

Board of Directors

Scott J. Cameron, Chair
 Christopher E. Koerner, Vice-Chair
 Dana Barakat, Secretary
 Rhonda Bitterli, Treasurer
 Adria Bordas, Director-Extension

Wilfred D. Quasie-Woode,
 Executive Director

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Working for Clean Streams and Protected Natural Resources in Fairfax County

Meeting held in person with a virtual option via Microsoft Teams

November 25, 2025

MINUTES

Mr. Cameron called the meeting to order at 9:34 am. Those attending in person and virtually were:

NVSWCD Directors and Associate Directors

Scott Cameron, Director-Chair
 Dana Barakat, Director-Secretary
 Rhonda Bitterli, Director-Treasurer
 Chris Koerner, Director-Vice Chair
 Adria Bordas, Director-Extension
 Jim McGlone, Associate Director

Cooperating Agency Representatives

Linda Barfield, Fairfax County Stormwater*
 Debbie Cross, Virginia DCR
 Casey James, NRCS

Guests

Cate Avon
 Morgan Searle, DPWES-MSMD

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
 Heather Hunter-Nickels, Ag. Water Qual. & Cons. Specialist
 Don Lacquement, Conservation Engineer
 Grace Murdoch, Education Specialist
 Ashley Palmer, Communication and Education Specialist
 Dan Schwartz, Soil Scientist
 Heather Shackley, Operations Manager*
 Sophia Wood, Urban Conservation Specialist

**Participated virtually*

Welcome and Introductions

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

Minutes – October 28, 2025

Ms. Barakat reported that she had reviewed the minutes of the October 28, 2025 board meeting and that they had been distributed in advance of the meeting.

A **motion** (Barakat-Koerner) to approve the minutes of the October 28, 2025 board meeting passed by voice vote.

Treasurer's Report – October 2025

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

Technical Review Committee

Ms. Bordas reported that the Technical Review Committee (TRC) met on November 18, 2025, to review two Soil and Water Quality Conservation plans, one Conservation Assistance Program (CAP)/Virginia Conservation Assistance Program (VCAP) applications, nine CAP/VCAP reimbursement applications, and five Flood Mitigation Assistance Program (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.

Soil and Water Quality Conservation Plans

- Blue Fox Farm
- Three Star Farm

A motion (Bordas-Koerner) to approve the two Soil and Water Quality Conservation plans as outlined above passed by voice vote.

CAP/VCAP Applications

Applicant	Program	Location	Supervisor District	Watershed	Type	Size	1. Total Estimated Cost
							2. Reimbursement
Elliot	CAP	Great Falls	Dranesville	Difficult Run	CL	1,200 SF	1. \$15,561.20 2. \$7,000

A motion (Bordas-Koerner) to approve the one CAP/VCAP applications as outlined above passed by voice vote.

CAP/VCAP Reimbursements

Applicant	Program	Location	Supervisor District	Watershed	Type	Size	Cost
							1. Total Cost (a. estimate, if different) 2. Reimbursement
Walton	VCAP	Alexandria	Franconia	Dogue Creek	CL	1,100 SF	1. \$9,399.90 2. \$7,000
Gordon	VCAP	McLean	Dranesville	Pimmit Run	CL	1,014 SF	1. \$8,541.04 a. \$8,131.64 2. \$6,505.31
Lopez	CAP	Alexandria	Franconia	Cameron Run	CL	1,060 SF	1. \$9,667.02 a. \$9,781.06 2. \$7,000
El-Amine	CAP	Alexandria	Franconia	Cameron Run	CL	440 SF	1. \$7,907.84 2. \$6,326.27
El-Amine	CAP	Alexandria	Franconia	Cameron Run	CL	445 SF	1. \$7,807.77 a. \$7,919.77 2. \$6,246.22
Wise	CAP	Springfield	Springfield	Pohick Creek	CL	750 SF	1. \$10,148.72 1. \$7,000
Kojm	CAP	Burke	Springfield	Pohick Creek	DW	675 Gal	1. \$6,210.08 2. \$4,968.06
Kojm	CAP	Burke	Springfield	Pohick Creek	DW	539 Gal	1. \$6,047.48 2. \$4,837.98
Romness	CAP	McLean	Dranesville	Pimmit Run	CL	1,611 SF	1. \$9,797.80 2. \$7,000

A motion (Bordas-Koerner) to approve the nine CAP/VCAP reimbursement applications as outlined above passed by voice vote.

Flood Mitigation Assistance Program

Applicant	Location	Supervisor District	Type	1. Total Cost 2. Reimbursement
Wilson	Burke	Braddock	Downspout Extensions	1. \$2,240 2. \$1,120
LaPlante	Springfield	Springfield	New window, Exploratory Leak Test	1. \$2,225.00 2. \$1,125
Tyler	Alexandria	Mount Vernon	Downspout Extensions	1. \$587.50 2. \$293.75
Milton	McLean	Dranesville	Stormwater Barrier	1. \$562.60 2. \$281.30
Alleman	Burke	Springfield	Downspout Extension	1. \$850 2. \$425

A motion (Bordas-Koerner) to approve the five FMAP application as outlined above passed by voice vote.

Since the board will not meet in December, Ms. Bordas requested the board's authorization to preapprove non-sensitive plans, applications and reimbursements so that applicants are not delayed in starting their projects or receiving their cost-share. These items would still be formally approved by the board at the January 2026 meeting.

A motion (Bordas-Barakat) to authorize the TRC to preapprove and move forward non-sensitive plans, applications and reimbursements at its December meeting passed by voice vote.

Next Meeting of the Technical Review Committee

The next meeting of the TRC will be held on Tuesday, December 16, 2025, at 10:00 am.

Legislative Report

Mr. Cameron reported that state association priorities will be voted on at the Virginia Association of Soil and Water Conservation Districts' (VASWCD) Annual Meeting in early December. He is requesting board approval to transmit information about those priorities to the Northern Virginia/Fairfax County Delegation to the Virginia General Assembly with a cover letter from NVSWCD's Board of Directors.

Approval of Draft 2026 General Assembly Legislative Priority Letter

Mr. Cameron went through the draft letter. A copy of the letter and the Draft 2026 VASWCD Legislative Priorities had been included in the board package. He mentioned that the last bullet regarding Urban Agriculture is a new item for the recommended legislative priorities letter. He asked Mr. Woode to expand on the Urban Agriculture program and how he determined the amount of funding that would be needed for the pilot program.

A motion (Barakat-Bordas) to approve Mr. Cameron sending the letter along with the VASWCD Legislative Priorities document, once approved by the VASWCD Board, passed by voice vote.

In response to a question about why Lake Barcroft Watershed Improvement District is highlighted in the legislative priorities document, Mr. Cameron noted that he chose to highlight this issue because it affects this district and is a large and expensive project with significant potential harm to people and property.

In the paragraph of the letter addressing this issue, Mr. Koerner suggested changing “necessary improvements” to “mandated improvements.”

Seedling Sale Purchase Approval

Mr. Woode apologized to the board for failing to request authorization to purchase this year’s seedlings before the Department of Forestry sale opened. Not wanting to wait and risk the seedlings being unavailable, he asked Ms. Bitterli as Treasurer to approve the purchase, and requested the board ratify that approval.

A **motion** (Barakat-Koerner) to ratify the treasurer’s approval of the purchase of seedlings, in the amount of \$2,173.50, passed by voice vote.

In response to questions from the board about which species would be purchased, Mr. Woode provided information about the seedlings and noted that the vegetable seedlings would be offered separately.

Payment to AquaDoc/Recommendations from Attorney General’s Office

Mr. Woode reported on conversations he and NVSWCD’s Trapa program staff have had regarding outstanding invoices for the contractor, AquaDoc. Mr. Woode reported that he has contacted the Virginia Attorney General’s office for guidance on how to best bring the Trapa contract with AquaDoc to a close without further debate and to avoid possible litigation. Information from the Attorney General’s office was included in the board package. It was the opinion of the Attorney General’s office that NVSWCD pay AquaDoc in full for July, August, September, and October (a payment of \$10,533.32 or \$2,633.33 per month for each of the four months the work conformed to the agreed upon scope of work), but not remit the “outstanding” \$3,011.66 for May and June, 2025, as AquaDoc did not meet the scope of work agreed upon for those months.

Mr. Woode asked the board to approve the district making payments as recommended by the Attorney General’s Office.

Ms. Bitterli asked who would cover the cost if AquaDoc were to take NVSWCD to court. Mr. Woode said the Attorney General’s office would cover the costs, outside of staff time. Mr. Koerner suggested including in the letter sent to AquaDoc a sentence requesting that all further communication should go through the Attorney General’s office. Mr. Cameron asked Mr. Woode to show the letter to the Attorney General’s office before sending it to AquaDoc.

In response to a question from Mr. Koerner, Mr. Woode noted that there were not significant technical setbacks due to AquaDoc’s failure to conform to the scope of work.

A **motion** (Koerner-Barakat) to approve payment to AquaDoc, as outlined above, passed by voice vote.

Associate Director Job Description and Guidelines

The Virginia Attorney General’s office has provided guidance to districts that it is best practice to have a job description and guidelines for its associate director positions. The draft guidelines and job description were included in the board package. In that document, associate director terms have been changed from a three-year to four-year terms, which will match the directors’ terms. Also added was a statement clarifying that associate directors may not speak publicly on behalf of the district.

A **motion** (Barakat- Koerner) to approve the position description and guidelines for associate directors, as presented, and add it to the policy manual passed by voice vote.

In response to a question from the board about whether the new position description and guidelines for associate directors would trigger a review of those currently in the role, Mr. Woode noted that it would and that current associate directors would have the option of becoming consultants to NVSWCD, an established role that requires a smaller time commitment, if they chose not to continue as associate directors.

Green Breakfast

Ms. Feth said the virtual Green Breakfast held on Saturday November 8, 2025 on Fairfax County's Energy Programs was attended by about 15 people. She said she is starting to plan for next year and will revisit the topics and speakers' survey responses to plan next year's lineup.

Tree Commission

Ms. Bitterli reported that the Tree Commission met on November 6, 2025. She stated that the topic of mulch volcanoes around trees on county property was discussed, and one of the commissioners had drafted a letter to the Board of Supervisors requesting that future county landscape maintenance contracts reflect best practices for mulching trees and educate landscapers and property owners on the basics of proper mulching. She also noted that the Board of Supervisors has approved a study on the economic impact of invasive species. A scope of work is currently being developed, and stakeholder engagement meetings will be held. There was also a discussion about whether insurance companies have the authority to require homeowners to remove certain trees on their property, such as those planted too close to the house. Finally, Ms. Bitterli said the commissioners discussed creating a comprehensive listing of free tree giveaways, including dates and sponsoring organizations. Ms. Palmer noted that Plant Nova Natives has one available online.

Other Items—Directors, Associates, Consultants

There were no other items from directors, associates or consultants.

Executive Director's Report

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

- Mr. Woode announced that Ms. Evers would be resigning from her position as Urban Agriculture Specialist at the end of January, 2026. He asked permission from the board to begin advertising for her position immediately so that Ms. Evers could train the new staff member before she leaves.

A **motion** (Barakat-Koerner) to allow Mr. Woode to begin advertising for the Urban Agriculture Specialist position immediately passed by voice vote.

- Mr. Woode recognized Ms. Hunter-Nickels's efforts to organize a gift drive for the Herrity Building custodial and security staff.

Staff Presentations, Reports and Announcements

- Ms. Murdoch said local Envirothon training was held on November 22, 2025 at Graves Mountain Lodge and was very successful.
- Ms. Palmer said Ms. Murdoch helped organize the local training and is doing an exceptional job running the Envirothon this year.
- Ms. Palmer introduced Cate Avon, a Youth Conservation Leadership Institute participant, who has developed an app to track invasive species.
- Ms. Fraser said NVSWCD has doubled the number of CAP/VCAP projects this year compared to last year. She thanked Mr. Woode for enabling the CAP team to attend the Turning a New Leaf Conference on December 3, 2025.

Cooperating Agencies

Fairfax County Department of Public Works, Stormwater Planning Division

Linda Barfield stated she did not have anything to report.

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 (NRCS/USDA)

Ms. James reported that NRCS has officially returned from furlough. She said the United States Department of Agriculture (USDA) has been fully funded until the end of FY 2026 (September 30, 2026). The Virginia NRCS has received its allotment of funds for the fiscal year and is funded for both its programs and technical assistance. The application deadline for all programs has been extended to January 15, 2026. If anyone is interested have them reach out to Ms. James (casey.james@usda.gov) or Brianna Cox (Brianna.cox2@usda.gov).

Virginia Department of Forestry (DOF)

Mr. Zielinski was not in attendance.

A **motion** (Bordas-Barakat) to adjourn the meeting at 10:54 am passed by voice vote.

Respectfully submitted,

Trish Feth, Communication and Program Specialist

Dana Barakat, Secretary

Approved Date

The next regular business meeting of the NVSWCD Board of Directors will be held on
January 27, 2026, at 9:30 am