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**MINUTES
BOARD OF DIRECTORS MEETING
Thursday, February 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
Mansimran Kahlon, Director - Treasurer
Nancy Vehrs, Director - Secretary
Harry Glasgow, Associate Director
Duane Mohr, District Manager
Debbie Cross, VA Conservation District Coordinator – DCR
Andrew Uglow, PWC Dept. of Public Works
Kim Lowther, Education Specialist
Nicole Slazinski, Conservation Specialist
Alex Murphy, Conservation Specialist
Seth Hatfield, Conservation Specialist
Veronica Tangiri, Water Quality Program Coordinator

Absent:

Thomas Bolles, Director – VCE Representative

Virtual Zoom Meeting Attendees:

Will Lintner, Associate Director
Melina Cienski, Community Forestry Specialist – VA Dept. of Forestry

Board of Directors Meeting, February 15, 2024

Chairman’s Comments – Chairman Price stated that he and Mr. Mohr met with representatives of Prince William County and the City of Manassas Park to discuss FY 25 funding. There is an Admin./Ops. Zoom meeting scheduled on Tuesday, March 5, 2024 at 10:00 a.m. The updated Desktop Procedures will be discussed. Board members and staff are encouraged to attend to learn what changes have been made.

Potomac Council Update – Nancy Vehrs – Ms. Vehrs stated she has no updates this month.

Citizen’s Time – None present

Minutes of January 18 Meeting – Ms. Vehrs made the motion to approve the minutes with the following change: Mr. Bolles stated that a bill was passed in the general assembly allowing more conservation landscaping within HOAs. Ms. Vehrs stated that the word “passed” needed to be changed to “introduced.” Ms. Dunn will make the change. The motion to approve the minutes with the change was made by Ms. Vehrs with a 2nd by Ms. Reed and passed by a 3/0 vote. Mr. Kahlon not in attendance at the time of the vote.

Treasurer’s Report for January 2024 Financials – The motion to file the Treasurer’s report for audit was made by Ms. Vehrs with a 2nd by Mr. Price and passed by a 4/0 vote. Mr. Kahlon in attendance at the time of the vote.

January 2024 Financials		
Income		
Money Market Interest	\$892.92	
MWEE Grant - Teacher Training 2022-2023*	\$150.00	Check returned - teacher substitute not needed
3rd qtr. Prince William County Funding	\$71,186.25	
Total	\$72,229.17	

*MWEE grant funds will be used for March 2024 teacher trainings

Managers Time – Duane Mohr

Mr. Mohr stated that he and Mr. Price met with Ben Eib and representatives from the Prince William County Dept. of Public Works to discuss FY 25 funding. He stated that Mr. Eib is requesting a budget increase for our District between \$30K - \$40K per year. They also met with representatives from Manassas Park City to discuss FY 25 funding for the District.

Training – Mr. Mohr stated that the conservation staff, Ms. Reed, Ms. Vehrs, Mr. Glasgow and Mr. Price attended the Vantage No Till Conference on Wednesday, February 7th in Harrisonburg.

Mr. Price asked that the District schedule a Planning Committee meeting to discuss the District’s FY 25 – FY 28 Strategic Plan. Mr. Mohr has recommended the committee meet at 11:30 a.m. on Thursday, March 14th before the TRC meeting.

Upcoming Meetings/Events

Feb. 15	1 p.m. - 3 p.m.	Prince William SWCD BOD Meeting
Feb. 22-24	All Day	Virginia Environmental Education (VAEE) Conference
March 2	9:00am - Noon	Neabsco Creek Wetland Cleanup
March 19	9:00am - Noon	Bull Run Watershed Protectors Event
March 12	8:45 a.m. - 4 p.m.	MWEE Teacher Training, Occoquan Bay National Wildlife Refuge
March 13	All Day	Annual Stormwater and Plastic Pollution Workshop
March 23	9:00am - Noon	Veteran's Park Cleanup
March 26th	All Day	Maryland Water Quality Monitoring Council
April 6th	All Day	Ecological Society of America Mid-Atlantic Workshop
April 6th	9:00 - Noon	Occoquan River Cleanup (FOTO)
April 17	9:00am - Noon	Marumsco Watershed Conservancy Cleanup
September 21	11 a.m. - 3 p.m.	Fall Festival at Leopold's Preserve

Meetings/Events Attended

See attached January staff reports

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

Ms. James unable to attend. See attached report.

Virginia Cooperative Extension Office – Thomas Bolles, Associate Extension Agent

Mr. Bolles unable to attend.

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

Ms. Cross stated that quarterly disbursement letters were emailed on 2/9. Funds should be deposited in less than 30 days.

Ms. Cross also stated that all new Directors are required to complete Director Orientation within six months of qualifying for office. Phase I is an online course available on the VASWCD website at <https://vaswcd.org/leadership-course/>. The 10 individual modules can be taken online at any time. They do not have to be completed all at once. Phase II is in-person. Each Area Spring Meeting will have a Phase II session in the afternoon and will provide an opportunity to hear from experienced Directors about your roles and responsibilities. Phase I and II must be completed by June 30, 2024. Director Orientation is only required for directors that have never served on a SWCD Board of Directors.

The Area I meeting is on March 13. The Area II meeting is on April 17.

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

Board of Directors Meeting, February 15, 2024

PWC Dept. of Public Works - Andrew Uglow

Mr. Uglow stated that the county is providing dumpsters for trash pickups. They are working on two outreach projects. They have placed a bandalong in Neabsco Creek. Volunteer pickups are scheduled on the 3rd Wednesday of each month.

VA Dept. of Forestry – Melina Cienski

Ms. Cienski stated that the spring fire season begins today, February 15th and runs through April 30th. The department has hired a Fauquier County Forester. A Forester position has opened in Spotsylvania. Please refer interested individuals to the VA Dept. of Forestry website to learn more about the position and to apply.

Associate Directors –

Jim Gehlsen – unable to attend

Sonnie Cuffey – unable to attend

Harry Glasgow – nothing to report

Will Lintner – see comments below

Operations

Approve the FY 24 MOU between the City of Manassas Park and Prince William SWCD - The motion to approve was made by Mr. Kahlon with a 2nd by Ms. Vehrs and passed by a 4/0 vote.

Approve Recommendations from the Personnel Committee on February 15, 2024 – The motion to approve the hiring of Josie Anderson, upon completion of her BS degree in Marine Science, as a part-time Water Quality Specialist working 30 hours per week beginning May 28, 2024 and transitioning to full time (40 hours per week) beginning July 1, 2024 was made by Ms. Reed with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

The board reviewed the minutes of the January 18, 2024 Finance Committee meeting.

The board scheduled a Planning Committee meeting on Thursday March 14, 2024 to discuss the Prince William SWCD's FY 25 – FY 28 Strategic Plan. It will be held at 11:30 a.m. at the Virginia Cooperative Extension Office, 8033 Ashton Avenue, Conference Room D, Manassas, VA.

Mr. Lintner stated that he and Jim Gehlsen are currently the signers on the Prince William Environmental Excellence Foundation account. They are both Associate Directors. The requirements for signatories need to be reviewed to determine whether a Director is required as well. The Articles of Incorporation and related documents have not been updated in several years and need to be reviewed by the District's attorney. The scholarship amounts need to be reviewed as well, as Mr. Lintner believes they are too low. Ms. Dunn will schedule an initial meeting to include Mr. Lintner, Mr. Gehlsen, and Ms. Reed to discuss these topics in further detail before requesting the attorney's review.

Other Business

Approve a \$500.00 Sponsorship to the Leopold’s Preserve Fall Festival on 9/21/24. The motion to approve was made by Mr. Price with a 2nd by Ms. Vehrs and passed by a 4/0 vote.

The board discussed the Farm Food to Table project.

Conservation

Approve recommendations from the Technical Review Committee on February 8, 2024 – The motion to approve was made by Ms. Vehrs with a 2nd Ms. Reed and passed by a 4/0 vote.

2 Recommended Approval of VACS BMPs by BOD Motion: Vehrs Second:Reed Vote: 6-0-2

BMPs

Smith, Kraig

BMP ID: 583739

Tracking Program #: 35-24-0021

Split Application of Nitrogen on Corn using Pre-Sidedress Nitrate Test

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
NM-3C	\$545.28	\$545.28				
BMP Nutrient Management Practice			90.9	0.000	0.000	0.000
Totals			90.9	0.000	0.000	0.000

Falk, Amanda

BMP ID: 583883

Tracking Program #: 35-24-0022

Animal Waste Control Facility

Practice	Total Est. Cost	Est. State C/S	Acres	Estimated Reductions		
				N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
WP-4	\$139,615.78	\$104,711.83				
BMP Manure Storage Structure			0.0	1,496.798	99.225	0.000
Totals			0.0	1,496.798	99.225	0.000

Grand Totals:	Total Est. Cost	Est. State C/S	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
		\$140,161.06	\$105,257.11	90.9	1,496.798	99.225

Ms. Slazinski stated that after discussion of the conservation plans that were not listed on the report, it was agreed to table the plans until the next TRC meeting.

Education Programs Update – Kim Lowther

Ms. Lowther stated that the MWEE teacher training is scheduled for Tuesday, March 12th from 8:45 a.m. – 4:00 p.m. at Occoquan Bay National Wildlife Refuge. She is planning for the Envirothon Competition that is scheduled for Thursday, April 25th at Northern Fauquier Community Park and Sports Complex in Fauquier County. Ms. Reed will be a coach for 4-H students and is working on recruiting them.

Board of Directors Meeting, February 15, 2024

The Native Plant Symposium was a successful event. Several of the presentations were well attended.

The District received a \$600 grant from the VA Soil & Water Conservation District's Education Fund to support the Envirothon event.

Water Quality Programs Update – Veronica Tangiri

Please see Ms. Tangiri's January staff report for updates.

VCAP Update – Nicole Slazinski

Ms. Slazinski stated that she is working on three new conservation plans. She attended site visits for Vistas at Occoquan and with Christine Baker with Mr. Hatfield. She attended the EJAA requirements seminar on 1/17/24 and the VFGC Winter Meeting on 1/25/24. Please see Ms. Slazinski's staff report for complete updates.

Directors' Time –

Mr. Bolles – unable to attend

Ms. Vehrs – Ms. Vehrs thanked the District staff and board members for their work on the Native Plant Symposium. There were over 200 in-person attendees as well as remote attendees. Ms. Vehrs stated that the District's website needs to be updated with current Directors, Associate Directors and staff pictures and biographies.

Mr. Kahlon – No further comments

Mr. Price – No further comments

Ms. Reed – Ms. Reed stated that she attended a seminar at one of the Soil & Water Conservation districts where she learned that Virginia Tech is providing 2024 grant funds to two districts that have been selected.

Little Seed Library – Ms. Reed stated that she has spoken to several library personnel about the little seed library project and has received positive feedback. The information needs to be presented to the library board for approval. Mr. Bolles recommended that the idea be presented to school districts as well. Ms. Reed and Mr. Bolles have researched grants to apply to for the program funding.

Motion to adjourn

The motion to adjourn the meeting at 2:20 p.m. was made by Ms. Vehrs with a 2nd by Mr. Kahlon and passed by a 4/0 vote.

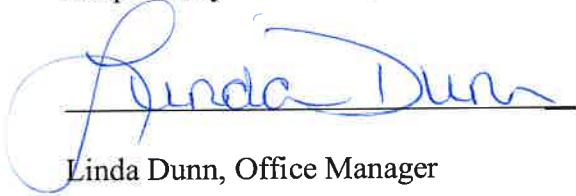
Board of Directors Meeting, February 15, 2024

Next TRC meeting – Thursday, March 14, 2024, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

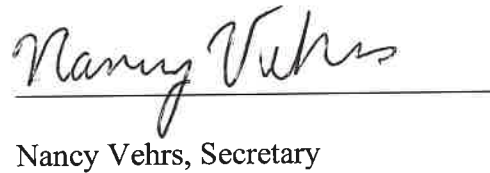
Next Board meeting – Thursday, March 21, 2024, 1 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2nd Floor Conference Room

Next Finance Committee meeting – Thursday, April 18, 2024, 12 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2nd Floor Conference Room

Respectfully Submitted:


Linda Dunn, Office Manager

Approved:


Nancy Vehrs, Secretary

