



8850 Rixlew Lane, Manassas, VA 20109  
www.pwswcd.org  
pwswcd@pwswcd.org

Phone: 571.379.7514  
Fax: 571.379.8305

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, September 18, 2025**  
**Wetlands Studies and Solutions Inc.**  
**5300 Wellington Branch Dr. Suite 100 Gainesville, VA 20155**

***In-person Attendees:***

John Price, Director – Chairman, Interim Treasurer  
Jenny Reed, Director – Vice-Chairman  
Nancy Vehrs, Director – Secretary  
Mansimran Kahlon, Director  
Harry Glasgow, Associate Director  
Jay Yankey, District Manager  
Duane Mohr, Cost Share Specialist  
Casey James, NRCS District Conservationist – NRCS  
Andrew Uglow, Associate Director  
Will Lintner, Associate Director  
Thomas Bolles, Director – VCE Agent  
Linda Dunn, Office Manager  
Debbie Cross, Conservation District Coordinator – DCR

***Absent:***

Jim Gehlsen , Associate Director  
Melina Cienski, Urban Forester– DOF

***Virtual Attendees:***

Debbie Cross, Conservation District Coordinator – DCR  
Veronica Tangiri, Water Quality Manager  
Josie Anderson, Water Quality and Outreach Specialist  
Nicole Slazinski, Urban Conservation Specialist  
Alex Murphy, Conservation Specialist  
Kim Lowther, Education and Outreach Specialist  
Seth Hatfield, Conservation Specialist  
Jack Bourdon, Agriculture Conservation Specialist  
Sonnie Cuffey, Associate director

Board of Directors Meeting, September 18, 2025

Chairman Price called the meeting to order at 1:08 p.m.

Chairman's Comments – Chairman Price welcomed the board to its first official meeting in two months.

Potomac Council Update - Ms. Vehrs reported that the Potomac Watershed Roundtable will be meeting in person next month on Friday October 10<sup>th</sup> in Hamilton, Virginia.

Minutes of the September 18, 2025, Meeting –Mr. Bolles moved to approve the minutes have been amended, with a 2<sup>nd</sup> by Ms. Reed, and passed by a 4/0/0 vote. Mr kahlon was not present at the time.

Treasurer's Report - The motion to file the July- August 2025 financials was made by Mr. Bolles, with a 2<sup>nd</sup> by Ms. Vehrs, and passed by a 4/0/0 vote.

### ***Managers Time – Jay Yankey***

Mr. Yankey reported that the District is in the process of verifying several BMPs approaching the end of their lifespan. He also noted that upcoming public outreach events are planned to enhance community engagement. While a few cost-share projects are currently delayed, additional cover crop projects are expected to be completed and reported at the next meeting.

### **Upcoming Meetings/Events**

June 26	12:00 - 1:00 p.m.	Personnel Committee Meeting, Wetland Studies & Solutions
June 26	1:00 - 3:00 p.m.	Board of Directors Meeting, Wetland Studies & Solutions
July 10	12:00 - 1:00 p.m.	Finance Committee Meeting, 8033 Ashton Ave., Manassas, VA
July 10	1:00 - 2:00 p.m.	Technical Review Committee Meeting, 8033 Ashton Avenue, Manassas, VA
Sep 27	9:00am -1:00pm	Occoquan River Cleanup by PWTSC
Sep 30	All Day	Virginia Water Monitoring Council Conference

### **Meetings/Events Attended**

See attached September staff reports.

### ***Casey James, NRCS District Conservationist Representative (Written report submitted)***

Ms. James reported that the deadline for all FY26 projects is October 10th. NRCS has completed all pre-approvals for FY25, and all participants are now under contract. She expressed interest in attending the District's upcoming outreach events. NRCS will host its annual Halloween Open House on October 31st from 10 a.m. to 2 p.m. and will provide flyers at the next meeting.

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

Mr. Bolles reported that the Extension Office is addressing issues related to invasive water chestnut and conducting site visits. The office will also host grazing demonstrations for interested farmers. A regional meeting is scheduled in Fairfax in late October.

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

Ms. Cross reported that the quarterly agendas are due September 30th and reminded the District that all completed cost-share plans must be approved before balance approval. She advised the District to begin planning its agricultural outreach event, which is a DCR deliverable for the year.

Ms. Cross also discussed the deliverable agreement requirement that all Soil and Water Conservation Districts develop and adopt associate director job descriptions and guidelines.

**Upcoming Dates:**

- 10/1: Clean Water Farm Award – Local and Grand Basin nominations due to DCR
- 10/7: Virtual Grant Training – Developing a Budget (9–11 a.m.)
- 10/21–23: DCR Conservation Planning Course, The Barn, Buckingham, VA
- 12/7–9: VASWCD Annual Meeting, DoubleTree by Hilton, Williamsburg

Ms. Cross asked the Board to review DCR's District assessments, explaining the reasons behind each rating.

Ms. Reed inquired about who should attend the DCR trainings and whether the District is in compliance. Ms. Cross replied that the trainings are intended for staff, and while progress has been made, full compliance is still in progress.

Chairman Price asked if a date had been set for the financial audit. Ms. Cross confirmed it will take place January 12–14, 2026, conducted by Anne Hawkins.

(See attached for Ms. Cross's complete report.)

***VA Dept. of Forestry – Melina Cienski***

Ms. Cienski was not in attendance.

***Associate Directors –***

Harry Glasgow – Reported that he and Ms. Vehrs enjoyed participating in the 4-H Fair held in August.

Will Lintner – Reported attending engineering courses at Graves Mountain, including a Chesapeake Bay update stating that Virginia is performing well in nitrogen reduction but remains challenged with phosphorus. He noted that the new nutrient management plan has faced criticism for being too lenient. Mr. Lintner also discussed algal blooms, highlighting cyanobacteria as a major threat to water quality.

Sonnie Cuffey – Not in attendance.

Andrew Uglow – Reported that he is finalizing the MS4 Report, with appreciation for the District's data submissions. He also attended Loudoun County's Invasive Removal Program and praised its educational impact. Uglow announced that the County will participate in the Occoquan Arts Festival (September 27–28) and Trick or Treatment (October 25). On October 1st, the County will collaborate with the school system for winter salt training. He also reported a septic incident involving an RV home, which is being addressed, and noted plans to reintroduce mussels into local streams to improve water quality. When Mr. Lintner inquired about proper septic disposal sites, Mr. Uglow stated that Prince William Forest Park's RV site accepts disposal for a small fee.

Jim Gehlsen – Not in attendance.

### Operations

#### Discuss the Demonstration Farm

Discussion: Chairman Price reported that after speaking with Seth Hendler-Voss, Director of Parks and Recreation, the County recommended considering Keys and Woodwind Farm instead of Kline Farm due to its greater potential. A site visit is planned for September 26th.

Mr. Lintner noted that the County and Parks Department are seeking active project partners and are extending invitations to multiple groups.

#### Discuss the Attendance at the VASWCD Annual Meeting

Discussion: Chairman Price reminded the Board to submit their registration forms to the District to ensure accurate hotel bookings. He also announced his attendance at the Personnel Policy Meeting during the event.

The motion to approve was made by Mr. Kahlon, with a 2<sup>nd</sup> by Ms. Reed. Motion was passed by a 4/0/0 vote. Mr. Bolles was not in present to vote.

#### Approve FY26 Cash Reserves Plan

Board of Directors Meeting, September 18, 2025

Discussion: Mr. Kahlon's suggestion to allocate less funding for newer vehicles, such as the RAV4, and redirect surplus funds as needed. Ms. Cross clarified that any remaining funds would be reallocated appropriately.

The motion to approve was made by Ms. Reed, with a 2<sup>nd</sup> by Ms. Vehrs and was passed by a 5/0/0 vote.

#### Approve CWFA Nomination

Discussion: Mr. Yankey informed the Board that staff selected Broad Run Meadows, operated by Chad and Ginny Williams, for nomination. The operation has partnered with the District since 2016 and maintains an exemplary grazing system. Minor spelling corrections will be made prior to submission.

The motion to approve with corrections was made by Mr. Kahlon, with a 2<sup>nd</sup> by Ms. Reed. Motion was passed by a 5/0/0 vote.

#### Approve Manassas Park MOU

The motion to approve was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Reed. Motion was passed by a 5/0/0 vote.

#### Appoint Jay Yankey as the Agricultural Stewardship Act Point of Contact for PWSWCD

Discussion: Mr. Yankey explained that the Agricultural Stewardship Act allows citizens to anonymously report water pollution concerns related to agricultural operations, enabling staff to assess and address the issues with landowners.

The motion to approve was made by Ms. Vehrs, with a 2<sup>nd</sup> by Mr. Kahlon. Motion was passed by a 5/0/0 vote.

#### Re-adopt Virtual Meeting Policy

Discussion: Mr. Kahlon asked if the state allows a maximum of two virtual meeting absences per year. Chairman Price confirmed this.

The motion to approve was made by Ms. Vehrs, with a 2<sup>nd</sup> by Mr. Kahlon. Motion was passed by a 5/0/0 vote.

#### Review FY25 Annual Report

Ms. Reed and Ms. Vehrs commended the report's quality and visual design, suggesting only minor grammatical corrections. Ms. Reed proposed updating the mission statement; however, Chairman Price recommended keeping it unchanged for this year's report, as it reflects FY25 activities. He suggested revisiting the mission statement during the October meeting, when the Annual Plan of Work will be reviewed.

Board of Directors Meeting, September 18, 2025

Ms. Cross clarified that although the District now serves Manassas and Manassas Park, these are partnership jurisdictions and are not required to provide direct funding, unlike Prince William County.

### Conservation

Ms. Bolles noted that several plans were tabled during the Technical Review Committee (TRC) meeting.

Motion to approve the Technical Review Committee recommendations on September 11, 2025, was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Vehrs, and passed by a 5/0/0 vote

Increase Cost Share for Carlton Heflin's contract 35-25-0012, instance 646455 of \$346.90.

Discussion: Mr. Yankey stated the reason for the increase is to correct an error created when entering data into the district database for the original approval.

The motion to approve the increase in cost share for Mr. Heflin's contract was made by Ms. Vehrs, with a 2<sup>nd</sup> by Ms. Reed, and passed by a 5/0/0 vote.

**1 Recommended Approval of Plans by BOD****Motion:** Reed**Second:** Vehrs**Vote:** 5-0**Kurzhals Property**

9301 Mackenzie Meadow Court, Nokesville, VA 20181

Operator: Kurzhals, EricPlan Writer: Nicole SlazinskiPlan #: CP-35-26-0002GPIN: 7296-80-4428Watershed: PL32☒ RPA

Crop	Acres	Nut. Reduction		
		N. (lbs)	P. (lbs)	Sed. (T)
Pasture	5.3	4.0799	1.3849	0.0731
<b>Totals:</b>	<b>5.3</b>	<b>4.0799</b>	<b>1.3849</b>	<b>0.0731</b>

Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	Manure Stockpiles?
Horses	5	272.00	49.64	<input type="checkbox"/>
<b>Totals:</b>	<b>5</b>	<b>272.00</b>	<b>49.64</b>	<input type="checkbox"/>

**Dvorscak Farm (FY26 Renewal)**

11801 Parkgate Drive, Nokesville, VA 20181

Operator: Dvorscak, PeterPlan Writer: Alex MurphyPlan #: CP-35-26-0008GPIN: 7593-30-6265Watershed: PL40☒ RPA

Crop	Acres	Nut. Reduction		
		N. (lbs)	P. (lbs)	Sed. (T)
Pasture	12.9	9.9304	3.3708	0.1780
<b>Totals:</b>	<b>12.9</b>	<b>9.9304</b>	<b>3.3708</b>	<b>0.1780</b>

Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	Manure Stockpiles?
Horses	5	272.00	49.64	<input checked="" type="checkbox"/>
<b>Totals:</b>	<b>5</b>	<b>272.00</b>	<b>49.64</b>	<input checked="" type="checkbox"/>

**Johnson Farm (FY26 New Plan)**

13810 Carriage Ford Road, Nokesville, VA 20181

Operator: Johnson, AnnaPlan Writer: Jack BourdonPlan #: CP-35-26-0004GPIN: 7492-32-8510Watershed: PL38☒ RPA

Crop	Acres	Nut. Reduction		
		N. (lbs)	P. (lbs)	Sed. (T)
Pasture	6.4	4.9267	1.6723	0.0883
<b>Totals:</b>	<b>6.4</b>	<b>4.9267</b>	<b>1.6723</b>	<b>0.0883</b>

Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	Manure Stockpiles?
Horses	4	217.60	39.712	<input type="checkbox"/>
<b>Totals:</b>	<b>4</b>	<b>217.60</b>	<b>39.712</b>	<input type="checkbox"/>

**Harrison Farm (FY26 Renewal)**Operator: Harrison, Doug

13505 Highland Farms Court, Nokesville, VA 20181

Plan Writer: Jack BourdonPlan #: CP-35-26-0006GPIN: 7592-47-7930Watershed: PL40☐ RPA

Crop	Acres	Nut. Reduction		
		N. (lbs)	P. (lbs)	Sed. (T)
Pasture	6.4	4.9267	1.6723	0.0883
<b>Totals:</b>	<b>6.4</b>	<b>4.9267</b>	<b>1.6723</b>	<b>0.0883</b>

Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	Manure Stockpiles?
Horses	10	544.00	99.28	
<b>Totals:</b>	<b>10</b>	<b>544.00</b>	<b>99.28</b>	<input type="checkbox"/>

**Wease Farm (FY26 Renewal)**Operator: Wease, David

15008 Deepwood Lane, Nokesville, VA 20181

Plan Writer: Jack BourdonPlan #: CP-35-26-0005GPIN: 7591-83-9207Watershed: PL40☐ RPA

Crop	Acres	Nut. Reduction		
		N. (lbs)	P. (lbs)	Sed. (T)
Pasture	11.5	8.8527	3.0050	0.1587
<b>Totals:</b>	<b>11.5</b>	<b>8.8527</b>	<b>3.0050</b>	<b>0.1587</b>

Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	Manure Stockpiles?
Beef Cattle	10	920.00	167.9	
<b>Totals:</b>	<b>10</b>	<b>920.00</b>	<b>167.9</b>	<input type="checkbox"/>

**Kettle Wind Reid Property (FY26 Renewal)**Operator: House, Paul

14704 Fauquier Drive, Nokesville, VA 20181

Plan Writer: Alex MurphyPlan #: CP-35-26-0009GPIN: 7394-10-6879Watershed: PL33☒ RPA

Crop	Acres	Nut. Reduction		
		N. (lbs)	P. (lbs)	Sed. (T)
Crop	41.0	157.2350	8.7945	0.6150
<b>Totals:</b>	<b>41.0</b>	<b>157.2350</b>	<b>8.7945</b>	<b>0.6150</b>

**2 Recommended Approval of VACS BMPs by BOD****Motion:****Second:****Vote:****BMPs**



**3 Recommended Approval of VCAP BMPs by BOD****Motion:** Reed**Second:** Vehrs**Vote:** 5-0**VCAP****Corlano, Karla**

16020 Crest Drive, Woodbridge, VA 22191

Practice	Contract No.	Total Est. Cost	Est. State C/S	Area (sq. feet)	Number	Gallons
Conservation Landscaping	VCAP 35-26-001	\$6,263.75	\$5,011.00	3,127.0	0.000	0.000
<b>Totals:</b>		<b>\$6,263.75</b>	<b>\$5,011.00</b>	<b>3,127.0</b>	<b>0.000</b>	<b>0.000</b>

9/11/2025

**4 BMPs and VCAP Completed this Month****Motion:****Second:****Vote:****BMPs****VCAP****Notes from meeting**

Meeting began at 1:00pm (on the dot!)

**1) Recommended Approval of Plans by BOD:**

2 plans from the original TRC agenda were tabled to next month's meeting (more information was needed for these plans):

~ Byrnes Farm (2025 Renewal), CP-35-26-0001

~ Ballard Farm (FY26 New Plan), CP-35-26-0003

The plan Harrison Farm (FY26 Renewal), CP-35-26-0006 was approved conditionally; need to confirm that how the manure is currently being managed on the farm matches on what is in the plan.

**2) Recommended Approval of VACS BMPs by BOD:**

N/A

**3) Recommended Approval of VCAP BMPs by BOD:**

No additional comments

***Water Quality Programs Update – Veronica Tangiri***

Ms. Tangiri reported that she collaborated with the Master Gardeners in August, and the event was successful. She also attended the Ecological Society of America's Annual Meeting, where she served as a member of the Local Government Committee.

Last month, the Water Quality Program received \$9,100 from Fairfax Water for the LSP Project, bringing total funding to \$12,600. She also submitted applications for the DEQ Water Quality Grant and the Chesapeake Bay Restoration Grant in support of the project.

Four new benthic monitors were certified during the recent Benthic Monitoring Certification Event and will monitor sites within Prince William Forest Park.

Ms. Tangiri expressed her gratitude to the Board for supporting her attendance at the Life Cycle Sustainability Conference in Palermo, Italy, which hosted 1,027 participants from 51 countries. She presented on *Drinking Water Scarcity from Manmade Pollutants in the Chesapeake Bay Basin*, educating participants on strategies for sustainable drinking water management.

### ***Education Programs Update – Kim Lowther***

Ms. Lowther reported that the first of two Latino Conservation Week events at Occoquan Bay Wildlife Refuge had a modest turnout, primarily of families. The second event, scheduled for September 21 at Leesylvania State Park, is expected to draw a larger crowd. She is collaborating with the Master Gardeners, Master Naturalists, Northern Virginia Bird Alliance, and the Health Department's mobile unit.

She continues to oversee MEWEES and chemical monitoring programs with Battlefield High School and Colgan High School. Two teacher training sessions are scheduled: one for 14 middle school teachers on October 7 and another for elementary school teachers on October 13.

Ms. Lowther also proposed that the District sponsor a specialty award at the Student Environmental Action Showcase (SEAS) on April 26, 2026, focused on the District's conservation priorities. Chairman Price requested that she submit a written proposal outlining her idea in more detail.

### ***Outreach Update – Kim Lowther***

Ms. Lowther announced that, in addition to the Latino Conservation Week event on September 21, the District will participate in the Leopold's Preserve Fall Festival on September 20. On October 25, the District will split staff coverage between two major outreach events: the Leesylvania State Park Fall Festival and Prince William Water's Trick or Treatment event.

### ***VCAP Update – Nicole Slazinski***

Ms. Slazinski reported that she and Mr. Murphy are conducting approximately one site visit per week. She submitted one new VCAP application to the committee and expects a response by the end of the month.

Board of Directors Meeting, September 18, 2025

She also conducted a spot check on a 2025 project, during which the landowner proposed repaying a \$1,000 balance in \$25 monthly installments. Ms. Slazinski stated she would wait to see whether the homeowner follows through before the District pursues reimbursement.

### ***VACS – Seth Hatfield***

Mr. Hatfield reported that staff are in the process of closing out two major projects:

- Chamberlain Project – Submitted to DCR engineering staff by Mr. Yankey.
- Viar SL-6 Project – Payment request submitted to issue the check to Mr. Viar.

The next focus will be on enrolling producers in the cover crop program. Mr. Hatfield confirmed that one producer, Jonathan Bender, has signed up, and outreach efforts are underway to recruit additional participants.

### ***Directors' Time –***

Mr. Bolles – Announced that Brentsville High School will host an Agriculture Career Day on October 18 from 1:00 p.m. to 6:00 p.m.

Ms. Vehrs – Reported that the Virginia Native Plant Society will hold its annual meeting at the 4-H Center at Smith Mountain Lake.

Ms. Reed – Shared that she attended a forest farming class and found it informative, suggesting that the District explore related opportunities in the future. She also expressed concern over the noticeable decline in fireflies and mentioned that Maryland has a firefly walkway so people can walk there and see fireflies during the appropriate months; she suggested organizing a similar event locally with wheelchair accessibility to attract locals and tourists. Lastly, she reported receiving positive community feedback regarding the proposed demonstration farm, particularly its potential for promoting conservation through historical farm partnerships.

Mr. Price – Announced that the 49th Annual Car Show will take place in Manassas on September 20.

Mr. Kahlon – Shared that he and his wife recently toured a farm in West Virginia. He noted that he discovered the farm through social media, as the owner's grandson had effectively used Instagram to promote it through photography.

Motion to Adjourn:

The motion to adjourn the meeting at 3:06 p.m. was made by Ms. Vehrs, with a 2<sup>nd</sup> by Mr. Kahlon, and passed by a 4/0/0 vote. Mr. Bolles was not present for the vote.

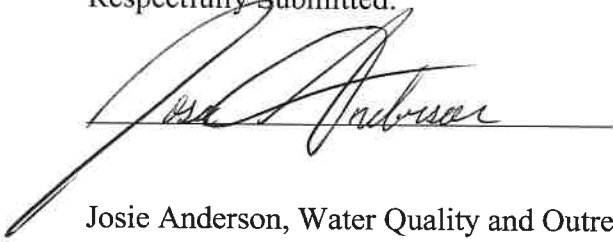
Board of Directors Meeting, September 18, 2025

Next TRC meeting – Thursday, October 10, 2025, 1 p.m., 8033 Ashton Avenue, Conference Room D

Next Board meeting – Thursday, October 16, 2025, 1 p.m., Wetland Studies and Solutions, 5300 Wellington Branch Dr., Gainesville, VA 20155

Next Finance Committee meeting – Thursday, October 10, 2025, 12:00 p.m., 8033 Ashton Avenue, Conference Room D

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Josie Anderson", written over a horizontal line.

Josie Anderson, Water Quality and Outreach Specialist

Approved:

A handwritten signature in black ink, appearing to read "Nancy Vehrs", written over a horizontal line.

Nancy Vehrs, Secretary