

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

Monday, August 25, 2025

The meeting was called to order at 3:03 p.m. by Chairman James Christian. Attending: JAMES CHRISTIAN, CHAIRMAN; UZMA RASHEED, VICE CHAIR; and PETER HOLDEN, DIRECTORS; Suzanne Brown, Jay Frankenfield, Robert Wilbur, DCR; Marc Aveni, Loudoun County Dept. of General Services;

REPORTS:

1) Invasive Plant Species Management Program (IPSMP)(Marc Aveni & Leah Sattler)

Leah Sattler was hired as the Invasive Plant Species Management Program Administrator. Marc Aveni, Dept. of General Services provided updates to the program. The Scope of Work for the Loudoun County Invasive Plant Species Management Program was reviewed by Loudoun County Attorney and the District's representative in the Office of the Attorney General. The payment schedule for the program is outlined in the Scope of Work. The IPSMP team is excited about the future of the program.

DISTRICT OPERATIONS:

♦2) ACTION ITEMS:

a) Invasive Plant Species Management Program Scope of Work

The draft Scope of Work for this project was developed by the County Attorney. It was then sent to the Office of the Attorney General (OAG), and reviewed by our representative, Darrell Kuntz. He had a few questions and grammatical changes. The document was then sent back to the County Attorney and they accepted all changes. The attached Scope of Work has been fully vetted by our OAG rep and the County Attorney.

Approved as presented. (Rasheed-Holden, 3-0).

b) Equipment Purchase

The County would like to request the purchase of an iPad for Leah Sattler to facilitate completing and uploading surveys in the field. These surveys are critical to the Invasive Plant Species Management Program. Total dollar amount requested for iPad (128GB, WiFi + cellular, Apple pencil, no keyboard) is \$578. **Approved as presented. (Rasheed-Holden, 3-0).**

c) Staff Training Request

Staff would like to receive some on-site training from Blue Ridge Prism. This has been reviewed and developed with Dept. of General Services. The training would include: 20 site visits (one on one training/analysis/report writing), 15 consulting hours, and 1 classroom training on technical subject to be determined for up to 3 people. **Total request: up to \$25,000. Approved as presented. (Rasheed-Holden, 3-0).**

d) Outreach Event

The first two outreach kickoff events have been scheduled (see attached flyer). The associated costs for the events cover food and wait staff. The space has been donated. **Total request: up to \$2,000 for food and associated costs. Approved as presented. (Rasheed-Holden, 3-0).**

e) District Signage

Staff would like to purchase magnetic signs for the District vehicles, signs for the new office space, and signs for cost-share participants. **Total cost: \$2,294.20. Approved as presented. (Rasheed-Holden, 3-0).**

f) IT Back Up

Our IT provider has suggested moving our IT back up software from Backblaze to COVE for District services. Some notable benefits include:

- Your monthly bill would be adjusted; there would not be an additional invoice for you to track.
The Cove pricing is \$10 per month, per user
- Managing new users and computers becomes a breeze
There are no longer any individual user accounts; the backups are instead applied directly to the computers, so personnel changes would not affect the backup process
- Increased visibility
Sentry regularly monitors the status of all backups and receive automated alerts for any failed backups
The District would be able to reach out to Sentry directly in the event of an issue, rather than the inverse

g) Technical Review Committee (TRC) Representation

The County would like the District to designate their two representatives to the Invasive Plant Species Management Program, as they will be scheduling the first meeting shortly. **A motion was made to appoint Leah Sattler, Invasive Plant Species Management Administrator and Robert Wilbur, Conservation Specialist I to serve on the IPSMP TRC. Approved as presented. (Rasheed-Holden, 3-0).**

Upcoming:

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

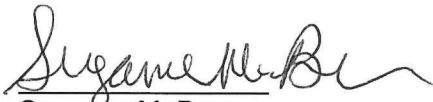
The Finance Committee will meet on Thursday, September 11th at 3 p.m.

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 (Rasheed-Holden, 3-0). The meeting was adjourned at 3:30 p.m.

Respectfully submitted:

Approved:


Suzanne M. Brown
District Operations Manager


James B. Christian
Chairman

September 11, 2025
(Date)