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MINUTES
BOARD OF DIRECTORS MEETING
Thursday, November 16, 2023
WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155

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

Ms. Dunn announces that Mr. Kahlon is unable to attend in person at today's meeting on Thursday, November 16, 2023 due to business obligations.

Chairman Price requests a motion to approve Mr. Kahlon's virtual attendance and voting pursuant to the established policy 2.2-3708.3. The motion was made by Mr. Bolles with a 2nd by Mrs. Bottino with the following members voting "yes." Mr. Price, Mr. Lintner, Mr. Bolles, and Mrs. Bottino. No members voted "no."

In-person Attendees:

John Price, Director – Chairman
Will Lintner, Director – Vice Chairman
Tiziana Bottino - Secretary
Thomas Bolles, Director – VCE Representative
Duane Mohr, District Manager
Jim Gehlsen, Associate Director
Harry Glasgow, Associate Director
Nancy Vehrs, elected 2024 Director
Jenny Reed, elected 2024 Director
Debbie Cross, VA Conservation District Coordinator – DCR
Kim Lowther, Education Specialist
Josie Anderson, Water Quality Program Assistant
Nicole Slazinski, Conservation Specialist
Alex Murphy, Conservation Specialist

Absent:

Virtual Zoom Meeting Attendees:

Mansimran Kahlon, Director – Treasurer

Board of Directors Meeting, November 16, 2023

Chairman Price called the meeting to order at 1:02 p.m.

Chairman’s Comments – Chairman Price welcomed the newly elected board members - Jenny Reed and Nancy Vehrs, and the re-elected member - Mansimran Kahlon.

Chairman Price stated that Jim Gehlsen submitted the paperwork to be considered a candidate for the VASWCD board.

Chairman Price recognized Ms. Dunn and Mr. Mohr for compiling the information for the FY 22 – FY 23 audit. No findings were noted. He also thanked Mr. Kahlon for reviewing all financial documents to prepare for the audit.

Potomac Council Update – Will Lintner: No updates

Citizen’s Time – None present

Minutes of October 19 Meeting – The motion to approve the minutes was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a roll call vote with the following members voting “yes.” Mr. Price, Mr. Lintner, Mr. Kahlon, Mr. Bolles, and Mrs. Bottino. No members voted “no.”

Treasurer’s Report for October 2023 Financials– The motion to file the Treasurer’s report for audit was made by Mr. Lintner with a 2nd by Mr. Bolles and passed by a roll call vote with the following members voting “yes.” Mr. Price, Mr. Lintner, Mr. Kahlon, Mr. Bolles, and Mrs. Bottino. No members voted “no.”

October 2023

Income

Prince William County 2nd Qtr. Funding	\$71,186.25
Cash Reserves Interest	\$773.18
Total Income	\$71,959.43

Note: The Financial Incentives 10/31/23 statement ending balance is \$403,018.19 and should be \$363,490.90, due to a bank error. This has been corrected by Virginia National Bank.

Managers Time – Duane Mohr

1. We have ordered District promotional items to hand out to the public at events we attend. The items include refrigerator magnets, small note pads with a pen, reusable shopping bags and cattle guiding sticks. We have also purchased vehicle door magnets for the RAV 4 and the truck, that include the District logo, website and phone number.

Board of Directors Meeting, November 16, 2023

2. VACS projects include Yankey farm failed well, Falk horse farm manure composting structure, and about 800 acres of cover crops.
3. Assisted PWC Watershed Management (PWCWM) with a farm off of Davis Ford Road, by developing a conservation plan and working with extension to support the owner’s vegetable farm goals. We will be making BMP recommendations to elevate drainage issues on the property.
4. Also assisted PWCWM with a farm that has an RPA violation by developing a cost share SL-6 N (25’ buffer) and a conservation plan for the farm property.
5. Staff and BOD members completed a post Farm Field Days review of the good, the bad, and the ugly items. Recommendations are for more farm animals next year and less noise in the Soil building so all could hear the presentation. Anyone have any additional items to add?
6. John Price and I conducted the Quarterly PWC review with Ben Eib and Clay Morris. See attached agenda. All requirements are on track, and Ben said they have requested a \$30,000 budget increase for the District in FY25.

Upcoming Meetings/Events

Nov. 16	1 - 3 p.m.	BOD Meeting, WSSI, 5300 Wellington Branch Dr #100, Gainesville, VA
Dec 6-7	All day	Mid- Atlantic Marine Debris Summit
Dec. 7	1 - 2 p.m.	Technical Review Committee Meeting, 8033 Ashton Avenue, Conference Room D
Dec. 14	11 a.m. - 3 p.m.	BOD Mtg. and Holiday Lunch, Cedar Run Brewery, 12801 Hazelwood Dr, Nokesville, VA

Meetings/Events Attended

See attached October staff reports

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

Ms. James unable to attend. Please see attached report.

Virginia Cooperative Extension Office – Thomas Bolles, Associate Extension Agent *(written report submitted)*

Mr. Bolles stated that they have been included, as has the District, on an EPA grant application submitted by Keep Prince William Beautiful to train high school students to teach composting in their feeder elementary schools.

VCE is in the planning stages for their Saturday in the Garden program for 2024. They are anticipating conducting their annual well water testing event to be in late March 2024. The exact date has yet to be confirmed by Tech. Their Master Gardener Training class is continuing.

Please see attached for Mr. Bolles’s complete report.

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

Ms. Cross stated that disbursements for the 2nd qtr. will include operational, technical assistance, and cost-share funds (VACS, CREP, WFA). Disbursement letters are scheduled to be sent out 11/13/23. Disbursement letters will now be addressed to the SWCD Chair, using the SWCD's mailing address.

SWCDs no longer need to request a certificate of liability through DCR to extend liability coverage for an event you are hosting. You can print your own from the DRM website: <https://trs.virginia.gov/Risk-Management/Plans-Programs/State-Government>.

The IRS is now requiring anyone filing 10 or more 1099s to file them electronically. DCR is updating the AgBMP Tracking Module to address this change. DCR will be hosting a short webinar to review this information on 11/16/23, 10:00 – 11:00 a.m. via MS Teams.

Districts with early December meetings (or those that don't plan to meet in December), may benefit from delegating authority to the Chair or the Ag/TRC committee to handle late December approvals of eligible cost increases, particularly those relating to Ag BMP Tax Credits.

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

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

Mr. Morris unable to attend

VA Dept. of Forestry – Melina Cienski

Ms. Cienski unable to attend

Associate Directors –

Jim Gehlsen – no further comments

Sonnie Cuffey – unable to attend

Harry Glasgow – Mr. Glasgow stated that he and Ms. Vehrs attended the NRCS Open House on Tuesday, October 31st.

Clay Morris – unable to attend

Jenny Reed – Ms. Reed stated she is assisting with the Envirothon event. She spoke with MaryBeth from 4-H who stated she would need to apply for security clearance to work with children. Ms. Reed has completed the paperwork and is waiting on the status.

Board of Directors Meeting, November 16, 2023

Mr. Kahlon not in attendance beginning with Operations items:

Operations

Approve Nancy Vehrs as the Primary for the Potomac Roundtable and Will Lintner as the Alternate and Will Lintner as the Primary for the Potomac Watershed Council and Nancy Vehrs as the Alternate. – The motion to approve was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a 3/0 vote. Mr. Lintner abstained from the vote.

Approve Delegation to John Price to Approve Eligible Cost Increases Relating to Ag BMP Tax Credits between 12/8 – 12/31/23– The motion to approve was made by Mr. Lintner with a 2nd by Mr. Bolles and passed by a 3/0 vote. Mr. Price abstained from the vote.

Approve Jim Gehlsen as the nominee for Area II Representative on the VASWCD – The motion to approve was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a 4/0 vote.

Approve Decision Whether the Additional Cost-Share Funding is Warranted for Failed FY 2015 SL-6 Project – This item was tabled.

The board discussed updates to the Outreach event to fulfill DCR grant requirements.

The board discussed food and beverage options for the holiday luncheon as well as number of attendees.

The board discussed transportation to and from the Annual Meeting.

Other Business

Mr. Price has asked Mr. Lintner to meet with the new Directors to discuss what positions they would like to hold on the board. Mr. Price would also like each of them to provide support to each of the District's functional areas. He would also like an Education Committee to be established to work with the District's Education Specialist, Ms. Lowther.

RAV 4 – The vehicle was hit by a deer and sustained damage to the front passenger headlight and bumper. It is currently being repaired by Performance Auto Body in Manassas, VA. The cost of repairs will be covered by Farm Bureau Insurance Company. The District is responsible for a \$500 deductible.

Conservation

Approve recommendations from the TRC meeting November 9, 2023 – The motion to approve was made by Mr. Lintner with a 2nd by Mrs. Bottino and passed by a 4/0 vote.

Board of Directors Meeting, November 16, 2023

1 Recommended Approval of Plans by BOD **Motion:** Mohr **Second:** Price **Vote:** 4-0-2

Crops

Plan	GPIN	Crop	Acres	Nut. Reduction			RPA
				N. (lbs)	P. (lbs)	Sed. (T)	
Ingram Farm Plan 2023	7592-89-3269	Hay	6.0	3.782	1.335	0.056	<input type="checkbox"/>
Ingram Farm Plan 2023	7592-89-3269	Pasture	6.0	4.619	1.568	0.083	<input type="checkbox"/>
Ingram Farm Plan 2023	7592-79-9891	Hay	6.0	3.782	1.335	0.056	<input type="checkbox"/>
Ingram Farm Plan 2023	7592-79-9891	Pasture	6.0	4.619	1.568	0.083	<input type="checkbox"/>
Mark Nijjer (2804 Ingram Dr 2023)	7301-01-7018	Crop	30.0	115.050	6.435	0.450	<input checked="" type="checkbox"/>
Peak Farm 2023	7394-39-1203	Hay	3.6	2.269	0.801	0.033	<input type="checkbox"/>
Grand Totals:			57.6	134.1	13.0	0.8	

Livestock

Plan	GPIN	Livestock	Num	Manure (lbs/day)	Manure (Tons/Year)	RPA	Manure Stockpiles?
Ingram Farm Plan 2023	7592-79-9891	Horses	4	217.60	39.7	<input type="checkbox"/>	<input type="checkbox"/>
Ingram Farm Plan 2023	7592-89-3269	Horses	4	217.60	39.7	<input type="checkbox"/>	<input type="checkbox"/>
Grand Totals:			8	435.2	79.4		

2 Recommended Approval of VACS BMPs by BOD **Motion:** Lintner **Second:** Price **Vote:** 5-0-1

BMPs

Yankey, Jay **BMP ID:** 565242 **Tracking Program #:** 35-24-0007

Small Grain Cover Crop for Nutrient Management

Practice	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	Estimated Reductions		
					N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-8B	\$9,363.60	\$9,363.60	\$0.00				
BMP Winter Cover Crop				104.0	652.768	15.710	15.554
BMP Winter Cover Crop				0.0	0.000	0.000	0.000
Totals				104.0	652.768	15.710	15.554

Heaton, Chris **BMP ID:** 579424 **Tracking Program #:** 35-24-0017

Extension of Watering Systems

Practice	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	Estimated Reductions		
					N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-7	\$35,987.00	\$28,789.60	\$1,799.35				
BMP Watering System				21.0	29.569	3.932	0.802
Totals				21.0	29.569	3.932	0.802

Yankey, Jay **BMP ID:** 5784413 **Tracking Program #:** 35-24-0014

Permanent Vegetative Cover on Cropland (State)

Practice	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	Estimated Reductions		
					N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
SL-1	\$2,100.00	\$2,775.00	\$0.00				
BMP Cropland to Pasture/Permanent Vegetative Cover				12.0	114.821	2.488	8.182
Totals				12.0	114.821	2.488	8.182

Grand Totals:	Total Est. Cost	Est. State C/S	Est. Tax Credit	Acres	N. Red. (lbs.)	P Red. (lbs.)	Sed Red. (Tons)
		\$47,450.60	\$40,928.20	\$1,799.35	137.0	797.157	22.129

Education Programs Update – Kim Lowther

Ms. Lowther stated that the MWEE follow-up teacher training is scheduled on December 6, 2023. The location of the training was to be at the Occoquan Bay National Wildlife Refuge; however, the area was recently flooded. Prince William Forest may have a space available for the training and will follow up with Ms. Lowther. Mr. Bolles and Ms. Reed recommended alternate options. Please see Ms. Lowther's staff report for further information.

Water Quality Programs Update – Veronica Tangiri

Ms. Tangiri stated she is coordinating the transportation of the trash sculpture to the Marine Debris Summit being held December 6-7. Several individuals have requested participation in the Adopt-A-Stream program. Please see Ms. Tangiri's staff report for further information.

VCAP Update – Nicole Slazinski

Nothing to report.

VACS Update – Alex Murphy

Nothing to report

Directors' Time –

Mr. Bolles – No further comments

Mrs. Bottino – No further comments

Mr. Lintner – No further comments

Mr. Kahlon – No further comments

Mr. Price – no further comments

Motion to adjourn

The motion to adjourn the meeting at 2:36 p.m. was made by Mr. Bolles with a 2nd by Mrs. Bottino and passed by a 4/0 vote.

Board of Directors Meeting, November 16, 2023

Next TRC meeting – Thursday, December 7, 2023, 1 p.m., 8033 Ashton Avenue, Conference Room D, Manassas, VA 20109

Next Board meeting – Thursday, December 14, 2023. Meeting begins at 11:00 a.m. with the holiday luncheon to follow. Location: Cedar Run Brewery, 12801 Hazelwood Dr, Nokesville, VA 20181.

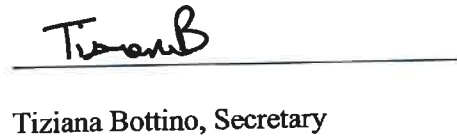
Next Finance Committee meeting – Thursday, January 18, 2024, 12 p.m., WSSI, 5300 Wellington Branch Dr., #100, Gainesville, VA 20155, 2nd Floor Conference Room

Respectfully Submitted:



Linda Dunn, Office Manager

Approved:



Tiziana Bottino, Secretary