

Board of Directors, Board Packet 7/11/2024



We work with the people who work the land.

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Treasurer / Finance

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We work with the people who work the land.

Lord Fairfax Soil and Water Conservation District

Meeting Agenda

July 11, 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)
 - No minutes to approve.

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

FY25 GRANT DELIVERABLES

● COMPLETE
● INCOMPLETE

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

- **FOIA; Designated Officer:** Allyson Ponn_12/14/2023_ (re-appoint at election of Officers)
- **Records Retention; Designated Officer:** Sarah Fleming_12/14/2023_ (re-appoint at election of Officers)
- **FY 24 (2023-24) Annual Report:**
Date Presented: _____

OPERATIONS COMMITTEE RESPONSIBILITIES

- **Annual Plan of Work (2023-2024):**
Board approval: 5/9/2024
One review is required by the Operations Committee & recorded in the Board of Director Meeting minutes.
- Review Date: _____
- **Strategic Plan (July 1, 2022- June 30, 2026).** *Reviewed annually during a Board of Directors Meeting & recorded in the meeting minutes.*
- Approved: June 6, 2022
- Reviewed (FY 25): _____

FINANCE COMMITTEE RESPONSIBILITIES

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

PERSONNEL COMMITTEE RESPONSIBILITIES

- **Semi-Annual and End of Year Staff Evaluations:** *To be conducted by the Personnel Committee; actions are to be recorded in the Board meeting minutes.*
- Date of reviews (mid-year): _____ ● Date of reviews (annual): _____
- **Review/Update Personnel Policy:** 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: _____ SWCD Board: _____
- **Average Cost List:**
Submitted to DCR: _____ SWCD Board Approved: _____

EDUCATION & INFORMATION COMMITTEE RESPONSIBILITIES

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

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT
COMMITTEE & COOPERATING AGENCY REPORTS
July 11, 2024
Agenda**

**LFSWCD Chair Report
Joan Comanor**

Happy New Year! Official congratulations to Sabrina and Sam for their conservation planner certifications! We are facing an even bigger year with the Ag BMP cost-share program and a \$2 million increase in funds available. Here's hoping that our farmers continue to step up to the plate and we rise to the challenge of our most ambitious year yet! It is also likely that DEQ will be looking to us for help in developing and implementing a TMDL plan for Crooked Run, Stoney Creek and Pughs Run in Shenandoah County. At a briefing in June, DEQ advised that according to their monitoring findings, the primary impairment factor in those streams is sedimentation. Stay tuned as DEQ proceeds in this effort. Let us all hope for a break in the drought and the heat as we proceed through the next couple of months!

**Treasurer / Finance Report
Stephanie Shillingburg**

- **The Finance Committee will meet July 11, 2024, at 9:30am prior to the Board meeting to finalize the FY25 Budget (office conference room).**
 - Motions may be made stemming from the Finance Committee meeting.
- I have reviewed the June 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:

- ALL GRANT DELIVERABLE items for FY24 have been successfully completed 😊.
- ALL End of Year/Quarterly reports will be submitted to Debbie/DCR on 7/11 (Due date 7/15).
- I will be out of the office July 15 - July 19, July 24th & July 29th.

Monthly Happenings:

- Prep items for Finance Committee meeting.
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- ST9-5 Reporting / State Sales Tax Filing (Due 20th of each Month)
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.
- Assist with BMP Part II's
- Add meeting minutes and calendar items to the Website.

Trainings/Education/Participation:

- FSLA - Tax Exemption Status update webinar.

Supervising Conservation Specialist Dana Gochenour

Training

- VACS Update webinar- June 18th

Promoting BMPs

- Water system pre-construction meeting for Shawn Smith SL-6W (spring, Frederick Co.)
- Mailed letters for random verification contracts
- Drafted follow up letter for Warren Co. planning commission regarding poultry abattoir
- Updated letter of support for Alliance for the Chesapeake grant application
- Attended NRCS local workgroup meeting at Strasburg Park
- Staff meeting to update average cost list and ranking spreadsheets
- Completed water system design for Sam Smith SL-6W and had pre-construction meeting with Mr. Smith and the contractor (spring, Frederick Co.)
- Completed as-built inspection of Marker-Miller SL-6W (Spring/Opequon Creek, Frederick Co.)
- Completed payment for Harold-Frederick Farm SL-1 (Shenandoah)
- Updated carryovers in tracking
- Follow up with Phil Davis (DEQ) regarding payment breakdown for Polk WP-4LC (Shenandoah Co.)
- Mid-construction check at Dellinger WP-4LL and update with Phil Davis (Mill Creek, Shenandoah)
- Mid-construction check at Sam Smith SL-6W (spring, Frederick Co.)
- Met with J. Marker to collect bills for completed SL-6W (Frederick)
- Phone update from T. Heung to confirm progress and next steps of SL-6 repair completion (Shenandoah Co.)
- Assisted Allyson with last few cover crop payments and cancellations
- Phone calls with Megan Dalton to sort out issue with a cover crop participant
- Attended DEQ public meeting for upcoming Stoney Creek/Crooked Run/Pughs Run TMDL
- Assisted with Farmer Breakfast Outreach event

Staff Relations

- 6/3- Personnel Reviews
- 6/6- Conservation Technical Committee meeting
- 6/13- Board of Directors meeting
- 6/27- Conservation Technical Committee meeting

Senior Conservation Specialist Nick Livesay

Training

- Karst Symposium – Blue Ridge Community College, Weyers Cave with staff
- Soil Science and Fertility School – online for two days, DCR Nutrient Management
- VACS Annual Update Webinar

Promoting BMP's

- Sycamore Springs Farm (FR-1: Warren County) planting inspection with DOF
- Smith (SL-6W) water system review and approval
- Calculated water system budget for potential SL-6W in Shenandoah County (Swover Creek)
- Correspondence with Matt Wolanski (DOF) regarding tree planting contractors
- Tellinghuisen (FR-3: Passage Creek, Shen. Co.) file completion and payment
- Slate Run Farm (SL-6W: Slate Run, Warren Co.) stream crossing pre-construction meeting, fence staking with Sabrina and Ben
- Koon (WP-4B/SL-8: Clarke Co.) correspondence regarding design, signatures
- Laurel Grove Wine Farm (SL-6W: Froman Run, Fred. Co.) correspondence re: progress

- Visit with potential WP-4SF (Pugh's Run, Shen. Co.) with Madison
- Correspondence with local contractors regarding average cost list
- Staff meeting to finalize PY25 average cost list and ranking spreadsheet
- Mt. Airy Dairy (SL-8: Smith Creek, Shen. Co.) visit for signatures with Ally
- Helsley (SL-1/SL-8: Stoney Creek, Shen. Co.) visit for signatures with Ally
- Bushong Holdings (SL-1s: Narrow Passage, Shen. Co.) file completion and payment
- Mt. Airy Dairy (WP-4LC: Smith Creek, Shen. Co.) building sizing with Madison and Ben
- Visit with two potential SL-6W's (Pugh's Run, Shen. Co.)
- Ritenour (SL-6W: Passage Creek, Shen. Co.) file completion and payment
- DAL (SL-6W: Spring Pond, Shen. Co.) fence staking with Dana and Ben
- Dellinger (WP-4LL: trib to NFSR, Shen. Co.) visit for mid-construction photos w. Dana & Ben
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

Outreach

- Farmer Breakfast outreach event, with staff at Strasburg Community Center

Other Relations

- CTC Meetings (6/6/24 & 6/27/24)
- Personnel Reviews (6/3/24)
- Board Meeting (6/13/24)
- Holiday – Juneteenth (6/19/24)

Conservation Specialist Madison Coffey

Training:

- Karst Symposium – 6/4/2024
- VACS Program Update – 6/18/2024

Promoting BMPs:

- General administrative tasks (entering data into tracking, completing ranking spreadsheets, resource concerns, etc.)
- End of year communication with participants regarding project progress. Updated carryover information in tracking for each project.
- Follow-up visit with Ben on 6/5/2024 for potential piggyback participant regarding project and application timing.
- Follow-up visit with Ben on 6/5/2024 for potential participant to review plan map and cost estimates.
- Follow-up visit with Ben on 6/5/2024 for Eastep (Shen: SL-1) to review payment breakdown and get contract signatures.
- Site visit with Nick on 6/18/2024 to inspect fields for Jadwyn Acres (Shen: SL-1).
- 3rd Year Spot Check and PCS with Ben and Sabrina on 6/24/2024 for Skyview Acres (Fred: SL-10).
- Follow-up visit with Ben and NRCS on 6/24/2024 for piggyback project to review NRCS contract and discuss timing of approvals through LFSWCD.

Other Activities:

- Personnel Reviews – 6/3/2024
- CTC Meeting – 6/6/2024
- Board Meeting– 6/13/2024
- Staff Meeting to Update ACL and Ranking Sheets – 6/20/2024
- CTC Agenda Prep – 6/25/2024
- CTC Meeting – 6/27/2024
- End of Year tracking updates and reporting – 6/28/2024

**Conservation Specialist
Sabrina Heltzel**

Training:

- Attended Karst Symposium (6/4)
- Attended Agroforestry JED (6/11)
- Attended PY25 VACS Program Update Session (7/18)
- Attended NMP Writing Training (7/25 – 7/27)

Promoting BMPs:

- Finalized plan map and cost estimate for SL-7 piggyback project in Shenandoah County (6/3)
- Final inspection/as-built for Robert Woodson SL-6W with Nick (6/3)
- Met with Ruth Boyer to get final signatures and review end of project procedures (6/7)
- Stream Crossing pre-construction meeting for Slate Run Farm with Nick and Ben (7/13)
- Processed Woodson bills for reimbursement and prepped folder for close-out (7/17)
- Grazing Plan site visits with Madison and Ben (7/24)

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

Other Activities:

- Personnel Review (6/3)
- Prepared June CTC Agenda (6/5)
- Attended June CTC Meeting & took Minutes (6/6)
- Attended Farmer's Breakfast (6/7)
- Attended Monthly Board Meeting (7/13)
- Attended Staff Lunch Meeting to draft PY25 average cost list and ranking spreadsheet (7/20)

**Conservation Specialist
Ben Loyd**

Training:

- Karst Symposium Training – 6/4/2024
- VACS Program Update – 6/18/2024

Promoting BMPs:

- Follow up visit with Madison for piggyback project SL-6W – Shenandoah County
- Follow up visit with Madison for SL-6W – Shenandoah County
- Follow up visit with Madison to review payments breakdown and get signatures – Shenandoah County
- Bill breakdown with Nick for SL-1 – Shenandoah County
- Fence staking with Nick and Sabrina - Warren County
- As-Built with Dana and Madison for SL-6W – Frederick County
- SL-1 field checks with Dana and Madison – Frederick County
- Sizing for potential WP-4LC with Nick and Madison – Shenandoah County
- Pasture condition scoring with Sabrina and Madison for SL-10 – Clarke County
- Follow up visit with Madison and NRCS for piggyback projects – Shenandoah County
- Entered SL-6W into Tracking – Shenandoah County
- Fence staking with Nick and Dana for SL-6W – Shenandoah County
- Mid-Construction check for WP-4LL with Nick and Dana – Shenandoah County
- Bills breakdown for SL-1 – Frederick County

Other Activities:

- Personnel Review – 6/3/2024

- CTC Meeting – 6/5/2024
- Farmers Breakfast – 6/7/2024
- Staff Meeting to update ACL and Ranking Sheets – 6/20/2024
- CTC Meeting – 6/27/2024
- Annual Leave – 6/10-6/14

Conservation Technical Assistant Sam Shelton

Training:

- Reached out to Marian Moody to review my RUSLE 2 assignment and was passed. Carl also approved Marian’s review and changed my Conservation planner certification status in tracking to “complete”. Currently awaiting Carl to send me the official certificate.

Conservation Technical applications:

- Sent Approval letters and Approved projects in tracking.
- Completed file organization and required appropriate signatures for two of my projects prior to the completion of their checks.
- Created Bi-weekly report log as per my performance improvement plan.
- Organized/prepared Mine and Ally’s VCAP projects to be sent to the steering committee for cost share reimbursement review. (both have been approved for funding)
- Created a new practice instance in tracking for my CCI participant.
- Started a Technical field guide binder for the trucks.
- Delivered Check to completed FR-1 participant for Sabrina.
- Delivered Check to completed VCAP project participant.
- Worked on a Cons Plan for Dana
- Started carry over letter mailing process and file organization.

Promoting BMPs:

- Joined Dana on a SL-1 check in Mt. Jackson

Miscellaneous:

- Attended Board and CTC meetings.
- Attended Farmer Breakfast
- Completed personnel review.
- Attended VACS PY25 update webinar.
- Created a Trauma kit estimate for both trucks. Talked to Sarah and Dana about this and Sarah has since ordered all the Trauma kit items.

Vehicle Maintenance:

- Thoroughly cleaned the Ram.

Education & Program Support Specialist Allyson Ponn

Education:

- JR Rangers Camp planning with FNFSR & SBSP
- VACDE Education Committee Meeting
- Summer School @ SBSP (all ShenCo Elementary)
- Blue Ridge Environmental Governor’s School
- Washington Youth Summit on the Environment (6/21-6/28)

Information:

- LFSWCD Website updates
- Facebook content creation + scheduling
- NVDaily Interview for Farmer Breakfast

Office/Program Support:

- Cover crop verifications + NMP reminders + payments
- Farmer Breakfast Coordination + Event
- Personnel Reviews
- Town of Strasburg planting plan review
- VASWCD Quarterly Meeting + VNRLI Presentation
- Staff Meeting (VACS updates)

VACDE/Training:

- Karst Symposium
- Water Table/Soils Training
- Economics of Soil Health Systems Webinar
- VACDE Policy Committee Meeting
- VACDE Graves Planning Meeting
- Grave Training Coordination
- VNRLI Session 6 (Charlottesville) + Graduation
- VAEE Criteria 3 (3.1 and 3.2 hours)
- VACS Update Webinar

Important Dates:

- 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 items to report.

Education & Information
Joan Comanor

- Allyson will complete our District annual report describing our accomplishments from the previous fiscal year usually by mid-August. At that time, Directors should schedule an update with their Board of Supervisors and describe the impact we made with local residents. We don't ask for their support (ie, financial request) at that briefing, but rather take the opportunity to share what benefits were provided to the county/city and a snapshot of the coming year. Staff will help prepare the information specific to each jurisdiction.

Legislative Committee
Paul Burkholder

- 4ly Soil and water association meeting June 20, 2024
- Deb was inducted into the NACD HALL OF FAME after being nominated by the Va Association of Soil and Water Conservation District officers and Executive Board for her achievements.
- Budget was finally agreed upon. We received an additional \$3 million for administrative needs and support
- The association is budgeted the money needed to hire two traveling trainers and an in office engineering employee.
- Attorney General's office will continue to represent Soil and water districts at no charge.
- Va. Association of Soil and Water Districts Marketing committee is available to help with our website design needs.

Personnel
Joan Comanor

- A hard copy of the updated Personnel Policy (approved at the June Board; effective July 1, 2024) will be provided at the Board meeting. Please review, then sign and return the signature page to Sarah.

Operations
Justin Mackay-Smith

- No activity this month.

Northern Shenandoah Valley Regional Commission
Mary Gessner

- Did not meet in June. Next meeting July 18.

Shenandoah County Water Resources Advisory Committee
Joan Comanor

- No new items to report.

Shenandoah Pure Water Forum
Jack Owens

- No items to report.

Alliance for the Shenandoah Valley
Joan Comanor

- You may remember that Eric Bendfeldt at Va Tech Extension and Bill Crutchfield at VSU Extension have been working to create a new position to increase delivery of conservation/ ag resources and programs to small farms and under-represented farmers (USDA term) in our region. That job posting is now live! Please forward to anyone you think might be a good fit. <https://careers.pageuppeople.com/968/cw/en-us/job/529911/virginia-sare-state-program-assistant>. The Shenandoah Valley Conservation Collaborative will continue having the biannual meeting at the Alliance for the Shenandoah Valley office in New Market (9485 S Congress St, New Market, VA 22844) . The meeting will be **July 15th from 1:00-4:30 pm**. Also, the Board of Directors of the National Fish and Wildlife Foundation has approved \$1,632,409.72 for the Shenandoah Valley Conservation Collaborative: Accelerating Clean Water and Conservation Outcomes Through Partnership project. The project goal is to accelerate the rate of implementation and increase the effectiveness of water quality Best Management Practices in a high-priority agricultural region of the Chesapeake Bay watershed. Project will implement 25 miles of livestock exclusion fencing and expand adoption of agricultural conservation practices on 3,500 acres. The Alliance Board will have a show-me site visit in lieu of a normal Board meeting in August.

Natural Resources Conservation Service (NRCS)
Brent Barriteau

- No written report submitted

Department of Conservation & Recreation (DCR)
Debbie Cross

Happy New Year! (Fiscal Year that is!)

Congratulations to Sabrina Heltzel & Sam Shelton, Lord Fairfax SWCD and **Lily Smith**, Culpeper SWCD, newly certified Conservation Planners. Way to Go!

ADMINISTRATIVE AND OPERATIONAL ITEMS:

- **FY25 Grant Agreements will arrive early July.** Sign and return to DCR timely so that initial funds, including 100% of Base TA, may be disbursed in early August.
- **FY25 SWCD Budget:** SWCD board approval in July if not already approved. Provide copy to CDC.
- **FY25 Annual Plan of Work:** Board approval in July if not already approved. Provide copy to CDC.

- **FY25 Administrative & Operational funding** (inc.\$3M increase from the General Assembly. *The VSWCB made slight changes to Admin Ops allocations, so a few totals are a bit less than what had been proposed.*

District	FY25 Admin/Ops Core Funding	Dam Maintenance (\$4,500 per dam)	FY25 total	FY24 total
Culpeper	\$553,384	\$49,500	\$602,884	\$488,653
John Marshall	\$269,438		\$269,438	\$228,030
Lord Fairfax	\$413,183	\$9,000	\$422,183	\$324,810
Loudoun	\$246,695		\$246,695	\$119,590
Northern Virginia	\$411,003		\$411,003	\$277,061
Prince William	\$335,595		\$335,595	\$182,830
Thomas Jefferson	\$573,557	\$36,000	\$609,557	\$495,920

- **FY24 Quarterly reports- due July 15, 2024-** In addition to the routine submission of Attachment E, balance sheet and P&L; fourth quarter reports are to include and the FY24 Attachment E “roll up”, cost share **cash balance** and **carry over reports**. The signed hardcopy Attachment E can be mailed to me after I have reviewed the electronic submission.
- **FY24 Self-Assessment Questionnaire Due on or before 07/15/24.** If you will not have an August board meeting, please submit the Questionnaire to your CDC at least one week prior to your July meeting. I must complete assessments by 9/1/24.
- **Requests to use VACS as grant match or other type of grant contribution:** Districts may receive requests from prospective grant applicants seeking to leverage VACS as a contribution towards a grant application. **Districts are reminded that any use of VACS funds as a grant contribution must be approved in advance by DCR** regardless of the terminology used by the grantor to describe the contribution (match, in-kind, cash contribution, etc.). VACS commitments towards other programs are managed at the state level to ensure VACS dollars are not double-committed or double-reported. The process to request approval for use of VACS funds can be found on the DCR website: <https://www.dcr.virginia.gov/soil-and-water/vnrcf-match>.

Extension Agent Appointments SWCD board action in July (Northern VA & Loudoun SWCDs). Completed DCR Form 199-014 required. Nominations for appointment will go before the VSWCB at Sept. Meeting.

Area II Legislative Zoom Meeting scheduled for July 25 at 8:30 am. Member districts are to email any legislative items to Area II Chair John Flannery to jonflan@aol.com (copy to your CDC) **by July 11th**. You **must preregister** for the Zoom Mtg: <https://us02web.zoom.us/join/register/tZMrdOmgqzoqH9yDQLBz7we7YiETOz090gRB#/registration>

AG COST SHARE ITEMS:

- **PY 2025 Average Cost List:** Must be SWCD Board approved and submitted to DCR **PRIOR** to approval of any PY25 cost-share applications. Make sure to **include a contingency plan for handling costs for components not included on the ACL**. Submit to Sara Bottenfield and copy your CDC.
- **Data Updates:** Please make sure all data in the tracking program is complete and accurate **by July 15**.

- **FY25 Cost Share & Technical Assistance Allocations:** Record Level of VACS funding \$207M

SWCD	FY25 CS 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

- **Policy Changes:**

- Removed 90% obligation goal. Return or 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 at 13% of obligated cost share.
- Transfer between SWCDs still allowed and it must include 13% TA.
- Unobligated, disbursed FY25 CB VACS funds must be returned to DCR with 6% TA.
- Ability to move unobligated carryover funds from cancellations forward without TA to fund new contracts.
- CY24 Random Verifications (spot checks): Currently being scheduled with District staff. Lord Fairfax 7/8-10; John Marshall 7/24; Prince William 8/15; Loudoun 8/29. Yet to Schedule Culpeper & Thomas Jefferson.
- Administrative Reviews: Random BMP case file reviews are being schedule with SWCD staff throughout the summer. Lord Fairfax 7/8-10; Culpeper 7/22; John Marshall 7/23-24; Others yet to be scheduled.

DCR Welcomes staff:

Stacy Polk, Nutrient Management Specialist located in the DCR-Staunton Regional Office assigned service area includes **Louisa, Albemarle, Fluvanna, Nelson, Cumberland, Buckingham, Amherst, Appomattox, and Campbell.**

Marissa Roland, Eastern Area Manager, previously held the CDC position for that region, located in Tappahannock.

Tad Williams, CDC in our Staunton Office, previously Dairy and Small Farms Nutrient Management Specialist, a partnership between DCR and Virginia Tech.

UPCOMING TRAINING AND IMPORTANT DATES:

- July 10: **PY25 Tracking Program Updates** 9:30 -11:30 am (Zoom Link: <https://vcu.zoom.us/j/86296422601?pwd=lxra5TqbsePaYnXaQNKTV2CQXsS4is.1>)
- July 10: **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/tZUrdeGqpwvEtHBlpZSZjztwD-C9xGUhHx>
- July 15: **4th Quarter and End of Year Financial and Cost Share Cash Balance & Carryover Reports due to DCR.**
- July 15: **FY24 Self-Assessment Questionnaire** due to CDC (earlier if your board does not meet in August)
- July 16: **DCR pulls final FY24 Logi reports.**
- July 23: **Local Government Investment Pool (LGIP)- 2pm** - Desktop Procedures for District Fiscal Operations Guide “Reserve funds are allowed to be maintained in CDs or MMAs; Districts also have the option to participate in the Virginia Department of Treasury’s Local Government Investment Pool (LGIP). Register: <https://us02web.zoom.us/meeting/register/tZAsfuqtqjgoGdDNB3h7jST2Q1VedviKRuxA#/registration>
- July 25: **Area II Legislative Zoom Meeting** 8:30 am - **Zoom link registration** - <https://us02web.zoom.us/meeting/register/tZMrD0mgqzoqH9yDQLBz7we7YiETOz090gRB#/registration>
- July 25: **PY25 Tracking Program Updates** 1:00 – 3:00 pm (Zoom Link: <https://vcu.zoom.us/j/82174960907?pwd=Q5Wwru2GePiDQQZtKkL2Or9LqmINtP.1>)
- Aug 20-22: **VACDE Annual Summer Training**, Graves Mountain Lodge. More details to follow.
- Sept 30: **Deadline for End of Lifespan Verifications** for 2024 reimbursement. \$200/\$250 reimbursement rate

Report Electronically sent to SWCDs 7/1/2024.

**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 Update:
 1. The VPA Regulation and General Permit for AFO's has been approved and finalized by the State Water Control Board. 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. Outreach events are planned for this month including the Virginia Poultry Federation Health and Management Seminar at JMU and outreach to permitted poultry and large animal farms in the DEQ Northern Regional Office territory.
- DEQ has released the annual Request for Applications (RFA) for nonpoint source (NPS) best management practices (BMPs) implementation projects, with up to \$1.5 million in Clean Water Act (CWA) Section 319(h) grant funding solicited. Awards are typically in the range of \$75,000 to \$300,000 per agreement, for up to three years. Local governments, planning district commissions, Soil and Water Conservation Districts, regional commissions, non-profits, and state agencies are eligible to apply. Typical BMPs funded under this program include septic, agricultural, or urban BMPs and funding for technical assistance in conjunction with these grants for personnel, supplies, and travel are available. The application deadline is August 30, 2024, and a webinar for interested applicants will be held July 17, 2024 – register here. For more information, please visit DEQ NPS Funding, Grant, and Project Resources, or contact NPS Coordinators Kim Romero at Kimberly.romero@deq.virginia.gov (Shenandoah Valley districts) or Madison Whitehurst at Madison.whitehurst@deq.virginia.gov (districts east of the Blue Ridge).
- 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 June 28, 2024, is attached to the end of this report. For any questions, contact Phil Davis, AgBMP Project Manager with the Clean Water Financing and Assistance Program: (540) 209-4201, philip.davis@deq.virginia.gov.

MISC.



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MINUTES

The June 13, 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
- Paul Burkholder
- Mark Huddleston
- Emma Bricker
- Corey Childs
- Kermit Gaither

Associate Directors

- Stephanie Shillingburg
- Ed Pendleton

Cooperating Agency Representatives & Guests in Attendance:

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

LFSWCD Staff Members

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

Absent Directors or Staff:

- Reid Hoak
- Ira Richards
- Jason Bushong
- Ben Loyd
- Allyson Ponn

LFSWCD Board Chairwoman Joan Comanor called the meeting to order at 10:01 am.

Welcome Back Corey!



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MOTION: Board approval of the MAY 2024 Board of Director meeting minutes. Motion made by Mark Huddleston, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. *Reid Hoak was absent from the June 13, 2024, meeting.

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

Chairwoman’s Report: Joan Comanor

- Reviewed written Report.
- Discussion of Spongy Moth.
- Discussion of Outreach Event – Farmer’s Breakfast
 - Debbie gave kudos, an excellent event.

Treasurer & Finance Report: Stephanie Shillingburg

- Stephanie reviewed the written report.
- The Finance Committee will meet July 11, 2024, at 9:30am.

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 Kermit Gaither. Motion Passed. Voting Ballot is as follows. *Reid Hoak was absent from the June 13, 2024, meeting.

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

Board Secretary/Administrative Specialist: Sarah Fleming

- Reviewed written report.
- Gave a brief presentation on paperless Board Packet options for Board meetings.
 - Projector Display
 - Tablet
 - It was decided to move forward with the Projector for the July 2024 meeting with an option for printed copies for those who may need them.

Technical Staff Reports:

Supervising Conservation Specialist, Dana Gochenour:

- Wrapping up End of Fiscal Year 2024 items. Staff are busy taking in new projects and working on current/ongoing projects and tasks.



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Senior Conservation Specialist, Nick Livesay:

- Busy wrapping up FY24 projects and working with new and current BMP and field visits.

Conservation Specialist, Madison Coffey:

- Back to the office full time. Thanked staff for helping with her projects while out of the office.

Conservation Specialist, Sabrina Heltzel

- Reviewed written report.
- Officially a Certified Conservation Planner!
- Discussed VAPS Wetland Training event.

Conservation Specialist, Ben Loyd

- Absent from meeting. Approved annual leave.

Conservation Technical Assistant, Sam Shelton

- Reviewed written report- gave VCAP update.
- Was given verbal/written acknowledgement that he will be receiving his Conservation Planner Certificate very soon.

Education and Program Support Specialist, Allyson Ponn:

- Absent from meeting. Approved training event.

Committee Updates:

Conservation Technical - Corey Childs / Mary Gessner

- Mary Reviewed the CTC Report.
- The CTC Committee will meet on June 27, 2024, for final approvals and necessary items for FY2024.
- There will be no CTC meeting in July 2024.
- Motions are as follows:

MOTION: to recommend that the board approve the tax credits for contract #13-23-0046, instances 520025 and 520030 in the amount of \$255.63 and \$6679.52, and the tax credit for contract #13-24-0080 instance 583736 in the amount of \$ 1507.06 respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve an equipment tax credit for Jason Bushong for purchase of a manure spreader, as well as the associated conservation plan and nutrient management plan. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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



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MOTION: to recommend that the board approve an increase to the approved variance cost-share for contract #13-22-0007 instance 439947 in the amount of \$29519.60. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve contract #13-24-0101 instance 588425 in the amount of \$7225.00. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve contract #13-24-0101 instance 587155 in the amount of \$26950.00. Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve contract #13-24-0105 instances 588566 and 588565 in the amounts of \$26219.41 and \$62503.44, respectively, and associated conservation plan. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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



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MOTION: to recommend that the board approve contract #13-24-0103 instance 588344 in the amount of \$44818.40 and associated conservation plan. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve an increase in VACS cost share and tax credit for contract #13-24-0027 in the amounts of \$152.57 and \$195.25, respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve contract #13-24-0104 instance 588498 in the amount of \$47565.67 and associated conservation plan. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve an increase in VACS cost share and tax credit for contract #13-24-0091 instance 585542 in the amount of \$631.87 and \$697.69, respectively. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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



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MOTION: to recommend that the board approve contract #13-24-0065 instance 588471 in the amount of \$148465.35 and associated conservation plan. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board delegate authority to CTC Chairs & BOD Chair to take action on: projects between June BOD Meeting and the end of PY2024, carryover report, PY25 average cost list, and PY25 ranking spreadsheet/ secondary considerations. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board send a letter of support in regard to the Alliance for the Chesapeake Bay's Growing Greener Pastures proposal to the National Grazing Lands Coordinator. Motion made by Mary Gessner, seconded by Kermit Gaither. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board send a letter to Chase Lenz with Warren County, VA Zoning Department stating that the items in question are outside of the District's scope of programs and there are no additional comments from the District on the matter at hand. Presented to the Board by Dana Gochenour. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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



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Dam Safety & Conservation Easements - Jim Fagan

- Monitoring devices have been installed at both Dam locations.

Education & Information – Joan Comanor

- Nothing to add to report.

Legislative – Paul Burkholder

- Working to meet with Tim French.

Personnel – Joan Comanor

- The Personnel committee met on June 3, 2024. Staff reviews were performed, Job descriptions reviewed and updates/revisions made to the personnel policy.
- The following motions were made to accept/approve updates/revisions to the Personnel Policy as of July 1, 2024.

MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE (page 3 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Paul Burkholder, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE: c. LEAVE SHARING (page 4 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Randy Buckley, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE: d. COMPENSATION FOR EXTRA TIME WORKED (page 5 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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



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MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE: e. PARENTAL LEAVE (page 5 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Mark Huddleston, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve revisions to Personnel Policy section 2. LEAVE: h. SHORT-TERM DISABILITY (page 6 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that the board approve revisions to Personnel Policy section III. PERSONNEL MANMAGEMENT: E. TRAINING AND TRAVEL (page 8 of 19) as highlighted in the Board Packet for 6/13/2024 and reviewed by Joan Comanor during the meeting. Motion made by Mark Huddleston, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

- Minutes of the June 3, 2024, Personnel Committee Meeting need to be approved /accepted by the Board.
 - A 3% COLA is recommended for all Staff effective July 1, 2024.
 - Individual staff merit and certification increases will also be effective July 1, 2024.
 - Motion as follows:



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MOTION: to recommend that the board approve the June 3, 2024, Personnel Committee meeting minutes as presented in the Board packet and by Joan Comanor during the Board meeting. Motion made by Mark Huddleston, seconded by Jack Owens. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

MOTION: to recommend that Corey Childs be re-appointed as the representing Director/Cooperative Extension Agent for the LFSWCD Board of Directors. Motion made by Paul Burkholder, seconded by Mary gessner. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

Operations – Justin Mackay-Smith

- No activity this month.

Local Agency Updates:

Northern Shenandoah Valley Regional Commission – Mary Gessner

- June meeting was cancelled.
- Next meeting in July.

Shenandoah County Water Resources Advisory Committee – Joan Comanor

- Nothing to report.
- No meetings scheduled at this time.

Shenandoah Pure Water Forum – Jack Owens

- Next meeting will be on June 18th. It will be a virtual meeting. Please refer to the email sent by Sarah for more info.

Alliance for the Shenandoah Valley – Joan Comanor

- Nothing to add to the written report.

Cooperating Agency Reports:

Natural Resources Conservation Service: Brent Barriteau

- Brent presented and reviewed a handout of NRCS happenings.
- Brent will be holding a Local Workgroup meeting this afternoon. LFSWCD Board and Staff are welcome to participate.



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Virginia Department of Conservation & Recreation: Debbie Cross

- Debbie reviewed key items in her written report.
- Recommended delegating authority for signing of Grant Agreements.

MOTION: to delegate authority to the Board Chair to sign DCR Grant Agreements once finalized and received.

Motion made by Corey Childs, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

Virginia Cooperative Extension: Corey Childs

- Gave an update on Extension happenings.

Virginia Department of Forestry: Matt Wolanski

- Not in attendance.

Chesapeake Bay Foundation: Matt Kowalski

- Not in attendance.

Department of Environmental Quality: Sara Jordan

- Not in attendance.

Other:

Adjournment:

MOTION: to Adjourn. Motion made by Mary Gessner, seconded by Corey Childs. Motion Passed. Voting Ballot is as follows. **Reid Hoak was absent from the June 13, 2024, meeting.*

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

The meeting adjourned at approximately 12:10pm.

Respectfully submitted,

Sarah R. Fleming

Board Secretary

Approved by the Board through motion on:

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	X	X	X	X	X
Mary Gessner	X	X	X	X	X	X	X	X	X	X	X	X
James Fagan	X	X	X	A	X	X	X	X	A	X	X	X
Kermit Gaither	X	X	X	A	X	X	A	X	A	X	A	X
Jack Owens							X	X	X	X	X	X
Paul Burkholder	A	X	X	A	X	X	A	A	X	X	X	X
Reid Hoak							A	X	X	X	X	A
Justin MacKay-Smith	X	A	X	X	X	X	X	A	X	X	X	X
Randy Buckley							X	X	X	X	X	X
Corey Childs	X	A	X	X	A	X	A	A	A	A	A	X
Emma Bricker							X	A	A	X	X	X
Mark Huddleston							X	A	X	X	X	X
Associate Board of Directors												
Stephanie Shillingburg, Treasurer	X	X	A	X	X	X	X	X	X	X	X	X
Jason Bushong	A	A	A	A	A	A	X	A	A	A	A	A
Ed Pendleton (voted as Assoc. Dir. 1/12/2023)	A	X	X	A	A	X	A	A	X	X	A	X
Ira "Buck" Richards							A	A	A	A	A	A
Staff												
Madison Coffey	X	X	X	X	X	X	X	X	ML	ML	ML	X
Sarah Fleming	X	X	X	X	A	X	X	X	X	X	X	X
Dana Gochenour	X	X	A	X	X	X	X	X	X	X	A	X
Nick Livesay	X	X	X	A/T	X	X	X	X	X	X	X	X
Allyson Ponn	X	x	X	A/T	A/T	A/T	A/T	X	X	X	X	A/T
Sabrina Vladu	A	X	X	X	X	X	X	A	X	X	X	X
Sam Shelton	X	X	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	A/T	A
Guests												
Debbie Cross, DCR	X	X	X	X	X	X	X	X	X	X	X	X
Brent Baritteau, NRCS	X			X	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
Reconciliation Summary
First Bank, Period Ending 06/30/2024

	Jun 30, 24
Beginning Balance	2,076,454.45
Cleared Transactions	
Checks and Payments - 17 items	-31,768.02
Deposits and Credits - 2 items	11,577.72
Total Cleared Transactions	-20,190.30
Cleared Balance	2,056,264.15
Uncleared Transactions	
Checks and Payments - 7 items	-161,190.58
Deposits and Credits - 2 items	5,023.58
Total Uncleared Transactions	-156,167.00
Register Balance as of 06/30/2024	1,900,097.15
New Transactions	
Checks and Payments - 3 items	-1,182.54
Deposits and Credits - 1 item	7,609.40
Total New Transactions	6,426.86
Ending Balance	1,906,524.01

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 06/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,076,454.45
Cleared Transactions						
Checks and Payments - 17 items						
Check	05/28/2024	5342	Virginia Business Sy...	X	-2,500.00	-2,500.00
Check	05/28/2024	5343	Virginia Business Sy...	X	-697.50	-3,197.50
Check	05/28/2024	5341	Shentel	X	-188.22	-3,385.72
Check	05/28/2024	5340	Benjamin Loyd	X	-174.20	-3,559.92
Check	06/05/2024	5345	VASWCDEF	X	-550.00	-4,109.92
Check	06/05/2024	5347	Virginia Business Sy...	X	-360.34	-4,470.26
Check	06/05/2024	5344	Treasurer of Virginia	X	-150.00	-4,620.26
Check	06/05/2024	5346	Dana N. Gochenour	X	-129.99	-4,750.25
Check	06/12/2024	5353	Treasurer of Virginia	X	-22,887.95	-27,638.20
Check	06/12/2024	5348	Card Services	X	-1,805.20	-29,443.40
Check	06/12/2024	5350	Virginia Business Sy...	X	-729.39	-30,172.79
Check	06/12/2024	5352	Queen Street Diner	X	-724.50	-30,897.29
Check	06/12/2024	5354	Neff Lumber Mills, Inc.	X	-180.00	-31,077.29
Check	06/12/2024	5349	Pitney Bowes Globa...	X	-165.33	-31,242.62
Check	06/12/2024	5351	Queen Street Diner	X	-150.00	-31,392.62
Check	06/12/2024	5355	Treasurer of Virginia	X	-150.00	-31,542.62
Check	06/27/2024	5359	Queen Street Diner	X	-225.40	-31,768.02
Total Checks and Payments					-31,768.02	-31,768.02
Deposits and Credits - 2 items						
Deposit	06/10/2024			X	3,827.20	3,827.20
Deposit	06/30/2024			X	7,750.52	11,577.72
Total Deposits and Credits					11,577.72	11,577.72
Total Cleared Transactions					-20,190.30	-20,190.30
Cleared Balance					-20,190.30	2,056,264.15
Uncleared Transactions						
Checks and Payments - 7 items						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	06/12/2024	5356	Ellen M. Collins		-2,627.20	-2,706.19
Check	06/27/2024	5358	Joan M. Comanor		-116.58	-2,822.77
Check	06/27/2024	5357	Stephanie Shillingburg		-96.48	-2,919.25
Check	06/27/2024	5360	Adams & Company		-14.00	-2,933.25
Check	06/30/2024		Treasurer, Shenand...		-158,057.33	-160,990.58
Check	06/30/2024	5361	Treasurer of Virginia		-200.00	-161,190.58
Total Checks and Payments					-161,190.58	-161,190.58
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					-156,167.00	-156,167.00
Register Balance as of 06/30/2024					-176,357.30	1,900,097.15
New Transactions						
Checks and Payments - 3 items						
Check	07/08/2024	5364	Max Real Group, LLC		-408.00	-408.00
Check	07/08/2024	5363	Max Real Group, LLC		-408.00	-816.00
Check	07/08/2024	5362	Virginia Business Sy...		-366.54	-1,182.54
Total Checks and Payments					-1,182.54	-1,182.54
Deposits and Credits - 1 item						
Deposit	07/08/2024				7,609.40	7,609.40
Total Deposits and Credits					7,609.40	7,609.40
Total New Transactions					6,426.86	6,426.86

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07/09/24

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bank, Period Ending 06/30/2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Ending Balance					<u>-169,930.44</u>	<u>1,906,524.01</u>

Lord Fairfax Soil and Water Conservation District
Reconciliation Summary
First Bnk DCR Cost Share (WQIA), Period Ending 06/30/2024

	Jun 30, 24
Beginning Balance	7,781,815.59
Cleared Transactions	
Checks and Payments - 17 items	-342,433.73
Deposits and Credits - 1 item	28,519.44
Total Cleared Transactions	-313,914.29
Cleared Balance	7,467,901.30
Uncleared Transactions	
Checks and Payments - 26 items	-355,507.86
Deposits and Credits - 1 item	25.44
Total Uncleared Transactions	-355,482.42
Register Balance as of 06/30/2024	7,112,418.88
Ending Balance	7,112,418.88

Lord Fairfax Soil and Water Conservation District Reconciliation Detail First Bnk DCR Cost Share (WQIA), Period Ending 06/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,781,815.59
Cleared Transactions						
Checks and Payments - 17 items						
Check	05/08/2024	3801	Stevan H. White	X	-148,080.98	-148,080.98
Check	05/28/2024	3813	Wightman Grain & ...	X	-34,981.20	-183,062.18
Check	05/28/2024	3812	Windfall Farm	X	-33,411.92	-216,474.10
Check	05/28/2024	3810	Delila A. Hockman	X	-32,850.00	-249,324.10
Check	06/05/2024	3816	Thomas D. Rosenbe...	X	-3,191.21	-252,515.31
Check	06/05/2024	3819	Hideaway Farms LLC	X	-2,472.50	-254,987.81
Check	06/05/2024	3818	Daryl M. Bowman	X	-2,402.80	-257,390.61
Check	06/05/2024	3817	Audley Farm	X	-1,300.00	-258,690.61
Check	06/13/2024	3826	James F. Eastep	X	-19,035.94	-277,726.55
Check	06/13/2024	3825	Jacob R. Tellinghuis...	X	-18,976.88	-296,703.43
Check	06/13/2024	3822	Eric K. Bender	X	-15,554.00	-312,257.43
Check	06/13/2024	3820	D & M Farms, LLC	X	-12,799.40	-325,056.83
Check	06/13/2024	3821	Glenn E. Keller	X	-3,734.50	-328,791.33
Check	06/13/2024	3824	James A. Rhodes	X	-3,536.10	-332,327.43
Check	06/13/2024	3827	William B. Gardner	X	-3,404.95	-335,732.38
Check	06/13/2024	3823	Nelson O. Sine	X	-892.60	-336,624.98
Check	06/26/2024	3849	John G Holt	X	-5,808.75	-342,433.73
Total Checks and Payments					-342,433.73	-342,433.73
Deposits and Credits - 1 item						
Deposit	06/30/2024			X	28,519.44	28,519.44
Total Deposits and Credits					28,519.44	28,519.44
Total Cleared Transactions					-313,914.29	-313,914.29
Cleared Balance					-313,914.29	7,467,901.30
Uncleared Transactions						
Checks and Payments - 26 items						
Check	06/20/2024	3835	Mercer Vu Farms, Inc.		-43,741.00	-43,741.00
Check	06/20/2024	3828	Hubbel J. French		-29,276.50	-73,017.50
Check	06/20/2024	3829	French Brothers Dairy		-18,535.60	-91,553.10
Check	06/20/2024	3832	Harry B. Polk, Jr.		-16,090.90	-107,644.00
Check	06/20/2024	3833	Dennis D. Baker		-12,653.20	-120,297.20
Check	06/20/2024	3842	John O. Hardesty & ...		-12,641.30	-132,938.50
Check	06/20/2024	3839	Hockman Farms		-8,584.70	-141,523.20
Check	06/20/2024	3841	Robert W. Koon, Jr.		-7,781.60	-149,304.80
Check	06/20/2024	3836	West Oaks Farm LLC		-7,110.00	-156,414.80
Check	06/20/2024	3837	Cherry Grove Farm ...		-5,502.60	-161,917.40
Check	06/20/2024	3838	Jadwyn Acres Farm...		-4,057.00	-165,974.40
Check	06/20/2024	3831	Stephen B. Qualls		-3,971.10	-169,945.50
Check	06/20/2024	3830	Charles DeHaven, Jr.		-3,174.50	-173,120.00
Check	06/20/2024	3843	Guy Gochenour		-2,870.00	-175,990.00
Check	06/20/2024	3840	P.T. McIntire & Son...		-1,349.60	-177,339.60
Check	06/20/2024	3834	Trinity Farm LLC		-1,100.00	-178,439.60
Check	06/25/2024	3847	Bushong Holdings L...		-11,423.13	-189,862.73
Check	06/25/2024	3846	Mt. Airy Dairy Farm ...		-10,112.90	-199,975.63
Check	06/25/2024	3848	Bushong Holdings L...		-7,564.38	-207,540.01
Check	06/25/2024	3845	Martin J. Helsley Jr.		-4,124.20	-211,664.21
Check	06/25/2024	3844	Windcrest Holsteins,...		-3,502.80	-215,167.01
Check	06/26/2024	3852	Justin T Ritenour		-67,703.50	-282,870.51
Check	06/26/2024	3850	George W. Hawkins...		-34,175.00	-317,045.51
Check	06/26/2024	3853	Clay Brumback		-12,451.60	-329,497.11
Check	06/26/2024	3851	Harold Frederick Farm		-5,206.25	-334,703.36
Check	06/28/2024	3854	Short Mountain Orc...		-20,804.50	-355,507.86
Total Checks and Payments					-355,507.86	-355,507.86
Deposits and Credits - 1 item						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-355,482.42	-355,482.42

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07/01/24

Lord Fairfax Soil and Water Conservation District
Reconciliation Detail
First Bnk DCR Cost Share (WQIA), Period Ending 06/30/2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Register Balance as of 06/30/2024					-669,396.71	7,112,418.88
Ending Balance					-669,396.71	7,112,418.88

Lord Fairfax Soil and Water Conservation District

07/09/24

Budget vs. Actual - Operating

Cash Basis

April through June 2024

	Apr - Jun 24	Budget	% of Budget
Ordinary Income/Expense			
Income			
Income Designated Receipts			
FY 24 VNRCF TA (Base + Add.)	172,061.50		
Total Income Designated Receipts	172,061.50		
Undesignated Receipts			
County/City Contributions			
Frederick	3,162.50		
Total County/City Contributions	3,162.50		
DCR Annual Operations	78,952.50		
Interest Income	16,133.61		
Sales/Services			
Geotextile Sales	73.71		
Total Sales/Services	73.71		
VCAP	0.00		
VCAP TA	1,200.00		
Total Undesignated Receipts	99,522.32		
Total Income	271,583.82		
Gross Profit	271,583.82		
Expense			
District Regular Expenses			
Board Expenses	2,152.78		
Education&Info/Public Outreach			
Display/Ed Material/Brochures	44.95		
Ed Staff Training/Conferences	11.00		
Envirothon			
Envirothon Expenditures	755.53		
Envirothon Grant Expenses	168.13		
Total Envirothon	923.66		
Scholarships			
District Scholarship	1,500.00		
Youth Conservation Camp	500.00		
Total Scholarships	2,000.00		
Education&Info/Public Outreach - Other	724.50		
Total Education&Info/Public Outreach	3,704.11		
Geotextile (Expenses)	3.87		
Insurance	478.00		
Office Expenses			
IT Services & Support / Web	6,749.64		
Office Equipment	2,843.50		
Office Storage Rent	715.96		
Office Supplies	2,914.58		
Postage	320.99		
Telephone/Internet	1,073.40		
Total Office Expenses	14,618.07		
Personnel/Staff Expenses			
Staff Salaries & Benefits	315,388.97		
Total Personnel/Staff Expenses	315,388.97		
Staff Boot/Clothing	401.29		
Staff Mileage/Training	2,387.36		

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Lord Fairfax Soil and Water Conservation District

07/09/24

Budget vs. Actual - Operating

Cash Basis

April through June 2024

	<u>Apr - Jun 24</u>	<u>Budget</u>	<u>% of Budget</u>
Vehicle Gas & Service	1,157.41		
Total District Regular Expenses	340,291.86		
First Bank Serv Charge/Checks	0.00		
Total Expense	340,291.86		
Net Ordinary Income	-68,708.04		
Net Income	<u>-68,708.04</u>		

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2023 through June 2024

07/09/24

Cash Basis

	Jul '23 - Jun 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.)	688,246.00		
FY21 TA Base (Base + Add.)	0.00	559,446.00	0.0%
Total Income Designated Receipts	698,317.00	568,446.00	122.8%
Undesignated Receipts			
County/City Contributions			
Clarke	9,500.00	9,500.00	100.0%
Frederick	12,650.00	11,500.00	110.0%
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	68,150.00	67,000.00	101.7%
DCR Annual Operations	315,810.00	315,810.00	100.0%
EOL Varification Earnings	13,000.00		
Interest Income	86,543.79	12,000.00	721.2%
Other Income			
Donations	400.00	400.00	100.0%
Total Other Income	400.00	400.00	100.0%
Sales/Services			
Geotextile	0.00	0.00	0.0%
Geotextile Sales	630.60	0.00	100.0%
Sales/Services - Other	0.00	0.00	0.0%
Total Sales/Services	630.60	0.00	100.0%
VCAP	0.00		
VCAP TA	3,600.00		
Total Undesignated Receipts	488,134.39	395,210.00	123.5%
Total Income	1,186,451.39	963,656.00	123.1%
Gross Profit	1,186,451.39	963,656.00	123.1%
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)	4,500.00	6,000.00	75.0%
District Regular Expenses			
Board Expenses	8,849.87	15,000.00	59.0%
Dues			
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%
Total Dues	4,592.00	4,500.00	102.0%
Education&Info/Public Outreach			
Display/Ed Material/Brochures	55.48	500.00	11.1%
Ed Staff Training/Conferences	330.00	300.00	110.0%
Envirothon			
Envirothon Expenditures	755.53	1,000.00	75.6%
Envirothon Grant Expenses	748.65		
Total Envirothon	1,504.18	1,000.00	150.4%

Lord Fairfax Soil and Water Conservation District

Budget vs. Actual - Operating

July 2023 through June 2024

07/09/24

Cash Basis

	Jul '23 - Jun 24	Budget	% of Budget
Outreach Event(s)	0.00	1,000.00	0.0%
Scholarships			
District Scholarship	1,500.00	1,500.00	100.0%
Youth Conservation Camp	500.00	500.00	100.0%
Total Scholarships	2,000.00	2,000.00	100.0%
Education&Info/Public Outreach - Other	724.50		
Total Education&Info/Public Outreach	4,614.16	4,800.00	96.1%
Geotextile (Expenses)	45.35	1,000.00	4.5%
Insurance	1,642.00	1,500.00	109.5%
Office Expenses			
IT Services & Support / Web	13,113.63	12,500.00	104.9%
Office Equipment	8,828.33	10,000.00	88.3%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	3,487.60	4,000.00	87.2%
Office Supplies	6,131.74	6,500.00	94.3%
Postage	702.26	1,500.00	46.8%
Telephone/Internet	4,535.83	6,500.00	69.8%
Vacancy Ads	272.00	1,500.00	18.1%
Total Office Expenses	37,071.39	56,500.00	65.6%
Personnel/Staff Expenses			
Contractor Expenses	0.00	2,500.00	0.0%
Staff Salaries & Benefits	628,634.99	653,000.00	96.3%
Personnel/Staff Expenses - Other	0.00	0.00	0.0%
Total Personnel/Staff Expenses	628,634.99	655,500.00	95.9%
Staff Boot/Clothing	1,203.63	2,400.00	50.2%
Staff Mileage/Training	8,404.34	10,000.00	84.0%
Vehicle Gas & Service	5,351.64	5,500.00	97.3%
Total District Regular Expenses	700,409.37	756,700.00	92.6%
First Bank Serv Charge/Checks	0.00		
Total Expense	707,417.76	766,700.00	92.3%
Net Ordinary Income	479,033.63	196,956.00	243.2%
Net Income	479,033.63	196,956.00	243.2%

Lord Fairfax Soil and Water Conservation District
Profit & Loss
 April through June 2024

	Apr - Jun 24
Ordinary Income/Expense	
Income	
Income Designated Receipts	
FY 24 VNRCF TA (Base + Add.)	172,061.50
Total Income Designated Receipts	172,061.50
Undesignated Receipts	
County/City Contributions	
Frederick	3,162.50
Total County/City Contributions	3,162.50
DCR Annual Operations	78,952.50
Interest Income	16,133.61
Sales/Services	
Geotextile Sales	73.71
Total Sales/Services	73.71
VCAP	0.00
VCAP TA	1,200.00
Total Undesignated Receipts	99,522.32
Total Income	271,583.82
Gross Profit	271,583.82
Expense	
District Regular Expenses	
Board Expenses	2,152.78
Education&Info/Public Outreach	
Display/Ed Material/Brochures	44.95
Ed Staff Training/Conferences	11.00
Envirothon	
Envirothon Expenditures	755.53
Envirothon Grant Expenses	168.13
Total Envirothon	923.66
Scholarships	
District Scholarship	1,500.00
Youth Conservation Camp	500.00
Total Scholarships	2,000.00
Education&Info/Public Outreach - Other	724.50
Total Education&Info/Public Outreach	3,704.11
Geotextile (Expenses)	3.87
Insurance	478.00
Office Expenses	
IT Services & Support / Web	6,749.64
Office Equipment	2,843.50
Office Storage Rent	715.96
Office Supplies	2,914.58
Postage	320.99
Telephone/Internet	1,073.40
Total Office Expenses	14,618.07
Personnel/Staff Expenses	
Staff Salaries & Benefits	315,388.97
Total Personnel/Staff Expenses	315,388.97
Staff Boot/Clothing	401.29
Staff Mileage/Training	2,387.36

Lord Fairfax Soil and Water Conservation District
Profit & Loss
 April through June 2024

	Apr - Jun 24
Vehicle Gas & Service	1,157.41
Total District Regular Expenses	340,291.86
First Bank Serv Charge/Checks	0.00
Total Expense	340,291.86
Net Ordinary Income	-68,708.04
Other Income/Expense	
Other Income	
Cost Share	
BMP Cost Share Expenditures	
Bank charges	0.00
Clarke County	-132,846.82
Frederick County	-155,006.86
Shenandoah County	-1,027,065.12
Total BMP Cost Share Expenditures	-1,314,918.80
Cost Share Receipts	
DCR Cost Share	1,580,213.11
WQIA Interest	85,309.87
Total Cost Share Receipts	1,665,522.98
Total Cost Share	350,604.18
Total Other Income	350,604.18
Other Expense	
Fund Transfers In	-12,124.62
Fund Transfers Out	12,124.62
Total Other Expense	0.00
Net Other Income	350,604.18
Net Income	281,896.14

Lord Fairfax Soil and Water Conservation District
Profit & Loss
 July 2023 through June 2024

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
Income Designated Receipts	
Comm. Garden/Harv. Fest. Income	200.00
Dam Maintenance	9,000.00
Envirothon Grant	871.00
FY 24 VNRCF TA (Base + Add.)	688,246.00
Total Income Designated Receipts	698,317.00
Undesignated Receipts	
County/City Contributions	
Clarke	9,500.00
Frederick	12,650.00
Shenandoah	20,000.00
Warren	15,000.00
Winchester	11,000.00
Total County/City Contributions	68,150.00
DCR Annual Operations	315,810.00
EOL Varification Earnings	13,000.00
Interest Income	86,543.79
Other Income	
Donations	400.00
Total Other Income	400.00
Sales/Services	
Geotextile Sales	630.60
Total Sales/Services	630.60
VCAP	0.00
VCAP TA	3,600.00
Total Undesignated Receipts	488,134.39
Total Income	1,186,451.39
Gross Profit	1,186,451.39
Expense	
Awards Banquet	2,508.39
Dam Maintenance (Expenses)	4,500.00
District Regular Expenses	
Board Expenses	8,849.87
Dues	
Nat. Assoc. of Cons. Districts	775.00
VA Assoc. of Cons. Districts	3,592.00
VACDE	225.00
Total Dues	4,592.00
Education&Info/Public Outreach	
Display/Ed Material/Brochures	55.48
Ed Staff Training/Conferences	330.00
Envirothon	
Envirothon Expenditures	755.53
Envirothon Grant Expenses	748.65
Total Envirothon	1,504.18
Scholarships	
District Scholarship	1,500.00
Youth Conservation Camp	500.00
Total Scholarships	2,000.00

Lord Fairfax Soil and Water Conservation District
Profit & Loss
 July 2023 through June 2024

	Jul '23 - Jun 24
Education&Info/Public Outreach - Other	724.50
Total Education&Info/Public Outreach	4,614.16
Geotextile (Expenses)	45.35
Insurance	1,642.00
Office Expenses	
IT Services & Support / Web	13,113.63
Office Equipment	8,828.33
Office Storage Rent	3,487.60
Office Supplies	6,131.74
Postage	702.26
Telephone/Internet	4,535.83
Vacancy Ads	272.00
Total Office Expenses	37,071.39
Personnel/Staff Expenses	
Staff Salaries & Benefits	628,634.99
Total Personnel/Staff Expenses	628,634.99
Staff Boot/Clothing	1,203.63
Staff Mileage/Training	8,404.34
Vehicle Gas & Service	5,351.64
Total District Regular Expenses	700,409.37
First Bank Serv Charge/Checks	0.00
Total Expense	707,417.76
Net Ordinary Income	479,033.63
Other Income/Expense	
Other Income	
Cost Share	
BMP Cost Share Expenditures	
Bank charges	0.00
Clarke County	-446,953.43
Frederick County	-466,505.94
Shenandoah County	-1,563,227.01
Warren County	-216,607.97
Total BMP Cost Share Expenditures	-2,693,294.35
Cost Share Receipts	
DCR Cost Share	3,315,852.93
WQIA Interest	322,714.90
Total Cost Share Receipts	3,638,567.83
Total Cost Share	945,273.48
Total Other Income	945,273.48
Other Expense	
Fund Transfers In	-251,908.32
Fund Transfers Out	251,908.32
Total Other Expense	0.00
Net Other Income	945,273.48
Net Income	1,424,307.11

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 6.27.2024

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

Call to Order: 10:04 AM Motion by: MG

Adjourn: 10:51 AM Motion by: NL

Fund Source:	Total funds available after 6.13.2024 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 6.25.24	Obligated - Paid as of 6.25.24	Obligated as of 6.25.24	Total Allocation from DCR
2024 CB VACS	\$ 862,223.49	\$ 7,899.99	\$ 11,530.49	\$ 881,653.97	\$ 374,704.54	\$ 506,949.43	\$ 5,150,244.95	\$ 4,432,054.14	\$ 5,041,812.72	\$ 5,500,000.00
2024 CB VACS Transfer (2023)	\$ 2,827.17	\$ 12,124.62	\$ (2,827.17)	\$ 12,124.62	\$ 12,124.62	\$ -	\$ -	\$ -	\$ 14,217.75	
2024 CB VACS Transfer (2014)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,047.00	\$ 25,047.00	\$ 25,047.00	
							Total Obligated for 2024 CB VACS		\$ 5,081,077.47	
							Percent Obligated for 2024 CB VACS		92.38%	

*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, Average Cost List, Ranking Spreadsheets, Carryover Report

Cancellations/Underbudgets

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes		
13-24-0014	584633	2024 CB VACS	FR-1	\$ 5,436.29	\$ -	Complete	SH	underbudget		
13-24-0085	585093	2024 CB VACS	FR-3	\$ 1,231.02	\$ -	Complete	NL	underbudget		
13-24-0045	581744	2024 CB VACS	SL-8B	\$ 5,220.00	\$ -	Cancelled	AP	no NMP		
13-24-0046	581759	2024 CB VACS	SL-8B	\$ 630.00	\$ -	Cancelled	AP	no NMP		
13-24-0051	581546	2024 CB VACS	SL-8B	\$ 1,400.00	\$ -	Cancelled	AP	no NMP		
13-24-0060	582102	2024 CB VACS	SL-8B	\$ 1,190.00	\$ -	Cancelled	AP	no NMP		
13-24-0029	579558	2024 CB VACS	SL-8H	\$ 200.00	\$ -	Cancelled	AP	no NMP		
13-24-0055	581880	2024 CB VACS	SL-8B	\$ 1,800.00	\$ -	Cancelled	AP	no NMP		
13-24-0012	581805	2024 CB VACS	SL-8H	\$ 729.20	\$ -	Cancelled	AP	no NMP		
13-24-0041	581560	2024 CB VACS	SL-8H	\$ 1,136.80	\$ -	Cancelled	AP	no NMP		
13-24-0041	581565	2024 CB VACS	SL-8B	\$ 4,681.80	\$ -	Cancelled	AP	no NMP		
				Total of Cancellations and Underbudgets:	\$ 23,655.11					

CY2024 Tax Credits

Contract	BMP ID	County/Practice Name	Practice Code	Tax Credit Amount Taken On	Max Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes
13-24-0084	585092	Shen./Long Term Veg Cover on Cropland	SL-1	\$ 340.90	\$ 340.90			X	Complete	NL	
				<i>Total CY2024 Tax Credits presented for approval:</i>	\$ 340.90						
				Total CY2024 Tax Credits Approved:	\$ 340.90						

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
13-24-0090	585536	Shen./Afforestation of Pasture	FR-1				N	\$ 9,288.00	\$ -			X	Approved	NL	approved at the March Board Meeting, reflecting on CTC Agenda
13-24-0099	586509	Fred./Stream Exclusion w/Grazing Mgmt	SL-6W				Y	\$ 69,868.91	\$ -			X	Approved	SH	approved at the April Board Meeting, reflecting on CTC Agenda
13-24-0102	587310	Shen./Stream Exclusion w/ Grazing Mgmt	SL-6W				Y	\$ 69,359.25	\$ -			X	Approved	BL	approved at the May Board Meeting, reflecting on CTC Agenda
13-23-0046	520025/520026	Shen./Stream Exclusion w/ Grazing Mgmt	SL-6W				Y	\$ 12,124.62	\$ -			y	Complete	SH	approved at the May Board Meeting (2 instances), reflecting on CTC Agenda
13-24-0084	585091	Shen./Long Term Veg Cover on Cropland	SL-1				N	\$ 306.25	\$ 282.82			X	Complete	NL	
13-24-0041	588608	Shen./Stream Exclusion w/ Grazing Mgmt	SL-6W	H	131	15.06	Y	\$ 78,303.50				X	Unapproved	MC/BL	NRCS Piggyback
13-24-0020	588713	Shen./Stream Exclusion w/ Grazing Mgmt	SL-6W	H	152	6.17	Y	\$ 147,578.63				X	Unapproved	MC/BL	
								<i>Total 2024 CB VACS Contracts awaiting Variance Review</i>	\$ -						
								<i>Total 2024 CB VACS Contracts presented for approval:</i>	\$ 386,829.16						
								Total 2024 CB VACS Funds Approved:	\$ 374,704.54						

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 6.27.2024

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

Call to Order: _____ Motion by: _____

Adjourn: _____ Motion by: _____

Fund Source:	Total funds available after 6.13.24 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 6.25.24	Obligated-Paid as of 6.25.24
2021 CB VACS	\$ 26,847.01			\$ 26,847.01		\$ 26,847.01	\$ 22,887.95	\$ (3,959.06)
2022 CB VACS Transfer (2021)	\$ 50,924.44		\$ (50,924.44)	\$ -		\$ -	\$ -	\$ -
2022 CB VACS	\$ 475,429.90	\$ 50,924.44	\$ 9,280.50	\$ 535,634.84		\$ 535,634.84	\$ 1,718,275.17	\$ 1,221,439.89
2023 CB VACS Transfer (2021)	\$ 50,060.75		\$ (50,060.75)	\$ -		\$ -	\$ -	\$ -
2023 CB VACS Transfer (2022)	\$ 198,922.66			\$ 198,922.66		\$ 198,922.66	\$ 428,927.84	\$ 230,005.18
2023 CB VACS	\$ 542,124.01	\$ 50,060.75	\$ 20,763.00	\$ 612,947.76	\$ 428.75	\$ 612,519.01	\$ 2,940,019.31	\$ 1,749,877.65

Ending Balance
 \$ 26,847.01
 \$ -
 \$ 496,835.28
 \$ -
 \$ 198,922.66
 \$ 1,190,141.66

*Cancelled 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

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
13-23-0002	503982	2023 CB VACS	FR-1	\$ 5,265.00	\$ -	Cancelled	SH	cancelled due to change in participant signing up project
13-23-0002	503954	2023 CB VACS	FR-3	\$ 15,498.00	\$ -	Cancelled	SH	cancelled due to change in participant signing up project
13-22-0068	474894	2022 CB VACS	SL-6W	\$ 9,280.50	\$ -	Complete	NL	underbudget
				Total of Cancellations and Underbudgets: \$	30,043.50			

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: \$	-						

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: \$	-						

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> \$ -							
								<i>Total 2022 CB VACS Funds Approved:</i> \$ -							

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> \$ -							
						<i>Total 2023 CB VACS Transfer Funds Approved:</i> \$ -							

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> \$ -							
						<i>Total 2023 CB VACS Transfer Funds Approved:</i> \$ -							

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
13-23-0005	496827	Shen./Long Term Veg Cover on Cropland	SL-1					\$ 306.25	\$ 446.95			X	Complete	NL	
13-23-0005	519059	Shen./Long Term Veg Cover on Cropland	SL-1						\$ 176.95			X	Complete	NL	
13-23-0005	496813	Shen./Long Term Veg Cover on Cropland	SL-1					\$ 122.50	\$ 318.17			X	Complete	NL	
13-23-0015	515353	Shen./Long Term Veg Cover on Cropland	SL-1						\$ 1,318.84			X	Complete	DG	
								<i>Total 2023 CB VACS Contracts presented for approval:</i> \$ 428.75							
								<i>Total 2023 CB VACS Funds Approved:</i> \$ 428.75							

6.27.2024 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 tax credit for 13-24-0084 SL-1

Made by: CC, BL

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

NL abstains due to managing project

Motion to recommend that the board approve increases for 13-23-0005 (496827 and 496813) and tax credits for 13-23-0005 (496827, 519059, and 496813) SL-1s

Made by: JMS, CC

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

NL abstains due to managing project

Motion to recommend that the board approve tax credit for 13-23-0015 SL-1

Made by: CC, JMS

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

DG abstains due to managing project

Motion to recommend that the board approve increase for 13-24-0084 SL-1

Made by: JMS, CC

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

MC abstains due to managing project

Motion to recommend that the board approve 13-24-0041 SL-6W and associated NRCS conservation plan

Made by: JMS, DG

Vote	#
Yay	9
Nays	0
Abstains	1

Motion passes

MC abstains due to managing project

Motion to recommend that the board approve 13-24-0020 SL-6W and associated conservation plan

Made by: CC, DG

Vote	#
Yay	8
Nays	0
Abstains	2

Motion passes

MC and BL abstains due to managing project

Motion to recommend that the board approve 2025 Average Cost List

Made by: JMS, RB

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes

Include reason for committee member abstaining.

Motion to recommend that the board approve 2025 Ranking Sheets including the new forestry ranking sheet

Made by: CC, JMS

Vote	#
Yay	10
Nays	0
Abstains	0

Motion passes

Motion to recommend that the board approve

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board approve

Made by:

Vote	#
Yay	
Nays	
Abstains	

Motion passes

Motion to recommend that the board

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, MC

Vote	#
Yay	10
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	\$182,185.84	\$162,947.74	34.05%	89.44%	\$162,947.74	34.05%	89.44%
BLUE RIDGE	FY24 CB VACS	\$67,008.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	0.00%
COLONIAL	FY24 CB VACS	\$2,689,088.00	\$1,609,803.80	\$1,571,997.10	58.46%	97.65%	\$1,448,823.42	53.88%	90.00%
CULPEPER	FY24 CB VACS	\$7,000,000.00	\$7,000,000.00	\$6,892,684.69	98.47%	98.47%	\$6,842,888.59	97.76%	97.76%
EASTERN SHORE	FY24 CB VACS	\$2,689,088.00	\$255,425.37	\$259,409.20	9.65%	101.56%	\$259,409.20	9.65%	101.56%
HANOVER-CAROLINE	FY24 CB VACS	\$5,189,089.00	\$417,062.24	\$401,992.09	7.75%	96.39%	\$401,992.09	7.75%	96.39%
HEADWATERS	FY24 CB VACS	\$5,000,000.00	\$3,319,993.33	\$3,194,970.10	63.90%	96.23%	\$3,095,610.26	61.91%	93.24%
HENRICOPOLIS	FY24 CB VACS	\$725,638.00	\$725,638.00	\$453,104.10	62.44%	62.44%	\$453,104.10	62.44%	62.44%
JAMES RIVER	FY24 CB VACS	\$716,672.00	\$612,222.22	\$565,916.36	78.96%	92.44%	\$552,454.40	77.09%	90.24%
JOHN MARSHALL	FY24 CB VACS	\$4,790,033.00	\$4,790,033.00	\$4,586,495.79	95.75%	95.75%	\$4,484,733.30	93.63%	93.63%
LORD FAIRFAX	FY24 CB VACS	\$5,500,000.00	\$5,500,000.00	\$5,522,364.46	100.41%	100.41%	\$5,306,559.60	96.48%	96.48%
LOUDOUN	FY24 CB VACS	\$2,592,126.00	\$2,592,126.00	\$2,528,462.46	97.54%	97.54%	\$2,479,713.87	95.66%	95.66%
MONACAN	FY24 CB VACS	\$1,918,295.00	\$1,154,420.51	\$1,066,505.67	55.60%	92.38%	\$1,038,976.45	54.16%	90.00%

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	\$2,662,787.84	99.43%	99.43%	\$2,662,787.84	99.43%	99.43%
MOUNTAIN CASTLES	FY24 CB VACS	\$1,574,668.00	\$807,897.84	\$746,920.57	47.43%	92.45%	\$727,108.06	46.18%	90.00%
NATURAL BRIDGE	FY24 CB VACS	\$2,057,055.00	\$1,044,405.90	\$1,091,311.37	53.05%	104.49%	\$949,969.40	46.18%	90.96%
NORTHERN NECK	FY24 CB VACS	\$6,189,089.00	\$158,293.65	\$149,523.23	2.42%	94.46%	\$145,000.13	2.34%	91.60%
NORTHERN VIRGINIA	FY24 CB VACS	\$85,109.00	\$14,770.00	\$14,770.00	17.35%	100.00%	\$14,770.00	17.35%	100.00%
PEAKS OF OTTER	FY24 CB VACS	\$333,541.00	\$37,623.60	\$37,624.00	11.28%	100.00%	\$35,062.72	10.51%	93.19%
PEANUT	FY24 CB VACS	\$4,189,089.00	\$311,491.90	\$300,833.32	7.18%	96.58%	\$300,833.32	7.18%	96.58%
PETER FRANCISCO	FY24 CB VACS	\$2,356,020.00	\$2,356,020.00	\$2,357,599.70	100.07%	100.07%	\$2,251,077.11	95.55%	95.55%
PIEDMONT	FY24 CB VACS	\$2,728,447.00	\$2,071,946.21	\$2,080,245.30	76.24%	100.40%	\$1,864,751.59	68.34%	90.00%
PRINCE WILLIAM	FY24 CB VACS	\$993,840.00	\$300,000.00	\$277,408.74	27.91%	92.47%	\$277,408.74	27.91%	92.47%
ROBERT E LEE	FY24 CB VACS	\$1,918,188.00	\$1,918,188.00	\$230,485.90	12.02%	12.02%	\$177,430.82	9.25%	9.25%
SHENANDOAH VALLEY	FY24 CB VACS	\$4,500,000.00	\$3,766,540.60	\$5,025,108.98	111.67%	133.41%	\$3,425,916.58	76.13%	90.96%
SKYLINE	FY24 CB VACS	\$192,552.00	\$0.00	\$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	\$5,306,642.68	96.63%	96.63%	\$5,101,758.06	92.90%	92.90%
THREE RIVERS	FY24 CB VACS	\$6,189,089.00	\$129,847.00	\$130,252.09	2.10%	100.31%	\$114,862.55	1.86%	88.46%
TIDEWATER	FY24 CB VACS	\$3,689,089.00	\$1,076.00	\$1,076.20	0.03%	100.02%	\$1,076.20	0.03%	100.02%
TRI-COUNTY/CITY	FY24 CB VACS	\$2,355,995.00	\$1,001,746.06	\$982,367.38	41.70%	98.07%	\$953,253.52	40.46%	95.16%
VIRGINIA DARE	FY24 CB VACS	\$152,305.00	\$125,898.22	\$113,308.40	74.40%	90.00%	\$113,308.40	74.40%	90.00%