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**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, January 15, 2026**  
**WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155**

***In-person Attendees:***

John Price, Director – Chairman, Interim Treasurer  
Nancy Vehrs, Director - Secretary  
Jenny Reed, Director – Vice-Chairman  
Mansimran Kahlon, Director  
Thomas Bolles, Director – VCE Agent  
Jay Yankey, District Manager  
Linda Dunn, Office Manager  
Debbie Cross, Conservation District Coordinator – DCR

***Absent:***

Sonnie Cuffey, Associate Director  
Andrew Uglow, Associate Director  
Jim Gehlsen, Associate Director  
Casey James, NRCS District Conservationist

***Virtual Attendees:***

Melina Cienski, Urban Forester – DOF  
Will Lintner – Associate Director  
Josie Anderson, Water Quality and Outreach Specialist  
Nicole Slazinski, Urban Conservation Specialist  
Veronica Tangiri – Water Quality Manager  
Alex Murphy, Urban Conservation Specialist  
Seth Hatfield, Conservation Specialist  
Kim Lowther, Education and Outreach Specialist

Board of Directors Meeting, January 15, 2026

Chairman Price called the meeting to order at 11:05 a.m. as a quorum was established.

Chairman's remarks – Mr. Price stated that the auditors from Robinson, Farmer, Cox Associates completed the District's 2024-25 audit and reported no findings. One of the auditors, Janina Paule, asked whether the PWEFF Foundation is audited separately. Mr. Yankey stated that it has always been included as part of the audit and not completed separately. Mr. Price recognized Ms. Dunn and Mr. Yankey for their time and efforts to prepare for the audit.

Mr. Price stated that Ms. Lowther was offered a position closer to her home and has accepted. Her last day with the District is January 23, 2026.

Mr. Price and Ms. Vehrs completed the required (every two years) Virginia Freedom of Information Act (FOIA) training yesterday, January 22, 2026. Both have received certificates that are on file at the District office. Ms. Vehrs stated that she learned that the board minutes are required to be publicly posted within 7 days after approval at each board meeting.

Potomac Council Update – Ms. Vehrs stated that the Potomac Council met on Friday, January 9, 2026. The council has discussed changing the meeting date but has not yet done so. The council received a grant from DEQ. Prince William SWCD was the online host for the Potomac Watershed Roundtable. Ms. Vehrs recognized Ms. Anderson for coordinating the speakers for the event. Ms. Tangiri presented on Communities Developing Harmful Algae Bloom Alerts in Waterways. A George Mason graduate student (Ph.D. candidate) presented on PFAS. A representative from Northern Neck Regional Commission presented on Economic Development within that area.

Mr. Lintner thanked Ms. Anderson for coordinating the Potomac Council and Potomac Watershed Roundtable meetings, and Ms. Tangiri for being one of the speakers. Mr. Lintner stated that he wanted to add additional information on PFAS to say that it also exists in wells, which was not covered in the presentation.

Minutes of the December 18, 2025 Meeting – Mr. Kahlon joined the meeting at the start of the approval of the minutes and was in attendance at the time of all votes. Ms. Vehrs requested that the approval of the minutes be deferred to the February 19, 2026 meeting, as she has not received the revised minutes with changes she requested. Ms. Reed moved to defer the approval of the December 18, 2025 minutes to the February 19, 2026 board meeting, with a 2<sup>nd</sup> by Mr. Kahlon, and passed by a 5/0/0 vote.

Treasurer's Report for 2<sup>nd</sup> Qtr. FY 26 Financials – The motion to file the Treasurer's Report for audit was made by Ms. Reed with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0/0 vote.

### ***Managers Time – Jay Yankey***

Mr. Yankey stated that the Farmer and Landowner Outreach event is scheduled on Thursday, February 26, 2026 from 6 – 8 p.m. at Windy Knoll Farm. Ms. Slazinski is coordinating the event to include a single keynote speaker, followed by a panel discussion with partner agencies, who will provide displays and materials to share.

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Mr. Yankey reiterated that the FOIA training needs to be completed by the Directors every two years. Information with the link to the training has been emailed to the Directors. He asked that the Directors notify Ms. Dunn when they have completed the training.

The Virginia Forage and Grassland Council 2026 Forage Conference is scheduled on Thursday, January 29, 2026 in Warrenton, VA. Mr. Bolles, Mr. Price, Mr. Mohr, Mr. Hatfield, Mr. Murphy and Mr. Yankey are scheduled to attend. Mr. Yankey thanked Ms. Dunn for her hard work preparing for the audit. He also thanked Ms. Tangiri and Ms. Anderson for coordinating the speakers for the Potomac Watershed Roundtable virtual meeting. He congratulated Ms. Tangiri for being selected to serve on the National Water Monitoring Council, and Nancy Vehrs for making a memorial contribution in Harry's name to the Leesylvania State Park project.

The District is planning to take Ms. Lowther to lunch at Hectors in Nokesville on Tuesday, January 20<sup>th</sup> to celebrate her new position. Please contact Ms. Dunn if you would like to attend. Ms. Anderson will cover Kim's role and has expressed interest in the position.

Mr. Yankey is working on completing the City of Manassas quarterly report.

Mr. Yankey will be advertising next week for the Conservation Specialist position previously held by Jack Bourdon. He plans to fill the position in March. He will email the job posting to the Directors for their review.

**Upcoming Meetings/Events**

Feb. 28	9AM-12Noon	Big Manassas Park City Water Quality Awareness and Cleanup
March 7	9AM-12Noon	Neabsco Boardwalk/ Creek Cleanup
March 14	9AM-12Noon	Bull Run Watershed Protectors Cleanup
March 21	9AM-12Noon	Little Bull Run/Bull Run Cleanup

**Meetings/Events Attended**

See attached December staff reports.

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

Ms. James unable to attend. See attached report.

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

Mr. Bolles stated that there is a Facilitator Training scheduled on 3/4/26 & 3/5/26. If interested in obtaining information about the trainings, please contact him.

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

Ms. Cross stated that the 2026 Directory updates need to be submitted to VASWCD and the District's assigned Conservation District Coordinator CDC Officer. These include SWCD Election of Officers, 2026 Calendar Year Meeting Dates & Times, committee appointments, and the appointment of a FOIA Officer and Records Retention Officer.

Quarterly reports are due today, January 15<sup>th</sup> that include 2<sup>nd</sup> Qtr. Attachment E, cash balance and Profit & Loss reports.

IRS 1099 Forms are to be mailed no later than 1/31/26.

The IRS Mileage Rate for 2026 changes to 72.5 cents beginning January 1, 2026.

Reminder to update Associate Director Job Description and review/create Associate Director Guidelines.

**Theresa Lucas** is the new DCR Conservation Data Technician. Her office is in Richmond. Please continue to use the CAS Help Desk email at [dswc-cas-help@dcr.virginia.gov](mailto:dswc-cas-help@dcr.virginia.gov) to receive assistance with your CAS questions.

**Crystal Lavin** is the new CDC in the Suffolk Regional Office. Her contact information is: email – [crystal.lavin@dcr.virginia.gov](mailto:crystal.lavin@dcr.virginia.gov) and phone: (804) 238-0952.

**David Bulova has been named the new Secretary of Natural & Historic Resources.**

See attached for Ms. Cross's complete report.

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

Ms. Cienski asked that she be notified of any tree plantings and invasive species control efforts within the county so that the Virginia Department of Forestry (DOF) can track the events. The DOF Riparian Forests for Landowners (RFFL) program is still open. Click link for more information: <https://dof.virginia.gov/land-water-protection/land-water-protection-landowner-assistance/financial-assistance-programs-protecting-water-quality/riparian-forests-for-landowners-program/>

***Associate Directors –***

Jim Gehlsen unable to attend.

Sonnie Cuffey unable to attend

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Will Lintner – Mr. Lintner stated that David Bulova's spouse, Gretchen Bulova, was elected to his previous delegate position representing the City of Fairfax and parts of Fairfax County. Mr. Lintner hopes that she will attend the April Potomac Council meeting so that she can share information from the General Assembly session.

Mr. Lintner worked on the Christmas Bird Count in Manassas and the wildlife survey for Meadowood on Mason Neck.

Andrew Uglow unable to attend

### Operations

Approve the 2<sup>nd</sup> qtr. FY 26 Attachment E - – The motion to approve was made by Ms. Reed with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0/0 vote.

Approve the 2<sup>nd</sup> qtr. FY 26 PWC Quarterly Report– The motion to approve was made by Ms. Vehrs with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 5/0/0 vote.

Approve the Federal Mileage Rates for Calendar Year 2026 - The motion to approve was made by Ms. Reed with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 5/0/0 vote.

Approve Recommendations from the Finance Committee on 1/8/26 – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 5/0/0 vote.

Approve making changes to the signature cards at Truist and Virginia National Bank to ensure that the signers on the accounts are up-to-date

Discussion: Mr. Yankey and Ms. Dunn will coordinate signers and schedule the date and time with the banks.

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

Appoint 2026 Officers & Committees – The motion to maintain the current board structure, while seeking a new Treasurer, and approaching Jim Gehlsen, Associate Director, to consider the position, was made by Ms. Vehrs with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 5/0/0/ vote.

Appoint 2026 Potomac Council and Roundtable Representative and Alternate –

Discussion: Ms. Vehrs stated that she was voted in as the 2026 Vice-Chair of the Potomac Council.

The motion to continue with the current Potomac Council and Roundtable Representative (Nancy Vehrs) and Alternate (Will Lintner) was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Reed and passed by a 5/0/0 vote.

Appoint 2026 FOIA Officer and Records Retention Officer – The motion to maintain Ms. Dunn as the FOIA Officer and Records Retention Officer was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0/0 vote.

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Review/Approve Associate Director Responsibilities Form –

Ms. Cross recommended that the word “motions” in the following bulleted point be changed to “recommendations.”

- Associate Directors can chair committees, and as chair, can bring **motions** from the committee to the full board.

Ms. Cross recommended that the term be changed from three-year to four-year in the following statement:

The Associate Directors also assist with District activities and are appointed for a **three-year term** by the Prince William SWCD with an annual review and renewal by the Board of Directors.

The motion to adopt the form as amended was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0/0 vote.

Review FY 25 Desktop Procedures – The board acknowledges that they have reviewed the FY 25 Desktop Procedures.

**Other Business**

Discussed attendance at the 2026 Forage Conference on Thursday, January 29, 2026 in Warrenton, VA. This topic was discussed during Manager’s Time.

**Conservation**

The January 8, 2026 Technical Review Committee meeting was cancelled.

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

Ms. Tangiri thanked Ms. Vehrs for making a memorial contribution in Harry’s name to the Leesylvania State Park project. Ms. Tangiri was contacted by the Virginia Occoquan Lab, who wanted to share information about the projects they are working on, and stated they would like to collaborate with the District. A meeting was held on January 11<sup>th</sup> with all the PWSWCD chemical monitors, as well as a meeting on January 12<sup>th</sup> with the Bull Run Watershed Partners.

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

Ms. Lowther stated that she has enjoyed working for the District but has decided to pursue a position closer to her home. She thanked everyone for their support during her time with at the District.

She has conducted 4 pre-school programs relating to rocks and birds. She finished teaching a Before School Program at T. Clay Wood Elementary School that was every Friday from 8-9 AM, starting October 24<sup>th</sup> and going through December 5<sup>th</sup>. The focus was water, wildlife, soil, and ice.

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She taught 2 pre-school programs on rocks at Gro Nature Preschool at James Long Park. Coordinated with PW Parks and Recreation.

### ***Outreach Programs – Josie Anderson***

Ms. Anderson stated that she is coordinating with District partners to arrange several kid's outreach events. She is assisting Veronica with calibrating probes for water quality monitors. She is also working with Kim to assist with her position when she resigns from the District.

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

Ms. Slazinski stated that the requests for site visits have decreased. She has posted an update on the District's website and Facebook page regarding the lack of future funding of the program in the proposed state budget.

Mr. Murphy stated that he attended the water cooler chat meeting this week where he learned that funding for FY 27 VCAP was not included in the budget. He and Ms. Slazinski are gathering the list of the 4 previous VCAP applicants to let them know about the current situation.

### ***VACS Update – Jay Yankey***

Mr. Yankey stated that the District has received one new contract application. Staff is working on back-logged practices. We have contacted Mr. Nichols to complete his watering system plan. Mr. Hatfield has completed site visits for cover crop projects.

### ***Directors' Time –***

Mr. Bolles – See Mr. Bolle's comments under Partner reports.

Ms. Vehrs – The All-Partners meeting of the Plant NOVA Natives Coalition is January 29, the same day as the VA Forage Conference.

The Prince William Native Plant Symposium is scheduled on Saturday, February 14, 2026 from 9 a.m. – 4 p.m. at the Manassas Campus of George Mason University. Ms. Lowther and Ms. Slazinski are on the planning committee.

Ms. Vehrs thanked Ms. Anderson for coordinating the Potomac Watershed speakers and transcribing the minutes, as well as to Ms. Tangiri for being one of the key presenters.

Mr. Kahlon – Mr. Kahlon congratulated Ms. Tangiri for being selected to serve on the National Water Monitoring Council.

Ms. Reed – Ms. Reed asked that the Outreach Committee schedule their first meeting. She suggests having an app that leads to the District newsletters and information about our programs and services.

Mr. Price - No further comments.

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Motion to Adjourn:

The motion to adjourn the meeting at 1:05 p.m. was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0/0 vote.


Next TRC meeting – Thursday, February 12, 2026, 1 p.m., 8033 Ashton Avenue, Manassas, VA – Conference Room D


Next Board meeting – Thursday, February 19, 2026, 11 a.m., Wetland Studies & Solutions, 5300 Wellington Branch Dr #100, Gainesville, VA – 2<sup>nd</sup> Floor Conference Room

Next Finance Committee meeting – Thursday, April 9, 2026, 12 p.m., 8033 Ashton Avenue, Manassas, VA – Conference Room D

Respectfully Submitted:

Approved:

  
Linda Dunn, Office Manager

  
Nancy Vehrs, Secretary