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**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, April 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  
Nancy Vehrs, Director - Secretary  
Mansimran Kahlon, Director – Treasurer  
Thomas Bolles, Director – VCE Representative  
Jim Gehlsen, Associate Director  
Sonnie Cuffey, Associate Director  
Harry Glasgow, Associate Director  
Duane Mohr, District Manager  
Casey James, District Conservationist - NRCS  
Debbie Cross, VA Conservation District Coordinator – DCR  
Amy Connelly, Director – Northern Virginia – Wetland Studies & Solutions, Inc.  
Nicole Slazinski, Conservation Specialist  
Alex Murphy, Conservation Specialist  
Seth Hatfield, Conservation Specialist  
Veronica Tangiri, Water Quality Program Coordinator

***Absent:***

***Virtual Zoom Meeting Attendees:*** None

Citizen's Time – None present

Chairman Price called the meeting to order at 1:10 p.m.

Board of Directors Meeting, April 18, 2024

Chairman's Comments – Chairman Price stated that the Area II meeting was well attended and that the venue was very nice.

Potomac Council Update – Ms. Vehrs stated that there are no updates at this time.

Minutes of March 21 Meeting – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 5/0 vote.

Treasurer's Report for 3<sup>rd</sup> Qtr. FY 24 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 vote.

January - March 2024

Income

DCR FY 24 3rd Qtr. TA Base Funding	\$9,921.50
DCR FY 24 3rd Qtr. Operations Funding	\$45,707.50
Total DCR Funding	\$55,629.00
Cash Reserves Interest	\$2,588.14
MWEE Grant from DCR - Training	\$150.00
Potomac Council Funding	\$107.72
3rd. Qtr. Prince William County Funding	\$71,186.25
Total Income	\$129,661.11
Other Income	
DCR VACS 2024 Income	\$42,340.00
Fairfax Water Grant	\$6,500.00
Envirothon	\$600.00
Total Other Income	\$49,440.00

***Managers Time – Duane Mohr***

Mr. Mohr stated he is working on the Average Cost List. He is increasing the costs between 20% - 25% due, in part, because of fencing costs. He will be meeting with Melissa Allen in Fauquier County to compare lists, as their county is experiencing the same issues.

Mr. Mohr also stated that the District will not have any additional cost share projects in FY 24. There are several scheduled in FY 25 that include three SL-7 watering systems and internal fencing.

We have not received recent responses from Manassas Park regarding our MOU requesting FY 25 funding. Mr. Mohr plans to follow up with them on this.

A Cost Share/ Water Quality event is being scheduled at Windy Knoll Farms on Thursday, May 2, 2024, where District staff will demonstrate cost share practices and measures taken to protect water quality.

Board of Directors Meeting, April 18, 2024

Mr. Mohr stated the he, Mr. Murphy and Mr. Hatfield met with Supervisor Gordy to collect soil samples on his property. Mr. Mohr informed Supervisor Gordy that he plans to invite him and Supervisor Weir to a future board meeting so they can learn about the projects District staff are working on.

Mr. Mohr and Ms. Tangiri attended the Prince William County Volunteer Proclamation event, where water quality volunteers from several agencies were recognized. The Prince William SWCD volunteers were not recognized. Mr. Mohr plans to inquire as to why they were not recognized.

**Upcoming Meetings/Events**

April 7	10:00am - 3:00pm	Bluebell Festival at Merrimac Farm
April 18	11:30 am - 1 pm	Combined Personnel / Finance Committee Meetings
April 18	1:00 - 3:00 pm	Board of Directors Meeting
April 20	9:00 am - Noon	Biological Water Quality Monitoring - Airport Creek
April 21	11:00 AM	Biological Water Quality Monitoring -James Long Park
April 23, 24	8:00am - 3:00pm	MWEE at Potomac Shores MS
April 25	7:45 am - 5:00 pm	Area II Envirothon Competition- Northern Fauquier Community Park-all requested to attend
April 27	9:00 AM	Marumco Watershed Conservancy Cleanup
May 1, 2, 3	8:00am - 3:00pm	MWEE at Beville MS
May 7	9:00 AM	Prince William Service Authority Cleanup - Neabsco Wetlands
May 23	9:00am - 3:00pm	MWEE at Unity Braxton MS
September 21	11:00 am - 3:00 pm	Fall Festival at Leopold's Preserve

**Meetings/Events Attended**

See attached March staff reports

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

Ms. James stated that the NRCS office is now fully staffed. Mr. Young was hired for the Natural Resources position. They had historical levels of funding and pre-approvals in FY 24.

Please see attached for Ms. James’s complete report.

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

VCE staff has coordinated several events. They are working with landowners on nutrient management plans for residential / urban properties.

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

Ms. Cross stated that on 3/27/24, the VA Soil & Water Conservation Board reviewed information provided by the auditors for the FY 22-23 audits. They found that Districts are continuing to pay sales tax. Per the Desktop Procedures, it is a violation if District employees frequent and pay sales tax at the same store more than three times in a year, or for purchasing an item that is more than \$100 and paying sales tax.

Board of Directors Meeting, April 18, 2024

Five Districts were fined \$250 by the VA Soil & Water Conservation Board for not following the Desktop procedures regarding sales tax.

The auditors also noted that signatures were missing from cost share documents. The documents must be signed by all parties.

Appointment of the Extension Agent will need to be made this year. The paperwork needs to be submitted to the VA Soil & Water Conservation Board by September.

Please see attached for Ms. Cross's complete report.

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

Ms. Cienski unable to attend.

### ***Associate Directors –***

Jim Gehlsen – Mr. Gehlsen stated that he has not received feedback from the Virginia Soil & Water Conservation Board regarding his nomination.

Sonnie Cuffey – Mr. Cuffey stated he attended the Dumfries Slave Cemetery clean-up on April 13<sup>th</sup>. Between 75 – 80 bags of leaves were collected.

Harry Glasgow – Mr. Glasgow stated that he has no comments at this time.

Will Lintner – Mr. Lintner unable to attend.

### **Operations**

Approve 3<sup>rd</sup> Qtr. FY 24 Financials & Attachment E – The motion to approve was made by Ms. Vehrs with a 2<sup>nd</sup> by Mr. Kahlon and passed by a 5/0 vote.

Approve 3<sup>rd</sup> Qtr. PWC Quarterly Report – The motion to approve with the recommended corrections was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0 vote.

Approve Returning Excess Cost Share Funds to DCR – The motion to approve returning \$113,840 in cost share funds and associated \$10,663.62 in TA Funds was made by Mr. Kahlon with a 2<sup>nd</sup> by Mr. Bolles and passed by a 5/0 vote.

Approve Recommendations from the Personnel Committee – The motion to approve was made by Mr. Kahlon with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0 vote.

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

The board discussed the Manassas City MOU at the Finance Committee meeting. It was agreed that this topic will be discussed at the May 16, 2024 board meeting.

**Other Business**

Mr. Price stated that Mr. Lintner reviewed the By-Laws of the PWEFF foundation and stated that 3 Directors are required to be on the board. Ms. Vehrs, Ms. Reed, and Mr. Price volunteered to be on the board. This topic will be discussed further at the May 16, 2024 board meeting.

**Conservation**

Approve recommendations from the Technical Review Committee on April 11, 2024 – The motion to approve was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Reed and passed by a 5/0 vote.

**1 Recommended Approval of Plans by BOD**                      **Motion:** Price                      **Second:**Reed                      **Vote:** 3-0-2

**Crops**

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Boekestein	7692-28-2042	Specialty Crop	0.4	1.518	0.152	0.065	<input checked="" type="checkbox"/>
Coffin Chris 11556 Parkgate Dr (2024 New Plan)	7593-52-1970	Pasture	11.3	8.899	2.953	0.156	<input type="checkbox"/>
Holdener James 10105 Lonesome Rd (2024 Renewal)	7395-81-0881	Pasture	8.2	4.773	1.820	0.086	<input type="checkbox"/>
Purcell Farm - Marsters Property	8093-87-5381	Specialty Crop	4.1	17.779	1.781	0.760	<input type="checkbox"/>
<b>Grand Totals:</b>			<b>22.0</b>	<b>32.8</b>	<b>6.5</b>	<b>1.1</b>	

**Livestock**

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Coffin Chris 11556 Parkgate Dr (2024 New Plan)	7593-52-1970	Goats	10	50.00	0.9	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coffin Chris 11556 Parkgate Dr (2024 New Plan)	7593-52-1970	Horses	8	435.20	79.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coffin Chris 11556 Parkgate Dr (2024 New Plan)	7593-52-1970	Chickens	50	8.50	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coffin Chris 11556 Parkgate Dr (2024 New Plan)	7593-52-1970	Beef Cattle	4	368.00	67.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holdener James 10105 Lonesome Rd (2024 Renewal)	7395-81-0881	Chicken (Layers)	180	34.20	0.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holdener James 10105 Lonesome Rd (2024 Renewal)	7395-81-0881	Turkeys	50	30.50	0.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holdener James 10105 Lonesome Rd (2024 Renewal)	7395-81-0881	Beef Cattle	3	276.00	50.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Grand Totals:</b>			<b>305</b>	<b>1,202.4</b>	<b>198.0</b>		

**2 Recommended Approval of VACS BMPs by BOD**                      **Motion:** Price                      **Second:**Reed                      **Vote:** 4-0-1

**BMPs**

**Heaton, Chris**

BMP ID: 579424

Tracking Program #: 35-24-0017

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	\$39,674.47	\$31,739.58				
BMP Watering System			21.0	29,569	3,932	0.802
<b>Totals</b>			<b>21.0</b>	<b>29,569</b>	<b>3,932</b>	<b>0.802</b>

**Yankey, Jay**

**BMP ID: 585989**

**Tracking Program #: 35-24-0025**

Harvestable Cover Crop

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-8H	\$297.00	\$297.00				
BMP Winter Cover Crop			14.9	93.172	2.242	2.220
<b>Totals</b>			<b>14.9</b>	<b>93.172</b>	<b>2.242</b>	<b>2.220</b>

Grand Totals:	Total Est. Cost	Est. State C/S	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
	<b>\$39,971.47</b>	<b>\$32,036.58</b>	35.9	122.741	6.174	3.022

For Chris Heaton's SL-7, Tracking #: 35-24-0017, BMP ID: 579424  
 Asking for an increase in \$2,671.68 cost-share to cover labor.  
 Original Cost: \$36,334.87, Original Cost-Share: \$29,067.90,  
 New Cost: \$39,674.47, New Cost-Share: \$31,739.58,  
 Increased by: Cost: +\$3,339.60, Cost-Share: +\$2,671.68,

For Jay Yankey's SL-8H, Tracking #: 35-24-0025, BMP ID: 585989  
 Jay Yankey's SL-8B and SL-8H that were approved in Sept. 2023 have been canceled. For some of the fields originally in SL 8B, Mr. Yankey decided to harvest the crops instead of killing them, so they are now being converted to an SL-8H. He was also unable to plant as much cover crops as he planned, so the cover crop acreages have decreased.

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

Ms. Lowther unable to attend. Update provided by Mr. Mohr.

Mr. Mohr stated that Ms. Lowther has conducted two MWEE teacher trainings this week. She is preparing for Envirothon on Thursday, April 25<sup>th</sup>. It will be held at Northern Fauquier County Community Park and Sports Complex at 4155 Monroe Pkwy, Marshall, VA 20115.

Please see Ms. Lowther’s March staff report for complete activities.

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

Ms. Tangiri stated that 15 clean-up events were completed in the 3<sup>rd</sup> qtr. Three water quality biological monitoring events are planned. Ms. Tangiri was contacted by local schools requesting opportunities for students to earn community service hours. Ms. Tangiri was appointed to the EPA and Ecological Society of America agencies to serve on their abstract review committees.



Board of Directors Meeting, April 18, 2024

***VCAP Update – Nicole Slazinski***

Ms. Slazinski stated that due to the number of recent calls, the District has placed a hold on site visits for new plans until July 15, 2024, which has been posted to the website. Conservation staff needs to focus on current VCAP projects and conservation goals for the county. Ms. Slazinski stated that she attended a Water Cooler meeting on Wednesday, April 17<sup>th</sup>. She is working on 3 new conservation plans and 2 renewals.

***Directors' Time –***

Mr. Bolles – No further comments

Ms. Vehrs – Ms. Vehrs stated that Pollinator Week is June 17-23, 2024. The Prince William Wildflower Society plans to set up a display table at the Manassas Bee Festival. The Annual Wildflower and Native Plant sale is scheduled for Saturday, May 11, 2024 from 10 a.m. – noon at the Bethel Evangelical Lutheran Church grounds, 8712 Plantation Lane, Manassas, VA 20110. The Prince William Wildflower Society's 35<sup>th</sup> Spring Wildflower Garden Tour is scheduled for Sunday, April 28, 2024 from 12 noon – 5 p.m. Ms. Vehrs provided a copy of the announcement to Ms. Dunn and will email it to the board members.

Mr. Kahlon – Mr. Kahlon mentioned that he has recently become a realtor. During meetings with clients, he has informed them about the types of services the District offers.

Mr. Price – No further comments.

Ms. Reed – Ms. Reed stated that she would like the District's Legislative Outreach Committee to schedule a meeting to discuss legislative topics. The meeting has been scheduled on Thursday, May 16, 2024 at 11:30 a.m. at WSSI, 2<sup>nd</sup> floor conference room. Please submit topics to Ms. Reed prior to the meeting.

**Motion to adjourn**

The motion to adjourn the meeting at 2:23 p.m. was made by Mr. Bolles with a 2<sup>nd</sup> by Ms. Vehrs and passed by a 5/0 vote.

**Next TRC meeting** – Thursday, May 9, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

**Next Board meeting** – Thursday, May 16, 1 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room

**Legislative Outreach Committee meeting** – Thursday, May 16, 2024, 11:30 a.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