

LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT

MINUTES

**Strasburg Community Center
Strasburg, Virginia
July 14, 2016**

Directors Present

Comanor, Joan
Gessner, Mary
Hoover, Richard
Mackay-Smith, Justin
Neese, Michael
Richards, Ira
Simpson, HB
Webb, Wayne

Directors Absent

Childs, Corey
Fagan, Jim
Hockman-Nicholas, Kitty
Walls, Marietta Cather

Associate Directors Present

Martin, Jim
Nagelvoort, Bud

Associate Directors Absent

Dibenedetto, Vincent
Gnegy, Karen
Showman, Geary
Stanford, Rick

Staff Absent

Campbell, Amanda
Ferguson, Sheryl

Staff/Cooperating Agencies/Guests

Cross, Debbie, DCR
Barr, Jeff, NRCS

The meeting was called to order at 10:00

Mike Liskey's temporary replacement, Jeff Barr was introduced. Jeff will be in LFSWCD office Tuesdays and Thursdays.

Minutes: Motion made to approve the minutes of June meeting. Approved.

Chair Report:

Recap: Training session in Harrisonburg.

Rescheduled Conflict of Interest/Freedom of Information Act training in Harrisonburg. Date in August to be announced. Contact Debbie or Amanda if attending.

Debbie advised should have several staff attend.

Pinsky, FOIA officer, Alternate Chester and Gochenour will attend, as will Chairman Hoover.

Treasurer's Report

On 16 June Martin attended Budget Template webinar on Attachment D guidance, and with Amanda Campbell an Advanced Quickbooks Training course in Charlottesville on 23 June. Part of training included a review of the revised Desktop Procedures Handbook, which is the first major revision in 10 years. Changes include the requirement for the Treasurer's Report to include information on outstanding checks. Due to when we receive our bank reconciliations and when our Board meets, information on outstanding checks may be delayed one month.

The end of fiscal year budget close out is 99% complete. District income for the FY was under estimated. Instead of an anticipated \$43,000 budget deficit the district has a \$22,000 budget surplus for FY2016.

LFSWCD Reports:

Senior Conservation Specialist Report: Gochenour had nothing to add to written report.

Tech staff presented slide show of selection of SL6s, including exclusion fencing, water troughs/wells and pumps. Some of BPM's shown were older, but in good condition. Debbie commented that could be eligible for Continuous Conservation

Incentive payments. Contracts can be extended for 5 years past original 10 year contract life. Contract can be transferred to new owner if property sold.

Conservation Specialist Report: Truban had nothing to add to his written report.

Conservation Specialist Report: Sloop had nothing to add to her written report.

Conservation Specialist Report: Chester had nothing to add to her

Education & Info Coordinator: Pinsky reported that LFSWCD has been noticed nationally. Column on acronyms of previous week praised in email from Kendell Tyree of VASWCD. Pinsky has been invited to speak at state convention of VA Soil & Water Conservation Districts.

Pinsky recognized and thanked Tech Staff for help with column.

Conservation Easement Committee: Richards had nothing to add to non-existent written report.

Conservation Technical Committee: Gochenour reviewed the committee report.

Motion made to approve 2 Cost Share projects. Approved.

Motion made to approve FY17 SL6 funds. Approved.

Motion made to approve secondary considerations. Approved.

Review of carry over report.

Motion made to approve carry overs of all SL6s. Approved.

Dam Safety Committee:

Jim Fagin is cruising the Mediterranean.

Education and Information Committee:

Comanor invited suggestions for Pinsky's columns. No column for July 14 because of lack of response.

Finance Committee: Martin reported that the Desktop Guide has been revised and is now the Desktop Procedures Handbook. Among changes, the Handbook is no longer to be considered suggestions, but requirements. In addition to the Treasurer's Report including information on outstanding checks, other changes

concern record retention (iAW the Library of Virginia Records Retention Schedule); directors who sign checks cannot sign checks payable to themselves; and, addresses bank reconciliation review and approval process, as well as, the process of reviewing cancelled checks for proper signature and authority.

The District's draft budget for FY2017 has been finalized. Income for the year is expected to be \$320,773. Expenses are expected to be \$395,780, leaving an anticipated deficit of \$75,007, which will be paid out of reserves, reducing reserves to the 3-6 month total recommended in the new Desktop Procedures.

Motion made to approve the budget as presented for FY2016. Approved.

Attachment D reviewed for submission. Major change is projection for addition of one PT employee for office operations for FY2018. At current level of funding FC projects total DCR Program funding of \$421,113; at increased level of funding, a total of \$529,183 is projected.

Motion was made that Board approve and Chairman sign the Attachment D Itemized District Budget Request Form for FY2018 and forwarded to DCR for review and processing. Approved.

Operations Committee: Mike Anderson of Shenandoah Technology Systems has been instructed to set up the District's email repository. He is coordinating with Amanda Campbell to set up the necessary files on her computer. Per Board instructions, the address will be separate from Amanda's. When set up, the Board will be notified of the address. Members were reminded to include the mailbox address in all future correspondence. **The repository address is:** records@lfsxcd.org.

Personnel Committee: Nothing to add to written report.

Shenandoah County Water Resources Advisory Committee.

County Planner left abruptly.

Shenandoah Pure Water Forum: Gessner informed that the next meeting August 26 and annual meeting to be held in October.

Urban BMP Committee:

The committee met July 14 before the Board meeting. Mr. Neese reviewed meeting for Board.

Old Business:

1. Motion for the LFSWCD board to participate in the VASWCD VCAP program for urban BMP's. Passed unanimously in May.

Motion for the board to authorize the Urban BMP committee to review and process applications for VCAP reimbursement. Amended to state that the Urban BMP committee must have a member of staff as a member, Alison Sloop was recommended and the board passed the amended motion unanimously.

Motion for the board to authorize the Urban BMP committee to commit funds to applicant's contingent upon the applicant's approval and reimbursement by VCAP. Passed unanimously in May.

2. Friends of the North Fork Edinburg Mill VCAP presentation update- Joan and Mike

3. Warren County VCAP presentation update- Richard and Mike

4. Urban Committee conference call summary- Alison, Rick, and Mike

5. VCAP score card review, attached-Mike

Board meeting minutes:

Motion- Jay Pinsky: Add request for applicants to be present for proposal review and vote as possible, conflict of interest of course excluded. This information to be added to the application form and the applicant will be required to sign off on the opportunity to be present.

Second- Mike Neese

Result- Unanimously approved

Review new application scorecard attached-Alison

Wayne Web recused himself.

Motion-Mr. Simpson: Pass application to the full LFSWCD board for endorsement to send into the VASWCD board VCAP steering committee for final approval.

Second-Mrs. Comanor

Result- Unanimously approved

Action Items for next meeting Thursday August 11th 9:15:

Agency Reports:

Natural Resources Conservation Service: Acting DC, Jeff Barr, no written report. Jeff stated that he has gone through large work load and that he expects to be very busy.

Department of Conservation & Recreation: Cross reviewed her written report. Congratulated District on having fulfilled all deliverables. Assessment not yet done.

Emphasized important dates:

Annual report due 30 September.

COIA-FOIA training August 15. Suggested that 2 Directors attend.

Complimented Tech Staff for outstanding reports done on time.

Department of Forestry: Matt Wolanski, Frederick County (Woodstock office) discussed Emerald Ash Borer containment program.

Motion made to adjourn. Approved.

Submitted by:

**Buck Richards
Director, Warren Co.**

Approved: _____