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**MINUTES
BOARD OF DIRECTORS MEETING
Thursday, August 18, 2022
8033 Ashton Avenue, Manassas, VA**

(Zoom virtual option for Associate Directors, Partners, District Staff, and Citizens)

In-person Attendees:

Jim Gehlsen, Director – Chairman
Will Lintner, Director – Vice Chairman
Mansimran Kahlon, Director – Treasurer
Thomas Bolles, Director – VCE Representative
Sonnie Cuffey, Associate Director
Tiziana Bottino, Director - Secretary
Debbie Cross, VA Conservation District Coordinator – DCR
Duane Mohr, District Manager
Nicole Slazinski, Conservation Specialist
Seth Hatfield, Conservation / Water Quality Specialist

Virtual Zoom Meeting Attendees:

Brian Wooden, District Conservationist - NRCS

Chairman Gehlsen called the meeting to order at 1:00 p.m.

Citizen's Time – None present

Minutes of July 21 meeting – The motion to approve the minutes was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a 3/0 vote. Mr. Lintner sustained from the vote, as he was not in attendance at the July 21 meeting. Mr. Kahlon not present at the time of the vote.

Treasurer's Report for July – The motion to file the Treasurer's report for audit was made by Mr. Bolles with a 2nd by Mr. Kahlon and passed by a 5/0 vote. Mr. Kahlon present at time of vote.

Treasurer's Report – July 2022

Interest of \$72.49 was accrued in the Cash Reserves Money Market account.

The following FY 23 Salaries & Wages titles list 0.00 amounts in the July Profit & Loss Budget Performance report. This is due to the fact that the FY 23 budget could not be approved until the 7/21/22 board meeting. Therefore FY 22 Salaries & Wages titles were used in the month of July.

- Conservation Specialist 3 (formerly Conservation Aide)
- Office Manager (formerly Administrative Salaries)
- District Manager (formerly Part-time Cost Share Assistant)
- Conservation Consultant (formerly Administrative Salaries)

The FY 22 titles in brackets have been replaced by the new FY 23 titles.

The total Salaries & Wages are 15.47% over budget, as there were 3 payrolls in the month of July. However, we are in line with the total budget amount which is based on 26 pay periods per year as well as projected salary increases for the fiscal year.

Managers Time – Presented by Mr. Mohr

Conservation – Mr. Mohr states that Mr. Hatfield, Mr. Mitchell, and Mr. Murphy completed their Nutrient Management Planning Exam and are awaiting test results that should be available by the end of September 2022. They have registered for the Chesapeake Bay Landscape Professional Certification training in September so that they can assist with VCAP programs. Conservation staff is working on cost share and ground cover crop projects. They conducted watershed model training at the 4-H booth during the county fair. Mr. Mitchell and Mr. Murphy were scheduled to attend the Stream Identification / Monitoring training; however, it was cancelled due to wet ground conditions.

Upcoming Meetings/Events

August 23-25	8-5pm	Graves Mountain SWCD Training
September 8	1 pm	TRC Meeting, District Office
September 15	1 pm	BOD Meeting, 8033 Ashton Avenue, Conference Room D
September 24	9-12pm	Occoquan River Annual Cleanup PWTSC

Meetings/Events Attended

See attached July staff reports

Partner reports

NRCS – Brian Wooden, Jr., Acting District Conservationist – (written report submitted)

Program Updates/Deadlines:

Casey James has been offered the District Conservationist position and has accepted.

Environmental Qualities Incentives Program (EQIP) – The Service Center is down to its last couple of applications to be obligated. I am working closely with the Private Lands Biologist to get the paperwork completed in the next couple of weeks.

Conservation Stewardship Program (CStP) – The Service Center has received pre approval for 3 of the CSP applications that were evaluated. I am working to have these completed in the next couple of weeks also.

- **Environmental Quality Incentives Program (EQIP)**

14 Active Contracts 9 in Fauquier and 5 in Loudoun for \$1,319,294.75.

- **Conservation Stewardship Program (CSP)**

5 Active Contracts. 3 in Fauquier and 2 in Loudoun for \$114,760.31

36 Active CSP-GCI Contracts, 3 in Prince William, 9 in Loudoun, and 24 in Fauquier for \$154,889.48.

Outreach/Agency Activities/Events (dates)

- Brian attended the Conservation Easement 101 and Land Management Workshop hosted by the Piedmont Environmental Council. I provided information materials for the attendees about the easement programs offered by NRCS.

Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days)

The local JED (Joint Employee Development) trainings are being held the 2nd Tuesday of each month for NRCS and SWCD field staff.

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

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **1st Quarter Admin/Ops disbursement letters** were sent July 7th so direct deposits should arrive soon.
- **FY23 SWCD Annual Plan of Work:** (7/1/22-6/30/23) if not approved **make sure it is a priority for August.**
- **Budget:** FY23 SWCD budgets or revisions to FY23 budgets should be board approved no later than August.
- **FY22 SWCD Annual Report:** (7/1/21-6/30/22) must be completed no later than September 30.
- **Dedicated Reserves:** On page 14 of the 2022 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. *“Public funds ... are provided to districts not for savings, but strictly for the performance of conservation.”* **Board action is necessary** to dedicate, for specific purposes, any amount above

twelve months of routine operating funds (undesignated reserve funds). **This should happen in FY23 Quarter 1** so that necessary transfers can be made on the Attachment E Q1 Report.

- **At-Large Appointed Director:** terms expire 12/31/2022. At-Large Director recommendations will be considered by the VA Soil and Water Conservation Board at their September Meeting. Please send the At-Large Director appointment packet (completed form(s), SWCD meeting minutes with motion highlighted and copies of letters to local governments) to your CDC for review and submission to DCR/VSWCB. Reappointments only require form DCR 199-014 be completed; however, for any new recommended At-Large appointment both the DCR 199-014 AND the 199-015 forms are required. A resume may not replace the 199-015, however a resume may accompany the appointment packet. The deadline for the CDC to submit the packets is 9/2/22.
- **Return of Cost Share funds to DCR:** Now that year end reconciliations are complete if your district has previous year's cost share dollars that must be returned to DCR, please have the check prepared and envelope postmarked no later than September 9, 2022. Your CDC will provide each District with an email with an invoice and instructions on exactly how to return the funds.
- **SWCD Audits:** Robinson, Farmer & Cox will be reaching out to SWCDs soon to schedule dates for Oct/Nov to complete audits. Culpeper, Northern Virginia & Thomas Jefferson (FY20 & FY21); Loudoun (FY21 only)

Start Planning to Fulfill FY23 Admin & Ops Grant Agreement Deliverable #17 (Attachment F): SWCDs should look at the FY23 calendar and start preliminary planning for the required agricultural community outreach event, which must be held before 06/30/23. Remember the following criteria must be met:

- a) Event must be marketed through at least three venues. One of the three must be directed towards small farmers or socially disadvantaged producers.
- b) Event must include a session that covers the following: SWCD history, mission statement, introduction of directors & staff, and programs offered.
- c) Event must include a discussion panel featuring ag producers who have participated in the VACS program.
- d) All agency partners, including the VSU-Small Farm Outreach Program, must be notified of the event and invited to participate on the agenda.

Freedom of Information Act requirements for Elected Directors: (appointed directors encouraged to attend)

The FOIA Council is hosting several live webinar FOIA trainings. The FOIA Council confirmed that attendance at the live virtual training sessions will be tracked with the virtual presentation software so the FOIA Council can provide a completion certificate for those attending the virtual training sessions. The link to register:

<https://event.webinarjam.com/register/16/9p2qmhp>

Local Elected Officials Virtual Training Webinars

August 9 @10:00 am

September 13 @ 2:00 pm

October 12@ 10:00 am

As of July 1, 2020, all local elected officials are required to receive FOIA training "within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session."

AG & COST SHARE ITEMS:

- **VSWCB authorized Districts to provide additional cost-share funding to offset the increased costs of materials** Only contracts not yet paid and approved for Carryover status going into FY2023 are eligible for this suite of carryover BMPs only: SL-6N, SL-6W, WP-2N, WP-2W; WP-4, WP-4B, WP-4C, WP-4F, WP-4FP, WP-4LC, WP-4LL, WP-4SF and SL-7.

What is required if a SWCD wants to transfer PY23 CB VACS funds back to eligible carryover contracts?

- SWCD Board takes action (record in minutes) to transfer of PY23 CB VACS back to eligible carryover contracts.
- Technical staff revise the estimated total cost and estimated cost-share payment for each impacted eligible carryover contract, using the PY23 Average Cost List.

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- Technical staff presents each revised carryover contract to the Board of Directors for approval. (spreadsheet required) Confirm via a motion the total amount of PY23 CB VACS to be transferred back.
- Once transfer amounts are confirmed, complete the spreadsheet for the Board and the CDC. After the board or delegated authority approves the increases, send an email with spreadsheet to CDC and to Jen Edwards.
- Be sure to complete the necessary cost-share administrative paperwork and put in the participant folder, as these documents are subject to review during a cost-share file administrative review. Paperwork includes a new approval letter sent to the carryover participant.
- **CY22 Random Verifications and Administrative File Reviews:** Random BMP Verifications in process. I am in process of reaching out to staff to schedule BMP administrative file reviews; 1 for each tech staff.
- **FY23 1st Qtr. Cost-Share Disbursements:** Letters will be sent to Districts on August 24. ***Please let me know by August 15 how much cost-share you anticipate needing in the first disbursement.***
- **Clean Water Farm Award nominations due October 1st.** Each district may give one local award per jurisdiction. (blue sign and certificate signed by the Governor) Basin Nominations require a 1-2 page write up and no less than 6 photos, one preferably with the nominee and his farm entrance sign.
- **End of Lifespan (EOL) Verifications:** Districts will be reimbursed for CY22 EOL Verification. EOL BMPs verified by November 30 will be reimbursed \$200 per verification. EOL BMPs are those BMPs under contract whose lifespan expires on 12/31/22 and unless field verified will fall out of the Bay model. An additional incentive of \$50 each will be added for verifying EOL BMPs that fall out of lifespan in 2023 & 2024 if completed by the Nov 30 deadline. There will be geographical and time efficiencies by combining multiple years EOL BMPs.

UPCOMING TRAINING AND IMPORTANT DATES:

Aug 4: **Area II Legislative Zoom Meeting** 8:30 am After you register, you will be sent the Zoom login details.

Registration link: [https://us02web.zoom.us/meeting/register/tZ0pd-](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZ0pd-itqD8qGNzYz1HZOLRD2gZBtwJWK8tk)

[itqD8qGNzYz1HZOLRD2gZBtwJWK8tk](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZ0pd-itqD8qGNzYz1HZOLRD2gZBtwJWK8tk)

Aug 9: **JED Forestry Training** with DOF and Conservation Services – Waynesboro

Aug 23-25: **VACDE Summer Training**, Graves Mountain Lodge, more information to follow soon

Sept 13: **JED Robotic Dairy Milker & Madison Wood Preservers Tour**, Greene & Madison Counties

Sept 15: **VASWCD Quarterly Meeting**,

Sept 26: **VSWCB Audit Subcommittee Meeting**, 9:00 am, VDOF, Charlottesville

Sept 26: **VSWCB Meeting**, 10:30 am, VDOF, Charlottesville

Oct 1: **Clean Water Farm Award**: local award and Grand Basin nominations due to DCR

Oct 18-19: **Virginia Rare, Threatened & Endangered Species Protection & Cultural & Historic Resources Protection**

Webinars. 1 ½ days. Registration process and webinar times to follow. (required CPC courses)

Sept/Oct: **DCR Conservation Planning Program**, In Person - final 2-day course for Conservation Planner

Certification, one to be in Central VA and one to be in Southwest VA (more details to follow)

Dec 4-6: **VASWCD Annual Meeting** Hotel Roanoke

Dec 7: **VSWCB Meeting**, Hotel Roanoke

Other Important Information:

OAG Rep: temporary contact Michael A. Jagels, 804-225-4878, MJagels@oag.state.va.us

PWC Dept. of Public Works - Clay Morris, Natural Resources Section Chief, Watershed Mgmt. Branch

Mr. Morris unable to attend

Virginia Cooperative Extension Office – Thomas Bolles, Associate Extension Agent

Mr. Bolles states that the Master Gardener training will be scheduled in September. He asked that Ms. McCaulley contact him to discuss Farm Field Days volunteer opportunities for extension staff. He stated that he will be traveling in the month of September and will be unable to attend the board meeting.

VA Dept. of Forestry – Lindsey Long, Natural Resource Specialist (written report submitted)

2022 Urban and Community Forestry Assistance Grant Program

The RFP has been released and the program is taking applications now through **September 23, 2022**.

- This grant program encourages projects that promote the protection and enhancement of urban and community forest ecosystems, tree planting, the care of trees, and education on tree issues in cities, towns and communities
- Grants may be awarded to civic groups, communities, local government, non-profit organizations, neighborhood associations, public educational institutions, state agencies, tribal organizations, and volunteer groups
- Funds are available up to 50% of the project's total cost
 - This is a reimbursement grant
- Typical grant proposals are from \$5,000 - \$20,000
- More information can be found here: <https://dof.virginia.gov/urban-community-forestry/urban-forestry-community-assistance/urban-and-community-forestry-grant-program/>

Virginia Trees for Clean Water Grant Program

The RFP has been released and the program is taking applications until **August 25, 2022**.

- Funding for projects ranges from \$1,000 to \$50,000
- Contact local forester for questions that group may have and for the required letter of recommendation
- More information and the application forms can be found here: <https://dof.virginia.gov/urban-community-forestry/urban-forestry-community-assistance/virginia-trees-for-clean-water-grant-program/>

Beech Leaf Disease

Confirmed in Prince William National Forest in 2021 where monitoring was done shortly after.

- Further monitoring is expected to continue this season into early fall
- Symptoms include:
 - Interveinal banding
 - Leaf curling and/or wilting
 - Canopy thinning
 - If found contact me at lindsey.long@dof.virginia.gov with photos and location of siting
- More information can be found on our website at <https://dof.virginia.gov/beechn-leaf-disease-confirmed-in-virginia/>

Virginia DOF Public Events Calendar

Our public events calendar can be found here: <https://dof.virginia.gov/events/>

- This part of our website can be a good source for news on different forestry or wildlife focused events and trainings happening in Virginia
- Examples of upcoming events include:
 - Generate NEXT – August 26-27 (in person), and September 7 (virtual)
 - Beginning Woodlot Owner Retreat – September 9-10
 - Western Region Fall Fire Academy – September 13-16

Associate Directors

Sonnie Cuffey –

Back to Stem Night - Mr. Cuffey states NAACP has invited Mr. Mohr, Ms. Tangiri, and Ms. McCaulley to attend the event to discuss the District’s programs.

Steve Danziger – unable to attend

Harry Glasgow – unable to attend

Clay Morris – unable to attend

Operations

The board reviewed the FY 23 Desktop Procedures.

Conservation

Approve the August 11, 2022 TRC Report – The motion to approve the TRC report as presented was made by Mr. Bolles with a 2nd by Mrs. Bottino and approved by a 4/0 vote. Mr. Kahlon not in attendance at time of vote.

Approve moving \$62,339.97 FY 23 CB VACS funds to 2020, 2021 and 2022 carryover contracts – The motion to approve was made by Mr. Bolles with a 2nd by Mrs. Bottino and approved by a 4/0 vote. Mr. Kahlon not in attendance at time of vote.

1 Recommended Approval of Plans by BOD

Motion: Gehlsen

Second: Mohr

Vote: 5-0-2

Crops

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Mitchell Property (6200)	7498-53-8423	Hay	3.9	2.458	0.868	0.036	✓
Mitchell Property (6204)	7498-42-9679	Hay	3.1	1.954	0.690	0.029	✓
Mitchell Property (6308)	7498-63-7448	Hay	18.3	11.534	4.072	0.170	✓
Nokesville Winery - Miner, Dustin Property	7493-83-0842	Specialty Crop	0.2	0.867	0.087	0.037	✓
Grand Totals:			25.5	16.8	5.7	0.3	

2 Recommended Approval of VACS BMPs by BOD

Motion: Gehlsen

Second: Slazinski

Vote: 6-0-1

BMPs

Smith, Kraig

BMP ID: 499272

Tracking Program #: 35-23-0001

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	\$1,460.00	\$1,460.00	\$0.00				
BMP Winter Cover Crop				73.0	458.017	11.023	10.914
Totals				73.0	458.017	11.023	10.914

Grand Totals:	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
	\$1,460.00	\$1,460.00	\$0.00	73.0	458.017	11.023	10.914

Education Programs Update

Mr. Mohr states that Ms. McCaulley continues to replenish supplies for the education capsules to prepare for teacher requests. She continues to work with volunteers, farmers, teachers, and staff to prepare for the Farm Field Days event on October 12 - 13. Dr. Martinez plans to attend the event.

Water Quality Programs Update – D. Mohr

Mr. Mohr states that Ms. Tangiri is working with volunteers to conduct stream monitoring events.

Directors' Time

Mr. Bolles – no further comments

Mrs. Bottino – Mrs. Bottino asked Mr. Mohr for an update on the District's meeting with the Department of Public Works. Mr. Mohr stated that the District is requesting an increase in county funding in FY 24 to include an increase in the cost of the Water Quality Monitoring programs. The next Sustainability Commission meeting is scheduled for Thursday, August 25th at 7 p.m. in the Powell's Creek Conference Room.

Mr. Lintner – Mr. Lintner states he attended the Potomac Round Table meeting. The topic centered around climate change and individuals becoming vegans.

Mr. Kahlon – no further comments

Mr. Gehlsen – no further comments

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Motion to adjourn

The motion to adjourn the meeting at 1:48 p.m. was made by Mrs. Bottino with a 2nd by Mr. Kahlon and approved by a 5/0 vote.

Next Finance Committee meeting – Thursday, October 20, 12 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109


Next TRC meeting – Thursday, September 8, 1 p.m., District Office, 8850 Rixlew Lane, Manassas, VA 20109

Next Board meeting – Thursday, September 15, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109 (Zoom virtual meeting available for non-essential members)

Respectfully Submitted:

Approved:


Linda Dunn, Office Manager


Tiziana Bottino, Secretary

