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**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
Thursday, August 15, 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  
Nancy Vehrs, Director – Secretary  
Thomas Bolles, Director  
Jim Gehlsen, 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.  
Alex Murphy, Conservation Specialist  
Seth Hatfield, Conservation Specialist  
Josie Anderson, Water Quality Specialist

***Absent:***

***Virtual Zoom Meeting Attendees:***

Mansimran Kahlon, Director - Treasurer  
Nicole Slazinski, Urban Conservation Specialist  
Veronica Tangiri, Water Quality Manager

Board of Directors Meeting, August 15, 2024

Chairman Price called the meeting to order at 1:02 p.m.

Per the Virginia Code § 2.2-3708.2, the board approves the virtual attendance of Mansimran Kahlon, Treasurer, at today's board meeting. The motion was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs and passed by a roll call vote with the following members voting "yes." Mr. Price, Ms. Reed, & Ms. Vehrs. No members voted "no." Passed by a 3/0 vote. Mr. Bolles not in attendance at the time of the vote.

Chairman's Comments – Mr. Price stated that he, Amanda Pennington and conservation staff performed site visits and inspections to review current project status. Several issues were noted that will be addressed. He asked that board members attend site visits and inspections when available to get a better understanding of what the staff is working on.

Minutes of the July 18, 2024 Meeting – The motion to approve the minutes was made by Ms. Vehrs with a 2<sup>nd</sup> by Ms. Reed and passed by a roll call vote with the following members voting "yes." Mr. Price, Ms. Reed, and Ms. Vehrs. No members voted "no." Passed by a 3/0 vote. Mr. Bolles and Mr. Kahlon not in attendance at the time of the vote.

Treasurer's Report for July 2024 Financials – The motion to file the Treasurer's report for audit was made by Mr. Kahlon with a 2<sup>nd</sup> by Mr. Bolles and passed by a roll call vote with the following members voting "yes." Mr. Price, Ms. Reed, Mr. Kahlon, Ms. Vehrs, and Mr. Bolles. No members voted "no." Passed by a 5/0 vote.

### ***Managers Time – Duane Mohr***

Mr. Mohr stated that the District approved and paid a project that was not technically certified. On inspection of the property, it was determined that there are several issues with the watering project that need to be addressed/corrected. Some or all of the funding for the project may need to be returned to DCR.

Staff has attended several Outreach events. Mr. Mohr recognizes Ms. Anderson and Ms. Lowther for their participation in several of them, including the African American Festival and the Prince William County fair. Several landowners have requested conservation plans. Staff will be conducting soil samples on several properties, one of which includes 200 acres.

Ms. Vehrs asked Mr. Mohr to clarify the board's attendance at site visits. Mr. Mohr stated that he will contact members to let them know dates and times of the visits so they can choose which ones they would like to attend.

**Upcoming Meetings/Events**

August 20-22	All Day	Graves Mountain Training
September 19	12:00 p.m.	Finance Committee Meeting
September 19	1:00 p.m.	BOD Meeting
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 28	9:00 a.m. - 12:00 p.m.	Upper Occoquan River Cleanup
September 29	10:00 a.m. - 6:00 p.m.	Latino Fest in Manassas Park
October 5	9:00 a.m. - 12:00 p.m.	Occoquan River Cleanup
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

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

**\*\* APPLICATION DEADLINE ALL PROGRAMS FY25 October 11<sup>th</sup>\*\***

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

- We are 100% obligated for FY24 pre-approvals

Current Contracts

- o EQIP- 2014 – 2 active contracts Fauquier Co- \$654,539.11
- o EQIP- 2018- 37 active contracts 1 Fairfax, 5 Prince William, 12 Loudoun, 19 Fauquier  
\$3,400,991.18

**Conservation Stewardship Program (CStP) –**

- We are 100% obligated for FY24 pre-approvals

Current Contracts

- o 8 Active General CSP Contracts. 4 in Fauquier 3 in Loudoun 1 in Arlington for \$472,737.6
- o 36 Active CSP-GCI Contracts, 3 in Prince William, 8 in Loudoun, and 25 in Fauquier  
\$127,141.18

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

Mr. Bolles stated that they are hiring to replace their Master Gardener Coordinator. He and Ms. Reed are working on the Little Seed Library project.

Board of Directors Meeting, August 15, 2024

Mr. Bolles provided the list of dates and times for upcoming programs:

August

- Irrigation and Soil Moisture Management for Farmers – 8/21, 9-noon, VSU Pandolph Farm
- Little Seed Libraries Central Library Kick Off – 8/27, 6-7:30, Central Library
- VSU Field Day – 8/29, 7:30-Noon, VSU Randolph Farm
  
- Farm and Farm Equipment Safety – 8/30, 6-8pm, VCE Warrenton Office
- Spotted Lanternfly Meeting – 8/24, 1-3, Manassas Museum

September

- Little Seed Libraries Gainesville Haymarket Kick Off – 9/7, 1:30, Gainesville-Haymarket Library
- Little Seed Libraries Potomac Kick Off – 9/14, 1:00, Potomac Library
- Urban Forestry – 9/19, 1-3, Carver Center
- Greenhouse and Nursey Crop School – 9/24, 9-3:30, Carver Center

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

Ms. Cross recognized Mr. Murphy and Mr. Hatfield for having received their Conservation Planner Certification from DCR.

FY 24 SWCD Annual Reports for 7/1/23 – 6/30/24 need to be completed by September 30<sup>th</sup>.

Prince William SWCD will be audited in 2025 for fiscal years 24 and 25.

The District's FY 25 Cash Reserves plan needs to be finalized so that funds can be transferred within the first quarter of the fiscal year.

Desktop Procedures for District Fiscal Operations effective 7/1/24 were emailed to all SWCDs on 6/26/24. They need to be reviewed at least once during the fiscal year.

Prince William CY 24 random verifications are scheduled for August 15<sup>th</sup>.

End of Lifespan Verifications for BMPs that expire December 31, 24 need to be completed by 9/30/24 to receive compensation of \$200/EOL verification.

Clean Water Farm Award – nominations for Local and Grand Basin awards are due October 1<sup>st</sup>.

See attached for Ms. Cross's complete report.

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

Ms. Cienski unable to attend

Board of Directors Meeting, August 15, 2024

***Associate Directors –***

Jim Gehlsen - Mr. Gehlsen updated the board on health-related information.

Sonnie Cuffey – Mr. Cuffey unable to attend.

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

Will Lintner – Mr. Lintner asked for clarification on what the funds will be used for in the Prince William Environmental Excellence Foundation account. Mr. Mohr stated that this topic will be discussed at the foundation meeting that will follow today's board meeting.

Andrew Uglow – Mr. Uglow stated that he, Ms. Tangiri, and Ms. Anderson plan to meet to discuss the Adopt-A-Stream / Adopt a Pond signage that will display QR codes that can be scanned to provide information on the county and Prince William SWCD's water quality programs. A tentative date of October 19<sup>th</sup> has been scheduled to conduct plantings at Veteran's Park in Woodbridge and at Bristow Station.

**Operations**

Approve PWSWCD New Procedures for Payment for VACS / VCAP - The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Vehrs and passed by a roll call vote with the following members voting "yes." Mr. Price, Ms. Reed, Mr. Kahlon, Ms. Vehrs, and Mr. Bolles. No members voted "no." Passed by a 5/0 vote.

Approve PWSWCD FY 25 Annual Plan of Work – The motion to approve as presented was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Vehrs and passed by a roll call vote with the following members voting "yes." Mr. Price, Ms. Reed, Mr. Kahlon, Ms. Vehrs and Mr. Bolles. No members voted "no." Passed by a 5/0 vote.

**Other Business**

Graves Mountain Training – The staff and board discussed transportation arrangements to and from the Graves Mountain training.

Attendance & Early Registration at the Annual Meeting – Board members and staff are encouraged to register early for the Annual Meeting, as the discounted block of rooms fills up quickly.

Performing Site Visits – Mr. Price encouraged the Directors to participate in the District site visits to better understand the process and current issues that need to be addressed.

City of Manassas and Manassas Park – Mr. Mohr stated that The City of Manassas MOU has been signed. They will provide \$10,000 in FY 25 funding. He has not heard from the representative from Manassas Park.

Update on Urban Conservation Specialist Position – Mr. Mohr stated that he has received two resumes.

**Conservation**

Approve recommendations from the Technical Review Committee on August 8, 2024 – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Reed and passed by a roll call vote with the following members voting “yes.” Mr. Price, Ms. Reed, Ms. Vehrs, and Mr. Bolles. Passed by a 4/0 vote. Mr. Kahlon not present at the time of the vote.

**1 Recommended Approval of Plans by BOD Motion: Reed Second: Price Vote: 7-0-1**

**Crops**

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Helseth Property	7792-29-2534	Pasture	6.6	5.061	1.725	0.091	<input type="checkbox"/>
Grand Totals:			6.6	5.1	1.7	0.1	

**Livestock**

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Helseth Property	7792-29-2534	Mini Donkey	2	54.00	2.7	<input type="checkbox"/>	<input type="checkbox"/>
Helseth Property	7792-29-2534	Dairy Cattle	1	155.00	39.6	<input type="checkbox"/>	<input type="checkbox"/>
Grand Totals:			3	209.0	42.3		

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

**BMPs**

**3 Recommended Approval of VCAP BMPs by BOD Motion: Price Second: Mohr Vote: 7-0-1**

**VCAP**

**Blanscett, Joye**

Practice	Contract No.	Total Est. Cost	Est. State C/S	Area (sq. feet)	Number	Gallons
Conservation Landscaping	VCAP 35-25-002	\$8,318.00	\$6,654.00	6,534.0	0.000	0.000

**Fontana, Pamela**

Practice	Contract No.	Total Est. Cost	Est. State C/S	Area (sq. feet)	Number	Gallons
Conservation Landscaping	VCAP 35-25-003	\$4,383.84	\$3,507.07	1,079.0	0.000	0.000
Totals:		\$12,701.84	\$10,161.07	7,613.0	0.000	0.000

**6 Other discussions**

Mr. Mohr and Mr. Price have a new procedure before any completed VACS and VCAP practices are paid. These plans will be reviewed by the Board and staff to make sure the practice was installed correctly and meets specifications. The plan will then need to get approved at a Board meeting before any payments can be issued.

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

Ms. Tangiri stated that a portion of the Neabsco Creek was adopted under the AAS Program by C.D. Hylton High School Key Club. We are looking at suitable nutrient monitoring equipment and add-on parameters. Abstracts from the Water Quality Program were accepted for the 2025 National Water Quality Monitoring Conference.

See attached for complete staff report.

Board of Directors Meeting, August 15, 2024

***Education Programs Update –***

Ms. Lowther unable to attend. Please see July staff report included in board packets.

***VCAP Update – Alex Murphy***

Conservation staff has completed soil testing on several properties. A rain garden project was cancelled by a homeowner, as he stated the process was becoming too complicated.

***Directors' Time –***

Mr. Bolles – See above comments for training topics and times.

Ms. Vehrs – Ms. Vehrs stated that Charles Smith, who is an Ecologist, will be leading a grass walk at Deep Cut in Manassas Battlefield between 9 – 11 a.m. on August 27<sup>th</sup>. She asked that anyone interested in attending contact her so that she can register them. The Virginia Native Plant Society Annual Meeting is on Saturday, September 21<sup>st</sup>. She will be unable to attend the Leopold's Preserve function that is on the same day. The Prince William Wildflower Society is planning to have a table display at the Leopold's Preserve function. They have a meeting on Monday September 16<sup>th</sup> at 7:30 a.m. at Bethel Lutheran Church in Manassas. The topic will be Putting Your Garden to Bed.

Mr. Kahlon – Mr. Kahlon not in attendance.

Mr. Price – Mr. Price stated that the 48<sup>th</sup> Edgar Rohr Memorial car meet show is scheduled on Saturday, September 21, 2024.

Ms. Reed – Ms. Reed confirmed that there will be a Little Seed Library kickoff meeting at the central library on August 27<sup>th</sup> at 6 p.m.

**Motion to Adjourn:**


The motion to adjourn the meeting at 2:56 p.m. was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs and passed by a roll call vote with the following members voting "yes." Mr. Price, Ms. Reed, Ms. Vehrs, and Mr. Bolles. Passed by a 4/0 vote. Mr. Kahlon not in attendance at the time of the vote.

Next TRC meeting – Thursday, September 12, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

Next Board meeting – Thursday, September 19, 1 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room.

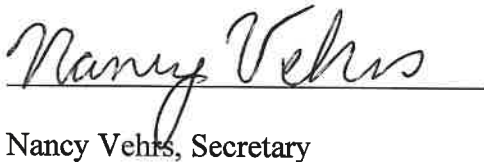
Next Finance Committee meeting – Thursday, September 19, 12:30 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room.

Respectfully Submitted:



Linda Dunn, Office Manager

Approved:



Nancy Vehrs, Secretary