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**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, July 18, 2024**  
**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  
Jenny Reed, Director – Vice-Chairman  
Mansimran Kahlon, Director - Treasurer  
Nancy Vehrs, Director - Secretary  
Sonnie Cuffey, Associate Director  
Harry Glasgow, Associate Director  
Will Lintner, Associate Director  
Duane Mohr, District Manager  
Debbie Cross, Conservation District Coordinator - DCR  
Andrew Uglow, Sr. Env. Analyst, MS4 Coordinator PWC-DPW  
Hannah Canizales, Env. Analyst, PWC Public Works Env. Mgmt.  
Nicole Slazinski, Urban Conservation Specialist  
Alex Murphy, Conservation Specialist  
Seth Hatfield, Conservation Specialist  
Kim Lowther, Education & Outreach Specialist  
Josie Anderson, Water Quality Specialist

***Absent:***

Thomas Bolles, Director – VCE Associate Extension Agent

***Virtual Zoom Meeting Attendees:***

Casey James, District Conservationist – NRCS Warrenton

Board of Directors Meeting, July 18, 2024

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

Minutes of the June 20, 2024 Meeting – The motion to approve the minutes was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 4/0 vote.

Chairman’s Comments –

Treasurer’s Report for FY 24 & Year-end Financials – The motion to file the Treasurer’s Report for audit was made by Ms. Vehrs with a 2<sup>nd</sup> by Ms. Reed and passed by a 4/0 vote.

### ***Managers Time – Duane Mohr***

Mr. Mohr stated that several May & June projects were held until July. The District added one SL-7 and one SL6-W. We reinstated an SL6-W plan that was on hold due to financial issues that have been resolved. We are working on additional SL-6s and SL-7s. We are also working on two WQ12 rain gutter programs that will be brought to the August 8<sup>th</sup> Technical Review Committee for approval. Staff are working on six VCAP projects. Staff will attend the Graves Mountain training August 20 - 22. Details have not been finalized. Please contact Ms. Dunn if interested in attending.

District staff will attend the African American Heritage Festival on August 3<sup>rd</sup> and the Latino Festival on September 29<sup>th</sup>.

### **Upcoming Meetings/Events**

August 3	11:00 p.m. - 6 p.m.	African American Heritage Festival
August 9, 10	5:00 p.m. - 8:00 p.m.	Prince William County Fair (4-H Kids Barn)
August 20-22	All Day	Graves Mountain Training
September 21	11:00 a.m. - 3:00 p.m.	Fall Festival at Leopold's Preserve
September 24	8:00 a.m. - 4:00 p.m.	MWEE Teacher Training (H.S. Teachers)
September 29	10:00 a.m. - 6:00 p.m.	Latino Fest in Manassas Park
October 9 - 10	All Day	Farm Field Days
December 11	12:00 p.m. - 4:00 p.m.	Follow Up MWEE Teacher Training

### **Meetings/Events Attended**

See attached July staff reports

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

**Environmental Qualities Incentives Program (EQIP) –**

Ms. James stated that pre-approvals are being processed. There are currently 3 EQIP pre-approvals and 11 EQIP Inflation Reduction ACT (IRA) pre-approvals. NRCS obligated \$2,010,586.00 in FY 24 contracts.

**Conservation Stewardship Program (CStP) –**

Ms. James stated that pre-approvals are beginning in the Conservation Stewardship Program with 4 pre-approvals received.

See attached for Ms. James's complete report.

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

Mr. Bolles unable to attend

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

Ms. Cross stated that the VA Soil & Water board met on June 26<sup>th</sup>. The Prince William SWCD's operational funding was increased from \$182,830 in FY 24 to \$335,595 in FY 25. Ms. Cross stated that VACS funds cannot be used for grant match or other types of grant contributions unless approved in advance by DCR. To request approval, visit the following link <https://www.dcr.virginia.gov/soil-and-water/vnrcf-match>. The return or release of funds back to DCR no longer need to meet 90%. Base TA funding of \$39,707 will be disbursed fully in qtr. 1. It will no longer be distributed quarterly.

Ms. Cross stated that she will email instructions to Prince William SWCD for the 199-014 form that needs to be completed for Mr. Bolles's nomination for re-appointment to the board.

See attached for Ms. Cross's complete report.

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

Ms. Cienski unable to attend

**Associate Directors –**

Mr. Gehlsen unable to attend.

Sonnie Cuffey – Mr. Cuffey stated that the African American Festival is scheduled for August 3<sup>rd</sup> from 11 a.m. – 6 p.m. He has emailed information to Mr. Mohr regarding the DEQ Citizen's Monitoring grant for consideration. For information, visit <https://www.deq.virginia.gov/our-programs/water/water-quality/monitoring/citizen-monitoring>

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Harry Glasgow – Mr. Glasgow stated that the Annual 4-H fair is scheduled for Saturday, August 3<sup>rd</sup> at Frying Pan Park.

Will Lintner – Mr. Lintner stated that he attended the Potomac Council Meeting on Friday, July 12<sup>th</sup>. The council is evaluating the financial assistance received each year from DEQ. They are considering holding the meetings 50% in person and 50% online. The Potomac Watershed Roundtable meeting followed. Robert Pickett of Northern Neck was voted in as the interim Potomac Watershed Roundtable Chair, until a permanent political individual is selected. Mr. Lintner attended a presentation titled “Got Milk or Should We?” by Dr. Robin White from Virginia Tech.

Andrew Uglow – Mr. Uglow stated that they have received requests to translate coloring books from English to Spanish and Arabic to be distributed to schools. He met with school energy management staff where he discussed the District’s VCAP program. He received a request from Keep Prince William Beautiful for volunteers to assist with cleanups.

### Operations

Approve Recommendations from the Finance Committee meeting on July 18, 2024 - – The motion to approve was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 4/0 vote.

Approve Recommendations from the Personnel Committee meeting on July 18, 2024 – The motion to approve was made by Ms. Vehrs with a 2<sup>nd</sup> by Ms. Reed and passed by a 4/0 vote.

Approve the FY 24 4<sup>th</sup> qtr. & Final Att. E - The motion to approve was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 4/0 vote.

Table the FY 25 Cash Reserves Plan – The motion to table the Cash Reserves Plan until the September 19, 2024 BOD meeting was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Reed and passed by a 4/0 vote.

Ratify the Revised Carryover Report - The motion to ratify the carryover report was made by Ms. Vehrs with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 4/0 vote.

Approve the FY 25 Admin. & Ops. Grant Agreement - The motion to approve John Price’s approval (as delegated by the board at their June 20, 2024 meeting) and submission of the grant agreement to DCR was made by Ms. Vehrs with a 2<sup>nd</sup> by Ms. Reed and passed by a 4/0 vote.

Approve the FY 25 Cost-Share and Technical Assistance Grant Agreement – The motion to approve John Price’s approval (as delegated by the board at their June 20, 2024 meeting) and submission of the grant agreement to DCR was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Reed and passed by a 4/0 vote.

Approve the Cash on Hand Report - The motion to approve was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 4/0 vote.

**Other Business**

City of Manassas MOU – Mr. Mohr stated that the MOU was approved by the Manassas Park City Council at the end of June. Staff has begun working on VCAP and clean-ups.

Manassas Park City MOU – Mr. Mohr stated that he has not received notification on the status of the MOU. He will follow up with Allan Rowley from the City of Manassas Park.

Urban Conservation Specialist Job Description – Mr. Mohr stated that with the addition of funds from DCR, the District is planning to hire an individual whose focus will be on Manassas, Manassas Park, and urban/suburban areas in Prince William County. The individual will also support Ms. Lowther, Ms. Anderson, and Ms. Tangiri.

July 2024 District Manager Plan – Mr. Mohr stated that he plans to work full-time for the District until June 30, 2025. He will continue to work for the District as a consultant to assist with training of the new District Manager.

**Conservation**

Approve recommendations from the Technical Review Committee on July 11, 2024 – The motion to approve was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 4/0 vote.

Board of Directors Meeting, July 18, 2024

1 Recommended Approval of Plans by BOD Motion: Reed Second: Mohr Vote: 6-0-1

Crops

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Needmore Farm 11201 Needmore Farm Lane (2025 renewal)	7394-83-2859	Pasture	29.7	22.883	7.761	0.410	<input type="checkbox"/>
Grand Totals:			29.7	22.9	7.8	0.4	

Livestock

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Needmore Farm 11201 Needmore Farm Lane (2025 renewal)	7394-83-2859	Sheep	9	36.90	0.7	<input type="checkbox"/>	<input type="checkbox"/>
Needmore Farm 11201 Needmore Farm Lane (2025 renewal)	7394-83-2859	Horses	14	761.60	139.0	<input type="checkbox"/>	<input type="checkbox"/>
Needmore Farm 11201 Needmore Farm Lane (2025 renewal)	7394-83-2859	Beef Cattle	17	1,564.00	295.4	<input type="checkbox"/>	<input type="checkbox"/>
Grand Totals:			40	2,362.5	425.1		

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

BMPs

Viar, James

BMP ID: 589052 Tracking Program #: 35-25-0001

Permanent Vegetative Cover on Cropland (State)

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-1	\$18,000.00	\$20,250.00				
MP Cropland to Pasture/Permanent Vegetative Cover			45.0	430.578	9.329	30.681
Totals			45.0	430.578	9.329	30.681

Viar, James

BMP ID: 589190 Tracking Program #: 35-25-0002

Stream Exclusion with Wide Width Buffer and Grazing Land Management

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-6W	\$78,346.00	\$72,071.40				
BMP Stream Exclusion			1.3	3.675	0.497	0.096
BMP Grazing Land Management			10.0	9.466	1.270	0.393
Totals			11.3	13.141	1.767	0.489

Mauck, Mary

BMP ID: 589202 Tracking Program #: 35-25-0003

Extension of Watering Systems

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-7	\$53,748.00	\$42,988.40				
BMP Watering System			11.7	16.474	2.191	0.447
Totals			11.7	16.474	2.191	0.447

Nichols, Paul

BMP ID: 589205 Tracking Program #: 35-25-0004

Stream Exclusion with Wide Width Buffer and Grazing Land Management

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-6W	\$35,067.84	\$37,827.84				
BMP Stream Exclusion			1.0	2.827	0.382	0.074
BMP Grazing Land Management			5.0	4.733	0.635	0.197
Totals			6.0	7.560	1.017	0.271

Grand Totals:	Total Est. Cost	Est. State C/S	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
	\$185,161.84	\$173,147.64	74.0	467.753	14.303	31.888

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**3 Recommended Approval of VCAP BMPs by BOD      Motion: Mohr      Second Reed      Vote: 6-0-1**

**VCAP**

**Coutts, Jenny**

Practice	Contract No.	Total Est. Cost	Est. State C/S	Area (sq. feet)	Number	Gallons
Rain Garden	VCAP 35-24-008	\$3,221.00	\$2,576.80	72.0	0.000	0.000
<b>Totals:</b>		<b>\$3,221.00</b>	<b>\$2,576.80</b>	<b>72.0</b>	<b>0.000</b>	<b>0.000</b>

**5 Discuss Legislative Proposal: Deepening Failed, Failing, and Unreliable Existing Wells      Motion: Reed      Second: Price      Vote: 3-0**

Vote based on board members only (Ms. Reed, Mr. Price, and Mr. Bolles)  
 Approved with minor changes and specification that this proposal would be for agriculture wells only (as a potential VACS practice).

**6 Discuss Legislative Proposal: Requiring All Datacenters to Have Solar Roofs or Green Roofs      Motion: Reed      Second: Price      Vote: 3-0**

Vote based on board members only (Ms. Reed, Mr. Price, and Mr. Bolles)  
 This proposal was tabled.

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

Ms. Anderson stated that she plans to try to recruit volunteers in Dale City & Dumfries for events and water cleanups. A biological monitoring event is scheduled on Saturday, August 17<sup>th</sup>.

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

Ms. Lowther stated that she attended the Manassas Bee Festival on June 22<sup>nd</sup>. It was a successful event. She plans to set up a table outside of the 4-H barn at the Prince William County fair on August 9-10. She completed biological water quality monitoring with NVSWCD in order to keep her certification as a monitor. She is assisting with the District's Annual Report and requested pictures of Mr. Kahlon and Mr. Uglow.

***VCAP Update – Nicole Slazinski***

No further comments.

***Directors' Time –***

Mr. Bolles – Mr. Bolles unable to attend.

Ms. Vehrs – Ms. Vehrs stated the following:

Ms. Vehrs stated that the James River Association prepared a book titled “Which Tree Should I Plant? A Guide for Selecting Riparian Trees and Shrubs in Virginia.” They would like to re-print the book. Ms. Vehrs asked the District and Partner agencies if they are interested in purchasing some of the books. Ms. Reed made the motion to contribute \$500 of the District's budget overage for the purchase of books. Ms. Vehrs made the 2<sup>nd</sup> motion, and it was passed by a 4/0 vote.

Ms. Vehrs also stated that the Upper Occoquan Service Authority Water Reclamation Board stated that drinking water sources will be required to lower their PFAS chemicals in drinking water. Waste water is not affected by this regulation.

Mr. Kahlon – Mr. Kahlon stated that he plans to attend the Prince William County Fair and visit the 4-H barn.

Mr. Price – No further comments

Ms. Reed – Ms. Reed stated that she submitted a proposal titled “Deepening Failed, Failing, and Unreliable Existing Wells” to Area II to be considered for approval of funding a program which will help farmers deepen existing wells which have gone dry, in order to provide access to water. She asked that staff, partners, and Directors consider attending the meeting if they support the proposal.



Board of Directors Meeting, July 18, 2024

Motion to Adjourn:


The motion to adjourn the meeting at 3:10 p.m. was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Reed and passed by a 4/0 vote.

Next TRC meeting – Thursday, August 8, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109


Next Board meeting – Thursday, August 15, 1 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room.

Next Finance Committee meeting – Thursday, September 19, 12 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 1<sup>st</sup> Floor Conference Room.

Respectfully Submitted:

  
Linda Dunn, Office Manager

Approved:

  
Nancy Vehrs, Secretary

