

---

8850 Rixlew Lane, Manassas, VA 20109  
www.pswcd.org  
pswcd@pswcd.org

Phone: 571.379.7514  
Fax: 571.379.8305

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, January 18, 2024**  
**WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155**

(Zoom virtual option for Associate Directors, Partners, District Staff, and Citizens)

***In-person Attendees:***

John Price, Director – Chairman  
Jenny Reed, Director – Vice-Chairman  
Mansimran Kahlon, Director - Treasurer  
Nancy Vehrs, Director - Secretary  
Thomas Bolles, Director – VCE Representative  
Duane Mohr, District Manager  
Harry Glasgow, Associate Director  
Debbie Cross, VA Conservation District Coordinator – DCR

***Absent:***

***Virtual Zoom Meeting Attendees:***

Will Lintner, Associate Director  
Casey James, District Conservationist - NRCS  
Seth Hatfield, Conservation Specialist  
Alex Murphy, Conservation Specialist  
Nicole Slazinski, Conservation Specialist  
Veronica Tangiri, Water Quality Monitoring Coordinator

Chairman Price called the meeting to order at 1:07 p.m.

Chairman's Comments – Chairman Price stated that the Outreach event was well attended. Supervisor Tom Gordy attended. He owns a small farm and stated he plans to request a conservation plan be completed on his property. He plans to speak with neighbors to recommend they consider a plan as well.

Board of Directors Meeting, January 18, 2024

Potomac Watershed Roundtable Update – Nancy Vehrs - Ms. Vehrs stated that she attended a presentation regarding Area 2 Farms, a vertical farm in Arlington, VA. They offer a CSA program and deliver within a 10-mile radius. They also offer tours. For more information, visit [hello@area2farms.com](mailto:hello@area2farms.com) and <https://www.area2farms.com>.

Ms. Vehrs also attended a presentation by Scott Cameron, Director and Chair of the NVSWCD’s Legislative Committee, who spoke about solar farms.

Will Lintner - Mr. Lintner stated that John Peterson is the interim chair of the Potomac Watershed Roundtable. He was previously a long-time Director of the Northern VA Soil & Water Conservation District. The committee is seeking candidates for the position.

Mr. Lintner also discussed the following:

The prohibition of toxic pavement sealant, which was created due to concerns of toxic sealants that homeowners are placing on their driveways that are harmful to the environment.

Flood resiliency bill: Potential homebuyers are required to be made aware of homes located in flood plain areas.

Bill HB206 – Delegate Weber – rules of solar installation on lands. Visit <https://www.deq.virginia.gov › air › renewable-energy>

January 30, 2024 – Water Lobby Day

Citizen’s Time – None present

Minutes of December 14 Meeting – The motion to approve the minutes was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 5/0 vote.

Treasurer’s Report for Nov. & Dec. 2023 & 2<sup>nd</sup> qtr. FY 24 Financials – The motion to file the Treasurer’s report for audit was made by Mr. Price with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0 vote.

October - December 2023

Income

DCR FY 24 2nd Qtr. TA Base Funding	\$9,921.50
DCR FY 24 2nd Qtr. Operations Funding	\$45,707.50
DCR FY 24 2nd Qtr. VNRCF TA Funding	<u>\$23,273.75</u>
Total	\$78,902.75

Cash Reserves Interest \$2,501.06

MWEE Grant from DCR - Training \$150.00

PWC FY 24 2nd Qtr. Funding \$71,186.25

Grand Total \$152,740.06

Other Income

DCR VACS 2024 Income	\$100,000.00
Voluntary BMP Data Collection Project	<u>\$400.00</u>
	\$100,400.00

Board of Directors Meeting, January 18, 2024

***Managers Time – Duane Mohr***

Mr. Mohr stated that the Outreach event was very successful with 32 participants. Presentations were given by staff as well as:

Thomas Bolles, Extension Agent, Agriculture and Natural Resources - Virginia Cooperative Extension

Tim Mize, Unit Coordinator and Extension Agent, Agriculture and Natural Resources – Animal Science - Virginia Cooperative Extension, Fauquier County

Jennifer Mohr – local Nokesville farmer

James Holdener – local Nokesville farmer

**4-H Representatives**

Cost Share – Mr. Mohr stated he is working on obtaining engineering job approval authority for watering systems, pipelines, and crossings. Conservation staff continues working with Amanda Pennington on the Faulk Farm relating to TMDLs.

The Vantage No Till Conference is on Wednesday, February 7<sup>th</sup> in Harrisonburg. Please let Linda know if you are interested in attending so that she can complete your registration. There is no cost for the conference.

Mr. Mohr plans to schedule a Personnel Committee meeting at 12:00 noon on Thursday, February 15<sup>th</sup> before the Board meeting at 1:00 p.m.

Fourteen conservation plans were completed this year. This is less than the requirement of 60 from the county.

Mr. Mohr and Mr. Price will be meeting with representatives from Manassas Park City to discuss funding for the District.

**Upcoming Meetings/Events**

Jan. 25	9 a.m. - 3 p.m.	2024 VA Forage Conference, Fauquier Co. Fairgrounds, 6209 Old Auburn Rd., Warrenton	
Feb. 10	9 a.m. - 4 p.m.	Prince William Native Plant Symposium, GMU Science and Technology Campus	
Feb. 22-24	all day	Virginia Environmental Education (VAEE) Conference	
March 12	8:45 a.m. - 4 p.m.	MWEE Teacher Training, Occoquan Bay National Wildlife Refuge	

**Meetings/Events Attended**

See attached December staff reports

**Casey James, NRCS District Conservationist** (*written report submitted*)

Ms. James stated Brianna Cox was chosen as their new soil conservationist.

EQUIP program - Ms. James stated that NRCS had 65 new applications for FY 24. High tunnel applications and livestock grazing are in process for Act Now funding. Pre-approvals will be weekly from January 2<sup>nd</sup> – February 20<sup>th</sup>.

Conservation Stewardship Program – Ms. James stated that there were 5 new applications in FY 24. Cropland applicants are working with area agronomist to narrow down enhancements.

Please see attached for Ms. James' complete report.

**Virginia Cooperative Extension Office – Thomas Bolles, Associate Extension Agent**  
(*written report submitted*)

Mr. Bolles stated that a bill was introduced in the general assembly allowing more conservation landscaping within HOAs.

A bill that is pending would allow untrained volunteers to apply pesticides. They would be supervised by a trained pesticide applicator.

Reforestation - 4-H is providing native tree saplings for school education programs, VCAP projects, educational events, etc.

VEC will be implementing the Virginia Household Water Quality Well Water Sampling program in Prince William County again this year. The sample collection date is scheduled for March 27<sup>th</sup>.

Please see attached for Mr. Bolles's complete report.

**DCR – Debbie Cross, Conservation District Coordinator** – (*written report submitted*)

Ms. Cross stated that elected and re-elected Directors need to provide a copy of their executed oath of office to their SWCD Administrative staff and scan and email a copy to [Rene.Leigh@dcr.virginia.gov](mailto:Rene.Leigh@dcr.virginia.gov) and [Blair.Gordon@dcr.virginia.gov](mailto:Blair.Gordon@dcr.virginia.gov). **Remember that the Oath must be executed BEFORE a director can vote on SWCD business.** Incumbent Elected Directors must also execute a new oath at the Clerk's office as well. Appointed At-Large and VCE Directors do not need to take an oath at this time.

Quarterly reports are due Tuesday, Jan 16, 2024- 2<sup>nd</sup> Qtr. Attachment E, cash balance and P&L reports.

**COIA:** The Code of VA requires that **newly elected officials, within two months after assuming the office,** and re-elected directors, once every two years, **must take Conflict of Interest Act (COIA) training.** The online training can be accessed at <https://ethicswebinar.dls.virginia.gov>

Board of Directors Meeting, January 18, 2024

**FOIA: Local elected officials - § 2.2-3704.3** As of July 1, 2020, **all local elected officials** and executive directors and members of each industrial development authority and economic development authority **are required to receive FOIA (Freedom of Information Act) training "within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session.**

Ms. Cross stated that Mr. Kahlon is required to complete the COIA training, and that Ms. Reed and Ms. Vehrs are required to complete the FOIA training.

Please see attached for Ms. Cross's complete report.

***PWC Dept. of Public Works - Clay Morris, Natural Resources Section Chief, Watershed Mgmt. Branch***

Mr. Morris unable to attend

***VA Dept. of Forestry – Melina Cienski***

Ms. Cienski unable to attend

***Associate Directors –***

Jim Gehlsen – unable to attend

Sonnie Cuffey – unable to attend

Harry Glasgow – no further comments

Clay Morris – unable to attend

**Operations**

Approve the 2024 IRS Mileage Rates for use of a personal vehicle of \$0.67/mile (when District vehicle is not available), and \$0.21/mile (when District vehicle is available) – The motion to approve was made by Ms. Vehrs with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0 vote.

Approve the 2<sup>nd</sup> qtr. FY 24 Attachment E – The motion to approve was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0 vote.

Approve the 2<sup>nd</sup> qtr. FY 24 PWC Quarterly Report – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 5/0 vote.

Approve Will Lintner as Associate Director of the Prince William SWCD – The motion to approve was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0 vote.

Approve returning \$550,000 of the PY24 CB VACS allocation and the associated Technical Assistance of \$51,519.61. The motion to approve was made Mr. Kahlon with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0 vote.

The board reviewed the FY 24 Annual Plan of Work.

The board reviewed the Desktop Procedures for District Financial Processes.

**Other Business**

Little Seed Library – Ms. Reed stated she would like the board to consider setting up boxes either within or outside of local libraries that would contain packets of vegetable and flower seeds for individuals to take to plant. This could be an educational experience for children to plant gardens with the assistance of an adult. The motion to create an exploratory committee to discuss the Little Seed Library was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0 vote.

Mr. Lintner stated that there needs to be a discussion on what funds, if any, will be used from PWEFF for the Little Seed Library. He stated that new board members need to be decided for PWEFF. Since he and Jim are the current members, he will contact Jim to discuss.

The board discussed the creation of a legislative committee. The motion to create a Legislative Outreach Committee was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 4/0 vote. Mr. Bolles abstained from the vote due to a conflict of interest. The committee includes J. Reed (Chairman), Mr. Kahlon (Member), and Ms. Vehrs (Member).

**Conservation**

Approve recommendations from the TRC meeting January 11, 2023 – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0 vote.

**1 Recommended Approval of Plans by BOD**                      Motion: Price                      Second:Reed                      Vote: 8-0

**Crops**

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Nicole Bain 10980 Poplar Ford Trail (2023)	7698-18-1798	Pasture	1.8	1.386	0.470	0.025	<input type="checkbox"/>
Grand Totals:			1.8	1.4	0.5	0.0	

**Livestock**

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Nicole Bain 10980 Poplar Ford Trail (2023)	7698-18-1798	Horses	5	272.00	49.6	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grand Totals:			5	272.0	49.6		

Board of Directors Meeting, January 18, 2024

***Education Programs Update – Kim Lowther***

Ms. Lowther unable to attend. Please see December staff report for update.

***Water Quality Programs Update – Veronica Tangiri***

Ms. Tangiri stated she is working on the final FY 23 year-end report for the Water Quality program that will be listed in her newsletter. She also stated that she attended a meeting with CENS & Leesylvania State Park regarding establishing a partnership with them regarding water quality awareness.

***VCAP Update – Nicole Slazinski***

Nothing to report.

***VACS Update – Alex Murphy***

Nothing to report

***Directors' Time –***

Mr. Bolles – Mr. Bolles thanked the staff for a successful Outreach event.

Ms. Vehrs – Ms. Vehrs shared information / brochures regarding the Prince William Wildflower Society and the Virginia Native Plant Society.

Mr. Kahlon – No further comments

Mr. Price – No further comments

Ms. Reed – Ms. Reed stated that she attended the Grouse Society symposium.

**Motion to adjourn**

The motion to adjourn the meeting at 3:14 p.m. was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Reed and passed by a 5/0 vote.


**Next TRC meeting** – Thursday, February 8, 2024, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

**Next Board meeting** – Thursday, February 15, 2024, 1 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room

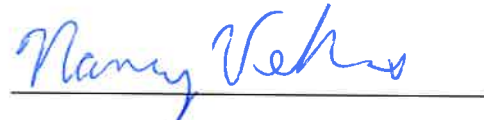
Board of Directors Meeting, January 18, 2024

Next Finance Committee meeting – Thursday, April 18, 2024, 12 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room

Respectfully Submitted:

  
\_\_\_\_\_  
Linda Dunn, Office Manager

Approved:

  
\_\_\_\_\_  
Nancy Vehrs, Secretary