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**MINUTES
BOARD OF DIRECTORS MEETING
Thursday, September 15, 2022
8033 Ashton Avenue, Manassas, VA**

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

In-person Attendees:

Jim Gehlsen, Director – Chairman
Will Lintner, Director – Vice Chairman
Mansimran Kahlon, Director – Treasurer
Harry Glasgow, Associate Director
Tiziana Bottino, Director - Secretary
Debbie Cross, VA Conservation District Coordinator – DCR
Lindsey Long, Community Forestry Specialist – Dept. of Forestry
Duane Mohr, District Manager
Nicole Slazinski, Conservation Specialist
James Mitchell, Conservation Specialist
Alex Murphy, Conservation Specialist
Seth Hatfield, Conservation / Water Quality Specialist
Jess McCaulley, Education Specialist
Veronica Tangiri, Water Quality Monitoring Program Coordinator

Virtual Zoom Meeting Attendees:

Sonnie Cuffey, Associate Director

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

Citizen's Time – None present

Minutes of August 18 meeting – The motion to approve the minutes was made by Mr. Lintner with a 2nd by Mrs. Bottino and passed by a 3/0 vote. Mr. Kahlon not present at the time of the vote.

Treasurer's Report for August – The motion to file the Treasurer's report for audit was made by Mrs. Bottino with a 2nd by Mr. Gehlsen and passed by a 4/0 vote. Mr. Kahlon present at time of vote.

August 2022 Financials

Income

FY 23 1st Qtr. PWC Secured Funding	\$71,186.25
DCR FY 23 1st Qtr. Operations Funding	\$45,707.50
Cash Reserves Money Market Interest	\$72.51
Total	\$116,966.26

Total Staff Payroll Expenses are lower than budgeted, as projected Conservation staff interim increases have not yet been implemented, and several full-time staff members are not yet eligible for benefits.

Total Staff Benefits are below budget, as 4 staff members are not yet eligible to enroll in full-time staff benefits.

Managers Time – Presented by Mr. Mohr

Conservation – Mr. Mohr states that conservation staff continue with training. We have received several requests for soil samples from individuals interested in cover crops. Mr. Hatfield, Mr. Mitchell, and Mr. Murphy have completed the Nutrient Management testing and waiting on their results.

Upcoming Meetings/Events

September 24	9- 2 pm	13th Annual Upper Occoquan River Annual Cleanup PWTSC
September 25	All day	Certification of Biological Water Quality Monitors
September 27-28	All day	Virginia Marine Debris Conference
October 1	9 - 12pm	Occoquan River Cleanup by FOTO
October 1	9 -12noon	AAS/P Cleanup - Leopold's Preserve
October 1	9 -12noon	Water Quality Monitoring with the NVCC Woodbridge Campus Students
October - TBD	TBD	TRC Meeting, TBD
October 12 - 13	8 a.m. - 5 p.m.	Farm Field Days
October 20	12 pm	Finance Committee Meeting, 8033 Ashton Avenue, Conference Room D
October 20	1 pm	BOD Meeting, 8033 Ashton Avenue, Conference Room D
October 20	7pm	STEM Night with NAACP at Fresh Park High School

Meetings/Events Attended

See attached August staff reports

Partner reports

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

Program Updates/Deadlines:

Staff: Casey James has been selected as the District Conservationist for the Warrenton NRCS office.

Environmental Qualities Incentives Program (EQIP) – The Service Center is down to its last couple of applications to be obligated. I am working closely with the Private Lands Biologist to get the paperwork completed in the next couple of weeks.

Conservation Stewardship Program (CStP) – The Service Center has received pre approval for 3 of the CSP applications that were evaluated. I am working to have these completed in the next couple of weeks also.

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

23 Active Contracts 13 in Fauquier, 1 in Fairfax, 2 in Prince William, and 7 in Loudoun for \$1,581,429.38.

- **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 attended the Ag field day at VSU on Thursday September 1st which was put on by the Small Farm Outreach Program. NRCS had an information table there and talked to people about NRCS programs.

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.

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

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **FY22 SWCD Annual Report:** (7/1/21-6/30/22) must be completed no later than September 30.
- **Dedicated Reserves:** should be board approved in **FY23 Quarter 1** so that necessary transfers can be made on the Attachment E Q1 Report. 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).
- **SWCD Audits:** Robinson, Farmer & Cox will be contacting SWCDs soon to schedule audits for Oct/Nov timeframe. Culpeper, Northern Virginia & Thomas Jefferson SWCDs (FY20 & FY21); Loudoun SWCD (FY21 only)
- **Quarterly reports are due by Monday, October 17** (the 15th is a Saturday). This includes attachment E plus QuickBooks cash balance sheet and P&L for the quarter. The “official” excel version of attachment E must be used throughout the course of the year. Please use the same workbook and corresponding tab for each quarter to ensure that all values roll together for the End of Year Report (last tab).

FY23 Admin & Ops Grant Agreement Deliverables #17 & #18 (Attachment F): SWCDs should start planning for the required agricultural community outreach event, which must be held before 06/30/23.

ATTACHMENT F: GRANT DELIVERABLES RELATED TO OUTREACH CONDUCTED BY THE DISTRICT

#17: The District hosted at least one agricultural community outreach event during the year that met the following:

1. The outreach event was **marketed through at least three venues** such as a radio spot, local news print media, local news broadcast media, social media, flyers, District or partner newsletters, flyers at local farm stores or local cooperatives, or mailers. One of the three marketing venues used must be directed towards producers with small farms or producers considered socially disadvantaged.
2. The outreach event **included an introduction to the District for the community.** The introduction should include the history of the District, mission statement, Directors, staff, program offered (including agricultural programs, educational programs, and urban programs if offered).
3. The outreach event **included a discussion featuring local agricultural producers who have utilized the VACS Program to install BMPs on their operations.**
4. The District **notified all partners, including the Virginia State University-Small Farm Outreach Program (Program) of the event and a representative from each organization was invited to participate on the agenda.**

#18: The District notified the Virginia State University – Small Farm Outreach Program (Program) of every outreach event conducted by the District focusing on agricultural producers.

At least two weeks prior to an outreach event both the Program's state representative and the regional representative, if known, were notified by email; the state representative (Frederick Custis) should be emailed at fcustis@vsu.edu. A Program representative was invited to participate on the agenda for the event if they chose to do so

Ag Stewardship Act (ASA) District Contacts: If you haven't done so, update your District's ASA policy form for handling Agricultural Stewardship Act complaints. If you have new staff members as contacts or if there are changes to your existing ASA policy, please complete the form and return it to Darrell Marshall, Agricultural Stewardship Program Manager, VA Dept. of Agriculture and Consumer Service. **If there are no changes to the point of contact or how your district prefers to respond to Ag. Stewardship complaints, an email letting Darrell know there are no changes is sufficient.** With the number of new staff coming on board, VDACS recognizes there may be a need for training regarding the ASA program and handling ASA complaints. ASA staff are always willing to visit with SWCDs to provide training to new and existing District staff and directors upon request. Just let them know.

AG & COST SHARE ITEMS:

- **Clean Water Farm Award nominations due October 1st.** Each district may give one local award per jurisdiction. (blue sign and certificate signed by the Governor) Basin Nominations require a 1-2 page write up and no less than 6 photos, one preferably with the nominee and his farm entrance sign.
- **End of Lifespan (EOL) Verifications:** Districts will be reimbursed \$200 for CY22 EOL Verifications verified by November 30. EOL BMPs are those BMPs under contract whose lifespan expires on 12/31/22 and unless field verified will fall out of the Bay model. An additional incentive of \$50 each will be added for verifying EOL BMPs that fall out of lifespan in 2023 & 2024 if completed by the Nov 30 deadline.
- **File Reviews:** Random BMP Verifications have been completed. Your staff are following up with any BMPs found out of compliance or needing maintenance. I am in process of completing BMP administrative case file reviews for each Ag. technical staff at each district.
- **Reminder:** "Neither the local SWCD nor DCR provides tax advice...." See page II-34 of the VACS manual. VACS contract Part 1: "Recipients of [VACS] are responsible for compliance with all applicable tax requirements including requirements of the Internal Revenue Service."

Freedom of Information Act requirements for Elected Directors: (appointed directors encouraged to attend)

- The FOIA Council is hosting several live webinar FOIA trainings. The FOIA Council confirmed that attendance at the live virtual training sessions will be tracked with the virtual presentation software so the FOIA Council can provide a completion certificate for those attending the virtual training sessions.
- **Local Elected Officials Virtual Training Webinars: September 13 @ 2:00 pm October 12@ 10:00 am**

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- The link to register: <https://event.webinarjam.com/register/16/9p2qmhp>
- As of July 1, 2020, **all local elected officials** 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.**"

UPCOMING TRAINING AND IMPORTANT DATES:

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

Sept 15: VASWCD Quarterly Meeting, 9am-4pm, Drury Hotel, Richmond

Sept 26: VSWCB Audit Subcommittee Meeting, 9:00 am, VDOF, Charlottesville

Sept 26: VSWCB Meeting, 10:30 am, VDOF, Charlottesville

Sept 29: VACS webinar for DCR Conservation Planner Certification 9am-Noon; register in advance for this session at: <https://us02web.zoom.us/meeting/register/tZwpfuispzwtHtTxK8raWpzApSSQd5T0XD9N>

Sept 30: Basic Att. E Training, 10:00-11:00 am Offered by Blair Gordon, DCR. Zoom link to follow.

Oct 1: Clean Water Farm Award: local award nominations and Grand Basin nominations due to DCR

Oct 5&6: DCR Conservation Planner Certification final course in Orange; register directly with Carl Thiel-Goin

Oct 18: Full TAC, DOF, Charlottesville

Oct 18-19: Virginia Rare, Threatened & Endangered Species Protection & Cultural & Historic Resources Protection Webinars. 1 ½ days. Registration process and webinar times to follow. (required CPC courses)

Dec 4-6: VASWCD Annual Meeting Hotel Roanoke

Dec 7: VSWCB Meeting, Hotel Roanoke In Person!!!

TAC & Subcommittee Meetings to develop 2024 VACS Program

Full TAC: October 18 in Charlottesville (November 1st if needed 2nd meeting date)

Animal waste: September 15 (C'ville), September 26 (Verona), October 13 (C'ville)

Programmatic: September 20 (C'ville), October 4 (Goochland)

Stream Protection & Forestry: September 12 (Verona)

Cover Crops/Nut. Mgt: dates TBD

Other Important Information:

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

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 unable to attend.

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

2022 Urban and Community Forestry Assistance Grant Program

The RFP has been released and the program is taking applications now through **September 23, 2022.**

- This 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
- Funds are available up to 50% of the project's total cost
 - o This is a reimbursement grant
- Typical grant proposals are from \$5,000 - \$20,000
- More information can be found here: <https://dof.virginia.gov/urban-community-forestry/urban-forestry-community-assistance/urban-and-community-forestry-grant-program/>

Fall Fire Season

The fall fire season starts October 15th 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
 - o Burning is allowed between 4:00 p.m. and midnight as long as the burner takes proper precautions are taken
 - o 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/>

Associate Directors

Sonnie Cuffey –

Mr. Cuffey recognizes Ms. McCaulley on her presentation to the Prince William County Public schools regarding sustainability. STEM Night with the NAACP is scheduled for Tuesday, October 18th at 7 p.m.

Steve Danziger – unable to attend

Harry Glasgow – Expressed his concern over the deforestation in Virginia.

Clay Morris – unable to attend

Operations

Approve the Prince William SWCD contacts for Agricultural Stewardship Act Complaints - The motion to approve was made by Mr. Lintner with a 2nd by Mr. Kahlon and approved by a 4/0 vote.

Approve the proposal from Adams & Company to provide quarterly financial reviews and year-end tax filings – The motion to approve was made by Mr. Kahlon with a 2nd by Mrs. Bottino and approved by a 4/0 vote.

Approve the total of \$61,614.75 in FY 23 funds to be moved to FY 20, FY 21 & FY 22 – The motion to approve was made by Mrs. Bottino with a 2nd by Mr. Kahlon and approved by a 4/0 vote.

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Approve FY 24 funding increase from Prince William County – The motion to approve was made by Mr. Kahlon with a 2nd by Mrs. Bottino and passed by a 4/0 vote.

Approve additional \$1,000 for Water Quality Program to purchase a 4-port meter cable with a depth sensor for the 3rd probe – The motion to approve was made by Mr. Lintner with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

Discussion – Mr. Mohr states that the District requires a probe equipped with depth monitoring to assist with pond monitoring. This type of probe is higher in cost than the two non-depth monitors that we currently own.

Approve the Prince William SWCD FY 23 Annual Plan of Work – The motion to approve was made by Mr. Lintner with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

Approve the Prince William SWCD FY 22 Annual Report – The motion to approve was made by Mr. Kahlon with a 2nd by Mrs. Bottino and passed by a 4/0 vote.

Additional Approval Item:

Approve the Clean Water Farm Award Candidate – The motion to approve Mary Jarrell as a candidate was made by Mrs. Bottino with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

Reviewed the Prince William SWCD FY 21 – FY 24 Strategic Plan

Reviewed the Prince William SWCD Personnel Policies

Conservation

Approve the September 8, 2022 TRC Report – The motion to approve the TRC report as presented was made by Mr. Lintner with a 2nd by Mrs. Bottino and approved by a 4/0 vote.

1 Recommended Approval of Plans by BOD

Motion: Lintner

Second: Glasgow

Vote: 6-0-2

Crops

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Viar Farm Conservation Plan (GPIN -1386)	7393-47-1386	Pasture	10.0	5.071	2.008	0.000	<input type="checkbox"/>
Viar Farm Conservation Plan (GPIN -3064)	7393-37-3064	Crop	10.0	38.350	2.145	0.150	<input type="checkbox"/>
Viar Farm Conservation Plan (GPIN -5173)	7393-38-5173	Crop	10.0	38.350	2.145	0.150	<input type="checkbox"/>
Viar Farm Conservation Plan (GPIN -7730)	7393-37-7730	Pasture	10.0	7.698	2.613	0.138	<input type="checkbox"/>
Viar Farm Conservation Plan (GPIN -7954)	7393-38-7954	Crop	10.0	38.350	2.145	0.150	<input type="checkbox"/>
Wyndfall Farm - Lawrence Property 2023 (9170 Broadlands)	7396-80-7388	Hay	7.9	4.979	1.758	0.073	<input type="checkbox"/>
Wyndfall Farm - Lawrence Property 2023 (9200 Broadlands)	7396-89-5469	Pasture	5.4	4.157	1.411	0.075	<input type="checkbox"/>
Grand Totals:			63.3	137.0	14.2	0.7	

Livestock

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Viar Farm Conservation Plan (GPIN -1386)	7393-47-1386	Beef Cattle	13	1,196.00	218.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Viar Farm Conservation Plan (GPIN -7730)	7393-37-7730	Beef Cattle	12	1,104.00	201.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wyndfall Farm - Lawrence Property 2023 (9200 Broadlands)	7396-89-5469	Goats	6	30.00	0.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wyndfall Farm - Lawrence Property 2023 (9200 Broadlands)	7396-89-5469	Horses	5	272.00	49.6	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grand Totals:			36	2,602.0	469.9		

2 Recommended Approval of VACS BMPs by BOD

Motion: Lintner

Second: Glasgow

Vote: 7-0-1

BMPs

Bender, Jonathan

BMP ID: 467887

Tracking Program #: 35-22-0002

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	\$2,800.00	\$2,800.00	\$0.00					
				BMP Winter Cover Crop	158.8	996.343	23.979	23.741
Totals				158.8	996.343	23.979	23.741	

Latham, Thomas

BMP ID: 509385

Tracking Program #: 35-23-0003

Small Grain Cover Crop for Nutrient Management

Practice	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	Estimated Reductions		
					N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-8B	\$2,574.00	\$2,574.00	\$0.00				
		BMP Winter Cover Crop		28.6	179.442	4.319	4.276
			Totals	28.6	179.442	4.319	4.276

Grand Totals:	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
	\$6,364.00	\$5,924.00	\$0.00	187.4	1,175.785	28.297	28.016

Education Programs Update

Ms. McCaulley states that she conducted water quality monitoring training with local teachers who are interested in becoming certified. She was informed that she was awarded the DCR Chesapeake Bay Watershed MWEE grant in the amount of \$12,000 to be used to train PWC teachers on how to conduct MWEE events. The education capsules have been updated, and an email will be sent to PWC teachers notifying them that they are available.

Upcoming Events:

- Farm Field Days – October 12 – 13
- Virginia State Fair – September 23 – October 2
- Native Plant Symposium – February 11, 2023

Water Quality Programs Update – D. Mohr

Ms. Tangiri and volunteers have been conducting monitoring on several ponds. A probe has been ordered that can monitor deeper water levels to assist with this process.

Ms. Tangiri attended the following events:

- Fourth Annual Northern VA Native Plants for Landscape Professionals Conference – Aug. 11th
- VAAE Annual Conference – Aug. 12-14th
- PWC Fair – Aug. 20th

Directors' Time

Mr. Bolles – unable to attend

Mrs. Bottino – Mrs. Bottino states that she has completed the FOIA training.

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Mr. Lintner – Mr. Lintner presents an article from the Chesapeake Bay Foundation regarding sources of pollution that are affecting the bay.

Mr. Kahlon – Mr. Kahlon states he has begun the FOIA training.

Mr. Gehlsen – no further comments

Motion to adjourn

The motion to adjourn the meeting at 2:18 p.m. was made by Mr. Kahlon with a 2nd by Mr. Lintner 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

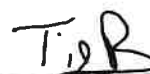
Next TRC meeting – Thursday, November 10, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

Next Board meeting – Thursday, October 20, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109 (Zoom virtual meeting available for non-essential members)

Respectfully Submitted:


Linda Dunn, Office Manager

Approved:


Tiziana Bottino, Secretary