



8850 Rixlew Lane, Manassas, VA 20109  
www.pswcd.org  
pswcd@pswcd.org

Phone: 571.379.7514  
Fax: 571.379.8305

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, March 21, 2024**  
**WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155**

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

Ms. Vehrs announces that she is unable to attend in person at today's meeting on Thursday, March 21, 2024 due to illness.

Chairman Price requests a motion to approve Ms. Vehr's virtual attendance and voting pursuant to the established policy 2.2-3708.3. The motion was made by Ms. Reed with a 2<sup>nd</sup> by Mr. Kahlon with the following members voting "yes." Mr. Price, Ms. Reed, and Mr. Kahlon. No members voted "no."

***In-person Attendees:***

John Price, Director – Chairman  
Jenny Reed, Director – Vice-Chairman  
Mansimran Kahlon, Director - Treasurer  
Will Lintner, Associate Director  
Sonnie Cuffey, Associate Director  
Duane Mohr, District Manager  
Debbie Cross, VA Conservation District Coordinator – DCR  
Andrew Uglow, Sr. Environmental Analyst - PWC Dept. of Public Works  
Jennifer Favela, Sr. Environmental Scientist – Wetland Studies & Solutions, Inc.  
Kevin Costello, County Agrotourism Specialist - Planning Staff, PWC  
Nicole Slazinski, Conservation Specialist  
Alex Murphy, Conservation Specialist  
Seth Hatfield, Conservation Specialist  
Veronica Tangiri, Water Quality Program Coordinator

***Absent:***

Thomas Bolles, Director – VCE Representative

Board of Directors Meeting, March 21, 2024

***Virtual Zoom Meeting Attendees:***

Nancy Vehrs, Director – Secretary  
Casey James, District Conservationist - NRCS  
Kim Lowther, Education Specialist

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

The board members and staff introduced themselves to Kevin Costello.

Chairman’s Comments – Chairman Price stated that the Strategic Planning committee met on March 14<sup>th</sup> to begin discussions for the completion of the FY 25 – 28 Strategic Plan that will become effective on July 1, 2024. Once the Strategic Plan is completed, the FY 25 Annual Plan of Work will need to be completed.

Chairman Price and Mr. Mohr have met with representatives from the City of Manassas and Manassas Park to discuss FY 24 – 25 funding for the District.

Potomac Council Update – Mr. Lintner provided the update. He stated that the next Potomac Council and Roundtable meetings will be held on Friday, April 5<sup>th</sup> beginning at 9 a.m. at the PATH Foundation, 321 Walker Drive, Warrenton, VA 20186. The registration fee of \$15 covers the cost of lunch.

Citizen’s Time – None present

Minutes of February 15 Meeting – Ms. Vehrs stated that she requested a change in the Manager’s Time section to add her name and Harry Glasgow’s name to the list of individuals that attended the Vantage No Till Conference. Ms. Dunn has made the change. The motion to approve the minutes with the change was made by Ms. Reed with a 2<sup>nd</sup> by Mr. Kahlon with the following members voting “yes.” Mr. Price, Ms. Reed, Ms. Vehrs, and Mr. Kahlon. No members voted “no.”

Treasurer’s Report for February 2024 Financials – The motion to file the Treasurer’s report for audit was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs with the following members voting “yes.” Mr. Price, Ms. Reed, Ms. Vehrs, and Mr. Kahlon. No members voted “no.”

February 2024 Financials

Income	
DCR 3rd qtr. FY 24 Operations Funds	\$45,707.50
DCR 3rd qtr. FY 24 Base TA Funds	\$9,921.50
DCR 3rd qtr. FY 24 VNRCF TA Funds	\$42,340.00
Cash Reserves Interest	\$837.62
Potomac Council Funding	\$107.72
Total	\$98,914.34
Other Income	
VASWCD - Envirothon Grant	\$600.00

Board of Directors Meeting, March 21, 2024

***Managers Time – Duane Mohr***

Mr. Mohr stated that he received an updated MOU from Manassas City with changes they recommended. This MOU, as well as the MOU with the City of Manassas Park will cover fiscal years 24 & 25. The District will provide assistance with VCAP, education programs and water quality programs.

Duane discussed the large turf / sod farm in western PWC on route 55 that was a possible cost share project. The Cloverland Farm LLC cannot use cost share funds because of the way their conservation easement agreement is set up.

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.

**Upcoming Meetings/Events**

March 23	9:00 am - Noon	Veteran's Park Cleanup
April 4	All Day	Abstract Presentation NPS Capitol Region Spotlight Event
April 6	All Day	Ecological Society of America Mid-Atlantic Workshop
April 6	9:00 am - Noon	Occoquan River Cleanup ( FOTO)
April 7	10:00 am - 3:00 pm	Annual Bluebell Festival-Merrimac Farm WMA
April 13	9:00 am - Noon	Belmont Bay Paddlers Cleanup Event
April 17	9:00 am - Noon	Marumsco Watershed Conservancy Cleanup
April 18	12:00 - 1:00 pm	Finance Committee Meeting
April 18	1:00 - 3:00 pm	Board of Directors Meeting
April 20	9:00 am - Noon	Biological Water Quality Monitoring - Airport Creek
April 25	7:45 am - 5:00 pm	Are II Envirothon Competition- Northern Fauquier Community Park
September 21	11:00 am - 3:00 pm	Fall Festival at Leopold's Preserve

**Meetings/Events Attended**

See attached February staff reports

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

Ms. James stated that the JED (Joint Employee Development) program calendar has been set for the year. NRCS has received 19 additional applications for approval which brings the total to 30. Please see attached for Ms. James's complete report.

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

Mr. Bolles unable to attend.

***Andrew Uglow, Sr. Environmental Analyst - PWC Dept. of Public Works***

Mr. Uglow thanked Ms. Tangiri and volunteers for scheduling the spring cleanups.

Board of Directors Meeting, March 21, 2024

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

Ms. Cross reminded new Directors that they are required to complete the Director orientation Phase I and Phase II. Phase I is online consisting of 10 modules that do not need to be completed all at once. Phase II is an in-person training that will be offered at the Area II Spring meeting on April 17<sup>th</sup>.

FY 24 3<sup>rd</sup> qtr. Attachment E and related financial reports are due on or before 4/15/24. Ensure that all payments and monthly interest transactions have been recorded in the AgBMP Tracking Program.

Extension Agent appointments expire 12/31/24. Nominations for appointment will go to the VSWCB in September 2024.

The PY 25 VACS updates are scheduled for June 13, 2024 from 9 a.m. – 12 p.m. and June 18, 2024 from 1-4 p.m. Virtual training is required of all CAS users.

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

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

Ms. Cienski unable to attend.

***Associate Directors –***

Jim Gehlsen – unable to attend

Sonnie Cuffey – Mr. Cuffey stated that he will attend the Prince William County Alumnae Chapter of Delta Sigma Theta STEM on 23 March. See attached pictures. Mr. Cuffey also stated he will provide supplies to the Dumfries Slave Cemetery clean-up on 13 April.

Harry Glasgow – unable to attend.

Will Lintner – Mr. Lintner stated that he will be out of town between April 9 – 20.

**Operations**

The board discussed the Manassas City MOU. Mr. Mohr stated that the MOU has been edited by the City and returned to us. He and Mr. Price will be scheduling a meeting with the Manassas City representatives in the next few weeks to discuss the edits and possible FY 24-25 funding.

Mr. Mohr stated that he is waiting to hear from The City of Manassas Park regarding their revisions to their MOU. The only change was to remove Flotable Monitoring.

**Other Business**

Area II Spring Meeting – Wednesday, April 17, 2024 – Mr. Mohr asked the board members to let him and/or Ms. Dunn know whether they plan to attend so the registrations can be made.

Prince William Environmental Excellence Foundation (PWEFF) – Mr. Lintner stated that the foundation was created several years ago and is managed by the Prince William SWCD Directors. It is a 501© 3 non-profit organization that receives funding from grants and donations. The funds are used to support education programs. Mr. Lintner stated that we need to determine new committee members, to include Directors, who will be the check signers. Jim Gehlsen is the main contact for the account. He is out of town for jury duty. We will schedule our next meeting when he returns. Mr. Kahlon made the motion to appoint Ms. Reed as a Director of the PWEFF account. The 2<sup>nd</sup> was made by Mr. Price with the following members voting “yes.” Mr. Price, Ms. Vehrs, and Mr. Kahlon. No members voted “no.” Ms. Reed abstained from the vote.

Farm Food to Table –Mr. Price stated he would like to hold an event where local farmers can promote and/or sell products that they create using agricultural products.

**Conservation**

Approve the Moulydriss Aloumouati cost share practice # 35-24-0007, BMP ID # 581569 – Per Ms. Slazinski, this practice was not listed on the 3-14-24 TRC report due to an oversight. The motion to approve was made by Ms. Reed with a 2<sup>nd</sup> by Mr. Price with the following members voting “yes.” Mr. Price, Ms. Reed, and Ms. Vehrs. Mr. Kahlon not in attendance at the time of the vote.

Approve recommendations from the Technical Review Committee on March 14, 2024 – The motion to approve was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs with the following members voting “yes.” Mr. Price, Ms. Reed, and Ms. Vehrs. Mr. Kahlon not in attendance at the time of the vote.

1 Recommended Approval of Plans by BOD				Motion: Price	Second: Mohr	Vote: 6-0-3		
Crops	Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
					N. (lbs)	P. (lbs)	Sed. (T)	
	Gough Kory 14004 Owls Nest Rd (2024 Renewal)	7395-63-5790	Crop	28.5	109,298	6,113	0.428	<input type="checkbox"/>
	Gough Kory 14150 Owls Nest Rd (2024 Renewal)	7395-53-4684	Crop	20.0	76,700	4,290	0.300	<input type="checkbox"/>
	Gough Kory 14320 Owls Nest Rd (2024 Renewal)	7395-33-6009	Crop	9.9	37,967	2,124	0.149	<input type="checkbox"/>
	Gough Kory 14340 Owls Nest Rd (2024 Renewal)	7395-33-1318	Crop	7.3	27,996	1,566	0.110	<input type="checkbox"/>
	Gough Kory 9914 Bell Wood Farm Ln (2024 Renewal)	7395-44-6532	Crop	10.0	38,350	2,145	0.150	<input type="checkbox"/>
	Gough Kory 9915 Bell Wood Farm Ln (2024 Renewal)	7395-54-5037	Crop	10.0	38,350	2,145	0.150	<input type="checkbox"/>
	Lake Ridge Farm - Ahmed, Qumar Property	8093-86-3885	Specialty Crop	1.1	4,770	0,478	0.204	<input type="checkbox"/>
	Penn Farm Revision Plan 2024	7691-99-1745	Hay	12.0	7,532	2,659	0.111	<input type="checkbox"/>
	Stansell Debra 11486 Bittle Ln (2024 Renewal)	7494-22-5578	Pasture	3.2	2,463	0,836	0.044	<input type="checkbox"/>
	Stansell Debra 11495 Bittle Ln (2024 Renewal)	7494-22-4807	Pasture	2.2	1,694	0,575	0.030	<input type="checkbox"/>
<b>Grand Totals:</b>				<b>104.2</b>	<b>345.1</b>	<b>22.9</b>	<b>1.7</b>	

Board of Directors Meeting, March 21, 2024

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Stansell Debra 11486 Bittle Ln (2024 Renewal)	7494-22-5578	Horses	1	54.40	9.9	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stansell Debra 11495 Bittle Ln (2024 Renewal)	7494-22-4807	Horses	1	54.40	9.9	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grand Totals:			2	108.8	19.9		

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

**Aloumouati, Mouluydriss** BMP ID: 581569 Tracking Program #: 35-24-0007

Stream Exclusion with Narrow 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-6N	\$12,993.78	\$9,095.65				
BMP Stream Exclusion			0.8	2,262	0.306	0.059
BMP Grazing Land Management			1.5	1,420	0.191	0.059
Totals			2.3	3,682	0.496	0.118

Grand Totals:	Total Est. Cost	Est. State C/S	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
	\$12,993.78	\$9,095.65	2.3	3,682	0.496	0.118

3 Recommended Approval of VCAP BMPs by BOD Motion: Reed Second: Vehrs Vote: 8-0-1

VCAP

Payne, Janine

Practice	Contract No.	Total Est. Cost	Est. State C/S	Area (sq. feet)	Number	Gallons
Conservation Landscaping	VCAP 35-24-005	\$4,260.28	\$3,408.22	1,387.0	0.000	0.000
Totals:		\$4,260.28	\$3,408.22	1,387.0	0.000	0.000

Mr. Aloumouati's cost-share practice (Contract # 35-24-0007, BMP ID: 581569) was not on the TRC agenda due to an oversight. His cost-share project was approved in December 2023, but as he did not have I&E for his watering system, it had to get tabled. On 3/11/2024, the I&E for his watering system was completed by Tracy Culbertson from DCR who has EJAA. As a stream crossing is no longer needed for the practice, his estimated costs and cost-share have decreased to the amount in this TRC report.

Mr. Mohr suggested to Mrs. Slazinski that she add a 20% buffer to the final cost estimate instead of the 10% she had originally. The correct estimated cost-estimates and cost-share are on this TRC report.

### Education Programs Update – Kim Lowther

Ms. Lowther stated that the MWEE teacher trainings were on March 12<sup>th</sup> at the Occoquan Bay National Wildlife Refuge. She is applying for another DCR MWEE grant for Teacher Trainings with assistance from Melinda Landry and Jeanne Jabara from PWCS. The focus for this grant will be on Environmental Science teachers in PWCS High Schools. She is planning for the Envirothon competition that will be held at the Northern Fauquier Community Park and Sports Complex in Fauquier County on April 25, 2024. Ms. Reed has volunteered to be a coach for 4-H students. Ms. Lowther attended the VAEE (Virginia Association for Environmental Education) Conference February 22 – 24, 2024. She attended a NOAA workshop that focused on climate solutions in Oxford Maryland. She is beginning to conduct education programs with PWC pre-schools. Ms. Lowther and Mr. Mohr plan to attend the Bluebell Festival on April 7<sup>th</sup> at Merrimack Farms where they will have a table display. Ms. Lowther plans to conduct a tour and explain watersheds.

Board of Directors Meeting, March 21, 2024

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

The Neabsco Creek clean-up was on Saturday, March 2<sup>nd</sup> at the boardwalk. 197 bags of trash were collected. Ms. Tangiri stated that she was contacted by a representative from Fairfax Water that stated a lot of trash has been spotted along Broad Run in the Lake Jackson area. She contacted the Lake Jackson community association to see if homeowners in the community would volunteer to assist with clean-ups. The Prince William SWCD abstract was accepted for the National Park Service Capital Area Spotlight event on April 2<sup>nd</sup>.

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

Ms. Slazinski stated that she is working with a homeowner who is interested in conservation landscaping and a possible rain garden. The homeowner has begun meeting with contractors.

### ***Directors' Time –***

Mr. Bolles – unable to attend

Ms. Vehrs – Ms. Vehrs stated that she will be conducting a tour at the Bluebell Festival. The bird and nature walk is scheduled on Easter Sunday at Merrimac farms beginning at 8 a.m.

Mr. Kahlon – Not in attendance during Director's Time

Mr. Price – Mr. Price stated that the Planning Committee will schedule a meeting in April to continue preparations for the FY 25 – 28 Strategic Plan.

Ms. Reed – Ms. Reed stated that she has no updates to report.

### **Motion to adjourn**

The motion to adjourn the meeting at 2:20 p.m. was made by Ms. Reed with a 2<sup>nd</sup> by Ms. Vehrs with the following members voting "yes." Mr. Price, Ms. Reed, and Ms. Vehrs. Mr. Kahlon not in attendance at the time of the vote.

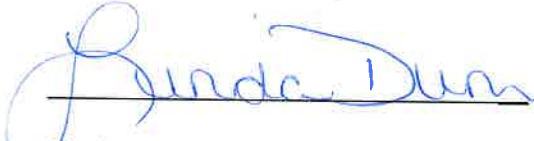
**Next TRC meeting** – Thursday, April 11, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

**Next Board meeting** – Thursday, April 18, 1 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room


**Combined Personnel / Finance Committee meeting** – Thursday, April 18, 2024, 11:30 a.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2<sup>nd</sup> Floor Conference Room

Board of Directors Meeting, March 21, 2024

Respectfully Submitted:

  
Linda Dunn, Office Manager

Approved:

  
Nancy Vehrs, Secretary