

Board of Directors, Board Packet 3/13/2025



We work with the people who work the land.

Table of Contents

Agenda & Grant Deliverables	page 2 - 3
Agenda Reports	pages 4 -12
Minutes (<i>please review for Board approval</i>)	
Board Minutes	pages 13 - 19
Committee Minutes	n/a
Attendance Record	page 20
Committee Meeting Log	page 21
Committee List and Members	page 22

Attachments:

Treasurer / Finance

- *Monthly Financial Reports*
(January & February 2025) pages 23 - 39

CTC

- *Minutes and Motions* pages 40 - 45



We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

March 13, 2025

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 minutes

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
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

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

NRCS, Natural Resource Conservation - Brent Barriteau
DCR, Conservation District Coordinator - Debbie Cross
VA. Cooperative Extension Representative – Bobby Clark
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_12/12/2024_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** Sarah Fleming_12/12/2024_ (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: 2/13/2025
- **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): 1/21/2025 ● Date of reviews (annual): _____
- **Review/Update Personnel Policy:** 1/21/2025
- **Review/Update Position Descriptions:** Date Approved/Reviewed: 1/25/2025

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
March 13, 2025
Agenda**

**LFSWCD Chair Report
Joan Comanor**

I managed to spring forward but my email did not = much to my dismay I did a bunch of work and emails this weekend and apparently nothing was actually sent. AARRGGHHH! Anyway, we are now moving into the very busy season again: while staff are working harder than ever on BMP projects and education activities, we are also waiting for funding decisions from the General Assembly and our local jurisdictions. Committee chairs will be asked soon for budget proposals as well as reviewing our accomplishments for this fiscal year and drafting our annual work plans for next year -- administrative work can be less stimulating than on the ground accomplishments, but it is an important part of our responsibilities. On another topic, Allyson: how did the AgBusiness session go? are we all set for Envirothon? what is happening re our outreach session?

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the February 2025 and March 2025 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:

- The Area I Spring meeting is Tuesday - March 25, 2025, in Buchannon, VA. Please let me know if you have registered to attend as I need to cut a check for attendance fees. [Please click here to register by March 20th.](#)
- Please review the Committee Meeting Log found in the Board Packet and let me know if I have missed any meetings that have been held.

Monthly Happenings:

- SPDA Account Verification filing with Treasury.
- 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:

- 2/19 Record Retention webinar
- 2/27 Webinar SHRM
- 3/7 VASWCD Admin/Ops training session

Office Closings:

- April 1, 2025, Office Closed due to Staff participation our Local Envirothon.

Supervising Conservation Specialist Dana Gochenour

Training

- 2/3- eVA Training webinar
- 2/5- VANTAGE conference- Harrisonburg (NMP writer and Conservation Planner CEUs)

Promoting BMPs

- Attended the Stony Creek, Pughs Run, Crooked Run TMDL meeting at Edinburg Library
- With Ben, met with staff at Audley Farm to discuss future projects
- Met with a Shenandoah Co. landowner to discuss potential stream exclusion project (Straight Run)
- Completed maps, cost estimate, and tracking updates for Marlboro Springs SL-6W/SL-7 (trib to Cedar Creek, Frederick Co.)
- Met with a Shenandoah Co. producer to discuss potential stream exclusion and cropland conversion practices
- Attended the Cultivate your Agribusiness Conference at Laurel Ridge Community College
- With Madison, met with a reporter for the Courier to discuss VACS and agricultural issues in our area
- Follow up with a Clarke Co. producer regarding equine manure management
- Completed conservation plans and tracking updates for Arbogast and Rolling Hills Hay Co. SL-1s (Shenandoah Co.)

Staff Relations

- 2/6- Conservation Technical committee meeting
- 2/13- Board of Directors meeting
- Participated in the Dam Owners Workgroup webinar
- With Allyson, represented LFSWCD at Clarke Co. Board of Supervisors Budget Hearing
- Staff meeting to discuss current vacancy
- Updated Position description, vacancy announcement, and Pay Band document for current vacancy
- Updated Personnel policy to contain language approved at February board meeting
- Email correspondence with OAG reps regarding lawsuit
- Conference call with Madison and staff from TJSWCD and Culpeper SWCD regarding conservation planning and administrative challenges

Senior Conservation Specialist Nick Livesay

Training

- VANTAGE Annual Conference, Harrisonburg with staff

Promoting BMPs

- Call with Amanda Pennington re: Gochenour WP-4LL
- Correspondence with potential SL-6W/FR-3 (Falls Run, Shen. Co.)
- Created grazing acreage map for Warren County producer
- Visit with potential WP-4LC/WP-4LL with Ben, Brent, Brian, Alex, and Phil Davis
- Completed Risk Assessment for potential WP-4LL (Shen. Co.) with Ben
- Visit with potential WP-4LL and SL-6W (Pugh's Run, Shen. Co.)
- Visit with potential SL-6W/FR-3 (Cedar Creek, Fred. Co.) with Collin, Shannon, and Kathleen
- Whalen (SL-6W: Dry Marsh Run, Clarke Co.) correspondence re: well issues
- Visit with potential SL-6W (Karst ponds, Shen. Co.) with Sabrina
- Visit with potential SL-1/FR-1/FR-3 in (Main Stem SR, Clarke County) with Caty and Matt K.
- Visit with potential SL-6W (Manassas Run, Warren Co.) with Sabrina, CBF, LTV
- CAS work to set up NMP login
- Jordan (SL-1: Shen. Co.) correspondence regarding NMP and soil samples
- Correspondence with potential SL-1s in Shenandoah County

- Visit with potential WP-4LL/SL-6W (Passage Creek, Shen. Co.)
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

VCAP

- Participated in online TAC meeting

Other Relations

- Correspondence with Ashley Miller (NVD) regarding wildfire effects on soil
- Staff meeting regarding new position description
- Submitted Shenandoah County Leadership course application
- Correspondence with VAMN regarding March soil presentation
- CTC Meeting (2/6/25)
- Board Meeting (2/13/25)

Conservation Specialist Madison Coffey

Training:

- Vantage No-Till Conference – 2/5/2025

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Follow-up call on 2/3/2025 with DCR Engineering team to review final things needed to sign off on the projects for Gochenour (Shen: WP-4LL). Followed up with participant to communicate information. Received additional information from the engineering team regarding roof runoff components and followed up with appropriate parties.
- Initial site visit with Sabrina on 2/14/2025 for a producer in Warren County. The producer was not eligible for VACS programs, but we were able to offer technical assistance and connect her with additional resources.

Other Activities:

- Courier Article Meeting – 2/3/2025
- CTC Meeting – 2/6/2025
- Board Meeting – 2/13/2025
- Conservation Plan and Administrative Concerns Meeting with neighboring district staff – 2/19/2025
- Extended time off due to family matters – 2/18-28/2025

Conservation Specialist Sabrina Heltzel

Training:

Promoting BMPs:

- Drafted conservation plans for Joe Bailey SL-6N and Ivan Snapp FR-1 (February 10th)
- Initial visit for potential SL-6 in Warren County with Madison (February 14th)
- Via email, provided several partnership resources and contact information to producer who does not qualify for our programs (February 18th)
- Office visit with Brent from NRCS to discuss sizing calculations for potential WP-4LL & WP-4LC in Frederick County (February 18th)
- Completed resource concern reviews for William Stickley SL-6W and Andrew Romero SL-6W (February 20th)
- Follow up visit to discuss exclusion requirements for potential SL-6W in Shenandoah County with Nick (February 24th)
- Staked out exclusion fence for J. Gochenour SL-6W with Ben (February 25th)

- Initial visit for potential FR-3 in Warren County with Ben (February 25th)
- Follow up visit to outline program requirements for potential SL-6W in Warren County with Nick, CBF, and Land Trust of Virginia (February 26th)

Other Activities:

- Met with staff to discuss considerations for vacant position (February 26th)
- Attended Jeanette Smith’s retirement party (February 26th)
- Took F-150 to dealership to address recall, change flat tire, rotate tires, state inspection (February 28th)

Took annual leave from February 1st – February 7th

Took sick leave on February 13th

**Conservation Specialist
Ben Loyd**

Training:

- Vantage No-Till Conference – 2/5/2025

Promoting BMPs:

- Follow up visit with VDOF and CBF for FR-3 tree planting plan – Shenandoah County
- Pre-Construction meeting for SL-6N – Frederick County
- Animal waste management system creation for WP-4 – Shenandoah County
- Follow up visit with Nick, NRCS and Phil Davis for SL-6W, WP-4LL and WP-4LC – Shenandoah County
- Initial visit with Madison for potential SL-6W – Clarke County
- Watery system design for SL-6W – Clarke County
- Variance packet edits and finalization for SL-6W – Shenandoah County
- Initial visit with Dana for potential SL-7 – Clarke County
- Initial visit for potential CCI-SL-6W – Frederick County
- In office meeting with NRCS for potential SL-6W, WP-4LL and WP-4LC – Shenandoah County
- Plan map and cost estimate creation for potential SL-6W – Clarke County
- Risk assessment completion with Nick for potential WP-4LL – Shenandoah County
- Plan map and cost estimate creation for potential SL-7 – Clarke County
- Initial visit with Sabrina for potential FR-3 and SL-6 – Warren County
- Fence staking with Sabrina for SL-6N – Frederick County

Other Activities:

- CTC Meeting – 2/6/2025
- Board Meeting – 2/13/2025
- Staff meeting to discuss job vacancy
- Agribusiness Conference at Laurel Ridge Community College

**Education & Program Support Specialist
Allyson Ponn**

Education:

- JR Rangers Camp coordination
- Envirothon coordination
- MRGS Research Project meeting (x2)
- Area 1 Envirothon Training
- LFSWCD Envirothon registration
- Envirothon Special Topic Questions Bank
- Discovery Museum Research

- Internship research

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Cultivate Your Agribusiness Conference
 - o Session coordination, presentation, panel discussion
- Clarke Co Budget Hearing
- City of Winchester Budget Letter
- Area 1 Spring Meeting prep – Agenda, Minutes, email list
- February newsletter
 - o MailChimp updates

Office/Program Support:

- Cover crop contracts – applications, acre reports, maps
- Cover crop checks
- Staff meeting
- VCAP Cost share reimbursement request

VACDE/Training:

- VACDE meeting with DCR/VASWCD/NRCS meeting Agenda
- VACDE Debrief call
- Graves Education Poll
- Graves Planning Meeting

Important Dates:

- Tuesday, March 25th – Area 1 Spring Meeting, Buchannon VA
- Tuesday, April 1st – LFSWCD Envirothon @ Seven Bends State Park
- Saturday, April 12th – Seven Bends Native Plant Nursery Grand Opening, Berryville
- Saturday, April 19th – Earth Day program @ Seven Bends State Park, 1pm
- Saturday, April 26th – Red Bud Festival, Browntown
- Sunday, April 27th – Earth Day Front Royal/Lone Pine Day, Downtown Front Royal
- Tuesday, April 29th – Area 1 Envirothon @ McCormick Farms, Raphine VA
- Sunday May 18 & 19 – State Envirothon @ Mary Washington
- Saturday June 7th – GardenFest @Belle Grove

**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 items to report.

**Education & Information
Joan Comanor**

- The Committee will meet immediately after the April Board meeting to discuss the outreach event, Envirothon recap, and select nominees for the VASWCD and LFSWCD scholarships and YCC Camp.

Legislative Committee
Paul Burkholder

- Waiting for Kendal's summation of General Assembly actions and will orally report once received.

Personnel
Joan Comanor

- The Committee is meeting following the Board meeting to do Sarah's midyear review, discuss job titles, training needs, and strategy for our vacancy.

Operations
Justin Mackay-Smith

- The Committee will meet at 9am on 3/13/25.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- Northern Shenandoah Valley Regional Commission - As part of the Chesapeake Bay Watershed Implementation Program, data analysis determined areas within our region that may benefit from funding assistance under WIP. A web map showing the final focus areas is available at:
<https://nsvrc.maps.arcgis.com/apps/mapviewer/index.html?webmap=f633d68a83f64315ac63b24f73de0f52>
- Planning and implementation have started for a BMP mapping project. A request has been sent to localities requesting assistance gathering locality data for BMPs that have not been digitized.
- A septic pump-out program initially piloted in Clarke and Frederick counties is being expanded to include Shenandoah County.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- No meeting scheduled.

Shenandoah Pure Water Forum
Jack Owens

- No written report submitted.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Minutes Training, March 17 @ 1:30PM:** *Required DCR grant deliverable. One person from each district must participate* but all are welcome. Register here: https://us02web.zoom.us/meeting/register/2ZBMqL0NQhaVduqW_AF98g Speaker will focus on how to record meeting minutes, with an emphasis on properly documenting discussions, motions and votes, committee recommendations and committee reports; sharing some tools and templates that help document minutes that meet the minimum requirements of FOIA and public expectations.
- **Committee Meetings:** Please remember the following:
 - Committee meetings must be held in accordance with the Freedom of Information Act. That means that **all committee meetings, including Personnel Committee meetings, must be advertised to the public and minutes must be taken at each meeting.**

- Reference the closed meeting guidelines if the SWCD will be discussing subject matter that is recognized by the Code of Virginia to be exempt from FOIA (Code §2.2-3711(A) for a complete list of closed meeting allowances).
- **A committee report or minutes should be presented to the board at the next SWCD meeting.**
- **Committee meeting minutes** should be handled one of two ways:
 - **Minutes should be approved by the committee at the next committee meeting: OR**
 - **Minutes should be approved by the full board at a regular board meeting if no committee meeting is scheduled for the near future**
- Once approved by the committee or Board of Directors, committee meeting minutes should be signed by the committee chair. Per the grant agreement, committee meeting minutes are to be submitted to the CDC

AG COST SHARE ITEMS:

- **Follow-up to Random & EOL BMP Verifications:** Please continue to work with participants who have BMPs with maintenance needs and remember to update the Verification Module as repairs are completed.
- **VACS Practices Requiring Nutrient Management Plan (NMP) for Cost-Share &/or Tax Credit:** Practices such as cover crop and animal waste, require a NMP be prepared, signed by a certified nutrient management planner and on file at the SWCD before such BMPs can be certified as complete and paid. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last minute requests.
- **Carryovers:** Encourage VACS participants to complete their projects in time for payment prior to the end of the fiscal year to reduce carryovers into FY26. Keep in mind that only certain practices are eligible for carryover status. Districts should reference Pages II-42-II-46 of the *FY25 VACS Program Manual* for a list of practices eligible for carryover and an explanation of the carryover procedures. Practices substantially under construction and eligible for carryover will need approval by SWCD boards prior to 06/30/25.

Carryover BMPs coming to the end of their third PY and not expected to be complete by 06/30/25 can only be carried over again with prior approval from DCR. Requests to carry over BMPs a 3rd time into a 4th PY must be submitted to Sara Bottenfield, Ag Incentives Program Manager, by May 15. For each practice requested, District staff will need to:

 - Update the Carryover section of the Measurements tab by selecting 'Other (describe in BMP comments)' as one of the justifications and entering a comment on the General tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request in the comment box.
 - Send an email to Sara (sara.bottenfield@dcr.virginia.gov), copying your CDC, with the contract number, instance number, and justification. This can be in the body of the email or as an attachment, but if submitting requests for multiple practices please **include all requests from the district in a single email no later than May 15.**

Recent Staff changes at DCR:

- Raleigh Coleman has re-joined DCR's Division of Soil and Water Conservation, Engineering Team. As Lead Trainer and Engineering Specialist Raleigh will be focusing much of his time on engineering training for SWCD staff. We welcome Raleigh back! Raleigh.coleman@dcr.virginia.gov 804-
- Stu Blankenship sadly accepted a position at DEQ as Database and Analytics Manager in the Office of Information Systems. We wish Stu well in his new position.
 - General CAS questions should be routed to your CDC and Jen Edwards.
- Palmer Bruce, DCR's new Poultry Litter Transport Incentive Coordinator, looks forward to growing the Poultry Litter Transport Incentive Program. She can be reached at 540-416-5350, palmer.bunce@dcr.virginia.gov

Grant Agreement Reminders: (those yet to be completed in parentheses below)

- **Plan & deliver Ag Outreach Event:** Scheduled Culpeper 3/14; John Marshall 3/21; (Dates yet to be determined Lord Fairfax, No VA & Loudoun SWCDs). Completed Prince Wm 2/1, Thomas Jefferson 2/27.
- Review Annual Plan of Work **by the Board & recorded in board minutes. (Culpeper, Lord Fairfax, No. VA)**
- **Review 4 Year Long-Range/Strategic Plan** at least once during the FY by the Board & recorded in board meeting minutes. (Lord Fairfax, No VA & Prince Wm)
- **Review Desktop Procedures for District Fiscal Operations** either by the District Board, or their Finance Committee and documented in board meeting minutes. (Lord Fairfax, No VA)

- **Signed Board Meeting & Committee Minutes:** Per the *FY25 Administrative and Operational Grant Agreement, Deliverable #7*, DCR-DSWC CDCs are required to maintain copies of the approved, signed meeting minutes (regular, special-called, and committee). Please continue to email me approved signed minutes each month, as they become available or include them in the following month's board meeting packet.

Upcoming Dates to Remember:

- Mar 17: Minutes Training 1:30 pm **This is a required training of the grant agreement, and all districts must have a minimum of 1 person attend. Register:**https://us02web.zoom.us/meeting/register/2ZBMqL0N0haVduqW_AF98g
- Mar 19: **VSWCB Audit Subcommittee meeting, 9:00 am** Twin Lakes State Park
- Mar 19: **VSWCB Meeting, 10:00 am** Twin Lakes State Park
- Mar 25: **Area I Spring Meeting**, Wilson Warehouse, 421 Lowe Street, Buchanan, VA Registration 9:15, Program begins 9:45am Registration deadline 3/20 Cost \$20 per person. Host Mountain Castles SWCD
- Apr 2-3 Conservation Selling Skills, Central VA Comm College, Lynchburg (required for CPC)
- Apr 3: **Area II Spring Meeting**, The Inn at Vint Hill, Warrenton VA Registration 8:30, Program begins at 9:00 Registration deadline 3/26. Cost \$35 per person. Host John Marshall SWCD
- Apr 8: **RUSLE2 Part C**, Harrisonburg area (for those who completed Parts A & B in 2024: required for CPC)
- Apr 16: **VSWCB Meeting**, Drury Hotel, Glen Allen VA
- Apr 17: **VASWCD Quarterly Board Meeting**, Drury Hotel 9am-4pm Registration due by 4/10 \$15 <https://docs.google.com/forms/d/e/1FAIpQLSeICU6z1wL5dSe7syYZYQjUruXTH4-P8FQUmALmhbuasDJY7A/viewform>
- Apr 26: **Area II Envirothon**, Banshee Reeks Park, Leesburg, VA Loudoun & Northern VA SWCDs hosting
- Apr 29: **Area I Envirothon**, McCormick Farm, Raphine
- May 7: **Overview of Nutrient Management Plans**, 1:30pm This is a repeat of the training offered at the Annual Meeting. It was requested DCR offer it again in the spring
- May/June: VSWCB Meeting, location TBD

2025 DCR Conservation Planner Certification Courses: Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov

- Conservation Selling Skills: 04/02-04/03/25, Central VA Community College, Lynchburg, VA
- RUSLE 2 Part C: April 8 Harrisonburg area, *(For those who completed Parts A & B in '24)*
- Stream ID Course: May 25, 8:00 AM – 4:30 PM, Charlottesville, VA
- Nutrient Management Training Schools: Summer 2025
- VA Resource Training: Oct 15 & 16, Virtual training
- RUSLE 2 Part A, B, C: Fall 2025
- DCR Conservation Planner Course: October 21-23, In person, Buckingham County

CDC Report sent to districts 3/3/2025.

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**

- **Crooked Run, Stony Creek and Pughs Run TMDL: Final Public Meeting**
DEQ and partners will hold the final public meeting for the Crooked Run, Stony Creek and Pughs Run TMDL on **April 9, 2025 at 5:30 pm** at the Shenandoah County Office Building (9925 Main St, Woodstock). During the meeting, DEQ will present a draft clean up study (also known as a Total Maximum Daily Load or TMDL) for the three streams. These streams have been designated as impaired for failing to support the aquatic life use designation. Sediment has been identified at the primary

stressor responsible for these impairments. The meeting will kick off a 30-day public comment period for the report. In the event of inclement weather, the meeting will be held on April 14th at the same time and place.

- Virginia DEQ is accepting waterbody nominations for inclusion in the 2026 water monitoring plan. Nomination forms can be found at the following link and will be accepted until April 30th, 2025.
Please email citizenwater@deq.virginia.gov with any questions. Link to the nomination form: [Monitoring Plan Nomination Form 2026MY](#)
- DEQ-VRO Ag Program Update:
 - Due to the detection of HPAI in an Accomack County flock, DEQ inspectors are performing off-site record reviews for all poultry farms. This may change at the beginning of April if no new detections are found.
 - DEQ-VRO continues to focus on poultry litter reporting and education for the requirement that has a reporting deadline of September 15 each year for poultry litter brokers, poultry permittees, and the end-users of poultry litter.
 - There is a bill currently being considered in Virginia to extend the exemption of on-farm incinerators to include cattle (dairy and beef), instead of only poultry and swine.
 - There is outreach being done within the ag community about water withdrawal reporting for crop irrigation and larger groundwater users.
- DEQ’s Clean Water Financing and Assistance Program’s Agricultural Loan Dashboard as of February 27, 2025, 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 02/27/2025

Application Status	Total Number	Total Value	Average	Median
Application Pending	10	\$ 2,181,492.00	\$ 218,149.20	\$ 202,475.63
Conditionally Authorized	57	\$ 14,484,359.78	\$ 254,111.58	\$ 220,000.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	68	\$ 10,061,950.04	\$ 147,969.85	\$ 101,248.63
Inactive	20	\$ 3,593,093.52	\$ 179,654.68	\$ 97,500.00
Credit Approved	11	\$ 2,897,000.00	\$ 263,363.64	\$ 211,000.00
Credit Not Approved	11	\$ 1,681,181.53	\$ 152,834.68	\$ 87,377.02
Loan Closed	73	\$ 13,685,843.77	\$ 187,477.31	\$ 136,340.00
Loan Closed with PF Granted	3	\$ 919,035.22	\$ 306,345.07	\$ 440,924.00
Project Complete	118	\$ 20,108,016.19	\$ 170,406.92	\$ 115,515.94
Project Complete with PF Granted	14	\$ 2,153,475.97	\$ 153,819.71	\$ 95,104.08
Completed without DEQ Funding	25	\$ 2,921,538.29	\$ 116,861.53	\$ 58,725.25
Equipment Purchase Complete	22	\$ 1,639,630.00	\$ 74,528.64	\$ 39,249.50
PF Granted SWCD	20	\$ 349,370.43	\$ 17,468.52	\$ 31,022.56
Total PF Granted to Producers	17	\$ 1,268,932.43		
Total Applications	454			
Total Active Projects	155			
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 52,203,421.78		
Total PF Granted		\$ 1,562,966.52		
Total Repayments		\$ 18,219,936.30		

MISC.



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MINUTES

The February 13, 2025, LFSWCD Board of Director's Meeting was held, in person, at the Strasburg Community Center, 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

Joan Comanor
James Fagan
Mary Gessner
Justin Mackay-Smith
Randy Buckley
Jack Owens
Robert Clark

Associate Directors

Stephanie Shillingburg
Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

Marian Dalke, SAER (Cooperative Extension)
Brent Barriteau, NRCS
Alex Neufeld, NRCS

LFSWCD Staff Members

Dana Gochenour
Sam Shelton
Madison Coffey
Ben Loyd
Nick Livesay
Allyson Ponn
Sarah Fleming

Absent Directors or Staff:

Emma Bricker
Mark Huddleston
Paul Burkholder
Reid Hoak
Kermit Gaither
Ira Richards
Jason Bushong
Sabrina Heltzel

LFSWCD Board Chair Joan Comanor called the meeting to order at 10:00 am.



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Introduction of Guests:

Marian Dalke; SAER (Cooperative Extension)
 Alex Neufeld, NRCS

Chairwoman’s Report: Joan Comanor

- Board and Staff Introduction to newcomers/guests.
- Chair report was reviewed.
- Upcoming Committee meetings for March.
 - Personnel will meet after the monthly Board meeting.
 - Operations will meet at 9am prior to the Board meeting.
- Welcome back Sarah.
- Sharing and discussion of the 2023 Potomac River Report Card. The Potomac has been upgraded to a “B”.
- Chairwoman has requested Sarah to make a log for District Committees to remind and track meetings. It is requested that each Committee meet at least twice per year.

MOTION: Board approval of the January 9, 2025, Board of Director meeting minutes, the January 9, 2025, Education and Information Committee minutes and the Personnel Committee meeting minutes from January 9, 2025, and January 21, 2025 as presented in the Board Packet. Motion made by Jack Owens, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaiher were absent at 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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaiher			
Robert Clark	X					Jack Owens	X		

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- The “Desktop Procedures for Fiscal Operations” has been reviewed. This action is performed as part of the Grant Deliverables for DCR.

MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Randy Buckley, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaiher were absent at 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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaiher			
Robert Clark	X					Jack Owens	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.
- Thanked Staff and Board for their efforts and support while she was out of the office.



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Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.

Conservation Specialist, Madison Coffey:

- Reviewed her written report.
- Gave a brief update on participation at Buffer Working Group held by NRCS.

Conservation Specialist, Sabrina Heltzel

- Absent from meeting.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- Reported that he received his Conservation Planner Certification!

Education and Program Support Specialist, Allyson Ponn:

- Reviewed written report.
- The Area I Spring Meeting is March 25, 2025. Please register and let Sarah know. We will process one check for all attendance fees.
- Local Envirothon will be held April 1, 2025, at Seven Bends State Park, Woodstock, VA.
 - Sign up sheet was passed around for Board and Staff participation.
 - Gave a brief description of this year’s Envirothon Topic; “Roots and Resiliency: Fostering Forest Stewardship in a Canopy of Change”.

Committee Updates:

Conservation Technical - Mary Gessner

- Mary reviewed the CTC Report. Motions are as follows:

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0061 SL-6W

CP-13-25-0029	13-25-0061	646672	Shenandoah	Stream Excludi	SL-6W	High	101	16.60	Y	\$	367,651.25
---------------	------------	--------	------------	----------------	-------	------	-----	-------	---	----	------------

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		



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Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0100 WP-4 and WP-4FP

Contract	Contract ID	Parcel ID	County	Project	Category	Priority	Acres	Cost	Yield	Unit	Total Cost
NRCS	13-25-0100	649405	Shenandoah	Animal waste c	WP-4	High	136	14.06	Y	\$	72,034.20
NRCS	13-25-0100	649404	Shenandoah	Feeding Pad	WP-4FP	High	134	12.11	Y	\$	109,334.20

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker				*Reid Hoak			
*Mark Huddleston				*Kermit Gaither			
Robert Clark	X			Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0096 SL-6N and SL-7

Contract	Contract ID	Parcel ID	County	Project	Category	Priority	Acres	Cost	Yield	Unit	Total Cost
CP-13-25-0036	13-25-0096	649247	Shenandoah	Stream Exclusi	SL-6N	High	113	9.17	Y	\$	89,739.38
CP-13-25-0036	13-25-0096	649248	Shenandoah	Extension of W	SL-7	High	120	36.90	N	\$	18,225.63

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker				*Reid Hoak			
*Mark Huddleston				*Kermit Gaither			
Robert Clark	X			Jack Owens	X		

Motion to recommend that the board send contract 13-25-0093 SL-6W and SL-7 to the DCR Variance Committee for review

Contract	Contract ID	Parcel ID	County	Project	Category	Priority	Acres	Cost	Yield	Unit	Total Cost
CP-13-25-0034	13-25-0093	648550	Shenandoah	Stream Exclusi	SL-6W	High	102	12.26	Y	\$	497,685.00
CP-13-25-0034	13-25-0093	648554	Shenandoah	Extension of W	SL-7	High	100	31.93	N	\$	27,822.30

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker				*Reid Hoak			
*Mark Huddleston				*Kermit Gaither			
Robert Clark	X			Jack Owens	X		



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Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0095 SL-1

CP-13-25-0037	13-25-0095	649238	Shenandoah	Long Term Veg	SL-1	High	73	24.74	N	\$	3,706.60
---------------	------------	--------	------------	---------------	------	------	----	-------	---	----	----------

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0099 SL-1

CP-13-25-0038	13-25-0099	649344	Shenandoah	Long Term Veg	SL-1	High	71	24.78	N	\$	4,433.30
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0097 SL-6N

CP-13-25-0039	13-25-0097	649338	Clarke	Stream Exclud	SL-6N	Medium	29	13.60	Y	\$	36,498.00
---------------	------------	--------	--------	---------------	-------	--------	----	-------	---	----	-----------

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0094 WP-4

CP-13-25-0035	13-25-0094	649069	Shenandoah	Animal waste d	WP-4	Low	90	28.30	Y	\$	61,134.15
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Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at time of vote.



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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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Motion to recommend the Board approve CP 13-25-0040; Contract: 13-25-0098; instances: 649342 FR-1 with cost share of \$6,069.38 & 649343 FR-1 with cost share of \$16,988.25 and associated cons plans. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. **Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

Dam Safety & Conservation Easements - Jim Fagan

- Dam Owners Workgroup virtual meeting on February 20, 2025. Jim will participate.

Education & Information – Joan Comanor

- Allyson reported that the applications have launched for both the YCC and District Scholarships.

Legislative – Paul Burkholder

- Please review Paul’s report in his absence.
- Jack gave a brief update on “Budget” happenings with House and Senate.

Personnel – Joan Comanor

- The committee will meet immediately following the March Board of Directors meeting.

Operations – Justin Mackay-Smith

- The committee will meet at 9:00am prior to the March Board of Directors meeting.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to report at this time.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Reviewed the written report.

Shenandoah Pure Water Forum – Jack Owens

- A new website is in the works.



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Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent reviewed his handout on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie was absent from the meeting.

Virginia Cooperative Extension: Robert Clark

- No items to report.

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:

Adjournment:

MOTION: to Adjourn. Motion made by Jack Owens, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Emma Bricker, Mark Huddleston, Paul Burkholder, Reid Hoak, and Kermit Gaither were absent at 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			
*Emma Bricker						*Reid Hoak			
*Mark Huddleston						*Kermit Gaither			
Robert Clark	X					Jack Owens	X		

The meeting adjourned at approximately 11:20am.

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	X	X	X				
Mary Gessner		X	X	X	X	X	A	X	X				
James Fagan		X	X	X	X	X	X	X	X				
Kermit Gaither		A	A	A	X	X	X	X	A				
Jack Owens		A	A	X	A	X	X	X	X				
Paul Burkholder		X	X	X	X	X	A	X	A				
Reid Hoak		X	X	X	X	X	X	A	A				
Justin MacKay-Smith		X	A	X	X	X	X	X	X				
Randy Buckley		X	X	X	X	X	X	X	X				
Robert Clark								A	X				
Emma Bricker		A	X	X	X	X	A	A	A				
Mark Huddleston		X	X	X	X	X	X	A	A				
Associate Board of Directors													
Stephanie Shillingburg, Treasurer		X	X	A	X	X	X	X	X				
Jason Bushong		A	A	A	A	A	A	A	A				
Ed Pendleton		X	X	A	X	X	X	X	X				
Ira "Buck" Richards		A	A	A	A	A	A	A	A				
Staff													
Madison Coffey		X	X	X	X	X	X	X	X				
Sarah Fleming		X	X	X	X	X	X	ML	X				
Dana Gochenour		X	X	T	X	X	X	X	X				
Nick Livesay		X	X	X	X	L	X	X	X				
Allyson Ponn		X	X	X	X	X	Event	X	X				
Sabrina Vladu		X	A/L	X	X	X	X	X	A				
Sam Shelton		X	X	X	X	X	X	X					
Ben Loyd		X	X	X	X	X	X	X	X				
Guests													
Debbie Cross, DCR		X	X	X	X	X	X	X					
Brent Baritteau, NRCS		X		X	X	X			X				
Brian Brezenski, NRCS			X				X						
Bobby Clark							X						
Alex, NRCS							X						

Conservation Technical (CTC)	8/1/2024	9/5/2024	10/10/2025	11/7/2025	12/5/2025	1/2/2025	2/6/2025	3/6/2025	4/3/2025	5/1/2025	6/5/2025
Dam Safety and Easements											
Education & Information	9/12/2024										
Finance	7/11/2024	9/12/2024									
Legislative											
Personnel	8/8/2024	1/9/2025	1/21/2025	3/13/2025							
Operations	3/13/2025										

LORD FAIRFAX SWCD COMMITTEE APPOINTMENTS
District Chair ex officio Member of Each Committee

Conservation Technical (Urban BMP / *Technical Resource)	Dam Safety & Easements	Education/ Information	Finance	Legislative	Personnel	Operations
Gessner, M. Chair	Fagan, J. Chairman	Comanor, J. Chairwoman	Shillingburg, S. (Treas.) Chair	Burkholder, P. Chairman	Comanor, J. Chair	Mackay-Smith, J. Chairman
Mackay-Smith, J. Vice Chair	Bricker, E.	Bricker, E.	Comanor, J.	Fagan, J.	Gessner, M.	Burkholder, Paul
Buckley, R.	Burkholder, P.	Fleming, S.	Fleming, S.	Gaither, K.	Gochenour, D.	Fleming, S.
Bushong, J.	Comanor, J.	Gaither, K.	Owens, J.	Gessner, M.	Huddleston, M.	Gaither, K.
Coffey, M.	Gessner, M.	Gessner, M.	Coffey, M.	Owens, J.	Shillingburg, S. (Treas.)	Ponn, A.
Gochenour, D.	Gochenour, D.	Gochenour, D.		Hoak, R.		
Heltzel, S.	Huddleston, M.	Hoak, R.		Ponn, A.		
Livesay, N.	Owens, J.	Hetzl, S.				
Loyd, B.	Richards, B.	Ponn, A.				
Mackay-Smith, J.						
Pendleton, E.						
Ponn, A						
Clark, R.						
Tech Subcommittee: Outreach	No. Shenandoah Valley Regional Commission	Shenandoah Co. Water Resources Advisory Committee	Pure Water Forum Representative	Alliance for the Shenandoah Valley		
Gessner, M.	Gessner, M.	Comanor, J.	Owens, J.	Comanor, J.		

* When necessary, there will be a separate Technical Resource Committee meeting held following the monthly Conservation Technical Committee meeting.

Lord Fairfax Soil and Water Conservation District Budget vs. Actual - Operating July 2024 through February 2025

	Jul '24 - Feb 25	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Comm. Garden/Harv. Fest. Income	650.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
FY 25 VNRCF TA (Base+Add)	398,682.24	504,464.50	79.0%
Total Income Designated Receipts	408,332.24	513,464.50	79.5%
Undesignated Receipts			
County/City Contributions			
Clarke	10,450.00	10,450.00	100.0%
Frederick	9,962.25	13,283.00	75.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	14,000.00	14,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
Total County/City Contributions	65,412.25	68,733.00	95.2%
DCR Annual Operations Funds	206,591.50	413,183.00	50.0%
EOL Varification Earnings	7,500.00		
Interest Income	67,541.94	12,000.00	562.8%
Other Income			
Donations	400.00	400.00	100.0%
Refunds	1,033.26		
Total Other Income	1,433.26	400.00	358.3%
VCAP			
VCAP Cost Share	4,545.24		
VCAP TA	3,600.00		
Total VCAP	8,145.24		
Total Undesignated Receipts	356,624.19	494,316.00	72.1%
Total Income	764,956.43	1,007,780.50	75.9%
Gross Profit	764,956.43	1,007,780.50	75.9%
Expense			
Awards Banquet	2,826.09	3,000.00	94.2%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	6,618.00	6,000.00	110.3%
District Regular Expenses			
Board Expenses	8,003.56	15,000.00	53.4%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VASWCD	3,592.00		
Dues - Other	0.00	4,500.00	0.0%
Total Dues	4,367.00	4,500.00	97.0%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	372.09	500.00	74.4%
Ed Staff Training/Conferences	130.00	300.00	43.3%
Envirothon			
Envirothon Grant Expenses	319.05		
Envirothon - Other	0.00	1,000.00	0.0%
Total Envirothon	319.05	1,000.00	31.9%
Outreach Event(s)	0.00	1,000.00	0.0%
Total Ed & Info / Public Outreach	821.14	2,800.00	29.3%
Insurance	257.00	1,750.00	14.7%
Office Expenses			
IT Services & Support / Web	3,880.44	12,500.00	31.0%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

03/11/25

July 2024 through February 2025

Cash Basis

	Jul '24 - Feb 25	Budget	% of Budget
Office Equipment	5,325.17	10,000.00	53.3%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	3,672.00	5,000.00	73.4%
Office Supplies	3,085.40	5,500.00	56.1%
Postage	1,052.17	750.00	140.3%
Tech Staff Supplies/Field Equip.	236.68		
Telephone/Internet	3,380.15	6,500.00	52.0%
Vacancy Ads	0.00	0.00	0.0%
Total Office Expenses	20,632.01	54,250.00	38.0%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Staff Boot/Clothing	0.00	2,400.00	0.0%
Staff Mileage/Training	3,507.33	10,000.00	35.1%
Staff Salaries & Benefits	345,565.81	718,500.00	48.1%
Total Personnel/Staff Expenses	349,073.14	730,900.00	47.8%
Vehicle Gas & Service	4,772.55	6,000.00	79.5%
Total District Regular Expenses	387,926.40	815,200.00	47.6%
VCAP Expenditures			
VCAP Cost Share disbursements	4,545.24		
Total VCAP Expenditures	4,545.24		
Total Expense	401,915.73	825,200.00	48.7%
Net Ordinary Income	363,040.70	182,580.50	198.8%
Net Income	363,040.70	182,580.50	198.8%

Lord Fairfax Soil and Water Conservation District Fund Balances

03/11/25
Cash Basis

As of February 28, 2025

	Feb 28, 25
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)	38,577.90
Total Dedicated Reserves	1,523,577.90
Operations	
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,808.26
Donations	1,600.00
Total Other Income	3,408.26
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	6,803.10
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	361,980.49
Interest	82,504.25
Local Gov't Funds	79,347.14
Total Operations	587,363.56
Restricted Funds	
VNRCF TA	
FY 25 VNRCF TA	179,763.25
Total VNRCF TA	179,763.25
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	1,835,953.68
2024 CB VACS Transfer (14)	4,242.14
2024 CB VACS	3,152,751.56
2023 CB VACS Transfer (22)	209,605.18
2023 CB VACS	1,516,980.27
2022 CB VACS	831,934.72
Total WQIA	7,551,467.55
Total Cost Share Funds	7,551,467.55
Other restricted funds	
Grants	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of February 28, 2025

03/11/25

Cash Basis

	Feb 28, 25
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	1,358.94
Total Other restricted funds	1,358.94
Total Restricted Funds	7,736,189.74
TOTAL	9,847,131.20

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,586,750.40
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/26/2024	3901	Harry B. Polk, Jr.	X	-2,708.75	-2,708.75
Total Checks and Payments					-2,708.75	-2,708.75
Deposits and Credits - 1 item						
Deposit	02/28/2025			X	23,457.61	23,457.61
Total Deposits and Credits					23,457.61	23,457.61
Total Cleared Transactions					20,748.86	20,748.86
Cleared Balance					20,748.86	7,607,499.26
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					25.44	25.44
Register Balance as of 02/28/2025					20,774.30	7,607,524.70
Ending Balance					20,774.30	7,607,524.70

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 02/28/2025

	<u>Feb 28, 25</u>
Beginning Balance	7,586,750.40
Cleared Transactions	
Checks and Payments - 1 item	-2,708.75
Deposits and Credits - 1 item	23,457.61
	<u>20,748.86</u>
Total Cleared Transactions	<u>20,748.86</u>
Cleared Balance	<u><u>7,607,499.26</u></u>
Uncleared Transactions	
Deposits and Credits - 1 item	25.44
	<u>25.44</u>
Total Uncleared Transactions	<u>25.44</u>
Register Balance as of 02/28/2025	<u><u>7,607,524.70</u></u>
Ending Balance	7,607,524.70

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,235,131.20
Cleared Transactions						
Checks and Payments - 13 items						
Check	02/05/2025	5459	Max Real Group, LLC	X	-408.00	-408.00
Check	02/05/2025	5463	Virginia Business Sy...	X	-302.50	-710.50
Check	02/05/2025	5462	Purchase Power	X	-212.78	-923.28
Check	02/05/2025	5464	Commercial Press, L...	X	-197.25	-1,120.53
Check	02/05/2025	5461	Shentel	X	-191.42	-1,311.95
Check	02/05/2025	5460	Stephen Nickolas Li...	X	-84.22	-1,396.17
Check	02/05/2025	5458	Stephanie Shillingburg	X	-50.40	-1,446.57
Check	02/13/2025	5465	Bryce Resort	X	-4,500.00	-5,946.57
Check	02/13/2025	5467	Card Services	X	-2,020.81	-7,967.38
Check	02/13/2025	5468	Bryce Resort	X	-1,520.00	-9,487.38
Check	02/13/2025	5466	Virginia Business Sy...	X	-512.60	-9,999.98
Check	02/14/2025	5469	Kermit Gaither	X	-595.38	-10,595.36
Check	02/14/2025	5470	Purchase Power	X	-102.21	-10,697.57
Total Checks and Payments					-10,697.57	-10,697.57
Deposits and Credits - 2 items						
Deposit	02/14/2025			X	3,320.75	3,320.75
Deposit	02/28/2025			X	6,907.53	10,228.28
Total Deposits and Credits					10,228.28	10,228.28
Total Cleared Transactions					-469.29	-469.29
Cleared Balance					-469.29	2,234,661.91
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 02/28/2025					4,475.30	2,239,606.50
New Transactions						
Checks and Payments - 11 items						
Check	03/05/2025	5480	Max Real Group, LLC		-408.00	-408.00
Check	03/05/2025	5476	Virginia Business Sy...		-308.98	-716.98
Check	03/05/2025	5473	Bob Stieg		-273.26	-990.24
Check	03/05/2025	5471	Queen Street Diner		-209.30	-1,199.54
Check	03/05/2025	5481	Shentel		-191.43	-1,390.97
Check	03/05/2025	5479	VACDE		-175.00	-1,565.97
Check	03/05/2025	5475	MCDEA		-130.00	-1,695.97
Check	03/05/2025	5477	Edward Pendleton		-92.40	-1,788.37
Check	03/05/2025	5472	Stephanie Shillingburg		-25.20	-1,813.57
Check	03/05/2025	5478	Virginia Department ...		-10.00	-1,823.57
Check	03/06/2025	5482	Virginia Business Sy...		-508.60	-2,332.17
Total Checks and Payments					-2,332.17	-2,332.17
Total New Transactions					-2,332.17	-2,332.17
Ending Balance					2,143.13	2,237,274.33

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 02/28/2025

	Feb 28, 25
Beginning Balance	2,235,131.20
Cleared Transactions	
Checks and Payments - 13 items	-10,697.57
Deposits and Credits - 2 items	10,228.28
	-469.29
Total Cleared Transactions	-469.29
Cleared Balance	2,234,661.91
	2,234,661.91
Uncleared Transactions	
Checks and Payments - 1 item	-78.99
Deposits and Credits - 2 items	5,023.58
	4,944.59
Total Uncleared Transactions	4,944.59
Register Balance as of 02/28/2025	2,239,606.50
	2,239,606.50
New Transactions	
Checks and Payments - 11 items	-2,332.17
	-2,332.17
Total New Transactions	-2,332.17
Ending Balance	2,237,274.33
	2,237,274.33

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2024 through January 2025

02/10/25

Cash Basis

	<u>Jul '24 - Jan 25</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	9,000.00	100.0%
FY 25 VNRCF TA (Base+Add)	398,682.24	504,464.50	79.0%
Total Income Designated Receipts	<u>408,332.24</u>	<u>513,464.50</u>	<u>79.5%</u>
Undesignated Receipts			
County/City Contributions			
Clarke	10,450.00	10,450.00	100.0%
Frederick	6,641.50	13,283.00	50.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	14,000.00	14,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
Total County/City Contributions	<u>62,091.50</u>	<u>68,733.00</u>	<u>90.3%</u>
DCR Annual Operations Funds	206,591.50	413,183.00	50.0%
EOL Varification Earnings	7,500.00		
Interest Income	52,534.71	12,000.00	437.8%
Other Income			
Donations	400.00	400.00	100.0%
Refunds	650.00		
Total Other Income	<u>1,050.00</u>	<u>400.00</u>	<u>262.5%</u>
VCAP			
VCAP Cost Share	4,545.24		
VCAP TA	3,600.00		
Total VCAP	<u>8,145.24</u>		
Total Undesignated Receipts	<u>337,912.95</u>	<u>494,316.00</u>	<u>68.4%</u>
Total Income	<u>746,245.19</u>	<u>1,007,780.50</u>	<u>74.0%</u>
Gross Profit	<u>746,245.19</u>	<u>1,007,780.50</u>	<u>74.0%</u>
Expense			
Awards Banquet	2,732.20	3,000.00	91.1%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	598.00	6,000.00	10.0%
District Regular Expenses			
Board Expenses	7,357.78	15,000.00	49.1%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VASWCD	3,592.00		
Dues - Other	0.00	4,500.00	0.0%
Total Dues	<u>4,367.00</u>	<u>4,500.00</u>	<u>97.0%</u>
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	372.09	500.00	74.4%
Ed Staff Training/Conferences	130.00	300.00	43.3%
Envirothon			
Envirothon Grant Expenses	319.05		
Envirothon - Other	0.00	1,000.00	0.0%
Total Envirothon	<u>319.05</u>	<u>1,000.00</u>	<u>31.9%</u>
Outreach Event(s)	0.00	1,000.00	0.0%
Total Ed & Info / Public Outreach	<u>821.14</u>	<u>2,800.00</u>	<u>29.3%</u>
Insurance	257.00	1,750.00	14.7%
Office Expenses			
IT Services & Support / Web	3,862.45	12,500.00	30.9%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

02/10/25

July 2024 through January 2025

Cash Basis

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>% of Budget</u>
Office Equipment	4,510.07	10,000.00	45.1%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	3,264.00	5,000.00	65.3%
Office Supplies	2,470.87	5,500.00	44.9%
Postage	477.83	750.00	63.7%
Tech Staff Supplies/Field Equip.	236.68		
Telephone/Internet	2,956.41	6,500.00	45.5%
Vacancy Ads	0.00	0.00	0.0%
Total Office Expenses	17,778.31	54,250.00	32.8%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Staff Boot/Clothing	0.00	2,400.00	0.0%
Staff Mileage/Training	3,267.33	10,000.00	32.7%
Staff Salaries & Benefits	345,565.81	718,500.00	48.1%
Total Personnel/Staff Expenses	348,833.14	730,900.00	47.7%
Vehicle Gas & Service	3,928.35	6,000.00	65.5%
Total District Regular Expenses	383,342.72	815,200.00	47.0%
VCAP Expenditures			
VCAP Cost Share disbursements	4,545.24		
Total VCAP Expenditures	4,545.24		
Total Expense	391,218.16	825,200.00	47.4%
Net Ordinary Income	355,027.03	182,580.50	194.4%
Net Income	355,027.03	182,580.50	194.4%

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of January 31, 2025

02/10/25

Cash Basis

	Jan 31, 25
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)	38,577.90
Total Dedicated Reserves	1,523,577.90
Operations	
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,425.00
Donations	1,600.00
Total Other Income	3,025.00
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	366,418.06
Interest	67,497.02
Local Gov't Funds	76,026.39
Total Operations	579,109.89
Restricted Funds	
VNRCF TA	
FY 25 VNRCF TA	180,003.25
Total VNRCF TA	180,003.25
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	1,783,751.14
2024 CB VACS Transfer (14)	4,242.14
2024 CB VACS	3,152,751.56
2023 CB VACS Transfer (22)	209,605.18
2023 CB VACS	1,516,980.27
2022 CB VACS	831,934.72
Total WQIA	7,499,265.01
Total Cost Share Funds	7,499,265.01
Other restricted funds	
Grants	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of January 31, 2025

02/10/25

Cash Basis

	Jan 31, 25
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	1,358.94
Total Other restricted funds	1,358.94
Total Restricted Funds	7,684,227.20
TOTAL	9,786,914.99

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,933,544.72
Cleared Transactions						
Checks and Payments - 17 items						
Check	10/16/2024	3875	Valerie Kanavy	X	-3,731.63	-3,731.63
Check	12/09/2024	3884	Woodbine Farms, Inc.	X	-147,637.21	-151,368.84
Check	12/13/2024	3885	Dennis D. Baker	X	-151,138.42	-302,507.26
Check	12/13/2024	3886	Audley Farm	X	-30,246.62	-332,753.88
Check	12/18/2024	3890	Gary A. Lantz	X	-16,776.91	-349,530.79
Check	12/18/2024	3888	Jadwyn Acres Farm...	X	-5,246.54	-354,777.33
Check	12/18/2024	3889	Charles M. Dellinger	X	-4,455.96	-359,233.29
Check	12/26/2024	3898	Virginia Resource A...	X	-548,690.25	-907,923.54
Check	12/26/2024	3896	Virginia Resource A...	X	-151,337.56	-1,059,261.10
Check	12/26/2024	3893	Virginia Resource A...	X	-103,770.46	-1,163,031.56
Check	12/26/2024	3891	Virginia Resource A...	X	-81,522.23	-1,244,553.79
Check	12/26/2024	3892	Springwood Farms, ...	X	-47,716.34	-1,292,270.13
Check	12/26/2024	3894	William A. Atwood	X	-47,021.54	-1,339,291.67
Check	12/26/2024	3897	Shawn N. Smith	X	-12,417.99	-1,351,709.66
Check	12/26/2024	3900	4F & L Land Holding...	X	-10,466.25	-1,362,175.91
Check	12/26/2024	3895	Sycamore Spring Fa...	X	-9,265.84	-1,371,441.75
Check	12/31/2024	3902	John R. Gatchell	X	-4,097.50	-1,375,539.25
Total Checks and Payments					-1,375,539.25	-1,375,539.25
Deposits and Credits - 1 item						
Deposit	01/31/2025			X	28,744.93	28,744.93
Total Deposits and Credits					28,744.93	28,744.93
Total Cleared Transactions					-1,346,794.32	-1,346,794.32
Cleared Balance					-1,346,794.32	7,586,750.40
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/26/2024	3901	Harry B. Polk, Jr.		-2,708.75	-2,708.75
Total Checks and Payments					-2,708.75	-2,708.75
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-2,683.31	-2,683.31
Register Balance as of 01/31/2025					-1,349,477.63	7,584,067.09
Ending Balance					-1,349,477.63	7,584,067.09

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 01/31/2025

	Jan 31, 25
Beginning Balance	8,933,544.72
Cleared Transactions	
Checks and Payments - 17 items	-1,375,539.25
Deposits and Credits - 1 item	28,744.93
Total Cleared Transactions	-1,346,794.32
Cleared Balance	7,586,750.40
Uncleared Transactions	
Checks and Payments - 1 item	-2,708.75
Deposits and Credits - 1 item	25.44
Total Uncleared Transactions	-2,683.31
Register Balance as of 01/31/2025	7,584,067.09
Ending Balance	7,584,067.09

Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bank, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,453,609.85
Cleared Transactions						
Checks and Payments - 21 items						
Check	12/18/2024	5435	Reid Hoak	X	-410.89	-410.89
Check	12/18/2024	5438	Queen Street Diner	X	-273.70	-684.59
Check	12/18/2024	5441	Purchase Power	X	-262.84	-947.43
Check	12/18/2024	5436	Allyson Ponn	X	-153.18	-1,100.61
Check	12/18/2024	5439	Quill Corporation	X	-69.99	-1,170.60
Check	12/18/2024	5437	Sarah R. Fleming	X	-42.48	-1,213.08
Check	12/26/2024	5442	Joan M. Comanor	X	-643.03	-1,856.11
Check	12/27/2024	5444	Shentel	X	-191.33	-2,047.44
Check	12/27/2024	5445	Quill Corporation	X	-91.28	-2,138.72
Check	12/27/2024	5443	Edward Pendleton	X	-29.48	-2,168.20
Check	12/30/2024	5446	TRI STATE NISSAN	X	-46,422.10	-48,590.30
Check	12/31/2024	5449	Max Real Group, LLC	X	-408.00	-48,998.30
Check	12/31/2024	5450	Virginia Business Sy...	X	-298.18	-49,296.48
Check	12/31/2024	5448	Virginia Department ...	X	-257.00	-49,553.48
Check	01/14/2025	5454	Treasurer, Shenand...	X	-173,352.11	-222,905.59
Check	01/14/2025	5453	Virginia Business Sy...	X	-512.60	-223,418.19
Check	01/14/2025	5451	Stephanie Shillingburg	X	-38.86	-223,457.05
Check	01/14/2025	5452	Stephanie Shillingburg	X	-24.12	-223,481.17
Check	01/15/2025	5455	Card Services	X	-3,159.68	-226,640.85
Check	01/15/2025	5456	Queen Street Diner	X	-257.60	-226,898.45
Check	01/15/2025	5457	Sam Shelton	X	-63.16	-226,961.61
Total Checks and Payments					-226,961.61	-226,961.61
Deposits and Credits - 2 items						
Deposit	01/22/2025			X	383.26	383.26
Deposit	01/31/2025			X	8,099.70	8,482.96
Total Deposits and Credits					8,482.96	8,482.96
Total Cleared Transactions					-218,478.65	-218,478.65
Cleared Balance					-218,478.65	2,235,131.20
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 01/31/2025					-213,534.06	2,240,075.79
New Transactions						
Checks and Payments - 13 items						
Check	02/05/2025	5459	Max Real Group, LLC		-408.00	-408.00
Check	02/05/2025	5463	Virginia Business Sy...		-302.50	-710.50
Check	02/05/2025	5462	Purchase Power		-212.78	-923.28
Check	02/05/2025	5464	Commercial Press, I...		-197.25	-1,120.53
Check	02/05/2025	5461	Shentel		-191.42	-1,311.95
Check	02/05/2025	5460	Stephen Nickolas Li...		-84.22	-1,396.17
Check	02/05/2025	5458	Stephanie Shillingburg		-50.40	-1,446.57
Check	02/13/2025	5465	Bryce Resort		-4,500.00	-5,946.57
Check	02/13/2025	5467	Card Services		-2,020.81	-7,967.38
Check	02/13/2025	5468	Bryce Resort		-1,520.00	-9,487.38
Check	02/13/2025	5466	Virginia Business Sy...		-512.60	-9,999.98
Check	02/14/2025	5469	Kermit Gaither		-595.38	-10,595.36
Check	02/14/2025	5470	Purchase Power		-102.21	-10,697.57
Total Checks and Payments					-10,697.57	-10,697.57

10:24 AM

02/19/25

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 01/31/2025

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Total New Transactions					-10,697.57	-10,697.57
Ending Balance					-224,231.63	2,229,378.22

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 01/31/2025

	Jan 31, 25
Beginning Balance	2,453,609.85
Cleared Transactions	
Checks and Payments - 21 items	-226,961.61
Deposits and Credits - 2 items	8,482.96
Total Cleared Transactions	-218,478.65
Cleared Balance	2,235,131.20
Uncleared Transactions	
Checks and Payments - 1 item	-78.99
Deposits and Credits - 2 items	5,023.58
Total Uncleared Transactions	4,944.59
Register Balance as of 01/31/2025	2,240,075.79
New Transactions	
Checks and Payments - 13 items	-10,697.57
Total New Transactions	-10,697.57
Ending Balance	2,229,378.22

3.6.2025 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: **M. Gessner**
 Members Present: R. Buckley, J. Mackay-Smith, M. Coffey, N. Livesay, B. Loyd, S. Heltzel, D. Gochenour, A. Ponn, R. Clark, E. Pendelton
 Members Absent: J. Bushong
 Others Present: D. Cross

Call to Order: 10:02 AM Motion by: MG

Adjourn: 11:02 AM Motion by: RC

Fund Source:	Total funds available after 2/13/2025 board meeting	Additional funds from DCR (incl. Interest)	Canceled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	(Account Ledger Current Balance + Remaining Allocation at DCR) as of 3/3/25	Obligated - Paid as of 3/3/2025	Obligated as of 3/3/2025	Total Allocation from DCR
2025 CB VACS	\$ 3,680,215.65	\$ 28,744.93		\$ 3,708,960.58	\$ 697,103.81	\$ 3,011,856.77	\$ 7,838,543.09	\$ 4,142,358.11	\$ 4,271,771.99	\$ 7,760,995.00
Total Obligated for 2025 CB VACS								\$ 4,271,771.99		
Percent Obligated for 2025 CB VACS								55.04%		

*Canceled includes previously approved practices that have been canceled, finished under-budget, math/acreage/paperwork corrections, end of year reconciliation, etc.

Discussion: Cancellations/Underbudgets, Tax Credits, New Project Approvals, Increase, Obligations Update, Carryover Report

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
Total of Cancellations and Underbudgets:					\$ -			

Tax Credits (All Program Years)

Cons Plan	Contract	BMP ID	County/Practice Name	Practice Code	Eligible Tax Credit Amount	Tabled	Denied	Approved	Tracking Status	Staff	Notes
<i>Total Tax Credits presented for approval:</i>					<i>\$ -</i>						
Total Tax Credits Approved:					\$ -						

2025 CB VACS Fund

Cons Plan	Contract	BMP ID	County	Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
CP-13-25-0040	13-25-0098	649342	Frederick	Afforestation of Pasture	FR-1	High	78	32.64	N	\$ 6,069.38			X	Approved	SH	approved at the Feb Board Meeting
CP-13-25-0040	13-25-0098	649343	Frederick	Afforestation of Pasture	FR-1	High	78	26.75	N	\$ 16,988.25			X	Approved	SH	approved at the Feb Board Meeting
CP-13-25-0034	13-25-0093	648550	Shenandoah	Stream Exclusion with V	SL-6W	High	102	12.26	Y	\$ 497,685.00			X	Unapproved	BL	approved by DCR Variance Committee
CP-13-25-0034	13-25-0093	648554	Shenandoah	Extension of Watering S	SL-7	High	100	31.93	N	\$ 27,822.30			X	Unapproved	BL	approved by DCR Variance Committee
CP-13-25-0042	13-25-0102	650581	Shenandoah	Afforestation of Crop, H	FR-1	High	72	24.91	N	\$ 6,063.00			X	Unapproved	SH	
CP-13-25-0041	13-25-0101	649863	Frederick	Extension of Watering S	SL-7	Low	94	43.20	N	\$ 57,134.00			X	Unapproved	DG	
CP-13-25-0041	13-25-0101	649856	Frederick	Stream Exclusion with V	SL-6W	Low	90	14.33	Y	\$ 85,341.88			X	Unapproved	DG	
<i>Total 2025 CB VACS Contracts awaiting Variance Review</i>							=									
<i>Total 2025 CB VACS Contracts presented for approval:</i>										<i>\$ 674,046.18</i>						
Total 2025 CB VACS Funds Approved:										\$ 697,103.81						

3.6.2025 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

Chairmen Present: _____
 Members Present: _____
 Members Absent: _____
 Others Present: _____

Call to Order: _____ Motion by: _____

Adjourn: _____ Motion by: _____

Fund Source:	Total funds available after 2/13/2025 board meeting	Additional funds from DCR (incl. Interest)	Canceled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	Account Ledger Current Balance as of 3/3/2025	Obligated-Paid as of 3/3/2025
2022 CB VACS	\$ 17,569.08			\$ 17,569.08	\$ -	\$ 17,569.08	\$ 831,934.72	\$ 814,365.64
2023 CB VACS Transfer (2022)	\$ 31,377.00			\$ 31,377.00		\$ 31,377.00	\$ 209,605.18	\$ 178,228.18
2023 CB VACS	\$ 254,164.06			\$ 254,164.06		\$ 254,164.06	\$ 1,516,980.27	\$ 1,262,816.21
2024 CB VACS Transfer (2014)	\$ -			\$ -		\$ -	\$ -	\$ -
2024 CB VACS	\$ 327,110.81			\$ 327,110.81	\$ 24,350.00	\$ 302,760.81	\$ 3,156,993.70	\$ 2,819,928.94

Ending Balance
 \$ 17,569.08
 \$ 31,377.00
 \$ 254,164.06
 \$ -
 \$ 337,064.76

*Cancelled includes previously approved practices that have been canceled, finished under-budget, math/acreage/paperwork corrections, end of year reconciliation, etc.

Discussion: _____

CREP

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Est. CREP Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total CREP Approved: \$								-					

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
Total of Cancellations and Underbudgets: \$						-		

2022 CB VACS Fund

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2022 CB VACS Funds Approved: \$									-					

2023 CB VACS Transfer Fund (2022)

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2023 CB VACS Transfer Funds Presented for Approval: \$									-					
Total 2023 CB VACS Transfer Funds Approved: \$									-					

2023 CB VACS Fund

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
Total 2023 CB VACS Contracts presented for approval: \$									-					
Total 2023 CB VACS Funds Approved: \$									-					

2024 CB VACS Transfer Fund (2014)

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
<i>Total 2024 CB VACS Transfer Funds Presented for Approval:</i>								\$						
Total 2024 CB VACS Transfer Funds Approved:								\$						

2024 CB VACS Fund

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Tabled	Denied	Approved	Tracking Status	Staff	Notes
13-24-0097	586252	Clarke/Stream Exclusion with a Wide Buf	SL-6W				Y	\$ 24,350.00			X	Carryover	NL	increase needed for well components & clearing
<i>Total 2024 CB VACS Contracts presented for approval:</i>								\$						24,350.00
Total 2024 CB VACS Funds Approved:								\$						24,350.00

3.6.2025 CTC Meeting Motions and Vote Tally

Motion 1:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0093 SL-6W and SL-7										Made By: RC, JMS	
											Vote #	
	CP-13-25-0034	13-25-0093	648550	Shenandoah	Stream Exclud	SL-6W	High	102	12.26	Y	\$ 497,685.00	Yay 10
	CP-13-25-0034	13-25-0093	648554	Shenandoah	Extension of Wa	SL-7	High	100	31.93	N	\$ 27,822.30	Nays 0
	Abstentions: BL abstains due to managing project										Abstains 1	
											Motion Passes	
Motion 2:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0102 FR-1										Made By: RC, DG	
											Vote #	
	CP-13-25-0042	13-25-0102	650581	Shenandoah	Afforestation of	FR-1	High	72	24.91	N	\$ 6,063.00	Yay 10
	Abstentions: SH abstains due to managing project										Nays 0	
											Abstains 1	
											Motion Passes	
Motion 3:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0101 SL-6W and SL-7										Made By: JMS, NL	
											Vote #	
	CP-13-25-0041	13-25-0101	649863	Frederick	Extension of Wa	SL-7	Low	94	43.20	N	\$ 57,134.00	Yay 10
	CP-13-25-0041	13-25-0101	649856	Frederick	Stream Exclud	SL-6W	Low	90	14.33	Y	\$ 85,341.88	Nays 0
	Abstentions: DG abstains due to managing project										Abstains 1	
											Motion Passes	
Motion 4:	Motion to recommend that the board approve cost share increase for contract 13-24-0097 SL-6W										Made By: RC, RB	
											Vote #	
		13-24-0097	586252	Clarke/Stream Exclusion with a	SL-6W					Y	\$ 24,350.00	Yay 10
	Abstentions: NL abstains due to managing project										Nays 0	
	Motion to adjourn										Abstains 1	
											Motion Passes	
Motion 5:											Made By: RC, JMS	
											Vote #	
	Abstentions:										Yay 11	
	Motion to recommend that the board approve										Nays 0	
											Abstains 0	
											Motion Passes	
Motion 6:											Made By:	
											Vote #	
	Abstentions:										Yay	
	Motion to recommend that the board approve										Nays	
											Abstains	
											Motion Passes	
Motion 7:											Made By:	
											Vote #	
	Abstentions:										Yay	
	Motion to recommend that the board approve										Nays	
											Abstains	
											Motion Passes	
Motion 8:											Made By:	
											Vote #	

Abstentions:										Yay		
										Nays		
										Abstains		
Motion to recommend that the board approve										Motion Passes		
Motion 9:											Made By:	Vote #
Abstentions:										Yay		
										Nays		
										Abstains		
Motion to adjourn										Motion Passes		
Motion 10:											Made By:	Vote #
Abstentions:										Yay		
										Nays		
										Abstains		
										Motion Passes		