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**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, December 15, 2022**  
**12801 Hazelwood Drive, Nokesville, VA**

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

***In-person Attendees:***

Jim Gehlsen, Director – Chairman  
Will Lintner, Director – Vice Chairman  
Tiziana Bottino, Director – Secretary  
Thomas Bolles, Director – VCE Representative  
Harry Glasgow, Associate Director  
Sonnie Cuffey, Associate Director  
Steve Danziger – Associate Director  
Debbie Cross, VA Conservation District Coordinator – DCR  
Duane Mohr, District Manager  
John Price – Citizen  
Jess McCaulley, Education Specialist  
John McCaulley, guest  
Veronica Tangiri, Water Quality Program Coordinator  
Seth Hatfield, Conservation / Water Quality Specialist  
James Mitchell, Conservation Specialist  
Nicole Slazinski, Conservation Specialist  
Nancy Vehrs, guest  
Kate Danziger, guest

***Virtual Zoom Meeting Attendees:***

Mansimran Kahlon, Director – Treasurer  
Casey James, District Conservationist – NRCS  
Alice Crowe – Citizen  
Carmen Todd - Citizen

Chairman Gehlsen called the meeting to order at 12:04 p.m.

Board of Directors Meeting, December 15, 2022

Citizen’s Time –

Alice Crowe - Discussed her concern of plastic bag usage and asked that the board endorse the 5 cent plastic bag fee.

Carmen Todd – Discussed her concern of plastic bag usage and asked that the board endorse the 5 cent plastic bag fee.

Minutes of November 17, 2022 meeting – The motion to approve the minutes was made by Mr. Lintner with a 2<sup>nd</sup> by Mrs. Bottino and passed by a 3/0 vote. Mr. Bolles and Mr. Kahlon not in attendance at the time of the vote.

Treasurer’s Report for November 2022 Financials – Mr. Kahlon was unable to present the Treasurer’s report at today’s meeting. The November Treasurer’s report will be presented at the January 19, 2023 meeting.

November 2022 Financials

Income

DCR 2nd Qtr. FY 23 Operations Funding	\$45,707.50
DCR 2nd Qtr. FY 23 VNRCF TA Funds	\$18,048.25
DCR 2nd Qtr. FY 23 TA Base Funds	\$9,921.50
Money Market Interest	\$70.20
Total	\$73,747.45

Other Expenses

None

***Managers Time – Presented by Mr. Mohr***

Staff attended the Annual Meeting. Staff is working on conservation and VCAP plans. Three VCAP plans have been submitted for approval. With the increase in VCAP funding from \$1M to \$4M in FY 23, the District is able to offer additional conservation plantings, including cover crops, as well as rain gardens. Staff will be meeting with farmers to follow-up on their cost share plans. Mr. Mohr requests that the office be closed on December 26<sup>th</sup>. It is a holiday for full-time staff but not part-time staff. This will allow all part-time staff to work remotely.

**Upcoming Meetings/Events**

January 12	1 pm	TRC Meeting, 8033 Ashton Avenue, Conference Room D
January 19	12 pm	Finance Committee Meeting, Cedar Run Brewery, 12801 Hazelwood Drive, Nokesville, VA
January 19	1 pm	BOD Meeting, Cedar Run Brewery, 12801 Hazelwood Drive, Nokesville, VA

Meetings/Events Attended

See attached November staff reports

*Partner reports*

**WARRENTON SERVICE CENTER REPORT  
December 2022**

**Program Updates/Deadlines:**

**Environmental Qualities Incentives Program (EQIP) –**

- Working through the planning process on applications. We are working toward ranking deadline of February 3<sup>rd</sup>.
  - o 25 Active Contracts 13 in Fauquier, 1 in Fairfax, 3 in Prince William, and 8 in Loudoun for \$1,647,712.8

**Conservation Stewardship Program (CStP) –**

- Working to get 8 new GCI applications to contract. Obligation deadline is December 31<sup>st</sup>. Completing inspections and certifying all FY22 enhancements.
  - o 5 Active Contracts. 2 in Fauquier and 3 in Loudoun for \$272,727.55
  - o 36 Active CSP-GCI Contracts, 3 in Prince William, 9 in Loudoun, and 24 in Fauquier for \$154,889.48.

**Outreach/Agency Activities/Events (dates)**

**Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days)**

- December JED is scheduled for December 13<sup>th</sup>. More information to come.

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

**Congratulations to the following Directors for your many years of dedicated Service!**

Robert Bradford, Culpeper SWCD, 25 years  
Adria Bordas, Northern Virginia SWCD, 20 years  
Tom O'Halloran, Culpeper SWCD, 15 years  
Richard Hoover, Lord Fairfax SWCD, 15 years

**ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **SWCD Election of Officers** generally occurs in Dec/Jan, to include appointment/reappointment of FOIA Officer & Records Retention Officer & if appropriate reconfirm Potomac Council Representative and alternate.
- **Committee Appointments** normally made by the Board Chair in Dec/Jan
- **Quarterly reports are due Tuesday, Jan 17-** Attachment E, cash balance and P&L reports for the 2<sup>nd</sup> qtr.
- **SWCD's OAG Representative:** Kate Kulbok, 804.225.3643 or [kkulbok@oag.state.va.us](mailto:kkulbok@oag.state.va.us)
- **Grant Deliverable reminders:** Annual Review of the District's Annual Plan of Work, Long Term/Strategic Plan & the Desktop Procedures for District Fiscal Operations. Document these reviews in the board meeting minutes
- **Mid-Year Employee Evaluations** should be completed in January.

**AG & COST SHARE ITEMS:**

- **Delegated Authority:** Districts with early December meetings, may benefit from delegating authority to the Chair or the Ag/TRC committee to handle late December cost share and tax credit approvals of eligible cost increases, particularly those relating to Ag BMP Tax Credits.
- **Cover Crop Checks:** Staff should be checking cover crop fields under contract to see if sufficient cover is in place per the practice specifications. It is helpful for both districts and participants to know if a particular field is not going to qualify for cost-share payment or tax credit. Cancellations dealt with now mean that some cost-share can be re-obligated to other practices sooner rather than later. Practice certification & payment is in the spring.
- **EJAA:** A letter was sent from James Martin, Director of the Division of Soil and Water Conservation, to District Board Chairs detailing the importance of EJAA. Each District employee with EJAA undergoes periodic reviews. Projects the employee has completed are reviewed and discussed with DCR's Engineers. Previously, the projects that were reviewed were selected by the District employee, however, **moving forward, projects will be selected randomly.** This process change will provide a better cross section of projects for review to ensure proper EJAA procedures are being followed by District staff. This change may also help to highlight areas where specific training or other assistance would be helpful for specific District staff. Should these reviews reveal improper planning, design, or construction oversight, the District employee's EJAA may be limited or rescinded. In order to keep District Boards engaged and aware of which employees have EJAA within their District and the status of periodic reviews that DCR conducts, **the Board chair will be copied on all EJAA review results and certification letters for their District employees effective immediately.**
- **CCI sign up and approval (Continuing Conservation Initiatives):** Any BMP or existing CCI coming out of lifespan on 12/31/22 that is eligible for a CCI practice in the '23 VACS Program try to technically certify before 12/31/22. In Tracking **it is critical that the Technical Certification Date on the General tab reflect a date of 12/31/22 or before** so the new lifespan will begin 1/1/23 and there will not be a lapse of a year.
- **Average Cost List Revision:** If a District wishes to amend their Average Cost List during the program year the process outlined on pages II-10 and II-11 of the VACS manual must be followed. This includes submitting a request to amend the cost list, with proper documentation, to the Ag Incentives Program Manager (Sara Bottenfield) and **receiving DCR approval before using the updated list.**
- **Follow-up to Random BMP Verifications:** Please continue to work with participants who have BMPs with maintenance needs, and remember to update the Verification Module and send me photographs as repairs are completed.

**TAX CREDIT ITEMS:**

- **Tax Credit administration review:** §58.1-339.3 B of the Code of Virginia requires that: **"Any eligible practice approved by the local Soil and Water Conservation District Board shall be completed within the taxable year in which the credit is claimed.** After practice installation, the SWCD Board shall certify the practice as approved and completed, and eligible for credit." Be sure to work closely with participants nearing completion this month to get their bills and to resolve any cost overruns in a timely fashion such that 2022 Tax Credit certificates can be mailed to participants no later than the end of January 2023. The Technical Certification Date and the Tax Credit

Certification Signature Date must be in the same calendar year. The signature date cannot be prior to the technical certification date or the Tax Credit approval date!! Districts **may not** make tax credit approvals in January 2023 retroactive to December 2022. Please review the VACS Tax Credit Guidelines Section, particularly Pages IV-10 and IV-11.

- **Ag BMP Tax Credits & supporting documentation to Producers:** **January 31st** is the deadline for Districts to provide their producers with all required documentation for any agricultural BMP tax credits certified in Calendar Year 2022. Each impacted producer is to be sent a Virginia Form ABM, tax certificate letter(s) with attached certificate(s), as well as the applicable letters documenting an approved Soil Conservation Plan and/or Resource Management Plan. After that point, it is the producer's responsibility to work with their tax preparer to submit all required documentation to the Virginia Department of Taxation by the **firm deadline of April 1**.
- **Agriculture Equipment Tax Credit:** For any producer that inquires about the Agricultural Equipment Credit, Districts provide a blank copy of the Virginia Form AEC, a letter confirming that an approved soil conservation plan is on file at the District, and a blank copy of the certified statement signed by the producer and their nutrient management planner (i.e. not the District) stating that their NMP is being implemented. Note if there is no approved conservation plan, one would have to be developed and Board-approved; depending on *when* the District is approached by the producer, this may not be possible since these documents must be turned into the Virginia Department of Taxation at least **90 days prior to the producer's state income tax filing deadline**. In many cases, this means **90 days before May 1, which is January 31**.

**Freedom of Information Act requirements for Elected Directors:** There will be **one last virtual training offered by the FOIA Council on Dec 16 at 2:00 pm**. To register open this link:

<http://foiacouncil.dls.virginia.gov/training.htm> As another option for those who are unable to participate in the virtual online training program, the FOIA Council has posted an **MP4 format video of the training for local elected officials**. [Click here to play the MP4 video](#) or cut and paste this link into your browser.

<http://foiacouncil.dls.virginia.gov/FOIA%20for%20local%20elected%20officials%20July%202020%20no%20cert.mp4>  
The video includes all of the content from the regular training course except it does not generate a certificate at the end. Please note that the statute does not require a certificate from the FOIA Council, it only requires that you report your name and the date you completed the training to the clerk of your public body, so if you choose to complete the training by watching the video, please report that information to your clerk. If the MP4 video does not play right click and open this hyperlink: [click here to download the video in a .zip file](#)

#### **UPCOMING TRAINING AND IMPORTANT DATES:**

**Dec 4-6:** VASWCD Annual Meeting Hotel Roanoke in Person!!!

Dec 4: Potomac Council Meeting, 6:30 pm, Appalachian Room, Hotel Roanoke

Dec 5: CWFA Basin Awards presented at luncheon, 12:30 pm Roanoke Ballroom C/D, Hotel Roanoke

**(Plan to have directors and staff sit at the reserved tables with your district's award winner(s))**

Dec 5: Area I Meeting, 4:15 pm, Mill Mountain, Hotel Roanoke; Area Officer Elections

Dec 5: Area II Meeting, 4:15 pm, Crystal Ballroom AB, Hotel Roanoke; Area Officer Elections

**Dec 16 through Jan 2** Debbie will be on leave

**Dec 23 & 26:** State Offices Closed - Christmas Holiday

**Jan 1:** Registration Deadline 2023 Forage Conference, Jan 26 Warrenton, Fauquier Springs Country Club

Jan 27-Weyers Cave (BRCC). Register at [vaforges.org](http://vaforges.org) \$50 if **registered on/before Jan 1**

**Jan 2:** State Offices Closed – New Year's Day Holiday

**Jan 11:** General Assembly Convenes

**Jan 12:** possible VASWCD Legislative Day if approved at the VASWCD Meeting

**Jan 16:** State Offices Closed- MLK Holiday

**Jan 31:** Deadline to mail 1099's to cost share participants

Deadline to mail tax credit certificates & supporting documentation to participants

**Feb 25:** General Assembly adjourns

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

Mr. Morris unable to attend

***Virginia Cooperative Extension Office – Thomas Bolles, Associate Extension Agent***

***VA Dept. of Forestry – Lindsey Long, Urban & Community Forester – (written report submitted)***

**2023 Virginia Association of Forest Health Professionals conference**

Registration has opened for next year's VAFHP conference.

- Meeting will be held at The Inn at Virginia Tech in Blacksburg, Virginia on February 13th and 14<sup>th</sup>
- Virtual option available for no cost (no credits can be gained through online viewing)
- Recertification credits are available for in person attendees
  - o Credit requirements vary for different certifications and more info can be found here:  
<https://www.vafhp.org/recertification-credits>

More information about the conference can be found here: <https://www.vafhp.org/conference>

***Associate Directors –***

Sonnie Cuffey – Mr. Cuffey recognized District staff for their continued efforts on cleanups.

Steve Danziger – Notified the board that he will resign as an Associate Director effective 1/1/23 to focus on work and family.

Harry Glasgow – no comments

Clay Morris – unable to attend

Mr. Kahlon joined the meeting at the start of the Operations items. He states that he requests to attend today's meeting virtually, as he is traveling for business and is unable to attend in person. He asks the Directors to vote to approve his request. The motion to approve was made by Mrs. Bottino with a 2<sup>nd</sup> by Mr. Bolles and approved by a roll call vote with the following members voting "yes." Mr. Gehlsen, Mr. Lintner, Mr. Bolles, and Mrs. Bottino. No members voted "no."

**Operations**

Approve 2023 Officers and Committees - The motion to approve the 2023 Officers and Committees report as submitted by Mr. Gehlsen and Mr. Lintner was made by Mrs. Bottino with a 2<sup>nd</sup> by Mr. Bolles and approved by a roll call vote with the following members voting "yes." Mr. Kahlon, Mr. Gehlsen, Mr. Lintner, Mr. Bolles, and Mrs. Bottino.

Mr. Bolles asks the board to explain the process of recording and transcription of the monthly board meeting minutes and whether the secretary should take on this responsibility. Currently Ms. Dunn records and transcribes the minutes. It is determined that Ms. Dunn will continue to record and transcribe the minutes, and Mrs. Bottino will approve. The motion to approve was made by Mr. Lintner with a 2<sup>nd</sup> by Mr. Bolles and approved by a roll call vote with the following members voting “yes.” Mr. Kahlon, Mr. Gehlsen, Mr. Lintner, Mr. Bolles, and Mrs. Bottino. No members voted “no.”

Approve Joe Ivers as Conservationist of the Year – The motion to approve Mr. Ivers as the Conservationist of the Year was made by Mrs. Bottino with a 2<sup>nd</sup> by Mr. Bolles and approved by a roll call vote with the following members voting “yes.” Mr. Kahlon, Mr. Gehlsen, Mr. Lintner, Mr. Bolles, and Mrs. Bottino. No members voted “no.”

Delegate authority to the Board Chairman to approve increases in tax credits that may need to be approved between the 12/15/22 board meeting and 12/31/22 – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Mrs. Bottino and approved by a roll call vote with the following members voting “yes.” Mr. Kahlon, Mr. Gehlsen, Mr. Lintner, Mr. Bolles, and Mrs. Bottino. No members voted “no.”

Approve recommendations from the Personnel Committee meeting December 15, 2022 – The motion to approve was made by Mrs. Bottino with a 2<sup>nd</sup> by Mr. Bolles and approved by a roll call vote with the following members voting “yes.” Mr. Kahlon, Mr. Gehlsen, Mr. Lintner, Mr. Bolles, and Mrs. Bottino. No members voted “no.”

Approve the date and time of the Community Outreach event on either January 24<sup>th</sup> or January 31<sup>st</sup> – The motion to approve either date was made by Mr. Lintner with a 2<sup>nd</sup> by Mr. Bolles and approved by a 4/0 vote. Mr. Kahlon not in attendance at the time of the vote.

Discuss increasing the dollar allotment request from the county by 20% in FY 24 - Mr. Mohr requests that the board of directors communicate with the Board of County Supervisors regarding the request.

### **Other Business:**

Discussion: Mr. Bolles states that he lives in Fairfax County and is surprised at the number of individuals that support the fee. He hopes that a portion of the revenue is delegated to Education programs. Mrs. Bottino states that it takes time to see the effects of implementing the fee. Mr. Linter states that some of the revenue should fund landfill operations. Mr. Gehlsen states that one of the requirements of becoming a director is to advise the Board of County Supervisors of what they need to do to maintain soil & water quality. Ms. Tangiri has visited locations where the plastic bag bill is supported and where there is less littering. Litter caused by plastics leads to water pollution. The money collected from the plastic bill, will equally help in keeping our environment clean. Mr. Gehlsen makes the motion to send a letter from our board of directors to the Board of County Supervisors requesting that they pass the plastic bag fee with a 2<sup>nd</sup> by Mrs. Bottino. Passed by a 4/0 vote.

**Conservation**

Approve the December 8, 2022 TRC Report - The motion to approve the TRC report as presented was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Lintner and approved by a 4/0 vote.

**1 Recommended Approval of Plans by BOD**

Motion: Will Lintner    Second: Duane Mohr    Vote: 3-0-1

Crops		Crop	Acres	Nut. Reduction			RPA
Plan	GPIN			N. (lbs)	P. (lbs)	Sed. (T)	
Naylor Property	7395-98-2417	Pasture	4.0	3.079	1.045	0.055	
Grand Totals:			4.0	3.1	1.0	0.1	

LIVESTOCK		GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Plan								
Naylor Property	7395-98-2417		Draft	3	324.00	100.5		
Naylor Property	7395-98-2417		Mini Horse	2	54.00	2.0		
Grand Totals:				5	378.0	102.5		

**2 Recommended Approval of VACS BMPs by BOD**

Motion: Duane Mohr    Second: Will Lintner    Vote: 3-0-1

**BMPs**

**Whetzel, Jr., H. Allen**

BMP ID: 520006

Tracking Program #: 35-23-0007

Stream Exclusion with Wide Width Buffer - Maintenance Practice

Practice	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	Estimated Reductions		
					N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
CCI-SL-	\$15,606.25	\$15,606.25	\$0.00				
BMP Stream Exclusion				10.4	29.515	3.988	0.775
BMP Grazing Land Management				46.5	44.017	5.906	1.827
Totals				56.9	73.532	9.894	2.602

**Drunagel, Gregg**

BMP ID: 520114

Tracking Program #: 35-23-0008

Small Grain Cover Crop for Nutrient Management



***Education Programs Update – Jess McCaulley***

In the month of December, we planted 18 native trees at 3 different county schools using funds from the VDOF grant. This grant was just over \$2,000 and with it we were able to host MWEEs and plant 30 trees in total at the following schools: Kilby ES, Marumsc Hills ES, T clay Woods ES, Benton MS, and Hylton HS. This month we had help from staff, Prince William Office of Sustainability Jeanne Jabara and their intern. Prince William County Schools Facilities Andrew Uglow the Environmental Manager helped as well. We worked with the Benton Middle Green Team students and their teacher Scott Deane, as well as the Hylton Environmental Club with Amy Ziemke.

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

Ms. Tangiri states she has coordinated the Bull Run Protectors Cleanup, Bull Run Water Quality monitoring, and the Cedar Run Cleanup with PWCA. The floatables debris has been shipped to Reupit for the Water Quality Educational Outreach sculpture.

***Directors' Time –***

Mr. Bolles – no further comments

Mrs. Bottino – no further comments

Mr. Lintner – no further comments

Mr. Kahlon – not in attendance at this time

Mr. Gehlsen – no further comments

**Motion to adjourn**

The motion to adjourn the meeting at 1:07 p.m. was made by Mr. Lintner with a 2<sup>nd</sup> by Mr. Bolles and approved by a 4/0 vote.

**Next TRC meeting** – Thursday, January 12, 2023, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

**Next Board meeting** – Thursday, January 19, 2023, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

**Next Finance Committee meeting** – Thursday, January 19, 12 p.m., 8033 Ashton Avenue, 4H Workroom, Manassas, VA 20109

Board of Directors Meeting, December 15, 2022

Respectfully Submitted:

  
Linda Dunn, Office Manager

Approved:

  
Tiziana Bottino, Secretary