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**MINUTES  
BOARD OF DIRECTORS MEETING  
Thursday, January 19, 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  
Debbie Cross, VA Conservation District Coordinator – DCR  
Duane Mohr, District Manager  
Casey James, District Conservationist – NRCS

***Virtual Zoom Meeting Attendees:***

Jess McCaulley, Education Specialist  
Veronica Tangiri, Water Quality Program Coordinator  
Alex Murphy, Conservation Specialist  
Seth Hatfield, Conservation / Water Quality Specialist  
James Mitchell, Conservation Specialist

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

Chairman's Comments – Chairman Price recognized staff and Directors for their commitment and hard work during challenging times and staffing changes.

Citizen's Time – None present

Board of Directors Meeting, January 19, 2023

Minutes of December 15, 2022 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 4/0 vote. Mrs. Bottino not in attendance at the time of the vote.

Treasurer's Report for November and 2<sup>nd</sup> Qtr FY 23 Financials – The motion to file the November and 2<sup>nd</sup> Qtr. FY 23 financial reports for audit was made by Mr. Lintner with a 2<sup>nd</sup> by Mr. Bolles and passed by a 4/0 vote.

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

'2nd Qtr. FY 23 Financials - Oct. - Dec. 2022

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	\$363.68
PWC 2nd Qtr. FY 23 Funding	\$71,186.25
Total	\$145,227.18

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

The cost share project with Allen Whetzel was approved for \$15,606.25. Mr. Murphy, Mr. Mitchell, and Mr. Hatfield will be re-taking their Nutrient Management Certification test in February. The Personnel Committee has approved a paid summer internship for the District.

Board of Directors Meeting, January 19, 2023

**Upcoming Meetings/Events**

January 24	6 - 8 p.m.	Farmer and Landowner Outreach Program, 12801 Hazelwood Drive, Nokesville, VA
February 11	TBD	Native Plant Symposium
April 24 -28		National Water Quality Monitoring Conference

**Meetings/Events Attended**

See attached December staff reports

***Partner reports***

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

**Staffing updates:**

- Applications for recent graduate position have closed. Interviews are being conducted.
- Wildlife biologist Celia Vuocolo has transitioned to new pollinator position with Quail Forever. Elizabeth Elliott will be covering our area until Celia's position can be rehired. Elizabeth works from our Verona field office. Please pass any interest in wildlife through me and I will arrange visits.

**Program Updates/Deadlines:**

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

- Working through the planning process on applications. Ranking deadlines have been adjusted; high tunnel fund pools are due February 3<sup>rd</sup> all other pools are now due March 3<sup>rd</sup>.

**Conservation Stewardship Program (CStP) –**

- All new GCI contracts have been obligated.
  - 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.

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

- **Quarterly reports are due Tuesday, Jan 17, 2023-** Attachment E, cash balance and P&L reports for the 2<sup>nd</sup> quarter.
- **End of Lifespan BMP Verification Reimbursements** of \$2,050 will be included in the next DCR Disbursement letter.
- **SWCD Election of Officers:** In addition to Chair, Vice Chair, Secretary and Treasurer, please include appointment/reappointment of FOIA Officer & Records Retention Officer.
- **Committee Appointments** are regularly made by the Chairman by January

- **Directory Changes-** Please keep VASWCD apprised of changes in district personnel, district directors & officers, associate directors and meeting date/time changes for 2023 so your district's information will be reflected accurately in the 2023 District Directory.
- **IRS Mileage Rate for 2023 changed to 65.5 cents** beginning Jan 1, 2023.  
<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile>
- **Risk Management Coverage Reminder:** As per a memo distributed August 2021, the Division of Risk Management (DRM) provides tort liability and fidelity bonding. SWCDs are eligible to participate in the auto liability insurance for a cost to the SWCD. However, **DRM DOES NOT PROVIDE PROPERTY INSURANCE OR WORKER'S COMP.** These types of insurance policies should be sought out by SWCDs from private insurance providers.
- **Governor's Proposed Budget:** An additional \$87,113,924 was proposed to be deposited to the Water Quality Improvement Fund from the FY2022 surplus.
  - \$13,319,550 is for the WQIF reserve
  - \$73,794,374 is proposed to be deposited to the Virginia Natural Resources Commitment Fund
    - \$45,713,329 for VACS practice implementation in the Chesapeake Bay watershed
    - \$19,591,427 for VACS practice implementation outside of the Bay watershed
    - \$8,489,618 for additional technical assistance funding for Districts
  - A separate general fund deposit to the Virginia Natural Resources Fund of \$50 million is also proposed. Budget language states that "the Secretary of Natural and Historic Resources shall develop and submit a plan for the allocation of these funds no later than September 1, 2023".

#### Reminders for Grant Agreement Deliverables

- **Long-Range/Strategic Plan Annual Review:** at least once during the FY by the Board & recorded in board meeting minutes.
- **Annual Plan of Work Review** at least once during the FY by the Board & recorded in the board meeting minutes.
- **Desktop Procedures for District Fiscal Operations** annually reviewed by the District Board or the Finance Committee and **documented in official minutes**
- Annually update your district's **Fixed Assets Inventory**. See Desktop Procedures.
- **Mid-Year Evaluations** should be completed in January

#### AG & COST SHARE ITEMS:

- **Follow-up Needed for Random BMP Verifications:** Please continue to work with participants who have maintenance need. Remember to update the Verification Module as repairs are completed.
- **Cover Crop Checks:** Staff are still in process of checking cover crop fields for sufficient cover. It is helpful for to know if a particular field is not going to qualify for cost-share payment or tax credit so that cost-share can be re-obligated to other practices sooner rather than later. Practice certification & payment is in the spring.
- **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.*
- **Tax Credit data must be in Tracking by January 15.** Be sure data is accurate so DCR's report to the VA Department of Taxation is accurate. Logi reports are available to check the quality of tax credit data.

Board of Directors Meeting, January 19, 2023

- **CY2022 Tax Credits:** **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 should be sent a **Virginia Form ABM, tax certificate letter(s) with attached certificates, 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.**
- **Agricultural Equipment Credit:** Districts can 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 Jan. 31.**

**UPCOMING TRAINING AND IMPORTANT DATES:**

- **Jan 11:** General Assembly Convenes
- **Jan 16:** State Offices Closed- MLK Holiday
- **Jan 26:** VA Forage & Grassland Conference, Fauquier Spring Country Club, Warrenton Register at [vaforages.org](http://vaforages.org)
- **Jan 27:** VA Forage & Grassland Conference, Blue Ridge Community College, Weyers Cave Register at [vaforages.org](http://vaforages.org)
- **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***

Mr. Bolles commented on the Farmer Outreach event on February 24<sup>th</sup>. See comments below.

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

**Fire Season**

The fire season starts Tuesday February 15<sup>th</sup> meaning the 4pm Burning Law will go into effect.

- The 4pm Burning law bans open air burning prior to 4:00 p.m. if the fire is within 300 feet of the woods or dry grass which could carry fire to the woods

- Burning is allowed between 4:00 p.m. and midnight as long as the burner takes proper precautions are taken
- Open air fire MAY be acceptable if it meets the following criteria: it is completely contained within a ring of rocks, cinderblocks, metal ring, or a similar device and is covered by a ¼ inch or smaller metal screen
- More info: <https://dof.virginia.gov/wildland-prescribed-fire/fire-laws/4-pm-burning-law/>

### **Virginia Trees for Clean Water and Urban and Community Forestry Assistance Grant Programs**

While the usual timing for the proposal is later in the year there are possible changes coming to the proposal process. Early planning for possible projects is advised.

- The Virginia Trees for Clean Water Grant Program helps provide assistance for planting projects on lands accessible to the public to help their communities.
  - Grant helps cover maintenance and labor costs
  - More information - <https://dof.virginia.gov/urban-community-forestry/urban-forestry-community-assistance/virginia-trees-for-clean-water-grant-program/>
- The Urban and Community Forestry Assistance Grant Program encourages projects that promote the protection and enhancement of urban and community forest ecosystems, tree planting, the care of trees, and education on tree issues in cities, towns and communities
  - Grants may be awarded to civic groups, communities, local government, non-profit organizations, neighborhood associations, public educational institutions, state agencies, tribal organizations, and volunteer groups
  - More information - <https://dof.virginia.gov/urban-community-forestry/urban-forestry-community-assistance/urban-and-community-forestry-grant-program/>

### ***Associate Directors –***

Sonnie Cuffey – Not in attendance

Harry Glasgow – Not in attendance

Clay Morris – unable to attend

### **Operations**

Approve 2<sup>nd</sup> qtr. FY 23 Attachment E - The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 4/0 vote. Mrs. Bottino not in attendance at the time of the vote.

Approve 2<sup>nd</sup> qtr. FY 23 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 4/0 vote. Mrs. Bottino not in attendance at the time of the vote.

Approve recommendations from the Personnel Committee meeting January 12, 2023 – The motion to approve 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.

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Discuss/Approve the transfer of \$300,000 in FY 23 CB VACS cost share funds with associated TA funds of \$27,262.63 to Colonial SWCD or another SWCD which has expressed the need for the VACS funds. The motion to approve was made by Mrs. Bottino with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0 vote. Mrs. Bottino in attendance for the vote.

Approve Jim Gehlsen as an Associate Director of the Prince William Soil & Water Conservation District The motion to approve was made by Mrs. Bottino with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0 vote.

Approve John Price and Will Lintner as Decision Makers for the Virginia National Bank and Truist Bank Accounts – The motion to approve was made by Mr. Kahlon with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0 vote.

Discussion on the Community Outreach event on Tuesday, January 24, 2023:

Mr. Bolles stated that information regarding the Farmer Outreach event has been posted to the VCE social media site. Mr. Mohr states brochures and an agenda have been created for the event on January 24<sup>th</sup>. Staff has distributed the brochures to local stores and placed in residential mailboxes to advertise the event.

#### **Other Business:**

Jim Gehlsen – Mr. Gehlsen provided an update on his concerns about the dumping of residential sewage in Lake Jackson. He stated that he spoke with a representative at the Dept. of Health and suggested that when a residential property is transferred that the Dept. of Health perform a septic inspection to include the distribution box. He received a response from Madan Mohan, who is a county Engineer, stating that the Dept. of Public Works and Health Dept. submitted a grant (Septic Local Partner Program) to request funds to replace age failing/less efficient septic systems within the Lake Jackson area.

#### **Conservation**

Approve the January 12, 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. Kahlon and approved by a 5/0 vote.

1 Recommended Approval of Plans by BOD

Motion: Price

Second: Mohr

Vote: 4-0-0

**Crops**

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Capone Farm Field 1 - Drunagel Property	7296-31-3161	Hay	7.7	4.853	1.713	0.072	<input type="checkbox"/>
Capone Farm Field 5 - Drunagel Property	7296-31-3161	Hay	7.3	4.601	1.624	0.068	<input type="checkbox"/>
Drunagel 2023 (10904 Reid Ln)	7494-06-7868	Crop	26.8	102.778	5.749	0.402	<input type="checkbox"/>
Drunagel Pioneer Drive 13754	7395-94-3634	Crop	12.9	49.472	2.767	0.194	<input type="checkbox"/>
Drunagel Pioneer Drive 9816	7495-04-2736	Crop	14.1	54.074	3.024	0.212	<input type="checkbox"/>
Drunagel Pioneer Drive 9818	7395-93-7356	Crop	17.2	65.962	3.689	0.258	<input type="checkbox"/>
Drunagel Pioneer Drive 13756	7395-95-4464	Crop	11.7	44.870	2.510	0.176	<input type="checkbox"/>
Gagnon Flower Farm	7399-99-1638	Specialty Crop	1.1	0.693	0.245	0.010	<input type="checkbox"/>
Knight Farm	7592-29-3686	Pasture	4.0	3.079	1.045	0.055	<input type="checkbox"/>
<b>Grand Totals:</b>			<b>102.8</b>	<b>330.4</b>	<b>22.4</b>	<b>1.4</b>	

**Livestock**

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Knight Farm	7592-29-3686	Horses	4	217.60	5.4	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grand Totals:</b>			<b>4</b>	<b>217.6</b>	<b>5.4</b>		

**Education Programs Update – Jess McCaulley**

Ms. McCaulley reports MWEE teacher trainings are scheduled for March 7<sup>th</sup> and 9<sup>th</sup>. The project is funded with a grant from DCR for \$12,206.00. The District is paying for Dr. Cindy Smith, with GMU, to teach county teachers, master gardeners, and master naturalists on how to implement effective MWEEs. It will also pay for teacher substitutes.

**Education Program Upcoming Events:**

- Thursday, February 2, 2023 – Science Night at Nokesville School (K-8)
- Saturday, February 11, 2023 - Native Plant Symposium at GMU Manassas campus
- Saturday, April 8, 2023 – Prince William Conservation Alliance Bluebell Festival at Merrimac Farm
- VASWCD Youth Conservation Leadership Institute Program – a PWC student was accepted into the program.

**Water Quality Programs Update – Veronica Tangiri**

Ms. Tangiri attended the January Potomac Council meeting. She is currently working on Adopt-A-Stream projects and water cleanups. Her PWSWCD abstract was accepted for presentation at the National Water



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Quality Monitoring Conference scheduled for April 24 – 28. The EPA NWQMC requested that Ms. Tangiri present information on the District's water quality monitoring program at their 2023 conference.

***Directors' Time –***

Mr. Bolles – no further comments

Mrs. Bottino – Asked the board if they sent the plastic bag endorsement letter to the Board of County Supervisors. Mr. Gehlsen stated that Ms. Dunn emailed it to each of the Supervisors. He also stated that he received receipt acknowledgements from two of the Supervisors. He didn't recall at the meeting the names of the Supervisors but will let Mrs. Bottino know.

Mr. Lintner – Mr. Lintner stated that he attended the Potomac Round Table and Council Meetings. He stated that the Council Bylaws will be revised. A presentation on Forever Chemicals was given regarding the amount of chemicals that will be allowed into streams, waterways, and food supplies. Mr. Lintner also states that he toured the enhanced reclamation wastewater treatment facility to learn about the treatment of wastewater. The Prince William SWCD is scheduled to coordinate the Potomac Council meeting on Friday, April 14, 2023.

Mr. Kahlon – no further comments

Mr. Price – no further comments

**Motion to adjourn**

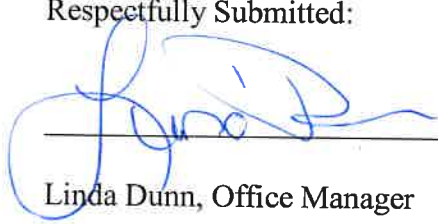
The motion to adjourn the meeting at 2:28 p.m. was made by Mr. Kahlon with a 2<sup>nd</sup> by Mr. Bolles and approved by a 5/0 vote.

**Next TRC meeting** – Thursday, February 9, 2023, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

**Next Board meeting** – Thursday, February 16, 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, 4H Workroom, Manassas, VA 20109

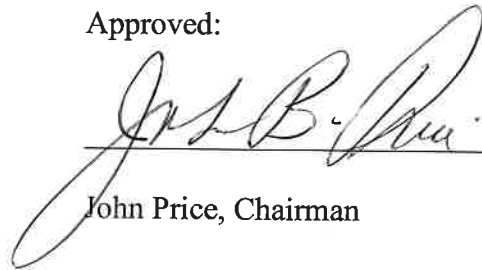
Respectfully Submitted:



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Linda Dunn, Office Manager

Approved:



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John Price, Chairman