



PRINCE WILLIAM COUNTY

Trails and Blueways Council Meeting Agenda June 25, 2024, at 6:30PM George Hellwig Administration Building

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Administrative Business Items, 5 min.**
 - a. Resolutions for Remote Participation, if any
 - b. Approval of May 28, 2024, Meeting Minutes
 - c. Additional Resolutions, if any
- 4. Citizen's Time, 10 min.**
- 5. County Agency Representative's Time and Presentation Items, 40 min.**
 - a. Parks and Recreation
 - i. CIP Dashboard Update, Janet Bartnik
 - ii. FLAP Grant Gap Study Update, David Kroeger
 - iii. Park Master Plans – Updates (Dove's/PALB), David Kroeger
 - b. Transportation
 - i. Yorkshire TLC Grant Update, Bryce Barrett
 - c. Planning
 - i. Sudley Road Update, Yolanda Hipski
- 6. Community Development Applications, 20 min.**
 - a. Manassas Mall (REZ2024-00039) – first submission
 - b. Thomas Farm (REZ2023-00031) – third submission
 - i. Resolution
 - c. Belmont Bay (REZ2024-00040) – first submission
- 7. Presentation Items/Reports, 5 min.**
 - a. EXERCISE – Connections with Groups, Janet Bartnik
- 8. Organization Representative's Time, 10 min.**
- 9. Member's Time, 20 min.**
- 10. Meeting Recap, 5 min.**
 - a. PHNST Subcommittee – July 17
 - b. Next meeting's agenda – July 23
- 11. Adjourn**

Development Application – Additional Information

When accessing the following links, please click on “planning-review package” to view the application; the files are very large and may take time to open.

Manassas Mall (10 acres, 1,041 MF units and 47,036 sf retail) - link located at:

<https://egcss.pwccgov.org/SelfService#/plan/be6f9c79-1ad9-4ddd-91bf-421d2a3f8dc9>

Thomas Farm at Bristow Station (80 acres, 355 mixed SF & TH units) - link located at:

<https://egcss.pwccgov.org/SelfService#/plan/a59fa241-7681-49b7-9175-cfe3e4995ed3?tab=attachments>

Belmont Bay PRA & SUP – links located at:

PRA: <https://egcss.pwccgov.org/SelfService#/plan/cd703f66-90c1-4e56-8418-ab0c8ccf8799>

SUP: <https://egcss.pwccgov.org/SelfService#/plan/c7c0d63f-abd0-430b-a28d-8d4483c07f27>

Prince William County
TRAILS AND BLUEWAYS COUNCIL

Advisors to the Board of County Supervisors

Meeting Minutes
May 28, 2024; 6:30 PM

Attendance

District	Appointee	Present (in person)	Present (virtual)	Absent
At Large	Amy Latalladi-Fulton		✓	
	Bill McCarty	✓		
Brentsville	Liz Cronauer	✓		
	Catherine O'Connor	✓		
Coles	Mike DePue	✓		
	Joe Marshall	✓		
Gainesville	Duane Martin	✓		
	VACANT			
Neabsco	Jason Williams	✓		
	Rich Wilson	✓		
Occoquan	Eileen Sheridan		✓	
	Neil Nelson	✓		
Potomac	Steven Cover			✓
	Bill Selfridge	✓		
Woodbridge	David Brickley		✓	
	Lynda Silverstrand			✓

Staff persons Bryce Barrett, Yolanda Hipski, Eugene Loew, David Kroeger, John Simkins, and DPR Deputy Director Janet Bartnik were present.

Call to Order

The meeting was called to order by Liz Cronauer at 6:30 PM.

Pledge of Allegiance

Administrative:

- Resolution 24-9 allowing virtual attendance by David Brickley was approved through a motion by Jason and seconded by Mike.
- Resolution 24-10 allowing virtual attendance by Eileen Sheridan was approved through a motion by Mike and seconded by Jason.
- April 23, 2024 T&BC minutes were approved through a motion by Neil and seconded by Mike.
- April 22, 2024 Powell's Creek Crossing Charette Notes were approved through a motion by Duane and seconded by Jason.
- May 8, 2024 PHNST Subcommittee Meeting Notes were approved through a motion by David and seconded by Duane.
- Resolution 24-11 allowing virtual attendance by Amy Latalladi-Fulton was approved through a motion by Jason and seconded by Catherine.

Citizen's Time.

- Russell Bryant reported on a meeting on the upcoming Belmont Bay development with the WPCA. PHNST was only recognized along the adjoining wildlife refuge. No wording changes were made on the northern sections of the redevelopment.

County Agency Representatives

PWC Department of Parks and Recreation. Janet Bartnik, David Kroeger, Eugene Loew

- Eugene Loew gave a presentation on Trail Maintenance Updates – see attached slides.
 - FY24 marked the inaugural year with John Simkins serving as the first PWC Trail Supervisor. Alongside his team member Dustin Dugan, they conducted regular monitoring and maintenance of trails across PWC, installed unarmored turnpike and culverts on Powell's Creek and orchestrated two significant clean-up events, resulting in the collection of 200 bags of trash and 40 tires.
 - They, along with the TBC and other groups, advocated for additional resources for trail creation and maintenance. \$99K is allocated for trail equipment. \$325K is allocated for three additional maintenance staff members, increasing the FY25 staff by 300% and includes \$75K in additional service and supply funds.
 - There are three Stewardship agreements in place:
 - Mid-Atlantic Off-Road Enthusiasts (MORE) – Locust Shade & Saving Grace Trail
 - Animal Education and Rescue Organization (AERO) – Meadow and Pollinator Garden Rollins Ford Park
 - Prince William Conservation Alliance (PWCA) – Natural Area Maintenance Veterans Park
 - These create opportunities for enhanced features or amenities through partnering for maintenance either directly or indirectly maintaining the enhanced feature or service.
 - They summarized the Trail Monitors who inspected 435 miles during 303 Hours of Volunteer time over 1 year. They also reported on Adopt a Trail activities in which 291 people from 23 organizations participated for 435 hours with 55 miles of trails cleaned and maintained. Multiple pictures from these efforts were shown.
 - The Volunteers Description, Policy and Stewardship Agreements are included in the attachments. They are looking for more volunteers to walk trails and report on needed maintenance activities as Trail Monitors. One can volunteer through Volunteer Prince William. It is important that there is maintenance identified for any new trails created in Prince William County.

- David went over the \$325K FLAP Grant status. It is still in procurement and should be cleared within the next week. He will share it with the group when this is in place.
- Janet handed out challenge coins to all TBC members to give those contributing to county trails and blueways efforts.

PWC Transportation. Bryce Barrett

- Bryce described the ATIIP Grant Application for the Design of the VRE Manassas Line Trail with Rail. It is being jointly filed by PWC with the cities of Manassas and Manassas Park. The first phase (3.5 miles) will run from the Manassas VRE Station on the north side, crossover in Manassas Park, possibly at their community center or VRE Station and then run on the south side into Fairfax, connecting over a bridge of the Occoquan with the Bull Run Occoquan Trail in Fairfax and the trails at Bloom Park in Manassas Park. Note that the map in the application shows the trail entirely on the south side of the tracks which does not match what is desired by Manassas due to existing trails and roads. Ultimately this trail will run all the way to Arlington.
- A resolution (24-12) to support this ATIIP Grant Application was brought before the T&BC by Eileen and seconded by Neil. It was passed, was sent to the BOCS, and is attached to these minutes.
- Bryce reported on the Yorkshire TLC Grant Draft Report from the consultant. It will be put on the website shortly and we will be notified of this. The 50-page report includes travels through 15 intersections in the travel area with a fact sheet for each and general corridor improvements. He is looking for comments on the draft report.
- Due to some schedule challenges, the completion of the Brentsville 234 Interchange has slipped to June. Ribbon cutting should happen in June and we will be notified.

PWC Planning. Yolanda Hipski

- Yolanda reported that there is a new submission for Belmont Bay. Land bays appear to be given back to Parks. There is a lot of information of interest in PHNST. This was just assigned to Yolanda, who will report on it at the June T&BC Meeting.

Community Development Applications

Hawthorne at Kettle Run, Alderwood at Kettle Run, Longleaf at Kettle Run plus two others, Bryce Barrett

- Bryce reported on these 5 applications along Vint Hill Road in the western part of the county – 3 had been received and 2 were forthcoming.
- Links to the developments are provided below. When accessing the following links, please click on “planning-review package” to view the application; the files are very large and may take time to open.
- Hawthorn at Kettle Run (464 acres, 277 SF units) link located at:
 - <https://egcss.pwcv.gov/SelfService#/plan/08bb3b0c-b9cb-4e67-8093-da4ca317b9a5?tab=attachments>
- Alderwood at Kettle Run (294 acres, mix of 706 SF and TH units) – link located at:
 - <https://egcss.pwcv.gov/SelfService#/plan/024dde1d-32aa-44cf-8881-ad5f446d4cd1?tab=attachments>
- Longleaf at Kettle Run (316 acres, mix of 775 SF and TH units) – link located at:
 - <https://egcss.pwcv.gov/SelfService#/plan/d776a8bc-e329-40f5-a870-af5dd28cb5ed?tab=attachments>

- There were very few details provided beyond a set of design guidelines for all of them that are not enforceable. There are many issues across all PWC agencies. There are trails called out in each package, but no one appears to have looked at connections between them. Bryce and George are reviewing. These will cause Vint Hill to be widened to 4 lanes with a planned shared use path. It was also pointed out that the Longleaf development wanted to bring Vint Hill Road through their development instead of widening it on the edge. Thus, there would be no shared use path on the old Vint Hill road. This appears to be solely for that development's benefit and not other parcels on the current Vint Hill Road.
- Hawthorn at Kettle Run (easternmost parcel) is supposed to be 60% Open Space but the submission does not meet this.

Destination Place Rezoning Application, Yolanda Hipski and David Kroeger

- Liz reported that Patti submitted comments to the developer and invited the developer to a T&BC Meeting. The developer declined the opportunity to attend. Staff reminded the T&BC that the developer did not provide enough detail in their application and thus this will require a resubmission. Discussion pursued on how to move forward. Yolanda mentioned that a chunk of the property is affected significantly by rising sea levels. Last month an email was sent to Eileen and Neil's supervisor about this. Janet will forward that note to the T&BC so we may send it to all supervisors and planners as a heads-up, so they know our position. No need for another resolution until the next submission is received.

Presentations/Reports.

- None.

Organization Representatives' Time

Greater Prince William Trails Coalition (GPWTC). Eileen Sheridan, Chair, Neil Nelson, Secretary

- The second Sunday hike in May took place on the Occoquan Greenway. June's hike is TBD.
- The Quarterly Meeting will take place on Thursday, June 27th at 10 AM at the GMU Science Center in Belmont Bay. NVRC will provide an update on the PHNST and there will be an update on the AIITP grant application.

Prince William Trails & Streams Coalition (PWTSC). Neil Nelson, Bill McCarty

- There will be a workday on the Occoquan Greenway including an updated bridge.
- The PWTSC pays for Adopt A Trail signs.

Mid Atlantic Off-Road Enthusiasts (MORE). Jason Williams, Rich Wilson

- 2 miles of new trails have been created in James Long Park. This is a multi-use U-shaped trail along Little Bull Run.
- The next SMORES ride at Andrew Leitch Park will be on June 4th.
- A raffle has been set up to collect for Locust Shade Park improvements.

Trails Keepers. Catherine O'Connor

- Three trail walks occurred to maintain Conway Robinson State Forest trails.
- They are taking part in the Bee Festival on June 22nd.

Members' Time:

- Amy:

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- Amy said she was glad to listen in.
- Bill:
 - Bill mentioned Volunteer Prince William.
- Catherine:
 - No comments.
- David:
 - Due to the lateness at his remote location, David had no comments.
- Duane:
 - Duane described new trails for horses at Dove's Landing and continued improvements there. He likes the new signage there.
 - Duane mentioned riding in the new state park in Hillsboro.
 - Duane is interested in being a trail monitor.
 - Duane noted that the Park's County Recreation Mapper is lacking equestrian facilities. This will soon be retired, and the replacement will have equestrian facilities.
 - Duane asked about who to call when people park in the handicap spaces of Long Park. He was directed to call the Duty Ranger for any problems like this at any park.
- Eileen:
 - Supervisor Bode asked about the joint money for Transportation and Parks and thought that parking for Neabsco would be a good match. Janet reported that there was no decision from Transportation and Parks yet.
 - Eileen mentioned an upcoming Strategic Plan Meeting for the Occoquan District.
- Jason:
 - No comments.
- Joe:
 - Joe is looking forward to the release of the NVRC data for the PHNST. He collected 194 data points for the sections assigned to him.
- Liz:
 - Liz mentioned agenda items.
- Lynda:
 - Not present.
- Mike:
 - No Comments.
- Neil:
 - Neil asked about money from work done going to parks.
- Rich:
 - Rich described his walks in Andrew Leitch Park.
- Steven:
 - Not Present.
- Bill S.:
 - No comments.

Meeting Recap:

- None

Next meeting agenda items:

- June meeting agenda items should be forwarded to Liz, Amy, or Joe by June 12th.

Next meetings:

- At Hellwig: Full T&BC – June 25th at 6:30 PM.
- At Hellwig: PHNST S/C – July 17th at 2 PM.

Adjourn: The meeting adjourned at 8:37 PM based on motion by Liz, seconded by Rich.

MOTION: Jason Williams

**May 28, 2024
Regular Meeting
Res. No. 24-9**

SECOND: Mike DePue

**RE: APPROVE DAVID BRICKLEY'S REQUEST TO PARTICIPATE
REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS**

ACTION:

WHEREAS, the Prince William County Trails and Blueways Council adopted a policy pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the Council, and

WHEREAS, in accordance with the Council's policy, David Brickley notified the Chair that they (the member) is requesting permission from the Council to electronically participate at the Council's May 28, 2024 Meeting; and

WHEREAS, the member certified (Check A or B);

- A. _____ the Member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the Member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; OR
- B. X the Member is unable to attend the meeting due to the following specifically identified personal matter: (specify) travel

AND the Member has not already participated electronically due to a personal reason in excess of two meetings this calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

WHEREAS, the remote location from which the Member plans to electronically participate is his lodging; and this remote location will/will not (*underline one*) be open to the public; and

WHEREAS the Member verifies that the Member's participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and

WHEREAS, pursuant to the Council's policy, a request for electronic participation from a remote location shall be approved unless participation violates the Council's policy or any provisions of the Virginia Freedom of Information Act;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Trails and Blueways Council does approve the request to participate in the meeting through electronic communication means in accordance with the Council's policy; a quorum of the Council was physically assembled at one primary or central meeting location; and arrangements were made for the voice of the Member to be heard by all persons at the primary or central meeting location.

Votes:

Ayes: 10

Nays: 0

Absent from Vote: 3

Absent from Meeting: 2

SIGNED: 
Prince William Trails and Blueways Council chair

MOTION: Mike DePue

**May 28, 2024
Regular Meeting
Res. No. 24-10**

SECOND: Jason Williams

**RE: APPROVE EILEEN SHERIDAN'S REQUEST TO PARTICIPATE
REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS**

ACTION:

WHEREAS, the Prince William County Trails and Blueways Council adopted a policy pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the Council, and

WHEREAS, in accordance with the Council's policy, Eileen Sheridan notified the Chair that they (the member) is requesting permission from the Council to electronically participate at the Council's May 28, 2024 Meeting; and

WHEREAS, the member certified (Check A or B);

- A. _____ the Member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the Member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; OR
- B. X the Member is unable to attend the meeting due to the following specifically identified personal matter: (specify) travel

AND the Member has not already participated electronically due to a personal reason in excess of two meetings this calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

WHEREAS, the remote location from which the Member plans to electronically participate is her lodging; and this remote location will/will not (*underline one*) be open to the public; and

WHEREAS the Member verifies that the Member's participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and

WHEREAS, pursuant to the Council's policy, a request for electronic participation from a remote location shall be approved unless participation violates the Council's policy or any provisions of the Virginia Freedom of Information Act;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Trails and Blueways Council does approve the request to participate in the meeting through electronic communication means in accordance with the Council's policy; a quorum of the Council was physically assembled at one primary or central meeting location; and arrangements were made for the voice of the Member to be heard by all persons at the primary or central meeting location.

Votes:

Ayes: 10

Nays: 0

Absent from Vote: 3

Absent from Meeting: 2

SIGNED: 
Prince William Trails and Blueways Council chair

MOTION: Jason William

**May 28, 2024
Regular Meeting
Res. No. 24-11**

SECOND: Catherine O'Connor

**RE: APPROVE AMY LATALLADI-FULTON'S REQUEST TO PARTICIPATE
REMOTELY THROUGH ELECTRONIC COMMUNICATION MEANS**

ACTION:

WHEREAS, the Prince William County Trails and Blueways Council adopted a policy pursuant to Section 2.2-3708.2, VA Code Ann., to allow for remote participation by Members of the Council, and

WHEREAS, in accordance with the Council's policy, Amy Latalladi-Fulton notified the Chair that they (the member) is requesting permission from the Council to electronically participate at the Council's May 28, 2024 Meeting; and

WHEREAS, the member certified (Check A or B);

- A. _____ the Member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the Member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; OR
- B. X the Member is unable to attend the meeting due to the following specifically identified personal matter: (specify) contractor at home

AND the Member has not already participated electronically due to a personal reason in excess of two meetings this calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater; and

WHEREAS, the remote location from which the Member plans to electronically participate is her residence; and this remote location will/will not (*underline one*) be open to the public; and

WHEREAS the Member verifies that the Member's participation in any closed session of the meeting shall remain confidential and not be disclosed to any unauthorized persons or entities; and

WHEREAS, pursuant to the Council's policy, a request for electronic participation from a remote location shall be approved unless participation violates the Council's policy or any provisions of the Virginia Freedom of Information Act;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Trails and Blueways Council does approve the request to participate in the meeting through electronic communication means in accordance with the Council's policy; a quorum of the Council was physically assembled at one primary or central meeting location; and arrangements were made for the voice of the Member to be heard by all persons at the primary or central meeting location.

Votes:

Ayes: 12

Nays: 0

Absent from Vote: 1

Absent from Meeting: 2

SIGNED: Elizabeth Cronauer
Prince William Trails and Blueways Council chair

Prince William County
TRAILS AND BLUEWAYS COUNCIL

Advisors to the Board of County Supervisors

MOTION: Eileen Sheridan

SECOND: Neil Nelson

**May 28, 2024
Regular Meeting
Res. No. 24-12**

**RE: Support for ATIP Planning and Design Grant Application: VRE Manassas Line Trail:
Landmark to City of Manassas**

ACTION:

WHEREAS, The Prince William County Trails and Blueways Council is an advisory council established by the Prince William Board of County Supervisors to advocate for and advise the Prince William County Department of Parks and Recreation and the Board of County Supervisors on the development of a countywide trails and blueways system in Prince William County; and

WHEREAS, The Mobility Chapter of the 2040 Comprehensive Plan was adopted in December 2022 and provides guidance for the County to provide an accessible, safe, comprehensive, multi-modal transportation network that allows for the safe and efficient movement of goods and people throughout the County and into Surrounding jurisdictions; and

WHEREAS, Mobility Chapter Action Strategy G4.7 encourages the County to identify and apply to federal, regional, and state grant programs to maximize external funding of County mobility projects; and

WHEREAS, Section 11529 of the Bipartisan Infrastructure Law created the Active Transportation Infrastructure Investment Program (ATIP) to provide competitive grant funding towards the planning and design and/or construction of active transportation projects that provide safe and connected active transportation facilities in active transportation spines; and

WHEREAS, The Northern Virginia Transportation Authority (NVTA) Long-Range Plan includes a proposed Rail with Trail along the VRE Manassas Line from City of Manassas to Landmark in the City of Alexandria (TransAction ID 439); and

WHEREAS, The VRE Manassas Line Trail is broken into two phases with phase I of the overall project extending from Old Town Manassas to the Bull Run River/Bull Run Trail in Fairfax County spanning multiple jurisdictions including City of Manassas, Prince William County, and City of Manassas Park; and

WHEREAS, Mobility Chapter Action Strategy RT10.4 encourages the County to seek opportunities to connect the County's recreational trails to similar trails provided by adjacent jurisdictions, particularly across Bull Run/Occoquan and other local, regional, state, and federal park and trail providers; and

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Regular Meeting
Res. No. 24-12
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WHEREAS, Prince William County Department of Transportation supports the development of the VRE Manassas Line Trail as a key active transportation spine in the National Capital Trail Network as a high quality active transportation facility that will provide non-existing connections from economic hubs and regional activity centers to existing parks, open space, and commuter train station destinations; and

WHEREAS, Prince William County, with the direct assistance from the City of Manassas and City of Manassas Park, is preparing to submit an application for grant funding for the planning and design of Phase I of the VRE Manassas Line Trail through the ATIP federal grant program.

NOW, THEREFORE, BE IT RESOLVED that the Trails and Blueways Council supports the proposed grant application submission to the Active Transportation Infrastructure Investment Program to provide funding for planning and design of phase I of the VRE Manassas Line Trail as an opportunity to significantly progress planning of a key regional trail connection between multiple jurisdictions including a new crossing of the Bull Run River into Fairfax County and as an opportunity to expand the County's trail network.

Votes:

Ayes: 12

Nays: 0

Abstain: 1

Absent from Meeting: 2

SIGNED: 
Prince William Trails and Blueways Council chair



PRINCE WILLIAM COUNTY

Trails and Blueways Council

Work Session Notes

April 22, 2024, at 10:00am

George Hellwig Administration Building

14420 Bristow Road, Manassas

Approved by the T&BC on May 28, 2024

1. Call to Order – Joe Marshall, Bill Selfridge, Jason Williams, Liz Cronauer, Bill McCarty, Eileen Sheridan, David Brickley, and Neil Nelson were present. Staff present – Janet Bartnik, David Kroeger, Yolanda Hipski, Ed DeLeon, Patti Pakkala, and INFORM Studios consultants.

2. Powell's Creek Crossing Charette

Consultants provided context based on their exploration of the site. Reviewed ecological conditions, existing conditions, land use, utilities, landmarks/vistas, pedestrian/cycling pathways, creek access, existing street networks and parking,

Neil Nelson shared that there is an overlook (Dent Family Overlook) that is just west of the study area. He added that there is an island near Powell's landing that is a high point with views.

Consultant point – the location of the crossing chosen should support the focus of the trail – whether focused on local access or on regional access. The destination goal versus the traversing goal is a decision point.

Discussion point – storytelling – what story will be told by the crossing? Lots of natural areas, but perhaps there could be a focus on historic, cultural, or other story.

7 Ecological perspectives identified for the site –

- Dark blue is the perennial stream
- Light blue is the tidal area
- Brown and yellow are the wetland areas
- Green is lowland forested

There are about a dozen archaeological protected sites, most in Leesylvania State Park.

Indigenous species in the area requiring considerations: bald eagles, migratory birds, long eared bat, butterflies; Sturgeon; the creek is an estuary used for spawning for many types of fish;

Discussion point – Neabsco Boardwalk just north of this site – what was done well?

- Was designed to go through several different types of habitats – how do we want to interact with these areas?
 - o David Brickley shared that parking will be the biggest issue for the Powell's Creek site. The VRE station may be helpful.
 - o Jason Williams shared that the density of population adjacent to the site will require work to ensure the crossing feels open to all the public.

- o Joe Marshall shared that Leesylvania SP books up in the summer and is not likely to be a resource that season. The power line corridor is also a possibility for parking access.
- o Eileen Sheridan noted that the parking areas in LSP are paid lots. May be best to talk to the state admin folks rather than the park management due to turnover in those positions.

Creek access was discussed. The team is looking at the many ways that pedestrians can connect with the crossing – by bike, foot, kayak, etc.

- Bill McCarty asked if there would be consideration distinguishing bike lanes from pedestrian lanes. Discussion ensued.
- Yolanda Hipski shared that the elementary school might offer parking capacity
- There is a potential to add a parking lot to the end of the street in the neighborhood to the south and west.
- Mass transit and its future were discussed;
- Types of watercraft access to be included was discussed;

Bill McCarty asked if fishing would be included in the design.

Type of path – definitions:

- Footpath – 4 feet wide, unpaved
- Path/Trail – 5-9 feet wide
- Accessible Path – 10 feet wide, paved

How we will get down to the water will be a challenge given the existing topography. There is a regulatory question related to what PHNST access is to be constructed accessibly. The south side seemed more feasible to those present to establish a way to the water. Three generally located access strategies have been identified from the north shore (points A-C) and two from the south shore (points D-E).

- Point A – just west of the train bridge. Access is relatively flat and comes from the existing parking lot in Leesylvania state park.
- Point B – further west of point A. Access would be from a potential parking lot in Leesylvania State Park. Drop in elevation is 50 feet. Two route options are available.
- Point C – further west of point B. Access would be via elevated boardwalk from point B.
- Point D – eastern Potomac Shores location separated from train track.
- Point E – western Potomac Shores location accessible by elevated boardwalk.

Trying to accommodate ADA accessibility on the north side will require LSP cooperation. On the south side, will require cooperation with landowners there.

Determination of accessible routes to the departure points was important to explore before settling on which location would be best for the crossing.

Patti Pakkala shared the perspective from the Don Briggs days that the PHNST was intended to be close to the water.

3. Adjourn



PRINCE WILLIAM COUNTY

Trails and Blueways Council

PHNST Subcommittee Work Session Notes

May 8, 2024, at 2:00pm

Hellwig Administration Building

14420 Bristow Road, Manassas

Approved by the T&BC on May 28, 2024

1. Call to Order – David Brickley, Eileen Sheridan, Neil Nelson, Joe Marshall, and Liz Cronauer were present. Staff present – Yolanda Hipski, Janet Bartnik, David Kroeger, and Patti Pakkala.

2. PHNST Gap Analysis Notes

David Brickley asked if anyone would be attending the VDOT open house regarding the I-95/Occoquan Road improvements. There appears to be no change in the design from what has been planned previously.

Patti Pakkala provided an update on the PHNST Gap Study Project (FLAP Grant funded). The purchase order should be issued by the county in the next few weeks. After the purchase order is approved, a timeline for the project will be developed that will begin with preliminary investigation of the three sites. The project will include the TBC in stakeholder feedback sessions.

Gaps 19 & 20:

The group discussed the rezoning application for Destination Place. David Brickley has drafted a letter to Supervisor Franklin. It is important for the parcel's development to include a connection to the PHNST easement on the adjacent property. The property serves as a gateway for both the PHNST and for Prince William County from Fairfax. The TBC could suggest a vision for a waterfront linear park to address the need for a gateway and the future ferry.

Those present requested that staff invite the developer to attend the next meeting of the TBC to share the vision for the project.

Belmont has not completed construction and therefore has not satisfied all proffers.

The Committee asked if a groundbreaking could be scheduled for the Featherstone segment's construction. Janet will connect with Communications.

Powell's Creek Crossing:

Leesylvania State Park master includes the future construction of a parking lot and rest room on the west side of the park.

Staff and consultants will continue to connect with more neighbors and HOAs near the crossing.

David Brickley and Neil Nelson met with Potomac Shores HOA Trails Committee this week. It was a positive meeting.

Dumfries Gaps:

Liz Cronauer looked at Quantico Creek under Fraley Boulevard and found there to be mass amounts to Japanese knotweed blocking any potential underpass access to Cecil Garrison Park.

Yolanda Hipski continues to check for updates on the Town of Dumfries website relating to the Town's comprehensive plan update.

3. Adjourn

Janet Bartnik noted that the 5th anniversary of the Neabsco Boardwalk's opening is coming up June 1. She shared a video of the opening day.

Next PHNST Subcommittee meeting was set for July 17.

Trails and Blueways Council

2024 Proposed Work Plan / Monthly Meeting Targets

WHEN	GOAL	WHAT	WHO	STATUS	COMMENT
January 16	5	FLAP Grant Gap Analysis Project budget & appropriation (ABA) goes to BOCS for approval	Parks staff	C - 1/16/2024	Approved
January 23	5	Powell's Creek Crossing initial meeting with consultants	TBC	C - 1/23/2024	Telecon Held
January 23	16	Discuss and form TBC subcommittee if necessary to explore communication plan/process that will keep Supervisors informed and updated (report due in February)	TBC	C - 1/23/2024	Eileen took lead
	2	East Coast Greenway – Elliott Caldwell	ECG	C- 1/23/2024	Elliott Introduced
February 27	5	Resolution about routing trail under I-95 and US 1 on section from Occoquan to Belmont Bay	TBC, David	C-2/27/2024	Resolution 24-4 written and approved
February 27	9	Presentation of Catharpin Greenway alignment, gaps, and next steps	David, Patti	C- 2/27/2024	Presented at TBC Meeting
February 16	11	TBC Participate in or provide feedback to Yorkshire TLC Shareholder meetings	Liz, Catherine	C-2/16/2024	Further meetings in March
February 27	16	Finish item on supervisor communication from January	TBC, Eileen	C-2/27/2024	Presented at TBC Meeting
March 26	1	Start discussion to set the stage for the county-wide trails plan update – what should be in the plan and how TBC can most effectively support and participate in the process. Identify preparations in advance of start?	TBC and Parks Staff	C-3/26/2024	Initial Discussion at TBC 3/26 Meeting Members invited to provide feedback
March 26	5	Onboard FLAP grant gap analysis consultant; kickoff project	Parks Staff; PHNST subcommittee	C-3/26/2024	Initial Parks meeting with consultant in March. Scope discussed by Patti at 3/26 meeting
March 26	5	NVRC Data collection along PHNST	NVRC	C-3/28/2024	Virtual App Training completed 3/28
March 26	18	Consistent Signage	TBC	C-3/26/2024	ECO Trail Signage Format and Info discussed at 3/26 TBC Meeting

Trails and Blueways Council

2024 Proposed Work Plan / Monthly Meeting Targets

April 5	7	Explore Broad Run Greenway alignment, gaps, and next steps	Parks Staff, T&BC	C-04/05/2024	Hiked on historical county-owned property on Broad Run that will expand Bristoe battlefield
April 14	5	Second Sunday Hike reacquainting people with Powell's Creek Landing area prior to stakeholder meeting	PWTSC / T&BC	C-04/14/2024	Hiked from Power Lines to Leesylvania Entrance and back – actually outside study area
April 22	5	Powell's Creek Crossing Project stakeholder meetings with contractor	TBC / PHNST Subcommittee	C-04/22/2024	TBC meeting with contractor 4/22 – provided limits on crossing
April 23	1	Present a process for the development of a comprehensive, county-wide trails plan prescribed in the PWC Comprehensive Plan to include what, who, how, and when (proposed process will determine additions to the work plan)	Planning, Transportation, and Parks Staff	04/23/2024	Continued discussion at April meeting – Looked forward to July workshop meeting.
April 23	5	NVRC Data collection along PHNST	NVRC	04/08/2024 Assignments made	Inputs due by June 7
April 23	8	Presentation of Neabsco Greenway alignment, gaps, and next steps	Parks Staff	C-04/23/2024	David presented at TBC Meeting
May 28	2	Report on ATIIP Grant Application for VRE Trail from Manassas to Arlington. Phase 1 Design submission from Manassas to Fairfax with Manassas and Manassas Park working together with PWC.	Bryce Barrett	C-05/28/2024	TBC approved resolution 24-12 supporting this application and the goals of this trail effort.
May 28	3	Volunteer programs for Trail Maintenance	Eugene Loew	C-05/28/2024	Eugene presented last year's progress and statistics and outlook for future.
May 28	4	Advocate for Additional Trails Funding	TBC, DPR Staff	C-05/28/2024	\$425K for trails development and maintenance approved for FY25
May 28	3	Discussion among members regarding volunteer efforts and identify areas where volunteers	TBC	05/28/2024	Eugene encouraged members and organizations to get

Trails and Blueways Council

2024 Proposed Work Plan / Monthly Meeting Targets

		could be used to build and maintain trails.			attached to county trails. Discussion from MORE and Trails Keepers on their efforts. No Greenway gap analysis presented
June	14	Ribbon Cutting for Brentsville – 234 Bike / Ped Bridge and Interchange	Bryce Barrett	TBD	All parts are open as of 6/2/2024
June 25	2	Report on connections with groups to connect to (such as Fairfax and Loudoun Counties)	Planning, Transportation, and Parks Staff		ATIIP and PHNST both includes this.
June 25	5	FLAP Grant Gap Analysis Project update	David Kroeger		Should be under contract in early June
June 25	18	Presentation of standardized and branded signage for trails	Parks Staff		Dove’s Landing signage mentioned in May.
June 27	5	NVRC Data collection along PHNST results; Plan for what’s next	NVRC	GPWTC Meeting	Inputs completed first week of June
July 17	5	Flesh out schedule of efforts for PHNST Gaps including grants coverage and volunteer coverage	PHNST S/C	PHNST S/C Meeting	
July 23	1	WORK SESSION? – collectively explore how we’re doing; iron out work plan changes for remainder of year; discuss volunteer opportunities discovered; “low-hanging fruit” that could be added to the county trail system without significant costs or effort; anything else that comes up	All		
July 23	5	FLAP Grant Gap Analysis Project milestones; then, taking the FLAP grant data, establishing a map for prioritization of currently unfunded gaps for construction (July work session??)	Carryover from S/C meeting		
August					
September	12	Blueways / Water access updates	Parks Staff / Mike DePue		

Trails and Blueways Council

2024 Proposed Work Plan / Monthly Meeting Targets

October	10	Presentation of Powell’s Creek Greenway alignment, gaps, next steps	Parks Staff		
November	11	Presentation of Bull Run Loop Trail alignment, gaps, next steps	Parks Staff		
	4	Capital Improvement Planning and Advocacy; Initial presentation of department priorities	Planning, Transportation, and Parks Staff		
December	4	Capital Improvement Planning and Advocacy; Part 2 – making the list of items by District	Planning, Transportation, and Parks Staff		
INSERT WHEN APPROPRIATE	1	Trail and water access opportunities associated with development applications and road projects			
	2	NCTN Map Item – Define input process for Spring updates			Waiting for updates from Bryce
	6	Occoquan Greenway updates			
	9	PATC presentation on the AT to Manassas Battlefield connection; possibly a resolution to formalize an alignment at a future meeting	PATC		No response from PATC
	10	Status of Discovery-ECO Trail for a Ribbon Cutting	Landfill Staff	Signs mounted Need to fix and mark utility highway trail breakage	Waiting on Public Works plan Potential help from Colgan HS Environmental Group
	10	Powell’s Creek Crossing milestones			
	14	Ribbon cuttings in each district			
	19	Dove’s Landing Design - updates/input opportunities			

2024 Trails and Blueways Proposed Goals

1. Explore, collect, and warehouse information about existing community trails and other “low-hanging fruit” that could be added to the county trail system without significant costs or effort. Find ways to utilize volunteers to make some of these realities. (A comprehensive county-wide trails plan, unconstrained)
2. Interface with other groups to connect our trails and planned trails to Fairfax County, Stafford County, Loudoun County, and the National Capital Region.
3. Encourage volunteer efforts for maintaining more PWC trails using new PWC approved methodology.

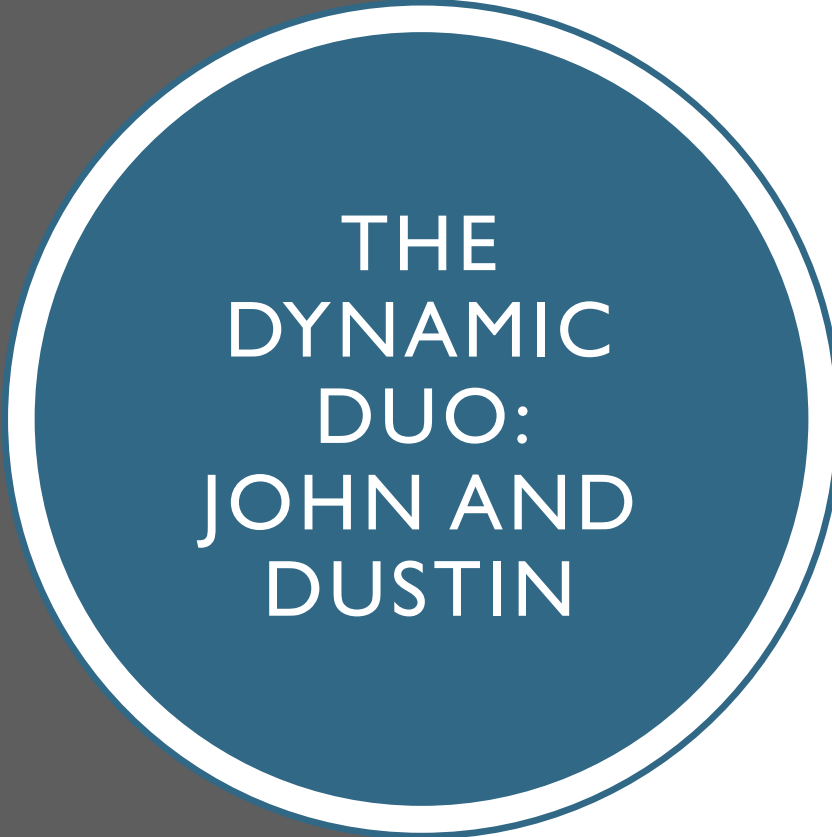
Trails and Blueways Council

2024 Proposed Work Plan / Monthly Meeting Targets

4. Support and encourage PWC CIP additions for trails outside of bonds and additional trail maintenance funds.
5. Finish arranging plans and approaches for gaps in PHNST. Establish a traceable schedule to track in future years completing in 2031.
6. Encourage and track changes and updates to the Occoquan Greenway culminating in completion of this route from McCoart to Occoquan in 2025.
7. Inventory and identify gaps and approaches toward completion of the Broad Run Greenway.
8. Inventory and identify gaps and approaches toward completion of the Neabsco Creek Greenway.
9. Inventory and identify gaps and approaches toward completion of the Catharpin Creek Greenway.
10. Inventory and identify gaps and approaches toward completion of the Powells Creek Greenway.
11. Inventory and identify gaps and approaches toward completion of a Bull Run Loop trail in concert with Fairfax County.
12. Develop maps, plans, and approaches for one or more blueways in the county.
13. Develop two prioritized lists for each district of recreational trails and bike/pedestrian trails. Get buy-in from each district's supervisor for the list.
14. Encourage at least one trails or blueways ribbon cutting in each district.
15. Publicity / awareness of the TBC and its work
16. Communication plan to keep Supervisors updated - formalize
17. Get more representation from the Potomac District especially since the potential for a park at cockpit point is coming closer
18. More signage / standardized signage
19. Boat launch at Sinclair Mill site (with different language)

TRAIL MAINTENANCE UPDATES

MAY 2024



THE
DYNAMIC
DUO:
JOHN AND
DUSTIN

FY24 marked the inaugural year with John Simkins serving as the first PWC Trail Supervisor. Alongside his team member Dustin Dugan, they conducted regular monitoring and maintenance of trails across PWC, installed unarmored turnpike and culverts on Powell's Creek and orchestrated two significant clean-up events, resulting in the collection of 200 bags of trash and 40 tires.

John's collaborative efforts with community members, volunteers, and county supervisors were instrumental in highlighting the need for increased resources for county trails. As a result of his advocacy, an additional \$325,000 in funding was secured, leading to a remarkable 400% increase in staffing levels starting in FY25!

FY25 TRAIL FUNDING

Occoquan Trail Equipment Expenditure \$99,286 FTE Positions 0.00

Description – This initiative provides funding for machinery and equipment that is required for the development of new trails and greenways in Occoquan Trail. This is a one-time cost of \$99,286 to procure machinery and capital equipment including vehicles for the Maintenance & Operations division to enhance capacity to extend support and ensure maintenance and operations of the developed trails & greenways.

Trail Maintenance Expenditure \$325,000 FTE Positions 3.00

Description – \$325,000 in ongoing maintenance dollars was approved to fund 3 additional maintenance positions for trails. This is for maintenance of existing trails and trail amenities and includes \$75,000 in additional service and supply funds.

STEWARDSHIP AGREEMENTS

Stewardship agreements create opportunities for enhanced features or amenities through partnering for maintenance either directly or indirectly maintaining the enhanced feature or service.

Existing Agreements:

Mid-Atlantic Off-Road Enthusiasts (MORE) – Locust Shade & Saving Grace Trail

Animal Education and Rescue Organization (AERO) – Meadow and Pollinator Garden Rollins Ford Park

Prince William Conservation Alliance (PWCA) – Natural Area Maintenance Veterans Park

VOLUNTEERS

- Trail Monitors:

Total of 303 Hours of Volunteer time over 1 year

435 miles inspected by volunteer monitors

- Adopt-a-Trail

23 Organizations Participated

291 Participants

435 Hours

55 Miles of trails cleaned and maintained

VOLUNTEERS!



VOLUNTEERS!



VOLUNTEERS!



VOLUNTEERS!



VOLUNTEERS!



PWDPR/TBC/TSC
We placed a culvert to mitigate poor
drainage. Used to be standing in water.
It is almost dry despite the snowmelt!!!

VOLUNTEERS!



Got MUD ?

Tracks on the ground, turn around!
STAY OFF the trails when wet or muddy!



USE ONLY WHEN DRY or FROZEN

Prevent trail damage and help protect our trails

For more information on freeze-thaw, winter riding, and membership and volunteer opportunities visit:

www.more-mtb.org



This trail system is maintained by MORE volunteers in cooperation with the local land/park authority



DPR AND VOLUNTEERS

ROLE OF VOLUNTEERS IN PRINCE WILLIAM TRAILS

Volunteers, both within groups and acting as individuals, are integral to the efficient and effective maintenance of our county's trails.

How PWC utilizes volunteers in trails

- ❖ Used to assist in new trail projects ranging from new sections of trail tread to trail features (i.e. bridges, culverts, turnpikes) needed to mitigate erosion and hazardous conditions.
- ❖ Individuals and groups serve as trail monitors, observing trail conditions and performing routine maintenance to improve trail conditions (i.e. removing debris and trash from sites).
- ❖ Monitors also support the county by identifying potential hazards or areas for improvement in our trails.
- ❖ Build and maintain temporary trails that facilitate access in ways the county may not have the resources to integrate.

Information regarding volunteering with PWC trails

- ❖ Per Prince William Volunteer Policy, we can set up training for maintenance that matches county trail standards.
- ❖ The draft volunteer agreement covers groups that wish to perform trail maintenance within the county, and the requirements such groups should meet (i.e. insurance)
- ❖ Individuals working on volunteer projects in the county are strongly encouraged to register as monitors on Volunteer Prince William to track hours and find new volunteer opportunities.



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July 1, 2023

Subject: Volunteers in Parks Policy

No:
13-EXC-XXX-1

100 INTRODUCTION

Volunteering is a tradition that has an immeasurable impact on communities, organizations, and individuals throughout the country. Volunteers are integral to the success and function of the Prince William County Department of Parks, Recreation, and Tourism (DPRT). DPRT's Volunteers-In-Parks (VIP) Program can accept and use voluntary help and services from the public in a way that is mutually beneficial to Prince William County, the volunteers, their group, or an organization.

Through the VIP Program, DPRT works together with communities to engage people of all ages and backgrounds in meaningful and mutually beneficial volunteer opportunities. All volunteers are accepted from the public in accordance with the county's anti-discrimination policy (PWC Personnel policy, Section 3.3 Protection from Discrimination and Harassment) Under this policy, volunteers may be recruited without regard to hiring regulations because they are not Prince William County employees.

100.1 PURPOSE

This policy is intended to assist in the management of the DPRT VIP Program and will provide direction to DPRT staff who are responsible for and involved in implementing the VIP Program in parks and programs.

100.2 SCOPE

The scope of this policy shall cover all DPRT operations utilizing volunteer services.

100.3 AUTHORIZATION

This policy is authorized by the Director of Parks, Recreation, and Tourism (DPRT Director).


100.4 APPLICABILITY

This policy applies to all DPRT staff and volunteers, including volunteers of partner organizations when performing volunteer work on behalf of DPRT or on DPRT property.

100.5 RESPONSIBILITY

The DPRT Director or his/her designee shall retain authority over the VIP Program. The DPRT Director understands each division may have specific responsibilities for their volunteers and he/she has delegated authority to each division head to oversee their division's volunteers.

This policy shall be used as a guide for the development of each division's VIP Program and must be followed. Any deviation from this guide must be approved by the DPRT Director.

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When there is no DPRT Volunteer Manager or the position is vacant, division heads (hereafter known as Executive Team members) or their designees are to fulfill the role of Volunteer Manager for their division.

The policies and procedures needed to operate an effective, consistent volunteer program are documented in this policy. Unique circumstances within divisions, however, require Executive Team members to develop additional policy to manage their volunteers. Therefore, each Executive Team member must establish policies on their engagement of volunteers as an organizational strategy, integral to the function and success of the DPRT. These divisional policies are an extension of this policy and should include the division’s standard operating procedures. Divisional policies are authorities delegated to manage each division’s volunteers for which they are accountable, and should include requirements and guidance for:

- Position management (including certification of volunteer position descriptions)
- Working with vulnerable populations
- Onboarding process
- Orientation and training
- Uniform management and disposal
- Allowable expense types and limits for reimbursements (e.g., cap on per diem)
- Limited liability and/or thresholds for volunteer use of personal property
- Awards and recognition
- Termination

Divisional policies are tailored to the division’s or program’s management of its volunteer workforce within the parameters of applicable laws, regulations, and policies, and should be created through a local strategic planning process involving representation of the various involved parties across the DPRT.

100.6 EXCEPTIONS

Exceptions to this policy must be approved in writing from the DPRT Director or their designee.

100.7 DEFINITIONS

Volunteer - A volunteer is an individual who performs service under a current, signed individual or group Volunteer Service Agreement without promise, expectation, or receipt of compensation for services rendered, provided such service lies within the scope of statutes authorizing the department’s use of volunteers. Volunteers are members of the public and are not considered employees. While volunteers are not county employees, the same



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workplace policies apply such as facility access, anti-harassment, ethics, standards of performance, and safety.

Volunteer Management – Volunteer management is the strategic management of volunteer resources, and entails volunteer engagement, coordination, and administration.

Service Description – This policy covers all volunteer services provided on behalf of DPRT. Such services include, but are not limited to, trail work, park and trail monitoring, recreation programs, administration, unpaid internships, litter and trash removal, and interpretive programs.

Volunteer Service Agreement - This document governs the relationship between DPRT and all individual volunteer representing themselves or an organization. It includes the description, terms, and conditions of the service to be provided. This may also be referred to as a “Service Agreement or Volunteer Application.”

Volunteer Manager - The Volunteer Manager, or appropriate Executive Team member in the absence of a dedicated DPRT-wide Volunteer Manager, develops and operates the DPRT volunteer program, matching individual and group volunteers with the needs of DPRT pertaining to a particular park or program. He/she is the primary point of contact for the program and will assist each executive team member with the day-to-day oversight of the program. Volunteer Managers perform the following tasks:

- Assist staff with assessing needs and identifying work that can be accomplished by volunteers
- Advise staff on the proper engagement of volunteers
- Provide guidance, training, and technical assistance to staff members who supervise volunteers to ensure compliance with volunteer program policies
- Recruit for specific volunteer projects
- Coordinate volunteer orientation and training, volunteer recognition, and overall program evaluation
- Account for the safety and wellness of volunteers and those working with volunteers using DPRT policies
- Develop relationships with partners and communities to support volunteer engagement
- Handle internal and external correspondence related to the volunteer program
- Monitor and record the use of park volunteers, funds, hours worked, and benefits of the volunteer program. Compile annual report and forward to the DPRT Director.
- Directly supervises volunteers as needed



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Although Volunteer Managers are responsible for the overall coordination of DPRT volunteer programs, they are not the only people who may directly supervise volunteers. Staff members who are directly responsible for the volunteers' work supervise those volunteers.

Volunteer Supervisor - The Volunteer Supervisor directs the volunteers in the field. They must have a clear understanding of their roles and responsibilities when supervising the volunteers entrusted to them. Each division that employs the use of volunteers shall designate a Volunteer Supervisor. Supervisory tasks are determined by divisional, site, or program needs. Volunteer supervisors may perform the following tasks:


- Write service descriptions and share them with volunteers
- Introduce volunteers to staff members with whom they interact
- Prepare the work area
- Explain the supervision and evaluation systems
- Explain risk management issues
- Share relevant policies and procedures
- Provide ongoing training, on-the-job coaching, informal appreciation, materials, and information to support volunteers' efforts
- Account for the safety and wellness of volunteers using DPRT policies
- Report individual and overall volunteer hours and the outcome of volunteer work to the Volunteer Manager or volunteer Supervisor
- Recognize volunteers for their work efforts

Volunteer Supervisors are encouraged to update the volunteer's record and conduct annual volunteer performance reviews with a written evaluation of the volunteer's work to ensure high-quality volunteer performance and experience.

VIP Training Program - The Volunteer Manager will provide in-service volunteer program training annually for Volunteer Supervisors. These trainings may include basic volunteer program management overviews, refresher courses, and/or advanced volunteer program management trainings. Volunteer Supervisory training is required for anyone supervising volunteers.

100.8 Recruitment of Volunteers - Volunteers are individuals or groups of individuals who perform work for, and are under the direction of, DPRT, for which they receive no financial compensation from DPRT. Individuals, groups, and children may volunteer under a signed Volunteer Service Agreement

Recruiting efforts can be addressed through social media, school guidance counselors, Department websites, or other areas directed by the Volunteer Manager.

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100.9 Types of Volunteers -

Individual Volunteers:

Like all volunteers, children, youth, and families volunteering for the DPRT must have a signed Volunteer Service Agreement that clearly and appropriately identifies and describes their duties. All duties performed by volunteers who are minors must be safe and appropriate for the age and the individual. Volunteers under 18 years of age must have signed permission from their legal guardian on the volunteer service agreement that includes a full description of duties.

K-12 Education Volunteering Programs or Service-Learning Volunteers:

Service-learning is the formal integration of community service into student education. Service-learning connects students with the community in partnerships that provide effective and far-reaching assistance to address local needs while meeting existing academic goals. It is important programs that engage K-12 students are designed with their health and safety in mind, not just the educational benefit. This goes beyond the parental approval currently needed for underage volunteers, to include age-appropriate activities.

Accredited Volunteer Internships:

Volunteers may receive academic credit from their academic institution for their work with the DPRT. Accredited volunteer internships create learner-centered opportunities for students in higher education to forge personally meaningful connections with park resources and staff and foster a deeper understanding and appreciation for the county's intertwined natural and cultural history found in our parks. Students may have the opportunity to earn academic credit while serving as a volunteer. Accredited volunteer internships, through an agreement with a higher education institution, establish a foundational framework to guide and enhance DPRT partnerships with an institution of higher learning. These internships can provide high-quality, meaningful educational and interpretive services in Prince William County and are encouraged.

Non-Governmental Entities:

Organizations such as Scouting programs, church groups, charitable organizations, corporate businesses, etc.



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To be considered a DPRT volunteer, individuals serving in coordination with a partner organization (including friends groups and philanthropic partners) must perform specific volunteer duties assigned by DPRT. It does not matter if the person receives pay, work credit, academic credit, or other types of compensation from sources outside of DPRT. If DPRT is not paying that person for their work, they shall sign a Volunteer Agreement. As with other organizations, employees (or volunteers) of park friends groups or other organizations operating under a philanthropic partnership agreement may be interested in volunteering in support of DPRT programs or projects. Work performed by employees, volunteers, or members of friends groups and partners under the direction of and for the benefit of DPRT, may be counted as volunteer time.

200 LONG TERM VOLUNTEER COMMITMENTS

Volunteers or organizations who perform long term, regular volunteer duties shall have an Volunteer Agreement on file signed by the DPRT Director or his/her designee that outlines the responsibilities and authority of the volunteer or organization. The Volunteer Manager shall keep records of all Volunteer Agreements and renew such agreements as needed.

201 VOLUNTEER QUALIFICATIONS

All volunteers will be trained in accordance to agreed duties, to match or exceed training and qualifications required by staff performing the same duties. This includes providing proper personal protective equipment (PPE) and equipment as required by OSHA or legal requirements for the duties assigned.


201.1 ABILITY TO PERFORM

Volunteers must not engage in any work they are not qualified to perform. They must be adequately trained and feel comfortable doing and willingly agree to do the work. Volunteers must be fit for duty for the duties they will perform. The definition of "fit for duty" depends on the service description and the requirements of that position. DPRT has the flexibility to include restrictions and requirements in the service description and screen applicants accordingly. If there is a question regarding the volunteer's ability to perform the assigned duties, the Volunteer Manager may request the volunteer provide a doctor's note or obtain a medical examination at their expense.

201.2 VOLUNTEER ASSIGNMENTS AND BACKGROUND CHECKS

Volunteers must obtain Level 1 or Level 2 criminal background checks based on the nature of the volunteer service as defined in the DPRT Human Resources - DPRT Internal Personnel Policy 2.1.22.

Volunteers participating in a one-time volunteer event or activity, unless directly serving a vulnerable population, may be exempt from the background check process. One time exemptions are approved by the Volunteer Manager.

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201.3 APPROVED VOLUNTEER ACTIVITIES

Volunteers may be engaged in nearly all parts of DPRT operations in nearly any type of work, if it is work that:

- Is performed at the direction or approval of authorized DPRT staff.
- Does not displace paid employees.
- Enables paid employees to accomplish work that would not otherwise be completed during a particular fiscal year.
- Requires additional training or certification the volunteer has received the same level of certification and training as paid employees. Volunteer services by individuals with the required credentials and certifications to perform certain hazardous duties may be accepted upon Volunteer Manager approval.

201.4 DUTY OF CARE

While volunteers are not DPRT employees, the same workplace policies apply such as facility access, anti-harassment, and safety. DPRT staff has a duty to adequately train and equip volunteers to perform their assigned work and provide a safe working environment.

201.5 PROHIBITED VOLUNTEER ACTIONS

Volunteers still representatives of the DPRT and expected to uphold the county's RICTER values (Respect, Integrity, Creativity, Teamwork, Excellence, Responsibility). Therefore, volunteers are specifically prohibited from the following activities while acting in an official capacity providing volunteer service or wearing a volunteer uniform (not including meal breaks out of public view, in some cases):

- Consuming alcoholic beverages, gambling in any form, or sleeping
- Engaging in partisan political activity.
- Promoting any private business or religious faith or doctrine
- Engaging in any activity prohibited by law or DPRT regulations.
- Soliciting funds and fundraising, unless as part of an approved DPRT fundraising activity

300 RELATED DOCUMENTS

- Individual Volunteer Agreement and Waiver
- [DPRT Human Resources - DPRT Internal Personnel Policy 2.1.22](#)

Approved By:

Signature: Seth Hendler-Voss
Seth Hendler-Voss (Jun 29, 2023 12:23 EDT)
 Email: shendler-voss@pwcgov.org

Jun 29, 2023







Volunteer Policy

Final Audit Report

2023-06-29

Created:	2023-06-28
By:	Eugene Loew (ELoew@pwcgov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeW03OoQOaUrOIRFLLIuMSWk98WsDXKX

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-  Signer shendler-voss@pwcgov.org entered name at signing as Seth Hendler-Voss
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Signature Date: 2023-06-29 - 4:23:32 PM GMT - Time Source: server
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STEWARDSHIP AGREEMENT
for
XYZ MAINTENANCE at X PARK

This agreement between Prince William County Department of Parks and Recreation, hereinafter referred to as "DPR" and The Volunteer Organization, hereinafter referred to as the "VO", entitles the VO to perform <<<XYZ Maintenance Activity>>> at _____ Park/Facility, located at _____ as detailed below:

It is Mutually Agreed:

1. DPR and VO agree to work together to support the on-going maintenance and general stewardship of _____ <<<list amenity within the park/facility >>> as appropriate and according to the parties' abilities and resources.
2. All stewardship projects must be approved by DPR. DPR has final authority for all matters concerning the public property but will take into consideration user feedback and insights from VO's connection to the user base.
3. VO shall not have any management or enforcement authority over public use of the property or facilities, but VO may close a portion of the property or facility during those times the VO is conducting stewardship activities approved by the DPR.
4. VO and its members are volunteers for the DPR, not employees or independent contractors of DPR for any purposes.
5. This Agreement shall be effective for a period of (3) three years from the date of the final signature. Modifications shall be made by mutual consent and in writing. Either party may terminate this Agreement with thirty (30) days advance notice. In the event that one party provides the other party with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and try to resolve any issues.
6. The DPR Director shall have the authority to renew the Agreement for additional three (3) year terms.
7. If mutually agreeable modification to the scope of work is required during the term of an existing Agreement, DPR and the VO shall execute a new Agreement, which shall automatically supersede the existing Agreement.
8. All physical improvements will become the property of DPR.

VO agrees to:

1.
 - a. Provide volunteer services, including labor, materials, supplies, and tools, to perform all stewardship activity at no cost to DPR. The scope of work shall generally include:_____
 - b. <<<Add special conditions and specifications>>>
2. Seek and obtain DPR approval prior to conducting any stewardship project.

3. To keep DPR informed of organizational changes that effect VO's role in the performing the activities included in this agreement.
4. Comply with all DPR maintenance standards.
5. Manage the participation of the volunteer force and ensure compliance with all DPR park rules.
6. Provide single and secondary points of contact (POC) to DPR and notify DPR in writing to POC changes.
7. Maintain a public liability insurance policy for the duration of this Agreement with the following coverage specifications:
 - VO shall obtain Insurance coverage in the amount of \$1,000,000 per occurrence with a \$3,000,000 excess policy. The County shall be named as an additional insured on the policy.
8. Obtain liability releases, on a form approved by the County Attorney, from all volunteers that will be performing VO activities on park properties.
9. Notify DPR of all volunteer injuries immediately.
10. Report all annual volunteer hours to DPR.
11. Submit annual work plan to DPR with calendar of work.
12. Provide on-site public notice of work that may disrupt general public use on the property and provide detours when feasible to maintain public access.
13. Follow DPR standards/requirements for use of tools and equipment and conduct all activities in a safe manner and shall not create any hazards to the employees of PWC and the public.
14. To indemnify and hold harmless the County, its agents and employee, from any and all claims, liabilities, losses, damages, expenses, actions and causes of action of every nature and kind arising out of or relating in any way to VO's stewardship or maintenance activities.
15. Route any private donations related to the scope of work through their financial system.

DPR agrees to:

1. Provide continued public access to the facilities or public property at location in accordance with any and all applicable regulations.
2. Provide the VO with all applicable forms, standards, and policies referenced herein.
3. Provide single POC to VO for all communications.
4. Provide materials and supplies on a case-by-case basis as the budget allows to supplement the VO's resources.
5. Allow the VO to raise material and supply donations on behalf the VO/DPR partnership in the VO's name.

Third Party Beneficiary

This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any third-party beneficiary rights with respect to or in connection with any agreement or provision contained herein or contemplated hereby.

Governing Law

This agreement and the terms are governed by the laws of the Commonwealth of Virginia.

[The Volunteer Organization]

Prince William County Department of
Parks and Recreation

Date

Date



Meeting Date:	June 25, 2024
Agenda Title:	EXERCISE – Connections with Groups
Requested Action:	Consider the matrix of prospective connections and liaisons
Staff Lead:	Janet Bartnik, Deputy Director

BACKGROUND

The Trails and Blueways Council (TBC) created a set of goals for the calendar year 2024. One goal, Engage the Community, includes an action to *interface with other groups to connect our trails and planned trails to Fairfax County, Stafford County, Loudoun County, and the National Capital Region*. This exercise is designed as a first step toward building relationships with external agencies having jurisdiction over trail planning and development with which Prince William County can cooperate.

DISCUSSION

Please see the matrix on the following page. Staff brainstormed this as a start to the exercise and will ask TBC members to participate in identifying potential partners and liaisons.

STAFF RECOMMENDATION

NA

STAFF CONTACT INFORMATION

Janet Bartnik | (703) 792-3918
JBartnik@pwcgov.org

Groups and Liaisons

Agency	Agency Contact	PWC Liaison	Notes
Stafford County	Kathy Baker Matthew Lehane	Yolanda Hipski	Joined a PHNST Subcommittee meeting in late 2023
Loudoun County			
NOVA Parks			
Fairfax County			
Leesylvania SP	Ken Benson, Potomac District Manager	Janet Bartnik	
PW Forest Park	George Liffert	Patti Pakkala	
NPS / PHNST	Jennifer Wampler	Janet Bartnik	Attended PHNST subcommittee meeting;
NPS / Manassas Battlefield			
VDOT	Heidi Mitter	Bryce Barrett	