

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

Thursday, September 11, 2025

The meeting was called to order at 4:00 p.m. by CHAIRMAN JAMES CHRISTIAN, Also Attending: UZMA RASHEED, VICE CHAIR; JOHN FLANNERY, TREASURER; PETER HOLDEN and STUART VERMAAK, DIRECTORS; Derrick Clarke and Barbara Christian, ASSOCIATE DIRECTORS; Suzanne Brown, Jay Frankenfield, Robert Wilbur, Jennifer Venable, Chris Van Vlack, Kris Dennen, Pat McIlvaine, Jessie Freeland, STAFF; 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 7/10/25 and 8/25/25 District board meeting. Approved as presented. (Flannery-Rasheed, 5-0).

♦2) **Treasurer's Report:**

The Treasurer's Report for the periods ending 6-30-25 and 7-31-25 were reviewed and reconciled. A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Flannery-Rasheed, 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: Minutes were updated to add a VCAP practice for Conservation Landscaping in the amount of \$7,000. A motion was made to approve the TRC minutes from 9/03/25 as revised. Approved as presented. (Flannery-Rasheed, 5-0).

Item 2: A motion was made to approve 8 Conservation plans: CP-36-26-0003, CP-36-26-0006, CP-36-24-0036, CP-36-26-0005, CP-36-22-0024, CP-36-15-0002, and CP-36-26-0004. Approved as presented. (Flannery-Rasheed, 5-0).

Item 3: A motion was made to approve 16 VACS cost share instances totaling \$446,782.62. Approved as presented. (Flannery-Rasheed, 5-0).

Contract	Instance	Amount
36-26-0003	660470	\$ 19,845.00
36-26-0007	660905	\$ 2,875.00
36-26-0008	706432	\$ 2,400
36-26-0009	701840	\$ 3,240.00
36-26-0010	703564	\$ 19,575.52
36-26-0011	705451	\$ 27,555.00
36-26-0012	703190	\$196,999.45
36-26-0013	705749	\$ 27,750.00
36-26-0014	707109	\$ 68,000.00
36-26-0015	707125	\$ 6,000.00
36-26-0016	707126	\$ 43,136.00
36-26-0016	707127	\$ 2774.00
36-26-0017	714664	\$ 4060.00
36-26-0018	707144	\$ 368.00
36-26-0020	714464	\$ 16,454.65
36-26-0006	660469	\$ 5,750.00

Item 4: A motion was made to approve 4 County Tree Planting projects totaling \$9,877.50. Approved as presented. (Flannery-Rasheed, 5-0)

Item 5: A motion was made to approve 5 floodplain studies totaling \$25,238. Approved as presented. (Flannery-Rasheed, 5-0).

Item 6: A motion was made to approve 1 pet waste project totaling \$7,000. Approved as presented. (Flannery-Rasheed, 5-0).

Item 7: A motion was made to approve 2 VCAP projects totaling \$10,480. Approved as presented. (Flannery-Rasheed, 5-0).

Item 8: A motion was made to approve the transfer of Contract 36-24-0008 to a new landowner. Approved as presented. (Flannery-Rasheed, 5-0).

Item 9: A motion was made to approve \$1,000 for a cover crop test plot. Approved as presented. (Flannery-Rasheed, 5-0).

♦4) **Finance Committee**

a) **Committee Mtg. Minutes 7-10-25**

A motion was made to approve the Finance Committee meeting minutes from 7-10-25. Approved as presented. (Flannery-Rasheed, 5-0)

b) **Dedicated Reserves**

The Finance Committee reviewed the Treasurer's Reports and discussed moving some remaining FY25 funds into reserve funds to meet anticipated District operational needs. A motion was made to update the dedicated reserves at the recommendation of the Finance Committee. Approved as presented. (Flannery-Rasheed, 5-0).

♦5) **Executive Committee**

a) **Potomac Council/Potomac Watershed Roundtable Meeting Venue:** A motion was made to ratify the lease agreement with the Hamilton Safety Center for the Potomac Council meeting. Total cost: \$1600. Approved as presented. (Flannery-Rasheed, 5-0).

b) **Attachment D and FY25 End-of-Year Financial Reports:** In July the Board authorized the Chair to sign Attachment D and FY25 end of year financial reports on behalf of the Board. The documents were reviewed, signed, and submitted by the due date to DCR. A motion was made to ratify the Attachment D and FY25 end-of-year financial reports. Approved as presented. (Flannery-Rasheed, 5-0).

♦6) **Personnel Committee**

No report.

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

a) **VASWCD Annual Meeting Sponsorship**

The VASWCD will be hosting their Annual Meeting on December 7-9, at the Doubletree by Hilton in Williamsburg, VA. Each year, the Loudoun District has sponsored the VASWCD Annual Meeting. Staff suggest we continue to sponsor at the gold level this year. A motion was made to sponsor the VASWCD Annual Meeting at the gold level. Total: \$1250. Approved as presented. (Flannery-Rasheed-5-0).

b) **VASWCD Foundation Donation**

The VASWCD Education Foundation each year holds an auction at the Annual Meeting to raise funds for the Education Foundation. These funds go towards programs like Youth Conservation Camp, Envirothon, Scholarships, Trainings, and more. A motion was made to approve up to \$300 for donated items for the Education Foundation. Approved as presented. (Flannery-Rasheed, 5-0).

c) **Clean Water Farm Award Nomination**

A motion was made to nominate Anika Stolz for Clean Water Farm award. She has participated in numerous conservation practices (i.e, tree planting, stream exclusion, waste storage facility). **Approved as presented. (Flannery-Rasheed, 5-0).**

d) **Mini Grant Update**

The FY26 mini grant program was approved at the July meeting. A few changes to the program have been recommended for this year by the Education Outreach Specialist. 1) Move from a hard deadline in the fall to a rolling deadline; 2) mini grants would now range from \$100-\$1000 depending on the applicants' needs. A rolling deadline means each application will be brought to the board, but an application can be submitted at any point of the academic year if there are still funds available from the original \$5,000. **A motion was made to approve the suggested changes (as outlined) to the FY26 mini grant program. Total request: up to \$5,000. Approved as presented. (Flannery-Rasheed, 5-0).**

A mini grant request was received from Woodgrove High School for \$1000 for an educational canoe trip. A discount would be available for the first 50 applicants. **A motion was made to approve the mini grant request from Woodgrove High School for \$1,000. Approved as presented. (Flannery-Rasheed, 5-0).**

A mini grant request was received from Broad Run High School for \$475 to redo the courtyard curriculum based on native plants and pollinators. **A motion was made to approve the mini grant request from Broad Run High School for \$475. Approved as presented. (Flannery-Rasheed, 5-0).**

e) **Rain Barrel Purchase**

Staff would like to restart the District Rain Barrel Program. Staff have investigated the cost of barrels, hardware, and the transportation costs. **A motion was made to approve up to \$5,000 for the cost of rain barrels, hardware, and transportation. Approved as presented. (Flannery-Rasheed, 5-0).**

f) **Equipment Replacement**

Two computer monitors need replacement, and the purchase of a portable CD drive need to be purchased. **A motion was made to approve the equipment replacement. Total request: \$400. Approved as presented. (Flannery-Rasheed, 5-0).**

g) **Cost Share Outreach Event**

Staff has started planning a fall agricultural outreach event to encourage participation in the FY26 cost share program. **A motion was made to approve up to \$3,000 for a fall agricultural outreach event. Approved as presented. (Flannery-Rasheed, 5-0).**

h) **Farm Plan Policy Document Reports**

A draft document was prepared outlining the process and requirements for obtaining a farm plan (see attached). **A motion was made to approve this policy document and authorize the Chair to meet with County administration on this issue. Approved as presented. (Flannery-Rasheed, 5-0).**

i) **Scope of Work w/Loudoun County re: Tree Planting and Pet Waste**

The FY26 Scope of Work with Loudoun County for the Tree Planting and Pete Waste program was received. **A motion was made to authorize the Chair to sign the Scope of Work on behalf of the Board. Approved as presented. (Flannery-Rasheed, 5-0).**

Reports: Cooperating Agencies/Entities (Report distributed prior to the meeting)

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

Administrative: Quarterly reports due are due 10/15; *** **Reminders:** FOIA code requires Districts to readopt virtual meeting policies every year.*** The Code of VA requires every two years that locally elected officials must take COIA training and report to the clerk of the Board of Supervisors.*****Grant Deliverables:** The CDC reviewed the Administrative/Operational Assessment and the Cost-Share/Technical Assessment for FY25. The District passed

both assessments. ***Cost Share: There were eleven random verifications completed with no major issues. *** Complete Conservation Plans must be approved prior to BMP approval, no matter when the plan was started, it needs to be updated and completed prior to new BMP approvals. ***Upcoming meetings: see report.

USDA-NRCS- Casey James, Soil Conservationist (Report distributed prior to the meeting)
The application deadline for all NRCS programs for FY26 is October 10.*** There will be an open House on 10/31 in Warrenton.

Virginia Department of Forestry-Sadie Horner, VDOF (Absent)

Virginia Cooperative Extension: (Stuart Vermaak)

Extension just conducted another well water testing program. This program was sold out with 200 samples being tested. The well water testing program is conducted every 6 months, and the test costs \$70.

Loudoun County General Services (Marc Aveni)

The Invasive Plant Species Management Program had two successful kick-off events. There were over 300 people in attendance at both events. The official “go live” launch is Monday, September 15th and applicants can apply online. Leah will be hosting a webinar to review the application process and forms. *** Information on the program can be found on the Loudoun County website. Loudoun Invasive Removal Alliance (LIRA) has a contractor list on their website. The training agreement with Blue Ridge Prism has been signed.

Training Request: The North American Invasive Species Management Association are having an annual conference in Lake Tahoe. LIRA is asking for donations to toward their attendance at the conference. **A motion was made to decline the donation request. (Flannery-Rasheed, 5-0).**

Loudoun County Farm Bureau (Tia Earman)(Absent)

No report.

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 (Absent)

Conservation Specialist I – Kaylea Powell (Absent)

Urban/Ag Conservationist -- Chris Van Vlack

Conservation Specialist I -- Jennifer Venable

Program Assistant -- Kristin Dennen

Education Outreach Specialist – Jessie Freeland

Invasive Plant Species Management Administrator – Leah Sattler (Absent)

District Operations Manager -- Suzanne Brown

Potomac Council Roundtable:

The next Potomac Council Watershed Roundtable meeting will be held Friday, October 10th at the Hamilton Safety Center in Hamilton.

Associate Directors

Associate Director Clarke is working on a flyer for his food waste diversion program. He would like to include the District logo on the flyer. He will bring back to the Board for approval. *** Associate Director Clark is also working on his capstone project and will update the Board about sponsorship.

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

REDC got an update on the progress of the Western Loudoun Zoning Ordinance Amendment Process. Upcoming Sessions on the process include 9/30 on Mountainside Overlay and Signs, and 11/5 for a second meeting on Breweries and Wineries.

Upcoming:

The Technical Review Committee will meet on Wednesday, October 1st at 1 p.m.

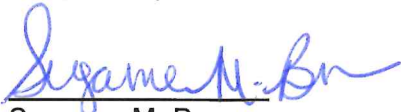
The Finance Committee will meet on Thursday, October 9th at 3 p.m.

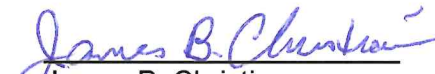
The next scheduled District Board meeting will be held Thursday, October 9th at 4:00 p.m.

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 5:56 p.m.

Respectfully submitted:

Approved:


Suzanne M. Brown
District Operations Manager


James B. Christian
Chairman

October 9, 2025
(Date)