

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

Thursday, July 09, 2026

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, DIRECTORS; Derrick Clarke, Holly Flannery, Barbara Christian, and Tia Earman; Associate Directors; Suzanne Brown, Caroline Miller, Pat McIlvaine, Kris Dennen, Chris Van Vlack, Jessie Freeland, Robert Wilbur, Fletcher Dilldine, Ian Kuzemack, STAFF; Casey James, USDA-NRCS; Beth Sastre, VCE.

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

ACTION ITEMS:

♦1) **Approval of Minutes:**

A motion was made to approve the 5/28/26 and 6/11/26 Board meeting minutes. Approved as presented. (Flannery-Rasheed, 4-0).

♦2) **Treasurer's Report:**

A motion was made to accept and file for audit the Treasurer's Report ending on 5/31/26. 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 7/08/26. Approved as presented. (Flannery-Rasheed, 4-0).

Item 2: A motion was made to approve Carryover and Cash Balance Reports. Approved as presented. (Flannery-Rasheed, 4-0).

Item 3: A motion was made to approve 3 conservation plans: CP-36-25-0049; CP-36-19-0022; and CP-36-27-0001. Approved as presented. (Flannery-Rasheed, 4-0).

Item 4: A motion was made to approve 2 VACS cost share instance totaling \$311,081.32, pending FY27 grant agreements approval. Approved as presented. (Flannery-Rasheed, 4-0).

Contract	Instance	Amount
36-27-0003	741390	\$300,000.00
36-27-0002	741101	\$11,081.32

Item 5: A motion was made to approve 1 County Ag Cost Share instance (36-27-0004) totaling \$11,734.98. Approved as presented. (Flannery-Rasheed, 4-0).

Item 6: A motion was made to delegate authority to the TRC Chair to approve cost-share requests through 9-02-26. Approved as presented. (Flannery-Rasheed, 4-0).

♦4) **Finance Committee**

a) **Committee Mtg. Minutes 5-28-26 and 6-11-26**

A motion was made to approve the Finance Committee meeting minutes from 5-28-26 and 6-11-26. Approved as presented. (Flannery-Rasheed, 4-0).

b) Att E and Year-End Reports

The Finance Committee reviewed Attachment E and Year End reports prepared by Adams & Co. A motion was made to approve Attachment E and Year-end reports for submittal to DCR. Approved as presented. (Flannery-Rasheed, 4-0).

♦5) Invasive Plant Species Management Program (IPSMP) - Leah Sattler, IPSMP Administrator

a) A motion was made to approve the Cycle 4 applicants approved by the TRC Committee – 19 projects, totaling \$646,820.20. Projects: NRT-2026-0060, NRT-2026-0068, NRT-2026-0070, NRT-2026-0074, NRT-2026-0080, NRT-2026-0086, NRT-2026-0088, NRT-2026-0089, NRT-2026-0090, NRT-2026-0085, NRT-2026-0096, NRT-2026-0098, NRT-2026-0100, NRT-2026-0101, NRT-2026-0102, NRT-2026-0106, NRT-2026-0107, NRT-2026-0109, NRT-2026-0114. Approved as presented. (Flannery-Rasheed, 4-0).

b) Invasive Plant Species Management Scope of Work (SOW) w/Loudoun County:

The Department of General Services updated the SOW for the Invasive Plant Species Management to reflect the change of the Outreach position from part-time to full-time and to reflect the additional funding allocated by the Board of Supervisors. A motion was made to authorize the Chair to sign the updated SOW with Loudoun County. Approved as presented. (Flannery-Rasheed, 4-0).

♦6) Executive Committee

a) CD Renewal: A motion was made to ratify the renewal of the separation cd at Main Street Bank. Approved as presented. (Flannery-Rasheed, 4-0).

♦7) Personnel Committee

a) Staff Merit Increase: A motion was made to award a 4.25% merit increase (following Loudoun County government) for eligible employees based on a successful year-end review. Approved as presented. (Flannery-Rasheed, 4-0).

b) Delegation of Authority: A motion was made to approve the delegation of authority to the Personnel Committee to award additional staff recognition for eligible employees based on successful year end reviews. Approved as presented. (Flannery-Rasheed, 4-0).

♦8) District Operations - Action Items

a) FOIA & Record Retention Officer

A motion was made to re-appoint Suzanne Brown, District Operations Manager as the FOIA and Record Retention Officer. Approved as presented. (Flannery-Rasheed, 4-0).

b) ASA Contact

A motion was made to re-appoint Chris Van Vlack, Urban/Ag Conservationist as the Ag Stewardship Act contact. Approved as presented. (Flannery-Rasheed, 4-0).

c) FY27 Mini-Grant Program

A motion was made to approve the FY27 mini-grant program for teachers, up to \$5,000. Approved as presented. (Flannery-Rasheed, 4-0).

d) Virginia Association of Conservation District Employees (VACDE) Training

The VACDE will hold its annual employee training at Graves Mtn. Lodge on 8/18-8/20. There are many training opportunities being offered to staff, as well as CEU's to Technical staff to apply toward their certifications. A motion was made to approve attendance for staff and interested Directors and Associate Directors to attend the training. Approved as presented. (Flannery-Rasheed, 4-0).

e) **FOIA Fee Schedule**

The current FOIA fee schedule has not been updated since 2016. **The fee schedule was reviewed and updated to be more current with staff hourly rate and material reproduction costs. A motion was made to approve the updated FOIA fee schedule. Approved as presented. (Flannery-Rasheed, 4-0).**

f) **Staff Training Request**

Leah has been accepted as a presenter for the 2026 Southeast National Association of Conservation Districts meeting from August 9-12 in North Carolina. She will be talking about our invasive plant management program, and invasive plants in general. **A motion was made to approve the travel request for the Invasive Plant Species Management Administrator. Approved as presented. (Flannery-Rasheed, 4-0).**

g) **Education Expense-Subscription**

A motion was made to approve the subscription to Constant Contact to assist with outreach mailings. Approved as presented. (Flannery-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 & Operational Items: The state budget was approved. The VA Soil and Water Conservation Board will meet on 7/24 to approve grant agreements. No cost share approvals should occur before FY27 allocations and policies are approved. Initial disbursement letters will be transmitted on 7/30/26; ***Dedicated reserves must be shown in the budget at the September meeting for approval by the Board. *** Annual Report should be completed by 9/30; Audit for 2 years '25 & '26 will be performed by Robinson, Farmer, and Cox. DCR will also be doing administrative audit for this same period.*** The Desktop Guide has been approved and distributed. *** Minutes and committee minutes must be posted to website within 7 days of approval.*** **Ag & Cost-Share Items:** PY26 carryover correspondence should be sent to participants as an official notification that includes the date the carryover was approved by the Board of Directors and the new completion deadline. Ensure that the carryover section of Contract Part II has been completed.*** The PY27 VACS manual is online and SWCD office will receive one printed copy.***Nominations for local and Grand Basin Clean Water Farm awards are due 10/01. *** **Upcoming Dates to Remember:** Legislative conference call on 7/15 ** Area II Legislative call-8/06, ***Potomac Council meets tomorrow virtually *** CAS mtg. on 7/16 and 7/23 *** VSWCB will meet on 7/24.

USDA-NRCS- (Casey James, Soil Conservationist)

Casey reported they are closing out the contracting year. *** The application deadline for next year is October 9th. *** RCPP: Regional Conservation Partnership project provides an opportunity for Invasive funding.*** Outreach events at the MARE Center on 7/30 and 8/20.

Virginia Department of Forestry- (Absent)

Virginia Cooperative Extension: (Beth Sastre, Commercial Horticulturalist)

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 (Absent)

Conservation Specialist II -- Robert Wilbur

The Board is appreciative of the thank-you letter received from Robert for VNRLI.

Conservation Specialist I -- Fletcher Dilldine

Conservation Specialist I -- Kaylea Powell (Absent)

Urban/Ag Conservationist -- Chris Van Vlack

Chris reported on a VCAP project that failed and the request for return of funds.

Conservation Specialist I -- Jennifer Venable (Absent)

Program Assistant -- Kristin Dennen
Education/Outreach Specialist – Jessie Freeland
Invasive Plant Species Management Administrator – Leah Sattler (Absent)
District Operations Manager -- Suzanne Brown

Board Comments:

Director Flannery presented a resolution in opposition to Valley North Power Lines. **A motion to approve the resolution with (grammatical corrections) for submittal to Area II for the upcoming legislative call. Approved as presented. (Flannery-Rasheed, 4-0).**

OTHER:

Potomac Council/Watershed Roundtable

The Potomac Council/Watershed Roundtable will meet virtually on Friday, July 10th. Loudoun SWCD is the host for the event.

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

Loudoun County Farm Bureau (Tia Earman, Associate Director)

No additional report.

Other:

Associate Director Clarke will be completing his Master of Science in Data Science at the University of Virginia on August 8, 2026. He contributed to the Central Virginia Tree Canopy Project by developing a cloud-based interactive dashboard that brings together remote-sensing and environmental data to support exploration of canopy conditions, soil-moisture trends that have been modeled into 2027 and 2028, geospatial patterns, and resilience-related planning questions across Central Virginia. This report will be used for policy decisions in Central Virginia. Associate Director Clarke will be presenting his report on August 6th.

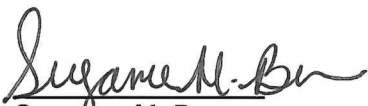
Upcoming:

The Technical Review Committee will meet on Wednesday, September 2nd at 1 p.m.
The Finance Committee will meet on Thursday, September 10th at 3 p.m.
The next scheduled District Board meeting will be held Thursday, September 10th 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 5:17 p.m.

Respectfully submitted:

Approved:


Suzanne M. Brown
District Operations Manager


James B. Christian
Chairman

September 10, 2026
(Date)