

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

Thursday, July 10, 2025

The meeting was called to order at 4:02 p.m. by Vice Chair Uzma Rasheed. Attending: UZMA RASHEED, VICE CHAIR; JOHN FLANNERY, TREASURER; and STUART VERMAAK, DIRECTORS; and Suzanne Brown, Jay Frankenfield, Kaylea Powell, Robert Wilbur, Fletcher Dilldine, Jennifer Venable, Chris Van Vlack, Kris Dennen, Pat McIlvaine, Jessie Freeland, STAFF; John Hays, Jr., Intern; Debbie Cross, DCR; Casey James, USDA-NRCS; Marc Aveni, Loudoun County Dept. of General Services.

ACTION ITEMS:

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

A motion was made to approve the minutes of the 6/26/25 District board meeting. Approved as presented. (Flannery-Vermaak, 3-0).

♦2) **Treasurer's Report:**

The April and May Treasurer's reports were both reviewed at the 6/26/25 Board meeting.

The District CPA is working on Att. E, year end and Att. D. A motion was made to authorize the Chair to review and sign the documents on behalf of the Board. Approved as presented. (Flannery-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 TRC minutes from 7/09/25. Approved as presented. (Vermaak-Flannery, 3-0).

Item 2: A motion to approve the carryover and cash balance on hand reports. Approved as presented. (Flannery-Vermaak, 3-0).

Item 3: A motion was made to approve the FY26 Cost List. Approved as presented. (Flannery-Vermaak, 3-0).

Item 4: A motion was made to approve 7 Conservation Plans: CP-36-23-0057; CP-36-25-0040; CP-36-26-0003; CP-36-26-0002; CP-36-25-0039; CP-36-25-0049; CP-36-26-0001. Approved as presented. (Flannery-Vermaak, 3-0).

Item 5: A motion was made to approve 6 VACS and cost share instances totaling: \$419,551.10 (see contracts, instances and amounts below) and ratifying 3 VACS instances totaling \$4,637.50. Approved as presented. (Flannery-Vermaak, 3-0).

Contract	Instance	Amount
36-26-0001	659184	\$ 9,776.13
36-26-0002	656778	\$65,877.24
36-26-0003	660470	\$54,000.00
36-26-0004	660473	\$42,373.28
36-26-0005	656534	\$35,423.27
36-26-0006	660469	\$212,101.18
36-23-0011	513876	\$367.08
36-23-0011	659324	\$2,855.80
36-25-0006	657799	\$1414.62

Item 6: A motion was made to approve 2 County tree planting project: totaling \$16,687.50. Approved as presented. (Flannery-Vermaak, 3-0).

Item 7: A motion was made to approve 3 floodplain studies totaling \$6,000.00. Approved as presented. (Flannery-Vermaak, 3-0).

Item 8: A motion was made to delegate the Technical Review Committee authority to approve cost share requests through 9/03/25. Approved as presented. (Flannery-Vermaak, 3-0).

♦4) **Finance Committee**

a) **Committee Mtg. Minutes 6-26-25**

A motion was made to approve the Finance Committee meeting minutes from 6/26/25. Approved as presented. (Flannery-Vermaak, 3-0).

♦5) **Executive Committee**

No report.

♦6) **Personnel Committee**

a) A motion was made to approve the Personnel Committee mtg. minutes from 2/04 and 2/07/25; and 6/30/25. Approved as presented. (Flannery-Vermaak, 3-0).

b) Year End reviews for all staff were conducted on 6/30/25 by Personnel Committee Chair, Terri Higgins and District Chair, James Christian. A motion to delegate authority to the Personnel Committee to award salary recognition (performance increase and bonuses) as determined by the year end reviews. Approved as presented. (Flannery-Vermaak, 3-0).

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

a) **FOIA and Record Retention Officer**

A motion was made to reappoint Suzanne Brown, District Operations Manager as the Freedom of Information Act Officer and Record Retention Office for the District. Approved as presented. (Flannery-Vermaak, 3-0).

b) **ASA Contact**

A motion was made to reappoint Chris Van Vlack, Urban/Ag Conservationist as the contact for the Ag Stewardship Act complaints. Approved as presented. (Flannery-Vermaak, 3-0).

c) **Mini Grants**

A motion was made to approve the FY26 Mini Grant program, up to \$3,000. Approved as presented. (Flannery-Vermaak, 3-0).

d) **VACDE Graves Mtn. Training**

A motion was made to approve the attendance for interested staff, Directors, and Associate Directors at the VACDE training at Graves Mtn. Lodge. Approved as presented. (Flannery-Vermaak, 3-0).

e) **Desktop Procedures for Fiscal Operations**

A motion was made to approve the review of the Desktop Procedures for Fiscal Operations. Approved as presented. (Flannery-Vermaak, 3-0).

f) **Staff Training Expense-VNRLI**

A motion was made to approve the VNRLI Training expense for Robert Wilbur, Conservation Specialist I. Total Request: \$3,750.00 Approved as presented. (Flannery-Vermaak, 3-0).

Reports: Cooperating Agencies/Entities (Reports distributed prior to the meeting or in person)

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

Initial Disbursement Letters will be transmitted on 7/23. Districts will receive 50% of their FY26 Admin Ops, 100% of Base TA, 100% Dam Maintenance and any remaining 2025 VACS and additional TA due to the SWCD. *** **FY25 Self Assessment Questionnaire** has been received. *** **Clean Water Farm Award** nominations are due 10/01. *** **Legislative call** is scheduled for 8/13. Those interested in participating should register for the call. *** The final **CAS/Tracking Virtual training** is being held on 7/26.*** **BMPS verifications** for Loudoun are scheduled for 9/08, 9/09, and 9/11.*** **Potomac council meeting** is being held virtually tomorrow.

USDA-NRCS- Casey James, Soil Conservationist
(Report distributed prior to the meeting)

Virginia Department of Forestry-VDOF (Absent)

VDOF is in the process of hiring; a candidate for Forester has been selected and an offer has been extended.

Virginia Cooperative Extension: (Stuart Vermaak)

No additional update.

Loudoun County General Services (Marc Aveni)

The Invasive Plant Species Management Program is moving forward. The Scope of Work between Loudoun County and the District is being developed and reviewed by the County Attorney. There will be quarterly disbursements for the project costs. Two kick off meetings are scheduled for late August and early September. The program will officially launch on 9/15.

Loudoun County Farm Bureau (Tia Earman)(Absent)

The next Farm Bureau meeting will be in 2 months.

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

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 held Friday, July 11th virtually. Associate Director Derrick Clarke plans to attend.

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

The REDC met on Tuesday and a presentation was made by Wegmeyers. The presentation was very well received.

Upcoming:

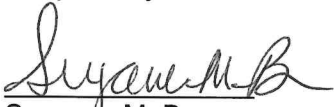
The Technical Review Committee will meet on Wednesday, September 3rd at 1 p.m.

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

The next scheduled District Board meeting will be held Thursday, September 11th at 4:00 p.m.

Adjournment: There being no further business, a motion was made to adjourn the meeting. Approved as presented (Vermaak-Flannery, 3-0). The meeting was adjourned at 4:36 p.m.

Respectfully submitted:



Suzanne M. Brown
District Operations Manager

Approved:



Uzma Rasheed
Vice Chair

September 11, 2025
(Date)