

# Board of Directors, Board Packet 6/13/2024



We work with the people who work the land.

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### Personnel

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(*please review for Board approval by Motion*)



We work with the people who work the land.

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

**Meeting Agenda**

**June 13, 2024**

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

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

**10:00 CALL TO ORDER**

**INTRODUCTION OF GUESTS**

**10:15 1. APPROVE MINUTES OF THE PREVIOUS MONTHS MEETINGS**

- a) Board Meeting
- b) Committee Meetings (if any, as presented in the Board Packet)
  - o Personnel

**10:20 2. CHAIR REPORT – Joan Comanor**

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

**10:35 4. SECRETARY REPORT – Sarah Fleming**

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

**Staff:**

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

**Committees:**

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

**Local Agency Updates:**

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

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

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

**7. OTHER BUSINESS**

**8. ADJOURN**

# FY24 GRANT DELIVERABLES

● COMPLETE  
● INCOMPLETE

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

- **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**

- **Annual Plan of Work (2023-2024):**  
Board approval: 6/8/2023  
*One review is required by the Operations Committee & recorded in the Board of Director Meeting minutes.*
- Review Date: May 9, 2024
- **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: May 9, 2024

## **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): 6/3/2024
- **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): 6/7/2024

**LORD FAIRFAX SOIL & WATER CONSERVATION DISTRICT  
COMMITTEE & COOPERATING AGENCY REPORTS**

**June 13, 2024**

**Agenda**

**LFSWCD Chair Report  
Joan Comanor**

I presented a \$500 LFSWCD Scholarship to Jera Grace Cook, Central High School, on May 10. She also received a \$500 scholarship from another organization. Sadly, Spongy Moths (formerly gypsy moths) are back in full force in the forests of Shenandoah County. I had my property sprayed with Bt thanks to a county program to supplement what the GW National Forest is doing. You only have to look towards the mountains on each side of the Valley to see large swaths of brown due to defoliation. Many of the trees in my area on private land are heavily defoliated. I am anxiously awaiting how our “Farmers’ Breakfast” outreach event went – Allyson??? I am also eager to learn if we made the 90% cost-share target and our outlook for next year from Mary, Dana and the Conservation Tech crew. The Personnel Committee had a long, but productive, day conducting performance reviews with our terrific staff. Finally, a warm welcome back to Madison Coffey – we are all delighted to see her again.

**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).
- I have reviewed the May 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:**

- We have successfully transitioned our IT Management services.
- ALL GRANT DELIVERABLE items for FY24 have been successfully completed 😊.
- End of year reports due to DCR by July 15, 2024.

**Monthly Happenings:**

- Prep items for Personnel Reviews held June 3, 2024.
- Schedule Committee/Board meeting space.
- Meeting postings.
- Monthly Board Meeting Prep (Minutes, Agenda Reports & Packet, Scheduling), Attendance & Follow-up.
- ST9-5 Reporting / State Sales Tax Filing (Due 20<sup>th</sup> of each Month)
- Accounts Payable / Cost Share.
- Monthly Assistant Treasurer Responsibilities / Reconciliation, Monthly Reports.
- Assist with BMP Part II’s
- Add meeting minutes and calendar items to the Website.

**Trainings/Education/Participation:**

- Karst Symposium – via Zoom
- SHRM / PACE webinars

## **Supervising Conservation Specialist Dana Gochenour**

### **Promoting BMPs**

- Water system pre-construction meeting for Audley SL-7 (Clarke Co.)
- Staked fence for Smith SL-6W (spring, Frederick Co.)
- With Sam, as-built fence inspection for Holt SL-6N (unnamed trib to Passage Creek, Shenandoah Co.)
- Mid-construction check on water system at Heung SL-6W (Shenandoah Co.)
- Participated in dam owner's workgroup webinar
- With Sam, met with a Shenandoah Co. landowner about a potential stream exclusion project (Stoney Creek)
- Planting inspection of Zirkle FR-1 (Shenandoah Co.) with Kathleen Fish (VDOF)
- Staked fence at Audley SL-6W (pond, Clarke Co.)
- Reviewed Heflin stream crossing design for Sabrina (Crooked Run, Warren Co.)
- With Ben, visited two Clarke Co. properties for potential stream exclusion projects
- Updated carryover justification for 4<sup>th</sup> FY carryovers and submitted to DCR
- Checked Lumpkin SL-1 field (Frederick Co.)
- Completed payment for White SL-6W (Shenandoah River, Shenandoah Co.)
- Compiled list of all LFSWCD easements for the Easement committee
- Follow up with Tim Abbott (VDACS) regarding conservation plan for an ASA complaint site (Frederick Co.)

### **Staff Relations**

- 5/2- Conservation Technical Committee meeting
- Updates to Personnel policy and preparations for personnel reviews
- Follow up from DCR conservation planner certification reviews
- Updated IDP and reviewed position description and performance standards

### **Also this month:**

Annual leave 5/7-10

## **Senior Conservation Specialist Nick Livesay**

### **Promoting BMP's**

- Gibson (SL-7: Isaac's Run, Fred. Co.) water system pre construction meeting with Sam
- West Oaks (SL-1's: Fred. Co.) developed cost estimates and plans for fields
- Jenkins (SL-6W/WP-4LL: Shen Co.) visit to go over plan with Ben
- Gochenour (WP-4LL: Shen. Co.) roof runoff system pre construction meeting
- Visit with potential WP-4/WP-4C in Shenandoah County (Riles Run)
- Slate Run Farm (SL-6W: Slate Run, Warren Co.) stream crossing pre construction meeting, fence staking, stream crossing surveys with Sabrina
- Indian Springs Vinyard (SL-11: Shen. Co.) visit for coverage check
- Ritenour (SL-6W: Passage Creek, Shen. Co.) as-built inspection with Sabrina
- Tellinguisen (FR:3: Passage Creek, Shen. Co.) planting quality check with DOF
- Visit with potential SL-6W and wildflower planting in Warren County
- Visit with potential urban tree planting/ wildflower planting in Warren County
- Visit with potential SL-6W (Cedar Creek) in Frederick Co. with Ben
- Eastep (SL-1: Shen. Co.) visit to check coverage with Sabrina and Ben
- Visit with potential WP-4LL (Stephens Run, Fred. Co.) with Sabrina and Ben

- Windfall Farms (SL-1: Clarke Co.) bill processing and payment
- Guy (SL-6W: SFSR, Warren Co.) correspondence regarding contractors
- Sized multiple animal waste projects with Sabrina and Ben
- Visit with potential SL-7/WP-4 in Shenandoah County with Ben
- Hideaway Farm (CCI-SL-6N: Shen. Co.) bill processing and payment
- Correspondence with Phil Davis, DEQ Ag. Loan
- Correspondence with contractors
- Various Tracking updates, map creations, cost estimates, ranking spreadsheets

**Education**

- Collected macroinvertebrate samples at NFSR with Ally, Sabrina, Ben, and Sam

**Other Relations**

- CTC Meeting (5/2/2024)
- Board Meeting (5/9/2024)
- Memorial Day (5/27/2024)
- Annual Leave (5/12-5/17)

**Conservation Specialist  
Madison Coffey**

Madison returned from leave on June 3, 2024 – We are so happy to have her back with us!

**Conservation Specialist  
Sabrina Heltzel**

**Promoting BMPs:**

- Follow-up visit with producer to close out folder and get signatures for FR-1 (May 6<sup>th</sup>)
- Performed stream crossing survey and reviewed all trough locations at Slate Run Farm with Nick (May 8<sup>th</sup>)
- Shawn Smith fence contractor meeting (May 9<sup>th</sup>)
- Finalized Baker’s AWMS Plan and sent to Amanda for review (May 10<sup>th</sup>)
- Drafted plan map for potential SL-6W in Frederick County (May 10<sup>th</sup>)
- Stream exclusion fence staking at Slate Run Farm with Ben (May 13<sup>th</sup>)
- Drafted plan map for potential FR-1 and SL-1 in Clarke County (May 13<sup>th</sup>)
- Follow-up visit with producers to review plan for potential SL-6W in Frederick County (May 13<sup>th</sup>)
- Follow-up visit with producer to close out folder and get signatures for SL-6W (May 14<sup>th</sup>)
- Drafted plan map for potential SL-7 piggyback project in Shenandoah County (May 20<sup>th</sup>)
- Office visit with producer to review draft plan map for potential SL-6W in Shenandoah County (May 22<sup>nd</sup>)
- Microsoft Teams meeting with producer to discuss draft plan map for potential SL-1 and FR-1 in Clarke County (May 22<sup>nd</sup>)
- Initial visit for potential WP-4LL in Frederick County (May 23<sup>rd</sup>)
- Ritenour SL-6W as-built with Nick (May 24<sup>th</sup>)
- Stream crossing pre-construction meeting & 2<sup>nd</sup> stream crossing survey at Slate Run Farm with Nick (May 24<sup>th</sup>)
- Peace of Heaven resource concern reviews (May 28<sup>th</sup>)
- Sized several AWMS buildings with Nick and Ben (May 29<sup>th</sup>)
- Initial visit for potential SL-6 in Warren County (May 30<sup>th</sup>)

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

**Other Activities:**

- Prepared May CTC Agenda (May 1<sup>st</sup>)
- Attended May CTC Meeting (May 2<sup>nd</sup>)
- Attended May Board Meeting (May 9<sup>th</sup>)

- Aided VBS in installing updated software onto employee computers (May 14<sup>th</sup>)
- Helped coordinate and attended the VAPSS Hydric Soils Spring Technical (May 15<sup>th</sup>-16<sup>th</sup>)
- Prepared personnel review documents (May 28<sup>th</sup>)
- Taught students about wetland soils at the Powhatan Wetland Field Day (May 30<sup>th</sup>)

## **Conservation Specialist Ben Loyd**

### **Training:**

- Perennial Stream Identification – 5/15/2024

### **Promoting BMPs:**

- Pre-Construction Meeting for SL-7 – Clarke County
- SL-1 plan maps and ranking spreadsheets – Frederick County
- Follow up visit for SL-6W – Shenandoah County
- Plan map and cost estimate for 3 different SL-6Ws – Shenandoah County
- Fence staking with Nick and Sabrina for SL-6W – Warren County
- Farm visit with Conner(DOF) for FR-1 and FR-3 – Frederick County
- Wrote conservation plan for SL-1 – Shenandoah County
- Wrote conservation plan for SL-1 – Frederick County
- Initial visit with Nick for possible SL-W – Shenandoah County
- SL-1 completion check with Nick and Sabrina – Shenandoah County
- Initial visit with Nick and Sabrina for possible WP-4LL – Frederick County
- Fence staking with Dana for SL-6W – Clarke County
- Bill breakdown for SL-1 – Shenandoah County
- Animal Waste Sizing with Nick and Sabrina for multiple approved buildings
- Initial farm visit with Nick for potential SL-7 – Shenandoah County
- Initial farm visit with Sabrina for potential SL-6W – Warren County
- Initial farm visit with Dana for potential SL-6W – Clarke County
- Initial farm visit with Dana for potential SL-6W – Clarke County
- Worked on resource concerns for various projects

### **Other Activities:**

- CTC Meeting – 5/2/2024
- Out of Office - 5/7-5/10
- Went with team to collect macroinvertebrates out of river

## **Conservation Technical Assistant Sam Shelton**

### **Training:**

- Received confirmation from Carl that he approved my Conservation plan.
- Awaiting confirmation from Chris Lawrence on my RUSLE 2 assignment.

### **Conservation Technical applications:**

- Completed intake documents for initial site visit with Dana, maps, checklist, photos, P-drive, and physical file.
- Worked on final documents for Holt and Wade to be presented in June for approval.
- Worked on Collin's VCAP cost share adjustment and final forms required for CS reimbursement.
- Went through all final documents for McKay's RWH, Receipts, photos, and necessary signatures when applicable.
- Updated Holt increase based on the Final costs.
- Completed all requirements for Approvals.
- Created a watering guide, maintenance plan, and Species-specific informational resource sheets for Collin's VCAP.

- Updated Part II tracking Log

**Promoting BMPs:**

- Final VCAP inspection for Collin’s Mulched Bed (CL-3)- 5/7/2024.
- Final VCAP inspection for McKay’s Rainwater Harvesting System (RWH)- 5/30/2024.
- Holt As built With Dana- 5/14/2024.
- Holt signatures and delivered CCI check- 5/20/2024.
- Initial site visit with Dana- 5/21/2024.
- CCI visit- **5/16/2024.**

**Miscellaneous:**

- Attended Board and CTC meetings.
- Met with Dana and Mary on 5/30/2024.

**Education & Program Support Specialist  
Allyson Ponn**

**Education:**

- MRGS Research Project mentoring
  - o Presentation, grant applications
- State Envirothon May 19-20
- Youth Conservation Camp applications
- JR Rangers Camp planning with FNFSR & SBSP
- FNFSR Staff meeting
- Frederick County Conservation Day
- Wetlands Field Day
- Independent School of Winchester Water Quality Assessment

**Information:**

- LFSWCD Website updates
- Facebook content creation + scheduling
- Annual Plan of Work Review + Approval
- Strategic Plan Review + Approval
- Scholarship local presentation
- Farmer Breakfast planning + marketing
- Community Garden Meeting @ CREW (Mt. Jackson)

**Program Support:**

- Cover crop verifications + NMP reminders + payments
- Ag Outreach Event Planning
- VCAP meeting with State coordinators
- VCAP, Frederick County Initial Visit
- VCAP, Westminster Canterbury Asbuilt + Payment Request
- VCAP, Shenandoah County Initial Visit

**VACDE/Training:**

- VACDE planning meeting
- VACDE Graves planning meetings
- Grave Training Coordination

**Important Dates:**

- 2024 Graves Training: August 20-22<sup>nd</sup>
- SECDEA Meeting in Pigeon Forge TN: November 4-6<sup>th</sup>



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

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

**Motions: will be made for necessary items.**

**Dam Safety & Conservation Easements  
Jim Fagan**

- Nothing to report.

**Education & Information  
Joan Comanor**

- Nothing to report.

**Legislative Committee  
Paul Burkholder**

- No written report submitted.

**Personnel  
Joan Comanor**

- Performance appraisals are done (see attached Personnel Committee minutes)!

**Motion:** the Personnel Committee requests the Board to concur with the minutes and ratify the decisions within, including the 3% cost of living adjustment for all staff effective July 1 and the various merit pay adjustments.

**Operations  
Justin Mackay-Smith**

- No activity this month.

**Northern Shenandoah Valley Regional Commission  
Mary Gessner**

- No new activity. Next meeting is June 20.

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

- No new items to report.

**Shenandoah Pure Water Forum  
Jack Owens**

- No written report submitted.

**Alliance for the Shenandoah Valley  
Joan Comanor**

- Nothing to report.

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

- No written report submitted.

**ADMINISTRATIVE AND OPERATIONAL ITEMS:**

- **We have a state budget!!!** While these funds are approved, it is the Soil & Water Conservation Board that will finalize your SWCD allocation for admin/ops and VACS. Your Association continues to have conversations with DCR and board members regarding draft deliverables and allocations and your input has been important.  
**Highlights of the FY25 budget include:**
  - An **additional \$3 million for admin/ops funding each year** per need identified in the budget template,
  - Provides an additional \$1 million each year for small dam repair needs,
  - Adds additional new positions to DCR to support SWCDs including 1 NMP position and **2 positions to directly support SWCDs with engineering and in-field training.**
  - Allows districts to continue to receive **services at no cost from the Office of the Attorney General**
  - Additional funding to DCR for increased SWCD costs related to audit expenses and for training needs.
  - New state funding **support and positions to work on invasive species** in a collaborative interagency effort.
  - Provides for historic ag cost share funding at the ag needs assessment level.
  - Maintains level **VCAP funding streams at \$4 million to be used over a two-year period** beginning FY25.
  - Provides for an Office of Commonwealth Resilience
- **FY25 Grant Agreements will be delayed.** I suggest you consider delegating authority to the Board Chair to sign the grant agreements in early July to streamline the process.
- **FY25 SWCD Budget:** SWCD board approval by July 31. (extended due to state budget/grant agreement delays)
- **FY25 SWCD Annual Plan of Work:** SWCD board approval by July 1.
- **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”, year-end cash balance and carry over reports Instructions for completing year-end reports were sent to district staff. The signed hardcopy Attachment E can be mailed to me after I have reviewed the electronic submission.
- **FY24 GRANT AGREEMENT DELIVERABLES:** All FY24 deliverables for both the Administrative & Operational and Cost-Share and Technical Assistance Grant Agreements **must be satisfied before 06/30/24.**
- Reminder to schedule **Year End Personnel Evaluations.**
- **FY24 Self-Assessment Questionnaire Due on or before 07/15/24.** Administrative and/or managerial staff submit the questionnaire; however, technical staff should assist with providing data. 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 have the assessments completed by 9/1/24.

**Extension Agent Appointments Expire 12/31/24:** Nominations for appointment will go to the VSWCB in September 2024. SWCD board action in June/July/August and a completed DCR Form 199-014 will be required. I have sent the form to the current VCE Director as well as the SWCD Chair and Admin staff.

**Area II Legislative Zoom Meeting scheduled for July 25 at 8:30 am. Member districts should send any legislative items by July 11<sup>th</sup>** to Area II V=Cahir John Flannery by email to [jonflan@aol.com](mailto:jonflan@aol.com) (copy to your CDC) You **must preregister** for the Zoom Mtg:  
<https://us02web.zoom.us/join/zoom/register/tZMrdOmgqz0qH9yDQLBz7we7YiETOz090gRB#/registration>

**Stephanie Cornell appointed to the VA Soil and Water Conservation Board (VSWCB):** Stephanie will represent the Districts of Area II on the board. Stephanie was born, raised and lives in Nokesville, VA, is a Managing Member of Kettle Wind Farm, LLC and is a former SWCD Director of the Prince William SWCD. I have invited and encouraged Stephanie to attend upcoming SWCD Meetings.

**AG COST SHARE ITEMS:**

- **90% VACS Obligations:** Districts unable to obligate 90% of their FY24 cost share allocation can either transfer allocation to other districts or return allocation with proportional TA to DCR **before June 15, 2024. (new date) Please release funds sooner rather than later!**

- **PY 2025 Secondary Considerations:** Requires SWCD Board approval as well as DCR approval. Must be submitted for review and approval by Sara Bottenfield, DCR-DSWC Ag Incentives Program Manage PRIOR to approval of any PY25 cost-share applications. Please copy your CDC.
- **PY 2025 Average Cost List:** requires local SWCD board approval before being submitted to DCR. Submit to Sara Bottenfield and copy your CDC. Must be approved and submitted before any PY25 contracts are approved. Make sure to include a contingency plan for handling costs for components not included on the ACL.
- **Keep Data Up to Date:** Please make every effort to see that all data in the tracking program is complete and accurate **by July 15**. Please use the canned Logi reports at *Shared Reports>District Year End Reports>QA/QC*  
**DCR will pull final reports from Logi on July 16<sup>th</sup>.**
- **Carryovers:** Present for approval at June Board meetings the LOGI Cost-Share Program Carryover Report for BMPs to Be Completed, Canceled or Carried Over into FY25 and act as appropriate or **grant delegated authority to the Technical Committee or a board designee** to approve any last-minute cost share actions which the board can ratify in July. The Carryover Report requires board approval and signature.

- Cost share & TA allocation approved in FY24- \$4.55M FY25 Base TA & \$19.84M In Addition to Base TA (**may change but not likely**)

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

- Proposed policy changes:
  - **Remove 90% obligation goal. Release of funds back to DCR no longer needed to meet 90%.**
  - **Base TA to be disbursed fully in Qtr. 1**
  - **“In addition to Base TA” disbursed quarterly 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 13% TA.**
  - **Prior to BMP approval, a Board-approved DCR conservation plan or RMP must be entered into the Conservation Application Suite, or a Board-approved NRCS conservation plan developed by NRCS staff must be on file. Two motions will be required; one to approve the plan, followed by one to approve funds.**
- Verifications:
  - **2024 End of Lifespan (EOL) BMP verifications are to be completed by September 30<sup>th</sup>. Any 2025, and 2026 EOLs completed by 9/30 will qualify for an incentive payment. \$200/\$250 reimbursement rate.**
  - **CY24 Random Verifications (spot checks) are currently being scheduled with District staff. Lord Fairfax 7/8-10; John Marshall 7/24; Prince William 8/15 am. Yet to Schedule Culpeper, Loudoun, & Thomas Jefferson**

**UPCOMING TRAINING AND IMPORTANT DATES:**

- **June 11: Admin/Ops Training: How to Prepare for the New U.S. Dept of Labor Salary Threshold –10AM** The United States Department of Labor (USDOL) has finalized its rule to change the salary thresholds for exempt employees. The new rates could impact how you classify your SWCD employees, and more of your employees may now be eligible for overtime. Be ready for the changes. Join us for the can't miss session with Patrick Teague, Director of Human Resources with James City County, to discuss: The new wage requirements for exempt employees, determining the exempt or non-exempt status of employees, how to recognize the distinct roles that can be paid exempt, and the available exceptions to exemption classifications. Open to all staff and directors. Register for the zoom at <https://us02web.zoom.us/meeting/register/tZIsd--opjkoHnyRqQBu3Ek6AMI5L9CNESWo#/registration>.
- **June 13: PY25 VACS Updates** 9:00 am – Noon (virtual training **required** of all Ag Technical staff) To Join: <https://vcu.zoom.us/j/88507519936?pwd=RE0xbGVaSk82bVk4UmhURkEzZE9ZOT09> Password: wzGRpf9ny

- **June 18: Admin/Ops Water Cooler Chat: 10:30 AM** – Use this time to ask questions, get ideas or simply listen to what your fellow district staffers discuss. This would be a good time to discuss with others the information learned in the previous weeks training on salary thresholds, VRS changes, phone system changes for those districts co-located, the upcoming LGIP training or any other topic you would like to discuss. Register for the zoom at <https://us02web.zoom.us/meeting/register/tZMkc-6prjliHtYGH6Tch2X1Rc7D6gAAnJr5>
- **June 18: PY25 VACS Updates** 1:00 – 4:00 pm (virtual training **required of all Ag Technical staff**) To Join: <https://vcu.zoom.us/j/87563583845?pwd=QUhiMEJPYm41NGJnTzY4YXhkbtTIMQT09> Password: gLJ3Cmzuv3
- **June 19: Juneteenth**, State Offices closed.
- **June 20: VASWCD Quarterly Board Meeting-** Virtual 9:30 am Board meeting materials will be posted [here](#) as the date nears. Register for the zoom at: <https://us02web.zoom.us/meeting/register/tZUtd2opzsvGNNisLHZSigQKLuoDPQjDefA>
- **June 26: VSWCB Meeting**, 10:00 am VA Farm Bureau Federation, 12580 West Creek Parkway, Richmond
- **July 4: Independence Day**, State offices closed.
- **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: 4<sup>th</sup> 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: Admin/Ops Training: Local Government Investment Pool (LGIP)- 2pm** - Desktop Procedures for District Fiscal Operations Guide adopted by the Virginia Soil & Water Conservation Board states “Reserve funds are allowed to be maintained in CDs or MMAs; however, Districts also have the option to participate in the Virginia Department of Treasury’s Local Government Investment Pool (LGIP). Join this training to hear from Judy Milliron, Investment Operations Manager with Virginia Treasury, and staff for an overview of LGIP, the benefit to your district, an overview of the LGIP Investment Circular, application, and to answer any of your questions about participation. Register for the zoom: <https://us02web.zoom.us/meeting/register/tZAsfuqtqjgoGdDNB3h7jST2Q1VcdviKRuxA#/registration>
- **July 25: Area II Legislative Zoom Meeting** 8:30 am - Zoom link registration - <https://us02web.zoom.us/meeting/register/tZMrdOmgqzoqH9yDQLBz7we7YiETOz090gRB#/registration>
- **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

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

- ❖ **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

*Report Electronically sent to SWCDs 6/4/2024.*

**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**

TMDL Public Meeting: Crooked Run, Stony Creek and Stephens Run DEQ will be holding a community meeting to kick off the development of a water quality study (also known as a Total Maximum Daily Load or TMDL) of Crooked Run, Stony Creek and Pughs Run in Shenandoah County. The meeting will be held on June 18 from 5:30 p.m. -7:00 p.m. at the Shenandoah County Public Library (514 Stony Creek Blvd, Edinburg, VA 22824). In the event of inclement weather, the meeting will be held on June 20th at the same time and locaton. These streams were placed on Virginia's impaired waters list for aquate life use impairments based on monitoring of benthic macroinvertebrates. This meeting is the first in a series of community engagement events to inform the public about the effort and collect local input. For more informaton, contact Nesha McRae [nesha.mcrae@deq.virginia.gov](mailto:nesha.mcrae@deq.virginia.gov) ; 540-217-7173.

**MISC.**



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**MINUTES**

The May 9, 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
- Reid Hoak
- Paul Burkholder
- Mark Huddleston
- Emma Bricker

**Associate Directors**

- Stephanie Shillingburg

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

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

**LFSWCD Staff Members**

- Nick Livesay
- Sarah Fleming
- Sam Shelton
- Allyson Ponn
- Sabrina Heltzel

**Absent Directors or Staff:**

- Corey Childs
- Kermit Gaither
- Ed Pendleton
- Ira Richards
- Jason Bushong
- Madison Coffey
- Dana Gochenour
- Ben Loyd

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



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**MOTION:** Board approval of the April 2024 Board of Director meeting minutes. Motion made by Randy Buckley, seconded by Mary Gessner. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval of the April 11, 2024, Personnel, Education and Information, Legislative, and Dam Safety and Easement Committee meeting minutes as presented in the Board Packet along with the May 9, 2024, Operations Committee meeting minutes as presented to the Board on this date. Motion made by Paul Burkholder, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**Chairwoman’s Report: Joan Comanor**

- Reviewed written Report.
- Shared an article from the May 2024 Chesapeake Bay Journal by Karl Blankenship & Jeremy Cox; titled: Restoration leaders, advocates divided on best path forward.

**Treasurer & Finance Report: Stephanie Shillingburg**

- Stephanie reviewed the written report.
- The Finance Committee meeting originally scheduled for June 13, 2024 at 9:30am will be moved to 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 Randy Buckley, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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

- Reviewed written report.
- Gave a brief update on Administrative Professional Day Conference attended at Laurel Ridge Community College.

**Technical Staff Reports:**

**Supervising Conservation Specialist, Dana Gochenour:**

- Absent from meeting.

**Senior Conservation Specialist, Nick Livesay:**

- Reviewed written report.

**Conservation Specialist, Madison Coffey:**

- On leave.

**Conservation Specialist, Sabrina Heltzel**

- Reviewed written report.
- Discussion on 1<sup>st</sup> ever increase to a Variance request.

**Conservation Specialist, Ben Loyd**

- Absent from meeting.

**Conservation Technical Assistant, Sam Shelton**

- Shared that he is almost done with his first VCAP project.
- Reviewed written report.

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

- Reviewed her written report.
- Gave an update on the Area/Regional Envirothon. LFSWCD's Local Envirothon winners from MRGS placed 2<sup>nd</sup> and will advance to the State Envirothon held the weekend of May 18<sup>th</sup>.
- Gave an update on Scholarship recipients. LFSWCD gave scholarship funds to 2 area Seniors.
- Youth Camp Scholarship update.

**Committee Updates:**

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

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





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**MOTION:** Board approval of contract 13-24-0068; instances 587149, 587147, 587154, 587116 and associated conservation plan. Cost share amounts requested are: \$5053.13, \$15159.38, \$16996.88, and \$5053.13. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval of contract 13-24-0013 instance 587161. Cost share amount requested is \$2472.50. Motion made by Paul Burkholder, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval of an increase in tax credit to the amount of \$25,000.00 for contract # 13-22-0018 instance 460551. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval of increases in cost share by \$1400.31, \$1400.31, and \$3967.55 for instances 504088, 504324, and 504325 for contract 13-23-0009. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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**MOTION:** Board approval of an equipment tax credit for Ed & Charles Garber, as well as the associated conservation plan and nutrient management plan. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed.

**Voting Ballot is as follows.** \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval to forward the LFSWCD PY25 secondary considerations and submit to DCR. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval to forward variance increase request to DCR on contract 13-22-0007, ID: 439947 WP-4LL.

**Motion made by Mary Gessner, seconded by Paul Burkholder. Motion Passed. Voting Ballot is as follows.** \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board delegates authority to CTC Chairs to authorize any adjustments to the PY23 August Cost List for components not listed in PY23 August Cost List per contingency clause. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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**MOTION:** Board approval to request DCR’s Variance Committee to evaluate and approve an increase for any eligible justifiable expenses for contract 13-24-0046, instances 520025 and 520030. **Motion made by Mary Gessner, seconded by Justin Mackay-Smith. Motion Passed. Voting Ballot is as follows.** *\*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval of increases for contract 13-24-0046, total amount \$12,124.62.

- instance 520025 for \$1,201.62 for additional rock breaking
- instance 520030 for \$10,923.00 for additional rock breaking, well drilling, fence charger and 175’ of division fence.

**Motion made by Mary Gessner, seconded by Mark Huddleston. Motion Passed. Voting Ballot is as follows.** *\*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval to submit VCAP contract 13-24-005 with funding costs of \$6,200.00 to the State Committee for review. **Motion made by Randy Buckley, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.** *\*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

**MOTION:** Board approval of a tax credit for contract: 13-23-0068, ID: 523371 for \$174.43 and contract: 13-24-0081, ID: 583894 for \$1,501.81. **Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows.** *\*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		



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**MOTION:** Board approval of contract: 13-24-0102, ID: 587310 SL-6W, cost share funds of \$69,359.25. Motion made by Mary Gessner, seconded by Randy Buckley. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

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

- DAM Owners meeting to be held virtually on May 15<sup>th</sup>. If you would like more information, please reach out to him.

**Education & Information – Joan Comanor**

- Scholarships will be presented at the recipient’s school’s Senior Awards Ceremonies on May 10, 2024.

**Legislative – Paul Burkholder**

- Added that Jack Owens has spoken with Todd Gilbert on behalf of the District.
- Paul was able to assist in getting an answer to an earlier presented question on Poultry Litter Export.

**Personnel – Joan Comanor**

- Nothing to add to the written report.

**Operations – Justin Mackay-Smith**

- The Annual Plan of Work has been updated per Committee response.

**MOTION:** Board approval of the Annual Plan of Work for FY2025 as presented by the Operations Committee.

Motion made by Justin Mackay-Smith, seconded by Paul Burkholder. Motion Passed. Voting as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

- The Strategic Plan (July 1, 2022 – June 30, 2026) and FY 2024 Annual Plan of Work were reviewed by the Board.
- Justin Mackay-Smith presented the idea of looking into more ecofriendly ways to view the board packet at Monthly meetings.
  - Discussion was had and the Chairwoman asked Sarah Fleming to investigate some of the suggested ideas.



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## **Local Agency Updates:**

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

- Referenced a Facebook post on test results performed in the South Branch of the Shenandoah River.

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

- Nothing to report.

### **Shenandoah Pure Water Forum – Jack Owens**

- Next meeting will be on June 18<sup>th</sup>. It will be a virtual meeting. Will share the time once posted.

### **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 a handout of NRCS happenings.
- The NRCS Forest Farming program is getting lots of interest.
- Inflation Reduction Act is boosting NRCS project approvals.
- Brent will be holding a Local Workgroup meeting the afternoon of June 13, 2024. LFSWCD Board and Staff are welcome to participate.

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

- Debbie reviewed key items in her written report.
- The State Budget is not yet finalized.
- Highlighted important upcoming training and meeting dates.
  - Soil & Water Board meets June 26<sup>th</sup>.
  - EOL's need to be complete by September 30, 2024.

### **Virginia Cooperative Extension: Corey Childs**

- No representative in attendance.

### **Virginia Department of Forestry: Matt Wolanski**

- Not in attendance.

### **Chesapeake Bay Foundation: Matt Kowalski**

- Not in attendance.

### **Department of Environmental Quality: Sara Jordan**

- Not in attendance.

## **Other:**



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**Adjournment:**

**MOTION:** to Adjourn. Motion made by Mary Gessner, seconded by Reid Hoak. Motion Passed. Voting Ballot is as follows. \*Corey Childs and Kermit Gaither 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	X		
Emma Bricker	X			Reid Hoak	X		
Mark Huddleston	X			*Kermit Gaither			
*Corey Childs				Jack Owens	X		

The meeting adjourned at approximately 11:55am.

Respectfully submitted,

*Sarah R. Fleming*

Board Secretary

Approved by the Board through motion on:

DRAFT

LFSWCD Personnel Committee Meeting Minutes  
June 3, 2024

The Personnel Committee met June 3 from 9 am to 3:30 pm to conduct Performance Appraisals for our staff; determine any changes needed to position descriptions and performance standards; make any updates to IDPs; and confirm pay adjustments to be effective July 1. Members present included Joan Comanor, Mark Huddleston, Mary Gessner, Stephanie Shillingburg, and Dana Gochenour.

*Motion made for the Lord Fairfax Soil and Water Conservation District's Personnel Committee members to enter a Closed Meeting in accordance with the Virginia Freedom of Information Act § code section 2.2-3711(1) to perform end of year staff evaluations and discuss salary adjustments.*

Motion made by Mary Gessner, seconded by Dana Gochenour. Motion passed. All members present gave unanimous vote.

The Personnel Committee met individually with each employee on the staff; Dana participated in the discussions for all those under her supervision (all but Sarah). Each employee was provided an individual rating based on their contributions to the District's workload. Minor adjustments were made to performance standards for next year, such as adding Mary Gessner (co-chair of the Conservation Technical Committee) as Board supervisor for the technical staff.

Sabrina Heltzel and Sam Shelton will receive their conservation planner certification in the next week or so and will each receive a \$1,000 pay adjustment per our standard practice. Sabrina has also qualified to become Conservation Specialist II effective July 1. Madison Coffey (who was welcomed back from maternity leave) is expected to qualify for Conservation Specialist III and Ben Loyd as Conservation Specialist II by fall of this year based on successful completion of additional scheduled training. Nick and Dana received renewal of their certifications and Nick may receive additional EJAA. Sam Shelton will be further evaluated in January 2025 following additional training and on the job actions. Each employee will be provided a 3 percent cost of living adjustment effective July 1. Individual merit pay adjustments were also scheduled as appropriate.

The Personnel Committee thanked each staff for their contributions and highlighted our appreciation of their work in support of each other and in the District's heavy workload.

There being no further business, the Committee went out of closed session and concluded the meeting.

*Pursuant to the Code of Virginia § 2.2-3712(D), a motion is made to certify that, to the best of each member's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by the Lord Fairfax Soil and Water Conservation District during the Closed Meeting.* Motion made by Mary Gessner, seconded by Dana Gochenour. Motion passed. All members present gave unanimous vote.

Respectfully Submitted,



Joan Comanor, Committee Chair

n/a = No Meeting Held

A = Absent X = Present T = Training/Excused

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

January 2024 - June 2024

Name:	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Board of Directors</b>												
Joan Comanor, Vice Chair	X	X	X	X	X	X	X	X	X	X	X	
Mary Gessner	X	X	X	X	X	X	X	X	X	X	X	
James Fagan	X	X	X	A	X	X	X	X	A	X	X	
Kermit Gaither	X	X	X	A	X	X	A	X	A	X	A	
Jack Owens							X	X	X	X	X	
Paul Burkholder	A	X	X	A	X	X	A	A	X	X	X	
Reid Hoak							A	X	X	X	X	
Justin MacKay-Smith	X	A	X	X	X	X	X	A	X	X	X	
Randy Buckley							X	X	X	X	X	
Corey Childs	X	A	X	X	A	X	A	A	A	A	A	
Emma Bricker							X	A	A	X	X	
Mark Huddleston							X	A	X	X	X	
<b>Associate Board of Directors</b>												
Stephanie Shillingburg, Treasurer	X	X	A	X	X	X	X	X	X	X	X	
Jason Bushong	A	A	A	A	A	A	X	A	A	A	A	
Ed Pendleton (voted as Assoc. Dir. 1/12/2023)	A	X	X	A	A	X	A	A	X	X	A	
Ira "Buck" Richards							A	A	A	A	A	
<b>Staff</b>												
Madison Coffey	X	X	X	X	X	X	X	X	ML	ML	ML	
Sarah Fleming	X	X	X	X	A	X	X	X	X	X	X	
Dana Gochenour	X	X	A	X	X	X	X	X	X	X	A	
Nick Livesay	X	X	X	A/T	X	X	X	X	X	X	X	
Allyson Ponn	X	x	X	A/T	A/T	A/T	A/T	X	X	X	X	
Sabrina Vladu	A	X	X	X	X	X	X	A	X	X	X	
Sam Shelton	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	
<b>Guests</b>												
Debbie Cross, DCR	X	X	X	X	X	X	X	X	X	X	X	
Brent Baritteau, NRCS	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 Budget vs. Actual - Operating July 2023 through May 2024

	Jul '23 - May ...	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Income Designated Receipts</b>			
Comm. Garden/Harv. Fest. Income	200.00		
Dam Maintenance	9,000.00	9,000.00	100.0%
Envirothon Grant	871.00		
FY 24 VNRCF TA (Base + Add.)	688,246.00		
FY21 TA Base (Base + Add.)	0.00	559,446.00	0.0%
<b>Total Income Designated Receipts</b>	698,317.00	568,446.00	122.8%
<b>Undesignated Receipts</b>			
<b>County/City Contributions</b>			
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%
<b>Total County/City Contributions</b>	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%
<b>Other Income</b>			
Donations	400.00	400.00	100.0%
<b>Total Other Income</b>	400.00	400.00	100.0%
<b>Sales/Services</b>			
<b>Geotextile</b>			
Geotextile Expense	-41.48		
Geotextile - Other	0.00	0.00	0.0%
<b>Total Geotextile</b>	-41.48	0.00	100.0%
Geotextile Sales	630.60	0.00	100.0%
Sales/Services - Other	0.00	0.00	0.0%
<b>Total Sales/Services</b>	589.12	0.00	100.0%
VCAP	0.00		
VCAP TA	2,400.00		
<b>Total Undesignated Receipts</b>	486,892.91	395,210.00	123.2%
<b>Total Income</b>	1,185,209.91	963,656.00	123.0%
<b>Gross Profit</b>	1,185,209.91	963,656.00	123.0%
<b>Expense</b>			
Awards Banquet	2,508.39	3,000.00	83.6%
Community Garden/Harvest Fest.	0.00	1,000.00	0.0%
Dam Maintenance (Expenses)	4,500.00	6,000.00	75.0%
<b>District Regular Expenses</b>			
Board Expenses	8,261.41	15,000.00	55.1%
<b>Dues</b>			
Nat. Assoc. of Cons. Districts	775.00		
VA Assoc. of Cons. Districts	3,592.00		
VACDE	225.00		
Dues - Other	0.00	4,500.00	0.0%
<b>Total Dues</b>	4,592.00	4,500.00	102.0%
<b>Education&amp;Info/Public Outreach</b>			
Display/Ed Material/Brochures	55.48	500.00	11.1%
Ed Staff Training/Conferences	600.00	300.00	200.0%
Envirothon			
Envirothon Expenditures	676.78	1,000.00	67.7%

## Lord Fairfax Soil and Water Conservation District

## Budget vs. Actual - Operating

July 2023 through May 2024

06/05/24

Cash Basis

	Jul '23 - May ...	Budget	% of Budget
Envirothon Grant Expenses	748.65		
<b>Total Envirothon</b>	1,425.43	1,000.00	142.5%
<b>Outreach Event(s)</b>	0.00	1,000.00	0.0%
<b>Scholarships</b>			
District Scholarship	1,500.00	1,500.00	100.0%
Youth Conservation Camp	0.00	500.00	0.0%
<b>Total Scholarships</b>	1,500.00	2,000.00	75.0%
<b>Total Education&amp;Info/Public Outreach</b>	3,580.91	4,800.00	74.6%
<b>Geotextile (Expenses)</b>	3.87	1,000.00	0.4%
<b>Insurance</b>	1,642.00	1,500.00	109.5%
<b>Office Expenses</b>			
IT Services & Support / Web	12,370.24	12,500.00	99.0%
Office Equipment	8,261.63	10,000.00	82.6%
Office Space Rent	0.00	14,000.00	0.0%
Office Storage Rent	3,487.60	4,000.00	87.2%
Office Supplies	5,137.98	6,500.00	79.0%
Postage	702.26	1,500.00	46.8%
Telephone/Internet	4,303.51	6,500.00	66.2%
Vacancy Ads	272.00	1,500.00	18.1%
<b>Total Office Expenses</b>	34,535.22	56,500.00	61.1%
<b>Personnel/Staff Expenses</b>			
Contractor Expenses	0.00	2,500.00	0.0%
Staff Salaries & Benefits	470,577.66	653,000.00	72.1%
Personnel/Staff Expenses - Other	0.00	0.00	0.0%
<b>Total Personnel/Staff Expenses</b>	470,577.66	655,500.00	71.8%
<b>Staff Boot/Clothing</b>	1,073.64	2,400.00	44.7%
<b>Staff Mileage/Training</b>	7,276.28	10,000.00	72.8%
<b>Vehicle Gas &amp; Service</b>	5,020.16	5,500.00	91.3%
<b>Total District Regular Expenses</b>	536,563.15	756,700.00	70.9%
<b>First Bank Serv Charge/Checks</b>	0.00		
<b>Total Expense</b>	543,571.54	766,700.00	70.9%
<b>Net Ordinary Income</b>	641,638.37	196,956.00	325.8%
<b>Net Income</b>	<b>641,638.37</b>	<b>196,956.00</b>	<b>325.8%</b>

**Lord Fairfax Soil and Water Conservation District**  
**Fund Balances**  
As of May 31, 2024

06/05/24  
Cash Basis

	May 31, 24
<b>Dedicated Reserves</b>	
Unemployment Oblig (State)	25,000.00
Accrued Lv. Oblig (State)	50,000.00
Computer Replacement Reserve	30,000.00
Salary Inflation Res.(State)	55,000.00
Office/Utility Reserve	65,000.00
Tech Staff Salary Res. (State)	600,000.00
Dam Safety Reserve	65,000.00
Admin. Secretary Salary Reserve	85,000.00
Education Salary Reserve	85,000.00
Vehicle Reserve (State)	50,000.00
<b>Total Dedicated Reserves</b>	<b>1,110,000.00</b>
<b>Operations Funds</b>	
FY 24 VNRCF TA	446,172.67
EOL Varification Earnings	34,918.42
Other Income	
Refunds	775.00
Donations	1,200.00
<b>Total Other Income</b>	<b>1,975.00</b>
Envirothon Receipts	400.00
Envirothon Grant	1,923.20
RMP Operational Support	1,872.00
Dam Safety	9,421.10
Special Projects	
Community Garden/Harvest Fest.	
Harvest Festival	233.86
Community Garden	4,078.19
<b>Total Community Garden/Harvest Fest.</b>	<b>4,312.05</b>
<b>Total Special Projects</b>	<b>4,312.05</b>
Sales/Services	2,063.70
DCR Operating Funds	384,415.32
Interest	87,211.79
Local Gov't Funds	45,454.88
<b>Total Operations Funds</b>	<b>1,020,140.13</b>
<b>Restricted Funds</b>	
VCAP TA	2,400.00
Tracking Program Funds	
CREP	
CREP Interest	451.06
CREP Program	-451.06
<b>Total CREP</b>	<b>0.00</b>
WQIA	
2024 CB VACS Transfer (23)	2,827.17
2024 CB VACS Transfer (14)	25,047.00
2024 CB VACS	3,438,472.54
2023 CB VACS Transfer (22)	428,927.84
2023 CB VACS Transfer (21)	50,060.75
2023 CB VACS	1,789,958.56
2022 CB VACS Transfer (21)	50,924.44
2022 CB VACS	1,667,350.73
2021 CB VACS	22,887.95
<b>Total WQIA</b>	<b>7,476,456.98</b>
<b>Total Tracking Program Funds</b>	<b>7,476,456.98</b>
<b>Other restricted funds</b>	
Grants	

Lord Fairfax Soil and Water Conservation District

Fund Balances

As of May 31, 2024

06/05/24

Cash Basis

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	<u>May 31, 24</u>
Shenandoah Pure Water Forum Inc	200.00
Ches. Bay Restoration Grant	<u>1,158.94</u>
<b>Total Grants</b>	<u>1,358.94</u>
<b>Total Other restricted funds</b>	<u>1,358.94</u>
<b>Total Restricted Funds</b>	<u>7,480,215.92</u>
<b>TOTAL</b>	<u><u><b>9,610,356.05</b></u></u>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bank, Period Ending 05/31/2024**

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	<u>May 31, 24</u>
<b>Beginning Balance</b>	1,821,290.44
<b>Cleared Transactions</b>	
Checks and Payments - 19 items	-7,159.74
Deposits and Credits - 4 items	262,323.75
	<u>255,164.01</u>
<b>Total Cleared Transactions</b>	
<b>Cleared Balance</b>	<b><u>2,076,454.45</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 5 items	-3,638.91
Deposits and Credits - 2 items	5,023.58
	<u>1,384.67</u>
<b>Total Uncleared Transactions</b>	
<b>Register Balance as of 05/31/2024</b>	<b><u>2,077,839.12</u></b>
<b>Ending Balance</b>	2,077,839.12

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bank, Period Ending 05/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,821,290.44
<b>Cleared Transactions</b>						
<b>Checks and Payments - 19 items</b>						
Check	04/23/2024	5331	Kerrigan A. Bauser...	X	-1,000.00	-1,000.00
Check	04/23/2024	5327	Jera G. Cook	X	-500.00	-1,500.00
Check	04/23/2024	5330	Nationwide	X	-478.00	-1,978.00
Check	04/23/2024	5323	Purchase Power	X	-320.99	-2,298.99
Check	04/23/2024	5321	Queen Street Diner	X	-289.80	-2,588.79
Check	04/23/2024	5326	Shentel	X	-188.22	-2,777.01
Check	04/23/2024	5319	Edward Pendleton	X	-137.35	-2,914.36
Check	04/23/2024	5317	Stephen Nickolas Li...	X	-63.85	-2,978.21
Check	04/23/2024	5322	Quill Corporation	X	-58.45	-3,036.66
Check	04/23/2024	5325	Quill Corporation	X	-13.01	-3,049.67
Check	05/02/2024	5333	Virginia Business Sy...	X	-357.30	-3,406.97
Check	05/02/2024	5332	Laurel Ridge Comm...	X	-149.00	-3,555.97
Check	05/02/2024	5334	Sarah R. Fleming	X	-148.07	-3,704.04
Check	05/08/2024	5336	Card Services	X	-2,601.27	-6,305.31
Check	05/08/2024	5337	Max Real Group, LLC	X	-408.00	-6,713.31
Check	05/08/2024	5335	Mary Gessner	X	-121.94	-6,835.25
Check	05/08/2024	5338	Sarah R. Fleming	X	-30.82	-6,866.07
Check	05/20/2024	Debit	Treasurer of Virginia	X	-3.87	-6,869.94
Check	05/28/2024	5339	Queen Street Diner	X	-289.80	-7,159.74
Total Checks and Payments					-7,159.74	-7,159.74
<b>Deposits and Credits - 4 items</b>						
Deposit	05/06/2024			X	3.00	3.00
Deposit	05/16/2024			X	3,162.50	3,165.50
Deposit	05/16/2024			X	251,014.00	254,179.50
Deposit	05/31/2024			X	8,144.25	262,323.75
Total Deposits and Credits					262,323.75	262,323.75
Total Cleared Transactions					255,164.01	255,164.01
Cleared Balance					255,164.01	2,076,454.45
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	03/17/2020	4525	Purchase Power		-78.99	-78.99
Check	05/28/2024	5342	Virginia Business Sy...		-2,500.00	-2,578.99
Check	05/28/2024	5343	Virginia Business Sy...		-697.50	-3,276.49
Check	05/28/2024	5341	Shentel		-188.22	-3,464.71
Check	05/28/2024	5340	Benjamin Loyd		-174.20	-3,638.91
Total Checks and Payments					-3,638.91	-3,638.91
<b>Deposits and Credits - 2 items</b>						
Deposit	02/28/2018				23.58	23.58
Deposit	04/16/2020				5,000.00	5,023.58
Total Deposits and Credits					5,023.58	5,023.58
Total Uncleared Transactions					1,384.67	1,384.67
Register Balance as of 05/31/2024					256,548.68	2,077,839.12
<b>Ending Balance</b>					<b>256,548.68</b>	<b>2,077,839.12</b>

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Summary**  
**First Bnk DCR Cost Share (WQIA), Period Ending 05/31/2024**

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	<b>May 31, 24</b>
<b>Beginning Balance</b>	6,661,787.13
<b>Cleared Transactions</b>	
Checks and Payments - 16 items	-509,444.03
Deposits and Credits - 3 items	1,629,472.49
<b>Total Cleared Transactions</b>	1,120,028.46
<b>Cleared Balance</b>	<b>7,781,815.59</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-249,324.10
Deposits and Credits - 1 item	25.44
<b>Total Uncleared Transactions</b>	-249,298.66
<b>Register Balance as of 05/31/2024</b>	<b>7,532,516.93</b>
<b>Ending Balance</b>	7,532,516.93

**Lord Fairfax Soil and Water Conservation District**  
**Reconciliation Detail**  
**First Bnk DCR Cost Share (WQIA), Period Ending 05/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,661,787.13
<b>Cleared Transactions</b>						
<b>Checks and Payments - 16 items</b>						
Check	04/23/2024	3794	Ridge View Dairy LLC	X	-3,564.00	-3,564.00
Check	04/23/2024	3798	John G Holt	X	-779.00	-4,343.00
Check	04/23/2024	3795	Roger L. Cook	X	-689.60	-5,032.60
Check	04/23/2024	3793	Danny L Rosenberger	X	-300.00	-5,332.60
Check	04/30/2024	3800	Virginia Resource A...	X	-98,006.16	-103,338.76
Check	05/08/2024	3803	Ruth A. Boyer	X	-35,333.24	-138,672.00
Check	05/08/2024	3807	Kimberly A. Henders...	X	-15,920.00	-154,592.00
Check	05/08/2024	3804	William C. Hockman	X	-11,928.60	-166,520.60
Check	05/08/2024	3809	Eric Good	X	-3,941.80	-170,462.40
Check	05/08/2024	3802	Ruth A. Boyer	X	-2,093.13	-172,555.53
Check	05/08/2024	3805	Foltz Farm Partners...	X	-2,040.00	-174,595.53
Check	05/08/2024	3806	George W. Hawkins...	X	-984.60	-175,580.13
Check	05/08/2024	3808	Matthew J. St. Clair	X	-308.00	-175,888.13
Check	05/28/2024	3811	Virginia Resource A...	X	-284,975.50	-460,863.63
Check	05/28/2024	3815	Kibler Farms, LLC	X	-40,683.70	-501,547.33
Check	05/28/2024	3814	Dean A. Shillingburg	X	-7,896.70	-509,444.03
Total Checks and Payments					-509,444.03	-509,444.03
<b>Deposits and Credits - 3 items</b>						
Deposit	05/06/2024			X	3.00	3.00
Deposit	05/16/2024			X	1,600,000.00	1,600,003.00
Deposit	05/31/2024			X	29,469.49	1,629,472.49
Total Deposits and Credits					1,629,472.49	1,629,472.49
Total Cleared Transactions					1,120,028.46	1,120,028.46
Cleared Balance					1,120,028.46	7,781,815.59
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	05/08/2024	3801	Stevan H. White		-148,080.98	-148,080.98
Check	05/28/2024	3813	Wightman Grain & ...		-34,981.20	-183,062.18
Check	05/28/2024	3812	Windfall Farm		-33,411.92	-216,474.10
Check	05/28/2024	3810	Delila A. Hockman		-32,850.00	-249,324.10
Total Checks and Payments					-249,324.10	-249,324.10
<b>Deposits and Credits - 1 item</b>						
Deposit	11/30/2020				25.44	25.44
Total Deposits and Credits					25.44	25.44
Total Uncleared Transactions					-249,298.66	-249,298.66
Register Balance as of 05/31/2024					870,729.80	7,532,516.93
<b>Ending Balance</b>					<b>870,729.80</b>	<b>7,532,516.93</b>



LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 6.6.2024

Chairmen Present: **M. Gessner, C. Childs**

Members Present: E. Pendelton, M. Coffey, B. Loyd, S. Shelton, S. Heltzel, D. Gochenour, A. Ponn, J. Busong, N. Livesay, J. Mackay-Smith, R. Buckley

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

Members Absent:

Others Present:

Adjourn: 11:43 AM Motion by: NL

Fund Source:	Total funds available after 5.9.2024 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 6.5.24	Obligated - Paid as of 6.5.24	Obligated as of 6.5.24	Total Allocation from DCR
2024 CB VACS	\$ 1,165,798.95	\$ 29,469.49	\$ 31,486.76	\$ 1,226,755.20	\$ 364,531.71	\$ 862,223.49	\$ 5,438,472.54	\$ 4,367,123.25	\$ 4,695,193.58	\$ 5,500,000.00
2024 CB VACS Transfer (2023)	\$ -	\$ -	\$ 2,827.17	\$ 2,827.17	\$ -	\$ 2,827.17	\$ 2,827.17	\$ -	\$ 14,217.75	
2024 CB VACS Transfer (2014)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,047.00	\$ 25,047.00	\$ 25,047.00	
							<b>Total Obligated for 2024 CB VACS</b>		<b>\$ 4,734,458.33</b>	
							<b>Percent Obligated for 2024 CB VACS</b>		<b>86.08%</b>	

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

**Discussion:** Underbudgets/Cancellations, Tax Credit Approvals, Equipment Tax Credit Approval, New Project Approvals, Delegated Authority for EOY Updates, Crooked Run, Stony Creek, and Pughs Run Water Quality Study, Growing Greener Pastures Letter of Support, Poultry Abattoir

**Cancellations/Underbudgets**

Contract	BMP ID	Funding Source	Practice Code	Cost Share Returned or Underbudget	Adjusted Tax Credit	Tracking Status	Staff	Notes
13-23-0068	523371	2024 CB VACS Transfer (2023)	FR-1	\$ 2,827.17	\$ 174.43	Complete	SH	Underbudget
13-24-0081	583894	2024 CB VACS	FR-1	\$ 14,453.26	\$ 1,501.81	Complete	SH	Underbudget
13-24-0081	583895	2024 CB VACS	FR-1	\$ 17,033.50	\$ -	Complete	SH	Underbudget
				<b>Total of Cancellations and Underbudgets:</b>	<b>\$ 34,313.93</b>			

**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
13-23-0046	520025	Shen.Co./Stream Exclusion with Wid	SL-6W	\$ 1,022.50	\$ 255.63			x	Complete	SH	
13-23-0046	520030	Shen.Co./Stream Exclusion with Wid	SL-6W	\$ 26,718.06	\$ 6,679.52			x	Complete	SH	
13-24-0080	583736	Shen.Co./Long Term Vegetative Cov	SL-1	\$ 6,028.22	\$ 1,507.06			x	Complete - No	BL	
				<i>Total CY2024 Tax Credits presented for approval:</i>	<b>\$ 8,442.20</b>						
				<b>Total CY2024 Tax Credits Approved:</b>	<b>\$ 8,442.20</b>						

**2024 CB VACS Fund**

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes
13-24-0101	588425	Shen.Co./Animal Waste Control Facil	CCI-WP-4	H	139	32.77	N	\$ 7,225.00	\$ -			x	Unapproved	SS	
13-24-0101	587155	Shen.Co./Animal Waste Control Facil	CCI-WP-4	H	109	32.77	N	\$ 26,950.00	\$ -			x	Unapproved	SS	
13-24-0105	588566	Shen. Co./Extension of Watering Sys	SL-7	H	105	36.01	N	\$ 26,219.41				x	Unapproved	NL	One trough and pipeline for greater system of contract
13-24-0105	588565	Shen. Co./Stream Exclusion with Wid	SL-6W	H	102	13.20	Y	\$ 62,503.44				x	Unapproved	NL	35' buffer, 10 year, 1960' stream protected, 3.5 buffer acres
13-24-0103	588344	Shen.Co./Extension of Watering Sys	SL-7	H	86	34.46	N	\$ 44,818.40	\$ -			x	Unapproved	SH	
13-24-0027	579544	Shen.Co./Long Term Vegetative Cov	SL-1	H	57	28.60	N	\$ 152.57	\$ 195.25			x	Approved	DG	Cost Share Increase + Tax Credit Approval
13-24-0104	588498	Fred.Co./Stream Exclusion with Wide	SL-6W	M	117	14.77	Y	\$ 47,565.67	\$ -			x	Unapproved	NL	35' buffer, 10 year, 6940' stream protected, 12 buffer acres
13-24-0091	585542	Shen.Co./Stream Exclusion with Nar	SL-6N	L	88	26.93	Y	\$ 631.87	\$ 697.69			x	Approved	DG/SS	Cost Share Increase + Tax Credit Approval
13-24-0065	588471	Clarke.Co./Loafing Lot Management	WP-4B	L	140	18.31	Y	\$ 148,465.35	\$ -			x	Unapproved	NL	two animal trail and walkways for existing barn
								<i>Total 2024 CB VACS Contracts awaiting Variance Review</i>							
								<i>Total 2024 CB VACS Contracts presented for approval:</i>							
								<b>Total 2024 CB VACS Funds Approved:</b>	<b>\$ 364,531.71</b>						

LFSWCD CONSERVATION TECHNICAL COMMITTEE MEETING 6.6.2024

Chairmen Present: M. Gessner, C. Childs  
 Members Present: \_\_\_\_\_  
 Members Absent: \_\_\_\_\_  
 Others Present: \_\_\_\_\_

Call to Order: \_\_\_\_\_ Motion by: \_\_\_\_\_

Adjourn: \_\_\_\_\_ Motion by: \_\_\_\_\_

Fund Source:	Total funds available after 5.9.24 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 6.5.24	Obligated-Paid as of 6.5.24
2021 CB VACS	\$ 9,927.01		\$ 16,920.00	\$ 26,847.01		\$ 26,847.01	\$ 22,887.95	\$ (3,959.06)
2022 CB VACS Transfer (2021)	\$ 46,274.44		\$ 4,650.00	\$ 50,924.44		\$ 50,924.44	\$ 50,924.44	\$ -
2022 CB VACS	\$ 375,904.30		\$ 99,525.60	\$ 475,429.90		\$ 475,429.90	\$ 1,667,350.73	\$ 1,191,920.83
2023 CB VACS Transfer (2021)	\$ 43,937.00		\$ 6,123.75	\$ 50,060.75		\$ 50,060.75	\$ 50,060.75	\$ -
2023 CB VACS Transfer (2022)	\$ 181,527.76		\$ 17,394.90	\$ 198,922.66		\$ 198,922.66	\$ 428,927.84	\$ 230,005.18
2023 CB VACS	\$ 521,517.30		\$ 20,606.71	\$ 542,124.01		\$ 542,124.01	\$ 2,930,039.47	\$ 1,749,877.65

Ending Balance  
 \$ 26,847.01  
 \$ 50,924.44  
 \$ 475,429.90  
 \$ 50,060.75  
 \$ 198,922.66  
 \$ 1,180,161.82

\*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
13-23-0048	520039	2023 CB VACS	SL-1	\$ 3,479.69	\$ -	Canceled	NL	Producer no longer wants to plant field
13-23-0083	525423	2023 CB VACS	SL-6W	\$ 17,127.02	\$ -	Complete	DG	Underbudget
13-22-0028	467477	2023 CB VACS Transfer (2022)	WP-4SF	\$ 17,394.90	\$ -	Canceled	NL	Canceled
13-22-0028	467477	2022 CB VACS	WP-4SF	\$ 99,525.60	\$ -	Canceled	NL	Canceled
13-21-0015	410975	2023 CB VACS Transfer (2021)	SL-7	\$ 6,123.75	\$ -	Canceled	DG	Canceled
13-21-0015	410975	2022 CB VACS Transfer (2021)	SL-7	\$ 4,650.00	\$ -	Canceled	DG	Canceled
13-21-0015	410975	2021 CB VACS	SL-7	\$ 16,920.00	\$ -	Canceled	DG	Canceled
Total of Cancellations and Underbudgets: \$					165,220.96			

**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	
13-22-0007	439947	Shen.Co./Loafing Lot Manangement Syst	WP-4LL	H	120	10.90	Y	\$ 29,519.60	\$ 25,000.00			x	Carryover	MC/NL		
								<i>Total 2022 CB VACS Contracts presented for approval:</i>		\$ 29,519.60						
								<b>Total 2022 CB VACS Funds Approved:</b>		<b>\$ 29,519.60</b>						

**2023 CB VACS Transfer Fund (2021)**

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

**2023 CB VACS Transfer Fund (2022)**

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

**2023 CB VACS Fund**

Contract	BMP ID	County/Practice Name	Practice Code	H/M/L Rank	Ranking Score	CEF	Priority Practice	Estimated Cost Share Payment	Est. Tax Credit	Tabled	Denied	Approved	Tracking Status	Staff	Notes/Motion Made By	
								<i>Total 2023 CB VACS Contracts presented for approval:</i>		\$ -						
								<b>Total 2023 CB VACS Funds Approved:</b>		<b>\$ -</b>						

6.6.2024 CTC Meeting Motions and Vote Tally

**Motion to begin meeting**

Made by: MG  
 Vote #  
 Yay  
 Nays  
 Abstains

**Motion passes**

**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, respectively.**

Made by: MC, DG  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

SH abstains due to managing project

**Motion to recommend that the board approve the tax credit for contract #13-24-0080 instance 583736 in the amount of \$ 1507.06**

Made by: NL, MG  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

BL abstains due to managing project

**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**

Made by: MG, MC  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

JB abstains due to COI

**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**

Made by: RB, JMS  
 Vote #  
 Yay 10  
 Nays 0  
 Abstains 2

**Motion passes**

MC and NL abstain due to managing project

**Motion to recommend that the board approve contract #13-24-0101 instance 588425 in the amount of \$7225.00**

Made by: SH, MC  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

SS abstains due to managing project

**Motion to recommend that the board approve contract #13-24-0101 instance 587155 in the amount of \$26950.00**

Made by: RB, MC  
 Vote #  
 Yay 8  
 Nays 3  
 Abstains 1

**Motion passes**

SS abstains due to managing project

**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**

Made by: JB, RB  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

NL abstains due to managing project

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

**Motion to recommend that the board approve contract #13-24-0103 instance 588344 in the amount of \$44818.40 and associated conservation plan**

Made by: NL, JB  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

SH abstains due to managing project

**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**

Made by: JB, MC  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

DG abstains due to managing project

**Motion to recommend that the board approve contract #13-24-0104 instance 588498 in the amount of \$47565.67 and associated conservation plan**

Made by: JB, MC  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

NL abstains due to managing project

**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**

Made by: JB, JMS  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

SS abstains due to managing project

**Motion to recommend that the board approve contract #13-24-0065 instance 588471 in the amount of \$148465.35 and associated conservation plan**

Made by: CC, DG  
 Vote #  
 Yay 11  
 Nays 0  
 Abstains 1

**Motion passes**

NL abstains due to managing project

**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**

Made by: NL, JMS  
 Vote #  
 Yay 13  
 Nays 0  
 Abstains 0

**Motion passes**

**Motion to recommend that the board send a letter of support in regards to the Alliance for the Chesapeake Bay's Growing Greener Pastures proposal to the National Grazing Lands Coordinator**

Made by: NL, MC  
 Vote #  
 Yay 13  
 Nays 0  
 Abstains 0

**Motion passes**

**Motion to adjourn**

Made by: NL, AP  
 Vote #  
 Yay 13  
 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	\$67,008.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	0.00%
COLONIAL	FY24 CB VACS	\$2,689,088.00	\$1,689,088.00	\$1,613,991.90	60.02%	95.55%	\$1,491,895.82	55.48%	88.33%
CULPEPER	FY24 CB VACS	\$7,000,000.00	\$7,000,000.00	\$6,857,431.64	97.96%	97.96%	\$6,818,508.82	97.41%	97.41%
EASTERN SHORE	FY24 CB VACS	\$2,689,088.00	\$245,062.54	\$260,550.40	9.69%	106.32%	\$260,484.80	9.69%	106.29%
HANOVER-CAROLINE	FY24 CB VACS	\$5,189,089.00	\$417,062.24	\$418,150.49	8.06%	100.26%	\$409,871.99	7.90%	98.28%
HEADWATERS	FY24 CB VACS	\$5,000,000.00	\$4,000,000.00	\$3,345,367.89	66.91%	83.63%	\$2,987,994.26	59.76%	74.70%
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	\$612,222.22	\$556,990.90	77.72%	90.98%	\$544,975.12	76.04%	89.02%
JOHN MARSHALL	FY24 CB VACS	\$4,790,033.00	\$4,790,033.00	\$4,581,140.91	95.64%	95.64%	\$4,493,716.90	93.81%	93.81%
LORD FAIRFAX	FY24 CB VACS	\$5,500,000.00	\$5,500,000.00	\$5,311,546.31	96.57%	96.57%	\$5,098,837.47	92.71%	92.71%
LOUDOUN	FY24 CB VACS	\$2,592,126.00	\$2,592,126.00	\$2,471,965.57	95.36%	95.36%	\$2,425,040.94	93.55%	93.55%
MONACAN	FY24 CB VACS	\$1,918,295.00	\$1,154,420.51	\$1,066,505.67	55.60%	92.38%	\$1,038,908.53	54.16%	89.99%

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	\$1,574,668.00	\$746,920.57	47.43%	47.43%	\$727,108.06	46.18%	46.18%
NATURAL BRIDGE	FY24 CB VACS	\$2,057,055.00	\$2,057,055.00	\$1,068,860.89	51.96%	51.96%	\$941,705.51	45.78%	45.78%
NORTHERN NECK	FY24 CB VACS	\$6,189,089.00	\$158,293.65	\$149,523.23	2.42%	94.46%	\$148,843.95	2.40%	94.03%
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	\$333,541.00	\$37,624.00	11.28%	11.28%	\$35,062.72	10.51%	10.51%
PEANUT	FY24 CB VACS	\$4,189,089.00	\$311,491.90	\$301,491.90	7.20%	96.79%	\$301,491.90	7.20%	96.79%
PETER FRANCISCO	FY24 CB VACS	\$2,356,020.00	\$2,356,020.00	\$2,357,064.98	100.04%	100.04%	\$2,250,542.39	95.52%	95.52%
PIEDMONT	FY24 CB VACS	\$2,728,447.00	\$2,728,447.00	\$2,089,315.40	76.58%	76.58%	\$1,982,314.51	72.65%	72.65%
PRINCE WILLIAM	FY24 CB VACS	\$993,840.00	\$330,000.00	\$277,408.74	27.91%	84.06%	\$277,408.74	27.91%	84.06%
ROBERT E LEE	FY24 CB VACS	\$1,918,188.00	\$1,918,188.00	\$272,375.61	14.20%	14.20%	\$240,659.23	12.55%	12.55%
SHENANDOAH VALLEY	FY24 CB VACS	\$4,500,000.00	\$4,416,540.60	\$3,787,321.84	84.16%	85.75%	\$2,954,573.14	65.66%	66.90%
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	\$5,173,131.13	94.20%	94.20%	\$5,020,823.07	91.42%	91.42%
THREE RIVERS	FY24 CB VACS	\$6,189,089.00	\$129,847.00	\$130,252.09	2.10%	100.31%	\$129,998.29	2.10%	100.12%
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	\$984,341.62	41.78%	98.26%	\$976,659.43	41.45%	97.50%
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%

Michael Margo  
National Grazing Lands Coordinator, USDA  
501 W. Felix Street, Bldg 23  
Fort Worth, Texas 76115

Dear Mr. Margo,

On behalf of Lord Fairfax Soil & Water Conservation District, I am pleased to write this letter of support for The Alliance for the Chesapeake Bay's *Growing Greener Pastures* proposal to the USDA's Grazing Lands Conservation Initiative. Virginia's Shenandoah Valley is among the state's most productive regions for cattle, beef, and dairy production, with Rockingham and Augusta Counties ranking in the top three counties for all categories of livestock production. Despite readily available cost share for graziers through NRCS and SWCD programs, there remains a significant gap between project implementation and actual management changes that improve soil and pasture health. Growing Greener Pastures is a new, innovative proposal aimed to improve current pasture conditions, soil health, livestock rotation intensity, and pasture diversity by supporting producers through mentorship and incentives geared towards rewarding improvements made in their grazing management over 4 years. The Alliance has a proven track record of working with NRCS, SWCD, and other partners via the Shenandoah Valley Conservation Collaborative to enact change on farms throughout the Valley.

Lord Fairfax SWCD has provided millions of dollars to agricultural producers in our service area to implement best management practices through the Virginia Agricultural Cost Share program. For producers to truly make the most of those BMPs there is often a need for management changes, which require education and support beyond the scope of what our workload allows our staff to provide. We believe that the *Growing Greener Pastures* program would be a valuable addition for producers following the implementation of cost shared BMPs, to ensure that the benefits of those BMPs are realized to their fullest potential. We encourage USDA to select this proposal for funding and look forward to working with The Alliance to carry out this initiative. We would be happy to answer any questions about our intended involvement with this program.

Sincerely,

Joan Comanor  
Chairwoman  
Lord Fairfax Soil & Water Conservation District

## C. OFFICE HOURS AND INCLEMENT WEATHER POLICY

Full time employees shall work 40 hours per week or opt for a compressed time option. Hours will be established by the Personnel Committee and approved by the Board. District office hours normally are from 8:00 a.m. to 4:30 p.m. weekdays. The workday will be 8 hours per day starting no earlier than 6:30 AM.

In case of inclement weather, District employees will follow USDA guidelines. The Chair of the Personnel Committee or Board Chair should be contacted with any questions. If the office remains open and an employee feels unsafe traveling, annual leave may be taken. If the USDA closes the Service Center, District employees will be granted administrative leave.

## D. FRINGE BENEFITS

### 1. DISTRICT OBSERVED HOLIDAYS

NEW YEAR'S DAY  
MARTIN LUTHER KING DAY  
PRESIDENTS' DAY  
MEMORIAL DAY  
EMANCIPATION DAY(JUNETEENTH)  
INDEPENDENCE DAY  
LABOR DAY  
COLUMBUS DAY  
ELECTION DAY  
VETERANS' DAY  
THANKSGIVING DAY  
DAY AFTER THANKSGIVING  
CHRISTMAS DAY  
PERSONAL DAY

Holidays falling on Sunday shall be observed on the following Monday, while those falling on Saturday shall be observed on the preceding Friday. The holidays listed above are adopted as holidays with full pay for salaried, full time employees, permanent and temporary, who are on the payroll in a paid status the working day prior to and the working day after the holiday. All permanent employees will be allowed additional holidays as granted to state employees by the Governor of Virginia.

Part-time and temporary part-time employees will not receive paid holidays but shall adjust their schedule to accommodate for the LFSWCD Office closure for a holiday by making up an equal amount of time within two weeks of the holiday.

### 2. LEAVE

Accrued leave is credited to eligible employees monthly. Credits for annual and sick leave may not be earned during an unpaid leave of absence.

**New employees will be granted the following leave balances upon hire:**

**8 hrs Sick Leave**

**8 hrs Annual Leave**

**Accrual of additional annual and sick leave hours, as outlined in Section 2 a. and 2 b. respectively, will begin from the second month of employment.**

Leave requests, whether paid or unpaid, should be submitted for approval in advance and must be approved by the employee's Supervisor, the Chair of the Personnel Committee, or the Board Chair. For five workdays up to two weeks leave, the employee must submit a written request at least two weeks in advance of the requested leave date. For more than two weeks leave, employee must submit a written request at least four weeks in advance. In case of emergency, the District Administrative Specialist or the supervisor must be notified as soon as possible during the first day of unscheduled absence, and the Administrative Specialist or supervisor should immediately notify the Chair of the Personnel Committee and the Board Chair. To the maximum extent possible, employee requests for leave should avoid including the days of monthly Board meetings.



Leave without pay requests will be addressed by the Personnel Committee on a case-by-case basis; such requests should be for unusual circumstances, and, where warranted, approved with specific time limits and any other conditions deemed appropriate.

**a. ANNUAL LEAVE**

The rate at which annual leave is earned depends on the full-time employee’s length of service with the District. As of January 1, of each calendar year, unused leave in excess of the Maximum Annual Leave Accumulation will be forfeited. Part-time employees are not eligible to earn annual leave accruals. Unused annual leave accruals must be used (substituted) for approved Family and Medical Leave, which is unpaid job protection.

Annual leave is earned as follows:

ANNUAL LEAVE			
Years of Service	Hrs. Earned per Month	Total Days/Year	Maximum Annual Leave Accumulation
0-4 years	8 hours	12	192 hours
5-9 years	10 hours	15	240 hours
10-14 years	12 hours	18	288 hours
15 and up	14 hours	21	336 hours

**b. SICK LEAVE**

Sick leave is accrued at a rate of ten (10) hours for each monthly pay period. Sick leave may accumulate without limit. When employees need to utilize sick leave for one of the qualifying purposes, they shall, as soon as practical, notify the Administrative Assistant at the District office. At the discretion of the employee’s supervisor, a doctor’s certificate may be required when an employee utilizes more than three successive workdays for sick leave. Use of sick leave must be accurately reported on employee’s time sheet. Part time employees are not eligible to accrue sick leave.

Sick leave may be used as follows:

1. Personal illness preventing the employee from satisfactorily performing the job.
2. The employee’s presence at work would be injurious to the health of the employee or that of others.
3. Visits to obtain professional medical care.
4. Death of an immediate family member of the employee or employee’s spouse.
5. Illness of a member of the employee’s immediate family requiring the presence of the employee.
6. Unused sick leave accruals must be used (substituted) for approved Family and Medical Leave, which is unpaid job protection.

**c. LEAVE SHARING**

In the event that an employee, due to one of the qualifying purposes listed above, requires more leave hours than they have accrued they may request to use leave hours donated by other employees. Requests should be made to the employee’s supervisor who will determine if there are donated hours available. As per the Sick Leave policy, a doctor’s certificate may be required when an employee requests to utilize donated leave hours. If there is no donated leave available any leave hours taken beyond what the employee has accrued will be unpaid.

**d. COMPENSATION FOR EXTRA TIME WORKED**

For calculation of overtime wages, the standard seven (7) day workweek begins at 12:01 a.m. on Saturday and ends on the following Friday at 12:00 midnight. The Board also allows full time salaried employees to be compensated with an equal amount of time off for time scheduled beyond normal working hours. Part time employees do not receive compensatory time.

The following policies apply to the receipt of compensatory time:

- **Prior approval** by the employee’s supervisor is required before compensatory time may be earned.
- Compensatory time will be in lieu of overtime pay normally; employees may request overtime pay if their work schedule precludes them from the likelihood of using the time as leave within a reasonable period.
- Compensatory time is earned at the rate of 1.5 hours for each hour worked, including portions of an hour, during the normal work week.
- The employee may earn compensatory time in 15-minute increments.

- When an employee is traveling outside the District on official business, compensatory time may be earned only for those hours spent in actual travel and while actively on duty beyond the employee's normal work schedule (e.g., attending a meeting, participating in a workshop, etc.). No compensatory time may be earned for any hours away from the District during which the employee is not actively on duty (e.g., such as afterhours at a multi-day workshop, etc.).
- Each employee shall maintain an accurate written record of compensatory time earned and used on the District's timesheet. The timesheet must be submitted to their supervisor within 5 working days of the end of a pay period for review and acceptance by signature and then provided to the District timekeeper. Approved timesheets will be the employees' official record for all calculations of leave accrued
- The amount of compensatory time earned within a monthly pay period may not exceed forty (40) hours and no more than 40 hours of compensatory time may be carried by an employee at any given time.
- Compensatory time must be used before annual leave.
- Any compensatory time reflected on an employee's timesheet as of December 31<sup>st</sup> will be paid out at the employee's regular hourly rate.
- Unused compensatory time earned by an exempt employee will not be paid out at termination.

#### e. PARENTAL LEAVE

It is the policy of the Lord Fairfax SWCD to provide paid parental leave to enable the employee to care for and bond with a newborn or child under the age of eighteen (18) newly placed for adoption or for foster or custodial care. This paid leave may be used in combination with other benefits. The purpose of this policy is to provide eligible employees with up to eight (8) weeks (320 hours) of paid parental leave to be used within six (6) months of the birth of an infant or adoptive, foster, or custodial placement of a child under the age of eighteen. Parental leave must be used within six months of the birth of an infant or placement of a child.

##### Eligibility:

- Employee must be in a full-time position at the time of the birth or placement of the child
- Employee must be eligible for Family and Medical Leave;
- Must have been employed by LFSWCD for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the requested leave

##### Leave Usage:

- Eligible employees may charge parental leave in one continuous period of time
- Employees may request intermittent use of parental leave subject to the agency's approval.
- The 320 hours of parental leave may be used only once per child and only once within a 12-month period.
- Unused parental leave is forfeited six (6) months from the date of the birth/ placement
- Unused parental leave is not compensable if an employee separates from Lord Fairfax SWCD employment or moves to a non-covered position.
- Parental leave terminates at the conclusion of the foster or custodial care placement or within six (6) months of the placement, whichever comes first.

#### f. FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks (or maximum of 480 hours) of unpaid leave in a 12-month period and requires group healthcare benefits be maintained during the leave as if employees continued to work instead of taking leave. Employees are required to pay their share of health insurance premiums during an approved FMLA absence and are entitled to return to their same or an equivalent job at the end of their FMLA leave.

Employees seeking to use approved FMLA leave are required to "substitute" (run concurrently) accrued paid leave, sick and annual, to cover some or all the designated FML leave period. An employee's ability to substitute accrued paid sick and annual leave for approved FML leave is determined by the amount of the employee's unused sick and annual leave accrual balances.

Employees, who have been employed by the District for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the requested leave, may take up to 12 weeks (or maximum of 480 hours) of Family Medical Leave for the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care.
- To care for a spouse, son, daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her

- job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

No more than 12 weeks (or maximum of 480 hours) of Family and Medical Leave may be taken in the 12-month period that begins on the first day the Family and Medical Leave is taken. Family and Medical Leave may be taken consecutively or intermittently. Leave beyond the 12 weeks (or maximum of 480 hours) may be taken as unpaid leave under unusual circumstances only if authorized by the Personnel Committee and the Board of Directors.

Eligible employees requesting the use of FMLA leave for any of the qualifying reasons listed above must follow current FMLA request and notification procedures. Specific notification and documentation guidelines and the required forms are readily available online at: <https://www.dol.gov/whd/fmla/index.htm>.

#### **g. MILITARY LEAVE AND SERVICE**

The District is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the District's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law. If any employee believes that he or she has been subjected to discrimination in violation of District policy, the employee should immediately contact the Personnel Committee Chair.

Employees requesting leave for military duty should contact the Personnel Committee to request leave as soon as they are aware of the need for leave. For detailed information on eligibility, rights while on leave, and job restoration upon completion of leave, refer to the current fact sheets on the Department of Labor web site ([www.dol.gov](http://www.dol.gov)).

#### **h. SHORT-TERM DISABILITY**

District employees are included in VRS (Virginia Retirement System) and it's included benefits through Shenandoah County. For employees who are classified as VRS Hybrid, short term disability coverage is an included benefit. Specific questions about short term disability coverage should be directed to the Shenandoah County Human Resources Department.

#### **i. JURY DUTY**

Leave for jury duty is granted to all employees. Full-time employees, permanent and temporary, who are under proper summons from a court to serve on a jury will be granted leave of absence with pay for the time actually spent in service on the jury. Part-time employees will be required to adjust their schedule to accommodate the court summons and will not receive paid leave. Employees are required to obtain jury duty certificates signed by an official of the court to accurately document and justify the time absent for jury duty.

#### **j. PAYMENT FOR LEAVE BALANCES**

When an employee separates from District service (retires, resigns, or is terminated) the employee will be paid for unused annual leave up to a maximum of 30 days (240 hours). If the employee has five or more years of continuous service with the District when employment ends, the employee will also be paid an amount equal to 25 percent of their unused sick leave, with a maximum payment of \$2,500.

### **3. OTHER BENEFITS**

#### **Medical Insurance:**

- Full-time employees are eligible for medical insurance benefits paid by the District. The District will follow Shenandoah County policy regarding costs for coverage and care of other family members.
- Temporary full-time employees are eligible to receive the same medical insurance benefits as full time employees if the grant funding the position covers this benefit. The employee shall be responsible for all costs for coverage and care of other family members.
- Qualified Life Events: Healthcare benefit premiums paid on a pre-tax basis on subject to IRS Section 125 regulations. Due to these regulations, changes to medical insurance selections may only be made under special circumstances called "qualifying events" and must be made within 31-days of the qualified event. Please refer to specific plan documents or contact the benefits provider for specific guidance if you experience any of the following qualified events:

- Loss of eligibility for group health coverage, health insurance coverage, CHIP or Medicaid
- Becoming eligible for state premium assistance, Medicaid, or CHIP subsidies
- Acquisition of a new spouse or dependent by marriage, birth, adoption, or placement for adoption
- Change in marital status, number of dependents, employment status, change in residence.
- Receive a judgment, decree or order resulting from a divorce, legal separation, annulment, changes in legal custody or qualified medical child support order (QMCSO)
- You, your spouse, or dependent becomes enrolled in coverage under Part A or Part B of Medicare, or Medicaid or loses coverage under Part A or Part B of Medicare, or Medicaid
- You change your employment status, and that status is reasonably expected to continue long-term (e.g., go from part-time to full-time or go from full-time to part-time)
- You experience a change in coverage under another employer's plan (e.g., gain coverage or lose coverage)
- The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a law that gives workers who lose their health benefits the option to continue group health benefits provided by the plan under certain circumstances. For more information on COBRA rights and eligibility, please contact the healthcare plan directly at the number listed on your benefits ID card.
- Part time employees are not eligible to receive medical insurance benefits.

**Social Security/FICA:**

- The District pays its portion of Social Security and FICA for all full time and part time employees.

**Virginia Retirement System:**

- Full time and temporary full-time employees are eligible to be enrolled in the Virginia Retirement System through the District. Employees pay 5 percent of this benefit.
- Part time employees are not eligible to participate in the Virginia Retirement System.

**Life Insurance:**

- Full time employees are eligible to receive group life insurance. The full cost of this benefit is paid by the District. Temporary full-time positions that are grant funded will receive life insurance if the cost is covered by the grant.
- Part time employees are not eligible to receive group life insurance benefits.

**Workers' Compensation:**

- All District employees are covered by Workers' Compensation Insurance that is fully paid by the District.

**III. PERSONNEL MANAGEMENT**

**A. PERSONNEL POLICY, POSITION DESCRIPTIONS, PERFORMANCE STANDARDS AND EVALUATIONS**

The Board of Directors is committed to fostering employees' growth and success in their positions by rewarding sustained successful performance and longevity in the position through periodic salary adjustments within the designated salary scales. Additional adjustments may be made in recognition of increases in costs of living at the Board's discretion. The Personnel Policy, Position Descriptions, Performance Standards and Evaluations shall be reviewed annually and updated as needed by the Personnel Committee and approved by the Board. Performance Standards for each employee will be based on the District's annual work plan, employee position descriptions, and District priorities. An official Performance Evaluation will be conducted twice yearly for each full-time employee by the Personnel Committee with input from the employee's supervisor. Job performance feedback will be provided with prior input from the employee's supervisor. The District Board will use the feedback and the evaluation to assess performance and make recommendations for improvements and other job-related changes as the Board determines necessary. When funds are available, the Personnel Committee may make recommendations to the Board regarding merit increases, when eligible employees' job performance justifies a pay increase. An interim evaluation may be conducted by the Personnel Committee at the Committee's or the Board's discretion, or if requested by the employee.

Completion of each employee performance evaluation as well as the annual review of the personnel policies, position descriptions and interim performance reviews will be documented in the official record of the District minutes by motion of the Board. Current Position Descriptions are considered a part of this policy. All personnel documents will include the date of approval and the fiscal year to which the document is applicable.

Monthly time sheets must be accurately maintained by each employee and must be approved monthly by employee's

supervisor or a District board member. Time sheets must be maintained on file in the district office.

The policies and language contained herein are subject to interpretation and modification by the Board at their sole discretion. The policies and language contained herein are in no way intended to be interpreted as an employment contract or alter the at-will status of any employee.

## **B. SUPERVISION**

District personnel will be accountable to and supervised as follows: District Administrative Specialist – Treasurer and Board Chair; Supervising Conservation Specialist - Conservation Technical Committee Chair; District Conservation Technicians, Specialists, and any other Conservation Positions- Supervising Conservation Specialist in consultation with the Conservation Technical Committee Chair; Education & Program Support Specialist - Supervising Conservation Specialist in consultation with the Education & Information Committee Chair. From time-to-time personnel may be assigned duties for other committees, such as, Easements, or Dam Safety. In such cases the chairs of those committees are expected to contribute to performance evaluations. Each employee’s supervisor, the Personnel Committee and the Board Chair are responsible for overseeing the coordination of District Employees.

## **C. INTRODUCTORY PERIOD**

The introductory period for employment with the Lord Fairfax SWCD is six months. In cases of unsatisfactory work performance or misconduct during this period, an employee may be terminated. The Personnel Committee may dismiss the employee immediately if the employee’s conduct is determined by the Committee to be severe enough to warrant this action. During this period, if it is found that an employee is not performing to the Board’s satisfaction, at the Personnel Committee’s sole discretion, the employee may be given one month to improve his/her job performance based on written guidance from the Personnel Committee. The six-month period may be extended by one month for this purpose. If performance is still not satisfactory following this one-month grace period, the employee will be terminated without delay.

## **D. DISTRICT MEETINGS**

All District employees will be expected to attend monthly District Board meetings. If there is a conflict the employee should notify his/her supervisor, the Administrative Specialist, and the Board Chair.

## **E. TRAINING AND TRAVEL**

The District expects all employees to acquire the training necessary to conduct their jobs at the level expected by the District Board. Employees will maintain an Individual Development Plan and other records that demonstrate their levels of proficiency in their respective technical areas. Training shall be provided through the District Board of Directors, Natural Resources Conservation Service, Virginia Association of Soil and Water Conservation Districts, other cooperating agencies, and on the job by more experienced employees, and through other local opportunities.

Scheduling of formal training must be approved in advance by the employee’s supervisor. The District may provide financial assistance up to \$500 per employee per year for training opportunities, certifications, or degree programs beyond the standard certification programs on a case-by-case basis. Any employee requesting financial assistance for training should submit the request to their supervisor and the Personnel committee prior to committing to the training. The District reserves the right to require a period of continued employment in exchange for financial assistance. Such agreements would be created on a case-by-case basis, and must be approved by the Board and signed by the employee and a Board representative.

Travel by the Conservation Specialists outside the District must be approved in advance by the Supervising Conservation Specialist. The requests shall include the following information: dates of travel, purpose, estimated cost, status of District travel budget and expenditures.

Expenses exceeding State per diem require advance approval by the employee’s supervisor. When a District or USDA government vehicle is not available for travel, District employees shall use their personal vehicles and mileage will be reimbursed at the current State of Virginia rate. Questions related to travel should be addressed to the Personnel Committee.

In anticipation of the need to handle employee travel requests satisfactorily, the Finance Committee will identify budgeted funds for training (including travel) and non-training travel, as well as rules for reimbursement for such items as mileage, meals, and lodging.

## **F. GRIEVANCE PROCEDURE AND REMEDIAL ACTION**