

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, July 21, 2022
8033 Ashton Avenue, Manassas, VA

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

In-person Attendees:

Jim Gehlsen, Director - Chairman
Mansimran Kahlon, Director – Treasurer
Thomas Bolles, Director – VCE Representative
Mehreen Ragman – VCE Intern
Tiziana Bottino, Director - Secretary
Debbie Cross, VA Conservation District Coordinator – DCR
Lindsey Long, Dept. of Forestry
Jacob Zielinski, Dept. of Forestry
Duane Mohr, District Manager
Linda Dunn, Office Manager
Nicole Slazinski, Conservation Specialist

Virtual Zoom Meeting Attendees:

Sonnie Cuffey, Associate Director
Brian Wooden, District Conservationist - NRCS

Chairman Gehlsen called the meeting to order at 1:00 p.m.

Citizen's Time – None present

Minutes of June 16 meeting – The motion to approve the minutes was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a 4/0 vote.

Treasurer's Report for June – The motion to file the Treasurer's report for audit was made by Mr. Gehlsen with a 2nd by Mr. Bolles and passed by a 4/0 vote.

Board of Directors Meeting, July 21, 2022

FY 22 4th Qtr. Financials - Apr. - June 2022

Income	
DCR FY 22 4th Qtr. Operating Funds	\$26,139.75
DCR FY 22 4th Qtr. TA Funds	\$25,072.25
Cash Reserves Money Market Interest	\$212.69
FY 22 4th Qtr. PWC Secured Funding	\$71,186.25
DCR Tillage Survey Funding	\$1,915.00
Total	\$124,525.94
Other Income	\$500.00 Ducks Unlimited for Youth Conservation Camp
Cost Share Funding	\$40,000.00 2021 Chesapeake Bay Cost Share Funding
	\$150,000.00 2022 Chesapeake Bay Cost Share Funding
Total Cost Share Funding	\$190,000.00

Managers Time – Presented by Mr. Mohr

Mr. Hatfield and Mr. Murphy have completed their Nutrient Management Planning training and will take the Certification test in August. Mr. Mitchell will complete the required Nutrient Management Planning training in December to prepare for the Certification test in February of 2023. Mr. Hatfield, Mr. Murphy, and Mr. Mitchell are working on their Conservation Planner Certifications.

Conservation – Mr. Mohr states that 64 conservation plans were completed. Some projects were unable to be completed, so the District was required to return cost share funds to DCR. The District’s conservation staff will be discussing ideas on ways to educate farmers about our cost share programs, as well as inform them of the DEQ interest free loan options.

Upcoming Meetings/Events

July 22	10-11:30am	Virginia Earth Team Meeting
August 4	TBD	2022 Virginia Water Monitoring Council (VWMC) Conference
August 11	9-12pm	4th Annual NoVa Native Plants for Landscape Professionals Conference
August 11	2-4pm	CZNet-Climate Change in the Critical Zone Educator Workshop
August 11	1 pm	TRC Meeting, 8033 Ashton Avenue, Conference Room B
August 12-14	8-5pm	Virginia Assoc. for Environmental Educators (VAEE) Annual Conference
August 23-25	8-5pm	Graves Mountain SWCD Training
August 18	1 pm	BOD Meeting, 8033 Ashton Avenue, Conference Room B

Meetings/Events Attended

See attached June staff reports

Partner reports

NRCS – Brian Wooden, Jr., Acting District Conservationist – (written report submitted)

Program Updates/Deadlines:

District Conservationist Position – The Warrenton NRCS office has received several resumes for the District Conservationist position. The NRCS panel will be reviewing resumes. I will notify you when a candidate is selected. I am currently the only person in the office. If I am not reachable by phone, please email me at brian.wooden@usda.gov.

Environmental Qualities Incentives Program (EQIP) – The Service Center received 3 more pre-approvals for wildlife applications. With these approvals the service center has a total of 19 approved application for this program year.

Conservation Stewardship Program (CStP) – The Service Center has received pre-approval for 3 of the CSP applications that were evaluated. We will work on taking these pre-approvals to contract obligation.

- **Environmental Quality Incentives Program (EQIP)**

14 Active Contracts 9 in Fauquier and 5 in Loudoun for \$1,319,294.75

- **Conservation Stewardship Program (CSP)**

5 Active Contracts. 3 in Fauquier and 2 in Loudoun for \$114,760.31

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)

- Brian gave a talk at an outreach event on Saturday June 18th. He spoke to a group of about 50 participants about NRCS services and programs that are offered to our participants.

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

The local JED (Joint Employee Development) trainings are being held the 2nd Tuesday of each month for NRCS and SWCD field staff. The VA Ag Expo will be held on August 4th at Mill Creek Farm (Camden Farm) in Caroline County.

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

Ms. Cross states that the District met all of their FY 12 deliverables as required in the DCR FY 22 Cost-Share and Technical Assistance and FY 22 Administrative and Operational Support Grant Agreements.

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **FY23 Grant Agreements** to be approved, signed and **returned to DCR before July 15** so that DCR may make initial disbursements. Email signed grant agreements to your CDC. If the grant agreement does not arrive by your next meeting date, please delegate authority to the board Chair to sign the agreements.

Board of Directors Meeting, July 21, 2022

- **IRS Mileage Rate Increase Effective July 1** - The IRS has increased their mileage reimbursement rate to 62.5 cents, be sure to update your reimbursement forms/policies.
- **FY23 SWCD Budget:** Now that VA has an approved budget and the VA Soil & Water Conservation Board has approved policies, FY23 SWCD budgets should be finalized & approved by the SWCD Board at July or no later than August meetings.
- **FY23 SWCD Annual Plan of Work** covering 7/1/22-6/30/23 must be approved in July, if it was not approved in June.
- **FY22 SWCD Annual Report** for 7/1/21-6/30/22 must be completed no later than September 30th.
- **Dedicated Reserves:** On page 14 of the 2022 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. *“Public funds ... are provided to districts not for savings, but strictly for the performance of conservation.”* **Board action is necessary** to dedicate, for specific purposes, any amount above twelve months of routine operating funds (undesignated reserve funds). Once the books are closed for FY22, this action should be placed on SWCD board meeting agendas. This should happen before 9/30 in Quarter1 of FY23 so that necessary transfer can be made on the Attachment E Q1 Report.
- **FY22 Self-Assessment Questionnaire Due on or before 07/15/22:** Administrative and/or managerial staff submit the questionnaire; however, all staff should assist with providing data. I will present the Assessments at July or August SWCD Board meetings. If you do not plan to have an August meeting, I will need this self-assessment at least 2 weeks prior to your July meeting.
- **At-Large Appointed Director** terms expire 12/31/2022. Directors, currently holding At-Large appointments, need to let your Board know your intentions about seeking re-appointment. SWCD boards must take action on At-Large Director appointment recommendations no later than your August SWCD Board Meeting as reappointment packets are due by September 2nd for consideration by the VSWCB at their September Meeting.

FY23 Allocations

SWCD	FY23 VACS Allocation	FY23 TA Base Option	FY23 TA Addition to the FY23 Base	Admin & Ops Core Funding	Dam Maintenance
Culpeper	\$8,903,019	\$365,416	\$809,064	\$439,153	\$49,500
John Marshall	\$4,541,863	\$163,800	\$412,743	\$ 228,030	
Lord Fairfax	\$ 8,361,401	\$173,048	\$ 759,844	\$ 315,810	\$9,000
Loudoun	\$ 2,372,180	\$168,000	\$ 215,572	\$119,590	
Northern Virginia	\$ 84,016	\$12,020	\$ 7,635	\$277,061	
Prince William	\$ 794,417	\$39,686	\$ 72,193	\$182,830	
Thomas Jefferson	\$ 5,234,731	\$178,157	\$ 475,707	\$459,920	\$36,000

AG & COST SHARE ITEMS:

- **FY23 Secondary Considerations and Average Cost List:** Remember that no 2023 VACS contracts may be approved until PY23 secondary considerations are approved by both the District BOD and DCR and the District-approved PY23 average cost list has been submitted to DCR. Please send your secondary considerations to Sara Bottenfield, Sara.bottenfield@dcr.virginia.gov, and copy me. Send your board approved Average Cost List to Blair Gordon and copy Sara Bottenfield and me.
- **Carryover Reports:** need to be board approved, signed and submitted by July 15 FY22 to DCR through your CDC.
- **DCR thanks and recognizes the extra effort required to revise average buffer widths** for PY17&18 stream exclusion BMPs resulting in an additional 3,868 buffer acres in the Chesapeake Bay and 2,382 buffer acres outside of the Chesapeake Bay Watershed, for a total of an additional 6,250 acres statewide.
- **VSWCB authorized Districts to provide additional cost-share funding to offset the increased cost of materials** under certain conditions: Only contracts not yet paid and approved for Carryover status going into FY2023 are eligible;

Board of Directors Meeting, July 21, 2022

And only for this suite of carryover contracts:SL-6N, SL-6W, WP-2N, WP-2W; WP-4, WP-4B, WP-4C, WP-4F, WP-4FP, WP-4LC, WP-4LL, WP-4SF and SL-7. ore details on the process will be forthcoming.

UPCOMING TRAINING AND IMPORTANT DATES:

July 12: JED Ag Waste Engineering, AJ Schaeffer & Amanda Pennington, location TBD

July 15: Area II Member SWCD Legislative Agendas due to Area II Chair, John Flannery at jonflan@aol.com

July 19: Tracking Program Updates & continued VACS Updates 9:30-Noon Zoom link

<https://vcu.zoom.us/j/82122633400?pwd=N0FDbjU2MlEySk92eWN4OU1renJLdz09> Password: Am5iRT19CF

July 28: Tracking Program Updates & continued VACS Updates 1:00-3:30 pm Zoom link

<https://vcu.zoom.us/j/82413093927?pwd=QTdxclVTTetoS1hVek1mQndjSDY0Zz09> Password: fDvFNyZv7k

Aug 4: Area II Legislative Zoom Meeting 8:30 am After you register, you will be sent the Zoom login details.

Registration link:<https://us02web.zoom.us/meeting/register/tZ0pd-itqD8qGNzYz1HZOLRD2gZBtwJWk8tk>

Aug 5: Nutrient Management Certification Exam- Agriculture, 8:20-11:30 am Location TBD. For more information

<https://www.dcr.virginia.gov/soil-and-water/nmtrain>

Aug 9: JED Forestry Training with DOF and Conservation Services – Waynesboro

Aug 23-25: VACDE Summer Training, Graves Mountain Lodge, more information to follow soon

Sept 13: JED Robotic Dairy Milker & Madison Wood Preservers Tour, Greene & Madison Counties

Oct 18-19: Virginia Rare, Threatened & Endangered Species Protection and Cultural & Historic Resources Protection

Webinars.

Approximately 1 ½ days. Registration process and webinar times to follow. (required CPC courses)

Fall: DCR Conservation Planning Program, In Person - final course for Conservation Planner Certification, one to be in North/Central VA and one to be in Southwest VA

Dec 4-6: VASWCD Annual Meeting Hotel Roanoke

Other Important Information:

OAG Rep: temporary contact Michael A Jagels, 804-225-4878, MJagels@oag.state.va.us

Freedom of Information Act requirements for elected Directors:

It is recommended that all elected, appointed directors and associate directors take the training.

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 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.**" To facilitate this training, we have developed a FOIA training course specifically for local elected officials that should take less than an hour to complete. Note that it covers a broader range of material than the FOIA officers course by including information on public records, public meetings, remedies and penalties, and additional resources for further questions. Additionally, there is no quiz in this version of the online training. There is no requirement for a training certificate, but **the law requires that the clerk of a governing body or school board keep records of such training for five years, so please be sure to let your clerk know when you have taken a training course.** Note that there is no requirement to send records of this training to the FOIA Council, and unlike FOIA officers, we do not maintain a list of elected officials who have completed FOIA training.

Technical issue: Unfortunately, some users have had buffering issues with the local elected officials course, while the training works for others without any problems. Most users who have encountered issues have been able to complete the training after clearing their browser cache and history, so that is the recommend first step if you have any problems. The training has worked on multiple browsers, but IT staff has indicated that Google Chrome may work better than other browsers, so trying different browsers is another option. If clearing the cache and history does not work, one Chrome user reported that she was able to take the course after she temporarily disabled browser extensions. Because of the technical issues, there are different ways to take the local elected officials online training:

Board of Directors Meeting, July 21, 2022

Original version (this version requires the user to click through each page of the training and allows the user to generate a certificate at the end of the course, but unfortunately appears to have the most buffering

issues): http://foiacouncil.dls.virginia.gov/FOIA%20for%20local%20elected%20officials%20July%202020%20-%20Storyline%20output/story_html5.html

MP4 video versions (these versions are an MP4 video with the same course content as the click-through version; users may either play the video directly from our site, or may download it as a .zip file and play it from their own computers; **note that these versions do not generate a certificate** but they do still satisfy the requirement to take FOIA training): **Take a screen shot of completion screen as documentation to provide to the clerk**
<http://foiacouncil.dls.virginia.gov/FOIA%20for%20local%20elected%20officials%20July%202020%20no%20cert.mp4>

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

Mr. Bolles states that he will be unable to attend the September board meeting, as he will be attending the Technical Review Committee board meeting that day.

VA Dept. of Forestry – Lindsey Long, Natural Resource Specialist (written report submitted)

Virginia Trees for Clean Water Grant Program

The RFP has been released and the program is taking applications now through **August 25, 2022**.

- Funding for projects ranges from \$1,000 to \$50,000
 - Maintenance, planting labor, etc. are allowable in RFPs
- Contact local forester for questions that group may have and for the required letter of recommendation
- More information and the application forms can be found here: <https://dof.virginia.gov/urban-community-forestry/urban-forestry-community-assistance/virginia-trees-for-clean-water-grant-program/>

Beech Leaf Disease

Confirmed in Prince William National Forest in 2021 where monitoring was done shortly after.

- Further monitoring is expected to continue this season into early fall
- Symptoms include:
 - Interveinal banding
 - Leaf curling and/or wilting
 - Canopy thinning
 - If found contact me at lindsey.long@dof.virginia.gov with photos and location of siting

More information can be found on our website at <https://dof.virginia.gov/beechn-leaf-disease-confirmed-in-virginia/>

Board of Directors Meeting, July 21, 2022

Associate Directors

Sonnie Cuffey – Mr. Cuffey states there is a community event being held in September. He will provide more details as they are available.

Steve Danziger – unable to attend

Harry Glasgow – unable to attend

Clay Morris – unable to attend

Operations

Approve 4th qtr. DCR Attachment E, FY 22 Year-End Cash Balance Report, and FY 22 Carryover Report – The motion to approve was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a 4/0 vote.

Approve 4th qtr. PWC Quarterly Report – The motion to approve was made by Mr. Bolles with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

Approve the PWC FY 23 MOU – The motion to approve was made by Mrs. Bottino with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

Approve the FY 23 PWSWCD Annual Budget – The motion to approve was made by Mrs. Bottino with a 2nd by Mr. Bolles and passed by a 4/0 vote.

Approve the PWSWCD FY 23 Administrative and Operations Grant Agreement – The motion to approve was made by Mr. Bolles with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

Approve the PWSWCD FY 23 Cost Share and Technical Assistance Grant Agreement – The motion to approve was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a 4/0 vote.

Approve the FY 23 Cash Reserves Plan – The motion to approve was made by Mr. Bolles with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

Approve Telework Policy Updates by Adding Employee Telework Reports to Monthly Staff Reports – The motion to approve was made by Mr. Bolles with a 2nd by Mrs. Bottino and approved by a 4/0 vote.

Discussion:

- Mr. Kahlon discussed his concern of requiring employees that currently list detailed information on their staff reports having to also list it in the Telework database.
- Mr. Bolles stated that requiring employees to list their telework hours in a database was previously approved by the board; however, the members had no way of reviewing the information. The database reports are being included with staff reports so that the board members can view them.

Board of Directors Meeting, July 21, 2022

Approve removing Jay Yankey from Truist and Virginia National Bank check signing authority and adding Duane Mohr to Truist and Virginia National Bank check signing authority – The motion to approve was made by Mr. Bolles with a 2nd Mr. Kahlon and approved by a 4/0 vote.

Approve Increasing the District's Mileage Reimbursement Rate from 58.5 cents per mile to 62.5 cents per mile effective July 1, 2022, as per the IRS – The motion to approve was made by Mrs. Bottino with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

Approve an unpaid Summer Internship – The motion to approve bringing on an unpaid intern 1 day per week for 30 days was made by Mr. Kahlon with a 2nd by Mrs. Bottino and approved by a 4/0 vote.

Discussion:

- Mr. Kahlon stated that he believed the summer intern would be working more hours than just 1 day per week and was going to suggest a paid internship. He states that he agrees with an unpaid internship since she will only work a total of 3 days before the beginning of the school year.

Conservation

The July 14, 2022 Technical Review Committee Meeting was cancelled.

Education Programs Update

Mr. Mohr states that Ms. McCaulley has been replenishing supplies for the education capsules. She has contacted the schools that have been selected to attend Farm Field Days that is scheduled for October 12 – 13. She will contact local farmers to see if they are interested in attending to display their farm equipment/animals.

Water Quality Programs Update – D. Mohr

Mr. Mohr states that Ms. Tangiri has been coordinating several water quality monitoring and clean-up events. An additional monitor has been ordered bringing the total to 3. Ms. McCaulley and Mr. Hatfield have been trained to calibrate the monitors. Mr. Hatfield is certified to conduct chemical monitoring events. Mr. Mitchell and Mr. Murphy are completing the training to become certified. There are currently between 115 – 120 monitoring sites.

Directors' Time

Mr. Bolles – no further comments

Mrs. Bottino – no further comments

Mr. Lintner – unable to attend

Mr. Kahlon – no further comments

Board of Directors Meeting, July 21, 2022

Mr. Gehlsen – Mr. Gehlsen stated that he has been asked to run for District 22 delegate.

Motion to adjourn

The motion to adjourn the meeting at 2:29 p.m. was made by Mr. Bolles with a 2nd by Mr. Kahlon and approved by a 4/0 vote.

Next Finance Committee meeting – Thursday, October 20, 12 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109


Next TRC meeting – Thursday, August 11, 1 p.m., District Office, 8850 Rixlew Lane, Manassas, VA 20109

Next Board meeting – Thursday, August 18, 1 p.m., 8033 Ashton Avenue, Conference Room B, Manassas, VA 20109 (Zoom virtual meeting available for non-essential members)

Respectfully Submitted:


Linda Dunn, Office Manager

Approved:


Tiziana Bottino, Secretary