

**Board of Directors**

Scott J. Cameron, Chair  
 Christopher E. Koerner, Vice-Chair, Co-Treasurer  
 Dana Barakat, Co-Treasurer  
 Rhonda Bitterli, Secretary  
 Adria Bordas, Director-Extension  
  
 Wilfred D. Quasie-Woode,  
 Executive Director

**Contact**

703-324-1460, TTY 711  
 Fax: 703-324-1421  
 ConservationDistrict@fairfaxcounty.gov

*Working for Clean Streams and Protected Natural Resources in Fairfax County*

Meeting held in person with a virtual option via Microsoft Teams

June 24, 2025

**MINUTES**

Mr. Cameron called the meeting to order at 9:36 am. Those attending in person and virtually were:

***NVSWCD Directors and Associate Directors***

Scott Cameron, Director-Chair  
 Dana Barakat, Director-Co-Treasurer\*  
 Rhonda Bitterli, Director-Secretary  
 Chris Koerner, Director-Co-Treasurer  
 John Peterson, Associate Director

***Cooperating Agency Representatives***

Linda Barfield, Fairfax County Stormwater\*  
 Debbie Cross, Virginia DCR

***Guests***

Darren Benjamin\*  
 Bill Lecos, Lake Barcroft Association\*

*\*Participated virtually*

***NVSWCD Staff Members***

Willie Woode, Executive Director  
 Eden Anderson, Urban Conservation Specialist\*  
 Scott Baron, Urban Conservation Specialist\*  
 Heather Colter, Urban Conservation Specialist  
 Meghan Cunha, Urban Conservation Specialist  
 Stacey Evers, Urban Agriculture Specialist  
 Trish Feth, Communication and Program Specialist  
 Judy Fraser, Urban Conservation Specialist  
 Heather Hunter-Nickels, Ag. Water Qual. & Cons. Specialist  
 Don Lacquement, Urban Conservation Engineer  
 Grace Murdoch, Education Specialist  
 Dan Schwartz, Soil Scientist  
 Heather Shackley, Operations Manager  
 Sophia Wood, Urban Conservation Specialist

**Welcome and Introductions**

Mr. Cameron welcomed all to the meeting and noted there was a quorum with three board members in attendance in person.

Ms. Barakat asked for approval to participate remotely due to medical reasons.

A **motion** (Koerner-Barakat) to allow Ms. Barakat to participate remotely due to medical reasons passed by voice vote.

**Minutes – May 27, 2025**

Ms. Bitterli reported that she had reviewed the minutes of the May 27, 2025 board meeting and that they had been distributed in advance of the meeting.

A **motion** (Bitterli-Koerner) to approve the minutes of the May 27, 2025 board meeting passed by voice vote.

### **Treasurer's Report – May 2025**

Mr. Koerner reported that the Treasurer's Report for May 2025 had been distributed in advance of the meeting. Hearing no comments, the Treasurer's Report for May 2025 was accepted by consensus to be filed for audit.

### **Technical Review Committee**

Ms. Bordas reported that the Technical Review Committee (TRC) met on June 17, 2025, to review two Soil and Water Quality Conservation Plans, three Conservation Assistance Program (CAP)/Virginia Conservation Assistance Program (VCAP) applications, fourteen CAP/VCAP reimbursement applications, and two FMAP applications. The VCAP applications will be forwarded to the VCAP Steering Committee. The details of these projects were included in the TRC Report in the board package.

#### **Conservation Plans**

- Arcadia Center
- Hickox Farm A & F Renewal

**A motion** (Barakat-Koerner) to approve the two Soil and Water Quality Conservation plans passed by voice vote.

#### **CAP/VCAP Applications**

Applicant	Program	Location	Supervisor District	Watershed	Type	Size	Cost
							1. Total Estimated 2. Reimbursement
Miller	VCAP	Alexandria	Franconia	Cameron Run	CL	1,430 SF	1. \$9,250 2. \$7,000
Walton	VCAP	Alexandria	Franconia	Dogue Creek	CL	1,100 SF	1. \$9,399.90 2. \$7,000
Miller	CAP	Burke	Braddock	Pohick Creek	CL	350 SF	1. \$3,197 2. \$2,557.60

#### **CAP/VCAP Reimbursements**

Applicant	Program	Location	Supervisor District	Watershed	Type	Size (application)	Cost
							1. Total Cost (a. estimate, if different) 2. Reimbursement
Blitzer	VCAP	Fairfax	Providence	Accotink Creek	CL	925 SF	1. \$8,858.99 2. \$7,000
Drizd	CAP	Falls Church	Mason	Cameron Run	CL ISR	3,600 SF 110 SF	1. \$5,845.14 2. \$4,777.39
Hagan	VCAP	Alexandria	Mount Vernon	Little Hunting Creek	CL	575 SF	1. 8,807.30 (\$8,811.67) 2. \$7,000

Applicant	Program	Location	Supervisor District	Watershed	Type	Size (application)	Cost
							1. Total Cost (a. estimate, if different) 2. Reimbursement
Hagan	CAP	Alexandria	Mount Vernon	Little Hunting Creek	CL	320 SF	1. \$9,543.33 2. \$7,000
Halstead Glen	CAP	Reston	Hunter Mill	Difficult Run	CL	320 SF (Total 575 SF)	1. \$2,593.95 2. \$2,075.16 (Project total \$4,757.90)
Islam	CAP	Vienna	Providence	Accotink Creek	CL	504 SF	1. \$8,571.98 2. \$6,857.58
Islam	CAP	Vienna	Providence	Accotink Creek	DW	288 GAL	1. \$9,324.49 2. \$7,000
					ISR	76 SF	1. \$1,500 2. \$760
Jones	CAP	Alexandria	Franconia	Dogue Creek	CL	450 SF	1. \$8152.17 2. \$6,521.74
Jones	VCAP	Alexandria	Franconia	Dogue Creek	RG	32 SF (200 GAL)	1. \$8,788.63 2. \$7,000
Kunz	CAP	McLean	Dranesville	Pimmit Run	CL	421 SF	1. \$6,826.88 2. (\$9,422) 3. \$5,461.50
Kunz	CAP	McLean	Dranesville	Pimmit Run	CL	430 SF	1. \$6,965.22 2. (\$10,014) 3. \$5,572.18
Manion	CAP	Springfield	Springfield	Pohick Creek	CL	500 SF	1. \$9,020.71 2. \$7,000
					IR	1,250 SF	1. \$621.28 (\$3,334.38+) 2. \$621.28 (\$3,000)
Manion	CAP	Springfield	Springfield	Pohick Creek	CL	400 SF	1. \$6,309.73 2. \$5,407.78
Singerman	CAP	Oakton	Providence	Difficult Run	CL	1,755 SF	1. \$8,998.10 (\$9,007.61) 2. \$7,000

A **motion** (Barakat-Koerner) to approve the three CAP/VCAP applications and fourteen CAP/VCAP reimbursements as outlined above passed by voice vote.

*Flood Mitigation Assistance Program*

Mr. Woode said that Ms. Colter had requested that traditional sandbags and plastic flood resistant sheeting be added to the Flood Mitigation Assistance Program (FMAP) Approved Practices List.

A **motion** (Barakat-Koerner) to add traditional sandbags and flood resistant plastic sheeting to the FMAP Approved Practices List passed by voice vote.

Applicant	Location	Project Description	Cost	
			1.	Total Cost 2. Reimbursement
Castronova	Belle Haven	Downspout extensions	1.	\$19,344
			2.	\$5,000
Curry	Alexandria	Downspout extension	1.	\$9,500
			2.	TBD

A **motion** (Barakat-Koerner) to approve the two FMAP applications as outlined above passed by voice vote.

*Next Meeting of the Technical Review Committee*

The next meeting of the TRC will be held on Tuesday, July 15, 2025, at 10:00 am.

**Legislative Report**

Mr. Cameron gave an update on Delegate Bulova's parking lot solar bill and Delegate Krizek's renewable energy bill. He reported that VCAP will likely run out of money by October, which he said is a good argument for asking for increased funding for VCAP in the next budget cycle. Mr. Cameron also reported he has drafted a letter to the National Association of Conservation Districts explaining ways in which agriculture and industrial scale solar can be more compatible.

There was a discussion of the Lake Barcroft Watershed Improvement District's (WID) dam upgrade, and if the Virginia General Assembly is aware of the importance and funding needs of the project. Mr. Cameron and Mr. Peters agreed that Mr. Cameron will bring the topic to the Area II Legislative Committee conference call on Wednesday, August 13, 2025. Mr. Lecos thanked the district for its support and updated the board on the status of the Lake Barcroft dam upgrade project. Mr. Cameron asked Mr. Lecos to submit Lake Barcroft's request for additional funding to the Northern Virginia Soil and Water Conservation District (NVSWCD) board by November 2025.

**Finance Committee Report**

**FY 2025 DCR Desktop Procedures for Fiscal Operations**

Mr. Koerner stated that to meet Virginia Department of Conservation and Recreation (DCR) grant deliverables, it is necessary for the Finance Committee or the board to acknowledge review of the DCR FY 2025 Desktop Procedures for Fiscal Operations. The Finance Committee reviewed the current procedures and acknowledged their review at its June 17, 2025 meeting.

**FY 2027 Attachment D Budget Template**

Mr. Koerner reported the Finance Committee reviewed the DCR FY 2027 Budget Template, commonly referred to as Attachment D. The template must be reviewed and approved by NVSWCD's board prior to submission to DCR.

A **motion** (Koerner-Barakat) to approve the FY 2027 Attachment D Budget Template and authorize that it be signed by NVSWCD's chairman and submitted to DCR passed by voice vote.

**Fairfax County Park Authority Board Room Audio Visual Upgrade**

Mr. Koerner said NVSWCD has received a request from the Fairfax County Park Authority (FCPA) regarding district support for an upgrade to the audio-visual equipment in the FCPA Board Room, room 941 of the Herrity Building. FCPA would like the district to support a request they are making to Fairfax County's Department of Information Technology to fund this endeavor. FCPA would also like the district to consider

making a financial contribution to the project.

The Finance Committee discussed this issue at length, noting some possible ways for the district to respond. It was the consensus of the committee that more thought and discussion was needed and that this matter should be brought to the full board for additional review.

Mr. Koerner reported that Fairfax County Board Supervisor Walter Alcorn suggested to him that he set up a meeting between the FCPA board and the NVSWCD board. Mr. Cameron asked Mr. Woode to contact the FCPA to arrange a meeting. He said the district would consider making a small donation to the upgrade but noted NVSWCD's budget is much smaller than that of the FCPA.

### **FY 2026 Updated Budget and Revised Staffing Plan**

Mr. Koerner said the Finance Committee heard Mr. Woode's proposed personnel updates to the district's FY 2026 budget. These include:

1. A reduction of hours, from 40 hours per week to 30 hours per week, for the Operations Manager position.
2. A change in the Education Specialist position from 30 hours per week, limited term, to 35 hours per week, with benefits.
3. An increase in hours allotted to support the district's urban agriculture programs by increasing the hours of the Urban Agriculture Specialist position from approximately six hours per week to 12 hours per week.

A **motion** (Koerner-Barakat) to approve the revised staffing plan and updated FY 2026 budget as outlined above and discussed at the Finance Committee meeting passed by voice vote.

### **FY 2026 Market Rate Adjustment**

Mr. Koerner stated Fairfax County has approved NVSWCD's FY 2026 Contributory Request and additional funding to provide NVSWCD staff with the same 2% market rate adjustment provided to Fairfax County staff.

A **motion** (Koerner-Barakat) to approve a 2% market rate adjustment for all district staff effective with the first pay period in FY 2026 passed by voice vote.

### **Approval of FY 2026 DCR Grant Agreements**

Mr. Woode noted that the DCR Admin/Ops and Cost Share grant agreements were included in the board package

A **motion** (Barakat-Koerner) to approve the FY 2026 Admin/Ops and Cost Share grant agreements passed by voice vote.

### **VCE Volunteer Ag BMP Producer Survey MOU**

A **motion** (Barakat-Koerner) to enter into a Memorandum of Understanding with the Virginia Cooperative Extension with the goal of achieving a high response rate for the Chesapeake Bay Voluntary Ag BMP Producer Survey passed by voice vote.

### **Acknowledgement of NVSWCD Policy Manual**

Mr. Woode noted that as a part of the district's grant agreement with DCR, it was necessary for the board to approve the NVSWCD Policy Manual. He said only slight changes have been made to the manual since last year. A copy of the updated manual, with changes highlighted, had been provided to the board in advance of the meeting.

A **motion** (Koerner-Barakat) to acknowledge review of the NVSWCD Policy Manual passed by voice vote.

### **FY 2025 Annual Plan of Work**

A **motion** (Koerner-Barakat) to acknowledge that the board has reviewed NVSWCD's FY 2025 Annual Plan of Work passed by voice vote.

### **Green Breakfast**

Ms. Feth said speakers have been found for the remaining three Green Breakfasts in 2025. The September Green Breakfast is planned as an in-person event and July and November Green Breakfasts will be virtual. The next Green Breakfast will be held on Saturday, July 12, 2025, and the speaker will be Matt Gerhart, Conservation Director for the Northern Virginia Conservation Trust on the topic, "Mapping a Conservation Vision for Northern Virginia."

### **Tree Commission**

Ms. Bitterli said the Board of Supervisors has directed staff to provide invasive species education. By early fall, an educational video about what private property owners in Fairfax County can do for invasive species management should be available. There will also be a question-and-answer session. She also reported that an Invasive Management Area Ecologist Position was eliminated from the Fairfax County Park Authority and that hazard tree removal funding had been cut from the Park Authority's forestry budget.

### **Other Items—Directors, Associates, Consultants**

Mr. Koerner congratulated staff, especially Mr. Schwartz, on the Soil Morphology class held on June 5 and 6, 2025.

Mr. Peterson presented a welcome mat as a gift to the district. It had been given to him by Ms. Bordas when he began his term on the NVSWCD board.

### **Executive Director's Report**

Mr. Woode highlighted some things from his report which had been included in the board package:

- Mr. Woode expressed thanks to the Soil Morphology Class team, especially Mr. Schwartz for organizing and presenting, and Ms. Shackley and Ms. Feth for their catering work.
- NVSWCD's FY 2026 contributory budget was approved by Fairfax County.
- Mr. Woode said the Strategic Planning process is coming along well, with a target of presenting the plan to the board at its July meeting.
- Mr. Woode attended DCR training on Attachment D, DCR's budget template, on June 6, 2025.
- Mr. Baron is celebrating his three-year anniversary with the district.
- Ms. Colter is celebrating her one-year anniversary with the district.
- Mr. Woode said FY 2025 was a great year and thanked the board for their support.

### **Staff Presentations, Reports and Announcements**

- Ms. Evers thanked the board for expanding the Urban Agriculture Specialist position as the grant that funded the position is ending and the Urban Ag Work Group is wrapping up. Ms. Evers gave an overview of the accomplishments of the Urban Ag Work Group over the last two years.
- Mr. Schwartz thanked the staff, Mr. Koerner, and partner organizations for their help with the Soil Morphology Class.
- Ms. Murdoch shared updates on the district's youth programs:
  - The conservation poster contest is ongoing.

- Several area Rotary Clubs and individual donors have made donations to NVSWCD in support of camperships for VASWCD Youth Conservation Camp (YCC) students. All 10 students from our area were accepted to camp and they all received financial aid. Ms. Murdoch said she will be inviting the YCC students and Rotary Club members to attend the July board meeting.
- Mr. Woode said Darren Benjamin had reached out to him to offer to be a part of the volunteer pool for the district. Ms. Bitterli asked if there were any areas where volunteers were especially needed. Mr. Woode said legal and financial expertise would be welcome.

### **Cooperating Agencies**

*Fairfax County Department of Public Works, Stormwater Planning Division*

Linda Barfield said she had no updates.

*Virginia Department of Conservation and Recreation*

Ms. Cross provided updates from her report, which had been included in the board package.

*Natural Resources Conservation Service/USDA*

Ms. James was unable to participate in today's meeting.

*Virginia Department of Forestry (VDOT)*

Mr. Zielinski was unable to participate in today's meeting.

A **motion** (Koerner-Barakat) to adjourn the meeting at 11:14 am passed by voice vote.

Respectfully submitted,

---

*Trish Feth, Communication Specialist*

---

*Dana Barakat, Secretary*

---

*Approved Date*

The next regular business meeting of the NVSWCD Board of Directors will be held on  
**July 22, 2025, at 9:30 am**