

Board of Directors, Board Packet 2/8/2024



We work with the people who work the land.

Table of Contents

Agenda & Grant Deliverables	page 2 - 3
Minutes	pages 4 - 10
Attendance Record	page 11
Agenda Reports	pages 12 - 22

Attachments:

Chairman Report

- *Committee List* page 23

Treasurer / Finance

- *Financial Reports* pages 24 - 30

CTC

- *Minutes and Motions 2/1/24* pages 31 - 33
- *DCR Obligations Report* pages 35 - 36

Legislative

- *Article* pages 37 - 39



We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

February 8, 2024

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

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

10:00 CALL TO ORDER

INTRODUCTION OF GUESTS

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

10:20 2. CHAIR REPORT – Joan Comanor

10:25 3. TREASURER / FINANCE REPORT - Stephanie Shillingburg
- 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 – Paul Burkholder
Shenandoah County Water Resources Advisory Committee – Joan Comanor
Shenandoah Pure Water Forum – Mary Gessner
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

- **FOIA; Designated Officer:** __ Allyson Ponn_ 12/14/2023_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** __ Sarah Fleming_ 12/14/2023_ (re-appoint at election of Officers)
- **FY 23 (2022-23) Annual Report:**
Date Presented: __ August 10, 2023_

OPERATIONS COMMITTEE RESPONSIBILITIES

- **2022-2024 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): _____



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 January 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
- Emma Bricker
- Mark Huddleston
- Jack Owens

Associate Directors

- Jason Bushong
- Stephanie Shillingburg

Cooperating Agency Representatives & Guests in Attendance:

- Debbie Cross, CDC, DCR
- Brent Barriteau, NRCS
- Caty McVicker, Quail Forever

LFSWCD Staff Members

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

Absent Directors or Staff:

- Paul Burkholder
- Corey Childs
- Kermit Gaither
- Reid Hoak
- Ed Pendelton
- Ira Richards
- Allyson Ponn

LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:05 am.

Introduction of Guests: Brent Barriteau introduced the newest member to the USAD office, Caty McVickers. She is a Biologist working with Quail Forever.



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

Chairman’s Report:

- A warm welcome was given to the newly elected Board members in attendance.
- Each Director and Associate Director were presented with an updated Director Orientation Notebook.
- Discussion was had on Committee involvement.

MOTION: Board approval of the December 2023 minutes. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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

Treasurer’s Report: Stephanie Shillingburg

- Stephanie reviewed her written report.

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 Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- State Mileage Reimbursement rate has raised. Reminder to submit reimbursement request within 60 days of expense.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Busy with Inspections and Trainings

Senior Conservation Specialist, Nick Livesay:

- Cold weather has given lead to office work and processing paperwork for payouts.



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

Conservation Specialist, Madison Coffey:

- Preparing for maternity leave. Has spoken to fellow staff on what she will need covered while she is out.

Conservation Specialist, Sabrina Heltzel

- Colder weather has brought more in-house/office work.
- Updated Engineer packet
- Passed the 1st Exam for Professional Soil Scientist and now Nationally certified. Next is to become VA certified.

Conservation Specialist, Ben Loyd

- Busy helping other staff in the field and office.
- Has his first individual project in the works.

Conservation Technical Assistant, Sam Shelton

- Lots of VCAP interest and follow up.

Education and Program Support Specialist, Allyson Ponn:

- Allyson was participating in a Training event and was unable to attend.
- Dana gave a brief overview of Allyson's written report.
 - LFSWCD Envirothon to be held at Clairmont Farm, Berryville either April 9th or 10th.
 - March 21st Director Field Day Training
 - Cover Crops checks went great – only 1 field needs a re-visit.

Alliance for the Shenandoah Valley: Joan Comanor

Nothing to add to her written report.

Conservation Easements Committee:

- Discussion of Committees: the Conservation Easements Committee and Dam Safety Committee will be one committee moving forward. The Chair of the committee will be James Fagan

Dam Safety Committee: James Fagan

- As there are new members to committees there will be a Dam Safety & Conservation Easement Committee meeting scheduled in the near future to give an overview of the Dams the district is responsible for, Annual Inspections, Bi-annual State inspections, Dam Owners Association and our maintenance contract with Bryce Resort.
- Discussion was had on how the District became responsible for Dams.

Conservation Technical Committee:

- In Corey's absence, Mary Gessner reviewed the CTC report.
- Motions were as follows:



We work with the people who work the land.

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

MOTION: to recommend the Board approve the cancelation of contract 13-23-0008 SL-6W per the participant's request as presented at the 1/11/2024 Board Meeting. Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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

MOTION: to recommend the Board approve SL-6W contracts 13-24-0022, 13-24-0075, 13-24-0072, 13-24-0008 and all associated conservation plans as presented at the 1/11/2024 Board Meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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

MOTION: to recommend the Board approve transferring 2024 CB VACS Funds to FR-1 contract 13-24-0068 for replanting due to an EAN as presented at the 1/11/2024 Board Meeting. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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

MOTION: to recommend the Board approve SL-1 contracts 13-24-0010, 12-24-0071 and all associated conservation plans as presented at the 1/11/2024 Board Meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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



We work with the people who work the land.

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

MOTION: to recommend the Board approve SL-7 contracts 13-24-0072, 13-24-0073 and all associated conservation plans as presented at the 1/11/2024 Board Meeting. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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

MOTION: to recommend the Board approve SL-6N contract 13-24-0022 and associated conservation plans as presented at the 1/11/2024 Board Meeting. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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

MOTION: to recommend the Board approve SL-8B contract 13-24-0074 as presented at the 1/11/2024 Board Meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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

MOTION: to recommend the Board approve an increase for SL-7 contract 13-24-0087 and associated tax credit as presented at the 1/11/2024 Board Meeting. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. *Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.

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



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

Education and Information Committee: Joan Comanor

- There will be a meeting on February 8, 2024, following the Board Meeting

Finance Committee: Stephanie Shillingburg

- There will be a meeting on February 8, 2024, at 9:00am prior to the Board Meeting

Legislative Committee:

- The General Assembly has reconvened
- Senator Timothy French has been appointed to the Ag Committee

Northern Shenandoah Valley Regional Committee:

Operations Committee: Justin MacKay-Smith

- No new items to report.

Personnel Committee: Joan Comanor

- Mid-year staff reviews will take place February 6, 2024.

Shenandoah County Water Resources Advisory Committee: Joan Comanor

- Next meeting is February 7, 2024.

Shenandoah Pure Water Forum: Mary Gessner

- No new activity.

Urban BMP Committee: Kermit Gaither

- VCAP update given by Sam Shelton and Nick Livesay.

Natural Resources Conservation Service: Brent Barriteau

- Brent distributed 2 pieces of literature and gave an update on NRCS happenings.

Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- March 13, 2024, Area I Spring Meeting
 - There will be a Director Orientation at the end of the session.
- VANATGE Conference February 7, 2024

Virginia Cooperative Extension: Corey Childs

- Absent.



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

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Gave an update on CBF happenings/Collaborative Projects.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

- Joan gave a brief review of the grant deliverable page in the board packet for the newest members.

Adjournment:

MOTION: to Adjourn. Motion made by Justin Mackat-Smith, seconded by Emma Bricker. Motion Passed. Voting Ballot is as follows. **Paul Burkholder, Corey Childs, Kermit Gaither, and Reid Hoak were absent at the time of vote.*

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

The meeting adjourned at approximately 12:05pm.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
February 8, 2024
Agenda**

**LFSWCD Chair Report
Joan Comanor**

At this point in our fiscal year, we have several deliverables to DCR that need our attention, such as midyear performance reviews, strategic and annual plan reviews, as well as assessing where we are in our cost share program. We also need to track our jurisdictions' budget development and provide any information needed to make our case for their continued support. All of these require close attention by us and our various committees; your active participation is critically important. We also have some upcoming events that Directors should attend, such as the Area I meeting (March 12), LFSWCD Directors Orientation Site Visit (March 21), local Envirothon (April 9). Paul, what is happening in the General Assembly regarding our legislative priorities?

**Treasurer / Finance Report
Stephanie Shillingburg**

I have reviewed the January 2024 Bank Statements, Reconciliations and Monthly Reports, all of these appear to be correct and accurate. We will be starting the positive pay process with First Bank this month. There will be a Finance Committee meeting on February 8, 2024, at 9:00am.

– Stephanie

- 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:

- All Local Government Budget Request for FY25 have now been submitted.
- Tax Credit Packets were mailed to participants on 1/11/2024.
- Att E submitted 1/16/2024.
- 1099's processed/submitted online 1/26/2024.
- Sent needed updates to Shannon Mitchum for District Directory

Monthly Happenings:

- Prep informational folders for February 6th Personnel Committee – Mid Year Staff Reviews
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- Staff Meetings.
- ST9-5 Reporting / State Sales Tax Filing (Due 20th of each Month)
- Payables / Cost Share.
- Geotextile Sales Invoicing.
- 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:

- SHRM & PACE Webinars/Video Trainings
- VANTAGE Conference 2/7/2024
- w/o 2/12 Positive Pay Training with First Bank

Office Closings:

- February 19th Office Closed in Observance of President's Day

Supervising Conservation Specialist Dana Gochenour

Training

- EJAA Webinar
- VFGC Winter Forage Conference- 4 Cons Planner CEUs, 1.5 NMP CEUs

Promoting BMPs

- With Madison- visited Murphy SL-7 (Narrow Passage, Shenandoah Co.)
- Completed as-built inspection of Richards SL-7 (Springs, Frederick Co.)
- Completed grazing plan and payment for Richards SL-7
- With Ben, visited Audley Farm to discuss another phase of SL-6 and SL-7 (Clarke Co.)
- Attended as-built inspection of Polk WP-4LC with area NRCS staff (Shenandoah Co.)
- Participated in Shenandoah Valley Conservation Collaborative spring webinar
- With Nick and Sabrina, made initial visit to Walnut Lane SL-6 (Hollow Run, Shenandoah Co.)
- Met with T. Lumpkin to sign up an SL-1 field (Frederick Co.)
- Sent maps to Jay Marshall for several NMPs
- Emailed Carl Thiel-Goin to ask about conservation planner recertification schedule
- Worked with Allyson to plan a farm tour and training day for directors (to be held March 21st)
- With Sam, made updates to plan map and budget for a potential SL-7 in Shenandoah Co.

Staff Relations

- 1/4- Conservation Technical committee meeting
- 1/11- Board of Directors meeting
- Made updates to Personnel policy ahead of mid-year reviews

Also this month:

Senior Conservation Specialist Nick Livesay

Training

- EJAA Tracking Webinar Update – DCR Staff
- VA Forage and Grassland's Council – Weyers Cave

Promoting BMPs

- Gibson (SL-7: Frederick Co.) visit to go over plan with Sam
- Walnut Lane Dairy (SL-6W/SL-7: Hollow Run, Shen. Co.) visit to develop plan w. Dana & Sabrina
- Whetzel (WP-4SF: Sinkholes, Shen. Co.) correspondence with producer & engineer re: sizing
- Heflin (SL-6W: Slate Run, Crooked Run, Warren Co.) visit with Phil Davis (DEQ)
- Westbrook (SL-6W: Spring Drainage, Clarke Co.) visit with Phil Davis (DEQ), visit to as-built fence with Sabrina
- Fausey (SL-6W: Lewis Run, Clarke Co.) bill drop off and file completion
- French (SL-6W: Spring Pond, Shen. Co.) visit with Madison to review project
- Visit with potential FR-3 tree planting in Warren County with Sabrina

- Hockman (SL-6W: Pond drainages, Shen. Co.) fence staking with Sabrina
- Timber Ridge (SL-6W: White Pine Branch, Fred. Co.) fence staking with Sabrina and Ben
- Visit with producers in office interested in tree planting/carbon credits
- Updated Tracking with current EJAA components for active projects
- Visit with potential WP-4LC in Shenandoah County with Madison, Ben, and Brent
- Visit with potential WP-4SF/WQ-12 in Shenandoah county with Madison, Ben, and Brent
- Visit at Smithsonian for potential tree planting with Sabrina, Maili, and DOF
- Laurel Grove Wine Farm (SL-6W: trib to Preffitt Run, Fred. Co.) pre-con meeting with Ben
- Visit with potential SL-6W (Trib to SFSR) in Warren County
- Engineering Visits with DCR Engineering Technicians, five visits with Madison, Sabrina, and Ben
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

VCAP

- Matt Smith (CL) – correspondence regarding final payment
- Correspondence with potential VCAP project in Winchester

Education

- Meeting at CREW facility in Mt. Jackson to provide insight on potential community garden

Other Relations

- CTC Meeting (1/4/2024)
- Board Meeting (1/11/2024)
- Holidays: New Year's Day, Martin Luther King Jr. Day

Conservation Specialist Madison Coffey

Training:

- EJAA Training – 1/17/2024
- VA Forage and Grassland Council Winter Conference – 1/26/2024

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- General communication with participants and contractors regarding projects.
- Updated Maternity Leave document with current information relating to each project and assigned a staff member to be the point of contact. Updated each file with Con-6 notes and email communications
- Entered new EJAA information into tracking for active projects.
- Follow-up visit with Ben on 1/3/2024 for a potential SL-7 in Frederick Co. Created plan map and estimates and followed up on producer's questions regarding fencing options.
- Initial Site visit with Ben on 1/3/2024 to verify crop fields for a potential SL-1 in Shenandoah Co.
- Follow-up site visit with Dana on 1/4/2024 for a potential SL-7 in Shenandoah Co. Created plan map and estimates and followed up with landowners on lifespan expectations.
- Follow-up visit with Nick on 1/8/2024 for a potential WP-4 and SL-6W in Shenandoah Co. Talked through different options with the landowner and sent updated plan map and estimates.
- As-Built with Ben on 1/11/2024 for Dehaven (Fred: SL-6W). Processed bills and communicated reimbursement breakdown.
- Follow-up visit with Ben, Nick, and Brent (NRCS) on 1/23/2024 for a potential piggyback animal waste and stream exclusion project in Shenandoah Co. Sent follow-up email to DCR Engineer to communicate updated information regarding the animal waste project.

- Follow-up visit with Ben, Nick, and Brent (NRCS) on 1/23/2024 for a potential piggyback animal waste and roof runoff management project in Shenandoah Co.
- Engineering site visits with Ben, Nick, Sabrina, and DCR Engineering Technicians for site surveys, guttering surveys, and pond and spring development projects.

Other Activities:

- CTC Agenda Prep – 1/9/2024
- CTC Meeting – 1/11/2024
- Board Meeting– 1/11/2024

Anticipated Maternity Leave: March - May

**Conservation Specialist
Sabrina Heltzel**

Training:

- Attended EJAA Updates Webinar via Zoom (January 17th)

Promoting BMPs:

- Initial site visit for potential SL-6 in Shenandoah County with Nick and Dana (January 3rd)
- Initial site visit for potential SL-6 and FR-3 in Warren County (January 5th)
- Follow up visit for aforementioned SL-6/FR-3 with Nick to confirm exclusion area (January 8th)
- Initial visit for potential FR-1 in Frederick County with Nick, Maili, and Connor (January 10th)
- Drafted planting plan map for potential FR-1 in Frederick County (January 11th)
- Drafted plan map for potential SL-6/FR-3 in Warren County (January 17th)
- Timber Ridge Fruit Farm exclusion fence staking with Nick and Ben (January 18th)
- As-built Westbrook fence and pipeline with Nick (January 30th)
- Made 4 engineering site visits with Nick, Madison, Ben, and DCR engineering staff (January 31st)

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

Other Activities:

- Took Ford F-150 to the mechanics to check door latch (January 2nd)
- Attended Monthly CTC Meeting (January 11th)
- Attended Monthly Board Meeting (January 11th)
- Updated Individual Development Plan and prepared for Personnel Review (January 18th)
- Studied for LPSS Exam throughout the month when able (January)

**Conservation Specialist
Ben Loyd**

Training:

- DCR Nutrient Management Soil Science, Soil Fertility and Crop Production Webinar – 1/4/2024-1/5/2024
- EJAA Training - 1/17/2024
- Virginia Forage and Grassland Winter Conference – 1/26/2024

Promoting BMPs:

- Entered SL-7 and SL-6 project into Tracking – Shenandoah County
 - Developed water pressure worksheet
 - Developed water system design packet
- Farm visit with Madison for possible SL-7 – Frederick County

- Farm visit with Madison for possible SL-1 – Shenandoah County
- Farm visit with Dana for possible SL-6W and SL-7 – Clarke County
 - Developed cost estimate and Plan map for SL-6W and SL-7
- Re-sizing for WP-4SF feeding area and manure storage with Nick – Shenandoah County
- As-Built with Madison SL-6W – Frederick County
 - As-Built Documentation and Bills Review
 - Acquired Part III and Conservation plan signatures from producer
- Fence Staking with Sabrina and Nick on SL-6W project – Frederick County
- Developed Water pressure worksheet and water system design packet for SL-6 – Shenandoah County
- Updated cost estimate and Plan Map SL-7 – Frederick County
 - Entered into Tracking after approved by participant
- Farm visit with Madison, Nick and Brent(NRCS) on possible piggyback animal waste and stream exclusion projects – Shenandoah County
- Developed SL-6W plan Map- Shenandoah County
- Pre-Construction meeting with Nick on SL-6W project – Frederick County
- Worked on resource concerns of various different projects
- Engineering farm visits with Madison, Sabrina, Nick and DCR Engineering Technicians
 - Potential spring development
 - Potential stream crossing site
 - Potential pond pick up
 - Guttering site survey
 - Site Survey for WP-4

Other Activities:

- CTC Meeting – 1/11/2024
- Board Meeting – 1/11/2024

**Conservation Technical Assistant
Sam Shelton**

Training:

- Completed Conservation plan for Carl’s review.

Conservation Technical applications:

- Worked on Conservation plan for my conservation plan review.
- Created new cost estimate and sent to participant post 1/3/2024 site visit.
- Created plan maps/ aerials before and after our VCAP site visits.
- Worked with Blair and Ally for VCAP guidance.
- Worked on calculating impervious surface runoff sizing for VCAP project.

Promoting BMPs:

- Site visit with Nick (1/3/2024)
- Site Visit in Frederick County (1/9/2024)
- VCAP Initial visit with Ally (1/25/2024)
- VCAP Initial visit with Ally (1/29/2024)

Miscellaneous:

- Attended 1/11/2024 board and CTC meeting.
- Mailed Approvals

- Scheduled Inspection, tire rotation, and oil change for Jeep and Ford.
- Created folders for the possible VCAP projects

Education & Program Support Specialist

Allyson Ponn

Education:

- MRGS Research Project mentoring
- Envirothon coordination
 - o Local competition, area competition and area training
- VACDE DEI Meeting
- SMSC Roundtable Practicum Presentation
 - o Student Interview
- Scholarship Application send out
- Shenandoah County Conservation Day planning meeting + invites
- Spring Semester solicitation for teachers and libraries
- Summer camp discussions

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- February Newsletter
- Area 1 Winter Business Meeting Agenda Minutes
- Warren County BOS presentation
- Agribusiness Conference Presenter Overview

Program Support:

- Cover crop verifications + NMP letters
- VCAP Initial Visit, Warren County
- VCAP Initial Visit, Winchester
- VCAP Initial Visit, Frederick County
- Strasburg VCAP Project Partner meeting
- VACDE Training Needs Survey
- SVCC Biannual Meeting
- SCBI Tree planning visit
- Smith Creek Partnership meeting

Training:

- VNRLI Session 3 (1/10-1/12)
- VAEE Criteria 3.3
- VFGC Conference

Important Dates:

- Area 1 Envirothon Training: March 9th @ Bridgewater College
- Area 1 Envirothon: April 30th at McCormick Farms, Raphine VA
- State Envirothon: May 19-20th, Radford University
- 2024 Graves Training: August 20-22nd
- SECDEA Meeting in Pigeon Forge TN: November 4-6th

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

- No new items to report.

Education & Information
Joan Comanor

- will meet immediately following the Board meeting to discuss Outreach Event, Directors' orientation site visit, Environthon and other efforts.

Legislative Committee
Paul Burkholder

- Please see attachment as listed on index page.

Personnel
Joan Comanor

- Met on Feb 6 to conduct midyear performance reviews; review Personnel Policy; and advise Financial Committee re next FY personnel funding. It should come as no surprise that we have an outstanding, committed staff.

Operations
Justin Mackay-Smith

- No activity this month.

Northern Shenandoah Valley Regional Commission
Paul Burkholder

- No written report submitted.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- February Meeting postponed to a later date.

Shenandoah Pure Water Forum
Mary Gessner

- No written report submitted.

Alliance for the Shenandoah Valley
Joan Comanor

- SVCC is applying for another NFWF grant and is seeking a letter of support from the District. The draft letter has been vetted by the Conservation Technical Committee. ASV is actively monitoring the General Assembly and has voiced concerns about a bill to remove utility scale solar proposals from local zoning constraints. ASV is also actively supporting funding for Districts as well as other land conservation measures.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted.

Department of Conservation & Recreation (DCR)
Debbie Cross

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **Quarterly Disbursement letters** sent Feb 9; funds should follow in less than 30 days.
- **New Director Orientation:** Per the *FY24 Administrative and Operational Grant Agreement, Deliverable #13*, all new directors are required to complete Director Orientation within six months of qualifying for office. DCR is partnering with the VASWCD to provide Director Orientation in two phases. **Phase I is an online course** available on the VASWCD website (<https://vaswcd.org/leadership-course/>). It is comprised of 10 individual modules that can be taken online at any time, they do not have to be completed all at once. When you take the online modules, you must complete the **Final Quiz** for credit. Mini quizzes currently on the website are for your own benefit and knowledge, the Final Quiz must be completed for credit. The modules are undergoing some minor updates and will continuously be reviewed by DCR and VASWCD to reflect updated information, so don't be alarmed if you notice some changes between viewing sessions. We will also announce any updates or added resources as available. Directors can also have group viewings of the online modules and a sign-in sheet should be submitted to your CDC for credit. **Phase II is in-person.** Each Area Spring Meeting will have a Phase II session in the afternoon and will provide an opportunity to hear from experienced Directors about your roles and responsibilities, and a chance to network with your neighboring District Directors. Additionally, a Director Resource Notebook will be provided, and we will review the helpful tools and documents of this notebook during Phase II. Although only new Directors are required to complete Director Orientation, all Directors are encouraged to participate, and all Directors will receive a Director Resource Notebook! Plan to attend your Area Spring Meeting! **Phase I and II must be completed by June 30, 2024.** Director Orientation is only required for directors that have never served on a SWCD Board of Directors. Of course, veteran directors may participate too. **Mark your calendars now to attend either the Area I meeting, March 13 or the Area II meeting, April 17.**

GRANT AGREEMENT DELIVERABLES Reminders

- **Ag Community Outreach Event** (#17 in FY24 Grant agreement): If you have already held this event in FY24, please email me and share the specifics about your event. If you have not yet held the required outreach event, now is the time to schedule and start planning that event, as it must be completed by 06/30/24. Be sure to reference Attachment F of the Grant Agreement for full details. I have cut and pasted immediately below a section of Attachment F. Ensure that all the bulleted items are addressed for your outreach event to count.
 - Was the outreach event marketed through at least three venues such as a radio spot, local newsprint media, local news broadcast media, social media, flyers, SWCD or partner newsletters, flyers at local farm stores or local cooperatives, or mailers? One of the marketing venues used must be directed towards producers with small farms or producers considered socially disadvantaged.
 - Did the event include an introduction to the SWCD (history, mission statement, directors, staff, programs offered)?
 - Did the event include a discussion featuring local ag producers who have utilized the VACS Program to install BMPs?
 - Did the SWCD notify all partners, including the VSU-Small Farm Outreach Program of the event and a representative from each organization was invited to participate on the agenda?
- **Review of FY24 Annual Plan of Work (APOW) and Long-Range/Strategic Plan (LR/SP):** Per the *FY24 Admin & Ops Grant Agreement*, both the APOW and the LR/SP must be reviewed once during the year and recorded in the board meeting minutes. February is a good time to complete and document those reviews if not already done. I have recently fielded some questions about Long-Range Plans. The idea is for the Board of Directors to develop a plan that outlines the goals and objectives of the SWCD for the next 4-year period, getting input from the local communities served and partners. The Long-Range Planning process can take on many formats but isn't something that can be accomplished overnight. SWCDs should start thinking about this process well in advance of your current LRP/SP expiration date. Due to the pandemic, if requested some of the old plans were extended thus the expiration dates vary between 2024 and 2026. LRP/SP expiration dates as I know them follow: Culpeper 12/31/26; John Marshall 6/30/26; Lord Fairfax 6/30/26; Loudoun 12/31/26; **Northern Virginia 6/30/25; Prince William 6/30/24; Thomas Jefferson 6/30/25.** This means that a new Long-Range/Strategic Plan should be developed and approved prior to the expiration date. Originally it was recommended that the LR/SP follow the general election cycle so newer directors are part of the process.
- **Desktop Procedures for District Fiscal Operations** annually reviewed by the District Board or the Finance Committee and documented in official minutes.
- **Finance Committee Meetings:** The *Desktop Procedures for District Fiscal Operations* states that the Finance Committee will meet a minimum of two times during the fiscal year. February and March are opportune meeting months to start working on FY25 and in some case FY26 budgets.

- **Signed Board Meeting Minutes:** Per the *FY24 Administrative and Operational Grant Agreement, Deliverable #7*, DCR-DSWC Conservation District Coordinators are required to maintain copies of the approved, signed board meeting minutes (regular, special-called, and committee). Please continue to email me approved minutes each month, as they become available or include them in the following month's board meeting packet.

AG & COST SHARE ITEMS:

- **EJAA Updates in Tracking:** (Engineering Job Approval Authority) SWCD staff has until 2/29/24 to enter additional EJAA information for all structural carryover contracts. Regular EJAA reports are being sent to staff to keep track of progress. Thank you to staff for completing the first phase of the updates. A link to the webinar held 1/17/24 has been uploaded to the AgBMP Tracking Module at this link: <https://youtu.be/mhhJOMaUAoo>. The link is also under *Recordings* in the Engineering section of the *Forms Page*
- **Follow-up for CY23 Random & EOL BMP Verifications:** Please work with participants with maintenance issues & update the Verification Module as repairs are completed. No more than 6 months should pass between initial inspection and repairs being completed or funds returned to the SWCD.
- **VACS Program Practices Requiring Nutrient Management Plan (NMP) Before Cost-Share Payment/Tax Credit Issued:** This is the annual reminder that many VACS Program Best Management Practices (BMPs), such as cover crop and animal waste, require that a NMP be prepared and signed by a certified nutrient management planner before such BMPs can be certified as complete and paid. Refer to Pages 1-4 of the *PY24 VACS Program Manual* for a complete practice list. Cost-share payments or tax credits cannot be issued until a current NMP is on file with the SWCD. Please assist participants in need of NMPs to contact a planner well in advance of practice completion to ensure that payments are not delayed. DCR nutrient management specialists are available and willing to write plans but cannot always fulfill last minute requests. Another option is to refer producers to DCR's Direct Pay Program that pays private plan writers to provide plans.

UPCOMING TRAINING AND IMPORTANT DATES:

- **Feb 9:** Deadline for **suggested changes** to the *Desktop Procedures to SWCD Fiscal Operations* to DCR.
- **Feb 15:** Quarterly SWCD Dam Owners virtual Meeting 10:00 am
- **Feb 19:** President's Day Holiday State Offices closed.
- **Feb 29:** Deadline for **Carryover structural BMPs to have all required EJAA information entered in Tracking.**
- **March 4:** Application deadline for VA Watershed Educational Program Project Grant
- **Mar 9:** General Assembly adjourns.
- **Mar 9:** Area I Envirothon Training, Bridgewater College
- **Mar 13:** Area I Spring Meeting, Mountain Gateway Community College, Covington, Host Mountain SWCD
- **Mar 27:** Audit Subcommittee, VSWCB, 9:00 am, Bear Creek Lake State Park, Cumberland
- **Mar 27:** VA Soil & Water Conservation Board, 10:00 a.m., Bear Creek Lake State Park, Cumberland, Virginia.
- **Apr 17:** Area II Spring Meeting, Grelen Nursery, Somerset, VA, Orange County Hosted by Culpeper SWCD
- **Apr 25:** Area II Envirothon, Northern Fauquier Community Park & Sports Complex, Marshall, VA Co-hosted by John Marshall, and Prince William SWCDs
- **Apr 30:** Area I Envirothon, McCormick Farm, Raphine, VA

DCR Conservation Planner Certification Courses Announced: Training dates have been announced for CY 2024 for anyone working towards the DCR Conservation Planner Certification. Questions should be directed to Carl Thiel-Goin, DCR-DSWC Conservation Planning and Training Coordinator at carl.thiel-goin@dcr.virginia.gov

- ❖ **Virginia Agriculture BMP and Cost Share Program: Feb 22**, 9am Join from PC, Mac, Linux, iOS or Android:
<https://vcu.zoom.us/j/86817796906?pwd=ZHVkUTlTnlweUhamFTVTNlZkhmUT09> Password: vfM7WE3Mbd
- ❖ **RUSLE 2 Part C Kickoff: Feb 28**, 9am, Via Zoom **Register here:**
<https://us02web.zoom.us/meeting/register/tZMtdu2hrT0vGtykcSg9B4YaCHdDAXbcmigh#/registration>
- ❖ **Conservation Selling Skills: April 4-5**, Central Virginia Community College, Lynchburg, VA
- ❖ **Perennial Stream ID Course: May 15**, 8am-4:30pm, Charlottesville, VA
- ❖ **Nutrient Management Training Schools: Summer 2024**
- ❖ **VA Resource Training:** October 15-16, Online, **Three** virtual sessions over the 2 day period
- ❖ **RUSLE 2:** Fall 2024
- ❖ **DCR Conservation Planner Course - October – November 2024**

**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 Updates:
 - A public hearing is scheduled for 3/5/2024 @ 6pm at the Piedmont Regional Office of DEQ to receive comments on proposed amendments to the VPA Regulation and General Permit for AFO's. The public comment period began January 15 and ends March 15, 2024. Comments can also be made to Betsy Bowles at (804) 659-1913, betsy.bowles@deq.virginia.gov or mailing them to PO Box 1105, Richmond, VA 23218. These General Permits expire on November 15, 2024, and will need to be reissued to continue coverage.
 - The Valley Regional Office Ag Program has been invited to the VA Poultry Federation "Lunch and Learn" on February 22, 2024, in Harrisonburg. The Ag Program is scheduled to give a presentation on information pertinent to the permitted poultry community.
 - Due to the continued threat of avian influenza, most poultry inspections are records only and on-farm visits are very limited.
- DEQ's Clean Water Financing and Assistance Program's Ag Loan Dashboard as of January 25, 2024, is presented below. For any questions, contact Phil Davis, AgBMP Project Manager, (540) 209-4201, philip.davis@deq.virginia.gov.

AgBMP Loan Program Dashboard: As of 1/25/2024

Application Status	Total Number	Total Value	Average	Median
Application Pending	2	\$ 428,000.00	\$ 214,000.00	\$ 214,000.00
Conditionally Authorized	77	\$ 16,362,240.51	\$ 212,496.63	\$ 121,117.00
Not Authorized	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Application Withdrawn	54	\$ 6,587,282.91	\$ 121,986.72	\$ 91,000.00
Inactive	8	\$ 1,512,054.96	\$ 189,006.87	\$ 189,980.68
Credit Approved	8	\$ 1,192,647.93	\$ 149,080.99	\$ 120,000.00
Credit Not Approved	10	\$ 1,670,855.65	\$ 167,085.57	\$ 98,250.00
Loan Closed	48	\$ 8,095,004.85	\$ 168,645.93	\$ 141,851.10
Loan Closed with PF Granted	8	\$ 2,245,292.57	\$ 280,661.57	\$ 265,705.00
Construction Complete	83	\$ 14,666,829.47	\$ 176,708.79	\$ 111,043.00
Construction Complete with PF Granted	6	\$ 1,177,138.73	\$ 196,189.79	\$ 158,645.50
Completed without DEQ Funding	7	\$ 597,649.50	\$ 85,378.50	\$ -
Equipment Purchase Complete	18	\$ 1,143,131.00	\$ 63,507.28	\$ 34,165.00
PF Granted SWCD	19	\$ 311,388.93	\$ 16,388.89	
Total PF Granted to Producers	14	\$ 1,066,974.64		
Total Applications	352			

Total Active Projects	146			
Beginning Fund Balance		\$ 18,659,552.00		
Additional Funds Authorized by DEQ		\$ 10,000,000.00		
Total Projects and Loan Funds Obligated		\$ 44,368,427.93		
Total PF Granted		\$ 1,341,764.99		
Total Repayments		\$ 10,467,911.00		

MISC.

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
Childs, C. Chairman	Fagan, J. Chairman	Comanor, J. Chairwoman	Shillingburg, S. (Treas.) Chair	Burkholder, P. Chairman	Comanor, J. Chair	Mackay-Smith, J. Chairman
Gessner, M. Vice Chairwoman	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.		Owens, J.	Shillingburg, S. (Treas.)	Ponn, A.
Gochenour, D.	Gochenour, D.	Gochenour, D.		Hoak, R.		
Heltzel, S.	Huddleston, M.	Hoak, R.				
Livesay, N.	Owens, J.	Hetzzel, S.				
Loyd, B.	Richards, B.	Ponn, A.				
Mackay-Smith, J.						
Pendleton, E.						
Ponn, A						
Shelton, S.						
Tech Subcommittee: Outreach	No. Shenandoah Valley Regional Commission	Shenandoah Co. Water Resources Advisory Committee	Pure Water Forum Representative	Alliance for the Shenandoah Valley		
Gessner, M.	Burkholder, P.	Comanor, 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 2023 through January 2024

02/01/24

Cash Basis

	Jul '23 - Jan 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
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.)	344,123.00		
FY21 TA Base (Base + Add.)	0.00	559,446.00	0.0%
Total Income Designated Receipts	354,194.00	568,446.00	62.3%
Undesignated Receipts			
County/City Contributions			
Clarke	9,500.00	9,500.00	100.0%
Frederick	6,325.00	11,500.00	55.0%
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%
Total County/City Contributions	61,825.00	67,000.00	92.3%
DCR Annual Operations	157,905.00	315,810.00	50.0%
EOL Varification Earnings	13,000.00		
Interest Income	53,370.32	12,000.00	444.8%
Other Income			
Donations	400.00	400.00	100.0%
Total Other Income	400.00	400.00	100.0%
Sales/Services			
Geotextile			
Geotextile Expense	-41.48		
Geotextile - Other	0.00	0.00	0.0%
Total Geotextile	-41.48	0.00	100.0%
Geotextile Sales	481.89	0.00	100.0%
Sales/Services - Other	0.00	0.00	0.0%
Total Sales/Services	440.41	0.00	100.0%
VCAP	0.00		
VCAP TA	2,400.00		
Total Undesignated Receipts	289,340.73	395,210.00	73.2%
Total Income	643,534.73	963,656.00	66.8%
Gross Profit	643,534.73	963,656.00	66.8%
Expense			
Awards Banquet	2,508.39	3,000.00	83.6%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	0.00	6,000.00	0.0%
District Regular Expenses			
Board Expenses	4,904.18	15,000.00	32.7%
Dues			
Nat. Assoc. of Cons. Districts	775.00		
VA Assoc. of Cons. Districts	3,592.00		
VACDE	25.00		
Dues - Other	0.00	4,500.00	0.0%
Total Dues	4,392.00	4,500.00	97.6%
Education&Info/Public Outreach			
Display/Ed Material/Brochures	10.53	500.00	2.1%
Ed Staff Training/Conferences	495.00	300.00	165.0%
Envirothon			
Envirothon Expenditures	0.00	1,000.00	0.0%

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

02/01/24

Cash Basis

	Jul '23 - Jan 24	Budget	% of Budget
Envirothon Grant Expenses	295.52		
Total Envirothon	295.52	1,000.00	29.6%
Outreach Event(s)	0.00	1,000.00	0.0%
Scholarships			
District Scholarship	0.00	1,500.00	0.0%
Youth Conservation Camp	0.00	500.00	0.0%
Total Scholarships	0.00	2,000.00	0.0%
Total Education&Info/Public Outreach	801.05	4,800.00	16.7%
Geotextile (Expenses)	0.00	1,000.00	0.0%
Insurance	1,164.00	1,500.00	77.6%
Office Expenses			
IT Services & Support / Web	4,572.00	12,500.00	36.6%
Office Equipment	3,661.72	10,000.00	36.6%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	2,463.68	4,000.00	61.6%
Office Supplies	2,589.34	6,500.00	39.8%
Postage	262.47	1,500.00	17.5%
Telephone/Internet	2,620.99	6,500.00	40.3%
Vacancy Ads	272.00	1,500.00	18.1%
Total Office Expenses	16,442.20	56,500.00	29.1%
Personnel/Staff Expenses			
Contractor Expenses	0.00	2,500.00	0.0%
Staff Salaries & Benefits	313,246.02	653,000.00	48.0%
Personnel/Staff Expenses - Other	0.00	0.00	0.0%
Total Personnel/Staff Expenses	313,246.02	655,500.00	47.8%
Staff Boot/Clothing	802.34	2,400.00	33.4%
Staff Mileage/Training	5,443.72	10,000.00	54.4%
Vehicle Gas & Service	3,364.95	5,500.00	61.2%
Total District Regular Expenses	350,560.46	756,700.00	46.3%
Total Expense	353,068.85	766,700.00	46.1%
Net Ordinary Income	290,465.88	196,956.00	147.5%
Net Income	290,465.88	196,956.00	147.5%

Lord Fairfax Soil and Water Conservation District Fund Balances

02/01/24
Cash Basis

July 2023 through January 2024

	Jul '23 - Jan 24
Dedicated Reserves	
Accrued Lv. Oblig (State)	10,000.00
Computer Replacement Reserve	15,000.00
Salary Inflation Res.(State)	15,000.00
Office/Utility Reserve	15,000.00
Tech Staff Salary Res. (State)	110,000.00
Admin. Secretary Salary Reserve	15,000.00
Education Salary Reserve	35,000.00
Vehicle Reserve (State)	24,783.70
Total Dedicated Reserves	239,783.70
Operations Funds	
FY 24 VNRCF TA	233,626.95
EOL Varification Earnings	13,000.00
Other Income	
Donations	400.00
Total Other Income	400.00
FY 23 VNRCF TA	-289,187.96
Envirothon Grant	871.00
Dam Safety	9,000.00
Special Projects	
Community Garden/Harvest Fest.	
Community Garden	200.00
Total Community Garden/Harvest Fest.	200.00
Total Special Projects	200.00
Sales/Services	440.41
DCR Operating Funds	60,001.90
Interest	3,586.62
Local Gov't Funds	16,343.26
Total Operations Funds	48,282.18
Restricted Funds	
VCAP TA	2,400.00
Tracking Program Funds	
WQIA	
2024 CB VACS Transfer (23)	4,920.30
2024 CB VACS Transfer (14)	25,047.00
2024 CB VACS	849,437.96
2023 CB VACS Transfer (22)	-230,091.16
2023 CB VACS Transfer (21)	-101,641.45
2023 CB VACS	-612,259.56
2022 CB VACS Transfer (21)	-88,114.76
2022 CB VACS Transfer (20)	-216,323.17
2022 CB VACS	174,518.34
2021 CB VACS	-417,062.65
2020 CB VACS	-396,359.89
Total WQIA	-1,007,929.04
Total Tracking Program Funds	-1,007,929.04
Total Restricted Funds	-1,005,529.04
TOTAL	-717,463.16

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,875,282.30
Cleared Transactions						
Checks and Payments - 15 items						
Check	12/19/2023	5260	Quill Corporation	X	-246.33	-246.33
Check	12/19/2023	5258	Pitney Bowes Global...	X	-165.33	-411.66
Check	12/19/2023	5257	Joan M. Comanor	X	-95.63	-507.29
Check	12/19/2023	5256	Bernard C. Nagelvoort	X	-82.53	-589.82
Check	12/19/2023	5261	Quill Corporation	X	-69.99	-659.81
Check	12/19/2023	5259	Purchase Power	X	-45.73	-705.54
Check	01/11/2024	5271	Card Services	X	-2,297.85	-3,003.39
Check	01/11/2024	5265	TeamLogic IT	X	-762.00	-3,765.39
Check	01/11/2024	5266	Virginia Business Sy...	X	-326.30	-4,091.69
Check	01/11/2024	5263	Reid Hoak	X	-314.40	-4,406.09
Check	01/11/2024	5270	Max Real Group, LLC	X	-307.96	-4,714.05
Check	01/11/2024	5264	Shentel	X	-188.38	-4,902.43
Check	01/11/2024	5272	Stephanie Shillingburg	X	-70.74	-4,973.17
Check	01/11/2024	5267	Richard W. Hoover	X	-26.20	-4,999.37
Check	01/11/2024	5269	Stephanie Shillingburg	X	-24.12	-5,023.49
Total Checks and Payments					-5,023.49	-5,023.49
Deposits and Credits - 3 items						
Deposit	01/11/2024			X	871.00	871.00
Deposit	01/11/2024			X	16,400.00	17,271.00
Deposit	01/31/2024			X	8,857.88	26,128.88
Total Deposits and Credits					26,128.88	26,128.88
Total Cleared Transactions					21,105.39	21,105.39
Cleared Balance					21,105.39	1,896,387.69
Uncleared Transactions						
Checks and Payments - 9 items						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	12/14/2023	5252	Sam Shelton		-43.80	-122.79
Check	01/23/2024	5273	Andrea Lo		-7,000.00	-7,122.79
Check	01/23/2024	5274	Matthew Smith		-7,000.00	-14,122.79
Check	01/23/2024	5278	Max Real Group, LLC		-307.96	-14,430.75
Check	01/23/2024	5275	Reid Hoak		-283.90	-14,714.65
Check	01/23/2024	5277	Queen Street Diner		-241.50	-14,956.15
Check	01/23/2024	5276	Shentel		-191.22	-15,147.37
Check	01/29/2024	5279	Treasurer, Shenand...		-159,597.27	-174,744.64
Total Checks and Payments					-174,744.64	-174,744.64
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					-169,721.06	-169,721.06
Register Balance as of 01/31/2024					-148,615.67	1,726,666.63
New Transactions						
Checks and Payments - 3 items						
Check	02/01/2024	5281	Virginia Business Sy...		-314.14	-314.14
Check	02/01/2024	5282	VACDE		-200.00	-514.14
Check	02/01/2024	5280	Commercial Press, I...		-99.47	-613.61
Total Checks and Payments					-613.61	-613.61
Total New Transactions					-613.61	-613.61
Ending Balance					-149,229.28	1,726,053.02

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bank, Period Ending 01/31/2024

	Jan 31, 24
Beginning Balance	1,875,282.30
Cleared Transactions	
Checks and Payments - 15 items	-5,023.49
Deposits and Credits - 3 items	26,128.88
Total Cleared Transactions	21,105.39
Cleared Balance	1,896,387.69
Uncleared Transactions	
Checks and Payments - 9 items	-174,744.64
Deposits and Credits - 2 items	5,023.58
Total Uncleared Transactions	-169,721.06
Register Balance as of 01/31/2024	1,726,666.63
New Transactions	
Checks and Payments - 3 items	-613.61
Total New Transactions	-613.61
Ending Balance	1,726,053.02

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,667,778.53
Cleared Transactions						
Checks and Payments - 6 items						
Check	12/19/2023	3777	Virginia Resource A...	X	-41,296.67	-41,296.67
Check	12/27/2023	3780	Bushong Holdings L...	X	-280,286.66	-321,583.33
Check	12/27/2023	3783	Virginia Resource A...	X	-118,656.05	-440,239.38
Check	12/27/2023	3782	Paul J Almeter	X	-30,542.51	-470,781.89
Check	12/27/2023	3784	Jonathan J Fausey	X	-15,360.00	-486,141.89
Check	12/27/2023	3779	Short Mountain Orch...	X	-1,363.66	-487,505.55
Total Checks and Payments					-487,505.55	-487,505.55
Deposits and Credits - 1 item						
Deposit	01/31/2024			X	24,483.17	24,483.17
Total Deposits and Credits					24,483.17	24,483.17
Total Cleared Transactions					-463,022.38	-463,022.38
Cleared Balance					-463,022.38	5,204,756.15
Uncleared Transactions						
Checks and Payments - 2 items						
Check	01/29/2024	3785	Fay H Dehaven		-40,391.18	-40,391.18
Check	01/29/2024	3786	James B. Richards		-28,072.00	-68,463.18
Total Checks and Payments					-68,463.18	-68,463.18
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-68,437.74	-68,437.74
Register Balance as of 01/31/2024					-531,460.12	5,136,318.41
Ending Balance					-531,460.12	5,136,318.41

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 01/31/2024

	<u>Jan 31, 24</u>
Beginning Balance	5,667,778.53
Cleared Transactions	
Checks and Payments - 6 items	-487,505.55
Deposits and Credits - 1 item	24,483.17
Total Cleared Transactions	<u>-463,022.38</u>
Cleared Balance	<u>5,204,756.15</u>
Uncleared Transactions	
Checks and Payments - 2 items	-68,463.18
Deposits and Credits - 1 item	25.44
Total Uncleared Transactions	<u>-68,437.74</u>
Register Balance as of 01/31/2024	<u>5,136,318.41</u>
Ending Balance	5,136,318.41

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 2/1/2024

Chairmen Present: M. Gessner

Members Present: J. Bushong, E. Pendleton, M. Coffey, N. Livesay, S. Heltzel, B. Loyd, R. Buckley, S. Shelton, A. Ponn, D. Gochenour

Members Absent: J. Mackay-Smith, C. Childs

Others Present: _____

Call to Order: 10:01 AM Motion by: MG

Adjourn: 11:21 AM Motion by: NL

Fund Source:	Total funds available after 1.11.2024 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 1/24/24	Obligated - Paid as of 1/30/24	Obligated as of 1/30/24	Total Allocation from DCR
2024 CB VACS	\$2,867,252.63	\$52,429.50	\$ (4,920.30)	\$2,914,761.83	\$200,901.21	\$2,713,860.62	\$5,524,954.79	\$2,610,191.96	\$2,712,807.44	\$5,500,000.00
2024 CB VACS Transfer (2023)	\$0.00	\$4,920.30		\$4,920.30	\$4,920.30	\$0.00	\$4,920.30	\$4,920.30	\$4,920.30	
2024 CB VACS Transfer (2024)	\$0.00			\$0.00	\$0.00	\$0.00	\$25,047.00	\$25,047.00	\$25,047.00	
							Total Obligated for 2024 CB VACS			\$2,742,774.74
							Percent Obligated for 2024 CB VACS			49.87%

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

Discussion: underbudgets/cancellations, new project approvals, SVCC Letter of Support, Carryover Projects, motion to approve Equipment Tax Credit for Guy Gochenour

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
					Total of Cancellations and Underbudgets:	\$0.00		

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
13-24-0005	583418	Fred./Extension of a Watering System	SL-7	H	115	23.47	N	\$ 15,474.80				x	Approved	MC	
13-24-0080	583736	Shen./Conversion of Cropland to Hay or Pastur	SL-1	H	94	31.92	N	\$ 19,035.94				x	Approved	BL	
13-24-0076	583505	Shen./Extension of a Watering System	SL-7	H	86	38.51	N	\$ 48,791.60				x	Approved	MC/DG	
13-24-0079	583678	Fred./Extension of a Watering System	SL-7	M	91	38.91	N	\$ 14,541.18				x	Approved	BL	
13-24-0078	583598	Fred./Conversion of Cropland to Hay or Pasture	SL-1	M	84	31.55	N	\$ 6,572.13				x	Approved	DG	
13-24-0057	581974	Clarke/Stream Exclusion with Grazing Mgmt	SL-6W	L	120	19.28	Y	\$ 93,630.00				x	Approved	MC	tabled to assess funding for higher priority projects
13-24-0077	583583	Shen./Conversion of Cropland to Hay or Pastur	SL-1	L	65	37.51	N	\$ 2,855.56				x	Approved	MC	
									<i>Total 2024 CB VACS Contracts awaiting Variance Review</i>						
									<i>Total 2024 CB VACS Contracts presented for approval:</i>		\$ 200,901.21				
									Total 2024 CB VACS Funds Approved:		\$200,901.21				

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 2/1/2024

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

Call to Order: _____ Motion by: _____

Adjourn: _____ Motion by: _____

Fund Source:	Total funds available after 1/11/2024 Board Meeting	Additional funds from DCR (incl. Interest)	Canceled/under-budget/corrections since last mtg*:	Available Funds	BMPs Approved	Ending Balance	Account Ledger Current Balance as of 1/24/24	Obligated-Paid as of 1/24/24
2021 CB VACS	\$5,967.95			\$5,967.95	\$0.00	\$5,967.95	\$22,887.95	\$16,920.00
2022 CB VACS Transfer (2020)	\$13,752.00			\$13,752.00	\$0.00	\$13,752.00	\$13,752.00	\$0.00
2022 CB VACS Transfer (2021)	\$46,274.44			\$46,274.44	\$0.00	\$46,274.44	\$50,924.44	\$4,650.00
2022 CB VACS	\$267,351.14			\$267,351.14	\$0.00	\$267,351.14	\$1,795,000.67	\$1,527,649.53
2023 CB VACS Transfer (2021)	\$43,937.00			\$43,937.00	\$0.00	\$43,937.00	\$50,060.75	\$6,123.75
2023 CB VACS Transfer (2022)	\$106,512.81			\$106,512.81	\$0.00	\$106,512.81	\$428,927.84	\$322,415.03
2023 CB VACS	\$488,966.70		\$ 19,260.11	\$508,226.81	\$0.00	\$508,226.81	\$3,477,465.72	\$2,372,732.43

Ending Balance
 \$5,967.95
 \$13,752.00
 \$46,274.44
 \$267,351.14
 \$43,937.00
 \$106,512.81
 \$1,104,733.29

*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	
13-23-0081	525313	2023 CB VACS	SL-1	\$ 16,078.13	\$ -	Cancelled	MC	had to cancel and resign up due to drought limitations on fall planting	
13-23-0072	524500	2023 CB VACS	SL-6W	\$ 3,181.98	\$ 1,976.94	Complete	MC	underbudget	
					Total of Cancellations and Underbudgets:				\$19,260.11

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		
						<i>Total 2022 CB VACS Transfer Funds Presented for Approval:</i>	\$								-
						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

Total 2022 CB VACS Contracts presented for approval:	
Total 2022 CB VACS Funds Approved:	\$0.00

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

Total 2023 CB VACS Transfer Funds Presented for Approval:	\$ -
Total 2023 CB VACS Transfer Funds Approved:	\$0.00

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

Total 2023 CB VACS Transfer Funds Presented for Approval:	\$ -
Total 2023 CB VACS Transfer Funds Approved:	\$0.00

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

Total 2023 CB VACS Contracts presented for approval:	
Total 2023 CB VACS Funds Approved:	\$0.00

2.1.2024 CTC Meeting Motions and Vote Tally

Motion to begin meeting

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve SL-7 13-24-0005 (583418) and associated conservation plan

Made by: JB, DG

Vote	#
Yay	10
Nays	0
Abstains	1

Motion passes

MC abstains due to managing project

Motion to recommend that the board approve SL-1 13-24-0080 and associated conservation plan

Made by: NL, JB

Vote	#
Yay	10
Nays	0
Abstains	1

Motion passes

BL abstains due to managing project

Motion to recommend that the board approve SL-7 13-24-0076 and associated conservation plan

Made by: SH, BL

Vote	#
Yay	9
Nays	0
Abstains	2

Motion passes

MC abstains due to managing project

Motion to recommend that the board approve SL-7 13-24-0079 and associated conservation plan

Made by: JB, DG

Vote	#
Yay	10
Nays	0
Abstains	1

Motion passes

BL abstains due to managing project

Motion to recommend that the board approve SL-1 13-24-0078 and associated conservation plan

Made by: JB, NL

Vote	#
Yay	10
Nays	0
Abstains	1

Motion passes

DG abstains due to managing project

Motion to recommend that the board approve SL-1 13-24-0077 and associated conservation plan

Made by: JB, SH

Vote	#
Yay	10
Nays	0
Abstains	1

Motion passes

MC abstains due to managing project

Motion to recommend that the board approve SL-6W 13-24-0057 and associated conservation plan

Made by: JB, NL

Vote	#
Yay	10
Nays	0
Abstains	1

Motion passes

MC abstains due to managing project

Include reason for committee member abstaining.

Motion to recommend that the board approve the letter of support for SVCC

Made by: JB, BL

Vote	#
Yay	11
Nays	0
Abstains	0

Motion passes

Motion to recommend that the board approve that Gochenour has the appropriate NMP and Conservation Plan for equipment tax credit

Made by: JB, BL

Vote	#
Yay	11
Nays	0
Abstains	0

Motion passes

Motion to recommend that the board

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to adjourn

Made by: NL, JB

Vote	#
Yay	11
Nays	0
Abstains	0

Motion passes

BaseFundingName equal to FY24 CB VACS

FY24 VACS Budget Requests/Obligations

DistrictName	Base Funding Type	Base Allocation	Current Allocation	Total Requested	Percent of Base Allocation Requested	Percent of Current Allocation Requested	Total Obligated	Percent of Base Allocation Obligated	Percent of Current Allocation Obligated
APPOMATTOX RIVER	FY24 CB VACS	\$478,590.00	\$478,590.00	\$153,767.88	32.13%	32.13%	\$153,767.88	32.13%	32.13%
BLUE RIDGE	FY24 CB VACS	\$67,008.00	\$67,008.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	0.00%
COLONIAL	FY24 CB VACS	\$2,689,088.00	\$2,689,088.00	\$1,357,711.68	50.49%	50.49%	\$1,303,127.50	48.46%	48.46%
CULPEPER	FY24 CB VACS	\$7,000,000.00	\$7,000,000.00	\$5,479,817.96	78.28%	78.28%	\$4,815,781.83	68.80%	68.80%
EASTERN SHORE	FY24 CB VACS	\$2,689,088.00	\$2,689,088.00	\$254,177.05	9.45%	9.45%	\$254,174.25	9.45%	9.45%
HANOVER-CAROLINE	FY24 CB VACS	\$5,189,089.00	\$5,189,089.00	\$402,028.44	7.75%	7.75%	\$102,028.44	1.97%	1.97%
HEADWATERS	FY24 CB VACS	\$5,000,000.00	\$5,000,000.00	\$1,988,321.60	39.77%	39.77%	\$1,162,576.15	23.25%	23.25%
HENRICOPOLIS	FY24 CB VACS	\$725,638.00	\$725,638.00	\$517,976.10	71.38%	71.38%	\$517,976.10	71.38%	71.38%
JAMES RIVER	FY24 CB VACS	\$716,672.00	\$716,672.00	\$495,270.08	69.11%	69.11%	\$486,555.75	67.89%	67.89%
JOHN MARSHALL	FY24 CB VACS	\$4,790,033.00	\$4,790,033.00	\$2,821,348.03	58.90%	58.90%	\$2,712,270.60	56.62%	56.62%
LORD FAIRFAX	FY24 CB VACS	\$5,500,000.00	\$5,500,000.00	\$3,094,041.50	56.26%	56.26%	\$2,742,774.74	49.87%	49.87%
LOUDOUN	FY24 CB VACS	\$2,592,126.00	\$2,592,126.00	\$2,099,361.62	80.99%	80.99%	\$1,773,646.27	68.42%	68.42%
MONACAN	FY24 CB VACS	\$1,918,295.00	\$1,918,295.00	\$909,241.10	47.40%	47.40%	\$890,623.89	46.43%	46.43%

DistrictName	Base Funding Type	Base Allocation	Current Allocation	Total Requested	Percent of Base Allocation Requested	Percent of Current Allocation Requested	Total Obligated	Percent of Base Allocation Obligated	Percent of Current Allocation Obligated
MOUNTAIN	FY24 CB VACS	\$2,678,055.00	\$2,678,055.00	\$947,150.47	35.37%	35.37%	\$712,906.37	26.62%	26.62%
MOUNTAIN CASTLES	FY24 CB VACS	\$1,574,668.00	\$1,574,668.00	\$665,475.82	42.26%	42.26%	\$601,534.57	38.20%	38.20%
NATURAL BRIDGE	FY24 CB VACS	\$2,057,055.00	\$2,057,055.00	\$153,287.51	7.45%	7.45%	\$151,660.16	7.37%	7.37%
NORTHERN NECK	FY24 CB VACS	\$6,189,089.00	\$6,189,089.00	\$168,736.05	2.73%	2.73%	\$168,736.05	2.73%	2.73%
NORTHERN VIRGINIA	FY24 CB VACS	\$85,109.00	\$85,109.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	0.00%
PEAKS OF OTTER	FY24 CB VACS	\$333,541.00	\$333,541.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	0.00%
PEANUT	FY24 CB VACS	\$4,189,089.00	\$4,189,089.00	\$104,001.86	2.48%	2.48%	\$104,001.86	2.48%	2.48%
PETER FRANCISCO	FY24 CB VACS	\$2,356,020.00	\$2,356,020.00	\$2,095,153.81	88.93%	88.93%	\$2,095,153.81	88.93%	88.93%
PIEDMONT	FY24 CB VACS	\$2,728,447.00	\$2,728,447.00	\$1,740,968.75	63.81%	63.81%	\$1,712,149.42	62.75%	62.75%
PRINCE WILLIAM	FY24 CB VACS	\$993,840.00	\$443,840.00	\$379,799.02	38.22%	85.57%	\$194,264.50	19.55%	43.77%
ROBERT E LEE	FY24 CB VACS	\$1,918,188.00	\$1,918,188.00	\$253,670.57	13.22%	13.22%	\$231,162.19	12.05%	12.05%
SHENANDOAH VALLEY	FY24 CB VACS	\$4,500,000.00	\$4,500,000.00	\$2,246,651.28	49.93%	49.93%	\$1,689,405.15	37.54%	37.54%
SKYLINE	FY24 CB VACS	\$192,552.00	\$192,552.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	0.00%
SOUTHSIDE	FY24 CB VACS	\$190,331.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	0.00%
THOMAS JEFFERSON	FY24 CB VACS	\$5,491,913.00	\$5,491,913.00	\$3,082,192.20	56.12%	56.12%	\$3,012,306.20	54.85%	54.85%
THREE RIVERS	FY24 CB VACS	\$6,189,089.00	\$6,189,089.00	\$132,682.89	2.14%	2.14%	\$132,512.89	2.14%	2.14%
TIDEWATER	FY24 CB VACS	\$3,689,089.00	\$3,689,089.00	\$604.56	0.02%	0.02%	\$604.56	0.02%	0.02%
TRI-COUNTY/CITY	FY24 CB VACS	\$2,355,995.00	\$2,355,995.00	\$975,513.43	41.41%	41.41%	\$951,570.49	40.39%	40.39%
VIRGINIA DARE	FY24 CB VACS	\$152,305.00	\$152,305.00	\$112,483.04	73.85%	73.85%	\$83,359.04	54.73%	54.73%

As the legislative session progresses and each Chamber approaches Crossover, the day by which all bills must pass out of their Chamber of origin, bills are moving through the committee process. February 13 is “crossover”. For those interested in the larger picture of session, you can find a list of bills and resolutions, no matter the topic, that at this time have passed the House [here](#), and a list of bills that passed the Senate [here](#).

Join for a Legislative Water cooler chat on Monday, February 12 at 1pm. This is your opportunity to hear the latest about session and have your own questions answered. Register for the zoom [here](#).

We continue to build relations at the General Assembly and speak to bills of interest in line with our policies and legislative agenda. Pictured below: Testimony before Senate Privileges and Elections Committee on SB577 regarding District Director election requirements patroned by Senator Obenshain. Read on for more updates on bills, budget amendments and more below.



Find all the information related to Legislative session of interest to your SWCD – including our tracking report regularly updated, legislative agenda and other materials to use when connecting with your legislator - **on our website at** <https://vaswcd.org/conservation-issues/>.

Virginia General Assembly Update:

As a reminder, the Governor proposed a 2 year state budget this past December. Currently, legislators are considering amendments to the budget from their respective chambers. Next, the House and Senate will release their own budget proposals after crossover, which will then go to conference – a closed door budget committee comprised of appointed Senators and Delegates – to work through the differences. From there, a legislature approved budget returns to the Governor by the end of session. While the Governor’s introduced budget provides level admin/ops funding, level VCAP funding, and historic agricultural cost share funds at levels that meet the ag needs assessment, budget amendments still matter! We’ve worked to introduce budget amendments that help fund the programs SWCDs care about, in alignment with our legislative agenda, and at levels that speak to SWCD needs per your budget template submissions – increased admin/ops, increased education and outreach support, increased dam support and more.

There are also multitudes of bills we’re monitoring, meeting stakeholders to discuss, and providing amendments to further SWCD needs. **Find the full bill and budget amendment tracking spreadsheet on our [website](#) or directly reference it [here](#).** Please note this tracking report is a working document and may not be the most up to date status on a bill, therefore use the links within the tracking report to access bill information directly. This report continues to be updated on our website outside of these email updates (especially on the weekends) so please check often for updates or contact us directly.

A couple (of so many!) bills to highlight this week:

1. **[HB199](#) – Virginia Brownfield and Coal Mine Renewable Energy Grant Fund and Program; allocation of funds.** Patron: Delegate Krizek. Support provided in House Agriculture subcommittee by VASWCD leadership in alignment with VASWCD policy to protect ag farmland.
2. **[SB298](#) - Conservation tillage and precision agricultural application equipment; tax credit for purchase.** Patron: Timmy French. Extends the sunset date of the individual and corporate tax credit for purchase of conservation tillage and precision agricultural application equipment from January 1, 2026, to January 1, 2030. Support is being provided by the VASWCD leadership and partners. Companion legislation ([HB1015](#)) on the House side is being carried by Delegate Tony Wilt.
3. **[SB577](#) - Elections; campaign finance; exemption for directors of soil and water conservation districts.** Patron: Senator Obenshain. The bill provides that a director of a soil and water

conservation district may also seek an exemption from the requirement that he designate a separate campaign bank depository by certifying that (i) he has not and will not contribute any money to his own campaign and (ii) he has not and will not expend any money in the course of the campaign. The bill also provides that a candidate for director of a soil and water conservation district applying for a general exemption is exempt from having to make special reports. Support provided in Privileges & Elections Committee. Bill has passed the Senate. Companion Bill Delegate Rob Bloxom HB1306.

If you have a bill of interest or concern that you'd like to flag and add to our tracking report, please contact Kendall Tyree at kendall.tyree@vaswcd.org.

A few (of many!) budget amendments to highlight of which we've been working in addition to those highlighted in the last newsletter and included in [tracking](#):

4. **Reverses a proposed reduction to Water Quality Improvement Fund as presented in the Gov Introduced Budget** – This amendment fully restores the long-standing transfer to the WQIF Reserve Fund of \$2.6 million each year collected from watercraft fuel sales. The Governor's introduced budget proposed reducing the Reserve deposit by \$1.0 million each year. The WQIF is the funding mechanism in which many SWCD programs of interest are funded and reversal of this is in line with VASWCD policy (House Patron: Bulova).
5. **SWCD Small Dam Repair (Leg Agenda Priority)** – This amendment provides an additional \$1.0 million each year from the general fund for small dam repairs undertaken by Soil and Water Conservation Districts. (House Patron: Laufer)

Check out the [full tracking report](#) (Note in the excel file tab #1 is focused on bills, tab #2 is focused on budget amendments) for more of what we're focused on. Did you know - Our membership in [VirginiaForever](#) also provides support to SWCD priorities including funding for Ag BMPs, VCAP and SWCD Admin/Ops. We will be participating in VirginiaForever Lobby Day this coming week to highlight these needs.

Encourage your legislators to support those budget amendments in alignment with our legislative agenda. Targeting [House Appropriations](#) or [Senate Finance Committee](#) members for this support is critical. Or access a PDF list of these members [here](#). Need help with drafting an email or message? We're glad to help or share examples. Reach out to VASWCD staff for assistance.

Reach out with any questions about the legislative process and how we can support your SWCD needs. Thank you!

Kendall Tyree, PhD

Executive Director
kendall.tyree@vaswcd.org