

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

Phone: 571.379.7514
Fax: 571.379.8305

MINUTES
BOARD OF DIRECTORS MEETING
Thursday, December 19, 2024
Cedar Run Brewery, 12801 Hazelwood Drive, Nokesville, VA 20181

In-person Attendees:

John Price, Director – Chairman
Jenny Reed, Director – Vice-Chairman
Mansimran Kahlon, Director - Treasurer
Nancy Vehrs, Director – Secretary
Jim Gehlsen, Associate Director
Harry Glasgow, Associate Director
Will Lintner, Associate Director
Andrew Uglow, Associate Director
Casey James, NRCS District Conservationist
Debbie Cross, Conservation District Coordinator – DCR
Kim Lowther, Education Specialist
Nicole Slazinski, Urban Conservation Specialist
Jack Bourdon, Agriculture Conservation Specialist
Alex Murphy, Conservation Specialist
Josie Anderson, Water Quality Specialist
Veronica Tangiri, Water Quality Manager
Seth Hatfield, Conservation Specialist
Amanda Curtis, Wetland Studies & Solutions, Inc.
Amy Connelly, Wetland Studies & Solutions, Inc.

Absent:

Thomas Bolles, Director – VCE Agent

Virtual Zoom Meeting Attendees:

N/A

Board of Directors Meeting, December 19, 2024

Chairman Price called the meeting to order at 12:09 p.m.

Chairman's Comments – Mr. Price stated that he attended the VASWCD board meeting while at the Annual Meeting. The main topic discussed was disaster assistance for people affected by the hurricanes. Mr. Price also stated that he has asked Ms. Reed to be the coordinator for the Prince William SWCD Area II updates and Annual Report that will be presented at the next Annual Meeting.

Potomac Council Update - Ms. Vehrs stated that the Council will charge \$25.00 at the time of registration to reduce the cost of lunches when individuals don't show for the meetings. There will be two virtual meetings a year, free of charge, and two in-person meetings at \$25. PWSWCD will host the meeting on April 11, 2025. Ms. Vehrs stated that she has started preliminary talks with George Mason University staff at the Potomac Science Center to host the meeting at the Potomac Environmental Research and Education Center (PEREC) on Belmont Bay in Woodbridge.

Minutes of the November 21, 2024 Meeting – The motion to approve the minutes with Ms. Vehrs's requested changes was made by Ms. Vehrs with a 2nd by Mr. Kahlon and passed by a 4/0/0 vote.

Treasurer's Report for November 2024 Financials – The motion to file the Treasurer's report for audit was made by Mr. Price with a 2nd by Ms. Reed and passed by a 3/0/1 vote. Mr. Kahlon abstained from the vote, as he presented the report for approval.

Mr. Kahlon stated that due to his work obligations, he would like to step down as Treasurer of our board in 2025. He will remain on the board and attend meetings when available. Mr. Price stated that he will be the acting Treasurer until an alternate can be determined. Mr. Kahlon stated he will be available to help prepare for the upcoming audit between October – December.

Managers Time – Duane Mohr – Mr. Mohr unable to attend

Upcoming Meetings/Events

December 19	12:00 p.m. - 3:00 p.m.	BOD Meeting and Holiday Luncheon, Cedar Run Brewery, Nokesville, VA
January 11th	8:00 a.m. - 12:30 p.m.	Farmer & Landowner Outreach
February 8th	9:00 p.m. - 4:00 p.m.	PW Native Plant Symposium
February 9-11		Virginia Association for Environmental Education Annual Conference in Roanoke, VA
March 10-14		National Water Quality Monitoring Conference
March 18-20		Virginia Marine Debris Summit
April 1st	8:30 a.m. - 4:00 p.m.	MWEE Teacher Training at Occoquan Bay NWR
April 11th	9:00 a.m.	Potomac Watershed Roundtable Hosted by PWSWCD
March 1st	TBD	Neabsco Boardwalk/Wetland Cleanup
March 8th	TBD	Bull Run Watershed Protectors Cleanup
March 15th	TBD	Little Bull Run / Bull Run Cleanup
March 18 - 20th	TBD	Virginia Marine Debris Summit
March 22nd	TBD	Marumsco Creek Veteran's Park Cleanup
April 5th	TBD	Occoquan River Cleanup
November 8th	TBD	Bull Run Watershed Protectors Cleanup
November 15th	TBD	Little Bull Run / Bull Run Cleanup

Meetings/Events Attended

See attached November staff reports

Board of Directors Meeting, December 19, 2024

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

Environmental Qualities Incentives Program (EQIP) –

Current Contracts

- EQIP- 2014 – 2 active contracts Fauquier Co- \$654,536.28
- EQIP- 2018- 32 active contracts 1 Fairfax, 4 Prince William, 10 Loudoun, 17 Fauquier \$3,327,820.

Conservation Stewardship Program (CStP) –

Current Contracts

- 8 Active General CSP Contracts. 4 in Fauquier 3 in Loudoun 1 in Arlington for \$502,529.60
- 37 Active CSP-GCI Contracts, 3 in Prince William, 8 in Loudoun, and 26 in Fauquier \$137,675.68

Outreach/Agency Activities/Events (dates)

Upcoming Training Opportunities in the Area (Joint Employee Development (JED), Webinars, Field Days)

- JED Tuesday December 10th

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 quarterly reports are due on January 15, 2025.

Staff needs to complete the IT Security Awareness training by December 20, 2024.

Grant Agreement Reminders:

- Review of Annual Plan of Work – SWCDs must conduct a mid-year review of the Annual Plan of Work and record the date reviewed in the board meeting minutes.
- Long-range/Strategic Plan Annual Review – Needs to be conducted at least once during the FY by the Board and recorded in the board meeting minutes.
- Review of the Desktop Procedures for District Fiscal Operations – SWCDs must ensure that the Desktop Procedures is annually reviewed by the District Board or their Finance Committee and the review documented in the official minutes.

See attached for Ms. Cross's complete report.

VA Dept. of Forestry – Melina Cienski

Ms. Cienski unable to attend

Associate Directors –

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

Jim Gehlsen – Mr. Gehlsen stated he has no updates at this time.

Will Lintner – Mr. Lintner stated that he participated in a wildlife survey at the Occoquan Bay National Wildlife Refuge under the leadership of Jim Waggener.

Sonnie Cuffey – Mr. Cuffey unable to attend.

Andrew Uglow – Mr. Uglow stated that he and Ms. Tangiri conducted a presentation at the Occoquan Bay National Wildlife Refuge with local school teachers discussing topics they can share with their students related to water quality issues, the environment, and what they can do to help improve their school properties and communities.

Operations

Approve the tax credits for the Jackson & Lauster SL6-W cost share projects –

Discussion: Mr. Price stated that the Lauster project is not complete yet and will be presented for approval once all obligations have been met.

The motion to approve the Jackson tax credit of \$3,269.36 was made by Ms. Reed with a 2nd by Mr. Kahlon and passed by a 4/0/0 vote.

Approve the 2025 Officers & Committees-

Discussion: Mr. Price stated that the officers and committee members will remain the same as 2024 with the exception of Mr. Kahlon stepping down as Treasurer of the Finance Committee and Board in 2025. The following officers were approved:

Mr. Price – Board Chairman and interim Finance Chairman and Treasurer

Ms. Reed – Board Vice-Chairman

Ms. Vehrs – Board Secretary

Ms. Dunn – FOIA and Records Retention Officer

The motion to approve was made by Ms. Vehrs with a 2nd by Ms. Reed and passed by a 4/0/0 vote.

Other Business

Discuss dates, times, and locations for the Finance, Board & Personnel committee meetings

The board made the decision to hold the Finance Committee meetings quarterly at 12:00 noon on the 2nd Thursday of the month before the TRC meetings at 1:00 p.m. They will be held at the Virginia Cooperative Extension Office, Conference Room D.

The Board meetings will continue to be held on the 3rd Thursday of every month at 1:00 p.m. at Wetland Studies and Solutions, 5300 Wellington Branch Dr #100, Gainesville, VA 20155.

The next Personnel Committee meeting will be set once all resumes have been received and reviewed for the District Manager's position.

Discuss the Outreach event on Saturday, January 11, 2025 at Windy Knoll Farm. Snow date Saturday, February 8, 2024

Mr. Hatfield stated that the snow date is the same day as the Native Plant Symposium. Mr. Mohr will contact Helen Taylor to re-schedule a snow date.

Discuss the Virginia Forage and Grassland Winter Meeting, Thursday, January 30, 2025

Ms. Dunn asked Directors to let her know if they plan to attend so that she can register them and submit the payment.

Conservation

Approve recommendations from the Technical Review Committee on December 12, 2024

1 Recommended Approval of Plans by BOD

Motion: Reed

Second: Vehrs

Vote: 7-0-2

Crops

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Gehlsen 12801 Hazelwood Drive (2025 Renewal) 12801 Hazelwood Drive, Nokesville, VA 20181	7491-57-1885	Hay	26.3	16.577	5.852	0.245	☐
Gehlsen 12801 Hazelwood Drive (2025 Renewal) 12801 Hazelwood Drive, Nokesville, VA 20181	7491-57-1885	Specialty Crop	29.2	126.623	12.684	5.414	☐
Latham 2412 James Madison Hwy (2025 Renewal) 2412 James Madison Highway, Haymarket, VA 20169	7301-03-2760	Crop	22.9	87.822	4.912	0.344	☐
Webb Farm 2024 Renewal 10850 Misty Creek Court, Nokesville, VA 20181	7692-22-5904	Pasture	5.3	4.080	1.385	0.073	☐
Grand Totals:			83.7	235.1	24.8	6.1	

Livestock

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Webb Farm 2024 Renewal 10850 Misty Creek Court, Nokesville, VA 2	7692-22-5904	Horses	3	163.20	29.8	☐	☐
Grand Totals:			3	163.2	29.8		

Ms. Vehrs moved to approve the plans. Ms. Reed seconded the motion, and it passed by a 4/0/0 vote.

2 Recommended Approval of VACS BMPs by BOD Motion: Reed Second: Vehrs Vote: 8-0

BMPs

Williams, Chad

BMP ID: 620410

Tracking Program #: 35-25-0007

9721 Brentsville Road, Manassas, VA 20112

Stream Exclusion

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
CCI-SE-1	\$537.50	\$537.50				
BMP Stream Exclusion			2.6	7.350	0.993	0.193
Totals			2.6	7.350	0.993	0.193

Heflin, Carlton

BMP ID: 646455

Tracking Program #: 35-25-0012

6115 Antioch Road, Haymarket, VA 20169

Stream Exclusion with Wide Width Buffer - Maintenance Practice

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
CCI-SL-6W	\$9,133.00	\$9,133.00				
BMP Stream Exclusion			5.3	14.871	2.009	0.390
BMP Grazing Land Management			72.4	68.534	9.195	2.845
Totals			77.7	83.404	11.204	3.236

Grand Totals:	Total Est. Cost	Est. State C/S	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
	\$9,670.50	\$9,670.50	80.3	90.755	12.197	3.429

Mr. Kahlon moved to approve the plans. Ms. Vehrs seconded the motion, and it passed by a 4/0/0 vote.

4 BMPs and VCAP Completed this Month

Motion:

Second:

Vote:

BMPs

VCAP

Name Address	Contract No.	Practice	Area (sq. feet)	#	Gallons	Final Cost Share
Payne, Janine 13102 Quick Place, Woodbridge, VA 22193	VCAP 35-24-005	Conservation Landscaping	1,387.0	0.000	0.000	\$3,711.09
Baughman, Kathleen 6490 McKee Way, Manassas, VA 20111	VCAP 35-24-007	Conservation Landscaping	382.0	0.000	0.000	\$2,209.39
Baughman, Kathleen 6490 McKee Way, Manassas, VA 20111	VCAP 35-24-006	Conservation Landscaping	2,527.0	0.000	0.000	\$6,356.59
Coutts, Jenny 13385 Marie Drive, Manassas, VA 20112	VCAP 35-24-010	Conservation Landscaping	512.6	0.000	0.000	\$3,253.16
Coutts, Jenny 13385 Marie Drive, Manassas, VA 20112	VCAP 35-24-009	Conservation Landscaping	455.0	0.000	0.000	\$2,604.80
Totals:			5,263.6	0.000	0.000	\$18,135.03

Ms. Vehrs moved to approve the plans. Mr. Kahlon seconded the motion, and it passed by a 4/0/0 vote.

Water Quality Programs Update – Veronica Tangiri

Ms. Tangiri stated that she attended the Legislative meeting while at the Annual Meeting. She and Ms. Anderson are compiling statistics for the quarterly report that will be included in the January newsletter.

Education Programs Update – Kim Lowther

Ms. Lowther stated that she is continuing planning for the Native Plant Symposium that is scheduled for Saturday February 8, 2025, as well as the VAAE conference that is scheduled for February 9-11, 2025. She attended the NAAEE Annual Conference in Pittsburgh, PA. She attended the Project Wild and Aquatic Wild Workshop on November 16th. She conducted the Student Action Project Training on December 11th.

VCAP Update – N. Slazinski

This topic was presented by Ms. Slazinski during the TRC update.

VACS – Seth Hatfield

The District currently has 10 active structural projects and 3 cover crop projects. The cover crop verifications are due by the end of December. The conservation staff will be completing these next week.

Directors' Time –

Ms. Vehrs – Ms. Vehrs shared an email from **Fairfax County Board Chairman** Jeffrey C. McKay regarding its 5 cent plastic bag fee. She noted that the previous PWSWCD board went on record in support of a bag fee for Prince William County. She asked that the board reiterate its support for this initiative. Following discussion, the board decided to put this item on the agenda for consideration at the next meeting.

Mr. Kahlon – no further comments

Mr. Price – no further comments

Ms. Reed – Ms. Reed discussed the topic of flood plans

Motion to Adjourn:

The motion to adjourn the meeting at 1:29 p.m. was made by Mr. Kahlon, with a 2nd by Ms. Vehrs, and passed by a 4/0/0 vote.

Next Personnel Committee meeting – TBD

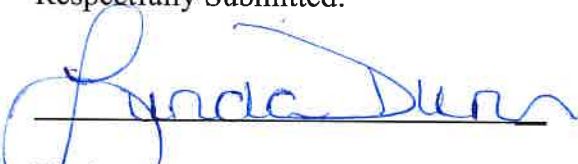
Next TRC meeting – Thursday, January 9, 2025 1 p.m., 8033 Ashton Avenue, Conference Room D

Next Board meeting – Thursday, January 16, 2025, 1 p.m., Wetland Studies & Solutions – 2nd floor conference room

Next Finance Committee meeting – Thursday, January 16, 2025 12:00 p.m., Wetland Studies & Solutions – 2nd floor conference room

Respectfully Submitted:

Approved:


Linda Dunn, Office Manager


Nancy Vehrs, Secretary