

**LOUDOUN SOIL AND WATER CONSERVATION DISTRICT DIRECTORS' MEETING**  
**750 Miller Drive, SE., Suite 131, Leesburg, VA 20175**

**Thursday, May 8, 2025**

The meeting was called to order at 4:03 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; UZMA RASHEED, VICE CHAIR; JOHN FLANNERY, TREASURER; STUART VERMAAK, and PETER HOLDEN, DIRECTORS; and Barbara Christian, Tia Earman, and Clarke, ASSOCIATE DIRECTORS; Suzanne Brown, Kaylea Powell, Robert Wilbur, Fletcher Dilldine, Jennifer Venable, Chris Van Vlack, Pat McIlvaine, Jessie Freeland, STAFF; Debbie Cross, DCR; Casey James, USDA-NRCS; Marc Aveni, Loudoun County Dept. of General Services; Carley Campbell, VCE; Conner Windust, Avery Wood, Rachael Funes, YCLI.

**ACTION ITEMS:**

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

**A motion was made to approve the minutes of the April 10, 2025 District board meeting. Approved as presented. (Flannery-Rasheed, 4-0).**

♦2) **Treasurer's Report:**

**The Treasurer's Report ending for the period ending in 3-31-25 was reviewed and reconciled. A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Rasheed-Flannery, 4-0).**

**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 TRC minutes from 5/07/25. Approved as presented. (Flannery-Rasheed, 4-0).

**Item 2:** A motion was made to approve 14 Conservation Plans (see conservation plan numbers) CP-36-25-0041; CP-36-20-0028; CP-36-25-0042; CP-36-25-0043; CP-36-25-0035; CP-36-25-0026; CP-36-24-0016; CP-36-24-0059; CP-36-25-0044; CP-36-24-0045; CP-36-25-0046; CP-36-24-0038; CP-36-25-0039; CP-36-25-0040. Approved as presented. (Flannery-Rasheed, 4-0).

**Item 3:** A motion was made to approve 10 VACS cost share instances totaling: \$238,219.77 (see contracts, instances and amounts below) Approved as presented. (Flannery-Rasheed, 4-0).

Contract	Instance	Amount
36-25-0071	656766	\$ 83,174.64
36-25-0072	656802	\$ 931.00
36-25-0073	656899	\$ 33,399.21
36-25-0074	656928	\$ 41,291.08
36-25-0075	657025	\$ 2,562.50
36-25-0067	651387	\$ 6,197.42
36-25-0030	628391	\$ 9,488.00
36-25-0030	629334	\$ 1,070.00
36-25-0040	647625	\$ 2,745.87
36-24-0010	544558	\$ 57,360.05

**Item 4:** A motion was made to approve the transfer of Contract 36-25-0042 to Contract 36-25-0025. Approved as presented. (Flannery-Rasheed, 4-0).

**Item 5:** A motion was made to approve 2 County Ag cost share instances: 36-25-0070 - 585526 - \$15,707.00 and 36-25-0076 – 657067- \$11,446.91, totaling \$27,153.91. Approved as presented. (Flannery-Rasheed, 5-0).

**Item 6:** A motion was made to approve 2 County Pet Waste project totaling \$7,355.00. Approved as presented. (Flannery-Rasheed, 5-0).

**Item 7:** A motion was made to approve 2 Floodplain Studies totaling \$4,000.00. Approved as presented. (Flannery-Rasheed, 5-0).

**Item 8:** A motion was made to grant the TRC Approval authority thru the end of FY25. Approved as presented. (Flannery-Rasheed, 5-0).

♦4) **Finance Committee**

a) **Committee Mtg. Minutes 4-10-25**

A motion was made to approve the Finance Committee meeting minutes from 4/10/25. Approved as presented. (Flannery-Rasheed, 5-0).

5) **Executive Committee**

No report.

6) **Personnel Committee**

No report.

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

a) **Summer Interns**

A motion was made to approve the hire of two summer interns, Layke Jensen (5/22-8/27) and John Hays, Jr. (6/30-8/27). Approved as presented. (Flannery-Rasheed, 5-0).

b) **Equipment Purchase**

A motion was made to approve the purchase of one staff desktop and one staff laptop. Total Request: \$4,076.22. Approved as presented. (Flannery-Rasheed, 5-0).

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

A motion was made to approve the review and updates to the District Personnel Policies and Operating Procedures. Approved as presented. (Flannery-Rasheed, 5-0).

d) **District Board Meeting Date Change**

A motion was made to approve moving the June District Board meeting to June 26<sup>th</sup> to accommodate end of fiscal year. Approved as presented. (Flannery-Rasheed, 5-0).

e) **Staff Uniforms-Logowear**

A motion was made to approve the purchase of Staff uniforms-logowear for field work, meetings, and outreach. Total Request: \$3,000. Approved as presented. (Flannery-Rasheed, 5-0).

f) **District Property Inventory**

A motion was made to approve the FY25 District Inventory. Approved as presented. (Flannery-Rasheed, 5-0).

g) **Staff Training Request-**

A motion was made to approve Conservation Specialist Robert Wilbur's training request to attend Virginia Natural Resource Leadership Institute. Approved as presented. (Flannery-Rasheed, 5-0).

**Reports: Cooperating Agencies/Entities (Reports distributed prior to the meeting or in person)**  
**DCR-Division of Soil & Water Conservation**– Debbie Cross, Conservation District Coordinator  
**USDA-NRCS** (Casey James)  
**Virginia Department of Forestry-VDOF** (Absent)  
**Virginia Cooperative Extension**: (Stuart Vermaak)  
**Loudoun County General Services** (Marc Aveni)  
**Loudoun County Farm Bureau** (Tia Earman)

**Reports/Actions: District Programs**

**Staff Monthly Reports (Reports distributed prior to the meeting)**

- a) **Senior Conservation Specialist** -- Pat McIlvaine
- b) **Lead Conservation Specialist** -- Jay Frankenfield
- c) **Conservation Specialist I** – Robert Wilbur
- d) **Conservation Specialist I** – Fletcher Dilldine (Absent)
- e) **Conservation Specialist I** – Kaylea Powell
- f) **Urban/Ag Conservationist** -- Chris Van Vlack
- g) **Conservation Specialist I** -- Jennifer Venable
- h) **Program Assistant** -- Kristin Dennen
- i) **Education Outreach Specialist** – Jessie Freeland
- j) **District Operations Manager** -- Suzanne Brown

**Potomac Council Roundtable:**

The next Potomac Council Roundtable meeting will be held virtually in July and Loudoun SWCD will host in October.

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

**Associate Directors:**

Associate Director Clarke participated in local Envirothon held at Banshee Reeks Nature Preserve. \*\*\* He also visited a food composting program in Gaithersburg. \*\*\* Locally he visited Cowbell Kitchen in downtown Leesburg and they will be the second restaurant to participate in the recycling food waste program. \*\*\* The District website is in the process of being redone.

**Board Comments:**

No additional comments.

**Chairman's Report:**

No additional comments.

**Upcoming:**

A special Director Work Session will be held on Wednesday, May 21<sup>st</sup> at 3 p.m.  
The Technical Review Committee will meet on Wednesday, June 25<sup>th</sup> at 1 p.m.  
The Finance Committee will meet on Thursday, June 26<sup>th</sup> at 3 p.m.  
The next scheduled District Board meeting will be held Thursday, June 26<sup>th</sup> at 4:00 p.m.

**Adjournment:** There being no further business, a motion was made to adjourn the meeting. Approved as presented (Holden-Flannery, 5-0) The meeting was adjourned at 5:42 p.m.

Respectfully submitted:

Approved:

  
Suzanne M. Brown  
District Operations Manager

  
James B. Christian  
Chairman

**June 26, 2025**  
(Date)