

November 20, 2025



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**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, November 20, 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  
Mansimran Kahlon, Director  
Debbie Cross, Conservation District Coordinator – DCR  
Jay Yankey, District Manager  
Will Lintner, Associate Director  
Linda Dunn, Office Manager  
Josie Anderson, Water Quality and Outreach Specialist  
Kim Lowther, Education and Outreach Specialist  
Seth Hatfield, Conservation Specialist  
Jack Bourdon, Agriculture Conservation Specialist  
Sonn timer Cuffey, Associate director  
Andrew Uglow, Associate Director

***Absent:***

Nancy Vehrs, Director – Secretary  
Thomas Bolles, Director – VCE Agent  
Jim Gehlsen, Associate Director  
Melina Cienski, Urban Forester– DOF  
Harry Glasgow, Associate Director  
Alex Murphy, Urban Conservation Specialist  
Nicole Slazinski, Urban Conservation Specialist  
Veronica Tangiri, Water Quality Manager

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***Virtual Attendees:***

Casey James, NRCS District Conservationist – NRCS

Chairman Price called the meeting to order at 1:25 p.m. as a quorum was established

**Potomac Council Update –**

Mr. Lintner reminded that the next Potomac Watershed Roundtable will be hosted by the district on January 9, 2026

Ms. Cross reported that the council will be meeting at 6pm Sunday December 7th at the annual meeting.

**Minutes of the October 16, 2025, Meeting –**

Mr. Kahlon moved to approve the minutes, with a 2<sup>nd</sup> by Ms. Reed, and passed by a 3/0/0 vote. Mr. Bolles and Ms. Vehrs were not present to vote.

**Treasurer's Report -** The motion to approve the October 2025 financials was made by Mr. Kahlon, with a 2<sup>nd</sup> by Ms. Reed, and passed by a 3/0/0 vote. Mr. Bolles and Ms. Vehrs were not present to vote.

***Managers Time – Jay Yankey***

Mr. Yankey reported that District employee Jack Bourdon will be leaving the District to join the Culpeper Soil and Water Conservation District, and that his last day will be next week. Mr. Yankey thanked Mr. Bourdon for his service to the District.

He further shared that, with the Technical Review Committee (TRC) meeting cancelled this month, there will be a few cost-share practices reviewed today.

Mr. Yankey also noted that he and Mr. Bourdon have completed the Conservation Planner Certification training together. The Conservation Planner Certification program provides soil and water conservation staff and partners the training to write conservation plans that meet DCR requirements.

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Ms. Reed extended well wishes to Mr. Bourdon and expressed her support for his promising new endeavors.

**Upcoming Meetings/Events**

Nov. 18	10AM-2PM	MWEE Student Action Project Teacher Training
Nov 20	All Day	Maryland Water Quality Monitoring Conference
Nov. 22	9AM-4PM	Envirothon Training at Graves Mountain
Dec. 7 - 9	All Day	Annual Meeting - Williamsburg, VA
Feb. 28	9AM-12Noon	Big Manassas Park City Water Quality Awareness and Cleanup
March 7	9AM-12Noon	Neabsco Boardwalk/ Creek Cleanup

**Meetings/Events Attended**

See attached October staff reports.

***Casey James, NRCS District Conservationist Representative***

Ms. James reported that NRCS has resumed operations and recently held an all-staff employee meeting. She informed the board that all deadlines have been extended to January 15, providing additional time for necessary submissions and actions. Ms. James also announced that a new employee has joined the office.

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

Mr. Bolles was not in attendance

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

Ms. Cross reported that directors may need to complete Conflict of Interest (COI) and Freedom of Information Act (FOIA) training depending on when their certifications are due. Ms. Dun plans to resend the training links to the verified directors who are required to take them. Ms. Cross also announced that a FOIA training session will be available on Wednesday, December 3, 2025 at 10:00 a.m.

She further reported that DCR Data Analyst Janet Edwards has resigned to pursue further work at James Madison University. Ms. Cross noted that DCR's help desk, which routes conservation and technical inquiries, has been very efficient.

Ms. Cross reminded the board that the FY 2026 Cost-Share and Technical Assistance Funding Policy and the FY 2026 Grant Agreement reflect the June 15 deadline for district board actions to obligate cost-share funds, and she urged the district to plan accordingly.

Lastly, she shared that DCR Director Matthew Wells has stepped down from his position and returned to the private sector effective November 1, 2025. Upon his departure, Chief Deputy Director Andrew Smith is serving as Acting Director of DCR.

Upcoming Dates:

- 12/7–9: VASWCD Annual Meeting, DoubleTree by Hilton, Williamsburg

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

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

Ms. Cienski was not in attendance.

***Associate Directors –***

Harry Glasgow – Mr. Glasgow was not in attendance.

Will Lintner – Mr. Lintner reported that he attended two webinars referenced in the Interstate Commission on the Potomac River Basin (ICPRB) newsletter. One webinar focused on the impact of data centers on the Potomac and regional water usage. He also shared that the Potomac

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River continues to receive a grade of “B” for water quality, a rating it has maintained in recent years, reflecting ongoing efforts and remaining challenges in improving overall river health.

Sonnie Cuffey – Mr. Cuffey reported that he would like to propose an event for schools to highlight student success in the field of environmental literacy. Ms. Lowther explained that the Student Environmental Action Showcase (SEAS) highlights the innovative work of individual students, clubs, and classes as they address sustainability issues such as waste reduction, energy conservation, water quality improvement, and natural habitat preservation through environmental action, art, and community education. He stated that he believes his proposed event should be showcased at the Kelly Building for superintendents and other education leaders. Chairman Price stated that Mr. Cuffey should develop a formal proposal to present at the next board meeting.

Andrew Uglow – Mr. Uglow reported that, with the winter season approaching, improperly covered salt piles need to be reported and properly secured with tarps and weights. He also noted that he has an inspector surveying shopping centers to report trash concerns. Additionally, he expressed interest in developing new pamphlets for Prince William County Public Works and suggested that the district collaborate with other agencies in the future to avoid overlapping information. Mr. Uglow shared that he attended the Keep Prince William Beautiful Route 1 cleanup event on November 15 as well as the District’s Little Bull Run cleanup on the same day.

Jim Gehlsen – Mr. Gehlson was not in attendance.

### Operations

#### Approve Appointment of a nominating committee to nominate 2026 Officers and Committees to include FOIA Officer & Records Retention Officer

Discussion: Ms. Reed expressed interest in heading the nominating committee to nominate 2026 Officers and Committees to include FOIA Officer & Records Retention Officer. Ms. Cross advised that Mr. Bolles could help in the nominating committee. Mr. Lintner and Mr. Kahlon expressed interest of being nominated on the committee in the future. This operation will be followed up on either in December or January.

The motion to approve was made by Mr. Price, with a 2<sup>nd</sup> by Ms. Reed and was passed by a 3/0/0 vote. Mr. Bolles and Ms. Vehrs were not present to vote.

#### Approve Delegating authority to John Price to handle tax credits and cost share approvals between December 19, 2025 and December 31, 2025

The motion to approve was made by Ms. Reed, with a 2<sup>nd</sup> by Mr. Kahlon Motion was passed by a 3/0/0 vote. Mr. Bolles and Ms. Vehrs were not present to vote.

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Approve 2026 Meeting Dates, Times and Locations Calendar

Discussion: Chairmen Price would like to refrain from making decisions with Ms. Vehrs and Mr. Bolles not being present, but the dates and times were shown to be agreeable in the group.

The motion to table until the next board meeting on December 18, 2025 was made by Ms. Reed, with a 2<sup>nd</sup> by Mr. Kahlon. Motion was passed by a 3/0/0 vote. Mr. Bolles and Ms. Vehrs were not present to vote.

**Other Business**

Discuss Transportation to and from Annual Meeting

Discussion Mr. Yankey shared that he will be attending the event on Monday only, while Ms. Lowther, Ms. Slazinski, and Ms. Tangiri plan to arrive Sunday. Mr. Cuffey responded that he may attend as well, but must first fulfill personal commitments.

**Conservation**

November 13, 2025 TRC Meeting Cancelled

Approve Cost Share Projects:

Al Davis, SL-6W

Contract#: 35-26-0009

Total Cost Share: \$;43,200.97

Al Davis, SL-7

Contract#: 35-26-0009

Total Cost Share: \$7,457.42

Kettle Wind Farm SL- 8B,

Contract#: 35-26-0005

Total Cost Share: \$; 2,400.

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Discussion: Mr. Yankey shared that Mr. Davis's plan was reviewed a few months back. It is a small beef cattle operation on a 10-acre lot. He has submitted everything to DCR for I&E (Investigation & Evaluation) approval for the watering system to attach itself to his existing well while fencing up a perennial stream.

Discussion: Mr. Yankey stated that Kettle Wind had a non-harvestable cover crop practice with rye seed available and turf grass field. Although late to sign up, the practices were there.

The motion to approve the cost share practice for Kettle Winds Farm's contract was made by Ms. Reed, with a 2<sup>nd</sup> by Mr. Kahlon, and passed by a 3/0/0 vote. Mr. Bolles and Ms. Vehrs were not present to vote.

### ***Water Quality Programs Update – Josie Anderson***

Ms. Anderson shared that Ms. Tangiri's staff report has all the water quality program updates.

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

Ms. Lowther reported that MEWEE trainings are completed so the grant reimbursement should come sooner than expected. A total of 17 teachers were trained on student environmental action projects.

In October Ms. Lowther did around 20 PreK classes by working in Manassas city focusing on the tree program. She continues to work on conference planning for both the native plant symposium and the Virginia environmental education process which are both in February. In December she has a few more PreK programs with Prince William Parks and Recreation, they have a nature preschool called grow. She will also be doing a water quality education day at unity reed high school.

At this time Mr. Kahlon dismissed himself to attend another meeting at 2:42 pm.

### ***Outreach Update – Josie Anderson***

Ms. Anderson reported that the Brentsville Agriculture Outreach event on Saturday, October 19 was very successful with a noticeable number of new farmers. On October 25, the District

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attended both the Fall Festival at Leesylvania State Park and the Trick or Treatment event hosted by Prince William Water, which were very successful with many people at both events.

Chairmen Price asked about the small farms outreach and Mr. Yankey stated that it will be in February.

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

Ms. Slazinski was not in attendance.

### ***VACS – Seth Hatfield***

Mr. Hatfield reported that staff was able to wrap up two of the ongoing projects, both Viar SL-6W and SL-1. Mr. Viar is also looking into applying for some additional cost share funding with the SL-7 programming.

### ***Directors' Time –***

**Mr. Bolles** – Mr. Bolles was not in attendance

**Ms. Vehrs** – Ms. Vehrs was not in attendance

**Ms. Reed** – Ms. Reed shared that her elder dog, Tole, recently passed away and expressed appreciation for the support she has received. She also mentioned meeting a gentleman who is interested in purchasing land for a demonstration farm. Ms. Reed added that she has completed the Virginia Master Naturalist training program and will be graduating tonight at 7pm, with her graduation scheduled to take place at the Unitarian Church in Manassas.

**Mr. Price** – Mr. Chairmen had no further comments.

**Mr. Kahlon** – Mr Kahlon was not in attendance



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**Motion to Adjourn:**

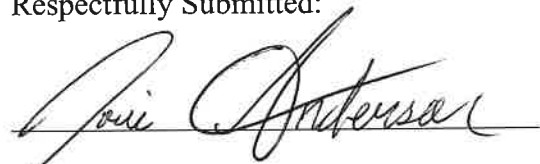
The meeting adjourned at 2:56 p.m.

Next TRC meeting – Thursday, December 11, 2025, 1 p.m., 8033 Ashton Avenue, Conference Room D

Next Board meeting – Thursday, December 18, 2025, 1 p.m., Hectors of Nokesville, 12846 Fitzwater Dr, Nokesville, VA 20181

Next Finance Committee meeting – Thursday, January 8, 2025, 12:00 p.m., 8033 Ashton Avenue, Conference Room D

Respectfully Submitted:

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

Josie Anderson, Water Quality and Outreach Specialist

Approved:

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

Nancy Vehrs, Secretary

