

Board of Directors, Board Packet 11/14/2024



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We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

**Meeting Agenda
November 14, 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
November 14, 2024
Agenda**

**LFSWCD Chair Report
Joan Comanor**

As we approach the close of the calendar year, it is also the halfway point of our fiscal or program year. It is a time to take stock of progress made, celebrate accomplishments, and consider what needs to be done to make the remaining 6 months of our fiscal year a high point. Each of the past several years has included record-breaking accomplishments (thanks to the participation of our conservation-minded farmers) – we just don’t want that winning streak to stop! This program year’s funding provided by the Virginia General Assembly is the most challenging yet for us and we are doing our best to rise to the challenge yet again. In the meantime, our five newest Board members are completing their first year of service and we applaud their energy and commitment. Our education and outreach activities continue to engage youth and adults in a variety of conservation efforts. Our dedicated and talented staff are completing required job certifications, and more, to be able to offer the best technical and administrative assistance possible. We especially enjoy November as the month in which we take time to congratulate those who have taken full advantage of our programs and offer exemplary examples of conservation on the ground. Now, if we could only receive sufficient rain!!

Board members should be thinking ahead to our December meeting, where we will hold annual election of Board officers for the next calendar year. And it is not too soon to think about committee assignments which will be finalized at our January meeting – please let Sarah and I know if you wish to add or swap your current committees.

Also, each jurisdiction’s directors should confer with Allyson and Sarah regarding the District budget request from their individual jurisdictions. It is the time of year that we must submit our budget request for local support. Allyson and Sarah can brief you on past contributions from your jurisdiction and suggest the amount to be requested for next program year’s funding. The process starts now for funding beginning July 2025! They can also provide you with suggested information to be included with the request. You should work with Sarah to get our official request submitted in the format within the deadline requested which varies by jurisdiction.

- **MOTION to approve appointment of Robert Clark to the Board as the VCE Director**

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the October 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 already coming in with the first due on 11/22.
- December and January will bring lots of end of Calendar year items to process such as Tax Credit Packets and 1099’s for program participants.

Monthly Happenings:

- Assist with Annual Awards Luncheon preparations.
- 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:

- 10/01 OAG Training Webinar (VASWCD)
- 10/22 Admin Ops Water Cooler (VASWCD)
- 10/23 October Session -Professional Development (NACDE)
- 10/30 HR Training Series: Building Your HR Foundation (VASWCD)

**Supervising Conservation Specialist
Dana Gochenour**

Training

- Multiple SHRM webinars for continuing ed credits
- Watched VA Resource Training webinars for (4) Conservation Planner Certification credits
- DCR hosted HR Training webinar covering hiring, interviewing, and onboarding

Promoting BMPs

- Assisted with fence as-built inspection at Heflin SL-6W (Slate Run, Warren Co.)
- Mid-construction check on Dellinger SL-6W (Mill Creek, Shenandoah Co.)
- Water system pre-construction meeting with J. Gochenour (Cedar Creek, Shenandoah Co.)
- Attended Full TAC meeting in Goochland
- Manned District display at Winchester Tree Festival
- Assisted with cover crop sign up for several producers
- Worked with staff and DCR to test a new QAQC report
- Worked on conservation plans for several SL-1 practices
- Follow up contact with producer who had previously expressed interest in programs
- Completed and submitted 2024 NMP activity report to DCR
- Monthlong- tracking updates, assisted other staff on project issues and questions

Staff Relations

- Conservation Technical Committee and Board meeting
- Personnel correspondence
- Dropped off jars and picked up apple butter for awards luncheon

Also this month:

Annual leave- 10/1-4

**Senior Conservation Specialist
Nick Livesay**

On Leave

**Conservation Specialist
Madison Coffey**

Training:

- OAG Training – 10/1/2024
- Resource Concerns Review Training – 10/15-16/2024

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)

- Field EJAA review and potential Animal Waste site visits with DCR Engineer on 10/2/2024.
- Visit on 10/4/2024 to review cost estimates and get conservation plan signed for a Dellinger (Shen: SL-1).
- Site visit on 10/4/2024 to inspect field and get signatures for Canby (Fred: SL-1). Reviewed bills and calculated reimbursement breakdown.
- Initial site visit with Ben on 10/8/2024 for a potential stream bank stabilization project in Shenandoah County.
- Follow-up site visit with Ben and Nick on 10/8/2024 for Gochenour (Shen/WP-4LL) to mark corrected location for downspout. Communicated solution to the contractor.
- Site visit with Ben and Nick on 10/8/2024 to inspect fields for Wilkins (Shen: SL-1).
- Site visit with DOF on 10/11/2024 for a potential FR-3 project in Shenandoah County. Follow-up communication with DOF on acreage and plan information.
- Initial site visit with Ben on 10/17/2024 for a potential multi-phase stream exclusion project in Shenandoah County.
- Follow-up call with DCR Engineer on 10/18/2024 to discuss options for several potential animal waste projects. Sent follow-up documentation to the engineer.
- Follow-up site visit with Ben and NRCS on 10/18/2024 for Koon (Clarke: WP-4B). Reviewed several engineering components with potential contractors that are placing bids.
- Office day on 10/21/2024 completing risk assessments and sizing from animal waste site visits conducted this fall with Ben, Sabrina, and Nick. Sent follow-up information to DCR Engineering.
- Follow-up visit with Ben, Brian (NRCS), and Brent (NRCS) on 10/22/2024 for a potential piggyback animal waste project in Shenandoah County.
- Pre-construction visit with Ben on 10/22/2024 for Mank (Fred: SL-6W) to review the water system design with the landowner and contractor.
- Follow-up site visit for a potential animal waste project in Shenandoah County. Completed risk assessment and communicated results with the producer.
- Follow-up visit with Nick on 10/25/2024 with a piggyback producer in Shenandoah County to review cover crop information and timeline for implementing the various practices planned on their farm.
- Coordinated with Alliance for the Chesapeake Bay to review several different MVMP participants and the status of their projects.

Other Activities:

- CTC Meeting – 10/10/2024
- Board Meeting – 10/10/2024
- CTC Agenda Prep – 10/28/2024
- MRGS Farm Tour – 10/29/2024

Conservation Specialist
Sabrina Heltzel

Conservation Specialist
Ben Loyd

Training:

- Virginia Resource Concerns Training – 10/15-10/16
- DCR Conservation Planning Program – 10/30-11/1

Promoting BMPs:

- Pre-Construction meeting for water system with Nick for SL-6W – Frederick County
- Water System design for SL-6N – Shenandoah County
- Animal Waste visits with DCR State Engineer – Shenandoah County
- Fence staking with Nick for SL-6W – Shenandoah Conty
- As-Built with Nick for SL-6W – Frederick County
- Conservation Plan written for SL-6N, and FR-3 – Shenandoah County
- Initial visit with Madison for potential Stream bank stabilization – Warren County

- Bills review with Madison for SL-7 – Frederick County
- Water system design for SL-6W – Frederick County
- As-Build with Madison, Sam, Dana, and Sabrina for SL-6W – Warren County
- Initial visit with Madison for potential SL-6W and SL-7 – Shenandoah County
- Contractors Bid Meeting with Madison and NRCS staff for WP-4B – Clarke County
- Risk assessment and sizing for various WP-4 projects with staff
- Farm visit with Madison and NRCS for potential WP-4SF – Shenandoah County
- Pre-Construction meeting for water system with Madison for SL-6W – Frederick County
- Initial visit with Madison for potential WP-4LL – Shenandoah County
- Follow up visit with Dana for potential SL-6N and FR-3 – Shenandoah County
- Enter SL-6N, CCI-SL-6N and FR-3 into Tracking – Shenandoah County
- Fence staking with Nick for SL-6W – Warren County

Other Activities:

- CTC Meeting – 10/10/2024
- Board Meeting – 10/10/2024

**Conservation Technical Assistant
Sam Shelton**

**Education & Program Support Specialist
Allyson Ponn**

Education:

- SMSC Practicum Project meetings (x3)
 - o BMP documentation
- MRGS Research Project meetings (x2)
 - o Grant applications
- Clarke County Conservation Day @ Powhatan School
- Soils Lab @ Warren County High School
- Community Event Preparation – displays, printing outreach, giveaways
- B-Wet Grant Meeting with FNFSR, SBSP and SCPS (x2)
- Area 1 Envirothon planning meeting
- MRGS Conservation Planning Simulation (x2)
- MRGS Field Trip
- Shenandoah Low Down event at Muse Vineyard

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Newsletter, November 2024 edition
- Cultivate Your Agribusiness Conference planning meeting
 - o Session leader contacts – calls and emails
- Awards Luncheon Nominations and Coordination
 - o PowerPoint, Program, Venue, and catering coordination

Office/Program Support:

- Cover crop contracts – applications, acre report, folder prep with maps
- CWFA Applications submitted
- Basin Award Updates + Submission
- VCAP visit, Frederick County
- VA DOF grant for Strasburg Town Run planting

VACDE/Training:

- Annual Auction prep – item registration, volunteer sign up, AllDistrict emails
- SECDEA Conference prep – Virginia Share Fair + Presidents Reception
- OAG training
- VACDE Board Meeting

Important Dates:

- December 8th-10th: VASWCD Annual Meeting, Hotel Roanoke
- 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**

Hope you all enjoy the November awards luncheon! See the Chair’s report regarding Board elections in December and local budget requests need to be readied. The Committee will meet following the December meeting to review success of award luncheon celebrations and make preliminary plans for next year, as well as get an update from Allyson re upcoming activities such as Envirothon planning, etc.

**Legislative Committee
Paul Burkholder**

- I interacted with Delegate Bill Wiley who unfortunately will not be able to attend the awards luncheon due to another meeting he is obligated to attend.
- Reid took Delegate Wiley the overview of who we are and what we do that Ally had recently put together. We plan to do the same for Senator French along with our priorities for the coming year.

**Personnel
Joan Comanor**

- No new activity to report.

**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**

The Committee met on Oct 21 and learned of the new local and regional water supply planning update just getting underway. At present plans will be updated by October 2029 with DEQ providing information for each planning district area. The NSVRC also advised there may be some funding to do septic pump-outs (but no repairs) in 2025 for our area.

Shenandoah Pure Water Forum
Jack Owens

The Shenandoah Valley Pure Water Forum will have its 4th Quarter meeting on Tuesday, November 19th in Room 4 of the New Market Community Center. Lunch will be at 12:30pm and the meeting will start at 1:00pm. There will be a presentation by Massanutten Regional Governor's School whose focus is on Environmental Science.

Alliance for the Shenandoah Valley
Joan Comanor

See the SVCC update forwarded separately. The Alliance, as part of the Virginia Conservation Network, is developing a position on local vs state level final decision-making on approval of utility scale solar sites. Both the solar industry and green energy advocates are pressing for more solar installations and last year's General Assembly even dealt with a proposal to remove local decision authority on such proposals. Earlier this year, the Alliance took VCN board members on a tour of examples of solar sites in the Valley to demonstrate why making final decisions at the local level is much more preferable. We expect the issue will return at the upcoming General Assembly as well. There is a 150-acre utility scale solar site near Endless Caverns, if you would want to see for yourself what these sites can entail!

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 (or those that don't plan to meet in December), may benefit from delegating authority to the Chair or the Ag/TRC committee to handle late December approvals of eligible cost increases, particularly those relating to Ag BMP Tax Credits and CCI payments.
- **Extension Agent Directors:** Please take your oath of office by 12/31/24. If you did not receive the mailed oath of office packet, please let me know and we will have new paperwork sent to you.
- **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.
- **Status of FY25 2nd Qtr. Disbursements:** Disbursements will be sent 11/13/24 and will include cost-share funds, 13% TA and End Of Lifespan Verification reimbursements. Thank you for the tremendous effort undertaken by district staff to achieve the End of Lifespan Verification deadline.

AG COST SHARE ITEMS:

- **Tax Credit Training:** DCR is offering a training session **Friday, November 8 at 9:30 am** to cover the BMP tax credit and equipment tax credit, eligibility, approval, timing, and District responsibilities; targeted to District technical staff but Directors and/or other staff who work with tax credits are encouraged and invited to participate. The session will be recorded and made available for anyone who is unable to attend. There will be time for questions during the session but please also feel free to send me any questions in advance. No advance registration is necessary. Join from PC, Mac, Linux, iOS or Android: <https://vcu.zoom.us/j/85670175558?pwd=ULb5h1JF20ClegWXIsFvN6FXAB68wc.1> Password: Zfwir0EjSh Or join by phone: Dial +1 301 715 8592 or +1 305 224 1968 Meeting ID: 856 7017 5558
- **VA Tax Credit Reminder:** The Technical Certification Date (general tab), the Tax Credit Certification Signature Date (programs tab) and Tax Credit Board Approval Date (programs tab) **MUST ALL be dated before 12/31/24** (the same calendar year). If not, the tax credit will not be issued in the year the BMP is completed, which is a disservice to your producers. Districts cannot not make approvals in January 2025 retroactive to December 2024. Please review the VACS Tax Credit Guidelines Section, particularly Pages IV-10 and IV-11.

- **CCI Enrollment or Re-enrollment:** This is the time of year to be preparing and approving any CCI eligible BMPs or existing CCI practices coming out of lifespan on December 31, 2024. Taking signup and certifying the new CCI practice before the end of this calendar year will allow the new lifespan to start immediately on January 1, 2025, as soon as the current lifespan ends. In CAS it is critical that the 'Technical Certification Date' on the General tab reflect technical certification by the end of this calendar year to avoid a break in lifespan.
- **Remember to use the Related Instances function in CAS** when a CCI practice is following an expired VACS BMP. More credit is given for a CCI linked to a functioning VACS BMP vs. a standalone CCI BMP.
- **Conservation Planning Refresher Training on November 21, 2024, at 9:30 am** Join from PC, Mac, Linux, iOS or Android: <https://vcu.zoom.us/j/88403740675?pwd=Bpp3Ubj8ChQD8PbrKPdrt6SM1oKXyM.1>
Password: 1GAbUubpqM To join via Phone: 301 715 8592 or 305 224 1968 Meeting ID: 884 0374 0675
- **Follow-up to Random 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.
- **Interest on cost-share repayment:** New language on the Contract Part I in PY24 included a calculation of interest on cost-share repayment. The OAG has confirmed that interest will only be applied to cost-share repayment when the case has gone to court and a judgement has been issued. Repayments addressed at the District level will not have interest applied and should follow the existing process.
- **Annual IT Security Training:** Be on the lookout for an all-district email from Carl Thiel-Goins. All CAS users will need to complete this before the end of the year or the deadline if one is announced in the email.

For all Elected Directors -- FOIA Training

DCR and VASWCD have planned for the **FOIA Council to offer an additional opportunity to meet your FOIA Training requirement**, as required for all locally elected officials. If you cannot attend either of the sessions offered online by the FOIA Council on November 13 or December 4th (click [here](#) to register for one of those sessions), you have one more opportunity to attend via Zoom on December 18th at 10 am. The information is the same for all the of the sessions. You only need to attend one. But this December 18th session is offered only to SWCD Directors, so there is a greater chance it can address some questions specific to SWCDs.

When: Dec 18, 2024 10:00 AM *Click the link that follows to Register in advance for this meeting:*

<https://us02web.zoom.us/meeting/register/tZ0lfuGqqjvGdTeFA7Ri16mZWHKAO20ZUed>

After registering, you will receive a confirmation email containing information about joining the meeting.

Upcoming Election of Area II Chair and Vice Chair- Current Area II Chair John Flannery cannot serve an additional term so an election of Area II officers will occur at the Dec 9 Area II meeting. If interested in serving please contact a member of the Nominating Committee (Scott Cameron, Stven Meeks and Jim Christian)

Upcoming Dates to Remember:

Nov 8: **Tax Credit Training 9:30 am** Join the meeting using this link:

<https://vcu.zoom.us/j/85670175558?pwd=ULb5h1JF20ClegWXIsFvN6FXAB68wc.1> Password: Zfwir0EjSh

Nov 11: **State Offices Closed** for Veteran's Day

Nov 13: **FOIA Training for Local Elected Officials** offered through FOIA Council 10:00 am Click this link to register:

<https://foiacouncil.dls.virginia.gov/training.htm>

Nov 21: **Conservation Planning Refresher Training 9:30 am** Join from PC, Mac, Linux, iOS or Android:

<https://vcu.zoom.us/j/88403740675?pwd=Bpp3Ubj8ChQD8PbrKPdrt6SM1oKXyM.1>

Password: 1GAbUubpqM

To join via iPhone: 301 715 8592 or 305 224 1968 Meeting ID: 884 0374 0675

Nov 21: **SWCD Dam Owners Workgroup Virtual Meeting 2:00 pm** [Join the meeting now](#)

Meeting ID: 262 533 662 115 Passcode: ZdDis4 By phone [+1 434-230-0065](tel:+14342300065) ID: 442 611 629#

Nov 23: **Area II Dominion Energy Envirothon training at Graves Mountain Lodge 9am to 4pm**

(open to current & prospective coaches, staff & teams) Contact Stephanie DeNicola with questions.

Nov 27 noon – Nov 29: **State Offices closed for Thanksgiving Holiday**

Dec 4: **FOIA Training for 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: **FOIA Training for District Directors 10 AM** Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZ0lfuGqqjvGdTeFA7Ri16mZWHKAO20ZUed>

Dec 24 & 25: **State Offices Closed** for Christmas Holiday

Jan 1, 2025: State Offices Closed for New Years Holiday
Jan 9: VASWCD Legislative Day, Richmond

CDC Report Electronically sent to SWCDs 11/4/2024.

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**

The recreational season for nuisance algae and Harmful Algae Blooms (HABs) ended on October 31st. This season (May – October), DEQ monitored six nuisance algae stations on a monthly basis, four on the North Fork Shenandoah and two on the South Fork Shenandoah. In the course of the season, 10 nuisance algae complaints were received by DEQ. A total of 25 samples were collected and sent to the state lab for analysis. Out of these 25 samples, 18 were collected from monitoring stations and seven were in response to complaints. In addition, 22 HAB reports were received. For more algae information and data, please contact Tara Wyrick, Water Monitoring and Assessment Manager, at tara.wyrick@deq.virginia.gov or 540.217.7184.

MISC.



We work with the people who work the land.

722-B East Queen Street
Strasburg, VA 22657
(540) 465-2424, Ext. 5
www.lfswcd.org

MINUTES

The October 10, 2024, LFSWCD Board of Director’s Meeting was held, in person, at the Strasburg Community Center Room; located at 726 East Queen Street, Strasburg, VA 22657.

Those attending were:

LFSWCD Directors

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

Associate Directors

- Stephanie Shillingburg
- Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

- Debbie Cross, CDC, DCR
- Brent Barriteau, NRCS

LFSWCD Staff Members

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

Absent Directors or Staff:

- Jacks Owens
- Ira Richards
- Jason Bushong

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



We work with the people who work the land.

722-B East Queen Street
 Strasburg, VA 22657
 (540) 465-2424, Ext. 5
 www.lfswcd.org

MOTION: Board approval of the September 10, 2024, Board of Director meeting, Education & Information Committee, and Finance Committee meeting minutes. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed.

Voting Ballot is as follows. *Jack Owens 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	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
						*Jack Owens			

Chairwoman’s Report: Joan Comanor

- The Chairwoman reviewed her written report.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.

MOTION: to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Mark Huddleston, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. *Jack Owens 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	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					*Kermit Gaither			
						*Jack Owens			

Kermit Gaither arrived to meeting at 10:10am

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.
- 1st Quarter Att E has been submitted to Debbie. This was due by October 15, 2024.
- Journal Entries for approved FY25 Dedicated Reserve Transfers have been completed.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Shared that he Madison & Sabrina all passed their Nutrient Management Plan Writing exam.
- Drought discussion.

Conservation Specialist, Madison Coffey:

- Reviewed her written report.



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Conservation Specialist, Sabrina Heltzel

- Reviewed written report.
- Shared some upcoming trainings that will offer CEU's for Conservation Specialists.

Conservation Specialist, Ben Loyd

- Reviewed written report.
- EJAA reviews. Animal Waste interest still high.
- Attended Pure Water Forum meeting. GPS Collar Discussion.

Conservation Technical Assistant, Sam Shelton

- EOL's are complete.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- October will be full of outreach events.
- Reviewed Annual Awards Luncheon Nominees.

MOTION: to approve the Annual Award Luncheon nomination list as presented at the 10/10/2024 Board of Directors meeting. Motion made by Randy Buckley, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Jack Owens was 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	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					Kermit Gaither	X		
						*Jack Owens			

Committee Updates:

Conservation Technical - Mary Gessner

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

MOTION: to recommend that the board approve Cons Plan: CP-13-25-0003; CP-13-24-0012, Contract: 13-25-0005; 13-24-0079, Instance: 591198; 583678, Practice Code: SL-6N; SL-7. Amount: TAX CREDITS \$18,147.10; \$3,808.49. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows. *Jack Owens was 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	X		
Emma Bricker	X					Reid Hoak	X		
Mark Huddleston	X					Kermit Gaither	X		
						*Jack Owens			



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MOTION: to recommend that the board approve Cons Plan: CP-13-25-0021, Contract: 13-25-0025, Instance: 628364, Practice Code: WP-4SF. Amount: COST SHARE \$110,723.25. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows. * Jack Owens was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				*Jack Owens			

MOTION: to recommend that the board approve Cons Plan: CP-13-25-0022, Contract: 13-25-0024 Instance: 628192; 628148; 628091; 628199 Practice Code: SL-1s. Amount: COST SHARE \$1,904.90; \$645.00; \$602.00; \$3,096.00. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows. * Jack Owens was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				*Jack Owens			

MOTION: to recommend that the board approve INCREASE; Cons Plan: CP-13-25-0001, Contract: 13-25-0001, Instance: 590033, Practice Code: SL-1. Amount: COST SHARE \$9,600.00. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows. * Jack Owens was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				*Jack Owens			

MOTION: to recommend that the board approve Cons Plan: CP-13-25-0020, Contract: 13-25-0023 Instance: 614584; 614585, Practice Code: SL-6W; SL-7. Amount: COST SHARE \$27, 110.50; \$7,594.40. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows. * Jack Owens was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				*Jack Owens			



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MOTION: to recommend that the board approve INCREASE Cons Plan: CP-13-24-0005, Contract: 13-24-0007 Instance: 542535, Practice Code: SL-1. Amount: COST SHARE \$1,467.6. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows. *Jack Owens was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				*Jack Owens			

Dam Safety & Conservation Easements - Jim Fagan

- Will present at December Board Meeting – DAM Educational review.

Education & Information – Joan Comanor

- Annual Farm Bureau Banquet briefings from participating staff members.

Legislative – Paul Burkholder

- Reviewed written report.

Personnel – Joan Comanor

- The committee will meet prior to the December 2024 Board of Directors meeting..

MOTION: the Board concurs to follow the LFSWCD Pay Band & Core Qualifications Policy for related “automatic” pay increases within the FY approved budget. Motion made by Paul Burkholder, seconded by Randy Buckley. Motion Passed. Ballot as follows. *Jack Owens was 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			Kermit Gaither	X		
				*Jack Owens			

Operations – Justin Mackay-Smith

- No activity this month.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Next meeting Oct 21, 2024.

Shenandoah Pure Water Forum – Jack Owens

- Jack was absent from the meeting. Mary and Staff attended the latest meeting held Sept 19th.

Alliance for the Shenandoah Valley – Joan Comanor

- Review of the written report..



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Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent gave an update on NRCS happenings.
- Spoke of a future pasture walk to be held at the Wayne Snapp property by Bobby Clark with Extension Office.
- There will be a new Employee, Alex, seen in the NRCS office, coming with a one-year partnership with the Appalachian Conservation Corp.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- Highlighted training dates & other important due dates.

Virginia Cooperative Extension: Vacant

Virginia Department of Forestry: Matt Wolanski

- Joan shared that she had a discussion with Matt on Spongy Moth.
 - Shenandoah County seems to be ground central.
 - Spraying opportunities are available. Contact Gary Yew for Shenandoah County sign-up. There is a cost.

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 Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Jack Owens was absent at the time of vote.

<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			

The meeting adjourned at approximately 11:43.

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								
Mary Gessner		X	X	X	X								
James Fagan		X	X	X	X								
Kermit Gaither		A	A	A	X								
Jack Owens		A	A	X	A								
Paul Burkholder		X	X	X	X								
Reid Hoak		X	X	X	X								
Justin MacKay-Smith		X	A	X	X								
Randy Buckley		X	X	X	X								
Corey Childs		X	A										
Emma Bricker		A	X	X	X								
Mark Huddleston		X	X	X	X								
Associate Board of Directors													
Stephanie Shillingburg, Treasurer		X	X	A	X								
Jason Bushong		A	A	A	A								
Ed Pendleton (voted as Assoc. Dir. 1/12/2023)		X	X	A	X								
Ira "Buck" Richards		A	A	A	A								
Staff													
<i>Madison Coffey</i>		X	X	X	X								
<i>Sarah Fleming</i>		X	X	X	X								
<i>Dana Gochenour</i>		X	X	T	X								
<i>Nick Livesay</i>		X	X	X	X								
<i>Allyson Ponn</i>		X	X	X	X								
<i>Sabrina Vladu</i>		X	A/L	X	X								
<i>Sam Shelton</i>		X	X	X	X								
<i>Ben Loyd (Start Date: 8-21-2023)</i>		X	X	X	X								
Guests													
Debbie Cross, DCR		X	X	X	X								
Brent Baritteau, NRCS		X		X	X								
Brian Brezenski, NRCS			X										

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of October 31, 2024

11/06/24

Cash Basis

	Oct 31, 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	775.00
Donations	1,200.00
Total Other Income	1,975.00
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	401,924.70
Interest	50,533.33
Local Gov't Funds	83,493.24
Total Operations	596,569.69
Restricted Funds	
VNRCF TA	
FY 25 VNRCF TA	169,838.42
Total VNRCF TA	169,838.42
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	583,802.01
2024 CB VACS Transfer (14)	4,242.14
2024 CB VACS	4,342,985.49
2023 CB VACS Transfer (22)	230,005.18
2023 CB VACS	1,564,696.61
2022 CB VACS	1,040,694.16
Total WQIA	7,766,425.59
Total Cost Share Funds	7,766,425.59
Other restricted funds	
Grants	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of October 31, 2024

11/06/24

Cash Basis

	Oct 31, 24
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	1,158.94
Total Grants	<u>1,358.94</u>
Total Other restricted funds	<u>1,358.94</u>
Total Restricted Funds	<u>7,941,222.95</u>
TOTAL	<u><u>10,107,792.64</u></u>

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

	<u>Jul - Oct 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	3,320.75		
Shenandoah	20,000.00		
Warren	14,000.00		
Winchester	11,000.00		
Total County/City Contributions	58,770.75		
DCR Annual Operations Funds	206,591.50		
Interest Income	35,571.02		
VCAP			
VCAP Cost Share	4,545.24		
VCAP TA	3,600.00		
Total VCAP	8,145.24		
Total Undesignated Receipts	309,078.51		
Total Income	563,015.42		
Gross Profit	563,015.42		
Expense			
Awards Banquet	844.55		
Dam Maintenance (Expenses)	598.00		
District Regular Expenses			
Board Expenses	2,975.83		
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	252.09		
Envirothon			
Envirothon Grant Expenses	319.05		
Total Envirothon	319.05		
Total Ed & Info / Public Outreach	571.14		
Office Expenses			
IT Services & Support / Web	2,324.65		
Office Equipment	3,400.28		
Office Storage Rent	2,448.00		
Office Supplies	1,325.57		
Tech Staff Supplies/Field Equip.	236.68		
Telephone/Internet	1,879.61		
Total Office Expenses	11,614.79		
Personnel/Staff Expenses			
Staff Mileage/Training	1,407.34		
Staff Salaries & Benefits	172,213.70		
Total Personnel/Staff Expenses	173,621.04		

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

	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>% of Budget</u>
Vehicle Gas & Service	<u>1,555.83</u>		
Total District Regular Expenses	194,705.63		
VCAP Expenditures			
VCAP Cost Share disbursements	<u>4,545.24</u>		
Total VCAP Expenditures	<u>4,545.24</u>		
Total Expense	<u>200,693.42</u>		
Net Ordinary Income	<u>362,322.00</u>		
Net Income	<u><u>362,322.00</u></u>		

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,892,170.80
Cleared Transactions						
Checks and Payments - 4 items						
Check	06/25/2024	3846	Mt. Airy Dairy Farm ...	X	-10,112.90	-10,112.90
Check	09/23/2024	3874	Paul S. Magness	X	-2,399.00	-12,511.90
Check	09/23/2024	3872	Skyview Acres, LLC	X	-1,875.00	-14,386.90
Check	10/16/2024	3876	Calvin C Canby	X	-26,733.23	-41,120.13
Total Checks and Payments					-41,120.13	-41,120.13
Deposits and Credits - 1 item						
Deposit	10/31/2024			X	30,512.53	30,512.53
Total Deposits and Credits					30,512.53	30,512.53
Total Cleared Transactions					-10,607.60	-10,607.60
Cleared Balance					-10,607.60	7,881,563.20
Uncleared Transactions						
Checks and Payments - 4 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
Check	10/29/2024	3878	Cherry Grove Farm ...		-30,960.00	-54,031.43
Check	10/29/2024	3879	Vincent J Thibodeau		-5,071.67	-59,103.10
Total Checks and Payments					-59,103.10	-59,103.10
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-59,077.66	-59,077.66
Register Balance as of 10/31/2024					-69,685.26	7,822,485.54
Ending Balance					-69,685.26	7,822,485.54

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 10/31/2024

	Oct 31, 24
Beginning Balance	7,892,170.80
Cleared Transactions	
Checks and Payments - 4 items	-41,120.13
Deposits and Credits - 1 item	30,512.53
Total Cleared Transactions	-10,607.60
Cleared Balance	7,881,563.20
Uncleared Transactions	
Checks and Payments - 4 items	-59,103.10
Deposits and Credits - 1 item	25.44
Total Uncleared Transactions	-59,077.66
Register Balance as of 10/31/2024	7,822,485.54
Ending Balance	7,822,485.54

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,452,354.89
Cleared Transactions						
Checks and Payments - 15 items						
Check	09/23/2024	5396	Max Real Group, LLC	X	-408.00	-408.00
Check	09/23/2024	5398	Shentel	X	-379.42	-787.42
Check	09/23/2024	5397	Queen Street Diner	X	-241.50	-1,028.92
Check	09/30/2024	5400	Treasurer, Shenand...	X	-172,213.70	-173,242.62
Check	10/04/2024	5401	Virginia Business Sy...	X	-334.50	-173,577.12
Check	10/04/2024	5405	Quill Corporation	X	-134.32	-173,711.44
Check	10/04/2024	5403	Quill Corporation	X	-26.49	-173,737.93
Check	10/04/2024	5404	Quill Corporation	X	-15.77	-173,753.70
Check	10/04/2024	5406	Quill Corporation	X	-13.79	-173,767.49
Check	10/08/2024	5408	Card Services	X	-4,053.49	-177,820.98
Check	10/08/2024	5407	Virginia Business Sy...	X	-512.60	-178,333.58
Check	10/16/2024	5415	NACD	X	-775.00	-179,108.58
Check	10/16/2024	5411	Max Real Group, LLC	X	-408.00	-179,516.58
Check	10/16/2024	5417	Queen Street Diner	X	-289.80	-179,806.38
Check	10/16/2024	5410	Stephanie Shillingburg	X	-24.12	-179,830.50
Total Checks and Payments					-179,830.50	-179,830.50
Deposits and Credits - 2 items						
Deposit	10/01/2024			X	650.00	650.00
Deposit	10/31/2024			X	9,144.32	9,794.32
Total Deposits and Credits					9,794.32	9,794.32
Total Cleared Transactions					-170,036.18	-170,036.18
Cleared Balance					-170,036.18	2,282,318.71
Uncleared Transactions						
Checks and Payments - 7 items						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	07/25/2024	5373	Westminister-Canter...		-996.93	-1,075.92
Check	10/04/2024	5402	Scott Currie		-168.00	-1,243.92
Check	10/16/2024	5416	Wakeman's Grove ...		-144.00	-1,387.92
Check	10/16/2024	5409	Joan M. Comanor		-89.78	-1,477.70
Check	10/31/2024	5419	Virginia Business Sy...		-368.98	-1,846.68
Check	10/31/2024	5418	Shentel		-188.51	-2,035.19
Total Checks and Payments					-2,035.19	-2,035.19
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					2,988.39	2,988.39
Register Balance as of 10/31/2024					-167,047.79	2,285,307.10
Ending Balance					-167,047.79	2,285,307.10

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 10/31/2024

	<u>Oct 31, 24</u>
Beginning Balance	2,452,354.89
Cleared Transactions	
Checks and Payments - 15 items	-179,830.50
Deposits and Credits - 2 items	9,794.32
Total Cleared Transactions	<u>-170,036.18</u>
Cleared Balance	<u>2,282,318.71</u>
Uncleared Transactions	
Checks and Payments - 7 items	-2,035.19
Deposits and Credits - 2 items	5,023.58
Total Uncleared Transactions	<u>2,988.39</u>
Register Balance as of 10/31/2024	<u>2,285,307.10</u>
Ending Balance	2,285,307.10

11.7.2024 CTC Meeting Motions and Vote Tally

Motion to begin meeting

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve ALL TAX CREDITS AND THEIR ASSOCIATED CONSERVATION PLANS

Made by: RB, JB

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes

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

Made by: DG, RB

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

Motion to recommend that the board approve

COST SHARE FOR ALL SL-8H PRACTICES LISTED BELOW

Made by: JMS, DG

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes

Motion to recommend that the board approve

COST SHARE FOR ALL SL-8B PRACTICES LISTED BELOW

Made by: JB, DG

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes

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

Made by: DG, JMS

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

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

Made by: JB, DG

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

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;

Made by: DG, MC

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

Motion to recommend that the board approve

Cons Plan: CP-13-25-0025
Contract: 13-25-0041
Instance: 643582
Practice Code: SL-6W
Amount: COST SHARE \$62,861.25

Made by: RB, MC

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

Motion to recommend that the board approve INCREASE

Cons Plan:
Contract: 13-22-0017
Instance: 460437
Practice Code: SL-6W
Amount: \$7,702.21

Made by: JB, MC

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

Motion to recommend that the board approve INCREASE

Cons Plan:
Contract: 13-24-0022
Instance: 583362; 583360
Practice Code: SL-6N; SL-6W
Amount: \$906.62; \$2,791.75

Made by: JMS, RB

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

Motion to recommend that the board approve submitting to the VCAP Steering committee

Cons Plan:
Contract: 13-25-003
Instance:
Practice Code: CL-3
Amount: \$1,959.20

Made by: RB, JMS

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

Motion to recommend that the board approve

Cons Plan:
Contract:
Instance:
Practice Code:
Amount:

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Cons Plan:
Contract:
Instance:
Practice Code:
Amount:

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Cons Plan:
Contract:
Instance:
Practice Code:
Amount:

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Cons Plan:
Contract:
Instance:
Practice Code:
Amount:
Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Cons Plan:
Contract:
Instance:
Practice Code:
Amount:
Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Cons Plan:
Contract:
Instance:
Practice Code:
Amount:
Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Cons Plan:
Contract:
Instance:
Practice Code:
Amount:
Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Cons Plan:
Contract:
Instance:
Practice Code:
Amount:
Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

11.7.2024 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

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

Call to Ord 10:03 AM Motion by: MG

Adjourn: 11:20 AM Motion by: MC

Fund Source:	Total funds available after 10/10/2024 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 9/30/24	Obligated - Paid as of 10/28/2024	Obligated as of 10/28/24	Total Allocation from DCR
2025 CB VACS	\$ 6,128,185.67			\$ 6,113,942.83	\$ 504,518.16	\$ 5,609,424.67	\$ 7,797,952.90	\$ 1,684,010.07	\$ 1,573,671.93	\$ 7,760,995.00
								Total Obligated for 2025 CB VACS	\$ 1,573,671.93	
								Percent Obligated for 2025 CB VACS	20.28%	

*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, Potential Well Increase (13-24-0043), Producer Agreement, Upcoming CTC Meeting Dates

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
CP-13-23-0003	13-23-0019	516522	Fred./Extension of a Grazing Syst.	SL-7	\$ 1,662.11			x	Complete-Nc	MC	
CP-13-25-0005	13-25-0006	591470	Shen./Conversion of Crop to Hay	SL-1	\$ 1,570.62			x	Complete-Nc	NL	additional fertilizer and site prep
CP-13-25-0005	13-25-0006	611304	Shen./Conversion of Crop to Hay	SL-1	\$ 791.19			x	Complete-Nc	NL	additional fertilizer and site prep
CP-13-23-0016	13-24-0022	583362	Shen./Stream Exclusion	SL-6N	\$ 313.19			x	Complete-Nc	NL	
CP-13-23-0016	13-24-0022	583360	Shen./Stream Exclusion	SL-6W	\$ 509.95			x	Complete-Nc	NL	
					<i>Total Tax Credits presented for approval:</i>	\$	4,847.06				
					Total Tax Credits Approved:	\$	4,847.06				

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
NRCS	13-25-0003	642496	Shen./Livestock Confinement Facili	WP-4LC	H	149		Y	\$ 142,829.12			x		MC	NRCS Piggyback
N/A	13-25-0026	642481	Shen./Harvestable Cover Crop	SL-8H	H	118	29.48	N	\$ 2,589.60			x		AP	
N/A	13-25-0033	643186	Shen./Small Grain CC with Residue	SL-8B	H	114	20.66	Y	\$ 1,926.00			x		AP	
N/A	13-25-0030	643172	Shen./Harvestable Cover Crop	SL-8H	H	114	30.84	N	\$ 3,724.00			x		AP	
N/A	13-25-0003	643182	Shen./Harvestable Cover Crop	SL-8H	H	112	31.43	N	\$ 1,723.40			x		AP	
N/A	13-25-0003	643176	Shen./Small Grain CC with Residue	SL-8B	H	111	13.08	Y	\$ 9,156.00			x		AP	
N/A	13-25-0032	643184	Shen./Small Grain CC with Residue	SL-8B	H	110	8.23	Y	\$ 17,706.60	x				AP	needs Variance request
N/A	13-25-0039	643655	Shen./Harvestable Cover Crop	SL-8H	H	109	30.94	N	\$ 3,582.60			x		AP	
N/A	13-25-0042	643577	Shen./Small Grain CC with Residue	SL-8B	H	107	16.22	Y	\$ 3,462.30			x		AP	
N/A	13-25-0033	643187	Shen./Harvestable Cover Crop	SL-8H	H	106	41.07	N	\$ 290.20			x		AP	
N/A	13-25-0026	642491	Shen./Small Grain CC with Residue	SL-8B	H	104	8.82	Y	\$ 65,395.00			x		AP	
N/A	13-25-0040	643571	Shen./Harvestable Cover Crop	SL-8H	H	104	30.04	N	\$ 3,652.80			x		AP	
N/A	13-25-0038	643566	Shen./Harvestable Cover Crop	SL-8H	H	103	29.77	N	\$ 2,183.40			x		AP	
NRCS	13-25-0032	645395	Shen./Livestock Confinement Facili	WP-4LC	H	103		Y	\$ 416,767.80	x				MC	needs Variance request
N/A	13-25-0030	643159	Shen./Small Grain CC with Residue	SL-8B	H	102	10.16	Y	\$ 15,229.80			x		AP	
N/A	13-25-0037	643563	Shen./Small Grain CC with Residue	SL-8B	H	102	16.44	Y	\$ 4,930.80			x		AP	
N/A	13-25-0038	643565	Shen./Small Grain CC with Residue	SL-8B	H	101	11.81	Y	\$ 7,912.10			x		AP	
N/A	13-25-0037	643562	Shen./Harvestable Cover Crop	SL-8H	H	100	39.18	N	\$ 606.80			x		AP	
N/A	13-25-0040	643570	Shen./Small Grain CC with Residue	SL-8B	H	99	12.63	Y	\$ 7,859.20			x		AP	
N/A	13-25-0043	643580	Shen./Harvestable Cover Crop	SL-8H	H	99	30.20	N	\$ 3,069.20			x		AP	
N/A	13-25-0044	643654	Shen./Harvestable Cover Crop	SL-8H	H	97	37.41	N	\$ 1,201.80			x		AP	
N/A	13-25-0027	642560	Fred./Small Grain CC with Residue	SL-8B	M	110	20.93	Y	\$ 3,628.00			x		AP	
N/A	13-25-0029	642685	Shen./Small Grain CC with Residue	SL-8B	M	110	25.06	Y	\$ 3,007.20			x		AP	

11.7.2024 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 10/10/2024 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 10/28/2024	Obligated-Paid as of 10/28/2024
2022 CB VACS	\$ 20,094.27			\$ 20,094.27	\$ 7,702.21	\$ 12,392.06	\$ 1,040,694.16	\$ 1,020,599.89
2023 CB VACS Transfer (2022)	\$ 24,150.00			\$ 24,150.00		\$ 24,150.00	\$ 230,005.18	\$ 205,855.18
2023 CB VACS	\$ 6,425.14		\$ 38,189.53	\$ 44,614.67		\$ 44,614.67	\$ 1,569,768.28	\$ 1,525,650.69
2024 CB VACS Transfer (2014)	\$ 4,242.14			\$ 4,242.14		\$ 4,242.14	\$ 25,047.00	\$ 25,047.00
2024 CB VACS	\$ 51,854.40		\$ 12,302.98	\$ 64,157.38	\$ 3,698.37	\$ 60,459.01	\$ 4,342,985.49	\$ 4,272,278.98

Ending Balance
 \$ 20,094.27
 \$ 24,150.00
 \$ 44,117.59
 \$ -
 \$ 70,706.51

*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	
13-24-0073	583228	2024 CB VACS	SL-7	\$ 1,556.80	\$ -	Complete	SS	underbudget	
13-24-0009	544538	2024 CB VACS	SL-6W	\$ 19,155.53	\$ -	Complete	NL	underbudget	
13-23-0019	516522	2023 CB VACS	SL-7	\$ 37,692.45	\$ 1,662.11	Complete-Not Paid	MC	underbudget	
13-24-0090	585536	2024 CB VACS	FR-1	\$ 5,556.37	\$ -	Complete	NL	underbudget	
13-23-0084	525789	2023 CB VACS	SL-11	\$ 497.08	\$ -	Complete-Not Paid	SH		
					Total of Cancellations and Underbudgets: \$		64,458.23		

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
13-22-0017	460437	War./Stream Exclusion with Wide Buffer	SL-6W	M	115	16.02	Y	\$7,702.21			x	Carryover	DG	increase
									Total 2022 CB VACS Funds Approved: \$		7,702.21			

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
<i>Total 2023 CB VACS Contracts presented for approval:</i>								\$						
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
13-24-0022	583362	Shen./Stream Exclusion with Narrow Buff	SL-6N					\$ 906.62			x	Carryover	NL	rock breaking and drilling
13-24-0022	583360	Shen./Stream Exclusion with Wide Buffer	SL-6W					\$ 2,791.75			x	Carryover	NL	clearing and rock breaking
<i>Total 2024 CB VACS Contracts presented for approval:</i>								\$					3,698.37	
Total 2024 CB VACS Funds Approved:								\$					3,698.37	