

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

**Thursday, March 12, 2026**

The meeting was called to order at 4:05 p.m. by CHAIRMAN JAMES CHRISTIAN, Also Attending: UZMA RASHEED, VICE CHAIR; JOHN FLANNERY, TREASURER; and STUART VERMAAK, DIRECTORS; Derrick Clarke, and Tia Earman; ASSOCIATE DIRECTORS; Suzanne Brown, Leah Sattler, Jennifer Venable, Kris Dennen, Chris Van Vlack, Jessie Freeland, STAFF; Carly Campbell, VCE; Keara Moore, Dept. of General Services.

◆ **A motion was made to accept the March Board Meeting agenda as amended. Approved as presented. (Flannery-Rasheed, 4-0).**

**ACTION ITEMS:**

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

**A motion was made to approve the minutes of the 2/12/26 District board meeting. Approved as presented. (Flannery-Rasheed, 4-0).**

◆2) **Treasurer's Report:**

**The Treasurer's Report for the period ending 1-31-26 was reviewed and reconciled. A motion was made to accept the Treasurer's Report and file for audit. Approved as presented. (Flannery-Rasheed, 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 3/04/26. Approved as presented. (Flannery-Rasheed, 4-0).**

**Item 2: A motion was made to approve 6 Conservation plans: CP-36-26-0049, CP-36-26-0050, CP-36-26-0016, CP-36-20-0013, CP-36-26-0018, CP-36-21-0053. Approved as presented. (Flannery-Rasheed, 4-0).**

**Item 3: A motion was made to approve 7 VACS cost share instances totaling \$343,502.86. Approved as presented. (Flannery-Rasheed, 4-0).**

<b>Contract</b>	<b>Instance</b>	<b>Amount</b>
36-26-0049	682600	\$300,000.00
36-26-0045	735835	\$4,354.80
36-26-0047	736185	\$13,014.99
36-26-0047	736188	\$730.00
36-26-0048	736199	\$14,428.75
36-26-0049	731735	\$1,865.00
36-26-0049	731740	\$9,109.32

**Item 4: A motion to approve 6 Pet Waste Stations- 1 project totaling \$7,000. Approved as presented. (Flannery-Rasheed, 4-0).**

◆4) **Finance Committee**

**a) Committee Mtg. Minutes 1-08-26**

**A motion was made to approve the Finance Committee meeting minutes from 2-12-26. Approved as presented. (Flannery-Rasheed, 4-0).**

- ◆5) **Invasive Plant Species Management Program (IPSMP)- Leah Sattler, IPSMP Administrator**  
A new position is being considered for the program that would focus on outreach. Leah participated in a podcast with Green Loudoun. Leah gave a presentation on the Invasive Plant Species Management Program at the Virginia Lakes and Water Association conference. She will also be presenting at the Environment Virginia 2026 Symposium.
- ◆6) **Executive Committee**
  - a) **A motion was made to ratify the catering contract for the upcoming Area II Spring Meeting. Approved as presented. (Flannery-Rasheed, 4-0).**
- ◆7) **Personnel Committee**  
**A motion was made to delegate authority to the Personnel Committee to make salary adjustments resulting from mid-year reviews. Approved as presented. (Flannery-Rasheed, 4-0).**
- ◆8) **District Operations - Action Items**
  - a) **Professional Service Engagement Contract Adjustment: A motion was made to accept the rate adjustment to the Engagement contract from Adams & Co. Approved as presented. (Flannery-Rasheed, 4-0).**
  - b) **Director and Associate Director Job Descriptions:**  
Per DCR requirements, Districts are being asked to develop/update Associate Director job descriptions. **A motion was made to approve the draft Director and Associate Director Job Descriptions. Approved as presented. (Flannery-Rasheed, 4-0).**
  - c) **Office Maintenance – Trash Service**  
**A motion was made to approve trash service at \$75/wk. with the service provider approved by the landlord. Approved as presented. (Flannery-Rasheed, 4-0).**
  - d) **Native Plant Rebate Pilot Program:**  
A pilot project for native plant restoration was presented. Total Request: \$2,000. A discussion followed by the Board about the project. **A motion to approve \$2,000 for an Invasive Rebate Pilot Program from Special Project reserve. Approved as presented. (Vermaak-Rasheed, 4-0).**

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

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

**Administrative:** Quarterly Reports are due 4/15/26. \*\*\* A draft version of the Desktop Guide for District Operations was shared via email and is still open for comments. \*\*\*Grant Deliverable reminders were reviewed with the Board.\*\*\* **Cost-Share:** Carryovers- BMPs coming to the end of their third PY and not expected to be complete by 06/30/26 can only be carried over again with prior approval from DCR. Requests to carry BMPs a 3rd time into a 4th PY must be submitted to Sara Bottenfield, Ag Incentives Program Manager, by May 15.\*\*\***Upcoming Dates to remember:** see report.

**USDA-NRCS-** (Casey Iames, Soil Conservationist)(Absent)

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

**Virginia Cooperative Extension:** (Stuart Vermaak, Unit Director, LSWCD Director)

Director Vermaak thanked the District for promoting the water testing program. The date to pick up water bottles will be 3/23, and drop off will be 3/25. A waitlist has been started for the next cycle. The program will run again in August'26. \*\*\* Ag Literacy Week is 3/23-3/27. \*\*\* There are 31,447 students enrolled for the embryology program.

**Loudoun County General Services (Keara Moore)**

The Environmental Commission Public Forum will be having an event on 5/30 at the Academies of Loudoun, and tables are available. \*\*\*The County will be looking at restarting the Groundwater monitoring program. The initiative will go to the Board of Supervisors in April or May. (going to the Board in April or May).\*\*\* A new position was hired for the Stormwater floodplain program.

**Loudoun County Farm Bureau (Tia Earman, Associate Director)**

Allowances for customary ag fencing by right in various overlay districts have been made. \*\*\* Farm Bureau representative Sage was added to the Executive Committee on the Rural Economic Development Committee.\*\*\* Stream testing has shown contamination off of Dry Mill Road adjacent to the old Westpark property stemming from clearing and grading activities.

**Reports/Actions: District Programs**

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

Senior Conservation Specialist -- Pat McIlvaine

Lead Conservation Specialist -- Jay Frankenfield (Absent)

Conservation Specialist I – Robert Wilbur (Absent)

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

The local Envirothon Competition will be held at Hal and Bernie Hanson Nature Center in Aldie on 3/14 from 9-2 p.m. \*\*\* Chairman Christian congratulated Jessie on receiving the VAEE (under 25) award at the recent VAEE conference.

Invasive Plant Species Management Administrator – Leah Sattler

A new position is being considered for the Invasive Plant Species program that would focus on outreach. Leah participated in a podcast with Green Loudoun. Leah presented on the Invasive Plant Species Management Program (IPSMP) at the Virginia Lakes and Water Association Conference. She will also present at the upcoming Environment Virginia 2026 Symposium.

District Operations Manager -- Suzanne Brown

The planning for the Area II Spring Meeting continues. District Directors and Associate Directors should let Suzie or Kay know if they plan to attend.

**Potomac Council Roundtable:**

The next Potomac Council/Roundtable meeting will be held in person on 4/10 at Frying Pan Park.

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

**Upcoming:**

The Technical Review Committee will meet on Wednesday, April 1<sup>st</sup> at 1 p.m.


The Finance Committee will meet on Thursday, April 9<sup>th</sup> at 3 p.m.


The next scheduled District Board meeting will be held Thursday, April 9<sup>th</sup> at 4 p.m.

**Adjournment:** There being no further business, a motion was made to adjourn the meeting. Approved as presented (Flannery-Rasheed, 4-0). The meeting was adjourned at 5:32 p.m.

Respectfully submitted:

Approved:

  
Suzanne M. Brown  
District Operations Manager

  
James B. Christian  
Chairman

April 9, 2026  
(Date)