

Board of Directors, Board Packet 12/12/2024



We work with the people who work the land.

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Attachments:

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| <u>Treasurer / Finance</u> | |
| • <i>Monthly Financial Reports</i> | pages 25 - 32 |
| <u>CTC</u> | |
| • <i>Minutes and Motions</i> | pages n/a |
| <i>The CTC meeting will be held at 8:30am prior to the Board meeting</i> | |
| <u>Legislative</u> | n/a |
| • | |
| <u>Miscellaneous</u> | |



We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

**Meeting Agenda
December 12, 2024**

To join meeting contact 540-465-2424, ext. 5

*Vision: Productive Soil and Water for the benefit and enjoyment of the people.
Mission: To conserve, protect, and enhance the quality of our region's soil and water.*

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

10:15 1. APPROVE MINUTES OF THE PREVIOUS MONTHS MEETING(S)

- a) Board Meeting
- b) Committee Meetings (if any, as presented in the Board Packet)

10:20 2. CHAIR REPORT – Joan Comanor

10:25 3. TREASURER & FINANCE REPORT - Stephanie Shillingburg, Board Treasurer
- Monthly Motion to Accept and File the Treasurer's Report/Documents for Audit

10:35 4. SECRETARY REPORT – Sarah Fleming

10:40 5. LORD FAIRFAX SWCD REPORTS (Additions to written reports)

Staff:

Supervising Conservation Specialist – Dana Gochenour
Senior Conservation Specialist – Nick Livesay
Conservation Specialist – Madison Coffey
Conservation Specialist – Sabrina Heltzel
Conservation Specialist – Ben Loyd
Conservation Technical Assistant – Sam Shelton
Education & Program Support Specialist – Allyson Ponn

Committees:

Conservation Technical – Mary Gessner
Dam Safety & Conservation Easements - Jim Fagan
Education & Information – Joan Comanor
Legislative – Paul Burkholder
Personnel – Joan Comanor
Operations – Justin Mackay-Smith

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner
Shenandoah County Water Resources Advisory Committee – Joan Comanor
Shenandoah Pure Water Forum – Jack Owens
Alliance for the Shenandoah Valley – Joan Comanor

11:10 6. COOPERATING AGENCY REPORTS (Additions to written report)

NRCS, Natural Resource Conservation - Brent Barribeau
DCR, Conservation District Coordinator - Debbie Cross
VA. Cooperative Extension Representative - Corey Childs
VA. Department of Forestry Representative - Matt Wolanski
Chesapeake Bay Foundation - Matt Kowalski
VA. Dept. of Environmental Quality Representative – Sara Jordan

7. OTHER BUSINESS

8. ADJOURN

FY25 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

FIOA & Record Retention Officers should be re-appointed each year during officer elections in DEC/JAN

- **FOIA; Designated Officer:** __ Allyson Ponn_12/14/2023_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** __ Sarah Fleming_12/14/2023_ (re-appoint at election of Officers)
- **FY 24 (2024-25) Annual Report:**
Date Presented: __ August 14, 2024 _____
- **Meeting Minute Training** Date Completed: _____ Participant: _____

OPERATIONS COMMITTEE RESPONSIBILITIES

- **Annual Plan of Work (2024-2025):**
Board approval: __ 5/9/2024 _____
One review is required by the Operations Committee & recorded in the Board of Director Meeting minutes.
- Review Date: _____
- **Strategic Plan (July 1, 2022- June 30, 2026).** *Reviewed annually during a Board of Directors Meeting & recorded in the meeting minutes.*
- Approved: __ June 6, 2022 _____
- Reviewed (FY 25): _____

FINANCE COMMITTEE RESPONSIBILITIES

- **FY25 (2024-2025) Annual District Budget:** Date Approved: __ July 11, 2024 _____
- **Dedicated Reserves:**
Board Approval Date: __ 9/12/2024 _____
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*
Review/Recording Date: _____
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*
Review/Approval Date: _____
- **Att D:** NEXT DUE IN 2025, submitted every 2 years.
Date Submitted: _____

PERSONNEL COMMITTEE RESPONSIBILITIES

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): _____ ● Date of reviews (annual): _____
- **Review/Update Personnel Policy:** _____
- **Review/Update Position Descriptions:** Date Approved/Reviewed: _____

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

- **Secondary Considerations Approved:**
DCR: __ 7/3/2024 _____ SWCD Board: __ 5/9/2024 _____
- **Average Cost List:**
Submitted to DCR: __ July 11, 2024 _____ SWCD Board Approved: __ July 11, 2024 _____

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

- **Host an Agricultural Community Outreach Event:** (At least 1 event must be held in accordance with the conditions as outlined in Attachment F of the Grant deliverables)
Date(s) of Event(s): _____

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
December 12, 2024
Agenda**

**LFSWCD Chair Report
Joan Comanor**

We have reached the midpoint of our current program year, our ‘new’ Board members have successfully completed their first year, our staff continue to excel in their work and expand their knowledge and skills – whew! This month we hold elections for Chair, Vice-Chair, and Secretary for 2025. The incoming Chair appoints the Treasurer, confirms our FOIA contact and records manager; and confirms the Board’s meeting schedule for 2025. We also need to make sure all budget requests are submitted as requested by our local jurisdictions. **I believe we also need a MOTION to delegate authority to authorize any mandatory actions between now and the end of the year or before our next Board meeting in January.** In the meantime, Joan, Paul, Reid, and Allyson attended the VASWCD annual meeting in Roanoke – please provide updates for the Board. Dennis Morris, Shen County Chairman of the Board of Supervisors, included on their December 10 agenda the recognition that we gave two county employees for their work on the County’s new comprehensive plan. Vice-Chair Jim Fagan represented us at the meeting at which Dennis also praised the District and our staff – Jim, tell us how that went.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the November 2024 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- Please review the monthly Financial Reports provided in the Board Packet.
- **MOTION is needed “that the Treasurer’s report/documents be filed for audit”.**

**Board Secretary / Assistant Treasurer / Administrative Specialist
Sarah Fleming**

Items of Interest:

- FY26 Budget requests from our jurisdictions are coming due.
 - Shenandoah County was due by 11/22 and was submitted on 11/18.
 - Frederick County is due 12/15.
 - Warren County is due 12/31.
 - Clarke County is due 1/29/2025.
- December and January will also bring lots of end of Calendar year items to process such as Tax Credit Packets and 1099’s for program participants.

Monthly Happenings:

- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- ST9-5 Reporting / State Sales Tax Filing (Due 20th of each Month)
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.
- Assist with BMP Part II’s
- Add meeting minutes and calendar items to the Website.

Trainings/Education/Participation:

- 11/14 – Annual Awards Luncheon
- 11/15 - 4th Annual Women’s Leadership Symposium

- 11/19 – IT Security Awareness Training for CAS/DCR
- 11/21 – Tracking Updates Webinar
- 11/21 – PACE/ASAP Webinar
- 12/05 – Navigating 1099 Form Webinar – Tax.1099

Office Closings:

- Christmas; December 24 & 25
- New Year; January 1

**Supervising Conservation Specialist
Dana Gochenour**

Training

- DCR Tax Credit webinar
- DCR Conservation Plan webinar

Promoting BMPs

- Tracking updates and completed bills and folder for Woodbine SL-6W payment
- Conducted as built inspection of Dellinger WP-4LL and SL-6W (Mill Creek, Shenandoah Co.)
- Participated in SVCC monthly call
- Participated in Dam Owner’s workgroup meeting
- Worked on plan map and budget for Sine SL-6N & SL-7
- Assisted Ally with cover crop sign up for several producers
- Communication with Amanda Pennington regarding EJAA certification

Staff Relations

- Assisted with preparation for annual awards

Also this month:

Annual leave 11/15-20 and 11/25

**Senior Conservation Specialist
Nick Livesay**

Paternity leave for month of November. I would like to express my sincere gratitude to the staff for supporting me and covering my workload, and to the Board for granting me leave to bond with my daughter!

**Conservation Specialist
Madison Coffey**

Training:

- Manure Injection Field Day – 11/8/2024
- Conservation Planning Training – 11/21/2024
- NRCS Animal Waste Training – 11/21/2024

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Follow-up visit with Ben on 11/6/2024 to inspect potential CCI and As-Built French (Shen: SL-6W). Completed plan map and estimate for CCI and processed bills for reimbursement for SL-6W.
- Follow-up visit with Ben on 11/6/2024 for a potential SL-6W/SL-7 project in Shenandoah County.
- Pre-construction visit on 11/13/2024 with NRCS, TU, and Shenandoah Streamworks for Dorman (Shen: WP-2A).
- Follow-up visit with Dana on 11/13/2024 to meet with contractor installing underground outlet for Clark (Shen: WP-4).
- In-office visit on 11/15/2024 to discuss potential SL-7 projects and construction specs.

- Visit on 11/15/2024 with Bowman (Shen: SL-6W, SL-8H, SL-1) to inspect SL-1 fields, get cover crop sign up, and discuss next steps of the fencing project.
- Initial site visit with Sam on 11/18/2024 for a potential CCI and SL-7 project in Shenandoah County.
- Initial site visit with Sabrina on 11/19/2024 for a potential FR-3 project in Warren County.
- Follow-up call with DCR Engineer on 11/19/2024 to discuss options for several potential animal waste projects.
- Follow-up visit with Ben on 11/20/2024 to get final signatures for Dehaven (Fred: SL-7) and to review plan map and estimates for a new SL-6W project. Updated map and cost estimate to reflect changes and entered into Tracking.
- Follow-up site visit with Ben on 11/25/2024 for a potential SL-6W, SL-11, WP-4 project in Shenandoah County.
- Site visit with Ben on 11/25/2024 to inspect fields for payment for Clem (Shen: SL-1). Reviewed bills and processed reimbursement.
- Call with CDC to review information that will be sent to the Variance Committee for potential WP-4LC, SL-8B project in Shenandoah County. Updated variance packet to reflect changes.

Other Activities:

- CTC Agenda Prep – 11/6/2024
- CTC Meeting – 11/7/2024
- Board Meeting and Awards Lunch – 11/14/2024

**Conservation Specialist
Sabrina Heltzel**

Training:

-

Promoting BMPs:

- Initial site visit for potential WP-2A in Shenandoah County with Ben
- Mid-Construction visit to Springwood Conestoga Farm with Brian and Alex
- Follow up visit to Danny Jenkins property with NRCS to discuss WP-4LC/WP-4LL piggyback project
- Office visit with Bowman family and Dana to discuss moving forward with SL-6W project
- Initial visit for potential SL-6 in Clarke County with Ben
- Office visit to finalize Bowman SL-6W plan with family, renter who runs the cattle, and Dana
- Initial site visit for potential SL-6N in Warren County
- Drafted plan map for potential SL-6 in Clarke County
- Initial site visit for potential FR-3/FR-1 in Warren County
- Organized participant files and prepared for December CTC Meeting review
- Initial site visit for potential WP-4 in Shenandoah County
- Gave Ed a guided tour of a farm which had completed a variance level SL-6W contract
- Follow up visit with Brent and Katy to discuss wildlife friendly plantings on Blyth Farm
- Initial visit for potential SL-6 in Frederick County
- Engineering site visits with Jason Wilfong, Ben, Dana, and Sam
- Prepped Bowman project for approval in CAS and completed Conservation Plan
- Revised Huddleston project to reflect components required for NRCS piggyback

Other Activities:

- Worked with Sarah to update employee timesheet for 2025 and include paternal leave
- Attended Monthly CTC Meeting
- Attended Monthly Board of Directors Meeting
- Attended Annual Luncheon
- Ran a QA/QC report on CY2024 tax credits
- Attended Floodplain Septic Ordinance Meeting with Joan

Conservation Specialist Ben Loyd

Training:

- IT Security Training – 11/12
- Tall Fescue Zoom Training – 11/19
- Animal Waste NRCS led training – 11/21

Promoting BMPs:

- Initial visit with Sabrina for possible WP-2A – Shenandoah County
- As-Built with Madison for SL-6W - Shenandoah County
- Follow up visit with Madison for possible SL-6W – Shenandoah County
- Bill breakdown and review for SL-6W – Frederick County
- Updated Plan map and cost estimate for possible SL-6W – Shenandoah County
- Submitted Conservation Plan for state review
- Initial visit with Sabrina for possible SL-6W – Clarke County
- Follow up visit with NRCS for possible WP-4LL – Frederick County
- Call with DCR engineer for possible WP-4LL questions
- Follow up visit with Madison for possible SL-6W – Frederick County
- Follow up visit with Madison for possible SL-11 and WP-4 – Shenandoah County
- Engineering visit with Jason Wilfong(Agricultural BMP Engineering Specialist) with Sabrina, Dana and Sam for possible WQ-12, As-built for WP-4 and As-built for WP-4LL and SL-6W – Shenandoah County
- Resource Concerns for various different projects
- Corresponded with contractors and producers about projects in progress

Other Activities:

- CTC Meeting 11/7
- Board Meeting/Awards Luncheon – 11/14

Conservation Technical Assistant Sam Shelton

Training/Staff Meetings:

- Attended Board and CTC meeting.
- Attended Awards banquet.
- Conservation planning training- 11/21/2024

Conservation Technical applications:

- Created RWH (rainwater harvesting) estimate and potential plan for repeat RWH VCAP participant.
- Worked on various VCAP projects and their respective required documentation prior to steering committee approval.
- This month was very VCAP intensive and mostly involved phone calls to participants to further discuss project planning and what I need from them prior to approval.
- VCAP zoom call with Rachel to discuss multiple VCAP practices.
- Created contract for Shenandoah County participant Madison and I went on together. I digitized components and filled out details in contracts tab.

Promoting BMPs:

- CCI and SL-7 visit with Participant in Shenandoah County with Madison- 11/18/2024.
- VCAP initial visit with participant in Frederick county- 11/8/2024

Miscellaneous:

Education & Program Support Specialist
Allyson Ponn

Education:

- SMSC Practicum Project meetings (x3)
 - o BMP documentation
- MRGS Research Project meetings (x2)
 - o Grant applications
- B-WET Grant Prep
 - o Meeting with Shenandoah County Public Schools & FNFSR
 - o Teacher Survey
 - o Coordinator emails
 - o Review of previous submissions

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Newsletter, November 2024 edition
- Awards Luncheon Final preparations + event

Office/Program Support:

- Cover crop contracts – applications, acre report, folder prep with maps

VACDE/Training:

- Annual Auction prep – item registration, volunteer sign up, AllDistrict emails
- SECDEA Conference – 11/4-11/7
- VACDE Budget meeting
- Tall Fescue Training
- Conservation Planning Webinar

Important Dates:

- December 12th: Farm Finance & Conservation Planning Seminar, Laurel Ridge CC
- February 20th: Cultivate Your Agribusiness Conference, Laurel Ridge CC

Conservation Technical Committee

Mary Gessner

- Please review the minutes of the CTC as provided in the Board Packet

Motions: will be made for necessary items.

Dam Safety & Conservation Easements

Jim Fagan

- No new activity to report.

Education & Information

Joan Comanor

. The Committee will meet immediately after the January board meeting to review the recent awards luncheon and offer any recommendations for the future and to get an update on Envirothon planning and other upcoming activities.

Legislative Committee

Paul Burkholder

Reid's Hoak and I made contact with Delegate Bill Wiley, Delegate Todd Gilbert and Senator Tim French. We were unable to make contact with Delegate Oats after several attempts. I'll try again to make contact. These visits were made in lieu of

January's meet and greet in Richmond. I did ask whether they preferred that we seek them out in Richmond and all expressed doubt over the effectiveness of visiting in Richmond rather than their home offices but we are certainly welcome. Several of our board members and staff attended the 1/4ly Board meeting and attended the Va. Soil and Water Conference in Roanoke.

Personnel
Joan Comanor

The Committee will meet immediately following the Board member to consider what pay adjustments should be 'automatic' and desired staffing by skill level for the district. Any recommendations will be incorporated into our annual personnel policy review in January and brought to the Board for approval.

Operations
Justin Mackay-Smith

- No new activity to report.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- No new activity.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

. Our next meeting is December 18.

Shenandoah Pure Water Forum
Jack Owens

- No written report submitted.

Alliance for the Shenandoah Valley
Joan Comanor

We have term limits for Board members and my term is up this month. Eric Reilly, police chief of Woodstock, will be replacing me on the Board.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Delegated Authority:** Districts with early December meetings, may benefit from delegating authority to the Chair and/or the Ag/TRC committee to handle late December approvals of eligible cost increases, particularly those pertaining to Ag BMP Tax Credits and CCI payments.
- **Extension Agent Directors:** Please take your oath of office by 12/31/24 if you have not already done so. Email a copy to Blair.gordon@dcr.virginia.gov with copy to your District Office and your CDC.
- **SWCD Election of Officers, 2025 Calendar Year Meeting Dates & Times, Committee Appointments:** These tasks typically occur annually in December or January. If using a Nominating Committee for officer elections be sure to appoint the committee the month prior to officer elections. Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2025 Calendar Year regular meeting date and time. Send updates to the VASWCD, assigned CDC, and other partners. Committee appointments should occur in January/February and are typically made by the Board Chair.
- **Quarterly Reports due January 15, 2025,** 2nd Qtr. Attachment E, cash balance and Profit & Loss reports.

For all Elected Directors needing FOIA Training: Two opportunities in December

- **To log in** you *must* use your first and last name, without punctuation or space, plus @dcr.virginia.gov for your login id, ***DO NOT CHANGE IT***. For example, JohnSmith@dcr.virginia.gov (Because of the state contract the training system is set up to only allow commonwealth of Virginia email addresses. Do not try to log in with your actual email address.) ***Your temporary password is IamTraining1()
- For all *newer* District Staff who started after January 1, 2024, the training you completed upon your hire satisfies the 2024 training requirement.
- **Training must be completed by 5 pm December 20, 2024.**
- If you have any questions direct those to Steph Dawley at Stephanie.Dawley@dcr.virginia.gov after 12/5/24. Steph will be covering this for Carl most of December.

Grant Agreement Reminders:

- Review of Annual Plan of Work. **Per grant agreement, SWCDs must conduct a mid-year review of the annual plan of work. This review should be recorded in the board meeting minutes.**
- **Long-Range/Strategic Plan Annual Review** to be conducted at least once during the FY by the Board & recorded in board meeting minutes.
- **Review of the Desktop Procedures for District Fiscal Operations.** Per the grant agreement, the SWCD must ensure that the Desktop Procedures is annually reviewed by the District Board, or their Finance Committee and the review documented in official minutes.
- **Finance Committee Meetings.** The Desktop Procedures requires that “the finance committee (or designated group) meet at least twice a year.
- **Semi-Annual Personnel Evaluations:** Per grant agreement districts must maintain position descriptions and performance expectations, a personnel policy, and conduct employee evaluations. December/January is the recommended time for semiannual evaluations, if your district performs two per year.
- **Plan, coordinate and deliver an Ag Outreach Event that meets the following criteria:**
 - a) Market event through at least 3 venues, 1 to be directed to small farmers or socially disadvantaged producers.
 - b) Include at event SWCD history, mission, introduction of directors & staff and offered programs.
 - c) Must include a discussion panel featuring ag producers who have participated in the VACS program.
 - d) Notify and invite all agency partners, including the VSU-Small Farm Outreach Program, to participate.

Upcoming Dates to Remember:

- Dec 4: **FOIA Training for all Local Elected Officials** offered through FOIA Council 10:00 am
Click this link to register: <https://foiacouncil.dls.virginia.gov/training.htm>
- Dec 8-10: **VASWCD Annual Meeting, Hotel Roanoke**
- Dec 9: **Area Meetings, 4:15-5:15 pm, Hotel Roanoke**
- Dec 11: **VSWCB Meeting, 9:00 am Hotel Roanoke**
- Dec 18: **Governor Youngkin presents Virginia’s Budget Bill**
- Dec 18: **FOIA Training for District Directors 10 AM** Register in advance for this meeting:
<https://us02web.zoom.us/meeting/register/tZ0lfuGqgjvGdTeFA7Ri16mZWHKAO20ZUed>
- Dec 20: **Annual IT Security Awareness Training completion Deadline**
- Dec 24 & 25: **State Offices Closed** for Christmas Holiday
- Jan 1, 2025: **State Offices Closed** for New Years Holiday
- Jan 8: **Virginia General Assembly Convenes**
- Jan 9: **VASWCD Legislative Day, Richmond**
- Jan 10: **Potomac Council Virtual Meeting 9:00 am**
- Jan 10: **Potomac Watershed Roundtable Virtual Meeting 10 :00 am**
- Jan 20: **State Office Closed** for Martin Luther King Holiday
- Feb 4: **Virginia General Assembly Crossover**
- Feb 22: **Virginia General Assembly adjourns**

Debbie will be on leave beginning December 20th at noon returning January 7, 2025.

CDC Report Electronically sent 12/2/2024.

VA Cooperative Extension

- No written report submitted.

VA Department of Forestry (DOF)
Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF)
Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ)
Sara Jordan

- DEQ-VRO Ag Program Update:
 - The VPA Regulation and General Permit for AFO's was reissued on Monday, November 18, 2024, for all the permitted facilities that elected to continue coverage.
 - Due to the continued threat of avian influenza and the prevalence of Avian Metapneumovirus, we are only able to see a few farms on site each week due to biosecurity protocols issued from USDA. Any farms that we are unable to get on-farm for a site visit, we are continuing to do off-site record reviews.
 - We have increased our ag programs regional responsibilities to include the Northern Regional Office permitted ag facilities. On-site inspections with these facilities started October 1st, the beginning of the new fiscal inspection year.
 - We continue to focus on poultry litter reporting and education for the requirement that has a reporting deadline of September 15 each year.
- DEQ's Clean Water Financing and Assistance Program's Agricultural Loan Dashboard as of November 21, 2024, is found below. For more information, contact Phil Davis, Ag BMP Project Manager with the Clean Water Financing and Assistance Program: (540) 209-4201, philip.davis@deq.virginia.gov.

AgBMP Loan Program Dashboard: As of 11/21/2024

| Application Status | Total Number | Total Value | Average | Median |
|------------------------------------------------|--------------|-------------------------|---------------|---------------|
| Application Pending | 5 | \$ 1,538,000.00 | \$ 307,600.00 | \$ 315,000.00 |
| Conditionally Authorized | 68 | \$ 16,335,021.48 | \$ 240,220.90 | \$ 199,167.99 |
| Not Authorized | 1 | \$ 45,000.00 | \$ 45,000.00 | \$ 45,000.00 |
| Application Withdrawn | 67 | \$ 10,061,950.04 | \$ 150,178.36 | \$ 110,000.00 |
| Inactive | 20 | \$ 3,593,093.52 | \$ 179,654.68 | \$ 97,500.00 |
| Credit Approved | 3 | \$ 656,000.00 | \$ 218,666.67 | \$ 176,000.00 |
| Credit Not Approved | 12 | \$ 2,190,181.53 | \$ 182,515.13 | \$ 96,938.51 |
| Loan Closed | 71 | \$ 12,793,962.27 | \$ 180,196.65 | \$ 118,155.29 |
| Loan Closed with PF Granted | 3 | \$ 919,035.22 | \$ 306,345.07 | \$ 440,924.00 |
| Project Complete | 107 | \$ 18,525,039.09 | \$ 173,131.21 | \$ 125,273.50 |
| Project Complete with PF Granted | 14 | \$ 2,153,475.97 | \$ 153,819.71 | \$ 95,104.08 |
| Completed without DEQ Funding | 23 | \$ 2,617,632.79 | \$ 113,810.12 | \$ 57,534.00 |
| Equipment Purchase Complete | 22 | \$ 1,639,630.00 | \$ 74,528.64 | \$ 39,249.50 |
| PF Granted SWCD | 20 | \$ 349,370.43 | \$ 17,468.52 | |
| Total PF Granted to Producers | 17 | \$ 1,268,932.43 | | |
| | | | | |
| | | | | |
| Total Applications | 436 | | | |
| Total Active Projects | 150 | | | |
| Beginning Fund Balance | | \$ 18,659,552.00 | | |
| Additional Funds Authorized by DEQ | | \$ 10,000,000.00 | | |
| Total Projects and Loan Funds Obligated | | \$ 49,530,515.54 | | |
| Total PF Granted | | \$ 1,562,966.52 | | |
| Total Repayments | | \$ 17,200,000.00 | | |

| Regional Office | Project Count |
|-----------------|---------------|
| BRRO | 97 |
| PRO | 36 |
| NRO | 47 |
| SWRO | 45 |
| TRO | 11 |
| VRO | 200 |
| | 436 |

| Regional Office | Under Construction |
|-----------------|--------------------|
| BRRO | 17 |
| PRO | 10 |
| NRO | 6 |
| SWRO | 8 |
| TRO | 0 |
| VRO | 30 |
| | 71 |

| Regional Office | Under Construction |
|-----------------|--------------------|
| BRRO | 2 |
| PRO | 0 |
| NRO | 0 |
| SWRO | 1 |
| TRO | 0 |
| VRO | 0 |
| | 3 |

| Regional Office | Under Construction |
|-----------------|--------------------|
| BRRO | 5 |
| PRO | 5 |
| NRO | 0 |
| SWRO | 10 |
| TRO | 0 |
| VRO | 0 |
| | 20 |

| Regional Office | Under Construction |
|-----------------|--------------------|
| BRRO | 4 |
| PRO | 2 |
| NRO | 4 |
| SWRO | 0 |
| TRO | 0 |
| VRO | 4 |
| | 14 |

| Regional Office | Under Construction |
|-----------------|--------------------|
| BRRO | 4 |
| PRO | 2 |
| NRO | 4 |
| SWRO | 0 |
| TRO | 0 |
| VRO | 4 |
| | 14 |

| Regional Office | Under Construction |
|-----------------|--------------------|
| BRRO | 7 |
| PRO | 1 |
| NRO | 2 |
| SWRO | 2 |
| TRO | 4 |
| VRO | 6 |
| | 22 |

**Please note "PF" in the above tables = Principle Forgiveness

MISC.

MINUTES

The November 14, 2024, LFSWCD Board of Director’s Meeting was held, in person, at West Oaks Farm & Market, Winchester, VA.

Those attending were:

LFSWCD Directors

Joan Comanor
Mary Gessner
James Fagan
Justin Mackay-Smith
Paul Burkholder
Reid Hoak
Mark Huddleston
Emma Bricker
Randy Buckley
Kermit Gaither
Jack Owens

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brent Barriteau, NRCS

LFSWCD Staff Members

Dana Gochenour
Sarah Fleming
Sam Shelton
Madison Coffey
Sabrina Heltzel
Ben Loyd
Allyson Ponn

Absent Directors or Staff:

Ira Richards
Jason Bushong
Nick Livesay

LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:10 am.

MOTION: Board approval of the October 10, 2024, Board of Director meeting minutes. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.

| Name | Yes | No | Abstain | | | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|--|--|---------------------|-----|----|---------|
| Joan Comanor | X | | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | | Kermit Gaither | X | | |
| | | | | | | Jack Owens | X | | |

Chairwoman’s Report: Joan Comanor

- The Chairwoman reviewed her written report.
- Approval of nomination of Bobby Clark as the Extension Agent to sit on Board as a Director

MOTION: Board approval of the nomination of Robert “Bobby” Clark to be appointed to the LFSWCD Director seat as the VA Cooperative Extension Agent representative. Motion made by Randy Buckley, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.

| Name | Yes | No | Abstain | | | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|--|--|---------------------|-----|----|---------|
| Joan Comanor | X | | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | | Kermit Gaither | X | | |
| | | | | | | Jack Owens | X | | |

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- Shared funding letter information from DCR for 2nd Quarter.

MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Kermit Gaither, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows.

| Name | Yes | No | Abstain | | | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|--|--|---------------------|-----|----|---------|
| Joan Comanor | X | | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | | Kermit Gaither | X | | |
| | | | | | | Jack Owens | X | | |

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.
- Will be attending the 4th Annual Women’s Leadership Symposium hosted by the Shenandoah County Chamber of Commerce at the Yellow Barn.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- On Leave.

Conservation Specialist, Madison Coffey:

- Reviewed her written report.

Conservation Specialist, Sabrina Heltzel

- Shared written report via handout.

Conservation Specialist, Ben Loyd

- Reviewed written report.

Conservation Technical Assistant, Sam Shelton

- Shared written report via handout.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
 - Gave an update on her attendance to the SECDEA Conference held in Pigeon Forge, TN.

Committee Updates:

Conservation Technical - Mary Gessner

- Mary Reviewed the CTC Report, Motions are as follows:

MOTION: to recommend that the board approve ALL TAX CREDITS AND THEIR ASSOCIATED CONSERVATION PLANS as shown

| Cons Plan | Contract | BMP ID | County/Practice Name | Practice Code | Eligible Tax Credit Amount |
|---------------|------------|--------|------------------------------------|---------------|----------------------------|
| CP-13-23-0003 | 13-23-0019 | 516522 | Fred./Extension of a Grazing Syst. | SL-7 | \$ 1,662.11 |
| CP-13-25-0005 | 13-25-0006 | 591470 | Shen./Conversion of Crop to Hay | SL-1 | \$ 1,570.62 |
| CP-13-25-0005 | 13-25-0006 | 611304 | Shen./Conversion of Crop to Hay | SL-1 | \$ 791.19 |
| CP-13-23-0016 | 13-24-0022 | 583362 | Shen./Stream Exclusion | SL-6N | \$ 313.19 |
| CP-13-23-0016 | 13-24-0022 | 583360 | Shen./Stream Exclusion | SL-6W | \$ 509.95 |

and provided in the CTC minutes of the Board Packet. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows.

| Name | Yes | No | Abstain | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|---------------------|-----|----|---------|
| Joan Comanor | X | | | Randy Buckley | X | | |
| Mary Gessner | X | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | Kermit Gaither | X | | |
| | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve Cons Plan: NRCS, Contract: 13-25-0003, Instance: 642496, Practice Code: WP-4LC, Amount: COST SHARE \$142,829.12 Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Ballot as follows.

| Name | Yes | No | Abstain | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|---------------------|-----|----|---------|
| Joan Comanor | X | | | Randy Buckley | X | | |
| Mary Gessner | X | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | Kermit Gaither | X | | |
| | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve COST SHARE FOR ALL SL-8H PRACTICES as shown

| Cons Plan | Contract | BMP ID | County/Practice Name | Practice Code | Estimated Cost Share Payment |
|-----------|------------|--------|------------------------------|---------------|------------------------------|
| N/A | 13-25-0026 | 642481 | Shen./Harvestable Cover Crop | SL-8H | \$ 2,589.60 |
| N/A | 13-25-0030 | 643172 | Shen./Harvestable Cover Crop | SL-8H | \$ 3,724.00 |
| N/A | 13-25-0003 | 643182 | Shen./Harvestable Cover Crop | SL-8H | \$ 1,723.40 |
| N/A | 13-25-0039 | 643655 | Shen./Harvestable Cover Crop | SL-8H | \$ 3,582.60 |
| N/A | 13-25-0033 | 643187 | Shen./Harvestable Cover Crop | SL-8H | \$ 290.20 |
| N/A | 13-25-0040 | 643571 | Shen./Harvestable Cover Crop | SL-8H | \$ 3,652.80 |
| N/A | 13-25-0038 | 643566 | Shen./Harvestable Cover Crop | SL-8H | \$ 2,183.40 |
| N/A | 13-25-0037 | 643562 | Shen./Harvestable Cover Crop | SL-8H | \$ 606.80 |
| N/A | 13-25-0043 | 643580 | Shen./Harvestable Cover Crop | SL-8H | \$ 3,069.20 |
| N/A | 13-25-0044 | 643654 | Shen./Harvestable Cover Crop | SL-8H | \$ 1,201.80 |
| N/A | 13-25-0034 | 643188 | Shen./Harvestable Cover Crop | SL-8H | \$ 260.00 |
| N/A | 13-25-0036 | 643558 | Fred./Harvestable Cover Crop | SL-8H | \$ 999.80 |

and provided in the Board Packet. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Ballot as follows.

| Name | Yes | No | Abstain | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|---------------------|-----|----|---------|
| Joan Comanor | X | | | Randy Buckley | X | | |
| Mary Gessner | X | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | Kermit Gaither | X | | |
| | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve COST SHARE FOR ALL SL-8B PRACTICES as shown.

| Cons Plan | Contract | BMP ID | County/Practice Name | Practice Code | Estimated Cost Share Payment |
|-----------|------------|--------|------------------------------------|---------------|------------------------------|
| N/A | 13-25-0033 | 643186 | Shen./Small Grain CC with Residue | SL-8B | \$ 1,926.00 |
| N/A | 13-25-0003 | 643176 | Shen./Small Grain CC with Residue | SL-8B | \$ 9,156.00 |
| N/A | 13-25-0042 | 643577 | Shen./Small Grain CC with Residue | SL-8B | \$ 3,462.30 |
| N/A | 13-25-0026 | 642491 | Shen./Small Grain CC with Residue | SL-8B | \$ 65,395.00 |
| N/A | 13-25-0030 | 643159 | Shen./Small Grain CC with Residue | SL-8B | \$ 15,229.80 |
| N/A | 13-25-0037 | 643563 | Shen./Small Grain CC with Residue | SL-8B | \$ 4,930.80 |
| N/A | 13-25-0038 | 643565 | Shen./Small Grain CC with Residue | SL-8B | \$ 7,912.10 |
| N/A | 13-25-0040 | 643570 | Shen./Small Grain CC with Residue | SL-8B | \$ 7,859.20 |
| N/A | 13-25-0027 | 642560 | Fred./Small Grain CC with Residue | SL-8B | \$ 3,628.00 |
| N/A | 13-25-0029 | 642685 | Shen./Small Grain CC with Residue | SL-8B | \$ 3,007.20 |
| N/A | 13-25-0043 | 643579 | Shen./Small Grain CC with Residue | SL-8B | \$ 10,392.30 |
| N/A | 13-25-0028 | 642678 | Clarke/Small Grain CC with Residue | SL-8B | \$ 23,297.40 |

Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows.

| Name | Yes | No | Abstain | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|---------------------|-----|----|---------|
| Joan Comanor | X | | | Randy Buckley | X | | |
| Mary Gessner | X | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | Kermit Gaither | X | | |
| | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve submitting for variance review

Cons Plan: NRCS, Contract: 13-25-0032, Instance: 645395; 643184, Practice Code: WP-4LC; SL-8B

Amount: \$416,767.80; \$17,706.60. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows.

| Name | Yes | No | Abstain | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|---------------------|-----|----|---------|
| Joan Comanor | X | | | Randy Buckley | X | | |
| Mary Gessner | X | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | Kermit Gaither | X | | |
| | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve Cons Plan: CP-13-25-0026, Contract: 13-25-0045, Instance: 645153, Practice Code: SL-6W, Amount: COST SHARE \$26,117.50. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Ballot as follows.

| <i>Name</i> | <i>Yes</i> | <i>No</i> | <i>Abstain</i> | | <i>Name</i> | <i>Yes</i> | <i>No</i> | <i>Abstain</i> |
|-----------------|------------|-----------|----------------|--|---------------------|------------|-----------|----------------|
| Joan Comanor | X | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | Kermit Gaither | X | | |
| | | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve Cons Plan: CP-13-25-0023, Contract: 13-25-0017, Instance: 642603; 642605; 642609, Practice Code: CCI SL-6N; SL-6N; FR-3, Amount: COST SHARE \$3,083.25; \$64,151.59; \$25,395.75. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Ballot as follows.

| <i>Name</i> | <i>Yes</i> | <i>No</i> | <i>Abstain</i> | | <i>Name</i> | <i>Yes</i> | <i>No</i> | <i>Abstain</i> |
|-----------------|------------|-----------|----------------|--|---------------------|------------|-----------|----------------|
| Joan Comanor | X | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | Kermit Gaither | X | | |
| | | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve Cons Plan: CP-13-25-0025, Contract: 13-25-0041, Instance: 643582; SL-6W, Amount: COST SHARE \$62,861.25. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows.

| <i>Name</i> | <i>Yes</i> | <i>No</i> | <i>Abstain</i> | | <i>Name</i> | <i>Yes</i> | <i>No</i> | <i>Abstain</i> |
|-----------------|------------|-----------|----------------|--|---------------------|------------|-----------|----------------|
| Joan Comanor | X | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | Paul Burkholder | X | | |
| Emma Bricker | | | X | | Reid Hoak | X | | |
| Mark Huddleston | | | X | | Kermit Gaither | X | | |
| | | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve INCREASE Cons Plan: n/a, Contract: 13-22-0017, Instance: 460437, Practice Code: SL-6W, Amount: \$7,702.21. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Ballot as follows.

| <i>Name</i> | <i>Yes</i> | <i>No</i> | <i>Abstain</i> | | <i>Name</i> | <i>Yes</i> | <i>No</i> | <i>Abstain</i> |
|-----------------|------------|-----------|----------------|--|---------------------|------------|-----------|----------------|
| Joan Comanor | X | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | Paul Burkholder | X | | |
| Emma Bricker | | | X | | Reid Hoak | X | | |
| Mark Huddleston | | | X | | Kermit Gaither | X | | |
| | | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve INCREASE Cons Plan: n/a, Contract: 13-24-0022, Instance: 583362; 583360, Practice Code: SL-6N; SL-6W, Amount: \$906.62; \$2,791.75. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Ballot as follows.

| Name | Yes | No | Abstain | | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|--|---------------------|-----|----|---------|
| Joan Comanor | X | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | Kermit Gaither | X | | |
| | | | | | Jack Owens | X | | |

MOTION: Motion to recommend that the board approve submitting to the VCAP Steering committee Cons Plan: n/a, Contract: 13-25-003, Instance: n/a, Practice Code: CL-3, Amount: \$1,959.20. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows.

| Name | Yes | No | Abstain | | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|--|---------------------|-----|----|---------|
| Joan Comanor | X | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | Kermit Gaither | X | | |
| | | | | | Jack Owens | X | | |

Dam Safety & Conservation Easements - Jim Fagan

- Jim gave a verbal report of the latest Dam Owners meeting and happenings.
 - Next virtual meeting will be on December 21, 2024.

Education & Information – Joan Comanor

- The committee meeting that was previously scheduled for December 12th will be moved to January 9th immediately following the Board of Directors meeting.

Legislative – Paul Burkholder

- Reviewed written report.
- Reid met with Delegate Wiley
- Jack will be meeting with Senator French
- Paul is on the docket to speak at the next Winchester Rotary meeting.

Miscellaneous:

Chairwoman Comanor announced that Clairmont Farms was awarded a Shenandoah River Basin Grand Award by DCR. Clermont representatives have been invited to the VASWCD Annual Conference Award Banquet to be held in Roanoke this December. VASWCD will sponsor partial fees for their attendance.

MOTION: Board approval to cover portion of remaining expenses, not covered by VASWCD, for Clairmont Farms representative(s) to participate at the VASWCD Annual Conference Awards Banquet. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows.

| Name | Yes | No | Abstain | | Name | Yes | No | Abstain |
|-----------------|-----|----|---------|--|---------------------|-----|----|---------|
| Joan Comanor | X | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | Kermit Gaither | X | | |
| | | | | | Jack Owens | X | | |

Personnel – Joan Comanor

- The committee will now meet AFTER the December 12th Board of Directors meeting (approx. 12noon) which was previously scheduled for prior to.

Operations – Justin Mackay-Smith

- No new activity.

Jack Owens departed the meeting at 11:00am

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Reviewed written report.

Shenandoah Pure Water Forum – Jack Owens

- Next meeting scheduled for November 19th.

Jack Owens departed the meeting at 11:00am

Alliance for the Shenandoah Valley – Joan Comanor

- Review of the written report.
- Shared the Alliance’s Annual Report.
- Discussion had on Solar Farms.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- Highlighted training dates & other important due dates.
 - Annual IT Security Training for Staff.
 - Director FOIA Training.

Virginia Cooperative Extension: Vacant.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

- Debbie Cross, DCR/CDC recommends during the December Board meeting to delegate authority to CTC Chair and/or Board Chair for any necessary end of year approvals between the December 12, 2024, and January 9, 2025 Board meetings.
- Allyson Ponn explained the Award Itinerary.
 - The November 14, 2024, Board of Director’s meeting was followed by the Annual Awards Luncheon.

Adjournment:

MOTION: to Adjourn. Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. *Jack Owens was absent at the time of vote.

| Name | Yes | No | Abstain | | Name | Yes | No | Abstain |
|-----------------|------------|-----------|----------------|--|---------------------|------------|-----------|----------------|
| Joan Comanor | X | | | | Randy Buckley | X | | |
| Mary Gessner | X | | | | Justin Mackay-Smith | X | | |
| James Fagan | X | | | | Paul Burkholder | X | | |
| Emma Bricker | X | | | | Reid Hoak | X | | |
| Mark Huddleston | X | | | | Kermit Gaither | X | | |
| | | | | | *Jack Owens | | | |

The meeting adjourned at approximately 11:30am.

Respectfully submitted,
Sarah R. Fleming

Board Secretary

Approved by the Board through motion on:

**BOD Meeting Attendance
FY 2025 (JUL 2024 - JUN 2025)**

| Name: | | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE |
|-------------------------------------|--|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Board of Directors | | | | | | | | | | | | | |
| Joan Comanor, Vice Chair | | X | X | X | X | X | | | | | | | |
| Mary Gessner | | X | X | X | X | X | | | | | | | |
| James Fagan | | X | X | X | X | X | | | | | | | |
| Kermit Gaither | | A | A | A | X | X | | | | | | | |
| Jack Owens | | A | A | X | A | X | | | | | | | |
| Paul Burkholder | | X | X | X | X | X | | | | | | | |
| Reid Hoak | | X | X | X | X | X | | | | | | | |
| Justin MacKay-Smith | | X | A | X | X | X | | | | | | | |
| Randy Buckley | | X | X | X | X | X | | | | | | | |
| Corey Childs | | X | A | | | | | | | | | | |
| Emma Bricker | | A | X | X | X | X | | | | | | | |
| Mark Huddleston | | X | X | X | X | X | | | | | | | |
| Associate Board of Directors | | | | | | | | | | | | | |
| Stephanie Shillingburg, Treasurer | | X | X | A | X | X | | | | | | | |
| Jason Bushong | | A | A | A | A | A | | | | | | | |
| Ed Pendleton | | X | X | A | X | X | | | | | | | |
| Ira "Buck" Richards | | A | A | A | A | A | | | | | | | |
| Staff | | | | | | | | | | | | | |
| <i>Madison Coffey</i> | | X | X | X | X | X | | | | | | | |
| <i>Sarah Fleming</i> | | X | X | X | X | X | | | | | | | |
| <i>Dana Gochenour</i> | | X | X | T | X | X | | | | | | | |
| <i>Nick Livesay</i> | | X | X | X | X | L | | | | | | | |
| <i>Allyson Ponn</i> | | X | X | X | X | X | | | | | | | |
| <i>Sabrina Vladu</i> | | X | A/L | X | X | X | | | | | | | |
| <i>Sam Shelton</i> | | X | X | X | X | X | | | | | | | |
| <i>Ben Loyd</i> | | X | X | X | X | X | | | | | | | |
| Guests | | | | | | | | | | | | | |
| Debbie Cross, DCR | | X | X | X | X | X | | | | | | | |
| Brent Baritteau, NRCS | | X | | X | X | X | | | | | | | |
| Brian Brezenski, NRCS | | | X | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Lord Fairfax Soil and Water Conservation District Budget vs. Actual - Operating July through November 2024

| | <u>Jul - Nov 24</u> | <u>Budget</u> | <u>% of Budget</u> |
|----------------------------------------------|---------------------|---------------|--------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Income Designated Receipts | | | |
| Comm. Garden/Harv. Fest. Income | 650.00 | | |
| Dam Maintenance | 9,000.00 | | |
| FY 25 VNRCF TA (Base+Add) | 244,286.91 | | |
| Total Income Designated Receipts | 253,936.91 | | |
| Undesignated Receipts | | | |
| County/City Contributions | | | |
| Clarke | 10,450.00 | | |
| Frederick | 6,641.50 | | |
| Shenandoah | 20,000.00 | | |
| Warren | 14,000.00 | | |
| Winchester | 11,000.00 | | |
| Total County/City Contributions | 62,091.50 | | |
| DCR Annual Operations Funds | 206,224.68 | | |
| Interest Income | 43,837.20 | | |
| Other Income | | | |
| Refunds | 500.00 | | |
| Total Other Income | 500.00 | | |
| VCAP | | | |
| VCAP Cost Share | 4,545.24 | | |
| VCAP TA | 3,600.00 | | |
| Total VCAP | 8,145.24 | | |
| Total Undesignated Receipts | 320,798.62 | | |
| Total Income | 574,735.53 | | |
| Gross Profit | 574,735.53 | | |
| Expense | | | |
| Awards Banquet | 2,334.65 | | |
| Dam Maintenance (Expenses) | 598.00 | | |
| District Regular Expenses | | | |
| Board Expenses | 3,290.83 | | |
| Dues | | | |
| Nat. Assoc. of Cons. Districts | 775.00 | | |
| VASWCD | 3,592.00 | | |
| Total Dues | 4,367.00 | | |
| Ed & Info / Public Outreach | | | |
| Display/Ed Material/Brochures | 372.09 | | |
| Envirothon | | | |
| Envirothon Grant Expenses | 319.05 | | |
| Total Envirothon | 319.05 | | |
| Total Ed & Info / Public Outreach | 691.14 | | |
| Office Expenses | | | |
| IT Services & Support / Web | 2,837.25 | | |
| Office Equipment | 3,400.28 | | |
| Office Storage Rent | 2,448.00 | | |
| Office Supplies | 1,488.19 | | |
| Tech Staff Supplies/Field Equip. | 236.68 | | |
| Telephone/Internet | 2,111.93 | | |
| Total Office Expenses | 12,522.33 | | |
| Personnel/Staff Expenses | | | |
| Staff Mileage/Training | 1,467.34 | | |

Lord Fairfax Soil and Water Conservation District
Budget vs. Actual - Operating
July through November 2024

| | <u>Jul - Nov 24</u> | <u>Budget</u> | <u>% of Budget</u> |
|---------------------------------|--------------------------|---------------|--------------------|
| Staff Salaries & Benefits | <u>172,213.70</u> | | |
| Total Personnel/Staff Expenses | 173,681.04 | | |
| Vehicle Gas & Service | <u>1,953.62</u> | | |
| Total District Regular Expenses | 196,505.96 | | |
| VCAP Expenditures | | | |
| VCAP Cost Share disbursements | <u>4,545.24</u> | | |
| Total VCAP Expenditures | <u>4,545.24</u> | | |
| Total Expense | <u>203,983.85</u> | | |
| Net Ordinary Income | <u>370,751.68</u> | | |
| Net Income | <u><u>370,751.68</u></u> | | |

Lord Fairfax Soil and Water Conservation District Fund Balances

12/09/24
Cash Basis

As of November 30, 2024

| | Nov 30, 24 |
|---------------------------------------------|---------------------|
| Dedicated Reserves | |
| Unemployment Oblig (State) | 25,000.00 |
| Accrued Lv. Oblig (State) | 50,000.00 |
| Computer Replacement Reserve | 45,000.00 |
| Salary Inflation Res.(State) | 55,000.00 |
| Office/Utility Reserve | 130,000.00 |
| Tech Staff Salary Res. (State) | 850,000.00 |
| Dam Safety Reserve | 70,000.00 |
| Admin. Secretary Salary Reserve | 130,000.00 |
| Education Salary Reserve | 130,000.00 |
| Vehicle Reserve (State) | 85,000.00 |
| Total Dedicated Reserves | 1,570,000.00 |
| Operations | |
| EOL Varification Earnings | 34,918.42 |
| Other Income | |
| Refunds | 1,275.00 |
| Donations | 1,200.00 |
| Total Other Income | 2,475.00 |
| Envirothon Receipts | 400.00 |
| Envirothon Grant | 1,604.15 |
| RMP Operational Support | 1,872.00 |
| Dam Safety | 12,823.10 |
| Special Projects | |
| Community Garden/Harvest Fest. | |
| Harvest Festival | 233.86 |
| Community Garden | 4,728.19 |
| Total Community Garden/Harvest Fest. | 4,962.05 |
| Total Special Projects | 4,962.05 |
| Sales/Services | 2,063.70 |
| DCR Operating Funds | 398,499.77 |
| Interest | 58,799.51 |
| Local Gov't Funds | 86,813.99 |
| Total Operations | 605,231.69 |
| Restricted Funds | |
| VNRCF TA | |
| FY 25 VNRCF TA | 169,606.10 |
| Total VNRCF TA | 169,606.10 |
| VCAP TA | 3,600.00 |
| Cost Share Funds | |
| CREP | |
| CREP Interest | 451.06 |
| CREP Program | -451.06 |
| Total CREP | 0.00 |
| WQIA | |
| 2025 CB VACS | 612,140.46 |
| 2024 CB VACS Transfer (14) | 4,242.14 |
| 2024 CB VACS | 4,266,719.46 |
| 2023 CB VACS Transfer (22) | 230,005.18 |
| 2023 CB VACS | 1,564,696.61 |
| 2022 CB VACS | 1,040,694.16 |
| Total WQIA | 7,718,498.01 |
| Total Cost Share Funds | 7,718,498.01 |
| Other restricted funds | |
| Grants | |

Lord Fairfax Soil and Water Conservation District

Fund Balances

12/09/24

Cash Basis

As of November 30, 2024

| | <u>Nov 30, 24</u> |
|-------------------------------------|-----------------------------|
| Shenandoah Pure Water Forum Inc | 200.00 |
| Ches. Bay Restoration Grant | <u>1,158.94</u> |
| Total Grants | <u>1,358.94</u> |
| Total Other restricted funds | <u>1,358.94</u> |
| Total Restricted Funds | <u>7,893,063.05</u> |
| TOTAL | <u><u>10,068,294.74</u></u> |

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 11/30/2024

| Type | Date | Num | Name | Clr | Amount | Balance |
|--------------------------------------|------------|------|-------------------------|-----|--------------------|---------------------|
| Beginning Balance | | | | | | 7,881,563.20 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 3 items | | | | | | |
| Check | 10/29/2024 | 3878 | Cherry Grove Farm ... | X | -30,960.00 | -30,960.00 |
| Check | 10/29/2024 | 3879 | Vincent J Thibodeau | X | -5,071.67 | -36,031.67 |
| Check | 11/13/2024 | 3880 | Taylor's Sunrise Far... | X | -76,266.03 | -112,297.70 |
| Total Checks and Payments | | | | | -112,297.70 | -112,297.70 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 11/30/2024 | | | X | 28,338.45 | 28,338.45 |
| Total Deposits and Credits | | | | | 28,338.45 | 28,338.45 |
| Total Cleared Transactions | | | | | -83,959.25 | -83,959.25 |
| Cleared Balance | | | | | -83,959.25 | 7,797,603.95 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 2 items | | | | | | |
| Check | 10/16/2024 | 3875 | Valerie Kanavy | | -3,731.63 | -3,731.63 |
| Check | 10/24/2024 | 3877 | Carl DeHaven | | -19,339.80 | -23,071.43 |
| Total Checks and Payments | | | | | -23,071.43 | -23,071.43 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 11/30/2020 | | | | 25.44 | 25.44 |
| Total Deposits and Credits | | | | | 25.44 | 25.44 |
| Total Uncleared Transactions | | | | | -23,045.99 | -23,045.99 |
| Register Balance as of 11/30/2024 | | | | | -107,005.24 | 7,774,557.96 |
| Ending Balance | | | | | -107,005.24 | 7,774,557.96 |

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 11/30/2024

| | <u>Nov 30, 24</u> |
|------------------------------------------|----------------------------|
| Beginning Balance | 7,881,563.20 |
| Cleared Transactions | |
| Checks and Payments - 3 items | -112,297.70 |
| Deposits and Credits - 1 item | 28,338.45 |
| | <u>-83,959.25</u> |
| Total Cleared Transactions | <u>-83,959.25</u> |
| Cleared Balance | <u><u>7,797,603.95</u></u> |
| Uncleared Transactions | |
| Checks and Payments - 2 items | -23,071.43 |
| Deposits and Credits - 1 item | 25.44 |
| | <u>-23,045.99</u> |
| Total Uncleared Transactions | <u>-23,045.99</u> |
| Register Balance as of 11/30/2024 | <u><u>7,774,557.96</u></u> |
| Ending Balance | 7,774,557.96 |

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 11/30/2024

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|------|-------------------------|-----|------------------|---------------------|
| Beginning Balance | | | | | | 2,282,318.71 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 11 items | | | | | | |
| Check | 07/25/2024 | 5373 | Westminister-Canter... | X | -996.93 | -996.93 |
| Check | 10/04/2024 | 5402 | Scott Currie | X | -168.00 | -1,164.93 |
| Check | 10/16/2024 | 5416 | Wakeman's Grove ... | X | -144.00 | -1,308.93 |
| Check | 10/16/2024 | 5409 | Joan M. Comanor | X | -89.78 | -1,398.71 |
| Check | 10/31/2024 | 5419 | Virginia Business Sy... | X | -368.98 | -1,767.69 |
| Check | 10/31/2024 | 5418 | Shentel | X | -188.51 | -1,956.20 |
| Check | 11/13/2024 | 5421 | West Oaks Farm & ... | X | -1,368.00 | -3,324.20 |
| Check | 11/13/2024 | 5424 | Card Services | X | -1,329.83 | -4,654.03 |
| Check | 11/13/2024 | 5422 | Virginia Business Sy... | X | -512.60 | -5,166.63 |
| Check | 11/13/2024 | 5423 | Benjamin Loyd | X | -366.82 | -5,533.45 |
| Check | 11/13/2024 | 5420 | Maureen Dunford | X | -80.00 | -5,613.45 |
| Total Checks and Payments | | | | | -5,613.45 | -5,613.45 |
| Deposits and Credits - 3 items | | | | | | |
| Deposit | 11/21/2024 | | | X | 500.00 | 500.00 |
| Deposit | 11/21/2024 | | | X | 3,320.75 | 3,820.75 |
| Deposit | 11/30/2024 | | | X | 8,266.18 | 12,086.93 |
| Total Deposits and Credits | | | | | 12,086.93 | 12,086.93 |
| Total Cleared Transactions | | | | | 6,473.48 | 6,473.48 |
| Cleared Balance | | | | | 6,473.48 | 2,288,792.19 |
| Uncleared Transactions | | | | | | |
| Checks and Payments - 1 item | | | | | | |
| Check | 03/17/2020 | 4525 | Purchase Power | | -78.99 | -78.99 |
| Total Checks and Payments | | | | | -78.99 | -78.99 |
| Deposits and Credits - 2 items | | | | | | |
| Deposit | 02/28/2018 | | | | 23.58 | 23.58 |
| Deposit | 04/16/2020 | | | | 5,000.00 | 5,023.58 |
| Total Deposits and Credits | | | | | 5,023.58 | 5,023.58 |
| Total Uncleared Transactions | | | | | 4,944.59 | 4,944.59 |
| Register Balance as of 11/30/2024 | | | | | 11,418.07 | 2,293,736.78 |
| Ending Balance | | | | | 11,418.07 | 2,293,736.78 |

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 11/30/2024

| | <u>Nov 30, 24</u> |
|------------------------------------------|----------------------------|
| Beginning Balance | 2,282,318.71 |
| Cleared Transactions | |
| Checks and Payments - 11 items | -5,613.45 |
| Deposits and Credits - 3 items | 12,086.93 |
| Total Cleared Transactions | <u>6,473.48</u> |
| Cleared Balance | <u>2,288,792.19</u> |
| Uncleared Transactions | |
| Checks and Payments - 1 item | -78.99 |
| Deposits and Credits - 2 items | 5,023.58 |
| Total Uncleared Transactions | <u>4,944.59</u> |
| Register Balance as of 11/30/2024 | <u>2,293,736.78</u> |
| Ending Balance | 2,293,736.78 |