting will be held Wednesday, March 20th at 4 p.m.


Adjournment: There being no further business, a motion was made to adjourn the meeting. Approved as presented. (Rasheed-Vermaak, 5-0). The meeting was adjourned at 6:26 p.m.

Respectfully submitted:

Approved:



Suzanne M. Brown
District Operations Manager


James B. Christian
Chairman

March 20, 2024
(Date)