

Board of Directors, Board Packet 4/10/2025



We work with the people who work the land.

Table of Contents

Agenda & Grant Deliverables	page 2 - 3
Agenda Reports	pages 4 - 13
Meeting Minutes <i>(please review for Board approval)</i>	
Board Minutes	pages 14 - 19
Committee Minutes	
Operations	page 20
Personnel	page 21
Attendance Record	page 22
Committee Meeting Log	page 23
Committee List and Members	page 24

Attachments:

Treasurer / Finance

- *Monthly Financial Reports* pages 25 - 32

CTC

- *Minutes and Motions* pages 33 - 38



We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

April 10, 2025

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

- a) Board Meeting minutes
- b) Operations Committee 3/13/2025
- c) Personnel Committee 3/13/2025

10:20 2. CHAIR REPORT – Joan Comanor

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

10:35 4. SECRETARY REPORT – Sarah Fleming

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

Staff:

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

Committees:

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

Local Agency Updates:

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

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

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

7. OTHER BUSINESS

8. ADJOURN

FY25 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

- **FOIA; Designated Officer:** __ Allyson Ponn_12/12/2024_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** __ Sarah Fleming_12/12/2024_ (re-appoint at election of Officers)
- **FY 24 (2024-25) Annual Report:**
Date Presented: __ August 14, 2024 _____
- **Meeting Minute Training** Date Completed: __ 3/10/25 __ Participant(s): __ Sarah, Dana, Ally, Madison, Sabrina _____

OPERATIONS COMMITTEE RESPONSIBILITIES

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

FINANCE COMMITTEE RESPONSIBILITIES

- **FY25 (2024-2025) Annual District Budget:** Date Approved: __ July 11, 2024 _____
- **Dedicated Reserves:**
Board Approval Date: __ 9/12/2024 _____
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the Finance Committee & recorded in the minutes annually.*
Review/Recording Date: __ 2/13/2025 _____
- **Purchasing Policy:** *to be reviewed annually by the Finance Committee and submitted to the Board.*
Review/Approval Date: _____
- **Att D:** NEXT DUE IN 2025, submitted every 2 years.
Date Submitted: _____

PERSONNEL COMMITTEE RESPONSIBILITIES

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): __ 1/21/2025 _____ ● Date of reviews (annual): _____
- **Review/Update Personnel Policy:** __ 1/21/2025 _____
- **Review/Update Position Descriptions:** Date Approved/Reviewed: __ 1/25/2025 _____

CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES

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

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
April 10, 2025
Agenda**

**LFSWCD Chair Report
Joan Comanor**

Huge congrats to Allyson, staff and volunteer Board members who helped with our April 1 Envirothon: weather cooperated, we had some excellent partners helping, and the setting worked really well! In spite of some last-minute team cancellations, there were some good teams, and kudos for the young woman from Warren County HS who participated as a team of 1!! Now, on to the Area competition. Dana, what is the status of our vacancy recruitment? Allyson, what is the status of our Outreach Event? Committee chairs: you need to submit your reviews of our annual workplan and offer any updates needed to Operations Committee (attn: Allyson). Several of us also attended the Area I meeting which was held in a very interesting historic building in Buchanan and included a number of updates from our area and statewide. In a couple years, it will be our turn to host this session. In the meantime, we are closing in on the homestretch for this year and still lots of work to be done.

**Treasurer / Finance Report
Stephanie Shillingburg**

- There will be a Finance Committee meeting on 5/8/2025 at 9:00am; held in the office conference room.
- I have reviewed the March 2025 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate.
- Please review the monthly Financial Reports provided in the Board Packet.
- **MOTION is needed “that the Treasurer’s report/documents be filed for audit”.**

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

Items of Interest:

Monthly Happenings:

- Att E; Quarter 3 due by April 15th has been submitted.
- Proposed Budget preparation
- Vacancy items
- 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:

- 3/13 Operation Committee meeting
- 3/13 Personnel review
- IT Troubleshooting
- 3/17 Minutes Training
- 3/25 AON Webinar / SHRM credits
- 4/1 Local Envirothon

Office Closings:

Supervising Conservation Specialist Dana Gochenour

Training

- Nutrient Management Plan Writing module crash course with Steph Dawley (DCR)
- VASWCD HR Training webinar
- DCR Minutes Training webinar
- Resource Concerns training with Sabrina

Promoting BMPs

- Completed water system design for Orndorff SL-6W
- Pre-construction meeting and fence staking for Orndorff SL-6W (cave, Shenandoah Co.)
- Scheduled spot check dates with Debbie Cross for June
- Verified maintenance of Myers SL-6 to close out their EOL follow up
- ASA visit in Shenandoah Co. with VDACS staff
- Completed conservation plan for S. Smith SL-6W/SL-7
- Provided information to Bobby Clark regarding manure storage and mortality management BMPs
- Confirmed participation in the final public meeting for the Stony Creek, Pughs Run, Crooked Run TMDL
- Collaborated with staff on questions for DCR and TAC suggestions
- Updated map and cost estimate for Marker-Miller SL-6W (Opequon Creek, Frederick Co.)
- Completed and sent approval packets for BMPs approved in February

Staff Relations

- 3/6- Conservation Technical Committee meeting
- 3/13- Board of Directors meeting, Personnel committee meeting, Operations Committee meeting
- 3/25- Area I Spring meeting in Buchanan, VA
- Completed updates to Program Support Specialist position description and vacancy announcement

Also this month:

Senior Conservation Specialist Nick Livesay

Training

- Online NMP CAS Training with Steph Dawley (DCR), Dana, Madison, and Sabrina
- In-house staff Training on CAS resource concerns led by Sabrina

Promoting BMPs

- Guy (SL-6W: SFSR, Warren Co.) visit to obtain final pictures of water system components
- Visit with potential SL-6W/WP-3, SL-7 in Clarke County with Ben
- Correspondence with potential SL-1/FR-3/FR-1 in Frederick County
- Correspondence with producers regarding project progress on Carryover List
- Chambers (SL-6W: Swover Creek, Shen. Co.) correspondence with producers, gravity water system design, correspondence with DCR engineering re: water system, water system pre-construction meeting
- Correspondence with potential WP-4 in Clarke County
- Whalen (SL-6W: Dry Marsh Run, Clarke Co.) correspondence re: project increase
- Correspondence with producer re: potential WP-4LL (Narrow Passage, Shen. Co.)
- Animal Waste risk assessments, sizing, and correspondence with Amanda P. with staff
- Engineering Visits (3 farms) with Jason Wilfong (DCR) with Madison and Ben
- Koon (WP-4B: Clarke County) correspondence regarding project timeline
- Visit with potential WP-4/WP-4C in Shenandoah County with Madison and Sabrina

- Visit with potential WP-4/WP-4C in Shenandoah Co. (Smith Creek) with Madison & Sabrina
- Visit with potential SL-7 in Shenandoah County (Stoney Creek)
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various CAS updates, map creations, cost estimates, ranking spreadsheets, Cons Plans

VCAP

- Visit with potential CL in Frederick County with Ally

Education

- Soil lesson at Mountain Vista Governor's School with Ally
- Annual Soil Training for VA Master Naturalists at Bland with Sabrina
- Mock Envirothon for FFA Rally Day at the 4-H Center, Front Royal with Madison

Other Relations

- Accepted to Shenandoah County Leadership Course for 2025
- CTC Meeting (3/6/25)
- Board Meeting (3/13/25)

Conservation Specialist Madison Coffey

Training:

- Online NMP writing system how-to training – 3/4/2025
- Minutes Training – 3/17/2025

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- Follow-up call on 3/7/2025 with Murphy (Shen: SL-7) to discuss potential changes to their plan and different options for water system.
- Animal Waste project sizing and cost estimates on 3/11/2025 with Nick, Ben, and Sabrina.
- Engineering visits on 3/19/2025 with Ben, Nick, and Jason (DCR) for potential WQ-11 (sinkhole protection) qualification and WP-4 as-built inspection.
- Fence as-built and Engineering request follow-up with Ben on 3/20/2025 got Gochenour (Shen: WP-4LL). Sent follow-up information to the DCR Engineering Team for review and approval.
- Processed bills and reimbursement for Dorman (Shen: WP-2A, FR-3). Part 3 contract signature and check delivery on 3/20/2025.
- Follow-up visit with Ben on 3/24/2025 for a potential SL-6W project in Clarke County. Reviewed plan map and discussed programmatic requirements with landowners and renter.
- Initial site visit with Sabrina and Nick on 3/36/2025 for two different WP-4/WP-4C projects in Shenandoah County.
- Initial site visit with Nick and Sabrina on 3/26/2025 for an erosion control practice in Warren County.

Other Activities:

- CTC Agenda Prep – 3/5/2025
- CTC Meeting – 3/6/2025
- Board Meeting – 3/13/2025
- In-office resource concerns review – 3/18/2025
- Ag Literacy Week Reading – 3/21/2025
- FFA Area Rally Mock Envirothon – 3/25/2025
- CTC Agenda Prep – 3/31/2025

**Conservation Specialist
Sabrina Heltzel**

Training:

- Nutrient Management Plan Writing Training w. Stephanie Dawley (DCR Plan Writer) via Zoom (March 4th)
- Attended DCR Zoom Training on Minutes (March 17th)

Promoting BMPs:

- Completed resource concerns review for Romero SL-6W (March 3rd)
- Initial visit for potential SL-1 in Shenandoah County (March 3rd)
- Drafted plan map and cost estimates for potential SL-1 in Shenandoah County (March 3rd)
- Met with participant to provide supplemental tax documents (March 4th)
- Initial visit for potential CCI-SL-6W in Shenandoah County (March 4th)
- Completed Conservation Plans for Green FR-1 and Turner SL-1 (March 5th)
- Met with producer in office to discuss operation and herd management (March 6th)
- Follow up visit for Bricker SL-6 with NRCS, DOF, and Alliance for the Chesapeake Bay (March 10th)
- McKelway EOL maintenance check with Ben (March 12th)
- Drafted plan map and cost estimate for potential SL-1 in Clarke County (March 13th)
- Completed resource concerns review for Bowman SL-6W (March 13th)
- Inspected Blyth FR-1 livestock exclusion fence with Nick (March 18th)
- General file organization for existing projects (March 24th)
- Collaborated with Matt Booher to advise Blyth SL-1 site prep and re-plant (March 24th)
- Drafted March Approval Letters and Part II Contracts for SH participants (March 25th)
- Initial visit for two potential WP-4 and WP-4C's in Shenandoah County with Nick and Madison (March 26th)
- Initial site visit for potential piggyback SL-6 with Nick, NRCS, DOF, and Alliance for the Chesapeake Bay (March 26th)
- Initial visit for potential piggyback SL-1, SL-6W, and FR-3/FR-1 in Shenandoah County with NRCS (March 27th)
- Initial visit for potential ASA complaint project in Shenandoah County with Dana and VDACS (March 28th)
- Open-ditch inspection for Pangle SL-6W with Dana (March 28th)

Other Activities:

- Attended Monthly CTC Meeting (March 6th)
- Attended Monthly Board Meeting (March 13th)
- Revised Envirothon Soils Exam (March 13th)
- Led Resource Concerns Review Refresher for staff (March 18th)
- Presented Soils Lesson to Master Naturalists at Blandy Experimental Farm with Nick (March 22nd)
- Described soil textures and colors for Envirothon with Nick (March 31st)

**Conservation Specialist
Ben Loyd**

Training:

-

Promoting BMPs:

- Initial visit for potential SL-7 – Clarke
- Map creation and cost estimate for potential SL-7 – Clarke
- Initial visit with Nick for potential SL-6W and SL-7 – Clarke
- Map creation and cost estimate for potential SL-6W and SL-7 – Clarke
- Animal waste sizing and cost estimate with Nick, Madison, and Sabrina
- EOL follow up check with Sabrina – Clarke
- Plan map and cost estimate for potential SL-6W and SL-7 – Clarke
- Follow up visit for potential SL-6W and SL-7 – Clarke

- Animal waste sizing for potential WP-4LL – Shenandoah
- Fence staking for WP-2W – Shenandoah
- DCR engineering technician visit for 2 potential WQ-11 projects and 1 As-Built WP-4
- As-Built with Madison for WP-4LL – Shenandoah
- Water system design for SL-6W – Shenandoah
- Follow up visit with Madison and Phil Davis(DEQ) for potential SL-6W – Clarke
- Entered SL-7 into CAS and Conservation Plan creation – Clarke
- Resource concerns review
- Contacted contractors and producers about various different issues with many different of projects

Other Activities:

- CTC Meeting – 3/6/2025
- Board Meeting – 3/13/2025
- In-office resource concerns review – 3/18/2025
- Personal time off – 3/25-3/27

**Education & Program Support Specialist
Allyson Ponn**

Education:

- JR Rangers Camp coordination
- MRGS Research Project meeting (x2)
- LFSWCD Envirothon Prep
- Envirothon Special Topic Questions Bank + Test
- Internship research
- Discovery Museum Presentation Prep
- 2025 Community Garden registration + workday prep
- Clarke County HS meeting with new AG teacher
- Soils @ Mountain View Governors School
- Ag Literacy Week readings (x3)
- Mock Envirothon @ Northern Area FFA Rally, prep for Nick and Madison
- Conservation Field Day @ Caroline Furnace
- Soils @ Warren County High School

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- Area 1 Spring Meeting prep – Agenda, Minutes, email list
- Ag Outreach Even Prep
- NVDaily Update meeting

Office/Program Support:

- VCAP File Organization and Master List
- VCAP active projects follow up
- Cover Crop Cancellation Letters
- Cover Crop killdown/harvestable letters
- VCAP Visit, Frederick County
- VCAP Conference Call + Application, Frederick County
- Strasburg Town Run Planting meeting, VCAP Application
- Minutes Training
- Area 1 Quarterly Report
- VCAP Visit, Warren County
- Resource Concern training with staff

VACDE/Training:

- SECDEA Planning Meeting
- DCR/NRCS/VASWCD Meeting action items
 - o Resource Library Ideas
 - o Conservation Planner Certification Update
 - o Cons Planning CAS issues
- VACDE DEI Meeting
- Annual Graves Training Coordination
- SECDEA Mid-Year Registration

Upcoming Event Dates:

- Saturday, April 12th – Seven Bends Native Plant Nursery Grand Opening, Berryville
- Saturday, April 19th – Earth Day program @ Seven Bends State Park, 10am
- Saturday, April 26th – Red Bud Festival, Browntown
- Sunday, April 27th – Earth Day Front Royal/Lone Pine Day, Downtown Front Royal
- Tuesday, April 29th – Area 1 Envirothon @ McCormick Farms, Raphine VA
- Sunday May 18 & 19 – State Envirothon @ Mary Washington
- Saturday, June 7th – GardenFest @ Belle Grove

Conservation Technical Committee
Mary Gessner

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

Motions: will be made for necessary items.

Dam Safety & Conservation Easements
Jim Fagan

- No new items to report.

Education & Information
Joan Comanor

Education & Information Committee: we will meet immediately following the Board meeting to select applicants for YCC Camp and for the VASWCD Scholarship nomination. We will also debrief on Envirothon and outreach event plans.

Motion: The Board delegates authority to the ED & Info Committee to select the District's nomination for VASWCD scholarship, and award a LFSWCD scholarship (if any suitable candidate); and award a YCC scholarship (if any suitable candidate).

Legislative Committee
Paul Burkholder

Not a lot to report, except that in visitng with Delegate Bill Wiley he reports that he is working with the Governor for money to help mitigate blooming algae outbreaks in the Shenandoah River.

Personnel
Joan Comanor

We will schedule a meeting to interview Program Support job applicants once staff have vetted the applicants and recommend the final few to be interviewed. Attached are the minutes from our last month's meeting. Key updates from that include new job titles for Dana (District Conservation Programs Manager) and Sarah (District Administrative Manager) with the Board's concurrence by acceptance of our minutes.

Operations
Justin Mackay-Smith

Operations reminds all that desired changes are due for May's board meeting for the Strategic Plan and Plan of Work.

Northern Shenandoah Valley Regional Commission
Mary Gessner

Nothing to report.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

Nothing to report.

Shenandoah Pure Water Forum
Jack Owens

No written report submitted.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

Congratulations to Ben Loyd, Cheyenne Sheridan & Jessica Shippen-Hansen for becoming DCR Certified Conservation Planners!!!! Great job!

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **FY25 3rd Quarterly Reports and Related Financial Reports:** Due on or before 04/15/25. The Excel spreadsheet, Cash Balance, P & L, and copy of the signed Attachment E to be sent via email with original signed Att E to follow. Make sure all payments & monthly interest transactions have been recorded in Tracking.
- **Audit Reports & Updates:** The VA Soil and Water Conservation Board (VSWCB) met 03/19/25 to review information provided by the auditors. Final reports and findings Have been sent to audited districts on 3/2. The 4 districts in our region passed with flying colors. Impeccable! However, the general management letter sent to all districts cautions: *There continues to be a number of repeat issues noted by the auditors across most Districts including Attachment E and bank reconciliations, use of journal entries in QuickBooks, back-dating checks, and documented approvals for checks and accounts payable disbursements. While these issues have not generated significant findings for most Districts, they continue to need further attention. Repeat comments in future audits will generate findings.*
- **FY26 Budget:** SWCD board approval by June 30.
- **FY26 Annual Plan of Work:** SWCD board approval by June 30.
- **FY27 Budget Template:** due to DCR by July 15.
- **Meeting Minutes follow-up:** Here is the link to the recorded training from March 17: <https://youtu.be/s-wok1T-kL8>
- **VSWCB Meeting update:** the Board received proposed changes to the PY26 VACS Manual for review & expected adoption at the April meeting. The VSWCB Audit Subcommittee received proposed changes to the FY26 grant agreement deliverables to be presented to the full board at their next meeting. Your Association has made the meeting materials available online at <https://virginiaassociationofsoilandwa.box.com/s/p45uu4hgduerr5gu5shegonkxd0y5w24>.

AG COST SHARE ITEMS:

- **CY 2025 Random Verifications (spot checks) and 25, 26 & 27 EOL BMP Verifications:** Lists have been provided to SWCD staff. Over the summer DCR will accompany the SWCD on the Random Verifications.
- **Obligations Reminder:** There is no longer the 90% obligation rule. All unobligated cost share funds, including those disbursed, will be returned to DCR with TA. There is no process for relinquishing cost share to meet 90% anymore, since we no longer evaluate the percentage of obligations. Transfers between districts are still allowed.

- **Carryovers:** Encourage VACS participants to complete their projects in time for payment prior to the end of the fiscal year to reduce carryovers into FY26. Refer to Pages II-42-II-46 of the *FY25 VACS Program Manual* for a list of practices eligible for carryover and an explanation of the carryover procedures. **Practices substantially under construction and eligible for carryover will need approval by SWCD boards prior to 06/30/25.**
Carryover BMPs coming to the end of their third PY and not expected to be complete by 06/30/25 can only be carried over again with prior approval from DCR. Requests to carry over BMPs a 3rd time into a 4th PY must be submitted to Sara Bottenfield, Ag Incentives Program Manager, by May 15. For each practice requested, District staff will need to:
 - Update the Carryover section of the Measurements tab by selecting 'Other (describe in BMP comments)' as one of the justifications and entering a comment on the General tab to thoroughly explain the reason for an additional carryover. Include the date and initials of the person entering the request in the comment box.
 - Send a single email form each district to Sara (sara.bottenfield@dcr.virginia.gov), copying your CDC, with the contract number, instance number, and justification. This can be in the body of the email or as an attachment.
- **PY 2026 Secondary Considerations:** Require DCR approval. Must be submitted for review and approval on or before **06/30/25** to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager. Please cc your CDC. Remember that if your SWCD chooses to lower the PY26 participant cap, you must document that in the Secondary Considerations.
- **PY 2026 Average Cost List:** requires local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and copy your CDC.
- **TAC and PY27 VACS Program Recommendations:** DCR will convene a Technical Advisory Committee (TAC) to consider and recommend changes to the PY27 Virginia Agricultural Cost-Share (VACS) Program. **Suggestions for the TAC must be submitted to Sara Bottenfield, Agricultural Incentives Program Manager (sara.bottenfield@dcr.virginia.gov) no later than April 30, 2025.** Please submit your most critical items for the future of the VACS Program. Suggestions will be reviewed for eligibility and assigned to the appropriate TAC subcommittee or to DCR for consideration. Any suggestions that have been considered and tabled by the TAC within the past 3 years will not be eligible. Suggestions may be prioritized to manage workload and allow for thorough consideration.
 - o For Soil and Water Conservation Districts, state code [§ 62.1-44.119:3](#) now includes the following: *Each soil and water conservation district shall report to the Department of Conservation and Recreation recommendations for improving the disbursement of funding and for program efficiencies that would expedite disbursement of funds provided through the Virginia Natural Resources Commitment Fund established under § 10.1-2128.1. Include these recommendations with your TAC suggestion submissions.*
 - o **Participants from last year's TAC & those who expressed interest in becoming participants will be contacted later to confirm participation.** If your district has not participated on the TAC before but would like to, contact Sara Bottenfield by 4/30.

Grant Agreement Reminders:

- **Plan & deliver an Ag Outreach Event**
- Annual Plan of Work Review **by the Board & recorded in board minutes.**
- **4 Year Long-Range/Strategic Plan Review** by the Board & recorded in board meeting minutes.
- **Desktop Procedures for District Fiscal Operations Review** either by the District Board, or their Finance Committee and documented in board meeting minutes.
- **Board Meeting & Committee Minutes:** Per the *FY25 Administrative and Operational Grant Agreement, Deliverable #7, Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC*

Upcoming Dates to Remember:

- Apr 15: **FY25 3rd Quarterly Reports, Att E & related Financial reports due to DCR**
- Apr 15 **VASWCD Marketing Committee 3:00 pm Register for the meeting:**
https://us02web.zoom.us/meeting/register/NerfWneiSAvz_S6U1qPvoQ
- Apr 16: **VSWCB Meeting, Drury Hotel, Glen Allen VA**
- Apr 17: **VASWCD Quarterly Board Meeting, Drury Hotel 9am-4pm Registration due by 4/10 \$15**
<https://docs.google.com/forms/d/e/1FAIpQLSeLCU6z1wL5dSe7syYZYQjUruXTH4-P8FQUmALmhbuasDJY7A/viewform>
- Apr 22: Admin/Ops Water Cooler Chat 11:00 am** Set the goals for the coming year for the Admin/Ops committee. Review the recent minutes training information and hear from a district on how they are revamping their minutes efforts. Hear an update on HR Retainer Hours with Gallagher. Discuss potential grant deliverable changes Please register using this link. <https://us02web.zoom.us/meeting/register/KHoLIDAws5GOTxIK0yKxLw>.
- Apr 26: **Area II Envirothon, Banshee Reeks Nature Preserve, Leesburg, VA Loudoun & Northern VA SWCDs hosting**
- Apr 29: **Area I Envirothon, McCormick Farm, Raphine**
- April 30: **BMP approvals must be in CAS by COB for disbursement in May**

April 30: Recommendations for PY27 VACS Program and TAC membership due to Sara Bottenfield

May 7: **Overview of Nutrient Management Plans, 1:30pm** This is a repeat of the training offered at the Annual Meeting.

Registration link: https://us02web.zoom.us/meeting/register/c3Vu_pVDT0qP3nA8Du94tg

May 14: Education Foundation Golf Tournament at The Hollows Golf Course 10 am start time. Contact Kendall Tyree with questions.

May 15: Deadline to request approval from DCR's Sara Bottenfield for carryovers into a 4th program year.

May 18-19 **Envirothon State Competition** University of Mary Washington, Fredericksburg, VA

May: **VSWCB Meeting, date and location TBD**

May 30: BMP approvals must be in CAS by COB for disbursement in June

June 6: Director & SWCD Admin/Manager Training, 9:30am-3:00pm Randolph-Macon College, Ashland, VA Training in the AM focused on financial topics including tips and tricks to **improving your audit** with a review of common issues experienced and an overview and **work session related to Attachment D Budget Template**. Following a networking lunch, we will hear from a **grant specialist offering insights on how to improve your grant work** – including those items best prepared for all grant needs, how to ensure your message is compelling and where to look for grant opportunities. Following the training, those interested in staying for Youth Conservation Leadership Institution (YCLI) graduation are welcome to stay and celebrate students across the Commonwealth.

July 15: Att D-Budget Template **due to DCR**

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

- **Stream ID Course: May 25, 8:00 AM – 4:30 PM, Charlottesville, VA**
- **Nutrient Management Training Schools: Summer 2025**
- **VA Resource Training: Oct 15 & 16, Virtual training**
- **RUSLE 2 Part A, B, C: Fall 2025**
- **DCR Conservation Planner Course: October 21-23, In person, Buckingham County**

CDC Report sent to districts 3/28/2025.

VA Cooperative Extension

- No written report submitted.

VA Department of Forestry (DOF)

Matt Wolanski

- No written report submitted.

Chesapeake Bay Foundation (CBF)

Matt Kowalski

- No written report submitted.

VA. Department of Environmental Quality (DEQ)

Sara Jordan

- DEQ is accepting waterbody nominations for inclusion in the 2026 water monitoring plan. Nomination forms can be found at the following link and will be accepted until April 30th, 2025.
Please email citizenwater@deq.virginia.gov with any questions. Link to the nomination form: [Monitoring Plan Nomination Form 2026MY](#)
- DEQ-VRO Ag Program Update:
 - Senate Bill 1495 was signed by the Governor on March 21, 2025, effective immediately. It allows an air exemption for all bovine incinerators much like the exemption that was already available for poultry and swine incinerators.
 - DEQ continues outreach to the ag community about water withdrawal reporting for surface water and groundwater agricultural uses. Withdrawal reporting contributes to the Water Supply Planning process which is starting back up across the state. Kickoff meetings for many localities have occurred <https://www.deq.virginia.gov/our-programs/water/water-quantity/water-supply-planning/water-supply-planning-resources>.

The Shenandoah River 1 and Upper James River 1 Regional joint kickoff meeting is scheduled for April 1 in Fishersville. The meeting info is found here with a link to the Town Hall and agenda. <https://www.deq.virginia.gov/our-programs/water/water-quantity/water-supply-planning/water-supply-planning-resources/water-supply-planning-meetings>

- DEQ’s Clean Water Financing and Assistance Program’s Agricultural Loan Dashboard as of March 25, 2025, is found below. For more information, contact Phil Davis, Ag BMP Project Manager with the Clean Water Financing and Assistance Program: (540) 209-4201, philip.davis@deq.virginia.gov.

AgBMP Loan Program Dashboard 03/25/2025

Application Status	Total Number	Total Value	Average	Median
Application Pending	10	\$ 1,743,835.05	\$ 174,383.51	\$ 174,771.60
Conditionally Authorized	64	\$ 16,059,899.28	\$ 250,935.93	\$ 212,363.13
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	70	\$ 10,494,950.04	\$ 149,927.86	\$ 110,000.00
Inactive	20	\$ 3,593,093.52	\$ 179,654.68	\$ 97,500.00
Credit Approved	10	\$ 2,390,000.00	\$ 239,000.00	\$ 200,500.00
Credit Not Approved	10	\$ 1,631,181.53	\$ 163,118.15	\$ 96,938.51
Loan Closed	68	\$ 13,228,849.09	\$ 194,541.90	\$ 150,343.16
Loan Closed with PF Granted	3	\$ 919,035.22	\$ 306,345.07	\$ 440,924.00
Project Complete	126	\$ 21,528,962.12	\$ 170,864.78	\$ 112,961.00
Project Complete with PF Granted	14	\$ 2,153,475.97	\$ 153,819.71	\$ 95,104.08
Completed without DEQ Funding	26	\$ 2,971,538.29	\$ 114,289.93	\$ 58,129.63
Equipment Purchase Complete	22	\$ 1,639,630.00	\$ 74,528.64	\$ 39,249.50
PF Granted SWCD	20	\$ 349,370.43	\$ 17,468.52	
Total PF Granted to Producers	17	\$ 1,268,932.43		
Total Applications	465			
Total Active Projects	156			
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 53,718,188.99		
Total PF Granted		\$ 1,562,966.52		
Total Repayments		\$ 18,219,936.30		

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

Those attending were:

LFSWCD Directors

- Joan Comanor
- Mary Gessner
- Justin Mackay-Smith
- Emma Bricker
- Mark Huddleston
- Paul Burkholder
- Reid Hoak
- Kermit Gaither
- Jack Owens
- Robert Clark

Associate Directors

- Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

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

LFSWCD Staff Members

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

Absent Directors or Staff:

- James Fagan
- Randy Buckley
- Ira Richards
- Jason Bushong
- Ed Pendleton

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



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

We work with the people who work the land.

Chairwoman’s Report: Joan Comanor

- Chair report was reviewed.
- Discussion of State funding. CDC sees no issues or funding changes for FY26.
- At the Chair’s request Allyson gave an update on the following:
 - Ag Business Conference
 - Local Envirothon
 - Community Outreach Event
- Chair shared two newspaper articles of interest.

MOTION: Board approval of the February 13, 2025, Board of Director meeting minutes as presented in the Board Packet. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- Please submit FY26 Budget requests to Sarah by 4/8/2025.
- A Finance committee meeting will be held on 5/8/2025 at 9:00am prior to the Monthly Board of Directors meeting.
- We plan to present the proposed budget at the June 12, 2025 Board meeting.

MOTION: to Accept and File for audit the Treasurer’s Report/Documents for January 2025 and February 2025 (as presented in the Board Packet). Motion made by Paul Burkholder, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed her written report.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Reviewed written report.
- Busy season.
- Gave OAG/suit update at Chair’s request.



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

We work with the people who work the land.

Senior Conservation Specialist, Nick Livesay:

- Reviewed written report.
- Gave update on Ag Tillage Conference.
- Lots of Trainings and visits.

Conservation Specialist, Madison Coffey:

- Reviewed her written report.

Conservation Specialist, Sabrina Heltzel

- Reviewed written report.

Conservation Specialist, Ben Loyd

- Reviewed written report.

Education and Program Support Specialist, Allyson Ponn:

- Reviewed written report.
 - Gearing up for busy educational season.

Committee Updates:

Conservation Technical - Mary Gessner

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

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0093 SL-6W and SL-7

CP-13-25-0034	13-25-0093	648550	Shenandoah	Stream Exclud	SL-6W	High	102	12.26	Y	\$	497,685.00
CP-13-25-0034	13-25-0093	648554	Shenandoah	Extension of Wa	SL-7	High	100	31.93	N	\$	27,822.30

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0102 FR-1

CP-13-25-0042	13-25-0102	650581	Shenandoah	Afforestation of	FR-1	High	72	24.91	N	\$	6,063.00
CP-13-25-0042	13-25-0102	650581	Shenandoah	Afforestation of	FR-1	High	72	24.91	N	\$	6,063.00

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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



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

We work with the people who work the land.

Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0101 SL-6W and SL-7

CP-13-25-0041	13-25-0101	649863	Frederick	Extension of Wa	SL-7	Low	94	43.20	N	\$	57,134.00
CP-13-25-0041	13-25-0101	649856	Frederick	Stream Exclucio	SL-6W	Low	90	14.33	Y	\$	85,341.88

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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

Motion to recommend that the board approve cost share increase for contract 13-24-0097 SL-6W

	13-24-0097	586252	Clarke/Stream Exclusion with a	SL-6W					Y	\$	24,350.00
--	------------	--------	--------------------------------	-------	--	--	--	--	---	----	-----------

Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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

Motion to recommend the board approve Conservation plan # CP-13-25-0043, Contract # 13-25-0103, Instance # 650626 with Cost Share of \$7,100.00 as presented to the Board on 3/13/2025. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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



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

We work with the people who work the land.

Motion to recommend the board approve sending of VCAP contract 13-25-007 project application to the state steering committee for review as presented to the Board on 3/13/2025. Motion made by Mary Gessner, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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

- Discussion on Staff suggestions for sending a letter to DCR with questions and concerns.
 - the board was supportive of the staff's efforts to improve the efficiency of their planning and administrative processes and agreed that unity amongst districts' efforts would be beneficial for a discussion with DCR.

Dam Safety & Conservation Easements - Jim Fagan

- No items reported.

Education & Information – Joan Comanor

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

Legislative – Paul Burkholder

- Paul participated in a Legislative Breakfast held by the Shenandoah County Chamber of Commerce.
- Kermit visited the General Assembly.

Personnel – Joan Comanor

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

Operations – Justin Mackay-Smith

- Requested Committee Chairs to review APOW and Strategic Plan and send updates to Allyson to edit for presentation at the May meeting.
- A committee meeting was held prior to the Board. Minutes will be provided at the April 2025 Board meeting for acceptance.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- Nothing to report at this time.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report at this time.

Shenandoah Pure Water Forum – Jack Owens

- A new website is in the works.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent reviewed his handout on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed her written report, highlighting items of varied importance



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

We work with the people who work the land.

Virginia Cooperative Extension: Robert Clark

- No items to report.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

MOTION: to Adjourn. Motion made by Robert Clark, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. *James Fagan and Randy Buckley were absent at time of vote.

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

The meeting adjourned at 11:48am.

Respectfully submitted,
Sarah R. Fleming

Board Secretary

Approved by the Board through motion on:

OPERATIONS COMMITTEE MEETING MINUTES

March 13, 2025

Members Present: J. Mackay-Smith, K. Gaither, P. Burkholder, A. Ponn, S. Fleming
Guests Present: D. Gochenour

The meeting was called to order by Chairman Justin Mackay-Smith at 9:01 AM.

1. The committee reviewed the Operations section of the Annual Plan of Work and provided needed updates, including the Committee Members list and verbiage for the annual review to reflect DCR grant deliverables.

The committee will remind the entire Board of Directors at the next meeting that all committees should review their section of the APOW. Any recommended edits should be submitted to Allyson by the end of May in order for the PY2026 plan to be approved in June, taking effect on July 1st with the new program year.

2. The committee reviewed the Strategic Plan and recommended the following edits: Update service area graphic on first page for better visibility, update the Board of Directors section with new members and photos, and update the "Chair" designation from Richard Hoover to Joan Comanor.

The committee will request review of the Strategic Plan by the entire Board of Directors and call for any edits needed to be submitted to Allyson by the end of May. This will allow for changes to be voted on at the June Board of Directors meeting, allowing the document to be in place for July 1st at the start of the new program year.

3. The committee brainstormed options for potential office rental if the lease with FPAC (NRCS and FSA) is not renewed/or dismissed. The following recommendations were made:
 - a. Contact the Building Owners to negotiate remaining in this office space.
 - b. Contact the counties within our service area to see if any office spaces are open that LFSWCD can utilize.

The committee reviewed the current LFSWCD budget line for office rental. LFSWCD currently budgets \$14,000 a year for office rental and supplies, with \$130,000 in reserves. In order to accurately budget for the space that is needed for LFSWCD, including offices and storage, Allyson and Sarah will calculate the minimum square footage needed, as well as the current square foot price of the office. This information will be provided to the Finance Committee for the PY2026 budget.

4. The committee reviewed the new Car Maintenance log and discussed how staff are keeping up to date with needed service for the vehicles.
5. The committee reviewed the current office inventory list. The committee discussed options for installation of District only phone lines, if FPAC integrates Microsoft Teams and removes the current office phone system.

The committee discussed purchasing of tablets for directors to utilize during board meetings and adding those to the office inventory. Dana mentioned that there might be other districts that have purchased tablets and will reach out to try and find more information. Allyson and Sarah will look at option to compare prices.

There being no further business, the meeting adjourned at 9:36 AM.

Respectfully submitted,
Allyson Ponn, committee secretary
Justin Mackay-Smith, Chair

LFSWCD PERSONNEL COMMITTEE MEETING MINUTES
Noon, March 13, 2025 (after Board meeting)

Members Present: Joan Comanor, Mary Gessner, Mark Huddleston, Stephanie Shillingburg, DanaGochenour

The meeting convened at 12:30 pm and the following topics were discussed.

- 1. Sarah Fleming midyear review: Sarah updated us on her IDP activities, and the Benefits information she was asked to complete for the Board and staff. We discussed updates that will be needed to all position descriptions re physical job requirements, cross training with other staff on administrative duties, and teamwork. She was warmly welcomed back after her recent illness.**
- 2. Training Recommendations from staff (add'l Engineering Job Approval Authorities): Dana reported that the staff had consulted with DCR Engineer Amanda Pennington on suitable additional job approval authorities and have identified at least 3 they will pursue.**
- 3. Job Title updates: At Allyson's request, we agreed with her recommended replacement job title of Education and Conservation Specialist. Joan also asked the Committee to consider new job titles for Dana and Sarah that were more reflective of the work responsibilities they do. She asked and committee members concurred that Dana's title should be District Conservation Programs Manager, and Sarah's should be District Administrative Manager. The job titles for all 3 will be confirmed at the April board meeting.**
- 4. Vacancy: Dana and staff updated the job duties for the vacancy and proposed a new job title of Program Support Specialist. The Committee recommended some editing to the updated position description and draft vacancy announcement. It was agreed the vacancy should be advertised right away for 1 month.**
- 5. Other Business: The Committee agreed to the following:**
 - Proposed personnel budget request for next year: current costs plus 10 %**
 - Allyson should proceed in getting an intern if available**
 - Committee will review current annual workplan and offer updates to Committee chair for submission to Operations Committee by May meeting. Allyson will circulate current plan for review.**
 - Committee will complete final performance evaluations and update payband chart by mid June.**

Respectfully submitted,

Joan Comanor

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

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

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

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

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

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

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

	Jul '24 - Mar 25	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
Comm. Garden/Harv. Fest. Income	650.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	0.00	900.00	0.0%
FY 25 VNRCF TA (Base+Add)	635,275.25	504,464.50	125.9%
Total Income Designated Receipts	644,925.25	514,364.50	125.4%
Undesignated Receipts			
County/City Contributions			
Clarke	10,450.00	10,450.00	100.0%
Frederick	9,962.25	13,283.00	75.0%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	14,000.00	14,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
Total County/City Contributions	65,412.25	68,733.00	95.2%
DCR Annual Operations Funds	413,183.00	413,183.00	100.0%
EOL Varification Earnings	7,500.00		
Interest Income	76,349.72	12,000.00	636.2%
Other Income			
Donations	400.00	400.00	100.0%
Refunds	1,033.26		
Total Other Income	1,433.26	400.00	358.3%
VCAP			
VCAP Cost Share	4,545.24		
VCAP TA	3,600.00		
Total VCAP	8,145.24		
Total Undesignated Receipts	572,023.47	494,316.00	115.7%
Total Income	1,216,948.72	1,008,680.50	120.6%
Gross Profit	1,216,948.72	1,008,680.50	120.6%
Expense			
Awards Banquet	3,099.35	3,000.00	103.3%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	6,618.00	6,000.00	110.3%
District Regular Expenses			
Board Expenses	9,016.96	15,000.00	60.1%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VACDE	175.00		
VASWCD	3,592.00		
Dues - Other	0.00	4,500.00	0.0%
Total Dues	4,542.00	4,500.00	100.9%
Ed & Info / Public Outreach			
Display/Ed Material/Brochures	388.99	500.00	77.8%
Ed Staff Training/Conferences	130.00	300.00	43.3%
Envirothon			
Envirothon Grant Expenses	319.05		
Envirothon - Other	0.00	1,000.00	0.0%
Total Envirothon	319.05	1,000.00	31.9%
Outreach Event(s)	0.00	1,000.00	0.0%
Total Ed & Info / Public Outreach	838.04	2,800.00	29.9%
Insurance	257.00	1,750.00	14.7%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2024 through March 2025

04/02/25

Cash Basis

	<u>Jul '24 - Mar 25</u>	<u>Budget</u>	<u>% of Budget</u>
Office Expenses			
IT Services & Support / Web	4,389.04	12,500.00	35.1%
Office Equipment	6,972.11	10,000.00	69.7%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	4,080.00	5,000.00	81.6%
Office Supplies	3,361.00	5,500.00	61.1%
Postage	1,057.72	750.00	141.0%
Tech Staff Supplies/Field Equip.	236.68		
Telephone/Internet	3,995.33	6,500.00	61.5%
Vacancy Ads	0.00	0.00	0.0%
Total Office Expenses	24,091.88	54,250.00	44.4%
Personnel/Staff Expenses			
Contractor Expenses	0.00	0.00	0.0%
Staff Boot/Clothing	0.00	2,400.00	0.0%
Staff Mileage/Training	3,507.33	10,000.00	35.1%
Staff Salaries & Benefits	345,565.81	718,500.00	48.1%
Total Personnel/Staff Expenses	349,073.14	730,900.00	47.8%
Vehicle Gas & Service	5,297.54	6,000.00	88.3%
Total District Regular Expenses	393,116.56	815,200.00	48.2%
VCAP Expenditures			
VCAP Cost Share disbursements	4,545.24		
Total VCAP Expenditures	4,545.24		
Total Expense	407,379.15	825,200.00	49.4%
Net Ordinary Income	809,569.57	183,480.50	441.2%
Net Income	809,569.57	183,480.50	441.2%

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of March 31, 2025

04/02/25
Cash Basis

	Mar 31, 25
Dedicated Reserves	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	45,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	130,000.00
Tech Staff Salary Res. (State)	850,000.00
Dam Safety Reserve	70,000.00
Admin. Secretary Salary Reserve	130,000.00
Education Salary Reserve	130,000.00
Vehicle Reserve (State)	38,577.90
Total Dedicated Reserves	1,523,577.90
Operations	
EOL Varification Earnings	42,418.42
Other Income	
Refunds	1,808.26
Donations	1,600.00
Total Other Income	3,408.26
Envirothon Receipts	400.00
Envirothon Grant	1,604.15
RMP Operational Support	1,872.00
Dam Safety	6,803.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,728.19
Total Community Garden/Harvest Fest.	4,962.05
Total Special Projects	4,962.05
Sales/Services	2,063.70
DCR Operating Funds	563,340.89
Interest	91,312.03
Local Gov't Funds	79,347.14
Total Operations	797,531.74
Restricted Funds	
VNRCF TA	
FY 25 VNRCF TA	416,123.94
Total VNRCF TA	416,123.94
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	3,686,724.46
2024 CB VACS	3,130,698.50
2023 CB VACS Transfer (22)	209,605.18
2023 CB VACS	1,516,980.27
2022 CB VACS	831,934.72
Total WQIA	9,375,943.13
Total Cost Share Funds	9,375,943.13
Other restricted funds	
Grants	
Shenandoah Pure Water Forum Inc	200.00

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of March 31, 2025

04/02/25
Cash Basis

	<u>Mar 31, 25</u>
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>9,797,026.01</u>
TOTAL	<u><u>12,118,135.65</u></u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 03/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,234,661.91
Cleared Transactions						
Checks and Payments - 14 items						
Check	03/05/2025	5480	Max Real Group, LLC	X	-408.00	-408.00
Check	03/05/2025	5476	Virginia Business Sy...	X	-308.98	-716.98
Check	03/05/2025	5473	Bob Stieg	X	-273.26	-990.24
Check	03/05/2025	5471	Queen Street Diner	X	-209.30	-1,199.54
Check	03/05/2025	5481	Shentel	X	-191.43	-1,390.97
Check	03/05/2025	5475	MCDEA	X	-130.00	-1,520.97
Check	03/05/2025	5477	Edward Pendleton	X	-92.40	-1,613.37
Check	03/05/2025	5472	Stephanie Shillingburg	X	-25.20	-1,638.57
Check	03/05/2025	5478	Virginia Department ...	X	-10.00	-1,648.57
Check	03/06/2025	5482	Virginia Business Sy...	X	-508.60	-2,157.17
Check	03/12/2025	5484	Card Services	X	-2,217.99	-4,375.16
Check	03/12/2025	5483	Pitney Bowes Globa...	X	-165.33	-4,540.49
Check	03/21/2025	5488	Mountain Castles S...	X	-100.00	-4,640.49
Check	03/21/2025	5485	Stephanie Shillingburg	X	-25.20	-4,665.69
Total Checks and Payments					-4,665.69	-4,665.69
Deposits and Credits - 2 items						
Deposit	03/06/2025			X	443,184.51	443,184.51
Deposit	03/31/2025			X	8,807.78	451,992.29
Total Deposits and Credits					451,992.29	451,992.29
Total Cleared Transactions					447,326.60	447,326.60
Cleared Balance					447,326.60	2,681,988.51
Uncleared Transactions						
Checks and Payments - 7 items						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	03/05/2025	5479	VACDE		-175.00	-253.99
Check	03/21/2025	5487	Queen Street Diner		-289.90	-543.89
Check	03/21/2025	5491	Shentel		-191.43	-735.32
Check	03/21/2025	5486	Joan M. Comanor		-71.40	-806.72
Check	03/21/2025	5489	VASWCD		-45.00	-851.72
Check	03/21/2025	5490	Shenandoah County...		-25.00	-876.72
Total Checks and Payments					-876.72	-876.72
Deposits and Credits - 2 items						
Deposit	02/28/2018				23.58	23.58
Deposit	04/16/2020				5,000.00	5,023.58
Total Deposits and Credits					5,023.58	5,023.58
Total Uncleared Transactions					4,146.86	4,146.86
Register Balance as of 03/31/2025					451,473.46	2,686,135.37
Ending Balance					451,473.46	2,686,135.37

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 03/31/2025

	<u>Mar 31, 25</u>
Beginning Balance	2,234,661.91
Cleared Transactions	
Checks and Payments - 14 items	-4,665.69
Deposits and Credits - 2 items	451,992.29
	<u>447,326.60</u>
Total Cleared Transactions	
Cleared Balance	<u><u>2,681,988.51</u></u>
Uncleared Transactions	
Checks and Payments - 7 items	-876.72
Deposits and Credits - 2 items	5,023.58
	<u>4,146.86</u>
Total Uncleared Transactions	
Register Balance as of 03/31/2025	<u><u>2,686,135.37</u></u>
Ending Balance	2,686,135.37

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 03/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,607,499.26
Cleared Transactions						
Checks and Payments - 1 item						
Check	03/12/2025	3903	Michael J. Dorman	X	-26,295.20	-26,295.20
Total Checks and Payments					-26,295.20	-26,295.20
Deposits and Credits - 2 items						
Deposit	03/06/2025			X	1,819,946.20	1,819,946.20
Deposit	03/31/2025			X	30,824.58	1,850,770.78
Total Deposits and Credits					1,850,770.78	1,850,770.78
Total Cleared Transactions					1,824,475.58	1,824,475.58
Cleared Balance					1,824,475.58	9,431,974.84
Uncleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					25.44	25.44
Register Balance as of 03/31/2025					1,824,501.02	9,432,000.28
Ending Balance					1,824,501.02	9,432,000.28

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 03/31/2025

	Mar 31, 25
Beginning Balance	7,607,499.26
Cleared Transactions	
Checks and Payments - 1 item	-26,295.20
Deposits and Credits - 2 items	1,850,770.78
Total Cleared Transactions	1,824,475.58
Cleared Balance	9,431,974.84
Uncleared Transactions	
Deposits and Credits - 1 item	25.44
Total Uncleared Transactions	25.44
Register Balance as of 03/31/2025	9,432,000.28
Ending Balance	9,432,000.28

4.3.2025 LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING

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

Call to Order: _____ Motion by: _____

Adjourn: _____ Motion by: _____

Fund Source:	Total funds available after 3/13/2025 board meeting	Additional funds from DCR (incl. Interest)	Canceled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	Account Ledger Current Balance as of 3/26/2025	Obligated-Paid as of 3/26/2025
2022 CB VACS	\$ 17,569.08			\$ 17,569.08	\$ -	\$ 17,569.08	\$ 831,934.72	\$ 814,365.64
2023 CB VACS Transfer (2022)	\$ 31,377.00			\$ 31,377.00		\$ 31,377.00	\$ 209,605.18	\$ 178,228.18
2023 CB VACS	\$ 254,164.06			\$ 254,164.06		\$ 254,164.06	\$ 1,516,980.27	\$ 1,262,816.21
2024 CB VACS Transfer (2014)	\$ -			\$ -		\$ -	\$ -	\$ -
2024 CB VACS	\$ 302,760.81		\$ 60,752.62	\$ 363,513.43	\$ -	\$ 363,513.43	\$ 3,130,698.50	\$ 2,732,881.12

Ending Balance
 \$ 17,569.08
 \$ 31,377.00
 \$ 254,164.06
 \$ -
 \$ 397,817.38

*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
13-24-0002	537719	2024 CB VACS	FR-3	\$ 2,496.55	\$ -	Complete	MC	underbudget
13-24-0002	537724	2024 CB VACS	WP-2A	\$ 58,256.07	\$ -	Complete	MC	underbudget
Total of Cancellations and Underbudgets: \$					60,752.62			

2022 CB VACS Fund

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

2023 CB VACS Transfer Fund (2022)

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

2023 CB VACS Fund

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

2024 CB VACS Transfer Fund (2014)

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

2024 CB VACS Fund

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

4.3.2025 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

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

Motion to recommend that the board approve

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

Motion to recommend that the board approve

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

Made by: _____ #

Vote
Yay
Nays
Abstains

Motion passes

4.3.2025 CTC Meeting Motions and Vote Tally

Motion 1:	Motion to recommend that the board approve cost share for contract 13-25-0104 CCI SL-6W	Made By: RB, DG																						
	<table border="1"> <tr> <td>N/A</td> <td>13-25-0104</td> <td>650662</td> <td>Shenandoah</td> <td>Stream Exclud</td> <td>CCI-SL-6W</td> <td>High</td> <td></td> <td>22.85</td> <td>N</td> <td>\$</td> <td>14,125.00</td> </tr> </table>	N/A	13-25-0104	650662	Shenandoah	Stream Exclud	CCI-SL-6W	High		22.85	N	\$	14,125.00	<table border="1"> <tr> <td>Vote</td> <td>#</td> </tr> <tr> <td>Yay</td> <td>8</td> </tr> <tr> <td>Nays</td> <td>0</td> </tr> <tr> <td>Abstains</td> <td>1</td> </tr> <tr> <td>Motion Passes</td> <td></td> </tr> </table>	Vote	#	Yay	8	Nays	0	Abstains	1	Motion Passes	
N/A	13-25-0104	650662	Shenandoah	Stream Exclud	CCI-SL-6W	High		22.85	N	\$	14,125.00													
Vote	#																							
Yay	8																							
Nays	0																							
Abstains	1																							
Motion Passes																								
Abstentions:	SH abstains due to managing the project																							
Motion 2:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0059 SL-1	Made By: DG, JMS																						
	<table border="1"> <tr> <td>CP-13-25-0045</td> <td>13-25-0059</td> <td>651977</td> <td>Frederick</td> <td>Long Term Veg</td> <td>SL-1</td> <td>High</td> <td>71</td> <td>36.22</td> <td>N</td> <td>\$</td> <td>26,793.30</td> </tr> </table>	CP-13-25-0045	13-25-0059	651977	Frederick	Long Term Veg	SL-1	High	71	36.22	N	\$	26,793.30	<table border="1"> <tr> <td>Vote</td> <td>#</td> </tr> <tr> <td>Yay</td> <td>9</td> </tr> <tr> <td>Nays</td> <td>0</td> </tr> <tr> <td>Abstains</td> <td>0</td> </tr> <tr> <td>Motion Passes</td> <td></td> </tr> </table>	Vote	#	Yay	9	Nays	0	Abstains	0	Motion Passes	
CP-13-25-0045	13-25-0059	651977	Frederick	Long Term Veg	SL-1	High	71	36.22	N	\$	26,793.30													
Vote	#																							
Yay	9																							
Nays	0																							
Abstains	0																							
Motion Passes																								
Abstentions:																								
Motion 3:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0106 SL-6W	Made By: JMS, MC																						
	<table border="1"> <tr> <td>CP-13-25-0046</td> <td>13-25-0106</td> <td>651947</td> <td>Frederick</td> <td>Stream Exclud</td> <td>SL-6W</td> <td>Medium</td> <td>110</td> <td>12.91</td> <td>Y</td> <td>\$</td> <td>162,432.50</td> </tr> </table>	CP-13-25-0046	13-25-0106	651947	Frederick	Stream Exclud	SL-6W	Medium	110	12.91	Y	\$	162,432.50	<table border="1"> <tr> <td>Vote</td> <td>#</td> </tr> <tr> <td>Yay</td> <td>8</td> </tr> <tr> <td>Nays</td> <td>0</td> </tr> <tr> <td>Abstains</td> <td>1</td> </tr> <tr> <td>Motion Passes</td> <td></td> </tr> </table>	Vote	#	Yay	8	Nays	0	Abstains	1	Motion Passes	
CP-13-25-0046	13-25-0106	651947	Frederick	Stream Exclud	SL-6W	Medium	110	12.91	Y	\$	162,432.50													
Vote	#																							
Yay	8																							
Nays	0																							
Abstains	1																							
Motion Passes																								
Abstentions:	DG abstains due to managing the project																							
Motion 4:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0062 SL-7	Made By: JMS, DG																						
	<table border="1"> <tr> <td>CP-13-24-0029</td> <td>13-25-0062</td> <td>651612</td> <td>Clarke</td> <td>Extension of Wa</td> <td>SL-7</td> <td>Medium</td> <td>89</td> <td>35.87</td> <td>N</td> <td>\$</td> <td>62,744.00</td> </tr> </table>	CP-13-24-0029	13-25-0062	651612	Clarke	Extension of Wa	SL-7	Medium	89	35.87	N	\$	62,744.00	<table border="1"> <tr> <td>Vote</td> <td>#</td> </tr> <tr> <td>Yay</td> <td>8</td> </tr> <tr> <td>Nays</td> <td>0</td> </tr> <tr> <td>Abstains</td> <td>1</td> </tr> <tr> <td>Motion Passes</td> <td></td> </tr> </table>	Vote	#	Yay	8	Nays	0	Abstains	1	Motion Passes	
CP-13-24-0029	13-25-0062	651612	Clarke	Extension of Wa	SL-7	Medium	89	35.87	N	\$	62,744.00													
Vote	#																							
Yay	8																							
Nays	0																							
Abstains	1																							
Motion Passes																								
Abstentions:	BL abstains due to managing the project																							
Motion 5:	Motion to recommend that the board approve conservation plan and cost share for contract 13-25-0105 SL-7	Made By: RB, MC																						
	<table border="1"> <tr> <td>CP-13-25-0044</td> <td>13-25-0105</td> <td>651565</td> <td>Shenandoah</td> <td>Extension of Wa</td> <td>SL-7</td> <td>Low</td> <td>97</td> <td>44.95</td> <td>N</td> <td>\$</td> <td>9,284.00</td> </tr> </table>	CP-13-25-0044	13-25-0105	651565	Shenandoah	Extension of Wa	SL-7	Low	97	44.95	N	\$	9,284.00	<table border="1"> <tr> <td>Vote</td> <td>#</td> </tr> <tr> <td>Yay</td> <td>8</td> </tr> <tr> <td>Nays</td> <td>0</td> </tr> <tr> <td>Abstains</td> <td>1</td> </tr> <tr> <td>Motion Passes</td> <td></td> </tr> </table>	Vote	#	Yay	8	Nays	0	Abstains	1	Motion Passes	
CP-13-25-0044	13-25-0105	651565	Shenandoah	Extension of Wa	SL-7	Low	97	44.95	N	\$	9,284.00													
Vote	#																							
Yay	8																							
Nays	0																							
Abstains	1																							
Motion Passes																								
Abstentions:	NL abstains due to managing the project																							
Motion 6:	Motion to recommend that the board approve contract modification for 13-25-0061 SL-6W to a 10 year contract with adjusted cost share.	Made By: MC, DG																						
	<table border="1"> <tr> <td></td> </tr> </table>													<table border="1"> <tr> <td>Vote</td> <td>#</td> </tr> <tr> <td>Yay</td> <td>8</td> </tr> <tr> <td>Nays</td> <td>0</td> </tr> <tr> <td>Abstains</td> <td>1</td> </tr> <tr> <td>Motion Passes</td> <td></td> </tr> </table>	Vote	#	Yay	8	Nays	0	Abstains	1	Motion Passes	
Vote	#																							
Yay	8																							
Nays	0																							
Abstains	1																							
Motion Passes																								
Abstentions:	SH abstains due to managing the project																							
Motion 7:	Motion to recommend that the board delegate authority to CTC co-chairs to approve TAC suggestions to be sent to DCR.	Made By: RB, NL																						
	<table border="1"> <tr> <td></td> </tr> </table>													<table border="1"> <tr> <td>Vote</td> <td>#</td> </tr> <tr> <td>Yay</td> <td>9</td> </tr> <tr> <td>Nays</td> <td>0</td> </tr> <tr> <td>Abstains</td> <td>0</td> </tr> <tr> <td>Motion Passes</td> <td></td> </tr> </table>	Vote	#	Yay	9	Nays	0	Abstains	0	Motion Passes	
Vote	#																							
Yay	9																							
Nays	0																							
Abstains	0																							
Motion Passes																								
Abstentions:																								
Motion 8:	Motion to recommend that the board approve	Made By:																						
	<table border="1"> <tr> <td></td> </tr> </table>													<table border="1"> <tr> <td>Vote</td> <td>#</td> </tr> </table>	Vote	#								
Vote	#																							

Abstentions:	Yay Nays Abstains Motion Passes
---------------------	--

Motion 9:	Motion to recommend that the board approve	Made By:											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> </tr> </table>												Vote # Yay Nays Abstains Motion Passes
	Abstentions:												

Motion 10:	Motion to adjourn	Made By: MC, DG											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> </tr> </table>												Vote # Yay 9 Nays 0 Abstains 0 Motion Passes
	Abstentions:												