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**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, April 20, 2023**  
**WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155**

(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  
Lindsey Long, Urban & Community Forester – VA Dept. of Forestry  
Jacob Zielinski, Bay Watershed Specialist – VA Dept. of Forestry  
Melina Cienski, Urban Forester – VA Dept. of Forestry  
Duane Mohr, District Manager  
Veronica Tangiri, Water Quality Program Manager  
Seth Hatfield, Conservation Specialist  
James Mitchell, Conservation Specialist  
Alex Murphy, Conservation Specialist  
Kim Lowther, Education Specialist

***Virtual Zoom Meeting Attendees:***

Casey James, District Conservationist – NRCS  
Nicole Slazinski, Conservation Specialist  
Josie Anderson, Water Quality Summer Intern

Chairman Price called the meeting to order at 1:02 p.m.

Chairman's Comments – Chairman Price recognizes District Directors, Partners, and staff for their work in FY 23 supporting the District.

Board of Directors Meeting, April 20, 2023

Citizen's Time – None present

Minutes of March 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 5/0 vote.

Treasurer's Report for March 2023 and 3<sup>rd</sup> qtr. Financials – The motion to file the Treasurer's report for audit was made by Mr. Bolles with a 2<sup>nd</sup> by Mrs. Bottino and passed by a 5/0 vote.

3rd Qtr. FY 23 Financials - Jan. - March 2023

Income	
DCR 3rd Qtr. FY 23 Operations Funding	\$45,707.50
DCR 3rd Qtr. FY 23 VNRCF TA Funds	\$8,833.87
DCR 3rd Qtr. FY 23 TA Base Funds	\$9,921.50
Money Market Interest	\$1,361.44
MWEE Grant Reimbursement	\$1,961.59
3rd Qtr. PWC Funding	\$71,186.25
Total	<u>\$138,972.15</u>

Other Income	
VACS 2023 Cost Share	\$10,000.00
BMP Verification	<u>\$2,050.00</u>
	\$12,050.00

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

Mr. Mohr introduced Josie Anderson, the District's Water Quality Summer Intern, who will be assisting Ms. Tangiri and Mr. Hatfield with water quality programs. Mr. Hatfield is dividing his time between cost share projects and the Water Quality programs. The District hosted the Potomac Roundtable / Council meetings on April 14<sup>th</sup>. Wetland Studies and Solutions, located in Gainesville, VA, provided a conference room large enough to accommodate the number of attendees.

Conservation staff is working on several cost share projects. We will be cancelling two 2021 projects in FY 23 that will be re-instated in FY 24. Staff is working on 4 VCAP projects. Hunter Quinones will be joining the District in May as a Conservation Intern for the summer.

Mr. Murphy and Mr. Hatfield completed the Chesapeake Bay Landscaping certification. Mr. Hatfield also completed the Nutrient Management Planning certification.

Mr. Mohr introduced Kim Lowther, who has replaced Jessica McCaulley, as the District's Education Specialist.

**Potomac Roundtable/Council Meeting Update – Will Lintner**

Mr. Lintner recognized Mr. Mohr and Ms. Dunn for their work with Northern VA SWCD on coordinating the Potomac Roundtable / Council meetings.

The Potomac Council finalized their by-laws.

Board of Directors Meeting, April 20, 2023

Legislative Meeting: Mr. Lintner recognized Ms. Tangiri for her discussion on her research project. A representative from each of the Districts attended the meeting.

**Upcoming Meetings/Events**

April 23	10am	Water Quality Monitoring - Cannon Branch
April 24 -28	All Day	National Water Quality Monitoring Conference
Sept. 23	11am -3pm	Fall Festival at Leopold's Preserve
Oct. 11 - 12	All Day	Farm Field Days

**Meetings/Events Attended**

See attached March staff reports

***Partner reports***

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

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

Mr. Bolles stated that well sampling was completed on April 12<sup>th</sup>. The office has completed several site visits for county storm water issues. Working with the Public Works Dept. on tree planting projects. Performing site visits with the Prince William SWCD. Interviews will be held next week for a Master Gardener Coordinator/National Resources Specialist position. Mr. Bolles states he will be unable to attend the May 11<sup>th</sup> TRC meeting and May 18<sup>th</sup> board meeting, as he will be out of town.

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

Ms. Cross stated that the quarterly reports are due Monday, April 17<sup>th</sup> – 3<sup>rd</sup> Qtr. Attachment E, cash balance and P&L reports. Finance Committees should be drafting their FY24 budgets for SWCD board discussions & approval by 6/30/23. The FY24 Annual Plan of Work should be board approved by 6/30 and in place for the new year.

A reminder that 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

Board of Directors Meeting, April 20, 2023

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

Mr. Zielinski introduced Melina Cienski, the new Urban Forester in the Rappahannock District. She covers Prince William, Stafford, and Fredericksburg. Her contact information: [melina.cienski@dof.virginia.gov](mailto:melina.cienski@dof.virginia.gov)  
Phone: 434-365-8861

Spring fire season ends on April 30<sup>th</sup> meaning the 4pm Burning Law will no longer be in effect.

If you are hosting an event that you would like us to attend, feel free to reach out with the request.

See attached for complete report.

***Associate Directors –***

Jim Gehlsen – Mr. Gehlsen stated that he is a candidate for the Brentsville District Supervisor to replace Jeanine Lawson.

Sonnie Cuffey – not in attendance

Harry Glasgow – not in attendance

Clay Morris – unable to attend

**Operations**

Approve 3<sup>rd</sup> qtr. FY 23 Financials and Att. E - The motion to approve the 3<sup>rd</sup> qtr. FY 23 Financials and Att. E was made by Mr. Kahlon with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0 vote.

Approve the 3<sup>rd</sup> qtr. FY 23 PWC Quarterly Report – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Mrs. Bottino and passed by a 5/0 vote.

**Other Business:**

The board discussed the FY 21 & FY 22 Audit Management letters.

**Conservation**

Approve the April 13, 2023 TRC Report – The motion to approve the TRC report as presented was made by Mr. Bolles with a 2<sup>nd</sup> by Mrs. Bottino and approved by a 5/0 vote.

Board of Directors Meeting, April 20, 2023

1 Recommended Approval of Plans by BOD Motion: Price Second: Mohr Vote: 4-0-2

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Dvorscak Farm	7593-30-6265	Pasture	12.9	9,930	3,371	0.173	<input type="checkbox"/>
Jackson Farm	7793-01-5822	Pasture	6.0	4,619	1,568	0.083	<input type="checkbox"/>
Reyns Farm	7395-30-2564	Pasture	17.0	13,087	4,442	0.235	<input type="checkbox"/>
Grand Totals:			35.9	27.6	9.4	0.5	

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Dvorscak Farm	7593-30-6265	Horses	5	272.00	49.6	<input type="checkbox"/>	<input type="checkbox"/>
Jackson Farm	7793-01-5822	Horses	3	163.20	29.8	<input type="checkbox"/>	<input type="checkbox"/>
Grand Totals:			8	435.2	79.4		

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

**BMPs**

**Lauster, Aaron** BMP ID: 59595 Tracking Program #: 59-59-5959

Stream Exclusion with Wide Width Buffer and Grazing Land 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-6W	\$47,022.91	\$43,320.62	\$0.00				
BMP Stream Exclusion				1.0	2.827	0.382	0.074
BMP Grazing Land Management				4.5	4.260	0.572	0.177
Totals				5.5	7.087	0.954	0.251

**Jackson, Tiffany** BMP ID: 1212121 Tracking Program #: 12-12-1212

Stream Exclusion with Wide Width Buffer and Grazing Land 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-6W	\$28,499.00	\$32,100.00	\$0.00				
BMP Stream Exclusion				3.0	8.481	1.146	0.223
BMP Grazing Land Management				6.0	5.680	0.762	0.236
Totals				9.0	14.161	1.908	0.468

Grand Totals:	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
	\$75,521.91	\$75,620.62	\$0.00	14.5	21,248	2,862	0.709

Motion: Return of VACS funds Motion: Lintner Second: Price Vote: 5-0-1

Motion: Approve the return of \$194,417.00 and associated Technical Assistance funding to DCR from the FY23 Prince William Soil and Water Conservation District VACS funding provide for Cost Share projects. Mr. Mohr abstained from the vote

**Education Programs Update – Kim Lowther**

Ms. Lowther stated that MWEE trainings were completed on March 7<sup>th</sup> and March 9<sup>th</sup> with 125 Prince William County teachers. She has received increased requests for the Watershed Capsules. Ms. Lowther attended the Envirothon event on April 18<sup>th</sup>. Prince William and John Marshall SWCDs will coordinate the event in 2024.

***Water Quality Programs Update – Veronica Tangiri ((written report submitted)***

- Veronica Tangiri was the Ecological Society of America Graduate Student Award 2023 Recipient. This award goes with the meeting of legislators on Capitol Hill ( April 23 -26 will be in D.C)
- EPA has water quality-related grants that can help support the Water Quality program's goals but the Conservation District needs to work in partnerships with the County, Cities, and Towns. The Water Quality program has the data to support such grants but cannot apply under the Conservation District alone. A partnership working relationship is challenging to the program regardless of the interest of the community in the program.
- The Water Quality Outreach Educational Sculpture information will be put on the District website as the Conservation District plan on the partnership ceremony with the Center of Environment and Natural Resources Students of Freedom High School. This event will likely take place on May 25.
- There is a need for a Press Release, and to send out invitations to the grant donor and County policy-makers for more water quality awareness in Prince William County.

***VCAP Update – Nicole Slazinski***

Ms. Slazinski stated she is working with a landowner that was approved for the program. 50% of the cost was approved earlier in 2023, so they will receive the funding upfront for their contractor. She recognized Mr. Murphy for acquiring this project. The VCAP form is on our website at [pwsxcd.org](http://pwsxcd.org).

***Directors' Time –***

Mr. Bolles – No further comments

Mrs. Bottino – The Office of Sustainability has scheduled a Town Hall meeting on Wednesday, May 17, 2023 to discuss their Climate Action Plan, Disaster Preparedness Plan and Comprehensive Plan. Mrs. Bottino stated that she will be unable to run for the Prince William SWCD board in 2024 due to other commitments.

Mr. Lintner – Mr. Lintner states that he attended the Area II meeting in Charlottesville. The DCR Director, Matthew Wells, attended the meeting. He stated that Governor Glenn Youngkin has made water quality a priority in Virginia. Mr. Wells also discussed flood plain issues and that state-wide standards are being developed to manage flood plains. Virginia has received \$3.1MM funding from DEQ for BMPs.

Mr. Kahlon – no further comments

Mr. Price – no further comments

Ms. Cross stated that the amount of VACS funds noted on the original TRC report dated 4/13/23 in the amount of \$194,000 is incorrect. It should be \$194,417. The motion to approve the adjustment to the numbers from the previous TRC report from \$194,000 to \$194,417 was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Kahlon and approved by a 5/0 vote.

Board of Directors Meeting, April 20, 2023

Motion to adjourn

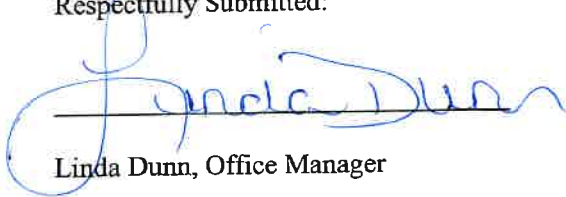
The motion to adjourn the meeting at 3:04 p.m. was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Lintner and passed by a 5/0 vote.

Next TRC meeting – Thursday, May 11, 2023, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

Next Board meeting – Thursday, May 18, 2023, 1 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room

Next Finance Committee meeting – Thursday, July 20, 12 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room

Respectfully Submitted:

  
Linda Dunn, Office Manager

Approved:



Tiziana Bottino, Secretary

