

# Board of Directors, Board Packet 5/9/2024



We work with the people who work the land.

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We work with the people who work the land.

## **Lord Fairfax Soil and Water Conservation District**

### **Meeting Agenda**

**May 9, 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 MEETINGS**

- a) Board Meeting
- b) Committee Meetings (if any, as presented in the Board Packet)
  - o Finance, Education & Information, Legislative, Dam Safety & Easements

**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 – Corey Childs / 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**

# FY24 GRANT DELIVERABLES

● COMPLETE  
● INCOMPLETE

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

- **FIOA; 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 23 (2022-23) Annual Report:**  
Date Presented: \_\_ August 10, 2023\_

## **OPERATIONS COMMITTEE RESPONSIBILITIES**

- **2032-2024 Annual Plan of Work:** Board approval: \_\_ 6/8/2023\_   
*One review is required by the **Operations Committee** & recorded in the Board of Director Meeting minutes.*
- Review Date: \_\_\_\_\_
- **Strategic Plan:** *Reviewed annually during a Board of Directors Meeting & recorded in the meeting's minutes.*  
Reviewed & Updated: \_\_\_\_\_
- **Strategic Plan July 1, 2022- June 30, 2026.** Approval/Review date: \_\_ 5/11/2023\_

## **FINANCE COMMITTEE RESPONSIBILITIES**

- **FY24 (2023-2024) Annual District Budget:** Date Approved: \_\_ 6/8/2023\_
- **Dedicated Reserves:**  
Board Approval Date: \_\_ 9/14/2023\_
- **SWCD Desktop Procedures for District Fiscal Operations:** *to be reviewed by the **Finance Committee** & recorded in the minutes annually.*  
Review/Recording Date: \_\_ 2/8/2024\_
- **Purchasing Policy:** *to be reviewed annually by the **Finance Committee** and submitted to the Board.*  
Review/Approval Date: \_\_ 2/8/2024\_
- **Att D:** NEXT DUE IN 2025, submitted every 2 years.  
Date Submitted: \_\_ June 8, 2023\_

## **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): \_\_ 2/6/2024\_ ● Date of reviews (annual): \_\_\_\_\_
- **Review/Update Personnel Policy:** Date Approved/Reviewed: \_\_ 2/6/2024\_ reviewed \_\_\_\_\_
- **Review/Update Position Descriptions:** Date Approved/Reviewed: \_\_ 2/6/2024\_ reviewed \_\_\_\_\_

## **CONSERVATION TECHNICAL COMMITTEE RESPONSIBILITIES**

- **Secondary Considerations Approved:**  
DCR: \_\_ 6/12/2023\_ SWCD Board: \_\_ 5/11/2023\_
- **Average Cost List:**  
Submitted to DCR: \_\_ 6/12/2023\_ SWCD Board Approved: \_\_ 5/11/2023\_

## **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): \_\_ will take place June 7, 2024, Strasburg Community Center Room, starts at 6:30am ---

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT  
COMMITTEE & COOPERATING AGENCY REPORTS  
May 9, 2024  
Agenda**

**LFSWCD Chair Report  
Joan Comanor**

We are definitely on the home stretch for this fiscal year and every indication is that we will have another highly successful one. We still have important Board responsibilities to fulfill especially led by Operations, Finance and Personnel Committees and endorsement from the Board. Staff continues to work toward processing BMP projects, issuing newsletters, holding workshops, submitting reports and other critical tasks – all this being done while filling in while Madison is on maternity leave. And, we continue to be on the lookout for final word from the General Assembly about next fiscal year, only about 6 weeks away!

**Treasurer / Finance Report  
Stephanie Shillingburg**

- **Finance Committee meeting June 13, 2024, 9:30am prior to the Board meeting (office conference room).**
- Minutes from April 11<sup>th</sup> Committee meeting attached to Agenda Packet for review/approval.
- I have reviewed the April 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:**

- Updated the vehicle values for VACCS (Vehicle Auto Count & CarCare System).
- Distributed information to Staff on Open Enrollment for Insurance Benefit updates. Open Enrollment window is April 22 – May 10, 2024. Starting July 1, 2024, will we be covered by Anthem vs Aetna.
- Working with VABS & TeamLogic IT for our IT Management changeover.

**Monthly Happenings:**

- Print docs for Personnel Committee meeting May 9<sup>th</sup>.
- 3<sup>rd</sup> quarter (CY)Account Verification w/ Va. Dept of Treasury, SPDA.
- 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 20<sup>th</sup> 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:**

- April 8<sup>th</sup> - Local Envirothon
- April 11<sup>th</sup> – Finance & Education/Information Committee meetings
- April 18<sup>th</sup> – Meeting w/ Shen Co HR – gave District Staff a chance to meet with the Shen Co HR team (as there has been some changes in their staffing and responsibilities) and ask questions. Open Enrollment for Insurance Benefits is April 22<sup>nd</sup> – May 10<sup>th</sup> – Starting July 1, 2024, will we be covered by Anthem vs Aetna.

- April 26<sup>th</sup> - Administrative Professional Day Seminar at Laurel Ridge 0.4 CEU's earned (1 hour = 0.1 CEU)
- April 30<sup>th</sup> – Assisted at the Regional Envirothon, McCormick Farm, Raphine, VA

## **Supervising Conservation Specialist Dana Gochenour**

### **Training**

4/23- Plan review and field visit with Carl Theil-Goin for DCR Conservation Planner recertification

4/29- Completed required USDA Anti-harassment training

### **Promoting BMPs**

- Met with Aaron Seiver to discuss stream exclusion project redesign for battlefield property (Tumbling Run, Shenandoah Co.)
- Multiple calls and emails with Phil Davis regarding loan and eligible expenses for E. Dellinger WP-4LL/SL-6W (Mill Creek, Shenandoah Co.)
- With Sabrina, visited a Clarke Co. landowner to discuss multiple BMPs including cropland conversion, tree plantings, and wildlife/pollinator habitat establishment
- With Sam, staked exclusion fence for Holt SL-6N (spring drainage, Shenandoah Co.)
- Completed water system and stream crossing design for Dellinger WP-4LL/SL-6W and conducted a pre-construction meeting for both designs
- Completed payment for Polk WP-4LC (Shenandoah Co.)
- Virtual meeting with Neshia McRae (DEQ) to discuss their plans to begin outreach for a new TMDL in Shenandoah Co. (Pughs Run, Stony Creek, and Crooked Run). More info to come- target is mid-June for first public meeting.
- Submitted LFSWCD suggestions for the upcoming TAC cycle
- Worked with C. Garber to get info for an equipment tax credit
- Provided a fence contractor with map and footage info for Murphy SL-7 (Shenandoah Co.)
- Assisted Sabrina with a pre-construction meeting at Woodson SL-6W (Frederick Co.)
- Received update from L. Zirkle about FR-1 tree planting and communicated with DOF about progress (Shenandoah Co.)
- Received repayment from J. Smith for destroyed SL-7 in Shenandoah Co. and worked with Debbie and Sarah to process repayment and update contract in Tracking
- Communicated with Sara Bottenfield (DCR) to get clarification on use of SL-1 spec for orchard and vineyard acreage
- Completed plan map and budget for Smith SL-6W (spring, Frederick Co.)

### **Staff Relations**

- 4/4- Conservation Technical Committee meeting
- 4/9- Assisted with LFSWCD Envirothon contest
- Reviewed scholarship applications
- 4/11- Board of Directors meeting and Dam Safety & Easement committee meeting
- Drafted and submitted minutes from Dam Safety & Easement committee meeting and also compiled list of all District easements for committee's information
- Attended staff meeting with Shenandoah Co. HR staff to learn about insurance and benefits
- Worked with staff on planning for Farmer Breakfast outreach event

### **Also this month:**

Annual leave- half day 4/15 and full day 4/16

## **Senior Conservation Specialist Nick Livesay**

### **Promoting BMPs**

- Hockman (SL-6W: Spring Ponds, Shen. Co.) Fence As-Built with Sabrina and Ben
- Windfall Farm (SL-1: Clarke County) bill processing
- Whalen (SL-6W: Dry Marsh Run, Clarke Co.) visit to go over plan and sign-up

- Communication with Amanda Pennington regarding potential CCI-WP-4
- Gochenour (WP-4LL: Shen. Co.) correspondence with contractors/engineers regarding gutter design
- Visit with potential CCI-SL-6N (Swover Creek) in Shenandoah County.
- Three site visits for potential SL-6W's in Frederick County with Sabrina
- Massanutten View Farm (SL-6W: Spring Pond, Shen. Co.) pre-construction meeting for WS
- Potential SL-6W / WP-4 (Trib. to the NFSR) in Shenandoah County, meeting in office and visit
- Completed Risk Assessment packets to send to Amanda Pennington for WP-4 visits with Sabrina and Ben
- Correspondence with producer and NMPlanner regarding potential NM-1A in Shen. Co.
- Visit with potential FR-1 tree planting in Shenandoah County with Collin, Caty, and DOF
- Kanavy (FR-1: Shen. Co.) visit with DOF to complete planting quality check
- Visit with potential SL-6W and FR-3 (Shen. Co.)
- Correspondence with producer in Shen. County regarding rotational grazing programs
- DAL Farms (SL-6W: NFSR, Shen. Co.) pre-construction meeting for water system
- Potential WP-4B piggyback calculations and estimate with Ben
- Two visits with potential SL-6W's in Shenandoah County with Ben
- Thibodeau (SL-11: Warren County) coverage check and recommendations with Sabrina
- Visit with potential SL-6W (Tumbling Run) in Shenandoah County with Sabrina
- Visit with potential SL-6W (Smith Creek) in Shenandoah County with Ben
- Magness (SL-6W: Pond Drainage, Fred. Co.) pre-con meeting for WS with Ben
- Multiple visits for potential SL-1s in Frederick County with Ben
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

#### Training

- Health Benefits Training with Shenandoah County HR staff

#### VCAP

- Participated in VCAP TAC meeting online (4/1/24)

#### Education

- Soils lesson for 2024 VAMN inductee class with Sabrina
- Envirothon with staff (4/9/24)

#### Other Relations

- Conservation Planner Review for re-certification with Carl Theil-Goin
- Strasburg Community Garden work day with Ally
- CTC Meeting (4/4/24)
- Board Meeting (4/11/24)

### **Conservation Specialist Madison Coffey**

On leave of absence. Returning in June.

### **Conservation Specialist Sabrina Heltzel**

#### **Training:**

- Finalized RUSLE2 Part III Practicum and submitted to Chris Lawrence for review (April 24<sup>th</sup>)
- Conservation Planner Certification Administrative and Field Review (April 23<sup>rd</sup>)

#### **Promoting BMPs:**

- As-built fence for Fauber SL-6W's with Nick and Ben (April 1<sup>st</sup>)

- Inspected fence for Woodson SL-6W (April 4<sup>th</sup>)
- As-built fence and water system for Watt SL-6W with Ben (April 8<sup>th</sup>)
- Prepared Atkinson SL-6W project for potential approval at Board Meeting (April 10<sup>th</sup>)
- (3) initial visits for potential SL-6's in Frederick County with Nick (April 11<sup>th</sup>)
- AWMS risk assessments with Ben and Nick (April 15<sup>th</sup>)
- Initial visit for potential FR-3 in Clarke County with Ben (April 15<sup>th</sup>)
- Initial visit for general, technical assistance on a horse farm in Shenandoah County with Ben (April 16<sup>th</sup>)
- Processed Watt bills for reimbursement (April 16<sup>th</sup>)
- Initial visit for potential WP-4LL in Frederick County with Ben (April 17<sup>th</sup>)
- Processed Hockman/Fauber bills for reimbursement (April 18<sup>th</sup>)
- Prepared documentation to request an increase to the approved variance cost-share for Fauber project (April 23<sup>rd</sup>)
- Follow-up visit to advise Thibodeau on planting quality with Nick (April 26<sup>th</sup>)
- Initial visit for potential SL-6W in Shenandoah County with Nick (April 26<sup>th</sup>)
- Processed Boyer bills for reimbursement (2) (April 29<sup>th</sup>)
- Woodson follow up visit with Dana (April 29<sup>th</sup>)
- Heflin trough location and fence exclusion staking with Nick and Ben (April 30<sup>th</sup>)

*Fielded questions and provided information for producers and contractors throughout the month to facilitate continuous progress on their projects*

#### **Other Activities:**

- Prepared April CTC Meeting Agenda (April 2<sup>nd</sup> - April 3<sup>rd</sup>)
- Attended and took minutes for the April CTC Meeting (April 4<sup>th</sup>)
- Presented Master Naturalist Soils Lesson with Nick (April 6<sup>th</sup>)
- Prepared soil pit and revised the soils exam for Envirothon (April 8<sup>th</sup>)
- Helped set up for Envirothon and manned soils exam/pit rotation (April 9<sup>th</sup>)
- Attended Virginia Business Systems Zoom Meeting with Sarah (April 10<sup>th</sup>)
- Attended Monthly Board Meeting (April 11<sup>th</sup>)
- Attended Monthly VAPSS Board Meeting via Zoom (April 12<sup>th</sup>)
- Attended Explanation of Benefits Meeting with County and LFSWCD staff (April 18<sup>th</sup>)
- Master Gardeners VCAP Program Presentation w. Ben (April 27<sup>th</sup>)

### **Conservation Specialist**

**Ben Loyd**

#### **Training**

- Conservation Selling Skills 4/4 - 4/5
- Sent finished Part C of RUSEL 2

#### **Promoting BMPs:**

- As-Built with Sabrina and Nick for SL-6W – Shenandoah County
- Entered SL-6W into Tracking – Warren County
- Entered SL-6W, FR-3 into Tracking – Clarke County
- As-Built with Sabrina for SL-6W – Frederick County
- Water System Design for SL-7 – Clarke County
- Water System Design for SL-6W – Frederick County
- Initial visit with Sabrina for possible FR-1, FR-3 – Clarke County
- Farm visit with Sabrina for TA – Shenandoah County

- Worked on Risk assessments with Nick and Sabrina – Clarke and Shenandoah County
- Conservation Plan for SL-6W – Warren County
- Farm visit with Sabrina for possible WP-4LL – Frederick County
- Bills Breakdown with Sabrina and Nick for SL-6W – Shenandoah County
- Water System Design for SL-6W – Shenandoah County
- Farm visit with NRCS for SL-6W, WP-4LC, WP-4 – Shenandoah County
- Sizing for WP-4LL – Shenandoah County
- Farm visit with Nick for possible SL-6W – Shenandoah County
- Farm visit with Nick for possible SL-6W – Shenandoah County
- Pre-Construction Meeting with Nick for SL-6W – Frederick County
- Farm visit with Nick for possible SL-1, WP-LL – Frederick County
- Fence Stacking with Nick and Sabrina for SL-6W – Warren County
- Worked on resource concerns for various projects

**Other Activities:**

- Envirothon – 4/9/2024
- Board Meeting – 4/11/2024
- Personal Benefits Meeting – 4/18/2024
- Master Gardener Class – 4/27/2024

**Conservation Technical Assistant  
Sam Shelton**

**Training:**

- RUSLE 2 Homework 80% complete
- Conservation plan review with Carl 4/24/2024

**Conservation Technical applications:**

- Input necessary documentation into tracking and P-drive for VCAP, CCI, and VACS  
Ex: Photo documentation, application's, cost estimates, maps, resource concerns, etc.
- VCAP technical assistance for participants  
Ex: The VCAP process, cost share, follow up emails with reference information
- Sent approval letters with required documents.
- Updated approval status in tracking, and digitized components if needed.

**Promoting BMPs:**

- VCAP visit with Ally 4/16/2024.
- Fence Staking with Dana 4/17/2024.
- CCI visit 4/29/2024.
- VCAP 4/26/2024.
- Completed CCI payments.

**Miscellaneous:**

- Attended CTC and Board Meeting
- Attended Envirothon
- Helped with the community garden with Nick and Ally 4/20/2024.

**Education & Program Support Specialist  
Allyson Ponn**

**Education:**

- MRGS Research Project mentoring
- Envirothon coordination
  - o Local competition, area competition registration
- Soils Lesson @ Handley HS
- Earth Day Front Royal/Lone Pine preparation



- Strasburg Community Garden work day prep
- Youth Conservation Camp applications

**Information:**

- LFSWCD Website updates
- Facebook content creation + scheduling
- Education & Information Committee Minutes
- Smith Creek Watershed Website committee + review
- Annual Plan of Work Edits
- Strategic Plan Review
- Scholarship application review + state forwarding + local presentation
- Farmer Breakfast planning

**Program Support:**

- Cover crop verifications + NMP reminders + payments
- Ag Outreach Event Planning
- VCAP initial visit, Warren County
- VCAP Application Preparations
- VCAP Master List creation

**Training:**

- VNRLI Session 5 – Hungry Mother State Park/South West VA
- VAEE Criteria 3 hours

**Important Dates:**

- State Envirothon: May 19-20<sup>th</sup>, Radford University
- 2024 Graves Training: August 20-22<sup>nd</sup>
- SECDEA Meeting in Pigeon Forge TN: November 4-6<sup>th</sup>

**Conservation Technical Committee  
Corey Childs / 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**

- Minutes from April 11<sup>th</sup> Committee meeting attached to Agenda Packet for review/approval.

**Education & Information  
Joan Comanor**

- We submitted our nomination to the VASWCD for a potential scholarship; we had several good applications to choose from. We also selected her for a \$1000 LFSWCD scholarship along with a separate applicant who will major in agriculture with a \$500 scholarship.
- Minutes from April 11<sup>th</sup> Committee meeting attached to Agenda Packet for review/approval.

**Legislative Committee  
Paul Burkholder**

- Minutes from April 11<sup>th</sup> Committee meeting attached to Agenda Packet for review/approval.
- Paul is Working with Scott Cameron from Fairfax Soil and water District to meet with Congressman Ben Cline in Washington DC. It is quite an involved paperwork heavy process but am working through it.

**Personnel**  
**Joan Comanor**

- There will be a Personnel Committee meeting following the Monthly Board on May 9, 2024 (approx. 11:30am) in the Office Conference Room.
- End of Year Staff reviews will take place on June 3, 2024 starting at 9:30am.

**Operations**  
**Justin Mackay-Smith**

- There will be an Operations Committee meeting on May 9, 2024 at 9:00am prior to the Monthly Board.
- Request approval for the Annual Plan of Work and note the Strategic Plan has been reviewed for the upcoming fiscal year.

**Northern Shenandoah Valley Regional Commission**  
**Mary Gessner**

- The Northern Shenandoah Valley Regional Commission met on April 18th. Major agenda items were a discussion by VDOT of current projects in the area and the Shenandoah Valley Rails-to-Trails Project. The Sta□ Report indicated that they are embarking on a BMP mapping project, as a CY2024 WIP task. They have requested BMP data from the localities. Dana does not think we have ever received a request for our BMP data. I will follow up with NSVRC staff to see if this includes agricultural BMPs and if there is an opportunity/desire to share data.

**Shenandoah County Water Resources Advisory Committee**  
**Joan Comanor**

- No new items to report.

**Shenandoah Pure Water Forum**  
**Jack Owens**

- No written report submitted.

**Alliance for the Shenandoah Valley**  
**Joan Comanor**

- Released an RFP for outreach assistance to enroll farmers in a USDA Climate-Smart Commodities grant program that pays farmers for the environmental outcomes of their production practices. ASV is open to individuals, companies, or organizations filling this RFP.

**Natural Resources Conservation Service (NRCS)**  
**Brent Barriteau**

- No written report submitted.

**Department of Conservation & Recreation (DCR)**  
**Debbie Cross**

**ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **State Budget impasse:** A Special Budget Session is scheduled for May 13-15. FY25 Admin Ops funding levels are unknown. For budgeting purposes use FY24 level funding numbers until we know final amounts.
- **Grant Agreements will be delayed.** You may consider delegating authority to the Board Chair to sign the grant agreements in early July to streamline the process.
- **FY25 SWCD Budget:** SWCD board approval by June 30. (can be modified as needed)
- **FY25 SWCD Annual Plan of Work:** SWCD board approval by June 30.

**AG COST SHARE ITEMS:** These amounts were approved in the FY24 budget.

- Proposed \$152.6M VACS; \$4.55M FY25 Base TA & \$19.84M In Addition to Base TA

SWCD	FY25 Allocation	FY25 Base TA	FY25 TA Addition to the FY25 TA Base	Total TA Allocated
Culpeper	\$8,946,274	\$365,609	\$1,163,016	\$1,528,624
John Marshall	\$5,898,689	\$163,886	\$766,830	\$930,716
Lord Fairfax	\$7,760,995	\$173,139	\$1,008,929	\$1,182,069
Loudoun	\$3,256,684	\$168,089	\$423,369	\$591,457
Northern Virginia	\$133,052	\$12,026	\$17,297	\$29,323
Prince William	\$1,008,020	\$39,707	\$131,043	\$170,750
Thomas Jefferson	\$6,737,769	\$178,251	\$875,910	\$1,054,161

- Some **Proposed** policy changes:
  - Remove 90% obligation goal. Release of funds back to DCR no longer needed to meet 90%.
  - Base TA to be disbursed fully in Qtr. 1
  - “In addition to Base TA” disbursed quarterly on a straight 13% to cost share ratio.
  - Transfer between SWCDs still allowed with 13% TA.
  - Each year end any unobligated, disbursed 25 CB VACS funds must be returned to DCR with 13% TA.
  - Prior to BMP approval, a Board-approved DCR conservation plan or RMP must be entered into the Conservation Application Suite, or a Board-approved NRCS conservation plan developed by NRCS staff must be on file. Ensure the conservation plan or RMP includes the BMP(s) being approved. Two motions will be required; one to approve the plan, followed by one to approve funds for the BMP.
- Carryovers: **Projects needing DCR approval to carry over a third time into a 4<sup>th</sup> program year must be submitted to Sara Bottenfield by May 15th.** (copy your CDC please)
- Cost Share Obligations:** Districts unable to obligate 90% of their FY24 cost share allocation may return allocation with proportional TA to DCR **before June 15, 2024**, however SWCD board action is required.
- VACS Contracts: **Reminder to obtain ALL signatures on VACS Contract Parts I, II, and III, including carryovers.**
- Conservation Plans must be signed by all parties: **the plan writer, a member of the district board and the participant. The BMP that is receiving cost share MUST be in the plan that is being approved and signed.**
- PY 2025 Secondary Considerations:** Requires SWCD Board and DCR approval. Must be submitted for review and approval to Sara Bottenfield, DCR-DSWC Ag Incentives Program Manager PRIOR to approval of any PY25 cost-share applications. Please copy your CDC.
- PY 2025 Average Cost List:** requires local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and copy your CDC. Must be approved and submitted before any PY25 contracts are approved.
- Verifications:
  - End of Lifespan (EOL) BMP verifications for 2024, 2025, and 2026 are loaded into CAS. These are due September 30 of the year the BMP expires or before. \$200/\$250 reimbursement rate.**
  - CY24 Random Verifications visits are currently being scheduled with District staff.**
- New Guidance for Cost Share File Administrative Reviews:
  - Files selected for review should not be older than 5 years and **a minimum of two files should be for practices completed and paid in the current program year.**
  - Both structural and agronomic practices should be reflected.**
  - Two files to be reviewed for each conservation technician.**
  - The CDC should review as many cost share files as necessary to accurately assess the District’s files.
  - The **case files reviewed for administrative review must be picked at random with no advance notice to the District** about the files to be reviewed **and should not be the same files reviewed during verification inspections.**
  - If the District has had approved CREP contracts in the last five years, at least one CREP file is to be reviewed.
- CAS profile updates:** District staff should update contact information in CAS under “My Account” if they have a new email address to ensure they receive messages distributed to CAS users.

**Stephanie Cornell appointed to the VA Soil and Water Conservation Board (VSWCB):** On April 26, 2024 Virginia Governor Glenn Younkin announced the appointment of Stephanie House Cornell to the VSWCB. Stephanie was born, raised and lives in Nokesville, VA, is a Managing Member of Kettle Wind Farm, LLC and is a former SWCD Director of the Prince William SWCD. Stephanie will represent the Districts of Area II on the board.

**GRANT AGREEMENT DELIVERABLES:** All FY24 deliverables for both the Administrative & Operational Grant and Cost-Share and Technical Assistance Grant must be satisfied before 06/30/24. Any outstanding items should be addressed at the May or June 2024 board meeting.

**UPCOMING TRAINING AND IMPORTANT DATES:**

- **May 8:** Education Foundation Golf Tournament, at [The Hollows Golf Course](#) located in Hanover-Caroline SWCD 10 am start time. Reach out to Kendall Tyree with questions.
- **May 15:** Deadline to request approval from DCR's Sara Bottenfield for carryovers into a 4<sup>th</sup> program year.
- **May 27:** Memorial Day, State Offices closed.
- **June 13:** PY25 VACS Updates 9:00 am – Noon (virtual training **required** of all CAS users) To Join: <https://vcu.zoom.us/j/88507519936?pwd=RE0xbGVaSk82bVk4UmhURkEzZE9ZQT09> Password: wzGRpf9ny
- **June 18:** PY25 VACS Updates 1:00 – 4:00 pm (virtual training **required** of all CAS users) To Join: <https://vcu.zoom.us/j/87563583845?pwd=QUhiMEJPYm41NGJnTzY4YXhkbTIMQT09> Password: gLJ3Cmzuv3
- **June 19:** Juneteenth, State Offices closed.
- **June 20:** VASWCD Quarterly Board Meeting- Virtual 9:30 am Board meeting materials will be posted [here](#) as the date nears. Register for the zoom at: <https://us02web.zoom.us/meeting/register/tZUtde2opzsvGNNisLHZSigQKLUoDPQjDefA>
- **June 26:** VSWCB Meeting, 10:00 am VA Farm Bureau Federation, 12580 West Creek Parkway, Richmond
- **July 10:** Mastering Excel: Tips & Tricks –2pm – Discover Excel tips and tricks that will improve your efficiency, productivity and skills. To learn the most important functions and formula. Join this easy, one-hour zoom with VASWCD staffer Rachel DuVal. **This session is relevant for all who use Excel.** Register for zoom: <https://us02web.zoom.us/meeting/register/tZUrdeGqzvwEtHBlpZSZjztwD-C9xGUHx>
- **July 25:** Area II Legislative Zoom Meeting 8:30 am - Zoom link registration - <https://us02web.zoom.us/meeting/register/tZMrdOmgqzoqH9yDQLBz7we7YiETOz090gRB#/registration>

**Future To Do List:**

- **Extension Agent Appointments Expire 12/31/24:** Nominations for appointment will go to the VSWCB in September 2024. SWCD board action and a completed DCR Form 199-014 will be required.

**VA Cooperative Extension  
Corey Childs**

- 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:
  1. The public comment period for the VPA Regulation and General Permit for AFOs ended March 15, 2024. The AFO General Permits expire on November 15, 2024, and will need to be reissued to continue coverage.
  2. Due to the continued threat of avian influenza, most poultry inspections are records only and on-farm visits are very limited.
  3. The Valley Regional Office Ag Program has hired another inspector, Sherrie Souder, who started on April 10th.

4. We have increased our ag programs regional responsibilities to include the permitted ag facilities located within the Northern Regional Office territory.

5. Several outreach events are planned in July including the Virginia Poultry Federation Health and Management Seminar at JMU and outreach to the permitted poultry/large animal facilities in the DEQ Northern Regional Office territory.

- On April 22 DEQ released the Draft 305(b)/303(d) Water Quality Assessment Integrated Report, which is a summary of the water quality conditions in Virginia from Jan. 1, 2017, to Dec. 31, 2022. Findings in this report will be presented via webinar on May 2, 2024, at 1:00 pm. The report is available for public review and comment. Comments or questions about the report can be submitted via email attachment or U.S. mail postmarked on or before May 22, 2024. To read the draft report and for more information on where to submit your comments and how to register for the webinar, visit the DEQ assessments webpage at <https://www.deq.virginia.gov/our-programs/water/water-quality/assessments/integrated-report> For VRO specific questions, please reach out to Sara Jordan, (540) 217-7127, [sara.jordan@deq.virginia.gov](mailto:sara.jordan@deq.virginia.gov).
- Throughout 2024, Virginia DEQ will be hosting a series of webinars to share information about DEQ programs and resources available across the Commonwealth. Topics to be featured include water quality, air quality, a general DEQ overview, a deep dive into tools and resources, pollution prevention and more. Please register at <https://www.deq.virginia.gov/get-involved/education-series> using the links below each webinar description.
- DEQ’s Clean Water Financing and Assistance Program’s Agricultural Loan Dashboard as of April 22, 2024, is attached to the end of this report. For any questions, contact Phil Davis, AgBMP Project Manager, (540) 209-4201, [philip.davis@deq.virginia.gov](mailto:philip.davis@deq.virginia.gov).

**AgBMP Loan Program Dashboard: As of 4/22/2024**

Application Status	Total Number	Total Value	Average	Median
Application Pending	7	\$ 943,770.79	\$ 134,824.40	\$ 79,400.00
Conditionally Authorized	51	\$ 11,879,727.16	\$ 232,935.83	\$ 166,000.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	60	\$ 8,037,854.31	\$ 133,964.24	\$ 92,248.63
Inactive	9	\$ 1,425,149.46	\$ 158,349.94	\$ 100,000.00
Credit Approved	4	\$ 770,000.00	\$ 192,500.00	\$ 190,000.00
Credit Not Approved	12	\$ 1,665,643.53	\$ 138,803.63	\$ 68,976.01
Loan Approved	5	\$ 1,266,019.80	\$ 253,203.96	\$ 171,755.95
Loan Closed	62	\$ 10,909,375.51	\$ 175,957.67	\$ 125,242.67
Loan Closed with PF Granted	8	\$ 1,234,244.46	\$ 154,280.56	\$ 78,600.91
Construction Complete	93	\$ 16,139,782.47	\$ 173,546.05	\$ 116,152.88
Construction Complete with PF Granted	7	\$ 1,777,138.73	\$ 253,876.96	\$ 192,246.00
Completed without DEQ Funding	16	\$ 1,735,181.29	\$ 108,448.83	\$ -
Equipment Purchase Complete	19	\$ 1,212,631.00	\$ 63,822.68	\$ 37,550.00
PF Granted SWCD	20	\$ 349,370.43	\$ 17,468.52	
Total PF Granted to Producers	15	\$ 1,243,981.93		
<b>Total Applications</b>	<b>374</b>			
<b>Total Active Projects</b>	<b>137</b>			
<b>Beginning Fund Balance</b>		<b>\$ 18,659,552.00</b>		
<b>Additional Funds Authorized by DEQ</b>		<b>\$ 10,000,000.00</b>		
<b>Total Projects and Loan Funds Obligated</b>		<b>\$ 42,398,700.90</b>		
<b>Total PF Granted</b>		<b>\$ 1,556,753.78</b>		
<b>Total Repayments</b>		<b>\$ 10,467,911.00</b>		

**Active Projects by DEQ Region:**

Regional Office	Project Count
BRRO	83
PRO	34
NRO	43
SWRO	39
TRO	11
VRO	164
	<b>374</b>

Loan Closed	
Regional Office	Under Construction
BRRO	15
PRO	10
NRO	4
SWRO	5
TRO	0
VRO	28
	<b>62</b>

Loan Closed with PF Granted	
Regional Office	Under Construction
BRRO	2
PRO	2
NRO	2
SWRO	0
TRO	0
VRO	2
	<b>8</b>

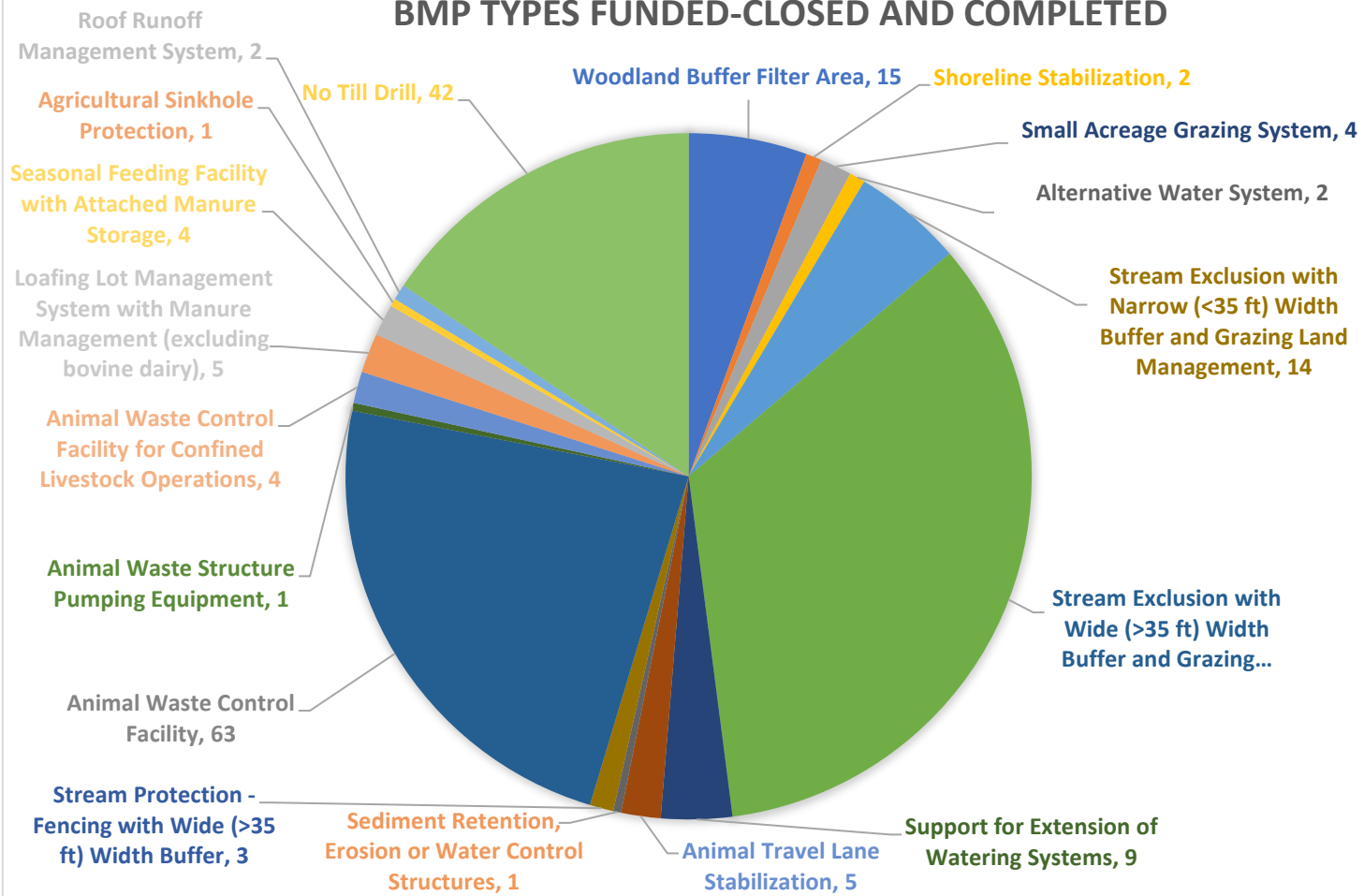
PF Granted SWCD	
Regional Office	Under Construction
BRRO	5
PRO	5
NRO	0
SWRO	10
TRO	0
VRO	0
	<b>20</b>

Construction Complete	
Regional Office	Under Construction
BRRO	15
PRO	3
NRO	7
SWRO	11
TRO	1
VRO	56
	<b>93</b>

Construction Complete with PF Granted	
Regional Office	Under Construction
BRRO	4
PRO	0
NRO	1
SWRO	0
TRO	0
VRO	2
	<b>7</b>

Equipment Purchase Complete	
Regional Office	Under Construction
BRRO	6
PRO	1
NRO	2
SWRO	1
TRO	3
VRO	6
	<b>19</b>

## BMP TYPES FUNDED-CLOSED AND COMPLETED



MISC.

**MINUTES**

The April 11, 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  
Randy Buckley  
Jack Owens  
Kermit Gaither  
Reid Hoak  
Paul Burkholder  
Mark Huddleston  
Emma Bricker

**Associate Directors**

Stephanie Shillingburg  
Ed Pendleton

**Cooperating Agency Representatives & Guests in Attendance:**

Debbie Cross, CDC, DCR  
Brent Barriteau, NRCS

**LFSWCD Staff Members**

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

**Absent Directors or Staff:**

Corey Childs  
Ira Richards  
Jason Bushong  
Madison Coffey

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***LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:02 am.***

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**MOTION:** Board approval of the March 2024 minutes. Motion made by Mary Gessner, seconded by Kermit Gaither.

**Motion Passed. Voting Ballot is as follows.** \*Corey Childs was absent at the time of vote.

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

**Chairwoman’s Report: Joan Comanor**

- Reviewed written Report.
- Gave her condolences on the loss of Richard Hoover and Mary Nagelvoort.
- Requested an Envirothon update which was given by Allyson Ponn. Top 3 Teams were from Massanutten Regional Governor School. They will advance to Regionals.

**Treasurer & Finance Report: Stephanie Shillingburg**

- Stephanie reviewed the written report.
- Discussed Audit Management Letter and steps taken in moving forward forward.
- There will be a Finance Committee meeting held prior to the Board on June 13, 2024 at 9:30am to Finalize the FY25 Proposed Budget.
- IT Management Discussion. As it is time for contract renewal with our current provider we have gathered quotes and had discussions with possible new providers. By changing providers we will be lowering monthly expenses while getting what we feel will be better overall service.

**MOTION:** Board grants delegated authority to Chairwoman Comanor for decisions necessary in moving forward with IT Management process. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Corey Childs was absent at the time of vote.

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

**MOTION:** to Accept and File for audit the Treasurer’s Report/Documents (as presented in the Board Packet). Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Corey Childs was absent at the time of vote.

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

**Board Secretary/Administrative Specialist: Sarah Fleming**

- Reviewed written report.

**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Spring has started and is a busy season for her and all staff. Lots happening both in the field and office. She and Nick have their Certification Renewal scheduled for the 23<sup>rd</sup> & 24<sup>th</sup>.

**Senior Conservation Specialist, Nick Livesay:**

- Several projects approved in conjunction with NRCS “Piggybacks”.
- Spoke at Virginia Naturalists Work Session w/ Sabrina. Very nice session.
- Discussion of “Destruction of BMP resulting in Cost Share Repayment”.

**Conservation Specialist, Madison Coffey:**

- On leave.

**Conservation Specialist, Sabrina Heltzel**

- Scheduled for final step of Conservation Specialist Certification process on the 23<sup>rd</sup> & 24<sup>th</sup>.

**Conservation Specialist, Ben Loyd**

- Received approval on his 1st Variance package.
- Has one more RUSLE training before he can schedule his on-site portion for Conservation Specialist Certification.

**Conservation Technical Assistant, Sam Shelton**

- Also, scheduled for final step of Conservation Specialist Certification process on the 23<sup>rd</sup> & 24<sup>th</sup>.

**Education and Program Support Specialist, Allyson Ponn:**

- Reviewed her written report.
- Thanked everyone for their help with the local Envirothon.
- Our Outreach Event/Farmers Breakfast will be held on June 7, 2024, starting at 6:30am. Strasburg Community Center Room, 726 East Queen St., Strasburg, VA.

**Committee Updates:**

**Conservation Technical - Corey Childs / Mary Gessner**

- Mary Reviewed the CTC Report.
- It has been decided that we will no longer sell Geotextile. We have spoken with the Rockingham Cooperative in Strasburg, and they have agreed to start offering the appropriate grade fabric for our project specs. It will be sold by the linear foot.
- Motions are as follows:

**MOTION:** Board approval of contract 13-24-0083 instances 584933 estimated CS of \$300,657.73 and 584926 estimated CS of \$44,820.14 and their associated conservation plans as presented at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *\*Corey Childs was absent at the time of vote.*

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

**MOTION:** Board approval of increase in funds in the amount of \$10,665.00 for contract 13-24-0019 instance 574207 as presented at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *\*Corey Childs was absent at the time of vote.*

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

**MOTION:** Board approval of tax credit increase for contract 13-23-0039 instance 519987 as presented at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *\*Corey Childs was absent at the time of vote.*

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

**MOTION:** Board approval to forward TAC suggestions to DCR for consideration as presented at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *\*Corey Childs was absent at the time of vote.*

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

**MOTION:** to recommend that the board approve the remaining items as listed in the April 4, 2024, CTC minutes and presented in the Board packet.

- contract # 13-24-0098, instances 586287, estimated CS \$23,645.00 & 586289, estimated CS \$19,540.40 and associated conservation plan(s),
- a \$53,613.70 increase in cost-share funds for contract #13-24-0070, instance # 582217,
- contract # 13-24-0092, instance 585601 estimated CS \$71,543.25 and associated conservation plan,
- contract # 13-24-0095, instance 586199 estimated CS \$19,612.50,
- contract # 13-24-0093, instances 586067 estimated CS \$83,375.00, 586157 estimated CS \$38,587.55, 586068, estimated CS \$27,361.50 and associated conservation plan(s),
- contract # 13-24-0096, instance 586206 estimated CS \$259,833.77 and associated conservation plan,
- contract # 13-24-0097 instances 586255 estimated CS \$4,863.50 & 586252 estimated CS \$68,888.50 and associated conservation plan(s),
- contract # 13-24-0091, instance 585542 estimated CS \$5,176.88 & 585541 estimated CS \$102,442.50 and associated conservation plan(s),
- contract # 13-24-0094, instance 586159 estimated CS \$102,442.50 and associated conservation plan.

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

*\*Corey Childs was absent at the time of vote.*

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

**MOTION:** Board approval of contract 13-24-0099 instance 5586509 estimated CS \$69,868.91 as presented by Sabrina Heltzel at the 4/11/2024 Board meeting. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. *\*Corey Childs was absent at the time of vote.*

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

- Prior to the above approvals: the Staff members are managing \$9.8 million in current projects. This number does not include completed projects.
- We are at approx. 84% obligated of the current allocated funds of \$5.5million for FY24.

**Dam Safety & Conservation Easements - Jim Fagan**

- Committee meeting will be held on April 11, 2024, following the monthly Board.

**Education & Information – Joan Comanor**

- Reviewed written report.
- The committee will meet following the April 11, 2024, Board meeting.

**Legislative – Paul Burkholder**

- The committee met at 9:00am prior to the April 11, 2024, Board meeting.
- Reviewed Legislative update doc from Board Packet.

**Personnel – Joan Comanor**

- Will be working with Dana to schedule End of Year Personnel Reviews.
- There will be a Committee meeting following the May 9, 2024, Board Meeting to finalize potential policy changes.

**Operations – Justin Mackay-Smith**

- The committee will meet at 9:00am prior to the May 9, 2024, Board meeting.
- Will review the Strategic Plan and the updated Annual Plan of work.

**Local Agency Updates:**

**Northern Shenandoah Valley Regional Commission – Paul Burkholder**

- Nothing to report.
- Mary Gessner will be representing LFSWCD at NSVRC in the future.

**Shenandoah County Water Resources Advisory Committee – Joan Comanor**

- Nothing to report.

**Shenandoah Pure Water Forum – Mary Gessner**

- Nothing to add to the written report.
- Jack Owens will be representing LFSWCD at SPWF in the future.

**Alliance for the Shenandoah Valley – Joan Comanor**

- Nothing to add to the written report.

**Cooperating Agency Reports:**

**Natural Resources Conservation Service: Brent Barriteau**

- Brent gave a presentation on some of the projects NRCS has to offer.

**Virginia Department of Conservation & Recreation: Debbie Cross**

- Debbie reviewed key items in her written report.
- Highlighted important upcoming training and meeting dates.
- Will be working with Dana on random verifications in July.
- Reminded the importance of required Signatures on all documents (Part 1,2 &3, Conservation Plans, Carry-Over Part II).

**Virginia Cooperative Extension: Corey Childs**

- No representative in attendance.

**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 Mark Huddleston, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. \*Corey Childs was absent at the time of vote.**

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

**The meeting adjourned at approximately 11:57am.**

*Respectfully submitted,*

*Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on:

April 11<sup>th</sup>, 2024

## **Minutes Finance Committee**

**Attending: Stephanie Shillingburg, Joan Comanor, Jack Owens, Sarah Fleming & Debbie Cross**

### **Review of Audit Finding & Fee**

The committee reviewed the fee assessed due to the fact that we paid sales tax when we shouldn't have. Sarah reported that staff and Directors have been notified that they are to not pay sales tax and that she is able to provide the necessary tax forms for vendors. Several commonly used vendors have already been set up.

We will discontinue using Costco as it requires a membership and also there is a vigorous process to acquire exemption from sales tax.

There was also several instances where a staff member used their name to book appointment for service but paid with the company credit card, this has been addressed and will not be acceptable in the future as it goes against the desktop procedures for purchases.

### **IT Support Review**

We are nearing the end of our contract with Team Logic, there have been several price increases over the past 3 years of the contract as well as some service concerns. Sarah and Sabrina worked with Virginia Business Systems to acquire a quote to provide these services. The committee reviewed these and determined we want to ask the Board today for delegated authority to continue the research and determine the best avenue forward.

It was also recommended that we check the desktop procedures as there may be 3 quotes needed before proceeding.

### **Budget Discussion**

Sarah handed out copies of a proposed budget for FY25 including the recommendations received from the Education Committee and from the Personnel Committee. The committee discussed the proposed changes and agreed that we are good to use this as a template moving forward.

By the end of April we should have more information regarding our allotment for the year and will adjust the budget accordingly in order to meet and finalize prior to the June meeting where it will go before the Board and be voted on.

### **Next Meeting June 13<sup>th</sup> at 9:30am.**

With no further business meeting was adjourned.

Respectfully Submitted:

*Stephanie Shillingburg*

Stephanie Shillingburg, Chair



## Dam Safety & Easement Committee Meeting Minutes

4/11/2024

Chairman Present: J. Fagan

Members Present: M. Huddleston, E. Bricker, M. Gessner, J. Comanor, D. Gochenour

Members Absent: J. Owens, I. Richards, P. Burkholder

Others Present: Lily Bose (VCC) via Teams

Call to Order: 12:18 pm

- The committee discussed the information provided by VCC and the landowners regarding a failing septic system and the plan for installation of a new system on the Joyce easement.
  - Motion by Jim Fagan to accept the proposed repair plan.
  - 2<sup>nd</sup> by Mary Gessner
  - Motion passed unanimously
- Lily Bose provided information and answered questions about the role of Valley Conservation Council with our co-held easements and the status of inspections of those easements.
- The Committee reviewed the Dam Safety & Easement section of the LFSWCD Annual Plan of Work as updated by staff.
  - Motion by Mary Gessner to approve the document as presented.
  - 2<sup>nd</sup> by Jim Fagan
  - Motion passed unanimously
- Jim Fagan provided an update on the remote monitoring equipment for the Lake Laura and Birdhaven dams. He is not sure if Bryce Resort staff have installed the equipment yet, but will follow up with them.
- District staff and/or Dam Safety committee members will need to conduct our annual inspection of the dams in Fall 2024. The last inspection, in conjunction with the DCR Dam engineer was conducted in October 2023.
- The group briefly discussed the easements that the district holds solely or co-holds with organizations other than VCC and the need to conduct inspections of those easements. Dana will compile a list of all District easements with county, co-holder, and inspection status and provide to the committee.
- Motion to Adjourn- Joan Comanor
  - 2<sup>nd</sup> by Mary Gessner

Meeting adjourned: 12:40 pm

Respectfully submitted,

*Jim Fagan*

Jim Fagan, committee chairman

## LFSWCD ED & INFO COMMITTEE MEETING MINUTES

April 11, 2024

Committee Members Present: Allyson Ponn, Sarah Fleming, Kermit Gaither, Mary Gessner, Joan Comanor, Sabrina Heltzel, and Emma Bricker.

The meeting was called to order at 12:02 PM at the Strasburg Community Center.

1. The committee debriefed on the 2024 LFSWCD Envirothon that was held this past week. All of the staff and board were happy with the event, including the location and student turnout.

Allyson informed the committee that all three MRGS teams plan to advance to the Area 1 competition at the end of April.

Allyson informed the committee that next year's competition will be held in Shenandoah County.

2. The committee reviewed their portion of the Annual Plan of Work. No edits or suggestions were made. *Motion to forward our APOW to the Operations Committee made by Joan Comanor, seconded by Emma Bricker. Motion passed.*

3. The committee reviewed the scholarship applications that were received. The committee discussed each applicant and shared their top three.

The LFSWCD scholarship funds will be allocated between Kerrigan Bauserman and Jera Cook. Kerrigan will receive \$1,000 and Jera will receive \$500.

Kerrigan Bauserman's application will be forwarded for state review for the VASWCD-EF scholarship.

*Motion to allocate the two local scholarships and forward Kerrigan's application made by Joan Comanor, seconded by Sabrina Heltzel. Motion passed.*

4. The committee discussed Youth Conservation Camp. There were no applications received by the District by the deadline.

Allyson informed the committee that she spoke with two students at Strasburg High School who she thinks would be a great fit for camp. She has provided the application to them and is waiting to see if they would like to go. Allyson will inform the committee if they decide to apply.

5. The committee discussed the plan for the Ag Outreach Event. Allyson informed the committee that the staff came up with the idea of hosting a Farmer Breakfast that will be free for any farmer within our service area. The committee discussed the date, catering, maximum capacity, and registration details.

There being no further business, the meeting adjourned at 12:18 PM.

Respectfully submitted,

Allyson Ponn

Approved by: Joan Comanor, Committee Chair



Legislative Committee

April 11, 2024

9:00am

Members present: Paul Burkholder, Mary Gessner, Reid Hoak, James Fagan

Introduction of 3 attending members. Exchanged best contact information.

Discussed goals of meeting with Legislators twice per year and who was best to meet.

- Hoak & Burkholder will meet with Wiley.
- Fagan & Gessner will meet with French.
- Was suggested that Chairman Comanor meet with Gilbert. (absent Committee Member; Jack Owens volunteered, during the Board meeting Legislative report, to meet with Gilbert).

Goal is to meet in May and September.

The meeting adjourned at approximately 9:30am.

 (electronic signature)

Paul Burkholder

Legislative Committee Chair

n/a = No Meeting Held

A = Absent X = Present T = Training/Excused

**BOD Meeting Attendance  
FY 2024 (JUL 2023 - JUN 2024)**

January 2024 - June 2024

Name:	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Board of Directors</b>												
Joan Comanor, Vice Chair	X	X	X	X	X	X	X	X	X	X		
Mary Gessner	X	X	X	X	X	X	X	X	X	X		
James Fagan	X	X	X	A	X	X	X	X	A	X		
Kermit Gaither	X	X	X	A	X	X	A	X	A	X		
Jack Owens							X	X	X	X		
Paul Burkholder	A	X	X	A	X	X	A	A	X	X		
Reid Hoak							A	X	X	X		
Justin MacKay-Smith	X	A	X	X	X	X	X	A	X	X		
Randy Buckley							X	X	X	X		
Corey Childs	X	A	X	X	A	X	A	A	A	A		
Emma Bricker							X	A	A	X		
Mark Huddleston							X	A	X	X		
<b>Associate Board of Directors</b>												
Stephanie Shillingburg, Treasurer	X	X	A	X	X	X	X	X	X	X		
Jason Bushong	A	A	A	A	A	A	X	A	A	A		
Ed Pendleton (voted as Assoc. Dir. 1/12/2023)	A	X	X	A	A	X	A	A	X	X		
Ira "Buck" Richards							A	A	A	A		
<b>Staff</b>												
Madison Coffey	X	X	X	X	X	X	X	X	ML	ML		
Sarah Fleming	X	X	X	X	A	X	X	X	X	X		
Dana Gochenour	X	X	A	X	X	X	X	X	X	X		
Nick Livesay	X	X	X	A/T	X	X	X	X	X	X		
Allyson Ponn	X	x	X	A/T	A/T	A/T	A/T	X	X	X		
Sabrina Vladu	A	X	X	X	X	X	X	A	X	X		
Sam Shelton	X	X	X	X	X	X	X	X	X	X		
Ben Loyd (Start Date: 8-21-2023)			X	X	X	X	X	X	X	X		
<b>Guests</b>												
Debbie Cross, DCR	X	X	X	X	X	X	X	X	X	X		
Brent Baritteau, NRCS	X			X	X	X	X	X	X	X		
Mady Calhoun	X	X	X	X								
Karen Anderson		X										
Mark Huddleston		X	X	X	X	X						

## Lord Fairfax Soil and Water Conservation District Budget vs. Actual - Operating July 2023 through April 2024

	Jul '23 - Apr 24	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Income Designated Receipts</b>			
Comm. Garden/Harv. Fest. Income	200.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	871.00		
FY 24 VNRCF TA (Base + Add.)	516,184.50		
FY21 TA Base (Base + Add.)	0.00	559,446.00	0.0%
<b>Total Income Designated Receipts</b>	526,255.50	568,446.00	92.6%
<b>Undesignated Receipts</b>			
<b>County/City Contributions</b>			
Clarke	9,500.00	9,500.00	100.0%
Frederick	9,487.50	11,500.00	82.5%
Shenandoah	20,000.00	20,000.00	100.0%
Warren	15,000.00	15,000.00	100.0%
Winchester	11,000.00	11,000.00	100.0%
<b>Total County/City Contributions</b>	64,987.50	67,000.00	97.0%
DCR Annual Operations	236,857.50	315,810.00	75.0%
EOL Varification Earnings	13,000.00		
Interest Income	78,399.54	12,000.00	653.3%
<b>Other Income</b>			
Donations	400.00	400.00	100.0%
<b>Total Other Income</b>	400.00	400.00	100.0%
<b>Sales/Services</b>			
<b>Geotextile</b>			
Geotextile Expense	-41.48		
Geotextile - Other	0.00	0.00	0.0%
<b>Total Geotextile</b>	-41.48	0.00	100.0%
Geotextile Sales	630.60	0.00	100.0%
Sales/Services - Other	0.00	0.00	0.0%
<b>Total Sales/Services</b>	589.12	0.00	100.0%
VCAP	0.00		
VCAP TA	2,400.00		
<b>Total Undesignated Receipts</b>	396,633.66	395,210.00	100.4%
<b>Total Income</b>	922,889.16	963,656.00	95.8%
<b>Gross Profit</b>	922,889.16	963,656.00	95.8%
<b>Expense</b>			
Awards Banquet	2,508.39	3,000.00	83.6%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	4,500.00	6,000.00	75.0%
<b>District Regular Expenses</b>			
Board Expenses	7,787.56	15,000.00	51.9%
<b>Dues</b>			
Nat. Assoc. of Cons. Districts	775.00		
VA Assoc. of Cons. Districts	3,592.00		
VACDE	225.00		
Dues - Other	0.00	4,500.00	0.0%
<b>Total Dues</b>	4,592.00	4,500.00	102.0%
<b>Education&amp;Info/Public Outreach</b>			
Display/Ed Material/Brochures	10.53	500.00	2.1%
Ed Staff Training/Conferences	600.00	300.00	200.0%
Envirothon			
Envirothon Expenditures	225.49	1,000.00	22.5%

## Lord Fairfax Soil and Water Conservation District

## Budget vs. Actual - Operating

05/02/24

July 2023 through April 2024

Cash Basis

	Jul '23 - Apr 24	Budget	% of Budget
Envirothon Grant Expenses	730.70		
<b>Total Envirothon</b>	956.19	1,000.00	95.6%
Outreach Event(s)	0.00	1,000.00	0.0%
Scholarships			
District Scholarship	1,500.00	1,500.00	100.0%
Youth Conservation Camp	0.00	500.00	0.0%
<b>Total Scholarships</b>	1,500.00	2,000.00	75.0%
<b>Total Education&amp;Info/Public Outreach</b>	3,066.72	4,800.00	63.9%
Geotextile (Expenses)	0.00	1,000.00	0.0%
Insurance	1,642.00	1,500.00	109.5%
Office Expenses			
IT Services & Support / Web	9,172.74	12,500.00	73.4%
Office Equipment	6,980.33	10,000.00	69.8%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	3,079.60	4,000.00	77.0%
Office Supplies	4,961.98	6,500.00	76.3%
Postage	702.26	1,500.00	46.8%
Telephone/Internet	3,882.97	6,500.00	59.7%
Vacancy Ads	272.00	1,500.00	18.1%
<b>Total Office Expenses</b>	29,051.88	56,500.00	51.4%
Personnel/Staff Expenses			
Contractor Expenses	0.00	2,500.00	0.0%
Staff Salaries & Benefits	470,577.66	653,000.00	72.1%
Personnel/Staff Expenses - Other	0.00	0.00	0.0%
<b>Total Personnel/Staff Expenses</b>	470,577.66	655,500.00	71.8%
Staff Boot/Clothing	1,073.64	2,400.00	44.7%
Staff Mileage/Training	6,560.66	10,000.00	65.6%
Vehicle Gas & Service	4,541.04	5,500.00	82.6%
<b>Total District Regular Expenses</b>	528,893.16	756,700.00	69.9%
First Bank Serv Charge/Checks	3.00		
<b>Total Expense</b>	535,904.55	766,700.00	69.9%
<b>Net Ordinary Income</b>	386,984.61	196,956.00	196.5%
<b>Net Income</b>	<b>386,984.61</b>	<b>196,956.00</b>	<b>196.5%</b>

# Lord Fairfax Soil and Water Conservation District

## Fund Balances

As of April 30, 2024

05/02/24

Cash Basis

	Apr 30, 24
<b>Dedicated Reserves</b>	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	30,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	65,000.00
Tech Staff Salary Res. (State)	600,000.00
Dam Safety Reserve	65,000.00
Admin. Secretary Salary Reserve	85,000.00
Education Salary Reserve	85,000.00
Vehicle Reserve (State)	50,000.00
<b>Total Dedicated Reserves</b>	<b>1,110,000.00</b>
<b>Operations Funds</b>	
FY 24 VNRFCF TA	275,655.22
EOL Varification Earnings	34,918.42
Other Income	
Refunds	775.00
Donations	1,200.00
<b>Total Other Income</b>	<b>1,975.00</b>
Envirothon Receipts	400.00
Envirothon Grant	1,941.15
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
<b>Total Community Garden/Harvest Fest.</b>	<b>4,312.05</b>
<b>Total Special Projects</b>	<b>4,312.05</b>
Sales/Services	2,067.57
DCR Operating Funds	311,563.94
Interest	79,067.54
Local Gov't Funds	42,292.38
<b>Total Operations Funds</b>	<b>765,486.37</b>
<b>Restricted Funds</b>	
VCAP TA	2,400.00
Tracking Program Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
<b>Total CREP</b>	<b>0.00</b>
WQIA	
2024 CB VACS Transfer (23)	4,920.30
2024 CB VACS Transfer (14)	25,047.00
2024 CB VACS	2,075,142.51
2023 CB VACS Transfer (22)	428,927.84
2023 CB VACS Transfer (21)	50,060.75
2023 CB VACS	2,177,152.34
2022 CB VACS Transfer (21)	50,924.44
2022 CB VACS	1,667,350.73
2021 CB VACS	22,887.95
<b>Total WQIA</b>	<b>6,502,413.86</b>
<b>Total Tracking Program Funds</b>	<b>6,502,413.86</b>
<b>Other restricted funds</b>	
Grants	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of April 30, 2024

05/02/24

Cash Basis

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	<u>Apr 30, 24</u>
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	<u>1,158.94</u>
<b>Total Grants</b>	<u>1,358.94</u>
<b>Total Other restricted funds</b>	<u>1,358.94</u>
<b>Total Restricted Funds</b>	<u>6,506,172.80</u>
<b>TOTAL</b>	<u><u>8,381,659.17</u></u>



**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
First Bank, Period Ending 04/30/2024

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	<u>Apr 30, 24</u>
<b>Beginning Balance</b>	1,980,253.87
<b>Cleared Transactions</b>	
Checks and Payments - 22 items	-167,026.50
Deposits and Credits - 3 items	8,063.07
	<u>-158,963.43</u>
<b>Total Cleared Transactions</b>	<u>-158,963.43</u>
<b>Cleared Balance</b>	<b><u>1,821,290.44</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 11 items	-3,128.66
Deposits and Credits - 2 items	5,023.58
	<u>1,894.92</u>
<b>Total Uncleared Transactions</b>	<u>1,894.92</u>
<b>Register Balance as of 04/30/2024</b>	<b><u>1,823,185.36</u></b>
<b>Ending Balance</b>	1,823,185.36

## Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bank, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,980,253.87
<b>Cleared Transactions</b>						
<b>Checks and Payments - 22 items</b>						
Check	03/20/2024	5301	The Clermont Found...	X	-245.00	-245.00
Check	03/20/2024	5300	Joan M. Comanor	X	-219.76	-464.76
Check	03/20/2024	5302	Queen Street Diner	X	-193.20	-657.96
Check	03/20/2024	5303	Shentel	X	-188.40	-846.36
Check	03/22/2024	5305	Happenings Event P...	X	-394.68	-1,241.04
Check	03/22/2024	5304	VASWCD	X	-15.00	-1,256.04
Check	04/02/2024	5309	Quill Corporation	X	-378.20	-1,634.24
Check	04/02/2024	5308	Virginia Business Sy...	X	-367.78	-2,002.02
Check	04/02/2024	5307	Treasurer of Virginia	X	-250.00	-2,252.02
Check	04/02/2024	5306	Quill Corporation	X	-91.17	-2,343.19
Check	04/10/2024	5315	Card Services	X	-3,290.33	-5,633.52
Check	04/10/2024	5312	TeamLogic IT	X	-762.00	-6,395.52
Check	04/10/2024	5314	Allyson Ponn	X	-314.86	-6,710.38
Check	04/10/2024	5311	Max Real Group, LLC	X	-307.96	-7,018.34
Check	04/10/2024	5313	Benjamin Loyd	X	-295.10	-7,313.44
Check	04/10/2024	5310	Commercial Press, I...	X	-145.75	-7,459.19
Check	04/23/2024	5329	Treasurer, Shenand...	X	-157,331.64	-164,790.83
Check	04/23/2024	5316	TeamLogic IT	X	-2,046.75	-166,837.58
Check	04/23/2024	5320	Stephanie Shillingburg	X	-85.76	-166,923.34
Check	04/23/2024	5318	Sarah R. Fleming	X	-52.91	-166,976.25
Check	04/23/2024	5324	Commercial Press, I...	X	-47.25	-167,023.50
Check	04/30/2024	debit	First Bank	X	-3.00	-167,026.50
Total Checks and Payments					-167,026.50	-167,026.50
<b>Deposits and Credits - 3 items</b>						
Deposit	04/01/2024			X	73.71	73.71
Check	04/23/2024	5328	Kerrigan A. Bauser...	X	0.00	73.71
Deposit	04/30/2024			X	7,989.36	8,063.07
Total Deposits and Credits					8,063.07	8,063.07
Total Cleared Transactions					-158,963.43	-158,963.43
Cleared Balance					-158,963.43	1,821,290.44
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	04/23/2024	5331	Kerrigan A. Bauser...		-1,000.00	-1,078.99
Check	04/23/2024	5327	Jera G. Cook		-500.00	-1,578.99
Check	04/23/2024	5330	Nationwide		-478.00	-2,056.99
Check	04/23/2024	5323	Purchase Power		-320.99	-2,377.98
Check	04/23/2024	5321	Queen Street Diner		-289.80	-2,667.78
Check	04/23/2024	5326	Shentel		-188.22	-2,856.00
Check	04/23/2024	5319	Edward Pendleton		-137.35	-2,993.35
Check	04/23/2024	5317	Stephen Nickolas Li...		-63.85	-3,057.20
Check	04/23/2024	5322	Quill Corporation		-58.45	-3,115.65
Check	04/23/2024	5325	Quill Corporation		-13.01	-3,128.66
Total Checks and Payments					-3,128.66	-3,128.66
<b>Deposits and Credits - 2 items</b>						
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					1,894.92	1,894.92
Register Balance as of 04/30/2024					-157,068.51	1,823,185.36
<b>Ending Balance</b>					<b>-157,068.51</b>	<b>1,823,185.36</b>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bnk DCR Cost Share (WQIA), Period Ending 04/30/2024**

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	<b>Apr 30, 24</b>
<b>Beginning Balance</b>	6,751,972.81
<b>Cleared Transactions</b>	
Checks and Payments - 6 items	-120,607.68
Deposits and Credits - 2 items	30,422.00
	-90,185.68
<b>Total Cleared Transactions</b>	
<b>Cleared Balance</b>	<b>6,661,787.13</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-5,332.60
Deposits and Credits - 1 item	25.44
	-5,307.16
<b>Total Uncleared Transactions</b>	
<b>Register Balance as of 04/30/2024</b>	<b>6,656,479.97</b>
<b>Ending Balance</b>	6,656,479.97

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bnk DCR Cost Share (WQIA), Period Ending 04/30/2024**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,751,972.81
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	03/20/2024	3790	Virginia Resource A...	X	-13,081.50	-13,081.50
Check	04/01/2024	3792	Robert W. Snapp	X	-37,125.40	-50,206.90
Check	04/23/2024	3797	Timber Ridge Fruit F...	X	-43,395.78	-93,602.68
Check	04/23/2024	3799	Long Creek Farm Inc.	X	-19,612.50	-113,215.18
Check	04/23/2024	3796	Cameron W Vaughan	X	-7,389.50	-120,604.68
Check	04/30/2024	Debit	First Bank	X	-3.00	-120,607.68
Total Checks and Payments					-120,607.68	-120,607.68
<b>Deposits and Credits - 2 items</b>						
Deposit	04/02/2024			X	3,101.06	3,101.06
Deposit	04/30/2024			X	27,320.94	30,422.00
Total Deposits and Credits					30,422.00	30,422.00
Total Cleared Transactions					-90,185.68	-90,185.68
Cleared Balance					-90,185.68	6,661,787.13
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	04/23/2024	3794	Ridge View Dairy LLC		-3,564.00	-3,564.00
Check	04/23/2024	3798	John G Holt		-779.00	-4,343.00
Check	04/23/2024	3795	Roger L. Cook		-689.60	-5,032.60
Check	04/23/2024	3793	Danny L Rosenberger		-300.00	-5,332.60
Total Checks and Payments					-5,332.60	-5,332.60
<b>Deposits and Credits - 1 item</b>						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-5,307.16	-5,307.16
Register Balance as of 04/30/2024					-95,492.84	6,656,479.97
<b>Ending Balance</b>					<b>-95,492.84</b>	<b>6,656,479.97</b>

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 5.2.2024

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

Call to Order: 10:00 AM Motion by: NL

Adjourn: 11:18 AM Motion by: DG

Fund Source:	Total funds available after 4.4.24 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 5.1.24	Obligated-Paid as of 5.1.24
2021 CB VACS	\$ 5,967.95		\$ 3,959.06	\$ 9,927.01		\$ 9,927.01	\$ 22,887.95	\$ 12,960.94
2022 CB VACS Transfer (2021)	\$ 46,274.44			\$ 46,274.44		\$ 46,274.44	\$ 50,924.44	\$ 4,650.00
2022 CB VACS	\$ 350,075.89		\$ 25,828.41	\$ 375,904.30		\$ 375,904.30	\$ 1,765,356.89	\$ 1,389,452.59
2023 CB VACS Transfer (2021)	\$ 43,937.00			\$ 43,937.00		\$ 43,937.00	\$ 50,060.75	\$ 6,123.75
2023 CB VACS Transfer (2022)	\$ 118,282.81		\$ 63,244.95	\$ 181,527.76		\$ 181,527.76	\$ 428,927.84	\$ 247,400.08
2023 CB VACS	\$ 521,517.30			\$ 521,517.30		\$ 521,517.30	\$ 3,377,152.34	\$ 2,256,374.08

Ending Balance  
 \$ 9,927.01  
 \$ 46,274.44  
 \$ 375,904.30  
 \$ 43,937.00  
 \$ 181,527.76  
 \$ 1,120,778.26

\*Cancelled inclu Underbudgets/Cancellations, Tax Credit Approvals, New Project Approvals, Carryover Report, Small Farms Survey

Discussion: Underbudgets/Cancellations, Tax Credit Approvals

**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
13-22-0018	460551	2022 CB VACS	WP-4LC	\$ 5,904.69	\$ 25,000.00	Complete - Not Paid	DG	
13-22-0018	460551	2023 CB VACS Transfer (2022)	WP-4LC	\$ 51,166.95	\$ -	Complete - Not Paid	DG	
13-22-0073	477839	2022 CB VACS	SL-6W	\$ 19,923.72	\$ -	Complete	SH	
13-22-0073	477839	2023 CB VACS Transfer (2022)	SL-6W	\$ 12,078.00	\$ -	Complete	SH	
13-21-0035	420166	2021 CB VACS	SL-7	\$ 3,959.06	\$ -	Inactive - Destroyed	ST	
					Total of Cancellations and Underbudgets:	\$93,032.42		

**2021 CB VACS Fund**

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes
								Total 2021 CB VACS Funds Approved:	\$0.00						

**2022 CB VACS Transfer Fund (2021)**

Contract	BMP ID	County/Practice Name	Practice Code	Current Approved Cost Share Amount	New Cost Share Total with PY22 Cost List	Estimated Cost Share Increase	New Tax Credit Amt	Tabled	Denied	Approved	Tracking Status	Staff	Notes
						Total 2022 CB VACS Transfer Funds Presented for Approval:	\$ -						
						Total 2022 CB VACS Transfer Funds Approved:	\$0.00						

## 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	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes/Motion Made By	
<i>Total 2022 CB VACS Contracts presented for approval:</i>																
<b>Total 2022 CB VACS Funds Approved:</b>								<b>\$0.00</b>								

## 2023 CB VACS Transfer Fund (2021)

Contract	BMP ID	County/Practice Name	Practice Code	Current Approved Cost Share Amount	New Cost Share Total with PY22 Cost List	Estimated Cost Share Increase	New Tax Credit Amt	Tabled	Denied	Approved	Tracking Status	Staff	Notes
<i>Total 2023 CB VACS Transfer Funds Presented for Approval:</i>						\$	-						
<b>Total 2023 CB VACS Transfer Funds Approved:</b>						<b>\$0.00</b>							

## 2023 CB VACS Transfer Fund (2022)

Contract	BMP ID	County/Practice Name	Practice Code	Current Approved Cost Share Amount	New Cost Share Total with PY22 Cost List	Estimated Cost Share Increase	New Tax Credit Amt	Tabled	Denied	Approved	Tracking Status	Staff	Notes
<i>Total 2023 CB VACS Transfer Funds Presented for Approval:</i>						\$	-						
<b>Total 2023 CB VACS Transfer Funds Approved:</b>						<b>\$0.00</b>							

## 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	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes/Motion Made By
13-23-0009	504088	Clarke/ Permanent Veg. Cover on Crop	SL-1	L	102	30.70	N	\$ 1,400.31				x	Approved	NL	increase needed due to weed pressure, drought
13-23-0009	504324	Clarke/ Permanent Veg. Cover on Crop	SL-1	L	102	30.54	N	\$ 1,400.31				x	Approved	NL	increase needed due to weed pressure, drought
13-23-0009	504325	Clarke/ Permanent Veg. Cover on Crop	SL-1	L	95	38.69	N	\$ 3,967.55				x	Approved	NL	increase needed due to weed pressure, drought
<i>Total 2023 CB VACS Contracts presented for approval:</i>								\$	6,768.17						
<b>Total 2023 CB VACS Funds Approved:</b>								<b>\$6,768.17</b>							

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 5.2.2024

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

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

Adjourn: 11:18 AM Motion by: DG

Fund Source:	Total funds available after 4.4.2024 board meeting	Additional funds from DCR (incl. Interest)	Canceled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	(Account Ledger Current Balance + Remaining Allocation at DCR) as of 5.1.24	Obligated - Paid as of 5.1.24	Obligated as of 5.1.24	Total Allocation from DCR
2024 CB VACS	\$ 1,168,572.28	\$ 27,317.94	\$ 14,643.75	\$ 1,210,533.97	\$ 44,735.02	\$ 1,165,798.95	\$ 5,575,142.51	\$ 4,421,849.62	\$ 4,586,535.60	\$ 5,500,000.00
2024 CB VACS Transfer (2023)	\$ -			\$ -		\$ -	\$ 4,920.30	\$ 4,920.30	\$ 4,920.30	
2024 CB VACS Transfer (2014)	\$ -			\$ -		\$ -	\$ 25,047.00	\$ 25,047.00	\$ 25,047.00	
							<b>Total Obligated for 2024 CB VACS</b>	<b>\$4,616,502.90</b>		
							<b>Percent Obligated for 2024 CB VACS</b>	<b>83.94%</b>		

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

Discussion: Underbudgets/Cancellations, Tax Credit Approvals, New Project Approvals, Equipment Tax Credit Approval, Carryover Report, Small Farms Survey, Secondary Considerations, 2nd June Meeting Date

**Cancellations/Underbudgets**

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-24-0013	558929	2024 CB VACS	WQ-12	\$ 14,643.75		Cancelled	NL / MC	Cancelled due to cost of project
					<b>Total of Cancellations and Underbudgets:</b>	<b>\$14,643.75</b>		

**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	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes
13-24-0068	587149	Frederick/ Long term vegetative cove	SL-1	H	101	24.12	N	\$ 5,053.13				x	Unapproved	NL / BL	15 year, 11 Acres
13-24-0068	587147	Frederick/ Long term vegetative cove	SL-1	H	94	29.06	N	\$ 15,159.38				x	Unapproved	NL / BL	15 year, 33 Acres
13-24-0013	587161	Shen./ Stream Exclusion with Narrow	CCI- SL-6N	H	88	28.67	N	\$ 2,472.50				x	Unapproved	NL	1630' stream pro, 1 water system, 1 trough, 25' buffer
13-24-0068	587154	Frederick/ Long term vegetative cove	SL-1	H	80	30.71	N	\$ 16,996.88				x	Unapproved	NL / BL	15 year, 37 Acres
13-24-0068	587116	Frederick/ Long term vegetative cove	SL-1	M	74	30.08	N	\$ 5,053.13				x	Unapproved	NL / BL	15 year, 11 Acres
								<i>Total 2024 CB VACS Contracts awaiting Variance Review</i>	\$ -						
								<i>Total 2024 CB VACS Contracts presented for approval:</i>	\$ 44,735.02						
								<b>Total 2024 CB VACS Funds Approved:</b>	<b>\$ 44,735.02</b>						

5.2.2024 CTC Meeting Motions and Vote Tally

**Motion to begin meeting**

Made by:	NL
Vote	#
Yay	11
Nays	0
Abstains	0
<b>Motion passes</b>	

**Motion to recommend that the board approve contract # 13-24-0068; instances 587149, 587147, 587154, 587116 and associated conservation plan. Cost share amounts requested are: \$5053.13, \$15159.38, \$16996.88, and \$5053.13, respectively**

Made by:	JB, RB
Vote	#
Yay	9
Nays	0
Abstains	2
<b>Motion passes</b>	

BL and NL abstain due to managing project

**Motion to recommend that the board approve contract # 13-24-0013 instance 587161. Cost share amount requested is \$2472.50**

Made by:	DG, JMS
Vote	#
Yay	10
Nays	0
Abstains	1
<b>Motion passes</b>	

NL abstains due to managing project

**Motion to recommend that the board approve an increase in tax credit to the amount of \$25,000.00 for contract # 13-22-0018 instance 460551**

Made by:	JB, NL
Vote	#
Yay	10
Nays	0
Abstains	1
<b>Motion passes</b>	

DG abstains due to managing project

**Motion to recommend that the board approve increases in cost share by \$1400.31, \$1400.31, and \$3967.55 for instances 504088, 504324, and 504325, respectively**

Made by:	MG, BL
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

NL and JMS abstain due to managing project and conflict of interest, respectively

**Motion to recommend that the board approve an equipment tax credit for Ed & Charles Garber, as well as the associated conservation plan and nutrient management plan**

Made by:	DG, JMS
Vote	#
Yay	10
Nays	0
Abstains	1
<b>Motion passes</b>	

DG abstains due to managing project

**Motion to recommend that the board approve the LFSWCD PY25 secondary considerations and submit to DCR**

Made by:	NL, JMS
Vote	#
Yay	11
Nays	0
Abstains	0
<b>Motion passes</b>	

**Motion to recommend that the board approve**

Made by:	#
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

**\*Include reason for committee member abstaining.\***

**Motion to recommend that the board approve**

Made by:	#
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

**Motion to recommend that the board approve**

Made by:	#
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

**Motion to recommend that the board approve**

Made by:	#
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

**Motion to recommend that the board approve**

Made by:	#
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

**Motion to recommend that the board approve**

Made by:	#
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

**Motion to recommend that the board approve**

Made by:	#
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

**Motion to recommend that the board approve**

Made by:	#
Vote	#
Yay	
Nays	
Abstains	
<b>Motion passes</b>	

**Motion to adjourn**

Made by:	DG, AP
Vote	#
Yay	11
Nays	0
Abstains	0
<b>Motion passes</b>	



**From:** SCPS <noreply@shenandoah.k12.va.us>  
**Sent:** Monday, April 22, 2024 10:00 AM  
**To:** Sarah Fleming  
**Subject:** Press Release - MRGS Students Compete in Annual Envirothon Competition

### ***MRGS Students Compete in Annual Envirothon Competition***

The Lord Fairfax Soil & Water Conservation District hosted its annual Envirothon competition on April 9, 2024, at Clermont Farm in Berryville, Virginia. Three teams of students from Massanutten Regional Governor’s School (MRGS) competed at the event, placing first, second and third of the total eight teams that participated.

First Place Team: Graham Roulston (12th grade, Central High School), Kolin Dean (11th grade, Spotswood High School), Eden Shelhamer (12th grade, Central High School), Jackson Curry (12th grade, Turner Ashby High School), Pria Dua (12th grade, Spotswood High School)

Second Place Team: Rebeka Shulgan (11th grade, Spotswood High School), Kaylee Hatton (11th grade, East Rockingham High School), Isabella “Bella” Weve (11th grade, Spotswood High School), Laurel Webb (11th grade, Luray High School), Jacob Eckelman (11th grade, Turner Ashby High School), and Bodie Lohr (11th grade, Spotswood High School)

Third Place Team: Mary “Molly” Walsh (11th grade, Central High School), Hayley George (11th grade, Central High School), Briana Brown (11th grade, Strasburg High School), Lily Harner (11th grade, Broadway High School), Hannah Chesson (11th grade, Central High School), and Audrey Kepler (11th grade, Strasburg High School)

All three winning teams will compete in the Area I Envirothon on April 30, 2024, at the McCormick Farm/Shenandoah Valley Agriculture Research & Extension Center in Raphine, Virginia. The top three teams from the area competition will compete in the State Envirothon on May 19 - 20 at Radford University.

The Envirothon is a natural resources competition where high school students compete by demonstrating their knowledge of environmental science, ecology, and natural resource management. In preparation for the event, teams of students study soils, forestry, aquatics, wildlife, and a current environmental issue. Students also apply their knowledge on these topics and problem-solving skills through an oral presentation in which they strive to solve real-world environmental problems. This year, the environmental issue and oral presentation topic was centered on renewable energy.

Massanutten Regional Governor’s School is one of the 19 Academic Year Governor’s Schools in the state of Virginia. MRGS serves students from the counties of Page, Rockingham, and Shenandoah, as well as Harrisonburg City. MRGS is housed in Mountain View High School in southern Shenandoah County.

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