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MINUTES
BOARD OF DIRECTORS MEETING
Thursday, September 21, 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
Duane Mohr, District Manager
Harry Glasgow, Associate Director
Nancy Vehrs (Prince William SWCD Director candidate)
Debbie Cross, VA Conservation District Coordinator – DCR
Nicole Slazinski, Conservation Specialist
Seth Hatfield, Conservation Specialist
Alex Murphy, Conservation Specialist
Kim Lowther, Education Specialist
Jenny Reed (Prince William SWCD Director candidate)

Virtual Zoom Meeting Attendees:

Melina Cienski, Urban Forester, VDOF
Casey James, District Conservationist – NRCS

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

Chairman's Comments – Chairman Price stated that Farm Field Days is scheduled for October 11 – 12.

Board of Directors Meeting, September 21, 2023

Potomac Council Update – Will Lintner:

- The Potomac Council agenda is complete for the Friday, October 6, 2023 meeting. Three speakers will be presenting; one from the Department of Environmental Quality and two from Fairfax Water. Pre-registration is required by September 29, 2023.

Citizen’s Time – None present

Minutes of August 17 meeting – The motion to approve the minutes was made by Mr. Lintner with a 2nd by Mr. Bolles and passed by a 5/0 vote.

Treasurer’s Report for August 2023 Financials– The motion to file the Treasurer’s report for audit was made by Mr. Bolles with a 2nd by Mr. Lintner and passed by a 5/0 vote.

July - August 2023

Income

DCR 1st Qtr. FY 24 Operations Funding	\$45,707.50
Money Market Interest	\$1,439.68
NOAA 2023 Grant	\$2,653.06
4th Qtr. PWC Funding	\$71,186.25
Total	\$120,986.49

Other Income

FY 24 Chesapeake Bay Cost Share (VACS)	\$1,500.00
JMSWCD Reimb. for FY 23 Envirothon Expenses	\$159.82
	\$1,659.82

Note: The District was required to return a total of \$269,746.17 in FY20, FY 22 and FY 23 cost share funds to DCR in FY 24, resulting in a negative Net Income balance of -226,982.47 as shown on the P&L Report for the period of July 1 - Aug 31, 2023.

Managers Time – Duane Mohr

Mr. Mohr stated that there was a good turnout at the African American festival. Several of the Board of County Supervisors attended. Supervisors Angry and Baily stated they plan to attend Farm Field Days. District staff attended the Prince William County Fair. Staff will have a booth at the Leopolds Preserve event on September 23rd weather permitting. Staff is working on several cost share projects. A manure storage, winter feeding facility, and cover crops were approved for Yankey Farms. We plan to install cover crops on 5-6 additional farms. We plan to have 500,000 acres with cover crops. Seth Hatfield is moving from full-time to part-time (30 hrs./week) at the end of September. The Outreach event will be held at Hector’s Restaurant in Nokesville on Saturday, January 13, 2024 at 10:00 a.m. where breakfast will be provided. This will be the last year that the District will mail the newsletter. Ms. Slazinski has emailed individuals that have received a hard copy to inform them that the District will begin emailing the letter going forward.

Board of Directors Meeting, September 21, 2023

Upcoming Meetings/Events

Sept. 23	9 - 12 noon	Upper Occoquan Annual Cleanup by PWTSC
Sept. 23	11am -3pm	Fall Festival at Leopold's Preserve
Oct 6	9am - 1:30pm	Potomac Round Table Meeting
Oct. 11, 12	9am - 1:30pm	Farm Field Days
Oct. 19	12 - 1 p.m.	Finance Committee Meeting, Wetland Studies & Solutions, 2nd Floor Conference Room
Oct. 19	1 - 3 p.m.	Board of Directors Meeting, Wetland Studies & Solutions, 2nd Floor Conference Room
Oct 24	All day	NOAA Plastic Action Plan Mid- Atlantic Meeting
Oct. 28	10am - 2pm	PWC Service Authority Trick or Treatment Event
Nov 9	1 - 2 p.m.	Technical Review Committee Meeting, 8033 Ashton Avenue, Conference Room D
Nov 16	1 - 3 p.m.	Board of Directors Meeting, location TBD
Dec 6-7	All day	Mid- Atlantic Marine Debris Summit
Dec. 14	1 - 2 p.m.	Technical Review Committee Meeting, 8033 Ashton Avenue, Conference Room D
Dec. 21	1 - 3 p.m.	Board of Directors Meeting and Holiday Luncheon, Location TBD

Meetings/Events Attended

See attached September staff reports

Partner reports

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

Ms. James stated that the application deadline for all programs is October 13, 2023. They are holding their open house on Tuesday, October 31st from 10 a.m. – 2 p.m. Please share with anyone who may be interested. See attached for Ms. James's complete report.

Virginia Cooperative Extension Office – Thomas Bolles, Associate Extension Agent

Mr. Bolles stated that Master Gardener Training has begun. He had a meeting with Steve Hall of the City of Manassas Park regarding cleanups. They seem receptive to having an MOU with the District. Two Latino festivals have been scheduled – one in the City of Manassas and one in Manassas Park.

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

Ms. Cross stated that The Code of VA requires once every two years that locally elected officials must take COIA training. Most directors took this in 2021 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov> Each module is specific to your role, so select “Local elected officials or EDAs/IDAs” to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. I've understood that re-elected Directors will have an opportunity to complete this training at the VASWCD Annual Meeting in December. Ms. Cross stated that for those Directors that are seeking re-election, you will need to complete the Conflict of Interest Training (COIA) Grant Agreement. The Districts' Annual Report needs to be completed by September 30, 2023.

Ms. Cross stated that she would like to perform case file reviews with Duane and staff after Farm Field Days.

Board of Directors Meeting, September 21, 2023

Upcoming meetings:

- **Sept 25:** VSWCB Meeting, Bear Creek Lake State Park, 22 Bear Creek Lake Rd, Cumberland, VA
Audit Subcommittee meets at 9:00 am; the Board meets at 10:00 am Learn more on [Town Hall](#) as available.
- **Sept 27:** VASWCD Quarterly Board Meeting, the Drury Plaza Hotel, Richmond. The Foundation and Association Meeting will be held on Wednesday, September 27 at 9:00am. Meeting materials will be posted at <https://vaswcd.org/board-meetings/>. Join to learn more about the work of your Association including legislative agenda development and hear valuable discussion with partners. **Learn more and register to attend the in person meeting at <https://vaswcd.org/events/virginia-association-of-soil-water-conservation-districts-board-of-directors-meeting-9-27-2023/>.**
- **Oct 11:** Commonwealth Risk Management Plans & SWCDs 1:00 pm Zoom **Speaker:** Bryan Chamberlain, Virginia Department of Treasury - Risk Management: State and Local Government Programs - This session will discuss the liability exposures and issues facing SWCDs and review the available solutions. Details of the role and scope of coverage provided by the state to SWCDs will be highlighted. Liabilities under state and federal law, insurance products, options and other tools for mitigating exposure will be discussed. **Register for the zoom meeting at <https://us02web.zoom.us/meeting/register/tZUvfuivqTkoH9fFFN81fkLX3MUGGcOk74Zd>.**

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

VA Dept. of Forestry – Melina Cienski

Ms. Cienski stated that fire season begins on October 15th. The Forest Management Academy was held last week. The Fire Academy training is scheduled the week of September 25th. Zoey Bergman is the new Research Program Manager and will be locating to Charlottesville, VA. Ms. Cienski and Lindsey Long will cover Fauquier County. Jacob Zielinski will be covering Fairfax County. The VA Dept. of Forestry will be advertising for a new Water Quality Specialist.

Associate Directors –

Jim Gehlsen – Mr. Gehlsen unable to attend.

Sonnie Cuffey – Mr. Cuffey stated that he and Rosie attended the Water & Quality Summit on September 16th

Two presentations of interest were:

- Build Effective Monitoring Plan – the presenter, Andrew Garey, mentioned 7-8 grants are available for monitoring programs. When Mr. Cuffey mentioned that the County had adopted Environmental Science as a Competency, Mr. Garey stated “That's the kind of "grant applications" I like.” Mr. Garey’s email address is Andrew.Garey@deq.virginia.gov
- "Poop in Water" / Bacteria Standards – Mr. Cuffey stated that he may ask Kim Lowther to be part of PWNACCP overview of County Environmental Core Competency (The buckets we sent out went to Title 1 schools).

Harry Glasgow – Mr. Glasgow recommended a book titled “A Sand County Almanac” that contains information regarding land preservation.

Clay Morris – unable to attend

Operations

Approve 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 passed by a 5/0 vote.

Approve Recommendations from the Personnel Committee Meeting on September 14, 2023– The motion to approve was made by Mrs. Bottino with a 2nd by Mr. Lintner and passed by a 5/0 vote.

Approve the FY 23 Annual Report – The motion to approve was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a 5/0 vote.

The board reviewed the FY 24 Annual Plan of Work, the FY 21 – FY 24 Strategic Plan and Personnel Policies.

The board discussed the FY 24 – 25 MOU with the City of Manassas and the annual Outreach meeting in January 2024.

Conservation

Approve recommendations from the TRC meeting September 14, 2023 – The motion to approve was made by Mr. Bolles with a 2nd by Mr. Lintner and passed by a 5/0 vote.

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

Crops

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Longhi Farm Plan 2023	7792-19-3109	Pasture	3.0	2,309	0.784	0.041	<input type="checkbox"/>
Nicole Bain 5670 Old Farm Lane (9/13/2023)	7598-78-6768	Pasture	1.8	1,386	0.470	0.025	<input type="checkbox"/>
Grand Totals:			4.8	3.7	1.3	0.1	

Livestock

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Longhi Farm Plan 2023	7792-19-3109	Horses	3	163.20	29.8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nicole Bain 5670 Old Farm Lane (9/13/2023)	7598-78-6768	Horses	2	108.80	19.9	<input type="checkbox"/>	<input type="checkbox"/>
Grand Totals:			5	272.0	49.6		

Board of Directors Meeting, September 21, 2023

2 Recommended Approval of VACS BMPs by BOD Motion: Price Second: Lintner Vote: 5-0-1

BMPs

Yankey, Jay BMP ID: 552213 Tracking Program #: 35-24-0003

Seasonal Feeding Facility w/ Attached Manure Storage

Practice	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	Estimated Reductions		
					N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
WP-4SF	\$109,878.80	\$82,409.10	\$6,867.43				
BMP Manure Storage Structure				0.0	1,496.798	99.225	0.000
Totals				0.0	1,496.798	99.225	0.000

Yankey, Jay BMP ID: 564507 Tracking Program #: 35-24-0006

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	\$2,080.80	\$2,080.80	\$0.00				
BMP Winter Cover Crop				104.0	652.768	15.710	15.554
Totals				104.0	652.768	15.710	15.554

Yankey, Jay BMP ID: 565242 Tracking Program #: 35-24-0007

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	\$9,363.60	\$9,363.60	\$0.00				
BMP Winter Cover Crop				104.0	652.768	15.710	15.554
Totals				104.0	652.768	15.710	15.554

Grand Totals:	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
		\$121,323.20	\$93,863.50	\$6,867.43	208.1	2,802.333	130.645

3 Recommended Approval of VCAP BMPs by BOD Motion: Mohr Second: Lintner Vote: 4-0-2

VCAP

Brown, Amanda

Practice	Contract No.	Total Est. Cost	Est. State C/S	Area (sq. feet)	Number	Gallons
Conservation Landscaping	VCAP 35-24-003	\$8,750.00	\$7,000.00	1,630.0	0.000	0.000

Coriano, Karla

Practice	Contract No.	Total Est. Cost	Est. State C/S	Area (sq. feet)	Number	Gallons
Conservation Landscaping	VCAP 35-24-004	\$8,750.00	\$7,000.00	3,720.0	0.000	0.000
Totals:		\$17,500.00	\$14,000.00	5,350.0	0.000	0.000

Education Programs Update – Kim Lowther

Ms. Lowther stated that MWEE Trainings are being planned with Melinda Landry and Jeanne Jabara of PWCS. Our follow up teacher training is scheduled for December 6, 2023 from 12-4pm at Occoquan Bay National Wildlife Refuge. The MWEE Teacher Training is on March 12, 2023 from 8:45AM – 4PM also at Occoquan Bay National Wildlife Refuge. Emails to recruit teachers and volunteers have been sent and planning is on-going. She is managing registration of 8 Title 1 schools for Farm Field Days (October 11, 12, 2023). Over 900 4th graders to attend the two days of Farm Field Days. Waiting on Confirmations from schools. Started planning for the Envirothon Competition and training. The Training is on November 18, 2023 at Graves Mountain Resort. We have secured a location for the competition: Northern Fauquier Community Park and Sports Complex in Fauquier County. She is also working on recruiting 2 Envirothon teams.

Water Quality Programs Update – presented by Duane Mohr

Mr. Mohr stated that Ms. Tangiri and Ms. Anderson are attending The Potomac River Conference. Ms. Tangiri has been coordinating several cleanups between September & October. The Occoquan River Cleanup is scheduled on October 14th. She will be attending the NOAA Plastic Action Meeting on October 24th.

VCAP Update – Nicole Slazinski

Ms. Slazinski stated the District has received several requests for information on the VCAP program. She is working with a landowner on updating his VCAP application and is waiting on pending interest from several individuals. She stated that she conducted two site visits this month.

VACS Update – Alex Murphy

Mr. Murphy stated that he is working on 2 new conservation plans and 3 renewal plans. He is also working on a cost-share plan that includes a watering system. He attended Graves Mountain training August 22 – 23. He also attended the NACD Webinar on 8/17.

Directors' Time –

Mr. Bolles – Mr. Bolles stated that he attended a program at the Carver Center that included discussions on best management practices relating to small cattle breeds on small farms.

Mrs. Bottino – Mrs. Bottino stated that she attended a meeting with the Office of Sustainability.

Mr. Lintner – Mr. Lintner stated that he attended the Potomac River Conference. Topics discussed related to climate change. Temperatures continue to rise in the basin.

Mr. Kahlon – No further comments

Mr. Price – no further comments

Board of Directors Meeting, September 21, 2023

Motion to adjourn


The motion to adjourn the meeting at 3:00 p.m. was made by Mr. Bolles with a 2nd by Mr. Kahlon and passed by a 5/0 vote.

Next TRC meeting – Monday, October 16, 2023, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109


Next Board meeting – Thursday, October 19, 2023, 1 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2nd Floor Conference Room

Next Finance Committee meeting – Thursday, October 19, 2023, 12 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2nd Floor Conference Room

Respectfully Submitted:


Linda Dunn, Office Manager

Approved:


Tiziana Bottino, Secretary