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**MINUTES  
BOARD OF DIRECTORS MEETING  
Thursday, March 16, 2023  
8033 Ashton Avenue, Conference Room D**

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

***In-person Attendees:***

John Price, Director – Chairman  
Will Lintner, Director – Vice Chairman  
Mansimran Kahlon, Director – Treasurer  
Tiziana Bottino, Director - Secretary  
Thomas Bolles, Director – VCE Representative  
Jim Gehlsen, Associate Director  
Sonnie Cuffey, Associate Director  
Debbie Cross, VA Conservation District Coordinator – DCR  
Jacob Zielinski, Bay Watershed Specialist – VA Dept. of Forestry  
Duane Mohr, District Manager

***Virtual Zoom Meeting Attendees:***

Harry Glasgow, Associate Director  
Casey James, District Conservationist – NRCS  
Seth Hatfield, Conservation Specialist  
James Mitchell, Conservation Specialist  
Alex Murphy, Conservation Specialist  
Nicole Slazinski, Conservation Specialist  
Jess McCaulley, Education Specialist

Chairman Price called the meeting to order at 1:03 p.m.

Chairman's Comments – Chairman Price stated that he was unable to attend the Legislative meeting and asked for updates from those that attended.

Citizen's Time – None present

Board of Directors Meeting, March 16, 2023

Minutes of February 16 meeting – The motion to approve the minutes was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Lintner and passed by a 4/0 vote. Mrs. Bottino not in attendance at the time of the vote.

Treasurer’s Report for February 2023 Financials – The motion to file the February financials for audit was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Lintner and passed by a 5/0 vote. Mrs. Bottino in attendance at the time of the vote.

February 2023 Financials

Income

DCR 3rd qtr. Operating Funds	\$45,707.50	
DCR 3rd qtr. Technical Assistance-VNRCF-TA	\$8,833.87	
DCR 3rd qtr. Base Technical Assistance	\$9,921.50	
Cash Reserves Money Market Interest	\$438.38	
VA. Dept. of Forestry Reimbursement Grant	\$1,961.59	Reimbursement for MWEE tree planting events
Total	\$66,862.84	
Other Income		
DCR 3rd qtr. 2023 Cost Share Disbursement	\$10,000.00	
DCR Voluntary BMP Data Collection Project	\$2,050.00	
	\$12,050.00	

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

Mr. Mohr states that the Native Plant Symposium was a successful event. He recognized Ms. McCaulley, Ms. Slazinski, Mr. Hatfield, and Mr. Murphy for helping to coordinate the event.

Tim Abbott from VDACS investigated Nicole Bain’s horse farm operations for potential manure flowing into Bull Run. Mr. Mohr and Mr. Miller had previously completed a conservation plan on the property. Mr. Mohr states he is going to recommend a cost share project to include a manure storage building and fencing.

Mr. Mohr stated that he met with Amy Connelly at Wetland Studies and Solutions to discuss reserving a conference room for the Potomac Roundtable and Potomac Council meetings on April 14<sup>th</sup>. He will also inquire as to the availability of a conference room for the District’s monthly board meetings.

The conservation staff and Chairman Price attended the annual Advantage Cover Crop training in Harrisonburg. It was a very informative training.

Ducks Unlimited will sponsor one student at the Virginia Tech Youth Conservation Camp this year with a \$500 scholarship. The student is responsible for \$50. The Virginia Farm Bureau will also provide a \$500 scholarship for one additional student.

**Potomac Roundtable/Council Meeting Update – Will Lintner (report attached)**

Mr. Lintner has confirmed the in-person meeting location of the Potomac Roundtable and Council meetings on Friday, April 14<sup>th</sup> will be at the Wetland Studies and Solutions Inc. (WSSI) Facility in Gainesville, VA. Approximately 40 attendees are expected. Two speakers have been confirmed: John Bateman from Northern Neck Planning Commission District and Veronica Tangiri from Prince William SWCD. See complete report attached.

**Upcoming Meetings/Events**

March 18	9am	Marumsc Creek and Wetland Cleanup Event
April 8	10 am - 3 pm	Bluebell Festival at Merrimac Farm
April 13	1 pm	TRC Meeting, 8033 Ashton Avenue, Conference Room D
April 15	9:00 AM	FOTO Cleanup - Occoquan River

**Meetings/Events Attended**

See attached February staff reports

***Partner reports***

**Casey James, NRCS District Conservationist** *(see attached report)*

**DCR – Debbie Cross, Conservation District Coordinator** – *(see attached report)*

Ms. Cross stated that JED training is scheduled for the 2<sup>nd</sup> Tuesday of every month. Conservation Olympics will be scheduled in the Fall. Quarterly reports are due Monday, April 17<sup>th</sup>. District Finance Committees should begin preparing their FY 24 budgets for board discussions. Budgets should be approved by the board in June.

Elected Directors that plan to file 2024 declarations of candidacy need to do so by 6/20/23.

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

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

VCE’s Master Naturalist, Nancy Berlin, is retiring. Her position will be posted in April. VSU has hired a new Greenhouse High Tunnel Specialist. Dr. Wang, who is a new Waste Water Extension Specialist, has several graduate students working in several counties, including Prince William.

Board of Directors Meeting, March 16, 2023

VCE staff is working on several site visits including the Service Authority building. The Winter Vegetable school completed on March 13<sup>th</sup>. Saturday in the Garden Program starts at the beginning of April. The national plant sale is May 6<sup>th</sup>.

*VA Dept. of Forestry – Jacob Zielinski, Bay Watershed Specialist – VA Dept. of Forestry (written report submitted)*

Mr. Zielinski states that Fire season began on February 15<sup>th</sup> and ends on April 30<sup>th</sup>. New RFP for The Virginia Trees for Clean Water Act is year-round. Applications are due 30 days before projects begin. To order trees, contact Jacob at [Jacob.zielinski@dof.virginia.gov](mailto:Jacob.zielinski@dof.virginia.gov) or Lindsey Long at [lindsey.long@dof.virginia.gov](mailto:lindsey.long@dof.virginia.gov). See attached for complete report.

*Associate Directors –*

Sonnie Cuffey – Monitoring certification is scheduled for April 1<sup>st</sup>. The African American Festival will be held on August 5<sup>th</sup>.

Harry Glasgow – no comments

Clay Morris – unable to attend

**Operations**

Approve hiring decision by the Personnel Committee for the Conservation and Water Quality Education and Outreach Specialist position - The motion to approve hiring Kimberly Lowther at the salary discussed at the Personnel Committee meeting was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Lintner and passed by a 5/0 vote.

The board completed their 2<sup>nd</sup> review of the FY 23 Annual Plan of Work.

**Other Business:**

**Conservation**

Approve the March 9, 2023 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 5/0 vote.

Review and approve the MOU with VASWCD approved by the TRC Committee on March 9, 2023 – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Lintner and passed by a 5/0 vote.

\* Ms. Slazinski states that the MOU states that the District will pay 50% of the VCAP practice up front after it is approved by the TRC, the board and steering committee. The landowner is required to sign a form once the practice is approved stating that they will refund the 50% if they do not complete the practice.

1 Recommended Approval of Plans by BOD Motion: Mohr Second: Price Vote: 4-0-1

Crops

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Calamore Farm	7201-72-3439	Hay	9.9	6 240	2 203	0.092	<input type="checkbox"/>
Grand Totals:			9.9	6.2	2.2	0.1	

2 Recommended Approval of VACS BMPs by BOD Motion: Price Second: Lintner Vote: 4-0-1

BMPs

Smith, Kraig

BMP ID: 499272 Tracking Program #: 35-23-0001

Harvestable Cover Crop

Practice	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	Estimated Reductions		
					N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-8H	\$1,741.20	\$1,741.20	\$0.00				
BMP Winter Cover Crop				87.1	546.232	13.146	13.015
Totals				87.1	546.232	13.146	13.015

Grand Totals:	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
	\$1,741.20	\$1,741.20	\$0.00	87.1	546.232	13.146	13.015

**Education Programs Update – Jess McCaulley**

Ms. McCaulley stated that she completed MWEE trainings on March 7<sup>th</sup> and March 9<sup>th</sup> at Windy Knoll Farm that included Prince William County teachers, Master Gardeners and Master Naturalists. The trainings were covered by a grant received from DCR. The training will allow teachers to conduct the MWEE events at their schools, rather than having to provide transportation to students and staff to off-site locations.

**Water Quality Programs Update – Presented by D. Mohr**

Ms. Tangiri will be attending the National Water Quality Conference in Virginia Beach on April 24 - 28<sup>th</sup>. She is one of several recipients to receive the Katherine S. McCarter Graduate Student Policy award from The Ecological Society of America. The award provides graduate students with science policy training and the opportunity to meet with congressional policymakers on Capitol Hill. Award recipients receive communications training and learn about the federal budget and appropriations process, then meet with congressional decision-makers to discuss federal support of research and education in the biological sciences.

**Directors' Time –**

Mr. Bolles – No further comments

Mrs. Bottino – No further comments

Board of Directors Meeting, March 16, 2023

Mr. Lintner –

Mr. Lintner states he attended the Andrew Leitch Park – NW Corner Site Cleanup on March 11<sup>th</sup>. See attached write-up for details.

Mr. Lintner states that he and Mr. Gehlsen approved a donation request in the amount of \$300 from the Foundation account to assist the Virginia Tech Soil Judging Team with travel expenses relating to regional and national contests.

The EPA has mandated that water companies be required to test for PFAS chemicals. If the companies detect higher levels than are acceptable, they are required to notify their customers.

Mr. Kahlon – no further comments

Mr. Price – no further comments

Motion to adjourn

The motion to adjourn the meeting at 2:11 p.m. was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Lintner and passed by a 5/0 vote.

Next TRC meeting – Thursday, April 13, 2023, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

Next Board meeting – Thursday, April 20, 2023, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

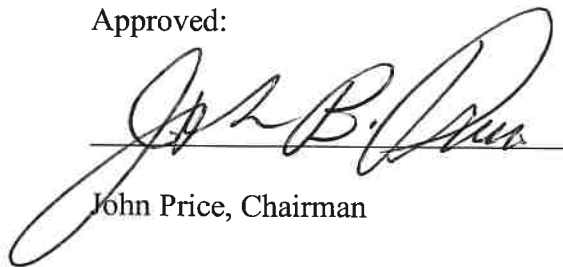
Next Finance Committee meeting – Thursday, April 20, 12 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

Respectfully Submitted:

Approved:



Linda Dunn, Office Manager



John Price, Chairman