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

Thursday, September 10, 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; PETER HOLDEN, DIRECTORs; Derrick Clarke, Barbara Christian, and Tia Earman; Associate Directors; Suzanne Brown, Kaylea Powell, Jennifer Venable, Leah Sattler, Caroline Miller, Pat McIlvaine, Kris Dennen, Chris Van Vlack, Jessie Freeland, Robert Wilbur, Fletcher Dilldine. STAFF; Carly Campbell and Beth Sastre, VCE; Casey Iames, USDA-NRCS; Debbie Cross, DCR.

♦ A motion was made to add the Clean Water Farm Award nomination (as a time sensitive item) to the September agenda. Approved as presented. (Flannery-Rasheed, 4-0).

ACTION ITEMS:
♦1) Approval of Minutes:
A motion was made to approve the 7/09/26 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 6/30/26 and 7/31/26. 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 9/02/26. Approved as presented. (Flannery-Rasheed, 4-0).

Item 2: A motion was made to approve 2 Conservation Plans: CP-36-26-0015 and CP-36-27-0002. Approved as presented. (Flannery-Rasheed, 4-0).

Item 3: A motion was made to ratify 1 VACS cost share instance, 36-25-0068, approved with delegated authority totaling $33,283.04. Approved as presented. (Flannery-Rasheed, 4-0).

Item 4: A motion was made to approve 19 VACS cost share instances totaling $326,521.25. Approved as presented. (Flannery-Rasheed, 4-0).

Contract	Instance	Amount
36-27-0001	771505	$43,875.00
36-27-0001	771506	$41,910.00
36-27-0001	771507	$9,644.29
36-27-0005	762376	$1,420.00
36-27-0005	762378	$452.00
36-27-0005	769589	$580.00
36-27-0006	768952	$368.00
36-27-0007	768926	$2,090.00
36-27-0007	768927	$2,322.00
36-27-0007	768928	$3,540.00
36-27-0007	768929	$426.00
36-27-0008	772669	$44,770.00
36-27-0008	769590	$5,140.00
36-27-0008	769592	$53,760.00

36-27-0009	772671	$2,774.00
36-27-0009	772670	$53,920.00
36-27-0010	772087	$5,200.00
36-27-0012	773352	$32,250.00
36-27-0011	772619	$22,079.96
36-25-0068	651815	$33,283.04

Item 5: A motion was made to approve 1 County Tree planting instance totaling $1,650.00. Approved as presented. (Flannery-Rasheed, 4-0).

Item 6: A motion was made to approve 1 VCAP project totaling $5,007.22. Approved as presented. (Flannery-Rasheed, 4-0).

♦4) **Finance Committee**

a) Committee Mtg. Minutes 7-09-26

A motion was made to approve the Finance Committee meeting minutes from 7-09-26. Approved as presented. (Flannery-Rasheed, 4-0).

b) FY27 Budget Update

FY27 Budget update tabled until the October '26 Board meeting.

c) Signature Card Update

Due to the retirement of the Lead Conservation Specialist, an update to the District signature card for the District accounts will be needed. **A motion was made to update the bank signature card to remove the Lead Conservation Specialist and add Jessie Freeland. Approved as presented. (Flannery-Rasheed, 4-0).**

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

Leah presented at a recent IPSMP end-user workshop. Good feedback was received in addition to suggestions on how to improve the program. The Environmental Advisory Commission (EAC) program evaluation is still in progress. The official Program Evaluation report document has been finalized, and it will be distributed to members of the EAC in the coming weeks. All remaining data should be reported to the commission by 9/23. *** Several presentations made to the EAC and Natural Resources Conservation. *** Upcoming dates: Contractor meeting on 10/07, Virginia Sea Grant Leadership Conference October 13-15th, North American Invasive Species Management Alliance conference in D.C. October 19-22nd.

♦6) **Executive Committee**

a) Staff Training Request: A motion was made to ratify the staff training request for administrative staff to attend the Virginia Association of Government Archives and Records Administration. Approved as presented. (Flannery-Rasheed, 4-0).

b) FY27 DCR Grant Agreements: A motion was made to ratify the acceptance and signing of the FY27 Operating and Cost-Share grant agreements. Approved as presented. (Flannery-Rasheed, 4-0).

c) Operations Committee: A motion was made to approve the establishment of an Operations Committee to assist staff with policy items. Vice Chair Rasheed will chair the committee. Committee members include: Chairman Christian, Associate Directors Clarke, Bartok, and Earman. Approved as presented.(Flannery-Rasheed, 4-0).

♦7) **Personnel Committee**

a) Personnel Committee Mtg. Minutes (8/25 & 8/27): A motion was made to approve the Personnel Committee Meeting Minutes from 8/25 and 8/27. Approved as presented. (Flannery-Rasheed, 4-0).

b) Staff Retirement Recognition: A motion was made to approve the retirement recognition dinner for the Lead Conservation Specialist. Approved as presented. (Flannery-Rasheed, 4-0).

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

a) FY27 Annual Plan of Work
The FY27 Annual Plan of Work was reviewed and updated with projects/initiatives for the upcoming year. **A motion was made to approve the FY27 Annual Plan of Work. Approved as presented. (Flannery-Rasheed, 4-0).**

b) Cost-Share Outreach Funding
Due to the increase in cost-share funding there will be more outreach events planned for this fiscal year. Staff would like to request additional funding to host these outreach events. Total request: $3,500. **A motion was made to approve $3,500 for upcoming cost-share outreach events. Approved as presented. (Flannery-Rasheed, 4-0).**

c) CANVA Subscription (Flannery-Rasheed, 4-0).
CANVA is a program used by multiple staff for promotional materials. Staff request increasing the annual subscription to allow for multiple users. Total yearly subscription cost: $250. **A motion was made to approve the yearly subscription cost for CANVA. Approved as presented. (Flannery-Rasheed, 4-0).**

d) FY26 DCR Grant Deliverables Year-end Assessment
The FY26 Grant Agreement Assessments for Operating and Cost-Share received were received from our CDC. The District received A's for both assessments. **A motion was made to acknowledge receipt of the FY26 Assessments from DCR. Approved as presented. (Flannery-Rasheed, 4-0).**

e) VASWCD Education Foundation Sponsorship
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. Loudoun historically donates up to $300 in items for this auction. **A motion was made to donate up to $300 in local items to the VASWCD Education Foundation auction. Approved as presented. (Flannery-Rasheed, 4-0).**

f) Clean Water Farm Award '26
A motion was made to nominate Windsor Hill Farm for local Clean Water Farm award. Approved as presented. (Flannery-Rasheed, 4-0)

A motion was made to nominate Pam Jones, Gathering Springs Farm (local winner in 2024) for the Grand Basin Award. 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:*** Quarterly reports and Att E are due on 10/15. *** FOIA training for District Directors: The FOIA Council has planned two trainings: 10/20 at 1 p.m. and 11/12 at 10 a.m. *** FOIA posted agenda requirements: the agenda for committee and Board meetings must be on the website three days prior to the meeting. Desktop Procedures for District Operations: Board meeting and committee meeting minutes must be posted on the website within seven working days of final approval. *** **Ag & Cost-Share**: CCI enrollment It is time to approve any CCI eligible BMPs or existing CCI practices coming out of lifespan on 12/31/26. Taking signup and certifying the new CCI practice before the end of the calendar year will allow the new lifespan to start immediately on 1/1/27, as soon as the current lifespan ends.*** **Upcoming Dates to Remember:** 9/14 & 15 VSWCB; 9/23 VASWCD Quarterly Board meeting; 10/09 Potomac Council Watershed Roundtable meeting, hosted by JMSWCD. *** Annual Mtg. 12/06-12/08 at the Hotel Roanoke.

USDA-NRCS- (**Casey Iames, Soil Conservationist)**
Report distributed prior to the meeting.

Virginia Department of Forestry- (Absent)

Virginia Cooperative Extension: (Carly Campbell)
Extension is partnering with VDACs on the Pesticide Collection program. Carly shared forms with the group to share with landowners/farms. The event will be held in Prince William.

Reports/Actions: District Programs: Staff Monthly Reports ***(Reports distributed prior to the meeting)***
Senior Conservation Specialist -- Pat McIlvaine
Conservation Specialist II – 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 and Program Administration – Jessie Freeland
Invasive Plant Species Management Administrator – Leah Sattler
Invasive Plant Species Outreach Specialist—Caroline Miller
District Operations Manager -- Suzanne Brown

Board Comments:
♦Closed Session
Director Rasheed made the motion "for the Committee to go into Closed Meeting as provided for in the Code of Virginia Section 2.2-3711(A)(1) to discuss personnel matters. **Approved. (Rasheed-Flannery, 4-0)** The Committee entered Closed Session at 4:38 .

A motion was made by Director Rasheed to reconvene the Committee into an open meeting at 4:48 p.m., as per (Code 2.2-3712 (D)) **Approved. (Rasheed-Flannery, 4-0).**

Pursuant to the Code of Virginia Section 2.2-3712 (D) Director Rasheed made the motion to certify that to the best of the Board's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Board during the Closed Meeting. **Approved. (Rasheed-Holden, 4-0).**

A motion was made to approve the reclassification of Jessie Freeland to Education Outreach/Finance Administration. Approved as presented. (Flannery-Rasheed, 4-0).

OTHER:
Potomac Council/Watershed Roundtable

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

Loudoun County Farm Bureau (Tia Earman, Associate Director)(Absent)
The Annual Farm Bureau Members Meeting is coming up on Tuesday 10/21 at Walsh Family Farm.

Other:
Associate Director Clarke has finished the Tree Canopy report as part of his project with UVA. He provided UVA a data dictionary to document trees. A more detailed report will be provided at a future meeting.

Upcoming Education/Outreach opportunity with Cowbell kitchen: An event has been scheduled with Cowbell Kitchen on 10/01 to talk about Food Waste Diversion program and market District activities. Space is available for

up to 25 people**. Associate Director Clarke would like to request $500 to allocate for event. Total Request: $500. Approved as presented. (Rasheed-Holden, 4-0).**

Environmental Advisory Commission Meeting: The commission will meet on 10/28 to present the review of Invasive Plant Species Management program.

Upcoming:
The Technical Review Committee will meet on Wednesday, 9/30 at 1 p.m.
The Finance Committee will meet on Thursday, October 8th at 3 p.m.
The next scheduled District Board meeting will be held Thursday, October 8th 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 5:20 p.m**.

Respectfully submitted:

Suzanne M. Brown
District Operations Manager

Approved:

James B. Christian
Chairman

October 8, 2026
(Date)