

Board of Directors, Board Packet 10/10/2024



We work with the people who work the land.

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Attachments:

Treasurer / Finance

- *Monthly Financial Reports* pages 30 - 37

CTC

- *Minutes and Motions* pages n/a
Meeting moved to 10/10/2024 minutes will be presented during Board Meeting

Legislative

-

Miscellaneous

-



We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

October 10, 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)
 - Finance
 - Education & Information

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 Barriteau
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
October 10, 2024
Agenda**

**LFSWCD Chair Report
Joan Comanor**

Bobby Clark will be joining our Board in January as the At-Large Extension Representative; in the meantime, the position will remain vacant for the rest of the year. I have asked Sabrina Heltzel to join me in serving on an ad hoc group of Shenandoah County to work on a floodplain ordinance update addressing siting of septic drainage fields. Finally, there is a meeting in December of all the players involved in overseeing the Chesapeake Bay cleanup where a 'next phase' approach is to be decided. There are several competing ideas ranging from continue the present course until targets are met to focus on outcomes needed for certain Bay conditions to a more people-driven approach. In the meantime, EPA has indicated it is going to delve into States' management of storm water. We will all have to stay tuned for the outcome since it can have a major impact on our future role and workload! In the meantime, we keep charging ahead.

**Treasurer / Finance Report
Stephanie Shillingburg**

- I have reviewed the September 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:

- FY25 Q1 ATT E has been submitted.

Monthly Happenings:

- Made Journal Entries for approved Dedicated Reserves transfers.
- Prepped FY25 Att E template.
- 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:

- 9/12 Meetings; Finance, Board and Ed/Info
- 9/24 ASAP/PACE Webinar
- 9/25 SHRM Webinar

Supervising Conservation Specialist Dana Gochenour

Promoting BMPs

- Assisted Sabrina during meeting with Bowman/Humphries family regarding SL-6W
- Attended TAC Programmatic Subcommittee meeting in Charlottesville
- Completed office and field review portion of EJAA reviews with DCR Engineer Amanda Pennington
- Met with Jim Fagan to review and rank proposals for Dam Joint Engineering Services contract
- Staked exclusion fence at Dellinger SL-6W (Mill Creek, Shenandoah Co.)
- With Ben, met with J. Gochenour to review options for SL-6, CCI, and tree plantings (Cedar Creek, Shenandoah and Frederick Co.)
- With Sam, visited K. Hamlin for EOL check and possible manure storage (sinkhole, Clarke Co.)
- Assisted Ben with water system pre-construction meeting at Audley SL-7 (Clarke Co.)
- Assisted with presentation to Virginia House and Senate ACNR committee legislators
- Provided the SWCD update at Shenandoah Co. Farm Bureau annual membership meeting
- Field visits to possible animal waste projects with Amanda Pennington
- With Madison, visit to B. Magner to update plan map for SL-6/SL-7 (Clarke Co.)
- Received documentation of repair for Stephens SL-9 (All verifications now complete!)
- Provided cover crop specs and cost-share applications to FSA staff, so they can share with producers as needed
- Completed conservation plan for Gano SL-1

Staff Relations

- 9/5- Conservation Technical Committee meeting
- Reached out to OAG regarding subpoena received

Senior Conservation Specialist Nick Livesay

Training

- Successfully passed the Nutrient Management Plan Writing exam.

Promoting BMP's

- DAL (SL-6W: Pond outflow, NFSR, Shen. Co.) as built inspection with Dana
- Dellinger (WP-4LL: Shen. Co.) trail&walkway pre-construction meeting with Dana
- Whetzel (SL-6W: Sinkholes, Shen. Co.) fence staking with Brian (NRCS)
- Visit with potential SL-1's and WP-4 in Shenandoah County
- DeHaven (SL-6W: Babb's Run, Fred. Co) stream crossing pre-construction meeting with Ben
- Cherry Grove Farm (SL-1's: NFSR, Shen. Co.) correspondence with producer
- Visit with potential WP-4LL (Swover Creek) in Shenandoah County with Madison and Ben
- Visit with potential WP-4LL (Mill Creek) in Shenandoah County with Madison and Ben
- Visit with potential SL-1/SL-6W in Shenandoah County (Tumbling Run) with Sabrina
- Visit to confirm multiple plans with potential Shenandoah County projects with Ben
- Slate Run Farm (SL-6W: Slate Run, Warren Co.) visit to document EAN stream crossing damage with Sabrina
- Gochenour (WP-4LL: Shenandoah County) correspondence with producer/contractor regarding roof runoff
- Technical Assistance meeting in office regarding sustainable properties
- Vance (WQ-12: NFSR, Shen. Co.) visit to document gutter repair
- Visit with potential SL-1 in Shenandoah County
- Visit with potential SL-6W (Crooked Run) in Shenandoah County
- Correspondence with potential SL-1 in Shenandoah County
- Assistance with Equipment Tax Credit for producer in Shenandoah County

- Visit with potential SL-6W (Stoney Creek) in Shenandoah County with Ben
- Animal Waste visits (6 stops) with Amanda Pennington (DCR), Madison, Sabrina, and Ben
- Atwood (SL-6W: Manassas Run, Warren Co.) water system design
- Correspondence with potential WP-4 (NFSR) in Shenandoah County
- Correspondence with potential SL-7 (Passage Creek) in Shenandoah County
- Visit with potential SL-6W (Tumbling Run) in Shenandoah County with Sabrina
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets
- Conservation Plans

Education/Outreach

Other Relations

- CTC Meeting (9/5/24)
- Board Meeting (9/12/24)
- Paternity Leave Preparations

Conservation Specialist Madison Coffey

Training:

- None

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Follow-up visit with Ben on 9/4/2024 for Hawkins (Fred: SL-7) to finalize reimbursement breakdown.
- Office EJAA review with DCR Engineer on 9/11/2024.
- Follow-up site visit with Nick on 9/13/2024 for Gochenour (Shen/WP-4LL) to take a preliminary survey of the gutters. Communicated observed issues back to the Engineering team. Additional site visit on 9/20/2024 to meet with contractor and discuss issues observed. Follow-up survey on one gutter section with Dana and resent information to Engineering team. Follow-up call with the Engineering team to discuss what needed to be done to complete the gutters. Communicated solution to the contractor.
- Resent sizing on 9/17/2024 for a potential WP-4LC and WP-4B piggyback project to the district Engineer. Updated our tracking sheet for animal waste visits to better keep track of potential and approved animal waste participants.
- Follow-up site visit with Ben on 9/18/2024 for a potential WP-4 facility in Shenandoah County. Communicated with Loudoun SWCD staff to get additional resources for Equine WP-4 sizing.
- Follow-up visit with Ben on 9/19/2024 to stake fence for French (Shen/SL-6W).
- Follow-up visit with Colin (NRCS) and Nick on 9/24/2024 for a potential SL-6W project in Frederick County. Potential partnership project with NRCS and Alliance for the Chesapeake Bay.
- Initial site visit with Nick on 9/24/2024 for a potential SL-6W project and spring development technical assistance in Shenandoah County.
- Follow-up site visit with Dana on 9/26/2024 for a potential SL-6 project in Clarke County. Communicated with NRCS staff as this may become a potential piggyback project.
- Initial site visit with Ben on 9/26/2024 for a potential SL-6W project in Frederick County.
- Initial site visit with Nick on 9/27/2024 for a potential SL-1 project in Shenandoah County.
- Site visit with Nick on 9/27/2024 to answer fencing questions for Showman (Shen: SL-6W).

Other Activities:

- CTC Meeting – 9/5/2024
- Board Meeting – 9/12/2024
- Stream Protection and Forestry TAC Meeting – 9/23/2024

- Shenandoah County Farm Bureau Annual Dinner – 9/24/2024
- CTC Agenda Prep – 9/30/2024

Conservation Specialist Sabrina Heltzel

Training:

Promoting BMPs:

- Drafted plan map and cost estimates for potential SL-6W and CCI-SL-6W in Warren County
- Site visit with producers and DOF for brush management recommendations
- Office visit with Dana for Humphries SL-6W
- Prepped Skyview Acres SL-10 folder for close-out
- Revised plan map for potential SL-6W in Shenandoah County
- Wrote letter outlining necessary timeline to make progress to avoid cancellation
- As-built Schiano Di Cola SL-6N with Ben in Clarke County
- Drafted Rogers Conservation Plan
- File review for renewal of water system EJAA and requested stream crossing EJAA
- Met with Greg Mauzy to get signatures and go over project closing procedures
- Took Blyth soil samples so producer can send to VT soils lab for fertilizer recommendations
- Took Rogers soil samples so producer can send to VT soils lab for fertilizer recommendations
- Revised plan map for potential SL-6W in Shenandoah County
- Worked up Schiano Di Cola reimbursement and prepared folder for close-out
- Attended Zoom Meeting with Land Trust of Virginia for potential WP-2W in Warren County
- Animal Waste Management System risk assessments
- Drafted plan map for potential SL-6W in Frederick County and coordinated with DOF
- Attended Zoom Meeting to discuss long term property goals with producer and DOF
- Engineering site visits and EJAA field review
- Met with Mauzy and Schiano Di Cola to deliver checks and go over requirements for project lifespan
- Drafted plan map and cost estimate for potential WP-2W in Frederick County
- Met with producer to inspect SL-11 and discuss potential SL-6W in Warren County
- Drafted plan map and cost estimate for potential SL-6W in Shenandoah County

Other Activities:

- Coordinated with DCR employee to obtain BMP location cluster data for education and outreach purposes
- Attended Monthly CTC Meeting
- Took Monthly CTC Meeting minutes and typed them up
- Attended Monthly VAPPS BoD Meeting
- Attended conservation partners hangout/welcome for new employees at the Box Office
- Attended Monthly Board Meeting
- Attended Education and Information Subcommittee Meeting
- Attended Shenandoah Valley Pure Water Forum with Ben and Mary
- Wrote letter of support for producer applying for Virginia Beginning Farmer and Rancher Certification Program

Conservation Specialist Ben Loyd

Training:

Promoting BMPs:

- WP-4 CCI into Tracking – Shenandoah County
- Entered SL-6W into Tracking and Cons Plan – Shenandoah County
- Plan Map and Cost estimate creation SL-6W – Shenandoah County
- Water System design SL-6W – Clarke County
- Follow visit with Madison for SL-7 – Frederick County
- Pre-Construction Meeting with Nick for SL-6W – Warren County
- In office meeting for potential SL-6W – Frederick County
- Initial visit with Nick for potential SL-7 and WQ-12 – Warren County
- As-Built with Sabrina for SL-6N – Clarke County
- EJAA water system file review with DCR engineer
- Pre-Construction Meeting with Nick for SL-6W – Frederick County
- Follow up visit with Dana for SL-6N – Shenandoah County
- Plan Map and Cost Estimate for SL-6N – Shenandoah County
- Risk Assessment completion for several different WP-4 projects with Sabrina and Madison
- Follow visit with Madison for WP-4 – Shenandoah County
- Fence Staking with Madison for SL-6W – Shenandoah County
- Pre-Construction meeting with Dana for SL-6W – Clarke County
- Initial visit for potential SL-6 – Clarke County
- Animal Waste Management System for WP-4LL – Shenandoah County
- Resource Concerns for multiple different projects.
- Initial visit with Nick for potential SL-6N – Clarke County
- Initial visit with Madison for potential SL-6W – Frederick County

Other Activities:

- CTC Meeting – 9/5/2024
- Board Meeting – 9/12/2024
- Frederick County Farm Bureau Meeting – 9/12/2024
- Clean Water Forum Meeting with Sabrina – 9/19/2024

Conservation Technical Assistant Sam Shelton

Training/Staff Meetings:

- Attended Board and CTC meeting.

Conservation Technical applications:

- Sent and completed project approvals and respective tracking intake information.
- Provided technical assistance for two of my VCAP participants.
- Digitized approval projects into racking prior to marking them approved.

Promoting BMPs:

- EOL visit with Dana- 9/16/2024.
- EOL visit in Clarke county- 9/23/2024.
- EOL visit in Frederick county- 9/25/2024.
- Obtained Gibsons final project documents prior to payout- 9/4/2024.
- EOL's all month of September.

Miscellaneous:

- All EOL verifications have been completed before the September 30th deadline.
- 6 contracts were determined to require maintenance. Maintenance requires gravel around trough and vegetative clearing for heavily engulfed troughs.
- Conducted 30 EOL checks, 6 of which required maintenance. That's 20% of the 30 verifications I conducted.
- Repayment made to LFWCD from participant deemed to be out of compliance with no chance of maintenance. (SL-1 was in soybean).
- Contacted DOT for project that required tax credit repayment.

Education & Program Support Specialist
Allyson Ponn

Education:

- SMSC Roundtable Interviews + Student Meetings (x2)
 - o Plan of Work + project statement
- MRGS Research Project meetings (x2)
 - o Chesapeake Bay Restoration Grant Application
- Strasburg HS FFA Leadership Workshop (8 schools/counties)

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Updates LFSWCD Info Flyer (As requested by Jim Fagan)
- 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
- Conservation Educator of the Year Application
- Area 1 Quarterly Report
- Annual Farm Bureau Meetings: Clarke and Warren
- House and Senate ACNR Booklet + Tour Prep
- Education and information Committee Minutes

Office/Program Support:

- Cover Crop sign up prep
- Cover Crop/Nutrient Management TAC meeting
- CWFA Applications
- Basin Award Updates
- Cover Crop/Nutrient Management TAC meeting
- Storage room and desk clean up + organization

VACDE/Training:

- Annual Auction prep – item registration, volunteer sign up, AllDistrict emails
- Graves Debrief
- SECDEA Conference Registration

Important Dates:

- October 12th: WildFest, Blandy State Arboretum, 11-3PM
- October 13th: Clermont Farm Native Plant Sale, Clermont Farm, 9AM-3PM
- October 19th: Winchester Treefest, Jim Barnett Park Audubon Arboretum, 11-3PM
- October 20th: Shenandoah Low Down, Muse Vineyards, 3-5PM (tickets needed)
- November 4-6th: SECDEA Meeting in Pigeon Forge TN
- December 8th-10th: VASWCD Annual Meeting, Hotel Roanoke

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

We are looking forward to celebrating local accomplishments at the November awards luncheon. Allyson Ponn will give us the details of the arrangements.

Legislative Committee
Paul Burkholder

On September 22, the District participated in a Farm Bureau-sponsored retreat for members of the Virginia Senate Agriculture, Conservation and Natural Resources Committee and the House of Delegates Committee on Agriculture. Chesapeake and Natural Resources. Participants visited the French Brothers Dairy in Shenandoah County to see their automated milking operation and a District-funded BMP. Allyson, Dana and Madison presented information on District operations and this particular BMP, which included stream exclusion, cross fencing, a well and a solar-powered watering system We thanked them for supporting funding for the VACS program and Districts. Several of the legislators were former District Directors. We had a number of questions and a good discussion. Allyson did a great job preparing materials for the participants. (Report provided by Mary Gessner)

Personnel
Joan Comanor

- No new activity to report.

Operations
Justin Mackay-Smith

- No new activity to report.

Northern Shenandoah Valley Regional Commission
Mary Gessner

Mary was unable to attend the September meeting.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

At last, we have a committee meeting scheduled for October 21!

Shenandoah Pure Water Forum
Jack Owens

The Forum board met on September 19th. Sabrina, Ben and Mary attended. Alston Horn from the Chesapeake Bay Foundation made a presentation on their outreach efforts to farmers in the Valley to encourage installation of BMPs. They are focusing on promoting alternative grazing management to include stream exclusion and rotational grazing. He also talked about a mobile solar watering unit they can loan out. Tammy Stone of Rockingham County Schools extended an invitation to teachers from other districts to participate in their Teacher to the Bay Program next spring. The Karst Symposium sponsored by Shenandoah Valley SWCD is now available on their website. (Report provided by Mary Gessner)

Alliance for the Shenandoah Valley
Joan Comanor

Separately I had Sarah forward an update from the Shenandoah Valley Conservation Collaborative coordinator that highlighted a variety of conservation efforts underway by our partners. Earlier, I had Sarah forward an announcement from DEQ about a solicitation of proposals for payments to landowners for outcome-based water quality efforts. Mea culpa! I mistakenly mentioned that ASV had hired Dale Gardner to work on that but the actual project that ASV is engaged in is climate-smart bmp's (similar but not DEQ's new program).

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **POSTPONED Meeting Minutes Training Oct 2 & 7 New Dates TBD**
- **Quarterly reports will be due by Tuesday, October 15.** This includes attachment E plus QuickBooks cash balance sheet and P&L for the quarter. The "official" excel version of attachment E must be used throughout the course of the year. Please use the same workbook and corresponding tab for each quarter to ensure that all values roll together for the End of Year Report (last tab).
- **FY24 SWCD Annual Reports: Thank you for submitting your Annual Report on time 😊** I encourage you to use your Annual Report as a public relations tool with your local governments and legislators. I am looking forward to learning about all your accomplishments!

AG COST SHARE ITEMS:

- **Cost-Share Disbursements:** for FY25, cost-share is disbursed quarterly based on obligations in CAS/Tracking. The CDC will be pulling obligations on the following dates so all BMP approvals must be entered in CAS by close of business the previous business day. Q2: Nov 1; • Q3: Feb 1 • Q4: May 1 • Mid-Q4*: Jun 1
- **Conservation Plan (CP) Reminders:**
 - COMPLETE conservation plans must be approved prior to BMP funding approval, no matter when the plan was started it needs to be updated & completed prior to new BMP approvals.
 - CPs are required to be written in the Conservation Planning Module unless there is an NRCS or RMP Plan, that can be uploaded as an attachment to the contract and be approved by the board
 - **Signature Page must be uploaded in CAS & signature dates entered in the CP module. (This is New!)**
 - **BMPs that DO NOT require a CP:** NM-1A, NM-3C, NM-4, NM-5N, NM-5P and NM-7), Cover Crop practices, (SL-8, SL-8B, SL-8H, and WQ-4), High Residue Tillage System practices (SL-15A and SL-15B), and all Continuous Conservation Initiative practices.
 - Excerpt about Conservation Plan Requirements (VACS Manual page II-19)
.... BMPs may require the development of a Conservation Plan. **A DCR Conservation Plan, a USDA Conservation Plan, or a Resource Management Plan will meet this requirement** if the BMP for which funding is being requested is included in the plan. **A required plan must be completed and approved by the District Board prior to approval of any cost-share funding for a practice.** DCR has developed a conservation planning module within the DCR Conservation Application Suite. **District staff are required to create all DCR Conservation Plans within the DCR Conservation Application Suite and ensure that they are complete.** A complete Conservation Plan includes all required information as referenced in the Table of Contents document (found at <https://www.dcr.virginia.gov/soil-and-water/con-plan-documents>), all proposed BMPs/actions, digitized components and planned area, completed resource reviews, all necessary supporting documentation, and signatures of the landowner/operator and the planner. For practices that have a USDA Conservation Plan developed and approved, the approved plan should be uploaded to the Conservation Application Suite to meet this requirement.

Attention Elected Directors (not 2023 newly elected directors as they completed this training in 2024) All local elected officials... are required to receive FOIA training "within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session."

Local Officials Course - designed for local officials who are required to receive FOIA training pursuant to § 2.2-3704.2. The course covers FOIA training requirements, FOIA policy, the role of the FOIA Council, procedures

related to public records requests, the conduct of public meetings, statutory remedies for FOIA violations, and additional resources for local officials.

Local Officials Training Webinars • Wednesday, November 13th at 10 a.m. • Wednesday, December 4th at 10 a.m. To Register: <https://foiacouncil.dls.virginia.gov/training.htm> Also VASWCD & DCR plan a webinar for Directors this fall.

Upcoming Dates to Remember:

Oct 1: CWFA local and Grand Basin nomination forms due to CDC.

Oct 1: OAG Training: Advice, Pitfalls and Lessons Learned from Working with SWCDs 10 am - Noon –

SWCD representative, Darrell Kuntz, Assistant Attorney General, Guidance and lessons learned from working with SWCD clients, highlight key issues & common questions received. Topics include 1. District policies (i.e. personnel policies and by-laws) -Role of Associate Directors/Rights of Associate Directors & Staff issues. 2. Need to review how employee benefits are paid upon termination (voluntary or involuntary); 3. Common contract provisions to avoid; 5. Conservation easements; 6. Review of enforcement process, specifically, how the OAG will handle and approach this process; 7. Compliance with FOIA's public meeting requirements; 8. Closed session procedures; 9. Maintenance of file materials Opportunity to ask questions and engage in conversation with SWCD legal representation. While there will be time for Q&A during this session, you are encouraged to submit questions in advance during registration. Register for this zoom at: <https://us02web.zoom.us/meeting/register/tZ0vfu2rrjoqGdzZiL9-75TAbqBBaTN9MGkl#/registration>

Oct 11: **Potomac Council & Potomac Watershed Roundtable Meetings**, Northern Neck SWCD hosting

Oct 30: **BUILDING YOUR HR FOUNDATION 9:30 AM – 12:00 PM** Registration

Link: <https://us02web.zoom.us/meeting/register/tZctdeqtpjMqGdT16Qenu4YqQUOgaxxVRoMv> *Hiring process is both an art and a science. When nearly 80% of job failures can be traced back to mistakes made in the recruitment process, there is a lot on the line to get it right. This training is designed to equip you with the knowledge and tools to streamline your hiring process, ensuring you make the right hires the first time. Session Overview An enlightening conversation about the first and arguably most critical phase of the employee lifecycle: recruiting and onboarding. During this session, we will intertwine compliance and best practices for a range of topics, including Developing compliant job descriptions; Creating effective job postings; Honing interviewing skills; Conducting reference checks and background checks; Making compensation decisions; Extending offers; Onboarding for success.*

Oct 31: Deadline cost share approvals entered in CAS; for data pull 11/1 for TA and cost share disbursements

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.

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

Jan 9: **VASWCD Legislative Day**, Richmond

+++++
Conservation Planner Certification Corner (Questions contact Carl.Thiel-Goin@dcr.virginia.gov)

RUSLE2 Training This is a three-part training course

Part A: visit the VASWCD website and Complete the online training. <https://vaswcd.org/asea/#>

Part B: Field Training Oct 3 Surry; Oct 8 Louisa, Oct 9 Montgomery

Registration required: <https://forms.gle/6PqQ2xq4ijbmXaWd7>

Part C: A take home exercise to complete and submit for final completion of this course.

VA Resource Training Oct 15-16: **Online, Three virtual sessions over the 2-day period**

VA Resource Training - Part 1 Time: Oct 15, 2024 09:00 AM Join from PC, Mac, Linux, iOS or Android:

<https://vcu.zoom.us/j/81924607643?pwd=cUaUoLDs3Y83TmF2YhkIs8vC99evCr.1> Password: KiWq75AyNu

Meeting ID: 819 2460 7643

VA Resource Training - Part 2 Time: Oct 15, 2024 01:00 PM Join from PC, Mac, Linux, iOS or Android:

<https://vcu.zoom.us/j/81213335496?pwd=cquHuKQJ3dOfnaH2wWQchvT1Fih3AE.1> Password: 9w7Lfp1Vbx

Meeting ID: 812 1333 5496

VA Resource Training - Part 3 **Time:** Oct 16, 2024 09:00 AM **Join from PC, Mac, Linux, iOS or Android:**
<https://vcu.zoom.us/j/86548887578?pwd=U5Hc5RbdfdezgHbASTANTNN6bp5qiv.1> **Password:** SSWfQA22Ux **Meeting ID:**
865 4888 7578

DCR Conservation Planner Course, Oct 30-Nov 1: **Buckingham. To attend this final course, you must have completed or be in process of completing all other course work.**

CDC Report Electronically sent to SWCDs 9/27/2024.

VA Cooperative Extension

- No written report submitted.

VA Department of Forestry (DOF) Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF) Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ) Sara Jordan

- DEQ-VRO Ag Program Update:
 - The Virginia Pollution Abatement (VPA) Regulation and General Permit for AFO's has been approved and finalized by the State Water Control Board. These General Permits expire on November 15, 2024, and will need to be reissued to continue coverage. We are starting the process of reissuance now and plan a mass mailing/emailing to all permitted AFO's soon.
 - Due to the continued threat of avian influenza and the prevalence of Avian Metapneumovirus, most poultry inspections are records only but we are trying to do as many on farm inspections as possible within the biosecurity protocol allowed.
 - Our current inspection fiscal year ends September 30, and the new year begins October 1. We have increased our ag programs regional responsibilities to include the Northern Regional Office permitted ag facilities and will begin performing inspections in this area beginning October 1.
 - 5. We continue to focus on poultry litter reporting and education for the requirement that has a reporting deadline of September 15 each year.
- DEQ's Clean Water Financing and Assistance Program's Agricultural Loan Dashboard as of September 27, 2024, is found below. For more information, contact Phil Davis, Ag BMP Project Manager with the Clean Water Financing and Assistance Program: (540) 209-4201, philip.davis@deq.virginia.gov.

Application Status	Total Number	Total Value	Average	Median
Application Pending	15	\$ 4,096,502.98	\$ 273,100.20	\$ 190,335.98
Conditionally Authorized	59	\$ 14,453,268.83	\$ 244,970.66	\$ 228,000.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	63	\$ 8,482,125.67	\$ 134,636.92	\$ 92,000.00
Inactive	15	\$ 2,712,696.46	\$ 180,846.43	\$ 80,000.00
Credit Approved	7	\$ 999,388.30	\$ 142,769.76	\$ 125,772.30
Credit Not Approved	12	\$ 2,190,181.53	\$ 182,515.13	\$ 96,938.51
Loan Closed	66	\$ 12,211,132.67	\$ 185,017.16	\$ 116,687.54
Loan Closed with PF Granted	5	\$ 1,035,849.22	\$ 207,169.84	\$ 90,486.00
Project Complete	103	\$ 17,924,559.34	\$ 174,024.85	\$ 126,791.50
Project Complete with PF Granted	12	\$ 2,036,661.97	\$ 169,721.83	\$ 110,979.12
Completed without DEQ Funding	20	\$ 2,262,768.29	\$ 113,138.41	\$ 58,129.63
Equipment Purchase Complete	21	\$ 1,600,631.00	\$ 76,220.52	\$ 39,500.00
PF Granted SWCD	20	\$ 349,370.43	\$ 17,468.52	
Total PF Granted to Producers	17	\$ 1,268,932.43		
Total Applications	420			
Total Active Projects	153			
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 47,334,645.61		
Total PF Granted		\$ 1,567,302.52		
Total Repayments		\$ 17,200,000.00		

Regional Office	Project Count
BRRO	93
PRO	36
NRO	44
SWRO	42
TRO	11
VRO	194
	420
Loan Closed	
Regional Office	Under Construction
BRRO	16
PRO	10
NRO	5
SWRO	7
TRO	0
VRO	28
	66
Loan Closed with PF Granted	
Regional Office	Under Construction
BRRO	2
PRO	0
NRO	2
SWRO	1
TRO	0
VRO	0
	5
PF Granted SWCD	
Regional Office	Under Construction
BRRO	5
PRO	5
NRO	0
SWRO	10
TRO	0
VRO	0
	20

Regional Office	Under Construction
BRRO	15
PRO	3
NRO	8
SWRO	11
TRO	1
VRO	65
	103
Project Complete with PF Granted	
Regional Office	Under Construction
BRRO	4
PRO	2
NRO	2
SWRO	0
TRO	0
VRO	4
	12
Equipment Purchase Complete	
Regional Office	Under Construction
BRRO	6
PRO	1
NRO	2
SWRO	2
TRO	4
VRO	6
	21

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

MISC.



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MINUTES

The September 12, 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
Jack Owens

Associate Directors

Cooperating Agency Representatives & Guests in Attendance:

Debbie Cross, CDC, DCR
Brian Brezinski, NRCS

LFSWCD Staff Members

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

Absent Directors or Staff:

Kermit Gaither
Stephanie Shillingburg
Ed Pendleton
Ira Richards
Jason Bushong
Dana Gochenour

LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:04 am.



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MOTION: Board approval of the August 8, 2024 Board of Director meeting and Personnel Committee meeting minutes.

Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Kermit Gaither was absent from the meeting.

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	X		

Chairwoman’s Report: Joan Comanor

- The Chairwoman led a moment of silence in memory of Director Corey Childs.

MOTION: Board approval to send a donation of \$300.00 to the Corey Childs Memorial Endowment for the Virginia Tech Livestock Judging Program. **Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** *Kermit Gaither was absent from the meeting.

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	X		

- There will be a vacancy on the Board until the Va Cooperative Extension decides how to fill the position. Per guidance from Debbie Cross, CDC/DCR the LFSWCD Board will operate with a Board of eleven (11) Directors verses twelve (12) until such appointment is made.
- Reviewed written Report.
- Shared an article from the Northern Virginia Daily featuring staff member, Nick Livesay.
- Discussed Annual Awards Luncheon. The luncheon will be held in Frederick County this year location TBA.
 - An email was sent to Directors and Staff for suggested nominations.

Treasurer & Finance Report: Stephanie Shillingburg

- The Finance Committee met September 12 @ 9:30am.
- Suggested Dedicated reserves were presented to the committee for review/approval.

MOTION: Board approval of the FY25 Suggested Dedicated Reserve Fund Transfers as presented by Sarah Fleming. **Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows.** *Kermit Gaither was absent from the meeting.

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	X		



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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**Kermit Gaither was absent from the meeting.*

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	X		

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Absent due to VASWCD Committee responsibilities.

Senior Conservation Specialist, Nick Livesay:

- Reviewed report.
- Gave a review of Graves Mountain Training.

Conservation Specialist, Madison Coffey:

- August was busy w/ visits and preparations for Graves Mountain Training presentation.
 - Beginning Process - Animal Waste Project Steps
- Will participate at the Shenandoah County Farm Bureau banquet with Dana.

Conservation Specialist, Sabrina Heltzel

- Busy with lots of initial visits. Feels a recent article has generated lots of program interest.

Conservation Specialist, Ben Loyd

- Reviewed written report.

Conservation Technical Assistant, Sam Shelton

- Keeping busy with EOL’s.
- VCAP is still getting new interest.
 - Ally added a brief update.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed her written report.
- FY25 Cover Crop application process has started
- She shared that she received a scholarship to attend the SEVSWCD Annual Conference to be held in Pigeon Forge, TN.



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Committee Updates:

Conservation Technical - Mary Gessner

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

MOTION: Board approval of tax credits for (Cons. Plan: CP-13-24-0023, Contract: 13-24-0078, Instance: 583598), (Cons. Plan: CP-13-24-0024, Contract: 13-24-0098, Instance: 586289), and (Cons. Plan: CP-13-24-0022, Contract: 13-24-0073, Instance: 583228) in the amounts of \$582.37, \$690.53, and \$3,026.00, respectively. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0008 Contract: 13-25-0009 Instances: 593051, 593027 Amounts: \$206,351.88, \$74730.00 Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0005 Contract: 13-25-0006 Instance: 611304 Amount: \$6880.00. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0017 Contract: 13-25-0019 Instances: 613145, 613205, 613147, 613143, 613155 Amounts: \$3,550.00, \$3,195.00, \$2840.00, \$4,260.00, \$7,455.00. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		



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MOTION: Board approval of Cons Plan: CP-13-25-0013 Contract: 13-25-0015 Instance: 601195 Amount: \$162,820.35. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0011 Contract: 13-25-0014 Instance: 600839 Amount: \$136608.13. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0016 Contract: 13-25-0020 Instance: 613210 Amount: \$5280.00. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0014 Contract: 13-25-0018 Instance: 613097 Amount: \$105495.00. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-20-0015 Contract: 13-25-0021 Instance: 613257 Amount: \$9,460.00. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		



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MOTION: Board approval of Cons Plan: N/A Contract: 13-25-0013 Instance: 598982 Amount: \$2,399.00. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: N/A Contract: 13-25-0016 Instance: 603247 Amount: \$2,112.00. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: N/A Contract: 13-25-0017 Instance: 612573 Amount: \$6,620.00. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0010 Contract: 13-25-0012 Instance: 596141 Amount: \$86,003.25. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0018 Contract: 13-25-0022 Instances: 613994, 613894, 613987 Amounts: \$3,727.50, \$6,035.00, \$887.50. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		



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MOTION: Board approval of Cons Plan: CP-13-25-0019 Contract: 13-25-0010 Instances: 593398, 593361, 593362, 593075 Amounts: \$2,548.80, \$4,368.00, \$5,760.00, \$16,804.80. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of Cons Plan: CP-13-25-0009 Contract: 13-25-0011 Instance: 593146 Amount: \$248,884.38. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval the cancellation of Contract: 13-24-0005 Instance: 583418 Amount: \$15,474.80. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of an increase in cost share for Contract: 13-24-0098 Instance: 586287 Amount: \$12,498.12. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of the documentation providing proof of conservation plan for French Brothers Dairy's no-till drill and precision sprayer Equipment Tax Credit. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		



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MOTION: Board approval of an increase in funds to the variance contract: 13-24-0021 and to move forward for review by Sara Bottenfield, due to an EAN (Extreme Act of Nature). Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of delegated authority to CTC Chair, Mary Gessner to approve variance increase of funds for contract: 13-24-0021 upon DCR approval. of an increase in funds to the variance contract: 13-24-0021 and to move forward for review by Sara Bottenfield, due to an EAN (Extreme Act of Nature). Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval to move VCAP contract: 13-25-0003 application forward to State Steering Committee. Project estimated cost \$4,615.00 with VCAP cost share funding of \$2,692.00. Motion made by Mary Gessner, seconded by Emma Bricker. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

MOTION: Board approval of the Clean Water Farm Award (CWFA) nominations for Frederick & Shenandoah County as presented during the 9/12/2024 Board. Motion made by Paul Burkholder, seconded by Jack Owens. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		



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MOTION: Board approval of the renomination of Clermont Farms for the Basin Clean Water Farm Award (CWFA) as presented during the 9/12/2024 Board. Motion made by Paul Burkholder, seconded by Jack Owens. Motion Passed. Ballot as follows. * Kermit Gaither was absent from the meeting.

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	X		

Dam Safety & Conservation Easements - Jim Fagan

- We need rain. There is currently zero downstream flow from the dams.
- Jim & Dana are participating in the review of engineering proposals for the State.

Education & Information – Joan Comanor

- Reviewed the written report.
- Spoke on the “Common Agenda” (General Assembly member rankings) by the VA Conservation network.

Legislative – Paul Burkholder

- Paul reviewed provided handout.

Personnel – Joan Comanor

- No new items to report.

Operations – Justin Mackay-Smith

- No activity this month.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Reviewed the written report.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Reviewed the written report.

Shenandoah Pure Water Forum – Jack Owens

- Next meeting is 9/19/2024 Luch @ 12noon, meeting starts @1:00pm at the Rockingham County School Board..

Alliance for the Shenandoah Valley – Joan Comanor

- The Alliance Board had their tour in August. This was held in the Smith Creek Watershed area.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent reviewed his provided handout on NRCS happenings.

Paul Burkholder departed the meeting at 11:48 a.m.

Virginia Department of Conservation & Recreation: Debbie Cross

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



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Virginia Cooperative Extension: Vacant
 Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

MOTION: to Adjourn. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *Kermit Gaither and Paul Burkholder were absent at the time of vote.

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

The meeting adjourned at approximately 12:00pm.

Respectfully submitted,
Sarah R. Fleming

Board Secretary

Approved by the Board through motion on:

LFSWCD Finance Committee

Meeting Minutes 9/12/2024

The Finance Committee meeting came to order at 9:30am on 9/12/2024. Members in attendance were Sarah Fleming, Joan Comanor, and Jack Owens.

In the absence of Committee Chair / Board Treasurer, Stephanie Shillingburg, the meeting was led by Sarah Fleming, Assistant Treasurer.

The meeting consisted of the review of the suggested dedicated reserve fund transfers for FY25.

Sarah presented and reviewed the suggested dedicated reserves to the members of the committee.

Motion: Approval of the FY25 suggested dedicated reserves at the committee level to be presented to the LFSWCD Board of Directors for adoption. The motion was made by Jack Owens and seconded by Joan Comanor. The motion passed with a unanimous vote.

With no other items to discuss the meeting was adjourned at 9:52am.

Motion: to adjourn made by Joan Comanor, seconded by Jack Owens. Motion passed with a unanimous vote.

Respectfully submitted by:



Sarah R. Fleming



LFSWCD ED & INFO COMMITTEE MEETING MINUTES
September 12, 2024

Committee Members Present: J. Comanor, S. Fleming, M. Gessner, S. Heltzel, A. Ponn

The meeting was called to order at 12:15 pm at the Strasburg Community Center.

1. The committee reviewed the Annual Report that was published in August of 2024. Allyson explained the upgrades made to the document, citing the need to provide more graphics, photos, and color. Sabrina asked if this version required more work to publish. Allyson noted that pulling the data and inserting it into the document will remain the same, and many of the pages will not be changed year to year. Joan and Mary commented on how easy and inviting it was to read.
2. The committee discussed plans for the upcoming Annual Awards Luncheon scheduled for November 14th, 2024.

The committee reviewed the nominations submitted by the Board and Conservation Technical Committee. In addition to the nominations received, the committee decided to add a Certificate of Appreciation for West Oaks and a "In Memoriam" service for Corey Childs and Richard Hoover.

**Motion to approve nominations as received made by Joan Comanor, seconded by Mary Gessner.
Motion passes.**

With nominations finalized, Allyson will prepare the luncheon program, award certificates and award write-ups.

Allyson reviewed the West Oaks contract and the fee paid. Allyson mentioned that a portion of the fee paid is a deposit that will be returned after the event, pending no damages.

The committee reviewed the food menu choices and chose the Build Your Own Buffet option at \$19/plate. The committee chose the following: Roasted Chicken Quarters, Honey Baked Ham, Mac and Cheese, Green Beans, Tossed Salad, Apple Pie and Cherry Pie. Joan asked about the tableware and drinks being provided. Allyson will double check with the staff to make sure it is not Styrofoam, and that coffee, sweet and unsweet tea, and water would be provided.

The committee discussed the favor table provided for attendees. Sarah has already purchased the baskets for the apples, Dana has confirmed the apple butter from the church and Allyson will be purchasing the mason jars. Allyson mentioned needing to find the contact information for the honey provider. Joan asked about having jams and jellies for our attendees. Allyson mentioned that the initial provider for the jam/jellies is no longer in business, so she will try to find another.

Joan asked if any decorations would need to be purchased. Allyson mentioned that Sarah invested in décor that is reusable for the tables and plans to purchase mums for the tables.

3. Allyson informed the committee of an upcoming presentation opportunity with Virginia Farm Bureau. Martha Moore invited District staff to present at the House and Senate ACNR Retreat in Shenandoah County. Staff were asked to present information on VACS, LFSWCD and practices installed at French Brothers Dairy. Allyson will be preparing a packet for attendees to take home, since we only have 20-minute rotations with the committee.

There being no further business, the committee adjourned at 12:55 pm.

Respectfully submitted,
Allyson Ponn, Education and Program Support Specialist
Joan Comanor, Committee Chair

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

	Jul - Sep 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Dam Maintenance	9,000.00		
FY 25 VNRCF TA (Base+Add)	244,286.91		
Total Income Designated Receipts	253,286.91		
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	26,426.70		
VCAP			
VCAP Cost Share	4,545.24		
VCAP TA	3,600.00		
Total VCAP	8,145.24		
Total Undesignated Receipts	299,934.19		
Total Income	553,221.10		
Gross Profit	553,221.10		
Expense			
Awards Banquet	532.55		
District Regular Expenses			
Board Expenses	1,222.25		
Dues			
VASWCD	3,592.00		
Total Dues	3,592.00		
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	1,764.17		
Office Equipment	1,289.69		
Office Storage Rent	2,040.00		
Office Supplies	976.11		
Tech Staff Supplies/Field Equip.	236.68		
Telephone/Internet	1,458.78		
Total Office Expenses	7,765.43		
Personnel/Staff Expenses			
Staff Mileage/Training	1,407.34		
Staff Salaries & Benefits	172,213.70		
Total Personnel/Staff Expenses	173,621.04		
Vehicle Gas & Service	1,296.62		
Total District Regular Expenses	188,068.48		
VCAP Expenditures			

10:27 AM
10/04/24
Cash Basis

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

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>% of Budget</u>
VCAP Cost Share disbursements	<u>4,545.24</u>		
Total VCAP Expenditures	<u>4,545.24</u>		
Total Expense	<u>193,146.27</u>		
Net Ordinary Income	<u>360,074.83</u>		
Net Income	<u><u>360,074.83</u></u>		

Lord Fairfax Soil and Water Conservation District
Fund Balances
 As of September 30, 2024

	Sep 30, 24
Dedicated Reserves	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	45,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	130,000.00
Tech Staff Salary Res. (State)	850,000.00
Dam Safety Reserve	70,000.00
Admin. Secretary Salary Reserve	130,000.00
Education Salary Reserve	130,000.00
Vehicle Reserve (State)	60,920.29
Total Dedicated Reserves	1,545,920.29
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	9,421.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,078.19
Total Community Garden/Harvest Fest.	4,312.05
Total Special Projects	4,312.05
Sales/Services	2,063.70
DCR Operating Funds	423,641.53
Interest	41,389.01
Local Gov't Funds	83,493.24
Total Operations	605,090.20
Restricted Funds	
VNRCF TA	
FY 25 VNRCF TA	194,150.45
Total VNRCF TA	194,150.45
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	584,249.48
2024 CB VACS Transfer (14)	4,242.14
2024 CB VACS	4,373,450.35
2023 CB VACS Transfer (22)	230,005.18
2023 CB VACS	1,589,108.08
2022 CB VACS	1,040,694.16
Total WQIA	7,821,749.39
Total Cost Share Funds	7,821,749.39
Other restricted funds	
Grants	

Lord Fairfax Soil and Water Conservation District
Fund Balances
As of September 30, 2024

	<u>Sep 30, 24</u>
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	<u>1,158.94</u>
Total Grants	1,358.94
Dam Maintenance	<u>4,000.00</u>
Total Other restricted funds	5,358.94
Total Restricted Funds	8,024,858.78
Unclassified	<u>-15,000.00</u>
TOTAL	<u><u>10,160,869.27</u></u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,376,354.31
Cleared Transactions						
Checks and Payments - 10 items						
Check	08/14/2024	5385	Virginia Business Sy...	X	-520.60	-520.60
Check	09/11/2024	5394	Card Services	X	-1,489.18	-2,009.78
Check	09/11/2024	5395	Opequon Presbyteri...	X	-535.84	-2,545.62
Check	09/11/2024	5389	Virginia Business Sy...	X	-508.60	-3,054.22
Check	09/11/2024	5392	Max Real Group, LLC	X	-408.00	-3,462.22
Check	09/11/2024	5390	Virginia Business Sy...	X	-323.98	-3,786.20
Check	09/11/2024	5388	West Oaks Farm & ...	X	-315.90	-4,102.10
Check	09/11/2024	5391	SECDEA	X	-180.00	-4,282.10
Check	09/11/2024	5393	Pitney Bowes Globa...	X	-165.33	-4,447.43
Check	09/23/2024	5399	Edward Pendleton	X	-88.44	-4,535.87
Total Checks and Payments					-4,535.87	-4,535.87
Deposits and Credits - 3 items						
Deposit	09/11/2024			X	535.84	535.84
Deposit	09/25/2024			X	71,147.91	71,683.75
Deposit	09/30/2024			X	8,852.70	80,536.45
Total Deposits and Credits					80,536.45	80,536.45
Total Cleared Transactions					76,000.58	76,000.58
Cleared Balance					76,000.58	2,452,354.89
Uncleared Transactions						
Checks and Payments - 5 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	09/23/2024	5396	Max Real Group, LLC		-408.00	-1,483.92
Check	09/23/2024	5398	Shentel		-379.42	-1,863.34
Check	09/23/2024	5397	Queen Street Diner		-241.50	-2,104.84
Total Checks and Payments					-2,104.84	-2,104.84
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					2,918.74	2,918.74
Register Balance as of 09/30/2024					78,919.32	2,455,273.63
Ending Balance					78,919.32	2,455,273.63

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 09/30/2024

	<u>Sep 30, 24</u>
Beginning Balance	2,376,354.31
Cleared Transactions	
Checks and Payments - 10 items	-4,535.87
Deposits and Credits - 3 items	80,536.45
	<u>76,000.58</u>
Total Cleared Transactions	<u>76,000.58</u>
Cleared Balance	<u>2,452,354.89</u>
Uncleared Transactions	
Checks and Payments - 5 items	-2,104.84
Deposits and Credits - 2 items	5,023.58
	<u>2,918.74</u>
Total Uncleared Transactions	<u>2,918.74</u>
Register Balance as of 09/30/2024	<u>2,455,273.63</u>
Ending Balance	2,455,273.63

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,513,423.67
Cleared Transactions						
Checks and Payments - 5 items						
Check	09/11/2024	3870	DAL Farms, Inc.	X	-56,471.97	-56,471.97
Check	09/11/2024	3869	Lakeview Farm Equ...	X	-33,256.00	-89,727.97
Check	09/11/2024	3868	Mark D. Hawkins	X	-12,216.05	-101,944.02
Check	09/12/2024	3871	Cedar Springs Farm...	X	-47,191.64	-149,135.66
Check	09/23/2024	3873	Michele Schiano Di ...	X	-48,538.91	-197,674.57
Total Checks and Payments					-197,674.57	-197,674.57
Deposits and Credits - 3 items						
Deposit	09/23/2024			X	1,212.78	1,212.78
Deposit	09/25/2024			X	547,291.58	548,504.36
Deposit	09/30/2024			X	27,917.34	576,421.70
Total Deposits and Credits					576,421.70	576,421.70
Total Cleared Transactions					378,747.13	378,747.13
Cleared Balance					378,747.13	7,892,170.80
Uncleared Transactions						
Checks and Payments - 3 items						
Check	06/25/2024	3846	Mt. Airy Dairy Farm ...		-10,112.90	-10,112.90
Check	09/23/2024	3874	Paul S. Magness		-2,399.00	-12,511.90
Check	09/23/2024	3872	Skyview Acres, LLC		-1,875.00	-14,386.90
Total Checks and Payments					-14,386.90	-14,386.90
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-14,361.46	-14,361.46
Register Balance as of 09/30/2024					364,385.67	7,877,809.34
Ending Balance					364,385.67	7,877,809.34

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 09/30/2024

	<u>Sep 30, 24</u>
Beginning Balance	7,513,423.67
Cleared Transactions	
Checks and Payments - 5 items	-197,674.57
Deposits and Credits - 3 items	576,421.70
	<u>378,747.13</u>
Cleared Balance	<u>7,892,170.80</u>
Uncleared Transactions	
Checks and Payments - 3 items	-14,386.90
Deposits and Credits - 1 item	25.44
	<u>-14,361.46</u>
Register Balance as of 09/30/2024	<u>7,877,809.34</u>
Ending Balance	7,877,809.34