

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

Thursday, June 26, 2025

The meeting was called to order at 4:00 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, ASSOCIATE DIRECTORS; Suzanne Brown, Jay Frankenfield, Kaylea Powell, Robert Wilbur, Fletcher Dilldine, Jennifer Venable, Chris Van Vlack, Kris Dennen, Pat McIlvaine, Jessie Freeland, STAFF; Debbie Cross, DCR; Marc Aveni, Loudoun County Dept. of General Services; Maggie Bergin and Riya Arokiaraj, YCLI students.

YCLI Students: Maggie Burgin and Riya Arokiaraj, spoke about their YCLI projects related to Marine Biology Education. Information on trash pickups and Envirothon presentations was posted to a website and social media posts were posted on Instagram and website.

ACTION ITEMS:

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

A motion was made to approve the minutes of the 5/08/25 and 5/21/25 District board meetings. Approved as presented. (Flannery-Rasheed, 5-0).

♦2) **Treasurer's Report:**

The Treasurer's Report for the periods ending 4-30-25 and 5-31-25 was reviewed and reconciled. A motion was made to accept the Treasurer's Report and file for audit. Approved as presented.

(Rasheed-Holden,5-0). * The two staff separation CDs were merged into one and a new CD was opened for 6 months at 4.25%.**

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 6/26/25. Approved as presented. (Flannery-Rasheed, 5-0).

Item 2: A motion to approve primary and secondary considerations. Approved as presented. (Flannery-Rasheed, 5-0).

Item 3: A motion was made to approve 7 Conservation Plans (see conservation plan numbers) CP-36-25-0001, CP-36-25-0043, CP-36-25-0047, CP-36-24-0016, CP-36-25-0048, CP-36-25-0034, CP-36-25-0022. Approved as presented. (Flannery-Rasheed, 5-0).

Item 4: A motion was made to approve 7 VACS and cost share instances totaling: \$124,437.36 (see contracts, instances and amounts below) Approved as presented. (Flannery-Rasheed, 5-0)

| Contract | Instance | Amount |
|------------|----------|--------------|
| 36-25-0006 | 657799 | \$ 11,539.70 |
| 36-25-0030 | 628391 | \$ 4,312.00 |
| 36-25-0077 | 657476 | \$ 7,524.80 |
| 36-25-0074 | 656928 | \$7,796.01 |
| 36-25-0010 | 544558 | \$43,264.85 |
| 36-25-0065 | 650600 | \$25,000.00 |
| 36-25-0056 | 646900 | \$25,000.00 |

Item 5: A motion was made to approve 1 County Ag cost-share instance: Contract #36-25-0078, Instance# 657966 totaling \$6,135.19. Approved as presented. (Flannery-Rasheed, 5-0).

Item 6: A motion was made to approve 1 County tree planting project: totaling \$3,225.00. Approved as presented. (Flannery-Rasheed, 5-0).

Item 7: A motion was made to approve 1 County Pet Waste project totaling \$1,935.00. Approved as presented. (Flannery-Rasheed, 5-0).

Item 8: A motion was made to approve 1 VCAP project totaling \$7,000. Approved as presented. (Flannery-Rasheed, 5-0).

Item 9: A motion was made to approve 2 floodplain studies totaling \$2,400.00. Approved as presented. (Flannery-Rasheed, 5-0).

♦4) **Finance Committee**

a) **Committee Mtg. Minutes 5-08-25**

A motion was made to approve the Finance Committee meeting minutes from 5/08/25. Approved as presented. (Flannery-Rasheed, 5-0).

♦5) **Executive Committee**

a) **Youth Conservation Camper Sponsorship**

The District received one additional scholarship request, in addition to the three previously approved, to attend Youth Conservation Camp. Total Request: \$500. This request was approved by the Executive Committee as it was between Board meetings. **A motion was made to ratify the action of the Executive Committee to approve the additional scholarship request for attendance at Youth Conservation Camp. Approved as presented. (Flannery-Rasheed, 5-0).**

6) **Personnel Committee**

Chair Christian and Personnel Committee Chair Terri Higgins will perform year end reviews on 6/30/25.

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

a) **District Education Scholarships**

A motion was made to approve education scholarships for John Hays, Woodgrove High School, \$1500 and Addison Zerkle, Broad Run High School, \$1000. Total request: \$2,500. Approved as presented. (Flannery-Rasheed, 5-0).

b) **FY25 APW (2nd Review)**

As per our Operating Grant Agreement with DCR, we are required to bi-annually review our Annual Plan of Work (APW). Data for the second review was compiled from staff monthly reports from January 1-June 1. **A motion was made to approve the second review of the Annual Plan of Work with final cost share figures to be updated after the end of the fiscal year (6/30/25). Approved as presented. (Flannery-Rasheed, 5-0).**

c) **FY26 DCR Grant Agreements (Operating & Cost Share)**

A motion was made to approve the FY26 Admin/Ops and Cost Share and Technical Assistance Grants from DCR. Approved as presented. (Flannery-Rasheed, 5-0).

d) **FY26 District Operating Budget**

A motion was made to approve the FY26 District Operating budget. Approved as presented. (Flannery-Rasheed, 5-0).

e) Equipment Purchase

A motion was made to approve the purchase of a monitor/screen/TV for the District Conference Room. Total Request: \$430. Approved as presented. (Flannery-Rasheed, 5-0).

f) MOU with Virginia Cooperative Extension

A motion was made to approve the MOU with Virginia Cooperative Extension Service for participation in the Voluntary Ag BMP survey. Approved as presented. (Flannery-Rasheed, 5-0).

g) FY26 Annual Plan of Work

A motion was made to approve the FY26 Annual Plan of Work. 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- Brianna Cox, Soil Conservationist

Virginia Department of Forestry-VDOF (Absent)

Virginia Cooperative Extension: (Stuart Vermaak)

The Loudoun County Fair will be held 7/22-7/26.***The Extension purchase of a no-till drill has not been approved, other options are being considered. *** Extension will be hiring a Financial Literacy educator.

Loudoun County General Services (Marc Aveni; Steven Swarr)

The Board of Supervisors on 6/17 approved the Invasive Plant Species Management Program. The Department of General Services is working with the County Attorney to develop the MOU/SOW. As part of this initiative, the District will be hiring a full time and part-time position. The job announcement went live on 6/23.

Loudoun County Farm Bureau (Tia Earman)(Absent)

The ZOAM meeting was cancelled.

Reports/Actions: District Programs

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

Senior Conservation Specialist -- Pat McIlvaine

Lead Conservation Specialist -- Jay Frankenfield

Conservation Specialist I – Robert Wilbur (Absent)

Conservation Specialist I – Fletcher Dilldine

Conservation Specialist I – Kaylea Powell

Urban/Ag Conservationist -- Chris Van Vlack

Conservation Specialist I -- Jennifer Venable

Program Assistant -- Kristin Dennen

Education Outreach Specialist – Jessie Freeland

District Operations Manager -- Suzanne Brown

Potomac Council Roundtable:

The next Potomac Council Roundtable meeting will be hosted by Loudoun SWCD in October.

Rural Economic Development Commission (Robin Bartok)(Absent)

Board Comments:

No additional comments.

Chairman's Report:

No additional comments.

Upcoming:

The Technical Review Committee will meet on Wednesday, July 9th at 1 p.m.

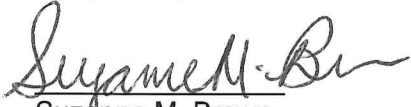
The Finance Committee will meet on Thursday, July 10th at 3 p.m.

The next scheduled District Board meeting will be held Thursday, July 10th at 4:00 p.m.

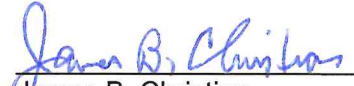
Adjournment: There being no further business, a motion was made to adjourn the meeting. Approved as presented (Flannery-Rasheed, 5-0). The meeting was adjourned at 5:20 p.m.

Respectfully submitted:

Approved:



Suzanne M. Brown
District Operations Manager



James B. Christian
Chairman

July 10, 2025
(Date)